



جامعة دبي الطبية
DUBAI MEDICAL UNIVERSITY



DMU FACULTY HANDBOOK

2024-2025



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FOUNDER'S MESSAGE

We have the privilege of being the pioneer in medical education in the UAE with the establishment of Dubai Medical College in 1986 & Dubai Pharmacy College in 1992, and as much as we believe it is a privilege, we realize the great responsibility that comes with it.

My happiness at our success in educating girls to become professional health practitioners to serve UAE community is beyond measure. It is my belief that achieving Dubai Medical University vision of providing health education excellency and to advance health and well-being of the community can only be fulfilled effectively if the direction and mission described in these pages have a noticeable impact on our choices and actions every single day. It is essential that our deeds match our Islamic values, aspirations, and the expectations of our community. We are judged by how we act, the sum of these judgments is our reputation, upholding our reputation of integrity, and respect for Islamic values can be maintained only by commitment to Dubai Medical University values from all our students, faculty members & faculty members.



*Late Haj Saeed Bin Ahmed Al Lootah
The Founder*



UNIVERSITY OVERVIEW

Dubai Medical University (DMU) embodies the visionary legacy of the late H.E. Saeed Ahmed Lootah, a trailblazer in UAE education. The inception of Dubai Medical College for Girls in 1986 and Dubai Pharmacy College in 1992 attests to his commitment. Recognizing the importance of interdisciplinary collaboration and a holistic approach to healthcare education, the transformative merger of these established institutions, along with the recent addition of the College of Nursing in 2023, marks a significant milestone—the birth of Dubai Medical University.

This evolution aims to establish a comprehensive healthcare education institution offering a diverse range of programs, from undergraduate to postgraduate degrees, across various healthcare fields. The establishment of DMU not only elevates educational standards but also provides students with a more inclusive and well-rounded learning experience, impacting the healthcare industry in Dubai and the UAE positively.

This preface introduces the exciting journey of quality enhancement undertaken by Dubai Medical University—a journey that reshapes medical, pharmaceutical, and nursing education, envisioning a future where healthcare professionals collaborate seamlessly across disciplines to enhance patient care.

1. DMU VISION, MISSION, AND GOALS

1.1 DMU Vision

DMU will be known as a university with transformational impact and will be one of the top world Research intensive Universities in Medicine and Health Sciences. To do this we will empower the next generation of health care leaders with all the skills needed in education, research/innovation, clinical practice, and leadership/management. Our students, staff and faculty will thus form wider impactful partnerships with quality outputs, for the patients, community, peers and the international medical society.



1.2 DMU Mission

DMU is committed to educate and nurture the next generation of competent health care professionals through excellent learning environment, research, innovation, compassionate and competent patient care, leadership for the next generation, as well as impactful partnerships with quality outputs. To do this we will drive quality culture and structure, reputational Enhancement and opportunities that ensure diversity, equality & inclusion.

1.3 DMU Mandate

1. To educate and develop highly skilled and compassionate health care professionals who are prepared to meet the needs of patients and the community.
2. To conduct research and innovation that advances the knowledge and practice of medicine.
3. To develop leaders in healthcare.
4. To form impactful partnerships with quality outputs.

1.4 DMU Strategic Goals

Strategic Goal 1 (Values Driven):

To enhance student values and inspire compassion, ethical culture and success.

Strategic Goal 2 (Lifelong Education):

To promote academic excellence through innovative learning environment and the pursuit of lifelong learning and the iteratively developing needs of society.

Strategic Goal 3 (Research and Innovation):

To be a leading center of excellence in medical research and innovation by exploiting creativity in all we do following UAE goals and standards.

Strategic Goal 4 (Authentic Leadership):

To engage strategic partnerships and community outreach with informal and formal leadership and self-leadership programs.

Strategic Goal 5 (Quality Clinical Practice):

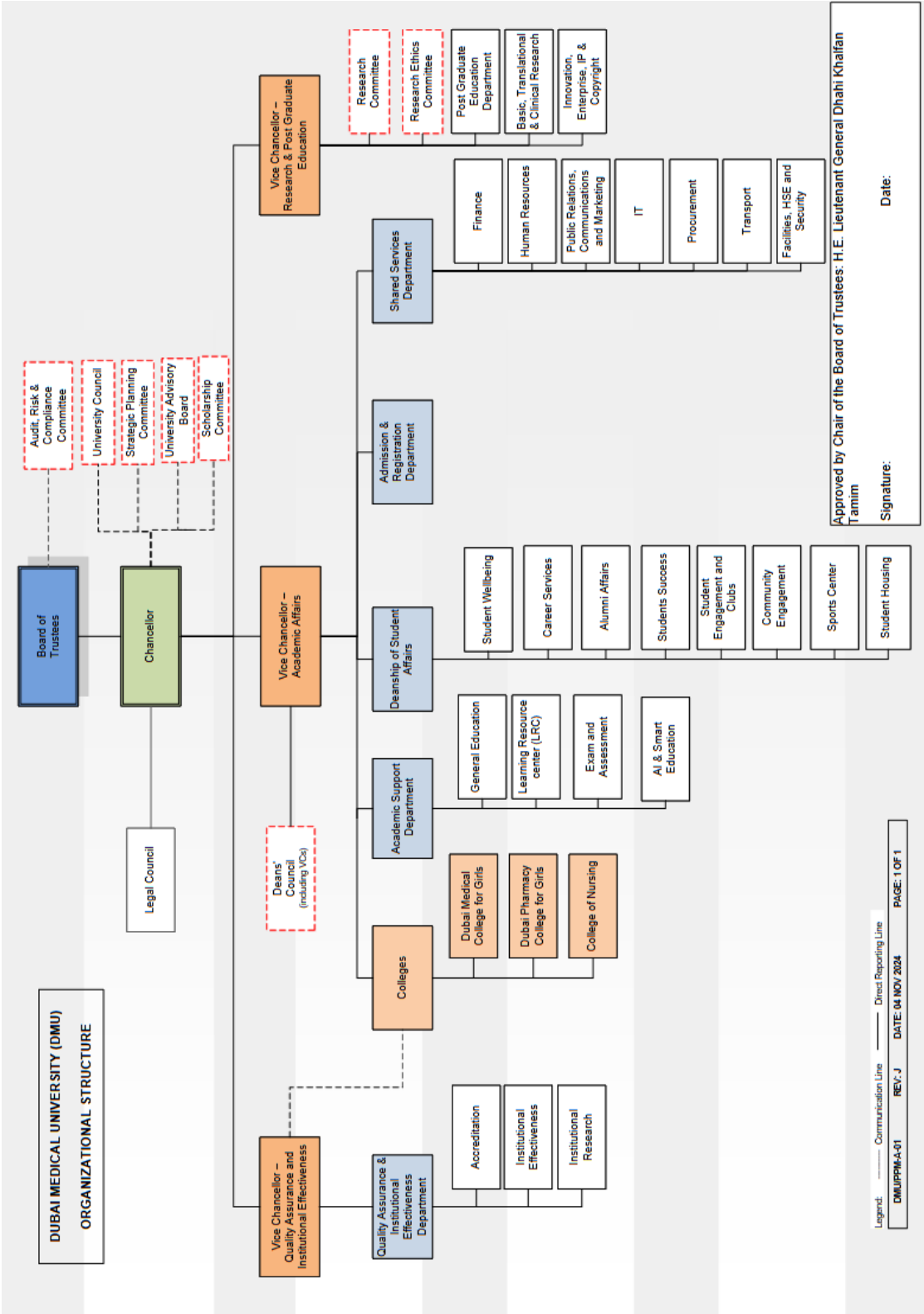
To enhance development of clinical skills by optimizing professional knowledge and capabilities.

Strategic Goal 6 (Growth): To expand health education programs.

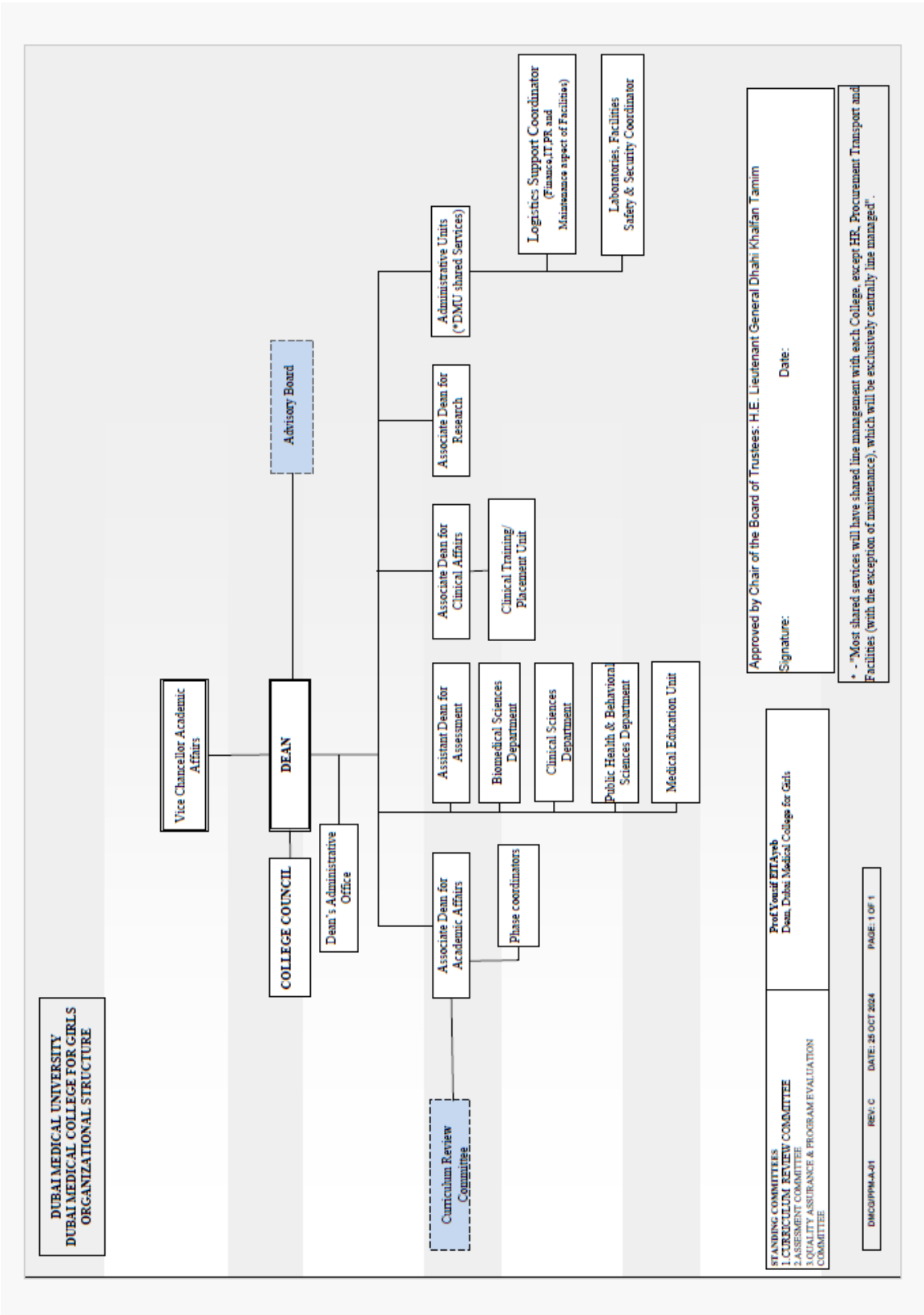


2. DUBAI MEDICAL UNIVERSITY (DMU) ORGANIZATION STRUCTURE

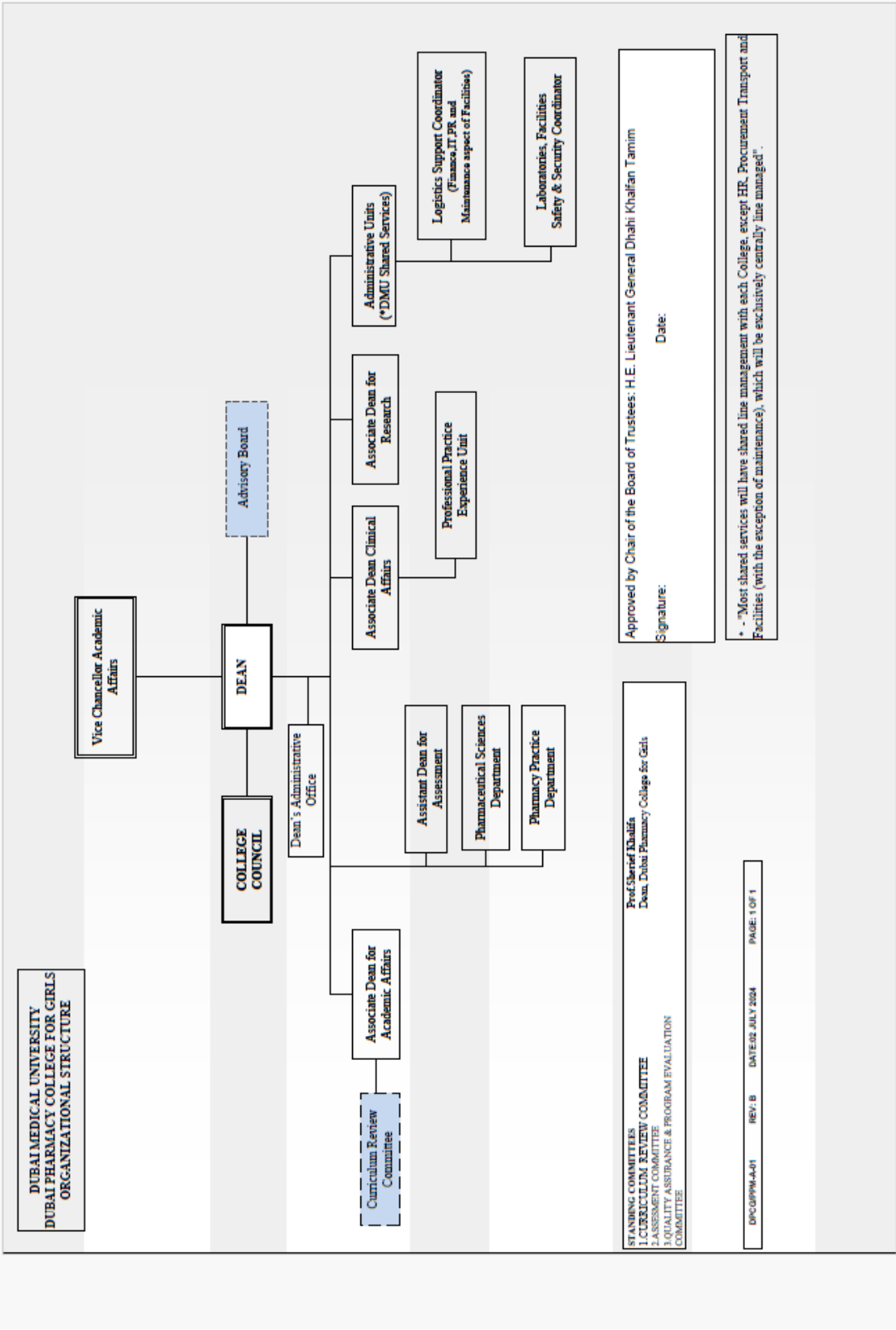
2.1 Dubai Medical University - Organizational Structure



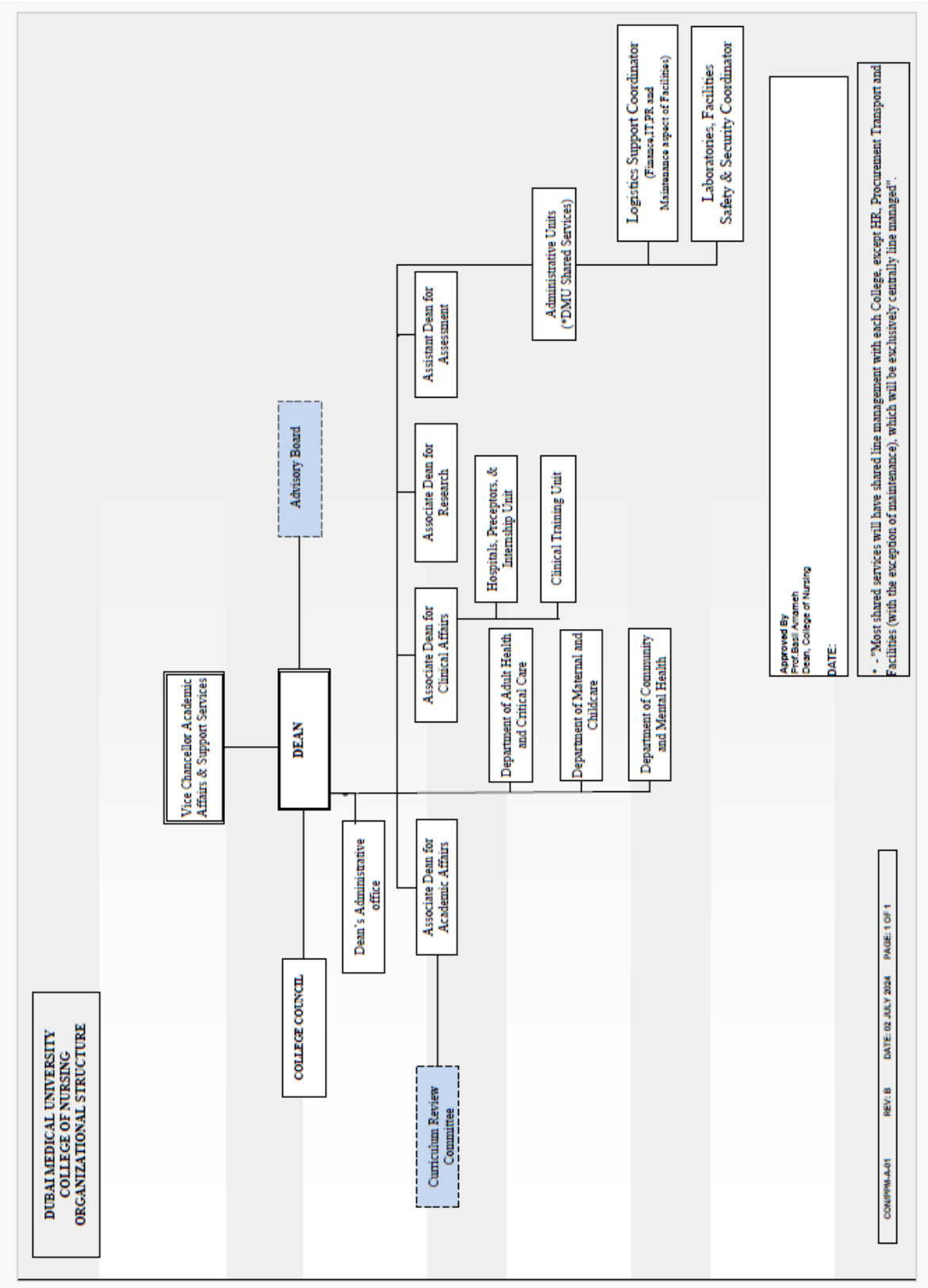
2.2 Dubai Medical College for Girls - Organizational Structure



2.3 Dubai Pharmacy College for Girls - Organizational Structure



2.4 College of Nursing (CON) - Organizational Structure



3. DMU BOARDS/ COUNCILS

3.1 Board of Trustees (BoT)

The highest governing body of the university is the Board of Trustees.

Members of BoT:

No	Name	Position on the Board	Background
1	H.E Lieutenant General Dhahi Khalfan Tamim	Chairman	Chairman, Deputy Chief of Police and General Security
2	Eng. Yahya Saeed Lootah	Vice Chairman	CEO SS Lootah Group
3	Eng. Hussain Nasser Lootah	Member	Businessman
4	Mr. Sultan Abdullah Bin Hada AlSwuidai	Member	Chairman, Sharjah Economic Development Department (SEDD)
5	Dr. Mohammed Murad Abdulla	Member	Director of the General Department of Security Conferences and Seminars
6	Dr. Wadia Mohamed Al Sharief	Member	Director, Medical Education and Research Department, Dubai Health Authority
7	Dr. Fatima Sultan AlOlama	Member	Consultant and Head of Child Health section

3.2 University Council

The University Council is the highest council of the university and chaired by the Chancellor. It monitors the achievement of DMU Mission and the implementation of DMU strategic Plan.

3.3 Legal Council

The scope of legal counsel in DMU is diverse and crucial, encompassing various areas where legal expertise and guidance are essential

3.4 University Advisory Board

The Dubai Medical University Advisory University board is a critical source of external counsel and advocacy, assisting the Chancellor, Vice Chancellors, and Deans in steering the strategic direction of DMU to ensure its growth and development into a premier medical university in the UAE and beyond.

3.5 College Advisory Board

The College Advisory Board has been formed to emphasize the importance of collaboration between professionals and the community in preparing healthcare professionals for the workforce. The board, comprising a multidisciplinary external team, provides critical external counsel and support to enhance the college's status as a leading Healthcare institution in the Middle East and worldwide. The Advisory Board participates in academic development by providing strategic advice to help



shape long-term goals and strategies, offering feedback on the program's current direction, and making recommendations for improvement.

3.6 Deans' Council

The scope of a Deans' Council involves collaborative decision-making on academic affairs including academic policies, curriculum changes, faculty promotion and strategic planning within colleges.

3.7 College Council for each College

A college council typically serves as a governing body within an educational institution, such as a college or university. The specific scope of work for a college council can vary depending on the institution.

[For more details, please refer to A.2 Governance, Dubai Medical University \(DMU/PPM- Chapter A-2\)](#)

4. DMU COMMITTEES

[For more details, please refer to A.2.3 Terms of reference, Dubai Medical University \(DMU/PPM- Chapter A-2.3\)](#)

5. INSTITUTIONAL & ACADEMIC ADMINISTRATORS

5.1 Chancellor

The university will be headed by the Chancellor appointed by a decision of the Board of Trustees. The Chancellor will play a leading role in the strategic direction of the university and reports to the Board of Trustees. The Chancellor's core responsibility is to develop and implement the strategies and policies of the University and to ensure that the University's resources are used in the most efficient and effective ways to advance the approved vision, mission, goals, and strategic plan of the University.

5.2 Vice Chancellor - Quality Assurance and Institutional Effectiveness

The Vice Chancellor Quality Assurance and Institutional Effectiveness provides leadership, direction to the Quality Assurance and Institutional Effectiveness Department for monitoring Quality of academic and administrative units in DMU.

The Vice Chancellor Quality Assurance and Institutional Effectiveness report to the Chancellor.

5.3 Vice Chancellor - Academic Affairs

The Vice Chancellor Academic Affairs provide administrative and academic leadership, direction,



and assessment for academic affairs, Academic Support services, Student Affairs Department. The Vice Chancellor Academic Affairs report to the Chancellor.

5.4 Vice Chancellor - Research & Post Graduate Education

The Vice Chancellor Research and Post Graduate Education plays a crucial role in fostering DMU's culture of research excellence, supporting the growth and development of researchers within the university / colleges, and developing and implementing research policies, procedures, and guidelines in accordance with any relevant regulations or requirements. Vice Chancellor of Research and Post Graduate Education reports to the Chancellor.

5.5 Deanship of Student Affairs Department (DSAD)

The focus of this Department is to provide timely registrar services whilst keeping student wellbeing and happiness in mind. This will be achieved through current and accurate admission, registration, and graduate services. Career guidance highlighting preparation for further medical education programs as well as personal counselling services will be available through specialized personnel. The voice of students will be heard and acted upon through the student elected Student Union. Dedicated staff will work on alumni engagement initiatives to promote successful DMU ambassadors, new student recruitment and seek scholarship opportunities. The Dean of Student Affairs Department reports to the Vice Chancellor Academic Affairs

5.6 The Dean

The colleges shall have a Dean appointed by decision of the Chancellor. The Dean is responsible for overseeing all academic, budgeting, research, community service and student wellbeing activities in the college. The College Deans report to the Vice Chancellor Academic Affairs

[For more details, please refer to A.2 Governance, Dubai Medical University \(DMU/PPM- Chapter A-2\)](#)

6. ACCREDITATION

6.1 National Accreditation

The University is fully licensed, and all its programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education in the United Arab Emirates.

