



University President Decision No. (2) of 2024
In Issuance of the
Academic Faculty Bylaw at the University of
Khorfakkan*

We, Sultan bin Mohammed Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaws.
 - Amiri Decree No. (40) of 2022 concerning the Establishment of the University of Khorfakkan;
 - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

Article (1)

This decision shall be named the “Academic Faculty Bylaw at the University of Khorfakkan”

Definitions

Article (2)

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

- The Country: The United Arab Emirates.
- The University: University of Khorfakkan.
- The Board: Board of Trustees of the University.
- The President: President of the University and the Board.
- The Chancellor: Chancellor of the University.
- The Deans Council: Deans Council at the University.
- The College: Concerned College.
- The Department: Concerned Academic Department.
- The Faculty Member: Professor, Associate Professor, and Assistant Professor.
- The Non-Faculty Member: Technical Assistants (Laboratory Technicians), Researchers, Lecturers, Teaching Assistants, Research Assistants, and Language Instructors.

Academic Faculty

Article (3)

Academic Faculty at the University consists of the following:

1. Faculty members (holders of PhDs or the equivalent):
 - a. Full Professors

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- b. Associate Professors
- c. Assistant Professors
- 2. Technical Assistants (Laboratory Technicians)
- 3. Researchers
- 4. Lecturers (holders of master's degrees)
- 5. Teaching Assistants (including Tutors)
- 6. Research Assistants
- 7. Social Specialist
- 8. Language Instructors

Appointment

Article (4)

1. To be appointed to the University as a faculty member with the rank of an assistant professor or higher, in addition to the other conditions and qualifications provided for in this decision, the candidate is required to:
 - a. Hold a PhD degree or the equivalent from a university recognized by the relevant authority in the country.
 - b. The candidate shall be an active researcher in the field of specialization, with research publications in internationally or globally reputed journals.
 - c. Be physically fit in accordance with a report from a medical authority recognized by the University.
2. In all cases, no person who is a first-degree relative of another staff member within the same college or specialization shall be appointed.

Faculty Member Teaching Tracks

Article (5)

Faculty members shall be appointed to one of the following tracks:

1. **Teaching and Research Track** (the faculty member): In this case, the faculty member will be evaluated on the basis of their teaching and research performance and related requirements and University and community service in accordance with this decision and the regulations issued regarding this track.
2. **Teaching Track (Lecturer)**: In this case, the lecturer is evaluated annually in accordance with the approved regulations for this track at the University.

Professors

Article (6)

1. To hold the rank of a professor, the applicant shall have:
 - a. Obtained a doctorate, or the equivalent, from a recognized university at least 10 years prior.
 - b. Held the position of associate professor for a period of at least five (5) years in a recognized university inside or outside the country.
 - c. Carried out research or innovative scholarly works and published such in refereed scientific journals or books as an associate professor in his/her field of specialization.

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- d. Carried out distinguished scientific and educational activities and/or research, which qualify him/her to hold the rank of professor, taking into account the candidate's supervision of master's and PhD theses/dissertations.
2. With exception to the above, an applicant may be appointed who has not worked in the field of teaching at universities if s/he:
 - a. Obtained a PhD degree or the equivalent qualification at least ten years prior from a recognized university.
 - b. Has carried out distinguished scientific activities in his/her field of specialization.
 - c. Fulfills the requirements in terms of competence and the conditions required for teaching at the University in accordance with the regulations or procedures in effect.

