


<b>Policy Group</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-11	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	29 June 2020	<b>Effective Date</b>	1 August 2020	
<b>Date Last Reviewed</b>	New Procedures	<b>Due Date for Next Review</b>	24 June 2023	

## PROCEDURES

### Graduate Faculty Designation

#### A. Introduction

1. The graduate faculty at Zayed University teach graduate courses, advise graduate students, supervise student projects and research, and assist in setting and enforcing standards for graduate education at the University.
2. ZU defines two levels of graduate faculty designation: Level I and Level II.
3. Only faculty who have graduate faculty designation at ZU may teach graduate level courses, supervise student projects or serve on thesis/dissertation committees.
4. All graduate faculty are recommended to the Associate Provost by the respective College Deans. The Associate Provost, in consultation with the Dean of Graduate Studies, considers new designations, renewal or changes to existing designations every four (4) years based on the stated criteria. The recommendations of the Associate Provost are forwarded to the Provost for final approval.
5. Colleges may submit recommendations for faculty designation every semester using a template document summarizing the faculty qualifications along with the supporting documents. Recommendations should be sent to the Provost Office by the end of the fourth week of classes of each semester.

#### B. Description of Graduate Faculty Designations

Graduate designations may be awarded to faculty according to the following criteria:

<b>Designation</b>	<b>Qualifying Criteria</b>	<b>Granted Roles at Graduate Level</b>
Level I	<ul style="list-style-type: none"> <li>• Has terminal degree in the same or closely related discipline of a graduate program in the department/college;</li> <li>• Has completed an orientation on Graduate Teaching and Student Supervision at ZU's Center for Educational Innovation (CEI) or has an equivalent experience;</li> <li>• Has a minimum of two years post terminal degree teaching experience, or holds a</li> </ul>	<ul style="list-style-type: none"> <li>• Teach graduate courses</li> <li>• Be an academic advisor</li> <li>• Supervise student projects or internships</li> <li>• Supervise a Master thesis</li> <li>• Serve as a member of a Doctorate dissertation committee</li> </ul>

	<p>professional license or has significant professional experience in the same or related discipline of a graduate program in the department/college;</p> <ul style="list-style-type: none"> <li>• Is active in research or other scholarly or creative activities related to the discipline or has significant professional experience in the applied field as practitioner; and</li> <li>• Published a minimum of 2 papers in reputable journals in the discipline in last 3 years or is the author/owner of 2 other scholarly or creative works that are deemed equivalent to publications by peers in the faculty's department/college</li> </ul>	
Level II	<ul style="list-style-type: none"> <li>• Has a minimum of 4 years at Level I (for faculty already at ZU);</li> <li>• Holds the rank of Associate or Professor;</li> <li>• Has successfully supervised a Master thesis or a doctoral dissertation at ZU or elsewhere;</li> <li>• Has a strong record of active engagement in research or other scholarly or creative activities related to the discipline; and</li> <li>• Published a minimum of 2 papers in reputable journals in the discipline in last 4 years or is the author/owner of 2 other scholarly or creative works that are deemed equivalent to publications by peers in the faculty's department/college</li> </ul>	<ul style="list-style-type: none"> <li>• All roles of Level I</li> <li>• Supervise a Doctorate dissertation</li> </ul>

### C. Maintenance of Graduate Faculty Designation

In addition to practicing and serving in the designated roles at the graduate level, designated faculty members are expected to be involved in a variety of continuous development activities that are directly related to their field of specialization, and thereby serve to maintain their designation status. These activities may also include intellectual contributions, professional development or professional experience. The choice of

activities to maintain currency and relevance may vary across disciplines and may change at different times during a faculty member's career.

**D. Periodic Review of Designations**

1. Each designation is valid for a period of four (4) years from its effective date.
2. Designated faculty will be automatically reviewed at the end of their designation period, which may be completed along with the contract renewal process.
3. The review process will follow the same steps as the designation process.
4. Upon review, a designation may be either renewed at the same level, upgraded or downgraded one level or cancelled.
5. Failure to submit the required documents for a periodic review may result in cancelling a faculty's graduate designation.

**E. Revision History**

<b>Date</b>	<b>Revision</b>
29 June 2020	President's Decision issued (PD#35 of 2020).
15 April 2020	Approved by the Academic Council with the following revisions: <ul style="list-style-type: none"> <li>• Professor rank (without Full);</li> <li>• Edit Associate Provost title.</li> </ul>
13 October 2019	Endorsed by the Provost's Council
15 September 2019	Endorsed by the Deans' Council with the following changes: <ul style="list-style-type: none"> <li>• Allow for review of designation at contract renewal time;</li> <li>• Criteria to accommodate new faculty who qualify for Level II;</li> <li>• Extend review cycle from 3 to 4 years.</li> </ul>
8 October 2018	New Procedures drafted.