1. MBBCh (Old) and MD (New – Batch 37) – Dubai Medical College for Girls
2. B. Pharm – Dubai Pharmacy College for Girls
3. M. Pharm – Dubai Pharmacy College for Girls
4. BSc Nursing – College of Nursing



6.2 International Accreditation

The University aims to obtain accreditation and recognition for its programs from international accreditation and recognition.

6.3 ACPE Accreditation

The following programs offered by the Dubai Medical University are accredited by the Accreditation Council for Pharmacy Education (ACPE) B. Pharm – Dubai Pharmacy College for Girls.

7. FACULTY ROLES AND RESPONSIBILITIES

DMU Faculty members are required to accomplish their teaching, research, and service roles most effectively so that the primary educational mission and vision of the University will be achieved, and the faculty members are expected to participate in committees, administrative and advisory roles in addition to their main responsibilities.

7.1 Teaching Responsibilities

All Faculty members are expected to Carry out teaching duties effectively according to the timetable within the scheduled time and to follow DMU policies & procedures.

7.2 Research & Scholarly

All Faculty members are expected to carry out research and other scholarly activities, upgrade their scientific knowledge and educational skills while maintaining professional and ethical standards.

DMU faculty members are expected to publish at least one scientific research work annually in a reputable international journal or present at a national or international scientific conference. They should participate in at least one scientific symposium, conference, or workshop related to their specialization each year. Additionally, faculty members are required to train undergraduate and graduate students, adhere to all DMU regulations and code of conduct, acquire internal and external research funding, and manage administrative responsibilities associated with any grants received such as undertaking the scientific deliverables and submitting financial and scientific reports as per the budget if assigned as a primary investigator

7.3 Servicing

All Full-time faculty members are expected in participate in the administrative work and serve in the different academic and non-academic committees of the University, participate in academic governance, and take on administrative roles within their department or institution. They will be



assigned leadership roles within these committees and playing an active role in managing these various administrative units of DMU to carry out different administrative work effectively.

7.4 Curriculum Development and Review

Implementation of the curriculum is the responsibility of the faculty. Therefore, all faculty members should be thoroughly familiar with the total curriculum specifically, its mission, philosophy, organizational framework, student learning outcomes, and plan of study. Full-time faculty should have a working knowledge of these components for all levels of education within their program including undergraduate and graduate programs. While teaching activities may focus on Post Graduate Education or undergraduate, it is necessary for faculty to know how they relate to one another and build upon the other. Part-time faculty may not need the details of the curriculum when compared to full-time faculty, but they should understand the relationship of the course(s) in which they teach to the curriculum and its framework and goals.

7.5 Student Support

As per DMU policy concerning students' counselling and academic advising services, Dubai Medical University is implementing a system that directly connects faculty advisors with student support services (Student counselling) on campus in the commitment to providing students with ongoing support on campus. An advising system is created covering the entire student body from year 1 until graduation with each faculty member responsible for a maximum of 8 students per semester. Each advisor and his/her students receive an email directly connecting them to start planning meetings forward. Advisors/advisers/advisees meetings are mandatory and are thoroughly followed up throughout the semester. Faculty members are requested to meet with their students 3 times per semester (2 group meetings and 1 individual meeting) to understand their needs/ concerns and report them accordingly while refraining from discussing personal matters as this is confidentially handled by the psychological counsellor. Advising Meetings occur face to face or via online methods.

7.6 Academic Advising / Mentoring:

"Academic Advising or Mentoring is a process by which students realize their maximum educational potential through communication and information exchanges. It is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor / mentor serves as a facilitator of communication, a coordinator of learning experiences through academic progress review, and an agent of referral to other campus services as necessary".

7.7 Office Hours Expectation



All faculty members are expected to allocate regular office hours to provide one-on-one or small-group assistance to students, address questions, and offer academic guidance for courses in their program.

7.8 Roles and Responsibilities of the Clinical Faculty Members

Clinical Faculty Members are expected to teach, conduct research and care for patients to the highest professional and ethical standards. They shall introduce the students to the clinical setting, the ethical and professional principles that underpin the practice of medicine, teach the students core knowledge of theoretical and practical clinical medicine that will allow them to become well-functioning junior doctors, and act as mentors to clinical students and other staff.

7.9 Roles and Responsibilities of Teaching Assistants

Teaching assistants are responsible for assisting faculty members in preparing the laboratories and practical lessons. Teaching Assistant's work shall be limited to equip the labs with the necessary equipment, chemicals, and case presentation aids.

7.10 Roles and Responsibilities of Part-time Faculty

Part-time faculty members are expected to handle their teaching assignments professionally. The weekly teaching load of a part-time faculty member shall not exceed 6 hours; practical lessons shall be counted as two hours. DMU shall devise the weekly timetable of each part-time faculty member to provide at least one hour before or after the lecture for a personal meeting with the students and satisfying their queries or respond to their reaction, the personal contact time with the students shall not be counted toward the six hours. The part-time faculty members may participate in the work of remedial extra teaching groups when needed. The Part-time faculty members shall be cooperative and efficient in meeting deadlines, submitting grades, and returning students' work with appropriate comments. Part-time faculty members shall be governed by the same regulations and decisions as those of the University.

7.11 Academic Freedom

DMU is committed to preserving an environment of excellence in teaching, learning, and inquiry by sustaining freedom of expression, the scholarly pursuit of knowledge and intellectual exchange in compliance with UAE laws. Academic freedom is vital to the DMU community's shared goal of the pursuit of knowledge, fundamental to the exploration of new ideas, and essential for the share of knowledge. All members including faculty, staff, and students shall support and protect this fundamental principle and work collaboratively to provide an environment of tolerance and mutual respect. Faculty members are entitled to full freedom in research and the publication of results,



subject to the adequate performance of their other academic duties. Furthermore, there are no restrictions on the acquisition of library materials. All members of DMU should follow the University code of conduct and create an atmosphere free from harassment and discrimination and respect the principles of Islam and the values of the United Arab Emirates.

7.12 Academic Integrity

Dubai Medical University (DMU) aspires to uphold behaviors that help us to maintain our high standards of integrity and achieve our mission. Every faculty member is expected to share and model these behaviors. DMU is committed to promoting and maintaining a culture of equality and diversity. Each DMU faculty member shall treat his/her colleagues with dignity and respect, and promote a safe environment free from discrimination, harassment, and victimization. Each faculty member is expected to respect our colleagues' privacy and right to a life outside work. All members of the DMU academic community will not act dishonestly in their teaching, research, and service to the institution. The faculty member accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and practicing intellectual honesty. Faculty are entitled to freedom in the classroom to discuss their subject within UAE culture and ethical values, but they should be careful not to introduce into their teaching inappropriate matter or matter which have no relation to the subject.

7.13 Professional Ethics and Responsibility

- Faculty members shall respect Islamic and scholarly values in students, including academic honesty, the free pursuit of learning, and academic freedom.
- Faculty members shall act professionally in their academic relationships with students, serving as intellectual guides and counselors.
- Faculty members shall use critical self-discipline and judgment in using and transmitting knowledge, ensuring classroom discussions are relevant to the subject.
- Faculty members must ensure evaluations reflect true merit and avoid actions compromising honesty and equity.
- Faculty members shall be available at reasonable intervals for student consultation and acknowledge student contributions to scholarship and research.
- Faculty members shall not engage in exploitation, harassment, or discriminatory treatment of students.
- Counseling on non-academic issues should be professional, confidential, and within faculty capabilities, with referrals to professional counselors as needed.
- Faculty members must follow the DMU code of conduct, establishing respectful workplace behavior, and adhere to principles of integrity, decency, and respect.
- Faculty members must refrain from harassment, abusive language, offensive behaviors, or discrimination, including radical ideologies or carrying explosive materials.
- Faculty members must acknowledge academic contributions of others, strive to be objective in

professional judgment, and obtain clearances when appropriate.

- Faculty members must perform duties professionally and ethically to achieve DMU's mission and goals.
- Faculty members must maintain competence in their specialization, including participation in public and professional activities.
- Faculty members must foster honest academic conduct and demonstrate integrity, recognizing their impact on DMU's reputation.
- Scholarly conduct must avoid fabrications, falsifications, plagiarism, and other unethical practices.
- Faculty members must use scholarly funds efficiently and protect the privacy of DMU and its faculty. All accessed information/documents should be considered confidential unless stated otherwise.

[For more details, please refer to D.2 DMU Faculty Roles and Responsibilities \(DMU/PPM- Chapter D-2\)](#)



8. FACULTY JOB DESCRIPTION

8.1 Professor, Associate Professor and Assistant Professor

- **Teaching and assessments:** should design and deliver courses, lectures, and seminars to undergraduate and graduate students as per the latest trends while using advanced technology assisted teaching methodologies. Define, evaluate, and validate course learning outcomes. Evaluate student progress/achievement and are responsible for the timely overall assessment of the student's work within assigned courses/module and to develop in students, the free pursuit of self-learning. To provide students with clear formative and summative evaluation feedback in a timely manner.
- **Research and supervision:** should conduct original research in their field of expertise is a key role for professors. They publish research findings in academic journals and present them at conferences. They may also supervise research projects and advise students. Academic Integrity: To foster honest academic integrity and conduct to ensure that the evaluation of students reflects their true merit.
- **Curriculum Development:** should contribute to the development and updating of academic programs and curricula, ensuring they remain current and relevant. Should develop curriculum and program planning in line with the guidelines from the Ministry of Higher Education and the Commission of Academic Accreditation and international accreditation bodies.
- **Mentoring/advising** should provide guidance and mentorship to students, helping them with academic and career development.
- **Administrative Duties:** should serve on different committees, participate in academic governance, and take on administrative roles within their department or institution.
- **Grant Writing:** Professors often seek external funding for research projects by writing grant proposals.
- **Networking:** should be involved in building connections within the academic community and collaborating with other researchers and institutions is important for professors.
- **Professional Development:** should be updated with current developments in their field and engaging in ongoing professional development activities.
- **Community Engagement:** should engage with the community through outreach programs, public lectures, or consulting work.
- **Research and publications:** should contribute to the academic discourse by publishing scholarly articles in Scopus indexed journals, books, or other forms of academic writing.
- **Service:** should be involved in serving the University community and committees or taking on leadership roles.
- **Continuing Education:** should engage in lifelong learning to stay updated on advancements in their field.

8.2 Lecturer



- **Teaching:** Lecturers primarily focus on teaching undergraduate and/or graduate courses. They deliver lectures, design course content, and create assessments.
- **Curriculum Development:** They are responsible for developing or updating course syllabi, selecting textbooks, and ensuring that course content aligns with course learning outcomes and program learning outcomes.
- **Student Engagement:** Lecturers engage with students in classroom discussions, encourage critical thinking, and facilitate learning through various teaching methods.
- **Assessment and Grading:** They design, administer, and grade assignments, quizzes, exams, and projects. They provide constructive feedback to students to help them improve.
- **Office Hours:** Lecturers should allocate regular office hours to provide one-on-one or small-group assistance to students, address questions, and offer academic guidance.
- **Research:** Depending on the university requirements and field, some lecturers or Lectors may have research responsibilities, including publishing scholarly work, securing research funding, and contributing to the academic community.
- **Professional Development:** They engage in continuous professional development to stay current in their field and enhance their teaching skills.

8.3 Teaching Assistant

- **Assisting in Teaching:** Teaching Assistants help faculty members with various teaching-related tasks. This can include assisting discussion sessions, lab instruction, or tutorial sessions.
- **Grading:** Assists in grading assignments, quizzes, exams, and papers.
- **Course Material Preparation:** Assist in preparing course materials, such as slides, handouts, and online content. They may also help maintain course websites or learning management systems.
- **Student Support:** Serve as a point of contact for students, addressing their concerns, referring them to resources, and helping with course-related issues.
- **Lab or Workshop Supervision:** In disciplines that require practical work, TAs oversee laboratory experiments, workshops, or other hands-on activities, ensuring safety and providing guidance.
- **Assisting with Research:** Assist faculty members with research projects, data collection, analysis, and literature reviews.
- **Proctoring Exams:** They may be assisting in supervision of exams to ensure a fair and secure testing environment.
- **Professional Development:** TAs often have opportunities for professional development, such as attending teaching workshops or training sessions to enhance their teaching skills.
- **Communication:** TAs maintain communication with the faculty members to ensure they are aligned with the course learning outcomes and assignments.