Associate Professor

Article (7)

1. To hold the rank of an associate professor, the applicant shall:
 - a. Hold a doctorate, or the equivalent, from a recognized university inside or outside the country.
 - b. Have held the position of an assistant professor for at least five (5) years at a recognized university inside or outside the country.
 - c. Have carried out innovative research or scholarly work in his/her field of specialization.
 - d. Have carried out distinguished educational or research activities after having obtained his/her PhD, which qualify him/her to hold the rank of an associate professor.
 - e. The candidate shall have supervised master's theses and have had students graduate under their supervision.
2. With exception to the above, an applicant may be appointed who has not worked in the field of teaching at universities if s/he:
 - a. Obtained a doctorate or the equivalent at least eight (8) years prior.
 - b. Has conducted and published innovative research after having obtained the doctorate or the equivalent.
 - c. Has carried out distinguished scientific activities in his/her field of specialization.
 - d. Fulfills the requirements in terms of competence and the conditions required for teaching at the University in accordance with the regulations or procedures in effect.

Assistant Professor

Article (8)

1. To hold the rank of an assistant professor, the applicant shall hold a doctorate, or the equivalent, from a recognized university and be qualified to teach and carry out research at the University.

The candidate shall have served as an Assistant Professor for at least one year at a university.

Central Hiring Committee

Article (9)

1. At the beginning of each academic year, a committee called the "Central Hiring Committee" for the selection and renewal of faculty members shall be formed.

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2. The Chancellor, or whomever he delegates, shall chair the Central Hiring Committee, and its membership shall consist of at least three faculty members, the majority of whom shall hold the rank of full professor.
3. The tasks of the Central Hiring Committee are as follows:
 - a. follow up on the implementation of plans approved by the Board regarding faculty-hiring needs at the University and the renewal of faculty contracts.
 - b. To review and ensure the soundness of the procedures adopted by the colleges, centers, and the college Appointment Committee in determining the university's staffing needs for faculty members.

College Hiring Committee

Article (10)

1. At the beginning of each academic year, each college shall form a committee called the "College Hiring Committee" for the selection and renewal of faculty members.
2. The College Dean, or whomever s/he delegates, shall chair the College Hiring Committee, and its membership shall consist of a representative from each department with the rank of professor or associate professor.
3. The mandate of the committee shall be to submit its recommendations to the Central Committee on the needs of the college departments in terms of faculty members.

Specifying the College Needs in terms of Faculty Members

Article (11)

Colleges and centers shall provide the Central Hiring Committee with their needs in terms of faculty members each academic year, taking into account the specializations and academic rank required, within a period of no more than one month from the beginning of the academic year. Colleges shall provide a statement on any special criteria to be met by the candidates.

Announcing Positions

Article (12)

1. Vacancies for faculty members shall be advertised once a year at a suitable time to be determined by the Central Hiring Committee, which shall also oversee the preparation, type of media and duration of the advertisements.
2. In special cases, job vacancies may be advertised more than once a year.

Article (13)

1. Job applications for faculty positions advertised by the University shall be submitted to the University by the deadline stated in the advertisement and shall include the candidate's academic qualifications, experience certificates, research production and other supporting documents.
2. Applications shall be referred to the concerned deanships for their review and opinion in accordance with selection and preference criteria issued by decision of the Central Hiring Committee.
3. The Central Hiring Committee shall review the nominations received from the college councils in light of the approved criteria and take the necessary action.
4. The Central Hiring Committee shall send its recommendations for the appointment of candidates to the Chancellor, who shall present them to the Board for approval.

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Hiring Exceptions

Article (14)

As an exception to the provisions of Articles (9, 10, 11, 12, and 13) above, a faculty member may be appointed by decision of the Chancellor upon the approval of the President without advertising the position if the candidate:

1. Is nominated for an administrative academic position or legal Advisor to the University.
2. Is a national who has fulfilled all of the appointment criteria required for the position of a faculty member.
3. Possesses a rare specialization and enjoys a distinguished academic status, which may not be mentioned in the advertisement.

Appointment through Secondment and Personal Contracts

Article (15)

Faculty members may be appointed through secondment or on personal contracts in accordance to the following conditions and provisions:

1. A candidate shall be appointed according to the academic rank approved by the University, which s/he was informed of in writing when nominated.
2. Salaries of faculty members shall be determined according to the Salary, Allowances and Remunerations Table. Faculty members are entitled to a regular increment after completing their first year at the University, subject to their performance evaluation. Previous years of experience shall be counted for salary purposes as of the date of the faculty member having attained the academic rank for which s/he was appointed by the University up to the date of appointment at the University. If his/her work experience was not in teaching, half the number of years of experience shall be counted.

