

DAU 4-18 Faculty Exchange and Sabbatical Leave policy

Policy Code	Policy Name		
DAU 4-18	Faculty Exchange and Sabbatical Leave policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Human Resources Directorate	10/2023	10/2027	

1. Policy Purpose

This Policy aims to ensure fair and consistent procedures with clear clarification of rules and regulations for DAU's faculty members' sabbatical leave and exchange programs between DAU and other universities.

2. Policy Scope

This policy is applied to faculty members who are applicable for sabbatical leave and exchange programs.

3. Policy Statement

The faculties exchange and sabbatical leave programs are part of DAU's ongoing drive to expand its network with international partners by supporting the development of collaborative research and teaching processes.

4. Policy Procedure

Outbound Exchange and Sabbatical Leave programs

- *Eligibility*
 - Full-time faculty member holding a terminal degree.
 - A minimum of two-year service for the faculty exchange program.
 - A minimum of five-year service for the sabbatical program.
 - A minimum of five-year service after the first faculty exchange or sabbatical program.
- *Terms and Conditions*
 - Faculty exchange or sabbatical leave will be supported and encouraged when such exchanges or sabbatical leaves are considered advantageous to both the faculty member and his/her department.
 - Faculty members are granted faculty exchange and sabbatical leave normally for the prime purpose of engaging in research at one of the top 500 ranked institutions in the world as per the latest THE, QS, or Shanghai International University Rankings, and for developing their research skills. Research is the main aim of the faculty exchange and sabbatical leave programs, although the faculty members may be indulged in teaching.
 - The exchange period varies from one to two semesters and is usually expected to be of the same length for both parties. Faculty exchanges normally involve a reciprocal visit to DAU by a faculty member from the international University engaged in the exchange.
 - The sabbatical leave period can be for one or two semesters.
 - The faculty members on exchange or sabbatical leave will be considered in active service to DAU. Still, performance assessments will be sought from the other institution when appropriate.
 - After the final approval of the exchange or sabbatical leave by the University Vice-President, the General Directorate of Scientific Research and Innovation may initiate a faculty exchange or sabbatical leave agreement/s with the host institution at least six weeks before the expected commencement of activities of the faculty member at the host institution. The agreement shall indicate the duration of

stay, application procedures, accommodation and facilities, financial responsibilities, government requirements, and commencement and duration of the contract, in addition to any other clauses that are important to both universities.

- Following the completion of his/her exchange or sabbatical leave period, the faculty member must rejoin DAU for at least one academic year, unless decided otherwise by DAU. Upon failure to do so, Legal Affairs Department will intervene to take appropriate legal action.
- During the exchange or sabbatical leave period, DAU faculty member will continue to receive:
 - Full salary and full benefits from DAU if the exchange or sabbatical leave is for one semester.
 - Half salary and full benefits from DAU if the exchange or sabbatical leave is for two semesters.
 - One return economy class air ticket to the city/country of the host institution.
 - Additional remuneration: If the exchange or sabbatical leave faculty member receives an appointment and additional remuneration in the form of a grant, fellowship, or other sources, he/she must notify DAU, and there may be a reduction for the salary paid for the exchange or sabbatical leave period. However, there must be no conflict between the purpose of the assignment and the activities resulting from other compensation. Furthermore: a) Normal consulting arrangements may be continued as long as they have been approved through normal administrative channels and do not conflict with the spirit and purpose of the assignment. b) Fringe benefits (non-cashable) provided by the host institution may be accepted without reducing DAU's salary.
- A faculty member on exchange or on sabbatical leave will continue to hold the same medical insurance provided by DAU with the same terms and conditions before going on his/her exchange or sabbatical leave. However, it is the full responsibility of the faculty member on exchange or on sabbatical leave to purchase any supplementary insurance (medical and otherwise) required in the country of his exchange or sabbatical leave visit.
- All financial costs will be handled by the faculty member, including but not limited to the cost of accommodation, transportation (except the airline ticket), food and subsistence costs.
- A faculty member on exchange or on sabbatical leave will be subject to the rules and regulations of both Universities.
- The period of any leave without pay shall not be counted as years of credited services for purposes of sabbatical leave applications.
- *Application Procedure*
 - The General Directorate of Scientific Research and Innovation will announce, by the beginning of each Fall Semester, the deadlines for accepting applications for the faculty exchange and sabbatical leave programs for both Fall and Spring semesters in the next academic year.
 - At the time of application, applicants are expected to have established a connection with the host department and identified with them the area(s) of mutual interest they wish to further explore during the exchange or sabbatical leave period. The proposed activities planned during the exchange or sabbatical leave period should be set in accordance with the applicant's research area and the research direction(s) of his/her department. A detailed plan of the applicant's visit must be developed by the applicant and the host department to include all information about the activities to be conducted during the exchange or sabbatical leave period.
 - The following documents should be submitted through the General Directorate of Scientific Research and Innovation by the set deadline:
 - Application form.
 - Updated Curriculum Vitae with publication records.
 - Endorsement form.
 - Approval letter from the Research Ethics Committee REC.
 - Post-visit reports of previous exchanges or sabbatical leaves (If applicable).
 - Invitation letter provided by the host institution clarifying the following:
 - ✓ Name, address, and position of the host.

