

NEW YORK UNIVERSITY ABU DHABI

CAMPUS GUIDELINES

Professional Research Staff Appointment, Reappointment, and Renewal Guidelines

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Business Owner : NYUAD Office of Academic Appointments, Research Appointments

RELATED NYU & NYUAD POLICIES / GUIDELINES / PROCEDURES

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

- [NYU Recruiting and Hiring Policy and Procedure for Full-Time Faculty and for Professional Research Staff](#)
- [Inclusion, Diversity, Belonging, and Equity](#)
- [Hiring Process](#)
- [HR Guidelines](#)
- [Research Administration](#)
- [Vacation and Leave Policy](#)
- [NYUAD policies, procedures and guidelines](#)
- [Probation Policy](#)
- [Employee Complaints and Grievances Policy](#)

PURPOSE

The purpose of these Guidelines is to map out the appointment, reappointment, and renewal criteria for Professional Research Staff in NYUAD. They are also designed to support standards of academic excellence in the process of appointment, reappointment, and renewal, and to provide a comprehensive and fair review of the candidates.

These Guidelines shall apply to all appointments, reappointments, and renewals of research staff positions funded by internal NYUAD grants henceforth. They do not supersede specific conditions in existing contracts. Upon reappointment or renewal review for existing contracts, these Guidelines shall apply with respect to, for example, review procedures, notification, and consistency in case of renewal with regard to rank and title.

These Guidelines supplement NYUAD staff policies applicable to Professional Research Staff. If any part of these Guidelines is inconsistent with NYUAD policies, the NYUAD policies supersede these guidelines.

SCOPE

These Guidelines apply to all Professional Research Staff, also herein referred to as the “employee/researcher.” These Guidelines shall apply to all appointments, reappointments, and renewals of Professional Research Staff subject to the terms of the employment contract between the employee and NYUADC, and the laws of the United Arab Emirates (UAE).

DEFINITIONS

Professional Research Staff:	Employees of NYUADC who are typically engaged for a specific purpose of a research project, to support the faculty in a division or Principal Investigator in a Center under the Research Institute in NYUAD. Post-doctoral Associates, Research Fellows, Core Technology Platforms (CTP) and High Performance Computing (HPC) personnel are not included in this class. Professional Research Staff are generally on fixed-term contracts. Professional Research Staff can be Full-time or Part-time as required by the research/ project.
NYUADC	New York University in Abu Dhabi Corporation
NYUAD	New York University Abu Dhabi

INTRODUCTION

Professional Research Staff represent a distinct and vital part of NYUAD's academic community and contribute significantly to the university's academic and research missions. Policies applicable to this group must reflect the contributions they make to the university's commitment to academic and research excellence. Such policies must also embody the high standards of excellence required by the university of all Professional Research Staff.

Professional Research Staff often hold graduate degrees and/or have years of experience in their subject of research. The skills and knowledge of Professional Research Staff are essential to support NYUAD's mission. These skills and knowledge include, but are not limited to, collecting, organizing, analyzing, interpreting and communicating data, designing and participating in creative productions, taking initiative to explore issues, solve problems, and predict trends.

These Guidelines clarify the scope, limitations, and roles of Professional Research Staff at NYUAD.

1. RANKS

The ranks of Professional Research Staff at NYUAD are the following:

Research Technician: Research Technicians support Faculty/ Principal Investigators (PI) on the technical aspects of their daily research working in close collaboration with other team members, assisting in performing experiments and analyzing numbers and data. The minimum qualification for this appointment is typically a Bachelor's degree with at least 3-5 years of experience in their relevant field.

Senior Research Technician: Senior Research Technicians are Research Technicians with typically a minimum of a Bachelor's degree and 10 years experience in their relevant field.

Research Engineer: Research Engineers apply their expertise and knowledge to technical projects, finding innovative, cost-effective means to improve research, techniques, procedures, and technologies. Research Engineers are typically required to hold a minimum qualification of a

Master's degree.

Senior Research Engineer: Senior Research Engineers are Research Engineers with typically a Master's degree and a minimum of 10 years experience.

Junior Research Scientist/Scholar: A Junior Research Scientist/Scholar is typically a graduate with a Master's degree and less than 5 years of research experience in the relevant field, or a Bachelor's degree with any level of experience. They carry out research objectives that are outlined by the Principal Investigator or other faculty supervisor based on grants/contracts.

Assistant Research Scientist/Scholar: An Assistant Research Scientist/ Scholar will typically have a Master's degree with at least 5 years of relevant experience.

