

Guidelines for Full-Time Academic Staff (Specialist) Appointments

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Responsible Officer: Vice Provost, NYUAD

1. PURPOSE

The purpose of these Guidelines is to map out the appointment and review principles and process for Full-Time Academic Staff (Specialist) at NYU Abu Dhabi (NYUAD). They are designed to support standards of academic excellence in the processes of appointments, reappointments, and promotions and aim to provide a comprehensive and fair review of candidates.

These Guidelines shall apply to all appointments, reappointments, and promotions henceforth. Upon reappointment review for existing contracts, these Guidelines shall apply with respect to, for example, review procedures, notification, consistency in case of reappointments with regard to rank and title. These Guidelines shall apply immediately to all new appointments. They do not supersede specific conditions in existing contracts.

These Guidelines do not apply to Academic Staff Librarians, whose appointments, reappointments and promotions are governed by the Guidelines for Full-Time Librarian Appointments.

These Guidelines supplement NYUAD staff policies applicable to Full-Time Academic Staff (Specialists). If any part of these Guidelines is inconsistent with NYUAD policies, the NYUAD policies then in effect will control.

2. INTRODUCTION

Full-Time Academic Staff (Specialists) represent a distinct and vital part of the university's academic community and contribute significantly to the university's academic and service missions. Policies applicable to this group must reflect the contributions they make to the university's commitment to academic excellence and service, as well as their professional development, while also embodying the high standards required by the university to fulfill the obligations of service and job performance of all Full-Time Academic Staff (Specialists).

Full-Time Academic Staff (Specialists) often hold graduate degrees and/or years of experience in their subject. Their talents and skills are a vital part of the educational experience and help to provide a well rounded experience for NYUAD students. The role, while not a faculty appointment, is an essential element in the education of NYUAD students. There are also

Full-Time Academic Staff (Specialists) who perform more specialized administrative duties in order to support the curricular and extracurricular programming in their respective academic program/unit. While the position of Full-Time Academic Staff (Specialists) remains varied and flexible, these guidelines will clarify the scope and limitations of their role.

3. SCOPE

These Guidelines apply to all NYUAD Full-Time Academic Staff (Specialists), also herein referred to as the “employee”.

The ranks of Specialists at NYUAD are the following:

Assistant Academic/Teaching & Learning/Educational/Technical Specialist - An Assistant Specialist is typically a recent graduate with 1-3 years of relevant professional experience. More recent graduates, or those with specialized skills and academic credentials without prior academic Specialist experience can also be considered for this rank.

Associate Academic/Teaching & Learning/Educational/Technical Specialist - An Associate Specialist typically holds a graduate degree with 4-6 years of relevant professional experience. To be promoted to Associate Specialist, a candidate will typically have served a minimum of two years at NYUAD at the Assistant Specialist rank. Promotions to this rank require a record of successfully meeting expectations with consistently strong performance in annual performance reviews; a demonstration of consistently meeting the responsibilities outlined in the above Introduction; and a demonstration of the activities outlined in the Clause 7.2 of these Guidelines. An appointee must also meet the same criteria and possess the same qualifications as a person promoted to the rank.

(Full) Academic/Teaching & Learning/Educational/Technical Specialist - A full Specialist typically holds a graduate degree with 7-9 years of relevant professional experience. To be promoted to Full Specialist, a candidate will typically have served a minimum of two years at NYUAD at the Associate Specialist rank. Promotions to this rank require a record of successfully meeting expectations with consistent, sustained strong performance in annual performance reviews; a sustained demonstration of consistently meeting the responsibilities outlined in the above Introduction; and a demonstration of the activities outlined in Clause 7.2 of these Guidelines. An appointee must also meet the same criteria and possess the same qualifications as a person promoted to the rank.

