

DAU 4-10 Faculty members and Professional Staff Role Policy

Policy Code	Policy Name		
DAU 4-10	Faculty members and Professional Staff Role Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Academic units at DAU. - Administrative units at DAU.	10/2023	10/2027	

1. Policy Purpose

This policy aims to identify the role of faculty members at DAU. The policy also defines the responsibilities of the professional staff at the University, and it emphasizes the importance of the ethical commitment of faculty and professional staff when performing these roles.

2. Policy Scope

This policy is applied to all academic and administrative staff in DAU.

3. Policy Statement

DAU'S faculty members are committed to meeting the educational needs of the undergraduate and graduate students through university's programs development and update, teaching, research as well as the interaction with society. These faculty members need support that is provided by the professional staff to achieve DAU's objectives. The role and responsibilities of faculties and professional staff are presented below:

Role and responsibilities of the Teaching and Learning process in DAU

A. Program Coordinator:

For every program, a faculty member is assigned as the Program Coordinator that have the following responsibilities:

- Co-operate with the HoD/dean for preparing a statement regarding the department's needs and submitting any improvement of academic program to the Dean at the appropriate time after consultation with the department.
- Help HoD/dean for supervising program effectiveness activities to ensure proper documentation of assessment and contentious improvement and development of the program and its courses.
- Support HoD/dean for maintaining records for the activities of the department, records of university documents relating to the department and supervision of their use in accordance with rules and practices followed at the University.
- Contribute to selecting of course textbooks and references.
- Contribute for preparing all reports related to the program which the dean's office or the university administration requires from the Department.
- In case of the program is interdisciplinary, the program coordinator will communicate with all stakeholders to ensure smooth running of it.

B. Course coordinator:

The Responsibilities of the course coordinator are:

- Organize and conduct a start-up meeting of all course instructors at the start of each semester. This meeting is about discussing and planning for the achievement of the course's learning outcomes CLOs and the implementation of the improvement actions proposed in the course report of the previous semester.

- Ensure all course instructors have all course materials and textbooks in advance.
- Organize follow-up meetings with course instructors during the semester to ensure that all course instructors follow the course syllabus to achieve consistency among all course sections.
- Prepare and update the course syllabus.
- Coordinate the preparation of unified exams, particularly the midterm and final exams, in cooperation with all course instructors.
- Prepare the combined course report.
- Ensure that the e-course files reflecting the course experience in all sections are submitted and prepare appropriate forms for course coordination are available on.

C. Roles and responsibilities of the Faculty Members:

- **Teaching:** Faculty members are required to:
 - Teach students in classes and in laboratories (as applicable) using appropriate learning strategies as indicated in the course syllabus.
 - Establish course policies and requirements in accordance with course syllabus.
 - Assessment of Course learning outcomes as indicated in the course syllabus.
 - Establish clear grading standards, to fairly evaluate students based on their academic performance.
 - Academic Advising.
 - Supervise graduation projects (capstone, co-op training, Thesis.)
 - Supervise Co-op Training for graduating students.
 - Supervise students' research projects, such as term papers and practical works, within the rules and regulations of the Department, College, and University.
 - Adhere to the University administrative policies and procedures on issues related to exams, incompletes, withdrawals, drop-adds, and so on.
 - Allocate at least eight office hours per week.
 - Maintain professional behavior within and outside the classroom.
 - Prepare and submit the e-course file.
- **Academic Research:** DAU gives great importance to research that is considered as an essential activity in the production and dissemination of knowledge. DAU faculty members are encouraged to devote a reasonable amount of time and effort to scholarly research to maintain academic competence and development of students' education. The following is a description of what constitutes "academic research":
 - Studies and works that can be published in books, refereed journals and/or other means.
 - Individual or group research to be published and/or presented in peer-review scientific conferences and academic colloquia.
 - Research aiming at developing teaching skills and techniques.
 - Patent and Licensing.
 - Conduct Consulting and research contracts with external partners.
 - Participate in national and international research competitions.
 - Supervise students' research.
 - Organize conferences, seminars, workshops, etc.,
 - Conduct cooperative joint research in cooperation with public and private institutions. It shall also provide grants for research projects on a university-wide competitive basis in accordance with its policies for internal funding.
- **Community Engagement:**
 - Serving the local community and fulfilling its needs in accordance with certain criteria set by DAU.
 - Develop and conduct community engagement activities with students.
 - Develop and conduct volunteer activities with students.

- **Other responsibilities:**
 - Faculty members perform tasks related to management and administration in the Department, College or University.
 - Participating in University, colleges and departments councils and committees.
 - Faculty members must accomplish any additional tasks assigned by their heads.

Role and Responsibilities of Professional Staff

- The role of professional staff is to fully support faculty members to achieve the goals and objectives of every course that requires practical work or tutorials.
- They are responsible for laboratories, workshops, studios, etc. under the guidance of the faculty and to maintain these in good order.
- They shall contribute to developing the practical skills of students in laboratories, workshops, clinics, and studios (as applicable).
- Professional staff must accomplish any other tasks that could be assigned to them by their supervisors.

To achieve the responsibilities, faculty members and staff professionals should adopt behaviors compatible with DAU's code of ethics such as: transparency, good conduct, fair practice and honesty as well as cooperation esprit.

4. Related Policies/ Documents/ Forms

DAU 4-3 Code of Conduct Policy

5. Document History

Version	Issue / Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy