

## 3 Faculty Affairs

This section deals with the classification, ranks, recruitment, performance, duties and benefits.

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### 3.1 Classification of Positions

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Faculty are classified according to the nature of and time commitment to academic responsibilities. A faculty member could be regular, visiting, adjunct or part-time. The purpose of faculty classification is to provide guidelines for the appointment of faculty, and their compensation as well, and to describe their roles and their expectations for faculty in different ranks and categories.

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#### 3.1.1 Regular Faculty

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Regular faculty are full-time individuals who hold full professional ranks and who are appointed by the University to fulfill the following functions and duties:

- Teaching and scholarly endeavors
- Program and course development
- Student advisement
- University and community services
- Other functions and duties deemed necessary by the University

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#### 3.1.2 Visiting Faculty

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Visiting faculty are external faculty who are appointed by the University to perform specific academic functions and duties such as teaching, research, or program development for a specified time period. The term "visiting" is used for persons primarily identified with another institution of higher education. A visiting faculty may be employed for a year, a semester or for a specified period of time.

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#### 3.1.3 Adjunct Faculty

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Adjunct faculty are professionals from the community who are contracted by the University to perform teaching functions on a full- or part-time basis.

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### **3.1.4 Part-Time Faculty**

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A part time faculty is a faculty member from any rank who is employed for partial work load.

A part-time faculty member performs the duties and responsibilities of a full-time faculty member, but with a reduced load. A part-time faculty member must have the same qualifications as a full-time faculty member.

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## **3.2 Ranks of Faculty**

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Titles (ranks) normally applied to faculty are: Professor, Associate Professor, Assistant Professor, and Emeritus Professor. Those normally applied to supporting academic staff are: Lecturer and Teaching Assistant. Additional ranks may be created after the approval of the Board of Regents.

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### **3.2.1 Professor**

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A professor must continue to be an excellent teacher; have achieved a nationally recognized position within the field of specialization or the profession at large; and have been promoted to the rank after holding the rank of associate professor, or in case of new appointees, must have demonstrated equivalent qualifications which give reasonable assurance that the aforementioned requirements will be prospectively realized.

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### **3.2.2 Associate Professor**

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The rank of associate professor shall be bestowed upon faculty members who have been promoted to the rank after holding the rank of assistant professor, or in case of new appointees, must have demonstrated equivalent qualifications which give reasonable assurance that the aforementioned requirements will be prospectively realized.

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### **3.2.3 Assistant Professor**

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The rank of assistant professor shall be bestowed upon the faculty members who have earned a doctoral degree from an accredited and recognized university or institution of higher learning, and who demonstrates a potential for scholarship, teaching, research, and university and community service.

### **3.2.4 Emeritus Professor**

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When an individual retires holding the rank of professor, he or she will be eligible for consideration for the title “Emeritus Professor.” In addition to having served at Qatar University for a minimum of 10 years, faculty must have: shown excellence in teaching or administration, completed a minimum of 25 years of service to the profession of education, produced scholarly publication(s) and research, and offered service to the University, the community, and professional discipline. Emeritus faculty are accorded office space, secretarial assistance, and access to University services.

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## **3.3 Supporting Academic Staff**

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### **3.3.1 Lecturer**

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A Lecturer holds a Masters degree or higher and is contracted by the University for conducting teaching and other academic functions.

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### **3.3.2 Teaching Assistant**

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Teaching assistants are academic staff who hold a minimum of a Bachelor’s degree and are contracted by the University because they show great potential and promise for investment by the University in their careers. Teaching Assistants aid the faculty in carrying out their teaching and research functions and are under direct supervision of the faculty member(s) to whom they are assigned. Teaching assistants are not permitted under any circumstances to carry out the functions of a faculty member.

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## **3.4 Faculty Recruitment, Hiring, Retention and Promotion**

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The University shall attract and retain qualified faculty members who are committed to its mission in order to continuously improve and maintain a high quality education for its students. Faculty members are appointed by the Dean and approved by the Vice President and Chief Academic Officer, after confirmation by the President. The appointment is based upon recommendations of the respective Department Head. The President and Vice Presidents are responsible for defining required approval procedures for units within their administrative area.

