


Category	Community Relations	Policy Number	UNI-COM-501	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.0	
Responsible Office	Provost	Policy Owner	ICE	
Date Approved	27 December 2021	Effective Date	27 December 2021	
Date Last Reviewed	New Policy	Due Date for Next Review	27 December 2024	

POLICY

Continuing Education and Lifelong Learning

1. Purpose

This policy outlines the guiding principles and responsibilities for coordinating and managing continuing education and lifelong learning programs and activities that involve members of the Zayed University community.

2. Scope of Application

This policy applies to the continuing education and lifelong learning programs and activities coordinated and managed by Zayed University's Institute for Community Engagement where a revenue is expected.

3. Definitions

3.1 Continuing Education and Lifelong Learning: educational programs and activities outside of the university's regular academic programs and curricula.

3.2 Community: a combination of both the ZU and external communities.

3.3 External: related to an individual and/or organization outside of Zayed University.

3.4 ZU Community: the employees and students of Zayed University.

4. Policy

In line with its vision and mission, Zayed University is committed to offering continuing education and lifelong learning opportunities to the community. The university will identify and respond to needs within the university and external community and make use of the expertise and facilities available to bring beneficial outcomes to all concerned.

5. Guiding Principles

5.1 Continuing education and lifelong learning programs/activities involving ZU employees and/or facilities will be coordinated and managed by the university's Institute for Community Engagement (ICE).

5.2 ICE will maintain and develop productive relationships with the community and will encourage colleges and departments to identify any training needs.

- 5.3 ICE is responsible to represent the university in contractual negotiations with the client (ZU or external) and the provider (ZU or external).
- 5.4 ZU colleges must inform ICE when engaging in continuing education and/or lifelong learning programs/activities with the external community.
- 5.5 Whenever possible, ICE will engage ZU employees to design and deliver programs and/or activities that fit community needs. ICE will engage external providers when the appropriate expertise is not available from within the ZU community.
- 5.6 Any additional teaching and/or course development activity arranged through ICE and undertaken by a ZU employee must not interfere with the employee's satisfactory completion of his/her employment obligations to the university.
- 5.7 ZU employees must obtain their dean's/director's written approval before any additional work may be undertaken. Upon receiving the appropriate approval, ZU employees will enter into a contractual agreement with ICE for the design and/or delivery of the program/activity.
- 5.8 ZU employees on full-time appointment will be compensated for their time designing and delivering programs/activities through ICE. The hourly rates for compensation are governed by university policies and procedures.
- 5.9 ICE will charge a percentage of the overall program/activity fee as deemed profitable to cover the Institute's overheads and operational costs.
- 5.10 ICE will regularly evaluate its programs and services through surveys of clients and providers, in order to maintain and improve the quality of the programs and services it provides.

6. Related Policies and Laws

SUP-FAC-202 Faculty Workload

SUP-FAC-301 Faculty Salary and Compensation

SUP-HR-12 Conflict of Interest and Commitment

SUP-HR-13 Consulting and Outside Employment by ZU Employees

7. Administration

This policy is administered by the Institute for Community Engagement.

8. Revision History

Date	Revision
27 October 2022	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format.
27 December 2021	Version 1.0 approved by the University Council. President's Decision issued (PD#93 of 2021).
21 November 2021	Endorsed by the Academic Affairs Committee subject to deleting "departments" from Article 5.4. (<i>Action completed</i>)
25 October 2021	Endorsed by the Academic Council subject to the use of "continuing education" rather than "continuous education" throughout the entire policy. (<i>Action completed</i>)
2 May 2021	Endorsed by a joint session of the Deans' Council and Provost's

	Council with no changes required.
26 April 2021	New policy drafted.