Article (16)

1. The first contract term of a faculty member shall be for two years, the first year of which shall be probationary. The University may terminate the contract prior to the end of the first year without providing any reasons. In such a case, faculty members shall be entitled to compensation equal to their total salary of six months, or the total of their salary for the remaining period of the first year of their contract, whichever is less.
2. Faculty members holding the rank of assistant professor or higher shall be evaluated at the end of the first year the of their contract again at the end of the second year in accordance with the track for which they were appointed. Faculty members shall be informed of the University's decision six months prior to the end of their contract term. The decision shall be either non-renewal or renewal of contract for one or two years in the teaching track or for one to three years maximum in the teaching and research track.

Article (17)

Faculty members holding the rank of assistant professor or higher shall be evaluated for subsequent contract periods at the department, college and Central Hiring Committee levels during the first month of their final contract year. They shall be fully evaluated on what they have accomplished during their work at the University in the areas of teaching, research, and university and community service. The faculty member shall be informed of the University's

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decision six months prior to the end of the contract term. The decision will be either nonrenewal or renewal of the contract for a maximum of four years.

Duties and Teaching Load of Faculty Members

Article (18)

The duties of faculty members at the University shall be in accordance with the track for which they are appointed:

1. Faculty members in the Teaching and Research Track shall:
 - a. Undertake teaching and testing
 - b. Conduct innovative research and studies
 - c. Supervise University theses/dissertations, student research and reports, and student academic and social activities.
 - d. Provide student advising
 - e. Participate on University councils and committees and on councils and committees in which the University is participating or those it has approved.
 - f. Devote themselves to their academic duties at the University and maintain standards appropriate to the high stature and reputation of the University in the fields of research, teaching, advising and administration.
 - g. Perform any tasks assigned by the Chancellor or College Dean that do not interfere with the nature of their work.
 - h. Serve the local community and meet its needs in accordance with the regulations set by the University.
 - i. Prepare the teaching plan, which shall include the necessary and expected teaching/learning objectives and outcomes, conduct all classroom evaluation and assessment procedures and submit a periodic report on such to the Department Council.
2. The Teaching Track shall include all duties stated in paragraph (1) above except item (b), which is replaced by teaching under the special regulations of the track.

Article (19)

Faculty members are required to work at least (40) hours per week with work distributed across the following areas:

1. Teaching and research for those appointed to the teaching and research track.
2. Teaching for those appointed on the teaching track
3. Academic advising
4. Office hours
5. Participation in councils and committees
6. Supervision of theses/dissertations and student research
7. University and community service

Article (20)

1. The teaching load of any faculty member (appointed to the teaching and research track) is (12) credit hours per week and (15) credit hours per week for faculty members (appointed to the teaching track). The Chancellor may assign additional teaching hours when necessary

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2. The University chancellor may modify the teaching load system in accordance with Article (19) of this decision, to include the hours worked by the instructor in various activities such as research, teaching, conferences, seminars, and administrative duties.
3. The teaching load of faculty members in vice chancellor, college dean, and similar positions shall be reduced to (3) credit hours, and additional teaching hours shall not be considered as overtime hours. The Chancellor may make exceptions in this case when necessary.
4. The teaching load of faculty members in vice dean, chairperson or similar positions shall be reduced to (9) credit hours, and additional teaching hours shall not be considered as overtime hours. The Chancellor may make exceptions in this case when necessary.
5. By decision of the Chancellor, a faculty member may be partially or fully exempted from teaching, or his/her teaching load may be reduced if s/he is required to perform duties other than teaching, which serve the University and its objectives.
6. By decision of the Chancellor, the teaching load of a faculty member may be reduced to a suitable number of hours for conducting an approved research project. The costs resulting from the reduced teaching load of the faculty member shall be covered by external research grants.
7. The University chancellor may reduce the teaching load of research-active academic staff to three hours.