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### **3.4.1 Recruitment**

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Faculty recruitment is a process initiated by the Colleges according to the established policies and procedures and adhering to the following principles:

- 1) available positions are advertised publicly.
- 2) candidates are given the opportunity to demonstrate their competency.

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#### **3.4.1.1 Conditions for Appointment**

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The following general conditions should be satisfied by the candidate. He or she:

- Must hold of an advanced degree from an accredited university or institution of higher education recognized by the State and Qatar University.
- Demonstrate competence in teaching.
- Demonstrate ability to engage in scholarly activity.
- Demonstrate good collegiality and interpersonal relationship skills.
- Should be physically and mentally fit.
- Must not have been convicted of a felony.
- Meets other conditions as deemed necessary by the University.

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### **3.4.2 Types of Contracts**

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Contracts will apply to faculty members as well as the supporting academic staff.

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#### **3.4.2.1 Regular Contracts**

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A Regular Contract lasts for three years. It may be given, for certain cases, for more than three years. In all cases, the first year is considered to be probationary. After a review of that year's performance, a decision is made whether to allow the faculty member to carry the contract to its full term. The faculty member will be notified in case of non-renewal during the probation period, no later than 15 March. When a contract reaches the end of its term, it will automatically terminate at the end of its final period. Such contracts may be renewed for another period of time as agree by the two parties. Unless the faculty member is given notice of the intent of the University to retain the faculty member, the contract automatically terminates and the member will be notified before the end of the first semester.

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### **3.4.2.2 Rolling Contracts**

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Regular Faculty members may be offered a four-year rolling contract at the end of his/her regular term contract. A rolling contract is for those faculty who are expected to continue their employment at the University for an extended period of time. If the outcome of an annual evaluation of a faculty member holding a four-year rolling contract is not positive, and unsatisfactory, then the faculty member may be terminated after the completion of the remaining years on the contract. In addition, a rolling contract may be terminated at the end of the four-year period, for reasons of restructuring, termination or deletion or financial exigency.

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### **3.4.2.3 Indefinite duration contract**

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Qatari faculty members are offered indefinite duration contracts, the first year is probationary.

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### **3.4.2.4 Special Contracts**

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A special contract may be offered to academic personnel to carry out specific tasks. The terms of the contract concerning the salary, period of contract and any other terms will be agreed upon between the employee in question and his or her respective Department Head and College Dean.

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## **3.4.3 Faculty Promotion**

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### **3.4.3.1 Conditions for Promotion**

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The criteria for promotion apply to full-time faculty, but not to the visiting faculty.

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### **3.4.3.2 General Rules for Promotion**

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1. The conditions for promotion are cumulative achievement in the areas of:
  - Academic requirement achievements. (Teaching and Instructional development).
  - Scholarly endeavors including research activities.
  - Contribution to the University and society.

2. All promotions shall be recommended to the College/University Promotion Committee; that will recommend them to the Vice President and Chief Academic Officer, for approval.
3. A Faculty member is eligible to apply for promotion to the higher rank when he/she meets all the requirements specific to the rank applied for.
4. If an application is rejected, the applicant may apply for the same rank after the elapse of one year from the date of the University Promotion Committee decision if evidence of new scholarly, creative or scientific production is provided.

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### **3.4.3.3 Conditions for the Attainment of Each Rank**

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#### **3.4.3.3.1 Professor**

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For consideration for appointment to the rank of professor, one will normally meet the following qualifications:

- a) Possession of doctorate degree and a record of significant contribution to education.
- b) Demonstrated excellence as an outstanding University teacher.
- c) Showed excellence in scholarly endeavor, published articles in refereed journals.
- d) Contribution to the University and community service.

