

Policy Group	Faculty Affairs	Policy Number	ACA-FAC-06	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost			
Date Approved	12 October 2017	Effective Date	13 August 2017	
Date Last Reviewed	New Policy	Due Date for Next Review	2 October 2020	

POLICY

Faculty Promotion

1. Purpose

The purpose of this policy is to outline the conditions under which a Zayed University (ZU) faculty may apply for promotion in rank.

2. Application

This policy applies to all faculty appointments at ZU.

3. Policy

ZU supports the careers of its faculty members by encouraging them to develop a significant record in teaching, research/scholarship/creative activity, and service that meets with the expectations of their disciplinary standards and the mission of the university.

4. Zayed University Ranks for Promotion

The academic ranks for promotion at ZU are:

- 4.1 Senior Instructor, a rank held by a faculty member who does not have a terminal degree but at least a master's level degree in a discipline suitable for teaching assignment; can demonstrate substantial professional development, teaching excellence and effectiveness, has normally completed seven (7) years at an Instructor rank, of which at least two (2) years must be at ZU. Promotion to Senior Instructor is not a requirement for contract renewal.
- 4.2 Associate Professor, a rank normally held by a faculty member who has a terminal degree; has completed at least five (5) years at an Assistant Professor rank, of which at least two (2) years must be at ZU; proven teaching excellence record; has demonstrated growth in their professional career via research/scholarship/creative activity; demonstrates promise for sustained professional growth in teaching, research/scholarship/creative activity, and service to the community within and without the university.
- 4.3 Professor, a rank normally held by a faculty member who has demonstrated outstanding proficiency in their professional discipline; who has shared their professional expertise with a wide audience of researchers/scholars/artists; and, whose contributions in advancing the mission of the university are exemplary. Completion of a minimum of five (5) years in Associate Professor rank is required, two (2) years of which must be from ZU.
- 4.5 Promotion to Professor is not a requirement for contract renewal.

5. Conditions for Promotion

- 5.1 Each college/unit council creates a College/Unit Promotion Guidelines that the Dean/Director recommends to the Office of the Provost for endorsement.
- 5.2 The Office of the Provost shall oversee that the College Promotion Guidelines are followed.
- 5.3 The annual faculty performance evaluation shall be a key element in the promotion review. This evaluation is in addition to the faculty member’s promotion portfolio and accompanying documents.
- 5.4 Minimum performance standards for promotion are set forth in ACA-FAC-06 Procedures for Faculty Promotion.
- 5.5 Evaluation of faculty for the purpose of promotion shall be based primarily on performance while serving at ZU. Work done at other institutions, however (particularly research/scholarship/creative activity and teaching), will also be acknowledged and considered a part of the faculty member’s promotion portfolio.
- 5.6 ZU shall establish the rules and regulations that govern eligibility and length of service in the rank at ZU and other academic institutions prior to joining ZU.
- 5.7 In exceptional circumstances, promotion may be considered earlier than the normal time at rank with the approval of the Provost.
- 5.8 Longevity in rank is not a qualification for automatic promotion.
- 5.9 Promotion criteria become more stringent and rigorous as rank advances.

6. Related Policies and Laws

- ACA-FAC-01 Faculty Appointments and Rank
- ACA-FAC-05 Faculty Performance Evaluation

7. Administration

This policy is administered by the Office of the Provost.

8. Revision History

Date	Revision
8 December 2019	Updated the numbering.
12 October 2017	Approved by the University Council: <ul style="list-style-type: none">• Regrouped from HR to FAC Policies.• This policy will replace current the HR-FAC-01B Policy.• Updated the promotion processes.