[For more details, please refer to D.2 DMU Faculty Roles and Responsibilities \(DMU/PPM- Chapter D-2\)](#)

[For more details, please refer to D.2 DMU Faculty Roles and Responsibilities \(DMU/PPM- Chapter D-2\)](#)



9. INTELLECTUAL PROPERTY GUIDELINES

Intellectual Property: a term used to refer to the various rights which the law gives for the protection of creative effort and especially for the protection of economic investment in creative effort. It covers not only patentable inventions covered under the United Arab Emirates patents act, but also any innovative work covered by virtue of other copy rights.

To these regulations, intellectual property includes the rights relating to literary, artistic and scientific innovations, discovery and inventions in all fields of human endeavor.

9.1 Research Categories

Research carried out in DMU which results in commercially exploitable inventions falls into one of three categories:

- **Research carried out by academic staff** as part of their customary activities as members of the academic community. In this category, the exploitation of research results is a matter between the employer and employee alone.
- **Research is carried out with the support of grants** from an external body, governmental or private. In this category, the staff member remains an employee of DMU; exploitation of research results is handled under the conditions of the research grants.
- **Research carried out by students**, the student is, of course, not an employee of DMU, although the supervisor will be, and where a student is supported entirely by external body, it is important that the student should be a party to a contract which includes provision for the protection, publication and exploitation of the research results and the proper sharing of any profit.

9.2 Ownership of Intellectual Property

All intellectual property created by faculty members as part of their employment with DMU belongs to the university. This includes intellectual property from DMU-funded projects, patentable inventions (like circuit layouts, computer programs, designs, and plant varieties), copyrighted course materials, films, sound recordings, multimedia with DMU contributions, commercially valuable databases, and projects incorporating DMU's intellectual property

DMU assigns copyright of faculty-generated materials to the originator, except for specified cases. When DMU owns copyright, it grants the originator a non-exclusive, royalty-free license for teaching and research. Originators of intellectual property created during employment at DMU must grant the university a non-exclusive, irrevocable license for teaching and research. Student-created intellectual property belongs to the student but can be assigned to DMU. Ownership arrangements for student project outcomes are determined at the start of research programs. DMU ensures authorship acknowledgment in published works. The university requires consultation with



originators before assigning or licensing copyrights it owns. DMU may negotiate intellectual property ownership agreements with external sponsors for sponsored research. Faculty members collaborating with former institutions should acknowledge DMU affiliation in publications.

9.3 Obligation of Originators

Faculty members must promptly report any patent-worthy inventions or commercially valuable intellectual property to their department chair. Upon request from the Associate Dean of Research & Graduate Studies, faculty must execute necessary documents and assist in actions related to DMU's ownership and protection of intellectual property. Faculty may not apply for protection or commercialize DMU-owned intellectual property without prior university approval. If DMU owns intellectual property potentially patentable or requiring confidentiality, faculty may only disclose it to DMU employees or contractors as necessary.

9.4 Protection of Intellectual Property

To protect the interests of the originator and DMU, DMU may require a reasonable delay in making public the nature of remittable intellectual property until an application is filed to protect the interests of the originator and DMU.

9.5 Commercialization of Intellectual Property

DMU may collaborate with originators or external parties for intellectual property commercialization, ensuring originator consultation throughout. Revenue distribution agreements for DMU-owned intellectual property follow policies set by the University Council. DMU and its partnerships must promptly decide on pursuing patents or registrations for DMU-owned intellectual property of commercial interest.

9.6 Partner Relationship:

9.6.1 Guidelines on Authorship

Authorship provides credit for an individual's contributions to a study and carries accountability. There are no universally accepted standards for assigning authorship, and principles, customs and practices differ significantly from one discipline to another.

Responsibility for decisions regarding the authorship of publications lies with those who carried out the work reported in the publication. Researchers should be aware of the authorship practices within their own disciplines and should always abide by any requirements stipulated by journals as part of their instructions to authors.



9.6.2 Planning for Authorship

Where no journal or discipline-specific norms apply, authorship criteria should be agreed by all investigators at an early stage of the research. Where possible, it is advisable to keep written records of decisions regarding authorship and these should be revisited where roles and contributions change over the lifecycle of the study.

Normally, an author is an individual judged to have made a substantial intellectual or practical contribution to a publication and who agrees to be accountable for that contribution.

Anyone listed as an author on a paper should approve the final version of the paper and accept responsibility for ensuring that he or she is familiar with its contents and can identify his or her contribution to it.

Individuals who contributed to the work, but whose contributions were not of sufficient magnitude to be listed as authors should be properly acknowledged, usually in an acknowledgements section. In particular, the help of technical services staff (e.g., facility staff) should be acknowledged, if relevant.

Authors should be careful to ensure fair and proper acknowledgement of contributions from individuals who have not been listed as an author and make sure that acknowledgements fully reflect the level of the input of the contributor.”

“Affiliations: Any article affiliations should represent the institution(s) at which the research presented was conducted and/or supported and/or approved. For non-research content, any affiliations should represent the institution(s) with which each author is currently affiliated.”

[For more details, please refer to I.2 Intellectual Property Rights \(DMU/PPM- Chapter I-2\)](#)

10. EMPLOYMENT OF FACULTY MEMBERS AT DMU

10.1 Appointment of Faculty Member

The appointment of a faculty member for programs at Dubai Medical University shall be made through the recommendations of the Program head / Program coordinators and dean, existing colleges faculty members who hold a terminal degree in the discipline and are willing to teach in will be assigned, or through Part-time & Adjunct Faculty members who hold a terminal degree in the discipline from a recognized institution of higher education. The appointments in the academic ranks are related to the qualifications and experience of the individual.

10.2 Full-Time Clinical Faculty

Full-time Clinical Faculty members are appointed at any of the above ranks based on the same criteria. The terminal degree required will be Highest professional postgraduate degree and



professional recognition from accredited professional medical bodies from Arab Board, Canadian Board or American Board etc. (e.g., MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR). The college can permit them to work in a clinic for one to two days per week to maintain their practice without jeopardizing their research and academic activities.

10.3 Adjunct Clinical Faculty

Adjunct Clinical faculty appointments are made to recognize health professionals with unique expertise to teach and train Dubai Medical University students and interns at affiliated Dubai Health Authority hospitals and health facilities. Decisions on Adjunct clinical appointments are subject to the exercise of professional and scholarly judgment by department Heads and the approval of the Associate Dean of Health and Community engagement to these appointments. Adjunct clinical faculty are appointed in ranks of Tutor, Lecturer, Senior Lecturers /Adjunct Assistant Professor, Adjunct Associate Professor and adjunct professor, the ranking is based on professional qualifications, academic and educational experience, and clinical experience.

Members of the Adjunct Clinical Faculty are generally expected to contribute to teaching or other academic activities approximately equivalent to 3-6 credit hours. The compensation package of an adjunct teaching faculty comprises an hourly rate payment as per the DMU pay structure. The adjunct clinical faculty may be issued, for a period of one year, the title which is commensurate with their qualifications and experience. This will be renewable based on the policies and procedures of the University and evaluation of their performance. This will not involve any financial remuneration as is taken care of in the contract with DMU and DHA.

10.4 Part-time Faculty Members

Part-Time faculty members are appointed to contribute to Dubai Medical University' different programs on a part-time basis. The appointment to academic ranks is based on the academic qualifications and experience of the individual in a relevant area. It is stipulated that the required qualifications for both full-time and part-time faculty positions are identical, ensuring consistency and maintaining the same high standards across all faculty appointments. Part-time faculty should not be more than 25% of the instructors teaching courses in each program with a maximum of 6-hour workload per week. Part-time faculty members are compensated on an hourly basis as per Dubai Medical University' pay structure with no other benefits of full-time faculty members.

10.5 Appointments of University Administrator

Appointments are made by the Board of Trustees and the chairman's approval; the terms and conditions of employment will be specified in the employment contract.



10.6 Types of Employment

10.6.1 Full-time Regular Employment

Covers the employment of full-time faculty members who are hired to work for 48 hours a week daily.

10.6.2 Part-time Employment

Covers the employment of faculty members who are hired to work on an hourly basis for a specific period; this type of employment covers the appointment of part- time faculty and Adjunct Clinical Faculty members.

10.6.3 Temporary Employment:

Covers faculty members hired by Dubai Medical University to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a six-month period. Temporary faculty members are paid on a salary basis or on an hourly basis.

10.6.4 DMU Academic & Clinical Ranks Requirement

Designation	Qualification	Experience	Research
Vice Chancellor - QAIE, Academic Affairs, Research & Post Graduate Education	Doctorate from an internationally recognized, research-intensive university, and a track record of scholarly productivity. Current or previous appointment at Professorial level and Basic medical qualification (e.g., MD, MBBS, or MBChB) Post-graduate professional qualification in a medical or basic science subspecialty (e.g., US Board-certification or fellowship of a Royal College or equivalent agency) and/or a Doctoral degree from an internationally recognized, research-intensive university. Current or previous appointment at Full Professor level.	At least fifteen years' experience in senior university leadership. Experience in effective management of a large staff complement and complex budgets. Experience with leadership in strategic planning, budgeting & financial management, change management, academic collaborations, and collegial shared governance	At least twenty research papers published or accepted for publication in indexed Journals (e.g., Scopus), out of which at least ten as a first or corresponding author.



Dean	Basic medical qualification (e.g., MD, MBBS, or MBChB); Post-graduate professional qualification in a medical or basic science subspecialty (e.g., US Board-certification or fellowship of a Royal College or equivalent agency) and/or a Doctoral degree from an internationally recognized, research-intensive university. Current or previous appointment at Associate or Full Professor level.	At least ten years of leadership experience at department or faculty/college level, or higher. Experience in effective management of a large staff complement and complex budgets. Experience with leadership in strategic planning, budgeting, change management, academic collaborations, and collegial shared governance.	At least twenty research papers published or accepted for publication in indexed Journals (e.g. Scopus) out of which at least ten as a first or corresponding author.
Associate Dean	PhD from an internationally recognized university in an academic discipline represented within the College; and/or a higher professional medical qualification e.g., US or Canadian Board-certification or membership/fellowship of a Royal College or its Faculty (e.g., UK, Ireland, Canada, Australia or equivalent Rank of at least Associate Professor.	Experience of coordinating and/or developing Education and training programs in Medicine	At least fifteen research papers published or accepted for publication in indexed Journals (eg. Scopus), out of which at least ten as a first or corresponding author.
Professor	PhD degree in the relevant area of teaching from a recognized University in their area of specialization.	Five years teaching experience as an Associate Professor.	At least fifteen research papers published or accepted for publication in indexed Journals (e.g. Scopus), out of which at least ten as a first or corresponding author.
Associate Professor	PhD degree in the relevant area of teaching from a recognized University in their area of specialization.	Five years teaching experience as an Assistant Professor	At least seven research papers published or accepted for publication in indexed journals (e.g., Scopus) out of which at least five as a first or corresponding author.



Assistant Professor	PhD degree in the relevant area of teaching from a recognized University in their area of specialization.	Two years of teaching experience in a reputed University.	At least two research papers published in an indexed journal.
Lecturer	M.Sc. or M.A. in the Relevant Subject in their area of specialization.	Two years teaching experience.	
Teaching Assistant	UG / PG degree in their area of specialization.	Fresh Graduates	

Designation	Qualification	Teaching & Clinical Experiences
Adjunct Clinical Professor	Highest professional postgraduate degree and professional recognition from professional medical bodies (e.g., MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) Canadian Board, American Board	Minimum of ten years in a consultant position. Minimum of ten years of experience in teaching undergraduate or postgraduate courses in Medical or Health Sciences.
Adjunct Clinical Associate Professor	Highest professional postgraduate degree and professional recognition from professional medical bodies (e.g., MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR)	Minimum of five years in a consultant position. Minimum of ten years of experience in teaching undergraduate or postgraduate courses in Medical or Health Sciences.
Adjunct Clinical Assistant Professor	Highest professional postgraduate degree and professional recognition from professional medical bodies (e.g., MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR)	A minimum of three in clinical experience after obtaining highest professional degree. Consultant position, previous experience in teaching either undergraduate or postgraduate level courses in Medical/ Health Sciences.
Adjunct Clinical Lecturer	Postgraduate professional degree (Master's or equivalent) recognized by (MOHP), and MOE, in a relevant specialty.	Minimum five years' clinical experience. At least three years holding a specialist position or equivalent.
Adjunct Clinical Tutor	Medical Bachelor's degree in relevant field of teaching recognized by (MOHP), and MOE.	Minimum of three years' post-internship experience in relevant field of teaching

[For more details, please refer to D.1 Faculty and Staff Recruitment and Salary Scale \(DMU/PPM- Chapter D-1\)](#)



10.7 On-Boarding

The Human Resources Department will coordinate the following:

- Visa, flight tickets to mobilize and temporary accommodation, where applicable for new candidates.
- IT equipment and the allocation of an office, or shared workstation. Similarly, the Human Resources Department will arrange associated furniture for the faculty members, in cooperation with the Facility Manager.
- Arrange for company-provided transport or company-provided accommodation prior to the on-boarding of the new staff.

