



GMU-POL-S05-001 - Faculty and Professional Staff Role

Standard 05: Faculty and Professional Staff

Process Owner	Vice Chancellor Academics
Prepared by	HR department
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Modification History

Policy / Version Number	Date	Revision Summary
1.1	01.01.2019	Format changed with inclusion of document control information
1.2	22.10.2022	Weekends changed from Friday to Sunday The policy owner changed to the Vice Chancellor Academics
1.3	18.06.2025	Revisions were made to align the Faculty Handbook and the Faculty and Professional Staff Role Policy with the Academic Promotion Policy.

Relevant to

Senior GMU Administrators, Human Resources Department and all the Faculty and Professional Staff.

Used with

Policy on Professional Requirements for Teaching

Purpose and Scope

The policy outlines the roles and responsibilities of faculty and professional staff at Gulf Medical University with the aim of establishing a mutual understanding between the university and its personnel. Emphasizing the crucial role of faculty in maintaining GMU's reputation, the policy aims to attract, employ, and retain faculty members with exemplary professional backgrounds. It applies to both full-time and part-time faculty as well as professional staff, setting a standard framework for their engagement with the university.

Abbreviations and Definitions

- UAE: United Arab Emirates
- GMU: Gulf Medical University
- HR: Human Resources

Full-Time Faculty: A full-time faculty member is one whose primary employment is with the institution concerned, and who receives a contract as a full-time employee with a primary assignment as per the Faculty Track System (teaching/research/ clinical).

Part-Time Faculty: Part-time faculty employment is subject to the same requirements of professional competence and experience as their full-time counterparts. Their number shall not exceed 25% of the total faculty members for any program offered by the University. In addition, the teaching load of part-time faculty members shall not exceed 6 credit hours per semester. The term “adjunct faculty” is often used as a synonym for “part-time faculty.”

Visiting Faculty: A guest who normally teaches at another institution or possesses other professorial qualifications and is appointed to give instruction for a limited time period, ordinarily of one year or less on a full or part-time basis. Rarely be appointed for more than one year.

Emeritus Faculty: The University recognizes the distinguished service and distinction of the members of the University by conferring Emeritus titles effective upon retirement. “Emeritus” status

is available to tenured and non-tenure track professorial faculty, including those who hold titles modified by “Clinical,” “Research” and “of the Practice”.

Guest Speakers: Invited guest speakers are professionals in their specialty and have experience in the topic they are invited to cover. The invited guest is an expert in related practical fields in multidisciplinary education and offers knowledge from a new perspective and variety in the way it is taught, while it provides important specific subjects. The invited guest has an academic affiliation (Professor from another institute) and/ or practical experiences (CEO, President of organization in a related field of the program). The invited guest may be invited to deliver one or more lecture(s) (on-site or online) and it can be once or annually.

Affiliated/Secondary Appointment: An Affiliated or Secondary title is given to full-time faculty as a means of formalizing an association with a department other than that of the primary appointment. The affiliation must be recommended by the department and dean following the procedure specified by the College. Termination of the primary appointment shall automatically terminate the affiliated/secondary appointment.

Policy

5.1 Rights and Responsibilities

GMU is a comprehensive Academic Health System. The traditional role of faculty being effective in education, research and clinical care is changing in order to respond to the context of the changing healthcare and practice.

Duties of a faculty member shall consist of those responsibilities assigned by the Chancellor/ Vice Chancellor Academics/Dean/Head of department. Teaching assignments and other instructional responsibilities shall be performed under the direction of the Head/Dean/Vice Chancellor Academics/Chancellor.

5.1.1. Faculty Track System

The faculty in the system play different roles with variability in performance and responsibilities between teaching, research and clinical services. Thus, faculty will be designated into separate tracks which recognizes the strength of each one and help them to develop and direct their strength towards areas of expertise which collectively support the goals of GMU. Faculty will be able to choose either regular (education), research, or clinical “professional” track they consider or wish to be a best fit for their main strength. This system is considered in recruitment, appointment and appraisal of faculties.