Article (21)

In May of each academic year, faculty members shall submit to the chairperson of their department or coordinator of their section an annual report detailing their academic activities in the areas of teaching, supervision, research and non-academic activities related to community service, committee membership, etc. The chairperson or coordinator shall submit his/her annual assessment to the College Dean.

Article (22)

1. Faculty members are not permitted to deliver lectures or perform consultations and technical services outside the University unless preapproved by the Chancellor upon the recommendation of the Dean.
2. Faculty members are not permitted to undertake paid or unpaid teaching outside the University unless preapproved by the Chancellor, upon the recommendation of the Dean after seeking the opinion of the chairperson, in which case the total number of external teaching hours shall exceed no more than three (3) hours per week each semester.

Leaves

Article (23)

1. **Annual Vacation Leave:**
 - a. Faculty members at the University are entitled to an annual vacation leave of (60) days, distributed between the semesters in accordance with the approved academic calendar and instructions issued by the Chancellor.
 - b. In all cases, the leave shall be annual and may not be accrued.

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- c. If necessary due to operational needs, the University chancellor may assign a faculty member to work during the holiday in return for remuneration specified in an appointment decision.
 - d. The provisions of the employment contract, as well as the decisions and circulars issued by the university, shall apply to the annual leave of a member of the academic staff.
2. **Hajj (Pilgrimage) Leave:**
- a. After taking the opinion of the College Dean, the Chancellor, or whomever he delegates, may grant a faculty member a two-week leave to perform the Pilgrimage. The faculty member shall be entitled to this type of leave only once during his/her employment at the University.
3. **Sick Leaves:**
- Faculty members are entitled to sick leaves as follows:
- a. Short Sick Leave: not to exceed (7) days paid, based upon a certified medical certificate from the University clinic.
 - b. Long Sick Leave: Faculty members are entitled to a fully paid sick leave of no more than two months. If the faculty member is unable to resume his/her duties after the two months, the Chancellor, or whomever he delegates, may extend the leave for two more half-paid months in accordance with a report issued by a competent medical authority. If the medical authority decides that the faculty member may not recover from his/her illness after the third leave, his/her services shall be terminated due to health circumstances by decision of the Chancellor.
4. **Treatment Escort Leave inside or outside the Country:**
- Upon the recommendation of the concerned dean and department, the Chancellor may grant a faculty member an unpaid leave of not more than two months a year to accompany (a spouse, child, parent, or sibling for treatment inside or outside the country). Extension for the same period may be granted if necessary. Any extension beyond this period shall be presented to the President for guidance.
5. **Emergency Leaves:**
- Faculty members are entitled to an emergency leave as follows:
- a. Faculty members are entitled to an emergency leave of not more than seven (7) days, whether separate or continuous, once during each academic year. In such a case, the faculty member is required to submit a written report to his/her dean explaining the reason for his/her absence. The report requires approval from the concerned college dean and the Vice Chancellor. Otherwise, it shall be considered an unpaid leave.
 - b. The Human Resources Department shall follow up on the matter in order to take the necessary action in this regard.

Article (24)

- 1. Upon the recommendation of the concerned college council and department, the Chancellor may grant a faculty member holding the rank of professor or associate

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professor a sabbatical paid or unpaid leave inside or outside the country for one entire year according to the chancellor opinion, or two separate semesters for each six years that the faculty member spends in the employment of the University. In this case, faculty members are required to submit to their dean upon their return a report about their research activities during the sabbatical year.

2. The conditions and regulations for granting sabbatical leave shall be pursuant to instructions issued by the Chancellor.