Associate Research Scientist/Scholar: An Associate Research Scientist / Scholar typically holds a PhD or equivalent terminal degree with at least 3 years of relevant experience in their field (not including the years obtaining the PhD or equivalent terminal degree).

Research Scientist / Scholar: A Research Scientist / Scholar typically holds a PhD or equivalent terminal degree with at least 6 years of relevant experience in their field (not including the years obtaining the PhD or equivalent terminal degree) along with extensive research and publication in well-known journals and conference papers or similar research accomplishments. In their role, these specialists are responsible for designing, managing, undertaking, and analyzing research projects, and providing supervision to other researchers. This appointment is subject to the approval of the respective Divisional Dean or the Managing Director of the NYUAD Research Institute.

Senior Research Scientist/Scholar: A Senior Research Scientist/ Scholar typically holds a PhD or equivalent terminal degree, with at least 10 years of relevant experience in their field (not including the years obtaining the PhD or equivalent terminal degree) along with extensive research and publication in well-known journals and conference papers or similar research accomplishments. This appointment is subject to the approval of the respective Divisional Dean or the Managing Director of the NYUAD Research Institute.

Any appointment into these ranks (including compensation, benefits, and contract duration) is subject

to budget availability and contingent on the terms of the respective internal grant(s). Internal research grants cannot be augmented for appointment at higher ranks but must be funded from within the existing grant envelope.

2. AUTHORIZATION

- 2.1. All Professional Research lines and appointments require prior authorization from the NYUAD Provost. All initial appointments, reappointments, and renewals of Professional Research Staff shall be approved by the relevant NYUAD Divisional Dean or the Managing Director of the NYUAD Research Institute following the recommendation of the relevant PI.
- 2.2. Appointment, reappointment, and renewal of researchers are always to be initiated by the PI the Professional Research Staff report to. The final approval on whether to appoint rests with the NYUAD Office of the Provost.

3. RECRUITMENT AND HIRING

- 3.1. Unless granted an exemption in the manner set forth below, a search must be conducted when recruiting to fill a Professional Research Staff position, whether for a newly created or vacant position. As part of the search process, the job description or requirements for the position must be posted for at least five (5) business days on Interfolio, NYUAD's applicant tracking system. (Interfolio will assign each posting a URL for applicants to access; the URL should be included in all advertisements.) All positions posted on Interfolio will automatically be posted on the NYU Careers site.
- 3.2. Exemptions from the search and posting requirements set forth in these Guidelines may be considered:
 - 3.2.1. for an individual who completed the doctorate or program of postdoctoral study at NYUAD within the last six (6) months and completion of all degree requirements is documented;
 - 3.2.2. for an individual who presents exceptional and distinctive skills and credentials for the particular position;
 - 3.2.3. for an individual who was previously identified by name on a written research

- proposal submitted by the Principal Investigator to an external funding agency;
- 3.2.4. where only candidates for the position from within NYUAD are sought;
- 3.2.5. for a temporary appointment, not to exceed the end of the current grant year, to fill an immediate business need (e.g., to meet the requirements of the grant or contract); (Note: should NYUAD seek to fill the position upon conclusion of the temporary appointment, a search will be required in the manner set forth above);
- 3.2.6. where an offer is made to a qualified individual to secure the recruitment or retention of the individual's tenured or tenure-track faculty spouse or partner;
- 3.2.7. where the recruitment is being managed by an external search firm; or
- 3.2.8. on the occasion of an academic, scholarly, or business unit being incorporated into NYUAD.
- 3.3. In cases where exemptions are warranted, Principal Investigators overseeing the recruitment or their designees must submit a Search Waiver Form to the Equal Opportunity Officer, OEO, at NYUAD. Requests for waivers must be made and approved before making an offer of employment to a candidate. NYUAD OEO and the NYUAD Provost's Office will review requests on a case-by-case basis under the applicable exemption categories listed above.