5.1.2. Faculty Track Categories

At GMU, we have the following Faculty categories:

- A. Full-Time Faculty
- B. Part-Time Faculty
- C. Visiting Faculty
- D. Adjunct Faculty
- E. Emeritus Faculty

5.1.3. Faculty Responsibilities

All faculties fit into one of the three tracks as mentioned below:

1. Education Track

Faculty devote approximately 80% of their time to teaching and educational scholarship and 20% to research or related scholarly activities. They engage comprehensively in six key educational domains: Teaching & Learning, Student Assessment, Curriculum Design, Faculty Development, Organizational and Curriculum Management, and Quality Assurance & Accreditation. New faculty typically focus on one or two domains and expand as they progress. Evaluation includes both quantitative and qualitative measures, emphasizing impact and innovation. Faculty demonstrate a deep knowledge of their subject, a strong commitment to teaching, continual improvement, and serve as inspirational role models.

2. Research Track

Faculty allocate about 80% of their time to research and 20% to teaching and professional service. They are expected to secure extramural funding, conduct original, valid, and innovative research across basic, clinical, or translational domains, publish in peer-reviewed journals, and mentor students. Faculty demonstrate sustained research productivity and leadership, contribute to drug or technology development, hold patents, and participate in professional consultative bodies. They should be independent scientific investigators with proven competence.

3. Clinical Track

Faculty spend over 70% of their time delivering healthcare services combined with teaching and clinical research. Their scholarship focuses on the application of knowledge to clinical care and education. They are recognized leaders in clinical practice at local and regional levels and actively participate in institutional governance and departmental committees. Excellence in patient care and contributions to healthcare education are paramount.

5.2 Academic Advising

Faculty members are required to know the academic rules, regulations and procedures that apply to students' advising responsibilities. They are also required to be familiar with different University services provided to students. In that regard, faculty members should:

- Schedule office hours in order to meet with students outside prescheduled class meetings.
- Post office hours and include them in the course syllabus.
- Ensure that the number of office hours reflect the teaching load and size of the classes.
- Be available in the office during office hours.
- Ensure that office hours are flexible

enough to provide reasonable contact with students who may have class conflicts.

- Make it possible for students to make appointments outside of scheduled office hours.
- Schedule additional office hours during registration periods.
- Participate and assist other faculty members and students in the registration process.
- Keep, update, and refer to students' records during each advising session.

5.3 Principles of Academic Freedom

Institutions of Higher Education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that faculty members are free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant.

Within the bounds of professional behavior, each faculty member shall be entitled to full freedom in the classroom in discussing the subject being taught. Within the bounds of professional behavior, faculty members also shall have full freedom to express disagreement with other members of the university community. Although a faculty member observes the regulations of the institution, he or she shall maintain the right to criticize and seek revision. Faculty members also are citizens or residents of a nation, emirate, and community; therefore, when speaking, writing, or acting outside the classroom, they should be free from University censorship. On such occasions, faculty members should make it clear that they are not speaking for the University. Faculty also must be aware of the practices and sensibilities of the nation's culture.

Academic freedom is vital in the establishment of a climate of academic integrity, and it applies to both teaching and research. Faculty are entitled to freedom of discussion of course subject and students the freedom to learn, in addition, faculty are entitled to freedom of advancement and dissemination of knowledge through their research

work and the publication of results. GMU recognizes that successful discharge of these functions requires an atmosphere of intellectual freedom.

Since freedom entails responsibilities, faculty members are advised to accept the responsibilities associated with intellectual freedom. Those responsibilities are towards students, colleagues, University and the larger community GMU serves. For this purpose, GMU has specified ethical guidelines for its faculty members to help them discharge their responsibilities in compliance with the University standards.

5.4 Faculty Professional Ethics

Gulf Medical University (GMU) requires its faculty members to be responsible for academic integrity and demonstrate high standards of professional ethics. They shall apply principles of justice, truthfulness, fairness, and respect for others in all matters related to their work, especially when making decisions involving ethical dilemmas.

They are required to ensure that people are fairly treated and not discriminated against, abused or exploited. They shall honor the rights of others and shall cause no harm to any individual. They shall respect the diversity of cultures and recognize fundamental human rights. They must keep in confidence, all privileged information gained while employed at GMU. When acting as referees, they must strive to be fair and objective.