10.7.1 Faculty Orientation

All new faculty members joining Dubai Medical University shall receive an orientation within the two weeks of their employment. They will be introduced to the Dubai Medical University through an initial briefing conducted by the Human Resources Department regarding DMU HR policies and procedures, including attendance policy, leave policy, medical policy, payment methods, and accommodation plans depending on the contract terms.

The Human Resources Department is responsible for arranging an escort to the work location and introducing the new faculty member to the Vice Chancellor Academic Affairs , Dean, Department Chair, faculty members, and professional staff. The Human Resources Department shall arrange a brief tour of the campus. Usually, the university will conduct public orientation gathering for all new faculty members and existing faculty members.

10.7.2 Orientation Program Schedule

The Human Resources Department is responsible for conducting the orientation program in a period not exceeding 14 days from the date of employment, to be recorded in the orientation records.

10.7.3 Orientation Program

- **HR Orientation:** Information will be given on the overall DMU policies and procedures, including Leave policy; attendance policy; grievance policy; overtime policy, performance management system and others. Faculty members will receive a soft copy of DMU procedure manuals & faculty/staff handbook, the Code of conduct, and disciplinary and grievance procedures will be explained.
- **Dubai Medical University Overview Orientation:** Brief description of DMU, vision, mission, and values and outline of the management structure.
- **QA & IE & LMS orientation**
- **Health & Safety awareness orientation**



10.8 Probationary Period

Upon the appointment, the new faculty members' contract shall be subject to six months' probationary period from the date of joining. Their services may be terminated during the probationary period, as per the stipulations of the Federal Decree - Law 33 of 2021 (The UAE Labor Law).

10.9 Outside Employment

- DMU faculty members are permitted to engage in outside employment subject to the following restrictions:
- Faculty members are required to disclose outside work and the nature of the jobs to the Dean and obtain pre-approval to perform outside work.
- DMU requires that faculty members' activities and conduct away from the job must not compete, conflict with, or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the DMU.
- Faculty members are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment.
- Approval to engage in assignments or work outside the DMU or work for third parties must be obtained by the Dean, VC Academic Affairs and support services, Chancellor of the DMU prior to engaging with Third Parties.
- The requirements set out in Federal Law 33 of 2021 must at all times be adhered to.

[For more details, please refer to D.8.1 Employment & Termination of Employment Policies \(DMU/PPM-Chapter D-8.1\)](#)

11. FACULTY WORKLOAD

The academic, co-curricular, and governance responsibilities are assumed by faculty members during an academic term. A faculty member's "workload" is composed of the number of courses the individual teaches each year, as well as: the number of his/her Units assignments, the number of his/her student advisees, the number of project/thesis he/she supervises, and the number of ad hoc/ special Committees he/she serves on.

The academic workload shall be assigned at the department and college level, subject to the approval of the Deans. Each spring, the department Chair, in consultation with faculty or appropriate department committees, will draw up plans for teaching assignments and reassignments for the following year. Teaching workload adjustments require the approval of the Dean and Academic



support Department, who certifies that the requested teaching workload adjustment conforms to the requirements of the University Workload Policy.

11.1 Full-time Faculty Members

Full-time faculty members' workload consists of fulfilling the primary duties of a member of his/her faculty. The normal teaching workload for full-time faculty shall be a maximum workload equivalent of 12 credit hours per semester of teaching in organized undergraduate classes each semester.

Workload assignments include the entire range of a faculty member's responsibilities based on CAA Standards:

- Instruction, advising, project supervision, internship supervision, independent study, committee work, thesis/dissertation supervision, guidance of student organizations, research, service, and curriculum development.
- Assignments take into account the number of course preparations, the level of courses taught, student enrolments, subject matter, support from clerical and other staff or teaching assistants, and administrative responsibilities.

11.2 Workload

- 30 credit hours for NON-TERMINAL DEGREE HOLDERS teaching undergraduate Diploma, Certificate, associate degree, and Baccalaureate programs for an academic year.
- 24 credit hours – for TERMINAL DEGREE HOLDERS teaching undergraduate programs for an academic year.
- 18 credit hours - for faculty teaching ONLY GRADUATE PROGRAMMES and pro-rata for faculty teaching a combination of undergraduate and graduate courses for an academic year.
- 6 credit hours or equivalent for per semester - for PART-TIME faculty
- 3 credit hours per faculty, per academic year - for TEACHING OVERLOADS, which are to be used only in special circumstances, and faculty must be compensated for the overload.
- Summer programs must be accounted for differently.
- Clinical training, studio, laboratory, graduation projects and internship assignments are accounted for separately.

11.3 Release Time:

The minimum release time for the following workload assignments:

- 3 credit hours per semester for program coordinators and department chairs
- 6 credit hours per semester for deans
- release time as per policies for research and major administrative assignments.

11.4 Part-time faculty Members

The normal teaching workload for part-time faculty shall be a maximum workload equivalent of 6 credit hours per semester of teaching in organized undergraduate classes each semester.

11.5 Workload Equivalencies

Faculty who qualifies may be allocated credit load in accordance with the policy and process provided by CAA Standards and HEI framework. To equate between the undergraduate and graduate courses, all credit bearing postgraduate courses should be multiplied by the factor of 1.33 as per CAA standards.

11.5.1 Teaching and advising activities

Classroom Instruction

Undergraduate courses taught in a lecture, seminar, discussion/recitation, and workshop, have a course designation value of 1 credit workload (15 hours of class instruction per semester equals one credit or one workload unit).

Graduate courses taught in a lecture, seminar, discussion/recitation, and workshop, have a course designation value of 1.33 (15 hours of class instruction per semester equals 1 credit or 1.33 workload units).

Thus, 4 faculty workload units of credit in undergraduate course will be given for a typical 3-credit graduate level course that enrolls graduate students and requires graduate level preparation and instructional techniques. In case of the shared instruction, workload allocation should be distributed on a pro-rata basis

Laboratory/case studies/problem-based learning (PBL) Instruction/tutoring

Two contact hours of undergraduate laboratories should receive a workload value of 1.0 workload unit.



Two Contact hours of postgraduate laboratory should receive a workload value of 1. In the case of shared instruction, workload allocation should be distributed on a pro-rata basis according to the contribution and efforts of each faculty member or between course instructors and course assistants.

Research Project Supervision

Research, scholarship, and creative activity are fundamental components of faculty expectations and workload. Graduate Research Project, Thesis, are multifaceted activities involving mentoring and guidance for research, scholarly, or creative projects.

For a credit bearing graduate thesis supervision, the faculty member shall receive accrued student credit hours of independent studies and thesis advising. Faculty load shall be reduced by $1 \times 1.33 = 1.33$ for supervising one post graduate thesis.

In circumstances where more than one person is supervising the thesis, the workload allocation should be distributed on a pro-rata basis according to the contribution of each supervisor, normally in the following distribution (principal [75%], co- [25%] or joint [50%] supervisor).

Academic Advising

Academic advising is considered part of instruction. Advisees may be assigned to any faculty member, but not every faculty member is expected to have advisees. The academic advising assignment will be clarified in the workload form.

Normally, 30 undergraduate advisees equal 1 workload unit per semester based on the assumption that an adviser spends roughly an average of 1.5 hours per advisee per semester.

For graduate students, 10-15 student advisees equal 1 workload unit per semester based on the assumption that an advisor spends roughly 4.5 hours per advisee per semester. Workload credit for thesis, dissertation, creative work mentoring, and guidance will be given in the research, scholarship, and creative activity section of the workload document. Workload credit for thesis, dissertation, mentoring and guidance will be given in the research project supervision section of the workload document and not to be duplicated here.

11.5.2 Other Equivalencies (Release Time)

Administrative Services



Workload credit may be granted for a faculty member who is Chair of a department or Head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. Faculty shall choose to serve on, or be assigned to, standing committees at the beginning of each academic year. Subcommittees, ad hoc committees and process improvement teams may be constituted during the year as the need arises. Time commitment differs dramatically with the task before a committee, thus there is no specified minimum or maximum committee assignment. Faculty with particularly heavy committee loads may receive a proportionate reduction in workload in another area.

Research & other scholastic activities

Faculty members will be provided with the opportunity to request and ordinarily assign up to two workload credits for research or creative activity each semester. Approval of such requests is contingent upon continued evidence of research or creative productivity. Such requests shall be submitted to the Dean and will be subject to approval by the Dean. Supervision of graduate theses or dissertations is a part of teaching assignments and should not be duplicated for research equivalencies.

Appropriate release time will be given for faculty members to attend conferences and seminars related to their field.

Course Development

At the recommendation of the department Head and upon approval of the Dean, a one to three semester credit hours of workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials.

Service Equivalencies

A reasonable amount of community service is a normal expectation of all members in instructional units. To qualify for consideration as part of the scheduled workload, such activities must be specifically assigned and scheduled by the Dean of the College, must be directly related to the mission of the department and College, and must be sufficiently extensive that they can be evaluated as equivalent to an instructional assignment. As a general workload equivalency, a service assignment requiring 50 hours of work during a semester is equivalent to one (1) workload hour. The above guidelines apply to service assignments which are part of the faculty member's "normal" assignment supported by the budgetary resources of the University.

11.6 Workload Allocation Model



Workload Allocation Model		
Direct Instructional Activities	No of Students	Weight
Didactic Lecture (undergraduate)	80-85	1
Problem Based Learning	8-15 in groups	1*No of groups
Student Presentations/seminars	40-45 in groups	1*No of groups
Practical/Lab	40-45 in groups	1*No of groups
Didactic Lecture (Graduate)	< 30	1*1.33
Graduate thesis supervision	One PG student	1*1.33 for supervising ten student credit hours
Undergraduate advisees	30-40	1
Graduate advisees	10-15	1
Research Activities		
Faculty engaged in research, including scholarship and creative work		Not > 2 workload credit per semester
Administrative/ Service Activities (Per semester)		
Dean		6 hours of workload credit
Associate Deans / Department Chairs / Phase Coordinators		3 hours of workload credit
Head or member of major unit/office/committee		1 hour of workload credit

11.7 Work Hours

Faculty members are expected to work 8 hours per day and a maximum of 48 hours per week. Duty hours shall be reduced by two hours a day during the month of Ramadan. The time spent by the faculty member travelling between the place of work and home shall not be reckoned as a duty.

11.8 Faculty Overload

DMU strictly follows the maximum workload requirement as stated above based on the CAA standards. Faculty members who are working on the weekends or public holidays will be allowed to take compensatory leave subject to approval by their respective department heads and the Dean.

Overtime payments will be paid in cases where compensatory leave is not practical and will be awarded upon the sole discretion of the Dean / Vice Chancellor Academic Affairs

11.9 Compliance

At the departmental level, the department Chair shall be responsible for academic workload assignments for all individuals holding academic appointments in their respective departments/programs. The department Head shall approve these assignments, certify compliance with teaching workload policies and report to the Dean of the College.



The Dean is responsible for instructional and other teaching workload assignments. The Dean shall approve these assignments; certify compliance with academic workload policies.

[For more details, please refer to D.4 Faculty Workload Policy \(DMU/PPM- Chapter D-4\)](#)

12. FACULTY PERFORMANCE REVIEW

Dubai Medical University believes that performance evaluation is a vital management tool for setting and measuring faculty members' productivity for the achievement of DMU strategic goals and objectives by motivating superior performance and counseling poor performers.

Performance evaluation is a two-way communication method between faculty members and direct managers/ supervisors, a continuous ongoing process that includes several activities where performance discussions and feedback should take place throughout the year. This applies to all full-time, part-time and adjunct clinical faculty members of DMU. New faculty members to be eligible for performance evaluation should have completed six months in the service by the time of performance review.