Article (25)

1. In special cases, the Chancellor may grant a faculty member an unpaid emergency leave for a period of no more than one semester upon the recommendation of the concerned department council and the college council.
2. The conditions and regulations for granting the emergency leave shall be pursuant to instructions issued by the Chancellor.

Article (26)

Female faculty members are entitled to a fully paid maternity leave of (90) days, which may be granted two weeks prior to the anticipated date of delivery based upon a certified physician's report from the concerned doctor.

Article (27)

1. A female Muslim faculty member whose husband passes away is entitled to a fully paid leave of four (4) months and ten 10 days as of the date of death. A non-Muslim female faculty member whose husband passes away is entitled to a mourning leave of seven (7) days.
2. With the exception to a female Muslim and non-Muslim faculty member whose husband passes away, a faculty member whose wife or next of kin passes away is entitled to a fully paid mourning leave of four (4) days.

Delegation

Article (28)

A faculty member may be delegated on academic or official business, inside or outside of the country, in accordance with instructions issued in a decision by the Chancellor.

Assignments and Secondment

Article (29)

A faculty member may be assigned other administrative tasks, full or part-time, or may be seconded to a local, federal or country governmental or international organization pursuant to instructions issued in a decision by the Chancellor.

Contract Termination

Article (30)

1. The University may terminate the contract of a faculty member before its expiration by decision of the Chancellor and upon the approval of the President in the following cases:
 - a. **Accepting a resignation.** For a resignation to be accepted, it is required to be submitted six months prior to the end of the contract with the University. Faculty members who insist on terminating their contract without observing this condition shall forfeit half of their end-of-service gratuity, which shall be returned to the University if already received. Travel expenses for the faculty

member and his/her family shall be at his/her expense.

- b. **Cancellation of the position due to position replacement or restructuring.**
In such cases, the faculty member shall be provided compensation equal to the total sum of his/her six months' salary or his/her salary for the remaining period, whichever is less.
 - c. **Expiration of the faculty member's residency in the country for reasons not related to the University.** In this case, the faculty member shall be compensated only for the month during which his/her residency expired.
 - d. Permanent work disability
 - e. Disciplinary dismissal
 - f. Conviction of a crime involving a public breach of trust and integrity.
2. The contract of a faculty member shall be terminated when s/he reaches the age of (65). By decision of the Chancellor, and upon the approval of the President, the service term may be extended up to the age of 70. in the case of professors and associate professors.
3. When considering the renewal of a faculty member holding the rank of associate or assistant professor, the number of years spent in the academic rank at the University of Khorfakkan without being promoted to a higher rank shall be considered as follows
- a. The contract of a faculty member shall not be renewed if s/he has held the rank of assistant professor for ten (10) years, since first attaining the rank at any university, without being promoted to the rank of associate professor.
 - b. The contract a faculty member shall not be renewed if s/he has held the rank of associate professor for twelve (12) years, since first attaining the rank at any university, without being promoted to the rank of full professor.

Incentives and Benefits

Article (31)

1. The University shall provide faculty members appointed by means of secondment or a personal contract (as well as their spouse and three of his/her dependent children) roundtrip economy air tickets to their place of work or home country, as the case may be, once every academic year throughout the contract period. Such faculty members may be reimbursed the amount of the air tickets if they do not wish to travel. This right, however, will be forfeited if the faculty member leaves the employment of the University without giving the University a six-month's notice prior to the end of his/her contract or if his/her contract is terminated by means of a disciplinary decision.
2. The term "dependent children" refers to:
- a. Children under the age of eighteen (18).
 - b. Children who pursue their university education inside the country until the end of the first degree and have exceeded this age.
 - c. Daughters who are unmarried, widowed or divorced and are unemployed.