GMU recognizes and supports the principle that faculty members who speak or write as a private citizen should be free from institutional censorship or discipline. However, a faculty member's special position in the community imposes particular obligations and serious responsibilities regarding conduct and behavior and requires faculty to act in the best interests of the profession and the institution. These issues are addressed in policies on academic freedom, ethics and responsibility, and honesty and integrity in teaching and research.

5.4.1 Academic Ethics and Responsibilities

All faculty members assume certain ethical obligations and responsibilities to students, to

fellow faculty members, to the institution, to the profession, and to society at large as listed below:

Faculty members shall

- Foster scholarly values in students, including academic honesty, the free pursuit of learning, and the exercise of academic freedom.
- Act professionally in their academic relationships with students.
- Exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
- Be entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into teaching inappropriate matter or matters that have no relation to their subject.
- Maintain respect for students as individuals, within their role as intellectual guides and counselors.
- Assure that evaluations of students reflect true merit. Faculty members shall avoid taking any action that would compromise the honesty and equity of the evaluations.
- Be available at reasonable intervals to students for consultation on course work through posted office hours.
- Duly acknowledge the contribution of students to their scholarship and research.
- Not engage in any exploitation, harassment, or discriminatory treatment of students.
- Counsel students on nonacademic issues which shall be professional, confidential and within the capabilities of the faculty. Students who have serious and sensitive matters, especially if they are related to a specific culture, religion or custom, shall be referred to professional counselors available in student services.

Faculty members have ethical obligations and responsibilities to other members of the university community

- Faculty members shall not engage in any

exploitation, harassment, or discriminatory treatment of any members of the university community.

- Faculty members shall acknowledge the academic contributions of others, and strive to be objective in their professional judgment of colleagues. Permission shall be obtained from the relevant persons or individuals when appropriate to the norms of the discipline, and digital and archival material shall be used in accordance with the rules of the source.
- Faculty members who are in a supervisory position shall abide by the rules and policies of the University as published in this handbook and policies and procedure manual.

Faculty members have ethical obligations and responsibilities to GMU as an institution

- Faculty members shall recognize that their primary responsibility is to the institution. Faculty members may follow subsidiary interests, but these shall be revealed to the institution and shall never compromise their freedom and willingness to draw intellectually honest conclusions.
- When considering the interruption or termination of their service, faculty members shall take into account the effect of their decision upon the institution and give notice of their intentions as per their contract.
- Faculty members shall accept their share of faculty responsibilities for contributing to the governance of the institution.

Faculty members have ethical obligations and responsibilities to their profession

- The fundamental responsibilities of a faculty member as a teacher and scholar include:

1) Maintenance of competence in one's field of specialization,

including appearances in the public arena such as discussions, lectures, consulting, publications and/or participation in professional organizations and meetings.

2) Exhibition of such professional competence in the classroom, library or laboratory.

3) Fostering honest academic conduct as specified in the university regulations.

- The demonstration of professional integrity by a faculty member includes recognition that society at large will judge the profession as well as the institution by his/her statements and behavior. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect to members of the society at large expressing different opinions. Faculty should make every effort to indicate that they are not speaking or acting for the University when speaking or acting as a private person.
- Scholarly conduct must avoid fabrications, falsifications, plagiarism and other practices that deviate from accepted scholarly work.
- Faculty must apply scholarly rigor and integrity in obtaining, recording and analyzing data as well as in reporting and publishing results;
- Faculty undertaking research should do so in a manner consistent with professional honesty and within the public interest. Research should be designed to enhance knowledge in a particular field of scholarship and should demonstrate sound methodology, accuracy and maintain the factual integrity of the data.
- Faculty shall use funds designated for research purposes in the prescribed manner.
- Faculty shall comply with relevant statutes or regulations for the protection and welfare of researchers, human subjects, the public, laboratory animals and the environment.
- It is the duty of faculty members doing research, teaching, laboratory or other activities to protect the privacy of others, to

avoid causing mental or physical harm and to promote safe and healthy working practices and environment.