4. DUTIES AND RESPONSIBILITIES

Full-Time Academic Staff (Specialists) support the academic mission of NYUAD in the following ways: support of academic programs through instructional support and development, workshops, recitations, facilitating and managing (technical/scientific) equipment for teaching purposes (if applicable), and other equivalent assignments; support of the program faculty's delivery of the curriculum; student consultations; and service to the university.



The following descriptions are a general overview of duties and responsibilities by academic division, although each case varies based on the semester and the needs of the individual programs/units.

Science: Full-Time Academic Staff (Specialists) in the Science Division are hired under a specific program to run laboratory sessions and give recitations. Their tasks include: proposing and testing experiments, preparing laboratory solutions, managing the laboratory tasks of curricular relevance from purchasing chemicals to waste management, designing and giving quizzes, problem solving sessions, grading student work and providing support to the students and professor.

Social Science: Full-Time Academic Staff (Specialists) in the Social Science Division regularly attend classes and facilitate recitations. They are responsible for grading student work and meeting with students individually. The work is determined by the supervisor and may differ from semester to semester.

Engineering: Full Time Academic Staff (Specialists) in the Engineering Division assist in supporting multiple classes, leading labs, and recitations. General responsibilities include creating schedules, lab manuals, running laboratory instruction sessions, office hours and recitations, grading of assignments, and support of capstones and non-academic projects. They also assist with the accreditation processes of the program.

Arts and Humanities: Full-Time Academic Staff (Specialists) in the Arts are expected to provide instruction and safety guidance in a specialized field. While hired under the division, staff will be assigned to specific academic program activities that encompass teaching assistance, production and project management in the Arts. Full Time Academic Staff (Specialists) are also expected to provide assistance to all NYUAD students, regardless of their major or enrolled classes. Full-Time Academic Staff (Specialists) in Humanities are typically hired in the Writing Program and work as a team to provide focused writing instruction inside individual classes, outside of class time, and in the Writing Center for any student who requests additional assistance. They are also assigned workshops and one on one tutoring in addition to supervisory roles over other Full-Time Academic Staff (Specialists) on an as-needed basis.

While faculty and their respective governance bodies are responsible for the design, implementation and development of the curriculum, program heads should consult with Full Time Academic Staff (Specialists) in their annual assessment of program learning objectives.

5. PARTICIPATION IN NYUAD GOVERNANCE

In accordance with the NYUAD Staff Governance Bylaws, Full-Time Academic Staff (Specialists) are represented by and participate in governance via the NYUAD Staff Council, and the Staff Council Academic Staff Committee.

6. FUTURE AMENDMENTS

Any amendment to these Guidelines must be in writing and must be approved by the NYUAD Provost, following consultation with the NYUAD Staff Council.

7. REVIEW PRINCIPLES

These Guidelines shall apply to all appointments, reappointments and promotions of Full Time Academic Staff (Specialists), subject to the terms of the employment contract between the employee and NYUAD, and the laws of the United Arab Emirates (UAE).

7.1. Authorization

All Full-Time Academic Staff (Specialist) lines and appointments require prior authorization from the NYUAD Provost. All initial appointments, reappointments, and promotions of Full-Time Academic Staff (Specialists) shall be approved by the relevant NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor following the recommendation of the appointed search committee.

7.2. Criteria for Review and Promotion

All contracts must include a clear statement of the criteria for each scheduled review for reappointment and/or promotion.

The career pathway for Full-Time Academic Staff (Specialist) must be specified in the initial contract (or any subsequent reappointment after these Guidelines have come into effect). Full-Time Academic Staff (Specialist) may choose whether to be evaluated for promotion or reappointment at the same rank. Candidates who apply for promotion and are unsuccessful will still be eligible for reappointment at the same rank. The relative criteria for promotion or reappointment are to be referenced in the contract.

