

## 5.g. Faculty Workload

<b>Subject</b>	Faculty and Professional Staff	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	5.g.	<b>Latest Revision</b>	Mar - 2024
<b>Title of The Policy</b>	Faculty Workload	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils	<b>Policy Pages</b>	2
<b>Definitions</b>	<b>AAU:</b> Al Ain University <b>CR.H.:</b> Credit Hour		
<b>Purpose</b>	This policy shall explain the workload for the faculty members.		
<b>Scope</b>	AAU academic faculty members.		
<b>Statement</b>	This policy ensures that AAU a faculty member has equitable and reasonable workload to support the delivery of its academic programs.		
<b>Procedures</b>	<p>AAU faculty members should cover 40 hours, weekly, distributed as follows:</p> <ul style="list-style-type: none"> <li>• Teaching (including project/dissertation/thesis/internship), per semester, a maximum of:             <ul style="list-style-type: none"> <li>◦ 12 CR.H. (Ph.D. holder), or equivalent, in Diploma and/or undergraduate programs.</li> <li>◦ 15 CR.H. (Master holder), or equivalent, in Diploma and/or undergraduate programs, except Major Courses. Otherwise, the workload is 12 CR.H. (for delivering Major Courses).</li> <li>◦ 9 CR.H. in graduate programs, or pro-rata for faculty teaching a mix of baccalaureate and graduate courses.</li> <li>◦ 6 CR.H., or equivalent, for part-time faculty</li> <li>◦ 6 CR.H., or equivalent, in a summer term (optional).</li> </ul> </li> <li>• 6 office hours.</li> <li>• 8 hours for preparing instructional materials.</li> <li>• 5 hours for meetings, course revisions and other administrative duties.</li> <li>• 9 hours (PhD holder) / 6 hours (Master holder) for research.</li> </ul> <p>For regular mode of course delivery (Face to Face/15 weeks), the equivalent credit versus contact hours will be as follow:</p> <ol style="list-style-type: none"> <li>1. Lecture: One CR.H. is equal to a minimum of 1 contact hour per week.</li> <li>2. Lab/Bench Lab/Simulations: One CR.H. is equal to a minimum of 2 contact hours per week.</li> <li>3. Clinical Training: One CR.H. equals a minimum of 3 contact hours per week.</li> <li>4. One Capstone Project/Graduation Research (undergraduate programs) is considered 0.25 CR.H. of Teaching Load, with a maximum of one semester</li> </ol>		

	<p>(whether the student finishes his project/research during this period or not).</p> <p>5. One Thesis/Capstone per student (postgraduate programs) is considered 0.5 CR.H. of Teaching Load, for a maximum of 2 semesters (whether the student finishes his thesis during this period or not), and a total of six theses per one semester. The principal supervision of graduate theses/dissertations can only be undertaken by those with terminal degrees, with the rank of associate professor or professor, who are significantly research active in the area to be supervised, qualified in the subject to be supervised, and are full-time permanent members of faculty.</p> <ul style="list-style-type: none"> <li>• The Department/Program Council advocates for the appointment of junior faculty (Assistant Professor) in conjunction with experienced faculty members (Professor or Associate Professor) for co-supervision of theses, with designated roles as co-supervisor AND advisor, respectively.</li> </ul> <p><b>Workload assignments provided for a minimum release time as follows:</b></p> <ul style="list-style-type: none"> <li>• At least three CR.H. per semester for program director.</li> <li>• At least three CR.H per semester for department chairs.</li> <li>• At least three CR.H. per semester for deputy deans.</li> <li>• At least six CR.H. per semester for deans.</li> <li>• At least nine CR.H. per semester for vice-president.</li> <li>• Appropriate release time for other major administrative and research assignments.</li> </ul>
<p><b>Recent Changes</b></p>	<p>March 2024: This policy has been revised &amp; updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy).</p>