12.1 The Performance Review

Faculty performance is reviewed at the end of each academic year. Faculty members shall fill out the Performance Evaluation Form to reflect their achievements in the academic year and to do a formal self-rating for each performance objective; this is followed by a performance review meeting with the direct manager or supervisor.

The Direct manager/superiors should prepare for one-on-one performance review meetings to provide feedback and discuss the performance of faculty members in their department or unit. During the performance review meeting, the faculty member should make his\her comments concerning the performance rating and the reviewer's remarks.

The faculty member has the right to review his\her evaluation report before the final approval of the Dean.

12.2 Faculty Members Performance Evaluation Criteria

Faculty members are reviewed for their performance in teaching, student perception of faculty performance, service, research and professional development accomplishments, along with professional conduct.

12.2.1 Teaching Responsibilities

This criterion is to measure teaching effectiveness and direct educational interaction with students inside or outside the classroom or laboratory, and includes such activities as classroom or laboratory instruction, seminars, self- study supervision and supervision of undergraduate research. It also



includes the academic advising of students, and other educational activities include curriculum development of new or revised courses, educational publications, and other instructional materials.

12.2.2. Student Evaluation

Students' perceptions regarding the performance of faculty members will be attending through surveys at the end of each academic year; the questionnaires questions include adequate use of time, self-directed learning, equal treatment of students and the interactive nature of the class.

12.2.3 Servicing

This criterion is to evaluate faculty members participate in the administrative work of the University, serving in academic and non-academic committees, helping in the Institution Effectiveness programs in addition to participating in community services utilizing their expertise.

12.2.4 Research & Professional Development

This criterion is to evaluate faculty members research and scholarly activities that lead to the production of new research proposals, academic publication, acceptance for publication of research papers in scientific journals, presentations of research papers at a conference, and for obtaining new knowledge by the attendance of seminars, symposium or workshop in the relevant field of expertise.

12.2.5 Professional Conduct

This criterion is to evaluate faculty members' adherence to the DMU principles, values, and professional conduct through collaboration, teamwork, accountability, and punctuality.

12.3 Faculty Members Performance Rating

DMU classifies the results of faculty member performances into four categories in terms of achieving job objectives and meeting expectations. The four categories of faculty and staff members' performance are:

- Green Category: Exceeds Expectations
- Green Category: Meets Expectations
- Yellow Category: Partially Meets Expectations/Below Expectations
- Red Category: Did Not Meet Expectations

12.4 Performance Improvement Plans

For faculty members with unsatisfactory performance and failure to produce the desired objectives or demonstrate the relevant competencies or work dimensions. If an faculty member receives a “Did Not Meet Expectations or Partially Meets Expectation rating” in his/her review or if there is a drop of faculty performance witnessed during the year, the direct line department chair/Associate Dean /Dean / Vice Chancellor Academic Affairs in coordination with HR shall fill out a Performance Improvement plan form communicated, agreed and signed by both the faculty member and his/her supervisor.

12.5 Incentive Bonus

An annual bonus is awarded to recognize the ability and efficiency of distinguished faculty members and to develop the University using their constructive suggestions. Faculty members are entitled to an annual bonus equivalent to a one-month basic salary subject to the financial budget and the decision of DMU management.

[For more details, please refer to D.5 Faculty Members & Professional Staff Performance Evaluation \(DMU/PPM- Chapter D-5\)](#)

13. FACULTY PROFESSIONAL DEVELOPMENT

This procedure is to be implemented by the Faculty and Staff Professional Development Committee, the Human Resources department, and the Dean following Line managers.

Continuous Professional Development activities can include but are not limited to seminars, workshops, meetings, conferences, lecture series, symposiums, short courses, and webinars. The learning outcome of those strategies must be incorporated in the teaching and professional work setting to improve the individual’s productivity and overall performance at the college level. The learning outcomes must also be shared as a reflective note so that one’s experience can have a positive impact on encouraging others to benefit from the same as well.

This process is to maintain the commitment toward the development of the skills and competencies of its faculty members to achieve its vision, mission, and goals; DMU is implementing the following procedures:

- Organize advanced workshops and training sessions to enhance the skills of faculty/staff members at the University.
- Each faculty member shall have the right to attend important local congresses and workshops, and the University shall pay all the participation charges for all the congresses in addition to transport and accommodation charges for congresses held outside Dubai.
- Each faculty member shall have the right to attend one international congress in a year and



the University shall bear the travel expenses provided s/he presents a research paper or gives a talk at the congress.

- Participation in the congresses shall be considered a basic element for the evaluation of the performance of the faculty member concerned, as mentioned in the relevant decisions.
- The Annual Plan shall represent the program of professional development of the faculty members.
- The program shall be approved in the first or second meeting of the University Council and shall be advertised among all the faculty members.
- Each faculty member shall publish at least one scientific research in an international congress or reputed journal as this is one of the performance evaluation criteria.
- Support DMU top graduates to become working Faculty via holding Postgraduate certificate, diploma, masters, and PhD degrees, in medical education and different medical specialties.

Continuous professional Development is mandatory for all faculty members. Requests for external CPD shall be approved by CPD Unit in coordination with Academic Affairs and the direct line manager and Vice Chancellor Academic Affairs. The CPD Unit and Line managers of each Unit/department shall analyze all professional development needs, discuss and approve them from the Dean and Vice Chancellor Academic Affairs to set training and development plans for the following year.

13.1 Release Time

Release time is defined as that time during which a faculty member is released from normal work duties and compensated at the regular rate of pay to attend training and development programs designed to assist in developing and/or improving job skills and competencies, it includes course development or program enrichment by way of releasing them from their teaching or key duties, which will be covered by other members in the same department or by appointing part-time members for teaching staff.

13.1.1 Conferences in Dubai

Faculty members can attend any number of conferences inside Dubai which are held in their respective specialization. For each conference one to three days is given release time depending on the schedule of the conference.

13.1.2 Conferences in UAE (outside Dubai)

Faculty members are permitted to attend twice a year, for each conference 2-3 days is given as release time depending on the schedule of the conferences.

13.1.3 Conferences outside UAE



Faculty members are permitted to attend once a year. The days for release are the number of days for conference plus two days for traveling. For conferences outside the GCC the release time will be a maximum of 14 days. In the case of staff needing more than 14 days, permission may be given to complete the course with or without pay at the discretion of the Associate Dean of Academic affairs & Faculty Development & Faculty & staff Professional committee.

13.1.4 Workshops

Faculty can attend 7 days of workshop (inside or outside UAE) once in two years. The educational program being attended must be for the purpose of developing a new area of expertise that has been determined to be needed to meet the goals of the University and is subject to approval of the deans.

13.1.5 Research

This applies to faculty members, who wish to complete their research work on the University campus or another laboratory. Regular part-time faculty members are eligible to participate in staff training and development classes with release time prorated according to their work schedules (e.g. a faculty member eligible for a release time as per the need of the research project). Release time in teaching will be given to faculty members involved in active research projects.

Faculty members who are not scheduled to work during the time a course is offered may participate in the research, however no compensatory time off or additional compensation will be given. In the case of research commitments, one day per week can be given to complete their work regarding research inside or outside the University. This will be only for research, which has the approval of the Vice chancellor Research and Post Graduate Education and University Council, which has received grants from the University Research Funding or from any external funding agency. In order for teaching to continue uninterrupted, the ASD Officer will make appropriate adjustments from the existing faculty in the timetable for the faculty away on release time.

[For more details, please refer to D.6 Professional Development for Faculty and Staff \(DMU/PPM- Chapter D-6\)](#)

14. FACULTY LEAVES OF ABSENCE

14.1 Annual Leaves

All faculty members shall (in addition to public holidays announced by the Federal Authorities of United Arab Emirates) are entitled to a paid leave in accordance with the provisions relating to vacation leaves as stated in the University's academic calendar, provided that such leave shall not exceed Sixty (60) calendar days in each academic year.



14.2 Sick Leave

Faculty members are entitled to sick leave for personal illness after the completion of their probation period, as follows:

- First fifteen days, on full pay
- Next thirty days, on half-pay
- The rest of the period, without pay.
- Sick leave that is a result of work-related injuries will be administered as per Federal Law 33 of 2021.

Faculty members are required to provide a medical certificate for 1 to 2 days. If the sick leave exceeds 3 days, DHA/MOH certified sick leave certificate must be provided.

14.3 Emergency Leave

Faculty members might be granted emergency leave in situations where prior notice is not possible, break from work shall not be permitted for more than two days at a time or more than three times in an academic year. It cannot be joined to other leaves except at the beginning or end of a holiday. The faculty members must inform the Direct line manager of the reasons for their absence and provide authentic documentation to prove the same, the Dean may or may not accept the explanation. In the event of the non-acceptance of the explanation, the days of absence shall be deducted from the annual paid vacation days, or, upon the discretion of the Dean/ Vice Chancellor Academic Affairs as unpaid leave.

14.4 Hajj Leave

With the approval of the Dean, Muslim faculty who are attending Hajj for the first time shall be granted unpaid Hajj leave not to exceed one month, the Hajj leave should not conflict with the interests of work.

14.5 Maternity Leave

Female faculty members employed on a full-time basis are entitled to maternity leave for a period of forty-five days with full pay and fifteen days with half pay. In case of no completion of one year in continuous service, then leave shall be granted in proportion to her period of work.

14.6 Bereavement Leave

A faculty member may be granted bereavement leave with pay for a period not exceeding three days in the event of the death of an immediate family member.

14.7 Special Leave

A faculty member may be granted special leave with pay for a period not exceeding three days for marriage. A female faculty member whose husband died shall be given special leave for mourning



without pay for four months and ten days from the date of death. She is not permitted to work at any other place during this period.

14.8 Summer Employment

DMU offers the courses / modules as per the approved semester and academic year in the undergraduate program; There are no summer courses / modules offered.

14.9 Parental Leave

Employees of the private sector are entitled to a parental leave of 5 working days from the day of the birth of their child to six months. Parental leave is paid leave that can be applied for the father of the baby.

14.10 Compensatory Leave

Faculty members who work outside normal working hours are permitted to take time off in compensation for the work done. Such leave should be given without interfering with the regular teaching responsibilities. E.g., If an examination falls on a weekend, the faculty, or staff member on duty for that day shall avail themselves of another day in lieu of the extra work. Prior approval from the Dean is required.

14.11 Absent Without Notice / Approval

A Faculty member who causes a break in service for seven consecutive days or fails to resume duty after the holidays within that period shall have her/his services terminated from the date of absence or the end of the holiday. The Dean / Vice Chancellor Academic Affairs might agree not to terminate her/his services if she/he presented acceptable reasons to justify his absence from duty, if it does not conflict with Rule (8) of 1980 of the Ministry and other laws as amended and supplemented from time to time.

14.12 Academic Sabbatical Leave

A sabbatical leave is defined as a leave for the purpose of engaging in research or other activities that will advance the faculty member's scholarly achievement or that will enhance the reputation of or otherwise benefit the university.

A full-time faculty member, who has been in continuous service with the DMU or colleges under DMU for a minimum of 5 years is eligible for a sabbatical for a period of 1 year, with possibility of extension upon approval from the Vice Chancellor Academic Affairs and upon the consultation with the respective Dean with full pay for, exchange programs, research, or academic projects at a reputed foreign or UAE institution, with no pay for higher studies, maternity or serious health issues



based on the Dean's approval.

14.13 Training Leave

Faculty members with approval of the Dean and Vice Chancellor Academic Affairs can engage in a professional development courses/ programs that are deemed very important for their professional development related to college / university core business or required to enhance the college / university local and global ranking. The leave duration will be decided based on the nature of the training program required.

[For more details, please refer to D.1 Faculty and Staff Recruitment and Salary Scale \(DMU/PPM- Chapter D-1\)](#)

15. FACULTY PROMOTION

15.1 Eligibility and Criteria

Eligibility: Full-time faculty members are eligible to apply for promotion.

Criteria to be fulfilled before applying for promotion:

The first criterion for eligibility to apply for promotion is that the faculty member should achieve Excellency in the annual performance evaluation. The criteria for performance evaluation include timely completion of courses, use of new teaching methods, efficient student assessment, maintaining course files, and student satisfaction rates. Academic, extracurricular, professional development, research and community activities are integral parts of the annual evaluation process.