- ✓ The host involvement in the applicant's visit.
 - ✓ The type of activity the faculty member will be indulged in during his/her stay at the host institution.
 - ✓ The position/title that the faculty member will hold at the host institution.
 - ✓ The intended duration and dates of the exchange or sabbatical leave period.
 - ✓ The logistics support the host institution will provide to the applicant.
 - ✓ Arrangements for remuneration, if any.
- Faculty members, upon applying for sabbatical leave or exchange, must acknowledge in writing their obligation to return to DAU following the leave period and to serve the University for a period not less than one academic year.
- The General Directorate of Scientific Research and Innovation will review the applications and submit them to the Selection Committees.

Note: Incomplete applications will not be considered.

The General Directorate of Scientific Research and Innovation will form a Selection Committee for the faculties exchange and sabbatical leave programs by the beginning of each Fall semester. This committee will oversee the Faculty Exchange program selection procedures for the next academic year according to the criteria defined and disseminated previously.

Note:

- The faculty exchange or sabbatical leave will be granted to no more than one faculty member per college at the same time.
 - Faculty Exchange or sabbatical leave will be granted according to the following principles:
 - ✓ Balance of faculty Exchange and sabbatical leave awarded across Departments within the same College overtime.
 - ✓ Faculty members who have not previously been awarded a Faculty Exchange or Sabbatical leave will be given priority.
 - ✓ If two faculty members are equally qualified, the individual with the longest service record since the date of initial appointment as a faculty member at AU will be given priority.
 - Applications that incorporate early-stage collaborative research projects with the collaborator at the host institution will be given priority.
 - Applications for the same or related purpose research topic to the same host university will be considered on a case-by-case basis and with justification.
 - The Selection Committees make their recommendations to the General Directorate of Scientific Research and Innovation who shall raise this recommendation to the University Vice-President for a final decision.
 - The General Directorate of Scientific Research and Innovation will notify applicants of the results by the set deadline.
 - Within one month of return from the Exchange or Sabbatical Leave, faculty members are required to submit a post-visit report.
- The "Post-Visit Report Form "is available by the General Directorate of Scientific Research and Innovation.
 - The report must be submitted to the Dean of the College for his/her feedback. The Dean of the College shall forward the report to the General Directorate of Scientific Research and Innovation and University Vice-President for further processing.
 - The faculty member should organize an oral presentation to present the outcomes of his/her exchange or sabbatical leave period to the General Directorate of Scientific Research and Innovation.

Inbound Exchange programs

The term inbound exchange scholar, as used in this document, refers to any scholar who visits DAU for the purposes of conducting research and teaching for a duration of one semester or one academic year.