Article (32)

1. The University shall provide faculty members appointed to the main campus in Khorfakkan with suitable accommodations in the housing accommodations belonging to the University. If both the husband and wife are employed by the University, accommodations shall be assigned to one of them.
2. Upon the approval of the Chancellor or Vice Chancellor for Academic Affairs, when suitable accommodations are unavailable in the housing complexes belonging to the University, lecturers are entitled to an annual housing allowance of (AED60,000), assistant professors are entitled to (AED65,000), and associate professors and full professors are entitled to (AED70,000), inclusive of service fees.
3. Faculty members are entitled to a furniture allowance of (AED30,000). This amount covers a period of four years of service at the University. In the event that the service ends before this period, a faculty member shall pay back the remaining balance of the furniture allowance, based on years of use and/or the depreciation of the furniture.
4. Female faculty members living off-campus shall be entitled to a housing allowance, provided the husband is not receiving a housing allowance from a governmental or non-governmental department.
5. Non-faculty academic staff members shall be entitled to a housing allowance equal to three times their total monthly salary. The University shall provide suitable accommodations for those appointed to the University's main campus.

Article (33)

Faculty members shall be entitled to a cash amount for the purpose of shipping luggage or personal items in accordance with a decision issued by the Finance Committee. This entitlement shall be withheld if the faculty member ends his/her services without the approval of the University or in the case of dismissal from service due to disciplinary action.

Article (34)

Faculty members are entitled to an annual gratuity equal to one month's salary for each full academic year, paid at the end of service, according to regulations determined by University policy.

Article (35)

In the case of the demise of a faculty member appointed by means of secondment or a personal contract, the dependent members of his/her family shall be granted the following:

1. The total of one month's salary for the month in which the death occurs.
2. The total of the next three months' salary.
3. The end-of-service gratuity.
4. Preparation and transport of the deceased body to the home country, cost of the return trip for the family, and shipping the family's belongings.

Article (36)

If a dependent of a faculty member passes away while the faculty contract is still valid, the University shall bear the costs of preparing and transporting the body to the home country, in addition to the cost of a round-trip air ticket for one person from his/her family.

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Article (37)

Faculty members and non-faculty academic staff, as well as their family members, shall receive health insurance in accordance with the approved medical services in this regard.

Article (38)

1. The University shall bear the annual tuition fees, inclusive of textbook fees, at a maximum amount of AED25,000 for one child and a maximum amount of AED75,000 for all children enrolled in KG1 through secondary school (regarding all faculty and non-faculty academic staff members). These fees will be paid upon submission of official receipts from the concerned school, which are then deposited into the designated account after verification and confirmation of the number of children, in accordance with instructions issued by the university.
2. The University shall grant up to two scholarships to (2) children, studying at the same time at the University of Khorfakkan, which shall cover the tuition fees for the total number of credit hours required for each son to complete the bachelor's degree in any of the programs offered by the colleges at the University.

Promotion

Article (39)

By a decision from the Board, the following shall be determined:

1. The criteria for faculty academic promotion based on research, teaching, academic advising, and university and community service.
2. The criteria and procedures for promotion to the rank of associate professor or professor at the level of the department, college, and University.
3. The policies and regulations for the accreditation of scientific journals and periodicals for purposes of promotion.
4. Research regulations for the purposes of promotion.
5. Any other regulations that the Board approves for the promotion of faculty members.

Investigation and Accountability

Article (40)

Faculty members shall perform all tasks and duties assigned to them by the University, abide by the provisions of the laws, regulations, and decisions in effect at the University and uphold in their relations with colleagues, students and the community (inside and outside the University) the system of values prevailing in the UAE Arab-Islamic society. They shall refrain from any activity that might harm the reputation of the University or that of its employees. In breach of such, they shall be subject to the disciplinary measures stated in this decision.

Article (41)

The disciplinary measures that may be imposed on a faculty member include:

1. Written Warning
2. Written Reprimand
3. Reprimand with a one-year suspension of the annual increment, or reprimand with a one- year suspension of promotion to a higher rank.
4. Reprimand with a suspension of salary payment (no more than a quarter of the monthly salary) for a period not to exceed six months.
5. Termination of contract with the full rights to salaries and entitlements.
6. Termination of contract with the partial or total withholding of salaries and entitlements.