5.5 Academic Honesty

Academic honesty is the pursuit of scholarly activity in an open, honest and responsible manner. Academic honesty is a basic guiding principle for all academic activities at the University, and all members of the University community are expected to act in accordance with this principle.

Academic honesty includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. It is worth emphasizing here that the University expects all its faculty members to abide by the highest standards of professional ethics in all their activities conducted inside or outside the University campus.

5.6 Non-Discrimination Policy

No officer or employee of the Gulf Medical University shall discriminate against any person because of race, color, religion, national origin, age (within the constraints of UAE labor laws), non-disqualifying handicapping condition, ethnic group, or gender, in any of its programs, activities, contracts, personnel administration practices or any other actions it undertakes. Furthermore, the University will maintain and advance those practices, processes, and circumstances that afford equal opportunity to all individuals. Without limiting this non-discrimination policy, the Gulf Medical University is committed to complying with all laws that apply to a faculty member's employment at the university.

5.7 Freedom of Association

GMU ensures freedom of association in

compliance with the UAE labor law “Concerning Associations and Domestic Institutions of Public Interest” (Federal Law No. 2 of 2008), accessible through the following Link.

5.8 Academic Activities outside Scheduled Timings

Faculty are to abide by the published schedule for class meeting times. Additional required meetings scheduled for evenings or weekends are discouraged. No academic activity is allowed on Sundays and university holidays. It is recognized that occasionally faculty will be absent from regular class meeting times due to conference attendance or personal emergencies; however, faculty should attempt to seek assistance from colleagues to conduct classes in their absence. Field trips and site visits are recognized as extended learning experiences held off campus. These activities must be pre-announced and, when possible, dates included in the syllabus of the course. Students who are unable to meet on Saturdays and/or after class must inform the faculty before the end of add /drop period so that faculty may consider alternative meeting times. Graduate courses shall be exempted from these guidelines.

5.9 Scholarly Activities

Faculty members at the professorial rank of Assistant Professor and above are expected to conduct scholarly activities and to disseminate the results of such activities in appropriate peer reviewed venues. They are expected to base their scholarly activities on an honest search for knowledge with due respect to evidence, impartial reasoning and honesty in reporting.

Expected Research Output per year:

- One publication cited in Pubmed, Scopus or Web of Science per year is expected from the Regular Track Faculty.
- Two publications cited in Pubmed, Scopus or Web of Science per year are expected from the Research Track Faculty.

Because of the professional diversity across Colleges of GMU, the University shall define the term scholarly activity as: scholarship directed toward new discovery, investigations resulting in creative and artistic expressions, the evolution of novel and more effective teaching methodologies and materials, and the integration and application of new methodologies in the profession.

The university encourages faculty to protect both the university's and their own interests in intellectual property.

5.10 Misconduct

GMU requires that its faculty members demonstrate high standards of ethical behavior and act as role models for their students. It expects and demands that they adhere to those standards of conduct that are deemed necessary and appropriate for an educational institution. While it is not possible to list all acts and/or omissions that violate the desired conduct and may result in disciplinary action, the following are some of the more obvious acts or omissions that are unacceptable:

- Refusal to carry out the duties required by his/her position or refrain from abiding by the instructions under the employment contract, which are issued by the superior or the person in charge.
- Use of physical violence against any person inside the University campus.
- Racial or sexual harassment or any other form of harassment to any student, affiliate of or visitor to the University.
- Proceeding work in a state of drunkenness (either drugs or alcohol).
- Intentionally keeping the superior in the dark regarding conflict of interests.
- Committing any act that might infringe on article of the contract or violate the regulations and policies issued by the University from time to time regarding safety and security.
- Mishandling the safety equipment or

acting in a manner that threatens the rules of safety and public health in the workplace or hindering the employees from carrying out their duties properly.

- Use of indecent language or resorting to threats when dealing with another person in the workplace.
- Unauthorized use of equipment inside the University.
- Disturbing the course of work by adopting undesirable attitude.
- Absence without permission.
- Non-abiding by the University policy regarding smoking in the workplace or non-abidance by the safety rules.