- **Eligibility**
 - The inbound exchange scholar must provide recognizable benefits to the academic and research community of the host college or research, and in general to DAU.
 - The inbound exchange scholar must be recognized as an international expert in his/her area of teaching or in his/her specialized area of research (e.g., research publications, global ranking of his/her institute, citations of his/her research articles etc.) or already established research collaborations with DAU.
 - The inbound exchange scholar is usually on sabbatical leave and must hold an active appointment with one of the top 300 ranked institutions in the world as per the latest THE, QS, or Shanghai International University Rankings. However, scholars who are not on sabbatical leave and are interested in joining DAU through this program are welcome to apply.
- **Terms and Conditions**
 - DAU will advertise such positions and attract outstanding scholars to join DAU for a semester or two.
 - For the inbound exchange scholar and his/her spouse, the medical health insurance shall be 100% covered by the University. However, it is the full responsibility of the inbound exchange scholar to purchase any additional insurance required during his/her visit.
 - The General Directorate of Scientific Research and Innovation may provide assistance to the inbound exchange scholar in applying for the KSA entry visa and entry clearance.
 - The inbound exchange scholar must accept and follow all applicable rules and regulations of DAU and the KSA.
 - In case of any force majeure, DAU will assist the inbound exchange scholar in returning to his/her place of residence.
 - The visit of the scholar must be during the Fall and Spring semesters only.
 - The financial support provided by DAU includes:
 - An economy class return airfares to the inbound exchange scholar and his spouse between his/her country of residence and DAU. The tickets may be booked, preferably, by the DAU Public Relations & Marketing Department.
 - Accommodation and transportation allowances as per DAU policies and procedures.
 - Monthly salary as per DAU policies and procedures for full-time visiting faculty members.
 - The inbound exchange scholar KSA Visa and residency fees will be 100% covered by DAU.
 - The visit of the scholar must be completed during the same academic year or next semester in which it is approved.
 - The host college or General Director of Scientific Research and Innovation shall provide the basic resources to the inbound exchange scholar.
 - The inbound exchange scholar is subject to the same requirements of professional competence and experience as their full-time counterparts. Furthermore, their employment is for research and teaching specific courses and for a given semester or two and is not a continuing appointment.
 - The General Directorate of Scientific Research and Innovation shall decide on all cases not provided for in this document.
- **Application Procedure**
 - The General Directorate of Scientific Research and Innovation advertises such positions at the beginning of the Fall and Spring semesters.
 - Applicants submit their expression of interest, along with a supporting statement and updated CV to the General Directorate of Scientific Research and Innovation by the deadline.
 - The General Directorate of Scientific Research and Innovation shares the received application documents with the concerned colleges' deans for evaluation.
 - The Research committee of the concerned college reviews all applications and submits its evaluations/recommendations to the Dean who shall raise his/her recommendations to the General

Directorate of Scientific Research and Innovation. The General Director of Scientific Research and Innovation shall make his/her recommendations to the University Vice-President for a final decision.

- The Research committee assesses the eligibility and suitability of such an exchange by considering factors that may include but are not limited to the following:
 - Analysis of the expertise to be shared at campus, [number of intended learners, expertise required in enhancement of research capabilities, experiments, teaching experience, etc.].
 - Non-availability of such expertise on campus.
 - Expected benefits and outcomes of the visit.
 - Availability of courses that can be taught by the inbound exchange scholar.
- The final decision of successful applicants shall be communicated to the College Dean, CEO, HR Directorate, Public Relations & Marketing Office and Finance Department by the General Director of Scientific Research and Innovation.
- The General Director of Scientific Research and Innovation also communicates with the Inbound exchange scholar and invites him/her to join DAU as an inbound exchange scholar. The exchange semester and teaching requirements (if applicable) shall be agreed upon directly between the host college and the candidate.
- The scholar shall submit a post-visit report (within one month of visit) to the General Directorate of Scientific Research and Innovation, including but not limited to the following:
 - A summary and reflections of all the activities during the visit.
 - Gains and experience/outcomes of the visit.
 - Comments and Suggestions.

5. Related Policies/ Documents/Forms

MOE's By-laws based on MOE Council # 4/6/1417.

6. Document History

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