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Article (42)

The disciplinary actions cited in Article (41) above shall be issued according to the following authorities:

1. The College Dean may issue the penalty of a warning, whereupon the faculty member may appeal to the Chancellor within seven (7) days from being notified of the warning.
2. The Chancellor may impose the penalties in items (1, 2, 3 and 4) of Article (41) in this decision.
3. The Disciplinary Council may issue any penalty stated in Article (41) of this decision.

Article (43)

1. The Chancellor may issue a direct warning to a faculty member in cases he does not view require an investigation.
2. No disciplinary actions may be carried out without conducting an investigation or without reference to the Disciplinary Council.
3. The Chancellor shall appoint, upon his own initiative, or based upon the request of the College Dean, a member of the faculty to investigate the faculty member accused of certain offenses.
4. The faculty member conducting the investigation shall be of an academic rank at least equivalent to that of the faculty member to be investigated. The results of the investigation shall be submitted in a detailed report on the subject to the Chancellor, who may decide as he deems appropriate to close the investigation, impose any of the penalties within his authority, or refer the case (together with the investigation papers and report) to the competent Disciplinary Council. All proceedings in this regard shall be kept strictly confidential and be carried out in accordance with the proper legal procedures.

Article (44)

1. As a precautionary measure, the Chancellor may suspend the faculty member being investigated from carrying on with his/her duties for a maximum of three months if he believes that such is in the best interest of the investigation. The period of suspension may not be extended unless by a decision from the Disciplinary Council.
2. Unless the Disciplinary Council provides otherwise, suspension from duty entails suspension of salaries as of the date on which the decision is taken to suspend the faculty member.
3. If the case under investigation is not referred to the Disciplinary Council within a month after the decision to suspend the faculty member has been issued, the suspension shall be considered rescinded and the suspended salary shall be paid.

Article (45)

The Chancellor, or whomever he authorizes, shall send the faculty member under investigation a detailed statement regarding the charges against him/her (together with a copy of the investigator's report) at least fifteen days prior to the disciplinary session.

Article (46)

The faculty member whose case has been referred to the Disciplinary Council shall be briefed on the investigation and may request a lawyer or another faculty member to defend him/her before the Disciplinary Council.

Article (47)

The Chancellor shall form the Faculty Disciplinary Council as follows:

1. Vice Chancellor (Chair). The Chancellor may appoint someone else in place of the Vice Chancellor if the latter is absent or if there is a legal or other compelling reason to do so.
2. The Dean of the college to which the faculty member under investigation belongs (member).
3. A faculty member selected by the Chancellor (member). Under all circumstances, the faculty member appointed to investigate the accused in accordance with Article (43) above may not serve as a member of the Disciplinary Council.

Article (48)

Decisions by the Disciplinary Council shall be final. However, grievances against the Council may be directed to the President within two weeks of the notification to the faculty member of the penalty. The President's decision on the matter shall be considered final and not subject to appeal elsewhere.

Article (49)

1. The resignation of the faculty member shall not be accepted while the investigation is pending nor shall the disciplinary proceedings against him/her be discontinued.
2. The disciplinary measures taken against a faculty member shall have no bearing on any criminal or civil proceedings connected with the same event that led to them.

Non-Faculty Members

Article (50)

Non-Faculty members at the University refer to:

1. Technical Assistants (Laboratories)
2. Researchers
3. Lecturers
4. Teaching Assistants, Research Assistants, and Teaching Assistance
5. Language Instructors

Article (51)

Non-Faculty members appointed by the University shall:

1. Have obtained a master's degree, or the equivalent, from a University recognized by the competent authority in the country.
2. Be a language instructor who has obtained a minimum of a master's degree from a university recognized by the Ministry of Education in the country and other qualifying certificates to teach languages, which are in accordance with the regulations approved

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- by the University.
3. Be physically fit based upon a report from the medical authority recognized by the University.
 4. Fulfill any other conditions that the University might require.