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#### **3.4.3.3.2 Associate Professor**

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The individual will meet all of the following qualifications for promotion to Associate Professor:

- a) Possession of the appropriate Doctorate degree.
- b) Demonstrate effectiveness as a university teacher.
- c) Continuing productively in scholarly research endeavor, creative works published articles in refereed journals and establishing himself as an authority in his field.
- d) Demonstrate contribution towards university and community services.

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#### **3.4.3.3.3 Assistant Professor**

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The individual will meet the following essential qualifications for promotion to an Assistant Professor:

- a) Possession of the appropriate doctorate degree.

- b) A lecturer who completes the work for the appropriate doctorate will be eligible to be promoted to the rank of Assistant Professor.
- c) Possesses the potential for successful performance in teaching.
- d) Satisfactory involvement in research or other creative activities.
- e) Newly appointed lecturers may not apply for this position until they have completed one year of appointment.

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#### **3.4.3.4 Title Approval**

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Title approval is required for all new academic professional positions. Title approval will be given to the candidate by the Vice President and Chief Academic Officer, and confirmed by the President.

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### **3.4.4 Termination of Contract**

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A faculty's contract may be terminated for any one of the following reasons:

- Reaching retirement age (60).
- Resignation.
- Debilitating health or physical injury as verified by a health commission.
- Death.
- Non-renewal of contract at the end of the contract period.
- Dismissal from the University for cause.

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## **3.5 Performance Appraisal**

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Faculty members and the Supporting *Academic Staff* are subject to regular performance appraisal, according to the rules and regulations set by the University.

- The performance appraisal is based on the three major faculty activities:
  1. Teaching and instruction
  2. Scholarship and research
  3. University and community service.
- Each Department Head will be evaluated by the College Dean periodically with respect to all duties and responsibilities, and in accordance with the procedures and policies set by the University.
- Evaluation of College Deans is carried out by the Vice President and Chief Academic Officer, with respect to all duties and responsibilities, and in accordance with the procedure and criteria set by the University.

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## 3.6 Faculty Duties

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- Faculty members are expected to provide up-to-date reports involving teaching activities and student advising as assigned by the department.
- Faculty members will be responsible for course development and participate in curriculum and program development.
- Meet all instructional and advising responsibilities as specified in the policies and procedures (refer to Part-4 within this handbook).
- Participate in scholarly and research activities which enhance their professional development and contribute to their discipline.
- Serve as appropriate in the department, college and university committees.
- Provide professional services to the University and community.

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## 3.7 Financial Compensations

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Qatar University intends to attract and retain qualified faculty and supporting academic staff by maintaining salary and benefits packages that are externally competitive and internally consistent.

Qatar University shall adopt a faculty compensation system that is flexible enough to attract and retain qualified faculty members in all disciplines that are taught at the University.

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### 3.7.1 Salaries

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#### 3.7.1.1 General Regulations

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The salary for the faculty/supporting academic staff member shall be within the salary policy approved by the Board of Regents. University negotiates with the person it is trying to attract a basic salary within the range that is approved by the Board. If the person is qualified, he might be eligible for the upper range or ceiling.

The Human Resources Department, in consultation with the Office of the Vice President for Institutional Planning and Development, shall periodically obtain regional and local salary and benefits benchmark data appropriate to the different disciplines taught at the University.

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#### 3.7.1.2 Promotion Increase

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When a faculty/supporting academic staff member is promoted to a higher academic rank, his/her basic salary will be adjusted by adding to the basic salary a promotion increase to include a promotion increase according to the policies and procedures set by the University.