4. CRITERIA FOR REAPPOINTMENT AT DIFFERENT RANK FROM PREVIOUS APPOINTMENT

- 4.1. **Guiding Criteria** for the formal review for reappointment at different rank:
 - 4.1.1. The position should be based on a clearly identified and secured budget provided for as part of the internal grant, with funding available for the duration of the appointment.
 - 4.1.2. The Professional Research Staff typically have spent five years in the current rank in NYUAD before being considered for reappointment at a different rank as part of an internal grant.
 - 4.1.3. Reappointment will come into effect at the beginning of the following academic year.
- 4.2. **Review Docket for Reappointment at Different Rank** must contain:

- 4.2.1. Latest curriculum vitae (to be provided by the Professional Research Staff)
 - 4.2.2. Proof that the position has been budgeted (PI responsible)
 - 4.2.3. Annual performance review record (PI responsible)
 - 4.2.4. Memo outlining justification for reappointment at different rank, including evidence of research accomplishments. (PI responsible)
- 4.3. Documentation of **Research Accomplishments** may include, but is not limited, to the following:
 - 4.3.1. publications in scholarly or professional journals;
 - 4.3.2. written grants or research proposals (funded and non-funded, internal and external, primary authorship and co-authorship including authorship and co-authorship of research design or analysis approach);
 - 4.3.3. intellectual property or patents filed/granted;
 - 4.3.4. written reports of completed research projects;
 - 4.3.5. publication of books (authored or edited) and/or chapters;
 - 4.3.6. presentations at professional conferences;
 - 4.3.7. presentations to funders or collaborators, clients, or funding agencies;
 - 4.3.8. presentations at the laboratory, center, campus, or external venues;
 - 4.3.9. development of research materials and products that are innovative and relevant to the research activities of NYUAD and the wider academic research community.
 - 4.3.10. other research accomplishments may also include dissemination, Essay, Exhibition, Film, Interactive art installations, Literary Biographies, Multimedia production/performance, Musical composition, Monograph, Painting Performance, Photography Readability-Leveled Arabic Thesaurus, Recording, Sculpture, Translations, Urban Media, Art, etc;
 - 4.3.11. Supervision of junior researchers or research personnel.
- 4.4. **Timeline**
 - 4.4.1. Recommendations for reappointment at a different rank should be submitted to the NYUAD Office of the Provost on or before December 1. [*The*

supervisor/researcher submits the completed docket, and endorsement of the Divisional Dean/Managing Director of the Research Institute (if applicable).]

- 4.4.2. The expected timeline to hear back on the request is 10 to 12 weeks.
- 4.4.3. Once the reappointment is approved, a letter is issued to the employee on behalf of the NYUAD Office of the Provost, confirming the terms of the reappointment effective September 1.
- 4.4.4. Professional Research Staff can only be appointed through a competitive search for reappointments at a different rank that do not follow the usual career progression tracks or the respective criteria. The position should be advertised online as an open, competitive search unless a search waiver has been granted.

5. RENEWAL OF CONTRACTS

- 5.1. Where there is sufficient funding for the period of renewal, the PI or their delegate can initiate the request for renewal on Workday. Once the renewal is approved by all the relevant parties, a letter is issued directly to the employee through the system.
- 5.2. Renewals are based on the staffing needs, performance of the employee, and the funding availability for the period of renewal. They are also contingent upon meeting all the mandatory requirements for the renewal of UAE residency.
- 5.3. A limited-term contract requires no notice of non-renewal. Both the PI and the member of the Professional Research Staff shall receive a notification six months before the contract end date, reminding them to liaise on whether the contract will be extended or not, and sharing these Guidelines with both parties for information.
- 5.4. There will be no automatic compensation review at the time of renewal.

6. ANNUAL PERFORMANCE REVIEW

- 6.1. Upon successful completion of the 6 month probation period, and completion of the 6 Month Probation Review all NYUAD employees join the annual performance cycle. This runs from June 1 to May 31
- 6.2. 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 may inform the annual merit increase (AMI) process.

7. ANNUAL MERIT INCREASE

Annual Merit Increase for Professional Research Staff are subject to budgetary availability.

8. PARTICIPATION IN NYUAD GOVERNANCE

In accordance with the NYUAD Staff Governance Bylaws, Professional Research Staff are represented by and participate in governance via the NYUAD Staff Council and the Researcher Committee.

9. GRIEVANCE PROCEDURES

- 9.1. 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 NYUAD 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 NYUAD 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.
- 9.2. Grievances related to the procedural elements of the renewal and reappointment process are addressed by the NYUAD Office of Academic Appointments.

10. 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.



CONTACTS

NYUAD Office	Contact
Office of Academic Appointments	Email: nyuad.academicappointments@nyu.edu

DOCUMENT CONTROL

Classification	<input type="radio"/> Public <input type="radio"/> Internal <input type="radio"/> Confidential <input type="radio"/> Strictly Confidential	Document Type	<input type="radio"/> Draft <input type="radio"/> Approved
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