Guiding criteria for the formal review shall typically be:

- support of academic programs through instructional support and development,
- commitment to excellence in supporting the program faculty's delivery of the curriculum
- hosting workshops, recitations, facilitating and managing (technical/scientific) equipment for teaching purposes (if applicable), student consultations, and other equivalent assignments in support of academic programs and the program faculty's delivery of the curriculum and program learning objectives;
- as applicable, service including, but not limited to, service to the university community and within and to one's profession; and

- as applicable, additional academic staff roles and administrative responsibilities that contribute to NYUAD and the university's educational mission.

8. TERMS OF APPOINTMENT

Full-Time Academic Staff (Specialists) report to the relevant NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor. They are supervised by the relevant program head or by another supervisor as designated by the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor/Program Head. The exact supervision structure will be specified in the contract. Any changes to this supervision structure must be made in writing.

Contracts typically provide for appointments of three years in duration within the context of UAE labor regulations and in consideration of the range of individual circumstances and curricular needs.

In some cases, appointments can be made for a period of one or two years at the employee's request or to address a specific academic need or a major programmatic change. Full-Time Academic Staff (Specialists) on continuous one-year appointments are typically expected to move to multi-year appointments after the completion of two consecutive, successful review processes.

Reappointment after the completion of a successful review process must be at the same rank (except in cases of promotion) with consistency in title and will typically be at least for the same duration as the previous contract length.

In case of a negative contract review, employment will terminate on the end date specified in the employee's contract.

It is expected that Full-Time Academic Staff (Specialists) will be available for work in residence during the entire calendar year to ensure they meet the operational and academic needs of the division/academic unit and the university.

Assisting in the delivery of J-Term and summer classes is an integral part of the Specialist's portfolio. Assignments to J-Term and summer classes will be conducted by the respective Dean or their designate.

9. HOURS OF WORK AND TIMEKEEPING

Full-Time Academic Staff (Specialists) are expected to work 35 hours per week, Monday through Friday. The working hours are typically from 9 a.m. to 5 p.m., a seven (7) hour work day, plus a one (1) hour break. In accordance with operational requirements and academic programs delivery needs, Academic Staff (Specialist) shall maintain scheduling flexibility to fulfil their regular duties outside standard business hours; keeping within a 7-hour work day.

10. REVIEW SCHEDULE



<u>Review</u>	<u>Period of Review</u>	<u>Notification of Upcoming Review</u>	<u>Submission Due</u>	<u>Schedule</u>	<u>Notification of Result</u>
Probationary	First 6 months of employment	In accordance with the NYUAD Probationary Period Policy.	N/A ¹	In the sixth month of employment in accordance with the NYUAD Probationary Period Policy.	In accordance with the NYUAD Probationary Period Policy.
Annual Performance	September-August of previous academic year	September 15	Nov 1	To be completed by Feb 28	Note: Performance Review should be completed on an annual basis unless the Specialist is still under probation, or undergoing a contract and/or promotion review.
Contract Renewal	Term of current contract up until review date	September 15	Nov 1	To be completed by Feb 28	No later than 6 months prior to the contract end date. (i.e. Feb 28 for contract expiring Aug 31)
Promotion	*Promotions can be requested at the time of either Annual or Contract Review, but relevant experience will be determined by the Review Committee	n/a	Nov 1	Can be requested outside of the year of Contract Review, but shall follow the timeline of the Contract Review	No later than Feb 28

11. RENEWAL OF CONTRACTS

¹ See also

<https://intranet.nyuad.nyu.edu/human-resources/managers-toolkit/online-probation-process-for-supervisors/>

For renewal of contracts, Full-Time Academic Staff (Specialists) must be subject to formal review (see Clause 12, below). Full-Time Academic Staff (Specialists) on multi-year appointments shall be reviewed in the last year of the contract.

An existing contract may be renewed based upon staffing needs, strong performance of job responsibilities as outlined in Clause 4 of these Guidelines (Duties & Responsibilities) and provided the employee meets all mandatory requirements for renewal of UAE residency. Reappointments or renewals will be governed by a new contract, the length determined by the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor.