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## 3.7.2 Allowances

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### 3.7.2.1 Administrative Allowance

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The faculty members who are appointed to administrative positions are entitled to a monthly administrative allowance. The Board of Regents approves the amount of the administrative allowance for each of the following positions:

- Vice President
- Associate Vice President
- Director (reporting to the President)
- Director (reporting to the VP)
- Director (reporting to Associate VP)
- Dean of a College
- Associate Dean of a College
- Head of a Department/Office/Unit
- Coordinator of an Academic Program

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### 3.7.2.2 Fringe Benefits

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The faculty/supporting academic staff member is eligible to receive fringe benefits in accordance with the QU Policies and Procedures:

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### 3.7.2.3 Special Allowance

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By a decision of the President based on the recommendation of the Vice President and Chief Academic Officer, a special allowance may be paid to a faculty member provided the allowance does not exceed 100% of salary, according to the following conditions:

- The field of specialization of the faculty is rare or uncommon and he/she is highly qualified in such field.
- Qatar University is in extreme need for the field of specialization.
- Qatar University does not have enough faculty members in such field.

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### 3.7.2.4 Annual Merit Increments

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The faculty/supporting academic staff member is subject to the performance appraisal scheme conducted once during the academic year. The faculty/supporting academic staff member is given an annual increment to his/ her salary based on the performance and contribution to the Department and QU. Equal consideration shall be given to teaching and research or other creative work; in addition to services to the state and community.

The annual increment budget is determined by the Board of Regents who authorizes the President to disperse these funds according to the policies and procedures set by the University. The budget allocated for the salary increments will be recommended by the department head according to the policies and procedures set by the University.

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### **3.7.2.5 Merit Award Program**

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QU recognizes and encourages the faculty/supporting academic staff member with significant achievements. The Annual Merit Program allows for such deserving faculty/supporting academic staff members to be given awards. The Board of Regents shall issue the total program budget for annual merits to be implemented by the President.

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### **3.7.2.6 Overtime**

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The faculty/supporting academic staff member who is assigned with additional duties to his/her normal work load such as additional teaching, technical or other academic duties is entitled to financial compensation. The President shall issue directives on the hourly rates for such overtime.

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### **3.7.2.7 Commissioned Work**

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The faculty/supporting academic staff member who are commissioned to perform tasks or functions for the University may be compensated.

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### **3.7.2.8 Payment in Lieu of Vacation**

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Where the University, in agreement with a Faculty, schedules the faculty to be at work during all or part of his/her approved vacation period, the faculty shall receive payment equivalent to his salary and any other allowance(s) deducted during his/her vacation, in lieu of vacation days.

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### **3.7.2.9 Business Expenses**

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The faculty/supporting academic staff member traveling on official business outside Qatar will be given a round-trip air ticket and an appropriate per diem allowance.

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## **3.8 Vacations and Leaves**

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### **3.8.1 Annual Vacation**

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The faculty/supporting academic staff member is entitled to annual paid leave for a number of days, specified in the yearly academic calendar.

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### **3.8.2 Scholarly Mission Leave**

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The faculty/supporting academic staff member may be granted a scientific mission leave with or without pay for a maximum period of two terms or summer. Such leave is specified to conduct research or to join a special development program and shall be in accordance with the rules and regulations set by the University. In addition, the supporting academic staff may be granted scholarship leave to pursue a postgraduate degree. The scholarly mission leave shall be approved by the Vice President and Chief Academic Officer on the recommendation of the Head of the Department.

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### **3.8.3 Sabbatical Leave**

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A regular full-time faculty member on rolling or indefinite duration contract is eligible for a maximum of one academic year period sabbatical leave for each four years of service. The Sabbatical leave shall be approved by the Vice-President and Chief Academic Officer on the recommendation of the Head of the Department.

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## **3.9. Disciplinary Actions**

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Disciplinary action will apply when the faculty members violate the rules and regulations of the University. The penalties of the violations include the following:

- 1- Verbal warning
- 2- Written censure, maintained in the personnel file
- 3- Probationary Period with final warning
- 4- Removal of privileges
- 5- Holding the promotion for a period of time
- 6- Suspension
- 7- Dismissal from the employment of the university.

The president has the final authority to implement items 4, 5, 6 & 7 upon the recommendations from inquiry committee appointed by the president.

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## **3.10. Grievance**

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Faculty member who has grievance may address matter of disagreement & complaint in writing according to the rules and regulations of grievance procedures of the University.