Sometimes it is difficult to classify some cases of misconduct. Therefore, any decision regarding the seriousness of the case is subject to the consideration of the University based on findings and relevant facts as determined by the Disciplinary Committee. The concerned faculty member will be treated fairly and provided an opportunity to explain his/her position. If the Disciplinary Committee, after thorough investigation, concludes that a disciplinary action must be taken against the faculty member, it may recommend verbal counseling, written warning, suspension or even termination. In case the faculty member is not satisfied with the decision of the committee, he/she can file a written appeal to the Chancellor of the University requesting a review of the decision.

5.11 Intellectual Property Guidelines

Matters considered include the nature of Intellectual Property, its ownership, exploitation and the specific procedures adopted within Gulf Medical University (GMU). GMU is committed to providing an environment where scholarship and innovation can flourish and those participating can be justly rewarded for their efforts. At the same time, GMU recognizes that certain Intellectual Property is developed as a result of the environment provided by GMU and that special relationships exist between the GMU and its faculty and students;

therefore, the University wishes, where appropriate, to gain benefit from the activity, with the benefits flowing on to future generations of faculty and students. GMU reserves the right to modify or add to this policy at any time, provided that such change will only apply to works, inventions and other subject matter in which Intellectual Property Rights subsist that come into being after the effective date of the change.

5.11.1 Interpretation

- Course Material means all materials produced in the course of or for use in teaching in any form (including digital, print, video and visual material) and all Intellectual Property in such materials and will include lectures, lecture notes and material, syllabi, study guides, assessment materials, images, multi-media presentations, web content and course software.
- Exceptional GMU Resources means resources of the GMU which, for the avoidance of doubt, includes facilities, funds, services, equipment, paid leave, faculty time and support faculty in excess of those normally used or available to faculty for producing Course Materials.
- Intellectual Property means all statutory and other proprietary rights (including rights to require information be kept confidential) in respect of inventions, copyright, trademarks, designs, patents, plant breeder's rights, circuit layouts, procedures, trade secrets and all other rights as defined by the UAE laws.
- 'Specifically Commissioned' means where particular consideration (which includes, but is not limited to, financial consideration or relief from teaching or other duties) is provided or offered by the GMU by agreement.

5.11.2 Intellectual Property Ownership

Except as otherwise agreed in writing by an authorized GMU officer, or stated in this Policy, GMU asserts legal and beneficial ownership of

Intellectual Property:

- Created by academic or general faculty in the course of their employment by the University.
- Created by students of the University
- Created by Visitors, Adjunct or Conjoint appointees

In the absence of any written agreement to the contrary, Visitors, Adjunct and Conjoint appointees who create Intellectual Property falling under this clause will be treated as academic faculty for the purposes of this Policy.

GMU does not assert its right to ownership of any Intellectual Property in scholarly books, articles, Course Materials, or other scholarly works or subject matter generated (whether in written or any other form) by faculty or students, other than where Specifically Commissioned by GMU and where produced with the assistance of Exceptional GMU Resources.

GMU asserts legal and beneficial ownership of all Course Materials which are Specifically Commissioned. The University may, at its discretion, give the creator(s) of Specifically Commissioned Course Materials a nonexclusive license to use the Course Materials for teaching purposes only if such a license will not extend to use of the Course Materials for a course in direct competition with a course of the University.

In the absence of a written agreement, the University will own the Course Materials, but the faculty member(s) who provided content for the Course Materials will be entitled to compensation in case of commercialization.

GMU reserves its right to transfer the ownership of its Intellectual Property to third parties, where practicable, following consultations with the creator(s) of the Intellectual Property. Except where expressly permitted, no faculty member or student may apply for his/her own name, assign, license or otherwise deal with Intellectual Property, without written consent from GMU.

5.11.3 Exploitation of Intellectual Property Owned by GMU

In order for GMU to comply with laws of Intellectual Property, faculty members and students should be conscious of the need to avoid premature disclosure of research results to third parties. Prior to doing so, intellectual property protection should be acquired specifying the rights that will accrue to the faculty member or student and to GMU.