Faculty members under following conditions will not be eligible to apply for a promotion:

- Faculty on leave without salary for a period in excess of 12 months, this applies to Full-time faculty members.
- Faculty who has served in their current appointment for less than 2 years prior to applying for promotion.
- A faculty member who has resigned or has submitted a notice of resignation.

15.2 Timing of Rounds

Promotion rounds for academic faculty will be conducted annually.

15.3 Application for Promotion



Faculty members seeking promotion should submit a Promotion Application Form with a complete Academic Portfolio of Teaching, Research, and Services and incorporate a case for Promotion.

15.3.1 Teaching Portfolio includes

- Student and peer evaluations.
- Awards for excellence in teaching and learning.
- Fellowship of recognized teaching and learning societies
- Publication of a University teaching text
- Publication of scholarly work in refereed (teaching and learning) journals.
- Presentations on reflections on teaching practice at teaching and learning conferences.
- A teaching portfolio outlining a process of critical engagement with pedagogical literature, reflection on current teaching practice and the application of new methods into teaching practice
- Demonstration of how the 'Principles to Promote Excellence in Learning and Teaching Practices at DMU' have been implemented.

15.3.2 Research Portfolio includes

- Publications of academic books and monographs and Publications in peer-refereed journals; two research papers for Assistant Professor, five research papers for Associate Professor and, ten research papers for Professor.
- Exhibitions of creative work in recognized galleries.
- Substantial and original creative and performance work which has received positive recognition with the discipline produced in a recognized community of practice.
- Success in achieving competitive external grants.
- Invitations to present keynote addresses at international conferences.
- Research that has had a measurable impact on policy and practice within the wider community.
- Membership of journal editorial boards.
- Awards recognizing research excellence.
- Successful supervision of students.

15.3.3 Service Portfolio includes

- Leadership in the conduct of research within the University leading to significant impact through leadership in research center activities, via research mentoring.
- Leadership in their discipline and/or profession using editing scholarly journals, examining research higher degree theses, and convening academic conferences.



- Leadership in community engagement by establishing partnerships with community organizations, government, corporations or practitioner societies.
- Leadership in teaching within the University, leading to significant impact by establishing new teaching programs and implementing measures to improve student retention.
- Leadership in administration through a substantial contribution to academic supervision and involvement in key University governance structures and promoting the University in relation to student recruitment.
- Leadership in service to professional practice on behalf of the University.

15.4 Role of the Appointment & Promotion Committee

The Appointment & Promotion Committee is responsible for reviewing and approving the promotion applications. The committee consists of the Dean, Associate Deans, Program head and or Department Chairs. The Appointment & Promotion Committee shall determine the eligibility of the promotion application against the set criteria for the promotion.

The Dean is responsible for the submission of the faculties research for referral, two external referees with expertise in the relevant area of the research, these referees should be in a professor rank for a minimum of five years, at least one referee should be from a reputable medical University outside the UAE and one referee in professor rank might be selected from DMU. Once referees' feedback is obtained, the promotion committee will decide for promotion if approved a letter of the promotion will be handed to the faculty member.

The Dean will provide feedback to unsuccessful applicants and direct them on what activities they might undertake to satisfy the promotion criteria on a future occasion.

15.5 Salary Increase associated with promotion

Faculty members will be eligible for a salary increase derived from the promotion and the reclassification of position, in addition to an annual merit increase when achieving a satisfactory work performance. Annual merit increment to be effective from the start of the academic year. The amount of the yearly bonus (calculated on basic salary) is subject to the availability of funds and fulfilling of performance evaluation criteria.

15.6 Promotion Criteria Chart

Assistant Professor to Associate Professor	Associate Professor to Professor



<ol style="list-style-type: none"> 1. Ph.D. degree in the relevant area of teaching from a recognized University. 2. five years teaching experience in a reputable university after obtaining a PhD degree. 3. At least five research papers published or accepted for publication in indexed journals. 	<ol style="list-style-type: none"> 1. Ph.D. degree in the relevant area of teaching from a recognized University. 2. 10 years of teaching experience in a reputable university after obtaining a PhD degree. 3. At least ten research papers published or accepted for publication in indexed Journals.
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[For more details, please refer to D.3 DMU Faculty Promotion Policy \(DMU/PPM- Chapter D-3\)](#)

16. FACULTY COMPENSATION & BENEFITS

Faculty members are compensated with a package of salary, allowances, and benefits. DMU has affirmed that the salary structure will be periodically revised and benchmarked with other universities of UAE.

DMU aligns with the UAE Cabinet Law of 2018 specifying equal wages and salaries for women and men who perform the same work or work of equal value.

A new grading system for administrative faculty has been prepared using international benchmarks.

16.1 Accommodation

DMU provides faculty with monthly accommodation allowance.

16.2 Transport

DMU shall provide conveyance transport from residence to place of work and back through, a faculty member who doesn't use University transport will be paid a monthly allowance.

16.3 Furnishing allowance

DMU faculty members are entitled to a furnishing allowance over the period of four years detailed in the benefit chart.

16.4 Vacation Tickets

Dubai Medical University provides annual tickets to the faculty member, the accompanying spouse



and up to two (2) dependent children if they reside with the faculty member in the UAE and is under the sponsorship of the Faculty Member.

16.5 Healthcare

Dubai Medical University provides Healthcare for the faculty member and accompanying spouse and Two (2) dependent children if they reside with the faculty member in the UAE and is under the sponsorship of the Faculty Member.

16.8 Annual Bonus

An annual bonus equivalent to one month's basic salary for persons rendering excellent performance as per the standards of the evaluation set herein. This will be awarded solely upon the discretion of the management of the Dubai Medical University.

16.9 Gratuity

Faculty members are entitled to a gratuity as per the UAE Labor Law (Federal Law No 33 of 2021).

16.10 Death Compensation

In the event of the death of a faculty member, the dependent family members shall receive the salary for the month during which the death occurred together with a payment equivalent to 24 basic salaries and the end of service benefit, the amount of compensation shall not be less than Dh18,000 or exceed Dh35,000. The University will cover reasonable expenses associated with embalming and repatriation of the deceased. The Dean may waive any requirement for repayment of dues owing to the University or clearance requirements.

[For more details, please refer to D.1 Faculty and Staff Recruitment and Salary Scale \(DMU/PPM- Chapter D-1\)](#)

17. Code of Conduct

DMU seeks to provide and maintain a harmonious work environment which includes respectful relationships between the college and its employees, and among employees across all levels. These policies are to frame expectations regarding workplace behavior and conduct, disciplinary actions for violating the DMU Code of Conduct, and the right of employees to file grievances and appeal decisions.

DMU Code of Conduct is to guide the ethical conduct of faculty members at the workplace and to establish clear regulations governing workplace behavior that is respectful of the Islamic religions, colleagues, and traditions of the UAE.



DMU faculty members should know the basic ethical principles to act properly. This Code of conduct is considered the basis on which faculty members conduct daily activities on behalf of DMU.

Minor Code of Conduct violations may be handled informally by the faculty member's direct supervisor, major violation will subject to disciplinary action and will be filed in the personal faculty member records.

17.1 Professional and Personal Conduct

DMU expects all its faculty members to follow principles of integrity, decency, and respect in their behavioral conduct, and to comply with DMU regulations that were established to maintain a positive and productive working environment. DMU expects all faculty members to carry out their duties and responsibilities professionally & ethically to achieve the mission and goals of the University in the optimal way.

17.2 Use of DMU Funds and Assets

The assets of the DMU are to be used exclusively for the benefit of the University and only for authentic educational or work purposes. The assets of DMU are much more than physical equipment, inventory, research funds, or office supplies. These assets may not be improperly used to provide personal gain for faculty members or others. Faculty members may not transfer any of the assets to other people, except in the ordinary course of work nature.

17.3 Damage to Property

Dubai Medical University shall not tolerate any reckless, careless, or deliberate damage to its properties; DMU at its discretion might report such damage of its property to law enforcement agencies for necessary action.

17.4 Falsification of Records

DMU prohibits its faculty members from providing false information regarding their work status, education, timesheet, or any other job-related records. Faculty members who observe such a violation must report it to the Dean immediately.

17.5 Theft

Stealing or attempting to steal DMU's property or property belonging to others is strictly prohibited. To protect faculty members, DMU reserves the right to inspect all purses, briefcases, lockers, toolboxes, desks, cabinets, vehicles, and any other containers or items within DMU's premises.



17.6 Gifts & Gratuities

DMU Faculty members and their family members shall not accept gifts of money under any circumstances, nor may they ask non-monetary gifts, favour, or any other kind of personal benefit from DMU students, service providers, and suppliers.

Faculty members may accept simple, non-monetary gifts from a service provider or DMU allies only if the gift is of simple value, or the gift is primarily of an advertising or promotional nature. Gifts of more than minimal the value may be accepted if the protocol, courtesy or other special circumstances exist, However, all such gifts must be reported to the Dean, Head of the Department and the Human Resource Department to determine if the faculty member may keep the gift, return it, or whether it should become DMU property.

Business gifts, services, hospitality, or travel-related business gifts, other than items of very small value, are not to be personally accepted (by self or family).

Bribery in any form is strictly prohibited in DMU.

17.7 Harassment

DMU seeks to maintain an effective, respectful, and harassment-free work environment; therefore, it strictly prohibits harassment, offensive behaviors, or discrimination based on race, colour, sex, age, disability, or any other category prohibited by law. Harassment includes, but not limited to physical contact ranging from touching to assault, dictatorial and bullying behavior, verbal and written interaction through offensive jokes and language or behavior that is considered threatening or intimidating.

Retribution against a faculty member or student for having complained of being harassed is considered to be harassment itself and will be treated as a disciplinary offense. A faculty member who repeats actions considered to be harassment after an initial warning will be subject to disciplinary action up to and possibly resulting in termination of employment.

17.8 Injuries and Accidents

All injuries of DMU students, faculty members and visitors, must be immediately reported to the safety officer and Head of the Department or administrative officials for the provision of first aid and medical treatment, this includes incidents that happened inside and outside the DMU campus.

17.9 Research Integrity

DMU strives to create a research climate that promotes adherence to high ethical standards and maintaining integrity in the conduct of research. Faculty members are responsible for adherence to high ethical standards in the conduct of research and assure that those standards are communicated



to all who work under their supervision. Any inquiry or investigation of allegations of research misconduct must proceed promptly and with due regard for the reputation and rights of all individuals involved.

17.10 Confidentiality & Privacy

Safeguarding the confidentiality and privacy of all matters related to faculty members is crucial and vital to the values and professional conduct that DMU strives to achieve.

Confidential information includes, but is not limited to faculty member information, payroll information, student records, programs examinations, research data, the intellectual property of the University, financial information of all kinds, soft wares & computer systems, supplier information, marketing strategy or any other items that may be considered confidential or proprietary to the University. Violations of this policy may result in discipline up to and including termination of employment.

17.11 Combating Cheating and Violation of Examination System

As per Federal Decree by Law No. 33 of 2023 Concerning Combating Cheating and Violation of Examination System, all faculty and staff are required to immediately report any act of cheating or violation in examination system on the same day. Failure to do so will subject the faculty or staff to action and penalties as per the decree.

[For more details, please refer to D.7.1 Code of Conduct \(DMU/PPM- Chapter D-7.1\)](#)

18. Conflict of Interest

While DMU trusts the professionalism of the staff that it employs, a conflict-of-interest policy has been stated in the Procedure Manual. This policy is created to help DMU protect its faculty members against criticism or compromise by reporting and managing situations of potential conflict, proactively. The process ensures that such situations are recognized and disclosed so that appropriate steps can be taken to avoid and manage them.

18.1 Definitions

"Conflict of Interest" is defined as a situation in which the concerns or aims of two different parties are incompatible, or a situation in which a person can derive personal benefit from actions or decisions made in their official capacity.