The eligibility of a Full-Time Academic Staff (Specialist) to be considered for reappointment does not create a presumption in favor of reappointment, even if the employee has met or exceeded the expectations set out in the contract.

Any review for reappointment and/or promotion shall consider major curricular and structural changes (e.g. termination of a program) and/or improvements in academic programs, even in those cases in which a candidate satisfies the appropriate standards of achievement for reappointment or promotion. Major curricular or structural changes do not, however, automatically warrant a denial of reappointment or promotion. In the case of such changes, the review considers whether the employee is able to provide the support for faculty to deliver the revised curriculum or new academic structure and, if so, in what capacity.

Reappointment after the completion of a successful review process must be at the same rank (except in cases of promotion) with consistency in title and will typically be at least for the same duration as the previous contract length.

If it is established (based on the aforementioned stipulations) by the beginning of the final year of the contract that a position is to be eliminated at the end of the contract term, there is no review and reappointment process; the employee shall be so notified in writing by the end of the first month of the final year. However, the employee may request a performance review for career development to be conducted in the final year of their contract according to the usual time of performance reviews specified above.

12. FORMAL REVIEW PROCESS FOR REAPPOINTMENT

The review process for reappointment commences when a candidate submits the docket for review to the relevant NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor, or the designate in accordance within the schedule above.

The NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor, in consultation with the program head, appoints and charges the Review Committee. For the composition and scope of the Review Committee, please see Clause 15 of these Guidelines (“Review Committee”).

The review process for reappointment must commence no later than November 1 in the final year of appointment. Reviews for reappointment should consider performance for all years of the current contract period.

The NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor appoints and charges the Review Committee.

Candidates for reappointment should submit materials for review to the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor, typically by November 1.

The Review Committee submits their recommendation to the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor along with a written explanation of their recommendation.

In formulating the decision, the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor should solicit the input of relevant faculty and/or administrative staff members that have worked with the candidate (as applicable) and may seek additional information.

The NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor submits their decision to the Office of Academic Appointments.

The NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor subsequently conveys the decision to the candidate no later than 6 months prior to the contract end date.

The outcome of the review process will be discussed by the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor or designated supervisor with the candidates in person. Any reservations must be shared in writing and in person with the candidate, who is obliged to acknowledge receipt of this information by countersigning the report on a summary of the report, so that there are no misunderstandings regarding the expectations.

In the event of a decision to reappoint, the employee will complete the remainder of their term and will be reappointed, typically, for another multi-year term. The reappointment will be consistent in terms of rank and title. In the event of a decision not to reappoint, the employee shall be notified no later than 6 months prior and shall continue to be under contract until the expiry date. In the case of a negative decision, the employee may avail themselves of the grievance procedures outlined in Clause 16 of these Guidelines (“Grievance Procedures”).

13. FORMAL REVIEW PROCESS FOR PROMOTION

To initiate a process for promotion, first, the employee will confirm promotion eligibility in writing with the relevant NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor/Program Head. To merit promotion, a candidate must demonstrate a record of

strong and consistent performance of job responsibilities as outlined in Clause 4 of these Guidelines (Duties & Responsibilities) and professional accomplishments, including service contributions. Typically, candidates for promotion should spend at least two years at the previous rank at NYUAD to be eligible for promotion.

The review process for promotion follows the schedule outlined in Clause 10 of these Guidelines. It is conducted by a Review Committee charged by the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor. For details of the Review Committee see Clause 15 of these Guidelines.

Promotion requests should typically follow the contract review timeline. The promotion outcome will take effect at the beginning of the following Academic Year subject to budget approval.

Any negative decision on an application for promotion shall not affect the continuation/renewal of an existing contract.