The faculty member or student, whose creative work is commercialized will be compensated on a pre-agreed amount and will waive his rights to the creative work to GMU. Student creators of Intellectual Property will be treated equivalently to faculty members in determining their share of benefits flowing from the commercialization of Intellectual Property.

The University will consult with the creator of the Intellectual Property before determining the appropriate commercialization pathway to be taken. This may include the filing of patent applications, the identification of possible licensees or the formation of a limited liability company to exploit the Intellectual Property.

5.11.4 Rights & Disputes

GMU recognizes the rights of the originators of Intellectual Property in accordance with the UAE copyright laws in force. These include the right of fair attribution of authorship or invention, the need for work not to be altered or used in such a way that it harms the reputation of the originator, and an opportunity for the originator to be involved in determining the final outcome of his/her labor. GMU will use its best endeavors to assist authors in asserting their moral rights in cases where clear breaches of accepted academic conventions occur. Where a faculty member is unable to reach agreement with a Third Party with respect to the exploitation of Intellectual Property, they may refer their grievance to Legal Manager to attempt to resolve the dispute by mediation. In the event of a continuing grievance, the matter will be determined by an independent expert. All matters associated

with the resolution of Intellectual Property disputes will be held confidential.

5.11.5 Copyright Material

GMU faculty members are required to follow the law protecting copyright in the United Arab Emirates. Protection is granted to authors of literary, artistic and scientific work whose means of expression is writing, sound, drawing, image, motion pictures, creative titles or computer software. Translation of original works is also protected, and the duration of the protection is for the lifetime.

The law reserves the right to allow reproducing protectable works by means of photocopying without obtaining the author's permission by public libraries, non-commercial documentation centers and education, cultural and scientific institutions, provided that the number of 50 copies reproduced is limited to their needs and not detrimental to the interests of the author.

5.12 Service

Documentation of service should include two elements: service to the public and service to the institution.

5.12.1 Service to the Public

The principal public service activity of the faculty should be in healthcare delivery, disease prevention, and health promotion and health education. However, other forms and types of public services should not be excluded, if germane to the mission and purpose of the school. Demonstrated quality of service should include the level of activity, such as number and types of patients served and the number of students, house officers supervised in patient evaluation and healthcare delivery. Evidence of professional development should include certifications, licensures and boards.

5.12.2 Service to the Institution

As members of the corps of instruction of the GMU, faculty is expected to be participants in the collegial functions of higher education. These include, but are not limited to, participation in the departmental and institutional faculty governing bodies; service on departmental, and institutional academic committees, including those concerned with student recruitment, admissions, and counseling; the development of and/or participation as a teacher in continuing education programs, and contributions in regional, national or international health issues.

5.13 Conflict of Interest

Each regular faculty member owes primary professional responsibility to the University and must avoid outside obligations, financial interests, or employment that can affect the objectivity of decisions as a member of the University community.

- Conflict of Interest includes any outside obligations, financial interests, and/or employment that can affect the objectivity of decisions.
- Full-time faculty members owe primary professional responsibility to the university and must avoid conflicts of interest.
- Any potential conflict of interest, financial or otherwise, that might influence a faculty member's decisions on whether the individual should be asked to review manuscripts or applications, test products, conduct research, or be permitted to undertake work assisted, supported, or sponsored by outside sources must be revealed to a faculty member's immediate supervisor, sponsors, journals, and funding agencies.
- Full-time faculty members should reveal conflict of interest involving family members, including the hiring or evaluating of family as an employee or consultant for any project supported by funds administered through the university.

- Full-time faculty members should reveal any conflict of interest involving university purchasing of equipment, supplies, or services from a source in which they or their families have a substantial interest.
- Faculty and their immediate family members may not accept money or in-kind compensations from students for any services provided.

5.14 Recognition of Unions

- GMU recognizes all unions that have been officially approved, and licensed by the relevant authorities in the United Arab Emirates. This includes unions representing women, international staff, and other specialized groups within the university community. GMU's recognition extends to unions that comply with the regulatory standards and legal requirements set forth by UAE government bodies, ensuring they operate within the framework of the law.