Article (52)

Non-Faculty Members are required to:

1. Teach courses of a practical nature (languages and general courses).
2. Undertake the teaching load of non-faculty members and other work by decision of the Dean's Council.
3. Conduct examinations for the courses they are assigned in accordance with the approved regulations of the University.
4. Allocate office hours for students.
5. Implement tasks assigned by the Department Chairperson, Center Director, College Dean or Chancellor.
6. Devote themselves full-time to their academic duties at the University and maintain the high stature and reputation of the University.
7. Undertake community service and endeavor to meet the needs of the community in accordance with the guidelines set by the University.
8. Perform (40) hours of work per week, distributed across the above-mentioned duties.

Article (53)

Non-faculty members shall be subject to the provisions regarding investigation and liability stated in this decision.

Article (54)

1. Determining non-faculty member hiring needs, nomination and the appointment of candidates shall be subject to the provisions set forth in this decision.
2. The first contract term for non-faculty members shall be two years. The first year is considered a probationary period, during which the University may end the contract without providing a reason. In this case, the non-faculty member shall be entitled to the total sum of six months' salary or his/her remaining salary until the end of the year.
3. Non-faculty members shall be evaluated at the end of the first year of the contract in the areas of teaching and university and community service at the levels of the department/center, college and the Committee for the Selection of Non-Faculty Members at the University. Concerned non-faculty members shall be notified of the University decision six months prior to the end of their contract. The decision will be either non- renewal or renewal of contract for a maximum period of two years.

Article (55)

The provisions in Articles (21 to 39) in this decision shall apply to non-faculty members insofar as they do not contravene with any other provisions applied to non-faculty members.

Article (56)

1. The contract of a non-faculty member may be terminated for any of the reasons stated in item (1) of Article (30) in this decision.
2. The service of a non-faculty member shall end when s/he reaches (60) years of age. By decision of the Chancellor, his/her service may be extended for one year or more until the age of (65).

Visiting Professors and Adjunct Lecturers

Article (57)

1. When the need arises, the Chancellor may decide to invite visiting professors from among scholars, intellectuals, experts in various specializations or from among current or former faculty members at Arab or foreign universities. They may be invited, on a temporary basis, to teach courses offered by the University, deliver public lectures, or participate in research and discussion seminars in accordance with the regulations and provisions issued in a decision by the Chancellor. The decision to invite visiting professors/lecturers shall include the duration of and reason for the visit and the remuneration and allowances due to the visiting professor in accordance with the University bylaws.
2. When the need arises, the Chancellor may appoint visiting academics for one semester or for an entire year. Their salaries and benefits shall be determined according to the criteria set by the Chancellor and in accordance with the University bylaws.
3. When the need arises, the concerned vice chancellor may appoint adjunct faculty members who shall be contracted as professors, associate professors, assistant professors, lecturers, or instructors, according to their qualifications. They shall be paid on an hourly teaching basis in accordance with criteria set by the Chancellor and the University bylaws.
4. All visiting academic appointments at the rank of professor shall be within the approved faculty budget for each department.
5. Those appointed as lecturers or visiting faculty members shall be subject to the appointment procedures and regulations specified in this decision.

Final Provisions

Article (58)

1. The Dean's Council shall decide on cases not stated in this decision and on issues arising from the implementation of this decision.
2. The financial sums specified for allowances, incentives, and benefits in this decision may be amended when the need arises by decision of the Finance Committee.

Article (59)

The Chancellor shall issue the regulations and decisions required for the implementation of the provisions of this decision.

Article (60)

This decision shall come into force from the date of its issuance. All relevant bodies, as

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

concerned, shall comply with this decision. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, A.D.

**Sultan bin Mohammad Al Qasimi,
Ruler of the Emirate of Sharjah
President of the University of Khorfakkan**