18.2 Procedure



- Full prior disclosure of interests is clearly an important mechanism for management of conflicts of interest.
- In some cases, after adequate evaluation, the Associate Deans, and finally the Dean may decide that no further action needs to be taken.
- The primary obligation rests with the employee to recognize situations in which s/he potentially has a conflict of interest and to disclose to their superior.
- Employees are advised to declare such an interest if they are in any doubt about its relevance or materiality.
- Employees are reminded that failure to declare a significant interest is potentially a disciplinary matter.
- The employees who are involved in educating, training, supervising, or directing the work (education) of students should ensure that the education they provide is appropriate to the student and in the best interest of the college.
- Should any member of DMU faculty feel they are in a position where there is a possibility of conflict of interest, they must contact their Associate Deans and Department chairs as soon as possible. The potential conflict of interest must be disclosed in the form provided. The Dean will then take appropriate actions to deal with the situation.

[For more details, please refer to I.1 Conflict of Interest Policy \(DMU/PPM- Chapter I-1\)](#)

19. DISCIPLINARY PROCEDURES

All faculty members are expected to comply with all DMU regulations and Code of Conduct, any violations of DMU regulations will be addressed promptly. This policy is to frame procedures for reporting conduct violations, methods for investigating such violations, the rights of the faculty member, and the disciplinary actions that may be imposed by DMU management.

19.1 Violations

1. Unjustified refusal to carry out the duties required by his/her position or refusal to abide by the instructions of the employment contract issued.
2. Unauthorized and forbidden distribution of literature in the material or books posting on institution property.
3. behaving in an unprofessional manner and compromising or violating the regulations issued by the University pertaining to the safety and security of the computers and lab equipment inside the Colleges/university.



4. Racial, sexual harassment, verbal harassment, physical or verbal abuse to any student, employee or visitor to the University.
5. Absence without justifiable reason.
6. infringing an article of contract or violating the regulations and policies issued by the University regarding safety and security of DMU community.
7. interrupting, causing disturbance in the safety and security procedures or equipment, threatening the rules of safety and public health in the University or obstructing the employees from carrying out their duties .
8. Falsification of reports, reports pertaining to absence from work, and communications or records including personnel and production records.
9. Gaining unauthorized access /hacking to institutional electronic records and files on campus or stored virtually on DMU one Drive or equivalent storage area.
10. Theft of any property on institution premises.
11. Submission of false certificates and documents.
12. Professional negligence, which causes material, reputational or moral damage to the College/ University.
13. Intentional breach of the internal published, policies, procedures and laws of the University.
14. Disclosing confidential information or a professional secret of the University
15. Violation of the moral ethics of the UAE society
16. Substance abuse in the University premises
17. Reporting to work under alcoholic influence or mentally disturbing substances.

19.2 Disciplinary procedures:

Verbal Warning

In the case of any violations of the University Code of Conduct, the faculty member's head of the department or direct supervisor issue a verbal warning. Following the issuance of the verbal warning, a written summary of the verbal warning (turn-on notice) should be prepared for placement in the faculty member's personnel file.

Written Warning

If a faculty member has already received a verbal warning for offensive behaviors or breaching the regulations, and continues to violate the regulation, the head of the department or direct supervisor of the faculty member shall refer the case to the dean, who will issue a formal Written.

Loss of Pay

A faculty member may be subject to a salary deduction for a maximum of 15 days at each occurrence of a major violation.

Suspension of the Annual Bonus

A faculty member could be deprived of receiving an annual bonus, if the faculty member did not meet performance expectations or neglected their obligations and responsibilities.

Dismissal with Notice

Dismissal from service with notice results in termination of employment with right to end of service gratuity. Termination may be imposed by the decision of the Dean's Council for misconduct.

Termination for without notice

For an act of "gross misconduct" termination of employment is imposed by the Dean's Council and as stipulated in Federal Degree 33 of 2021, Art 44.

Handling employment Legal Issues

Should a problem that has developed from a disciplinary action or work dispute reach the stage of litigation, the matter will be referred to the Legal Department for handling on behalf of the University.

[For more details, please refer to D.7.2 DMU Disciplinary Procedures \(DMU/PPM- Chapter D-7.2\)](#)



20. GRIEVANCES & APPEALS

DMU aims to provide a fair and productive work environment for all its faculty members and academic staff that includes a variety of means by which faculty member grievances are brought to consideration and successive resolution in a timely manner.

20.1 Grievance process:

i. Apply for grievance

Faculty members have the right to apply for a grievance if they believe they have been treated unfairly or improperly at any condition of their working relationships within DMU or regarding their working & employment conditions.

A Faculty member shall submit a signed, clear and detailed complaint of the case to the HR department which will refer the case to the Vice Chancellor Academic Affairs , who shall appoint members of the Grievance Committee to review the grievance and ensure that it is complete with all required information and documents.

ii. Investigation

The Grievance Committee shall carry out any necessary investigation to establish the facts of a case. The Grievance Committee shall interview all personnel associated with the grievance including the faculty member, supervisor and any witnesses. Parties involved in the investigation shall provide written replies and explanations within five (5) working days at stage of the Grievance Process from the Grievance Committee interview.

iii. Grievance Decision

The Grievance Committee shall make recommendations to the Vice Chancellor Academic Affairs on the required actions to resolve the grievance within 20 working days. The Grievance Committee decision shall be communicated to the faculty member in writing.

20.2 Appeals

A faculty member has the right to appeal for the imposed penalties resulting from violation of university regulations and code of conduct. Appeals must be in writing, providing new information not considered previously, it should be submitted within 15 days from the imposed disciplinary actions.

[For more details, please refer to D.7.3 Grievances and Appeals Policy \(DMU/PPM- Chapter D-7.3\)](#)



21. TERMINATION OF EMPLOYMENT

Possible reasons for end of the employment or termination could be the following:

- Resignation: occurs when a faculty member notifies the University in writing of her/his intent to end employment in accordance with the notice period contracted to by the two parties.
- Unsuccessful probation period: a faculty member's services may be terminated during the probationary period, through a one-day written notice without any entitlement to any bonus or periodic holiday or any allowances. She/he shall only be eligible to receive the basic salary.
- End of the employment contract.
- Faculty member scoring low performance rating.
- End of Employment due to death.
- Dismissal by disciplinary decision or by judicial decree.
- The University and the faculty members mutually agreed to end the contract.

21.1 Termination

Termination of employees will be done in strict compliance with the UAE Labour Law.

Dubai Medical University may terminate a faculty member service based on disciplinary action or case, without notice and without end of employment benefits, due to misconduct or violations of DMU regulations that include, but are not limited to:

- Submission of false documents, certificates or falsification of identity or nationality.
- Execution of wrongful act which results in a substantial loss or damage of DMU assets.
- Disclosure of confidential or secret information relating to his/her work e.g., revealing examinations to a student.
- Absence without reasonable excuse for more than fifteen (15) consecutive days during any one year.
- Conviction of an offence relating to honor, honesty or public morality.
- Being found, during working hours, in a state of obvious drunkenness or under the influence of drugs.



- Physical assault upon one of his/her supervisors or colleagues.
- If faculty members are to be found providing private lessons to DMU students whether it is free or paid. A major violation of the University Code of Conduct.

21.2 Resignation

Faculty that resigns will do so in writing and will serve a notice period of no less than one month, as per the UAE Labor Law or as per the notice period stipulated in their Employment Contract, whichever is the longest period. The Deans' Council can, at its discretion, allow staff to reduce their notice period to a minimum of one month's notice.

21.3 Notice Period

Notice of the end of employment must be given by the employer or by the faculty member. For faculty and academic staff engaged in the delivery of academic programs, the notice period must normally result in an End of Employment date outside of a regular semester.

- During the probationary period, DMU shall give the faculty member notice as per Federal Law 33 of 2021.
- Following successful completion of the probationary period, the notice period by either party for faculty member is three (3) months.

21.4 End of Service Benefits

DMU faculty members will be entitled to End of Service Benefit in the following situations:

Resignation

If a faculty member intends to end their employment with DMU they shall notify the University in writing in accordance with the notice period contracted to by the two parties. The faculty members must continue to honor their duties for the duration of the notice period. The notice period commences from the date that the faculty member submits the letter of resignation to the Dean. The acceptance of the resignation should be indicated by management in writing.

A Lack of communication is considered an indication of the acceptance of the resignation.

Exit Interview Upon Resignation

The Human Resources Department shall have conducted an exit interview with the faculty members to gather feedback and gain insights that might assist the development of the University.



Redundancy

DMU may terminate the employment contract of any faculty member at any time following completion of the probation period for non-disciplinary or non-legal reasons in the situation where the services of such faculty member are no longer required, and it is not possible to find a new position for the faculty member that suites their qualifications and skill or due to budgetary or financial limitations.

Termination on Medical Grounds

DMU has the right to terminate on medical grounds an faculty member who undergoes a continuous and/or interrupted illness that results in absence from work beyond his/her sick leave balance. In such cases, the faculty member will be paid all benefits due to him/her on termination. The University shall make the termination of service decision according to a decision by a competent medical entity upon confirmation of the permanent medical unfitness or disability.

End of Employment due to Death

A faculty member's service shall be terminated due to the death of the faculty member; the termination will commence from the day following the faculty member's death date as per the official death certificate.

[For more details, please refer to D.8.2 Termination of Employment Relations Policy \(DMU/PPM- Chapter D-8.2\)](#)

22. ACADEMIC CALENDAR AND HOLIDAY CALENDAR

DMU Academic Calendar- Academic Year 2024-2025		
Fall Semester		
Event	Day	Dates
Faculty and Admin orientation	Monday	19/08/2024
DMU General Orientation and College Orientation	Thursday & Friday	22-Aug-2024 and 23-Aug-2024
Commencement of classes	Monday	26/08/2024
Add /Drop	Monday	26-Aug-2024 to 09-Sept-2024
White coat ceremony	Monday	09-Sept-2024
Prophet's Birthday*	Sunday	15-Sept-2024
Last day to withdraw from courses	Monday	07-Oct-2024
Midterm Exams**	Monday	14-Oct-2024 to 04-Nov-2024
Commemoration Day	Saturday	30-Nov-2024
UAE National Day	Monday & Tuesday	02-Dec-2024 and 03-Dec-2024
Final Exams	Monday to Friday	09-Dec-2024 to 20-Dec-2024
Winter Break	Monday to Sunday	23/12/2024 to 05/01/2025
Announcement of Final Exam result	Wednesday	25-Dec-2024
Beginning of Re-sit Exams	Monday To Tuesday	06/01/2025 To 14/01/2025



Spring Semester		
Event	Day	Dates
Commencement of classes	Monday	06/01/2025
Add/Drop	Monday To Monday	06-Jan-2025 to 20-Jan-2025
Last day to withdraw from courses	Monday	17-Feb-2025
Midterm Exams**	Monday To Friday	24-Feb-2025 to 14-Mar-2025
The holy month of Ramadan begins*	Friday	28-Feb-2025
Spring Break	Monday to Sunday	24/03/2025 to 30/03/2025
Eid Al Fitr*	Saturday To Tuesday	29-Mar-2025 to 01-Apr-2025
Final Exams	Monday To Friday	28-Apr-2025 to 09-May-2025
Announcement of Final Exams result	Saturday	10-May-2025
Beginning of Re-sit Exams	Monday To Sunday	12/05/2025 To 18/05/2025
Summer Semester		
Event	Day	Dates
Commencement of classes	Monday	19-May-2025



Add/Drop	Monday To Monday	19-May-2025 to 26-May-2025
Last day to withdraw from courses	Monday	02-Jun-2025
Eid al Adha holiday*	Thursday To Sunday	05-Jun-2025 to 08-Jun-2025
Hijri New Year*	Friday	27-Jun-2025
Final Exams	Monday To Friday	30-Jun-2025 to 04-July-2025
Announcement of Final exam result	Saturday	05-July-2025
Summer Vacation Begins for both faculty and students	Monday	07/07/2025
*: Islamic holidays are determined after sighting of the moon. Thus, actual dates may not coincide with the dates in the calendar		
**: The midterm exams will be held during class time		
End of Summer Holiday for Faculty Members: Sunday, 17August, 2025		
Beginning of Academic Year 2025-2026 for the students: Monday, 25 August, 2025		



23. Document Revision History

Version	Date	Updated Information	Author/ Reviewer
V 1.0	Nov 2023	New Handbook	HR
V 1.1	July 2024	<ul style="list-style-type: none">Revised content in accordance with the updated DMU Policies and Procedures Manual.Added hyperlinks to the original policies for more details.	HR Unit QA & IE
V 1.2	Jan 2025	<ul style="list-style-type: none">Revised content in accordance with the updated DMU Policies and Procedures Manual.	HR Unit