14. CONTENTS OF THE DOCKET

Each division/program or area may determine, with approval from the NYUAD Provost and relevant NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor the exact makeup of the reappointment and promotion docket, as appropriate to the specific area or discipline. Typically, dockets should include:

- A summary of most salient accomplishments in the statutory areas of review, including the support for the program faculty's delivery of the curriculum and the academic programs through instructional support and development; administrative responsibilities (if appropriate); and service to NYUAD. (This summary should typically not exceed 2–3 pages in length and in no case shall exceed 5 single spaced pages.) This summary should be accompanied by a copy of the criteria for review as specified in the original letter of employment.
- A current, up-to-date CV. The CV may be updated as the process continues to reflect changes in professional achievement and accomplishment.
- Demonstration of service to NYUAD.
- As applicable, materials that demonstrate teaching effectiveness (e.g., student evaluations, faculty observations of teaching, and other relevant documents).
- Employees are encouraged to include any additional evidence which is believed to have bearing on the case for reappointment or promotion, not otherwise identified above.

15. REVIEW COMMITTEE

The NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor will appoint a Review Committee of three members, at least one of which will have worked directly with the

candidate on a regular basis in the respective division. The committee may seek additional information as necessary.

In the review of any particular case, committee members must recuse themselves in the case of an apparent or actual conflict of interest. The candidate may identify individuals who they believe would not – for professional or personal reasons – provide a balanced evaluation.

The committee may seek additional information, facilitated by the office of the NYUAD Divisional Dean or NYUAD Academic Unit Director/Supervisor (including, but not necessarily limited to, internal letters of review of the candidate's professional contributions).

16. GRIEVANCE PROCEDURES

NYUAD encourages NYUAD Employees to resolve work related problems or concerns in an atmosphere of mutual respect. Initial attempts to resolve workplace issues should be done at the departmental level prior to escalating the matter to the Office of Employee Relations. For instance, employees should speak to their supervisor to resolve issues if informal resolution attempts fail, the employee is encouraged to contact the Office of Employee Relations to further assist in resolving workplace issues. Further information is detailed in the [NYU Abu Dhabi Employee Complaints and Grievances Policy](#).

Grievances related to the procedural elements of the reappointment and promotion process are addressed by the NYUAD Office of Academic Appointments.

17. ANNUAL PERFORMANCE REVIEW PROCESS

The annual performance review process provides an opportunity for supervisors and employees to have a conversation about progress in delivering on their goals while tracking that individual and team objectives are aligned with the university's core goals. In addition, performance review scores inform the annual merit increase (AMI) process. Guiding criteria for the AMI process is detailed within the NYUAD Compensation Review Guidelines published annually.

Candidates under a contract or promotion review are not required to submit a separate submission and are eligible for AMI.

The Annual Performance Review considers the previous academic year. (September 1-August 31)

The Annual Performance Review cycle runs as follows:

- Academic Staff to submit a self-evaluation on Interfolio by November 1 of the relevant year based on set goals.



- Supervisor/Program Head reviews the submission and meets with Academic Staff to discuss their performance and provide feedback. The Supervisor/Program Head should also set goals for the next year.
- Supervisor/Program Head to submit an overall comment and rating for the performance year via Interfolio or PeopleSync.
- Supervisor/Program Head to communicate the outcome of the Annual Performance Review to Academic Staff by February 28.

18. SUPPLEMENTAL PAY

Supplemental pay for Academic Staff Specialist will follow the structure laid out by the Office of Academic Appointments.

19. RELATED NYU & NYUAD POLICIES/GUIDELINES/PROCEDURES

The following policies and documents may be referenced for additional details relevant to these Guidelines:

[NYUAD Compensation Review Program Guidelines \(for Annual Merit Guidelines\)](#)

[NYU Abu Dhabi Probationary Period Policy](#)

[NYU Abu Dhabi Vacation Policy](#)

[NYU Abu Dhabi Personal Holidays](#)

[NYU Abu Dhabi Sick Leave Policy](#)

[NYU Abu Dhabi Employee Complaints and Grievances Policy](#)

[NYU Abu Dhabi Hours of Work, Overtime and Timekeeping Policy](#)

CONTACT

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