

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

## Overview

The qualifications of its faculty are among the most concrete expressions of what a university stands for. AIU's ability to deliver programs at the standard its students deserve, to achieve and maintain accreditation, and to pursue specialist program accreditations, depends directly on employing faculty whose academic preparation, professional expertise, and scholarly engagement are appropriate to the courses they teach and the programs they support.

Accreditation standard requires that institutions employ a sufficient number of qualified faculty to fulfil the institution's mission and support all academic programs, with appropriate credentials, experience, and expertise. It is one of the most concretely examined standards at accreditation review, visiting teams examine individual faculty files, verify credentials against course assignments, and check that exceptions are documented, justified, and within numerical limits. A qualification gap identified by a visiting team is a finding that requires immediate remediation and follow-up evidence. This policy is designed to prevent such findings by building rigorous, audited qualification standards into AIU's academic governance framework.

At the same time, this policy recognizes that faculty qualifications at AIU span a wide range of disciplines, engineering, architecture, business, education, arts and sciences, and that the appropriate qualification standard for a practicing architect teaching design studio differs from the standard for a professor of mechanical engineering teaching graduate thermodynamics. The policy is calibrated to this diversity while maintaining the rigor that accreditation requires.

## Scope

This policy applies to all full-time, part-time, visiting, adjunct, clinical, professional practice, and research faculty engaged in teaching, research, academic supervision, or other instructional activities on behalf of AIU. It governs faculty appointment qualifications, course assignment standards, the equivalency determination process, scholarly activity expectations by rank, the annual Faculty Qualification Audit, professional development obligations, and the records and documentation framework supporting credential compliance.

## Purpose

The purposes of this policy are to:

- Establish the minimum qualification standards for each category of faculty appointment at AIU, consistent with accreditation and the PUC's faculty qualification requirements
- Define the course assignment standards that ensure every course is taught by a faculty member with documented qualifications appropriate to the course level and content
- Establish the equivalency review process through which documented professional distinction may be accepted as an alternative to traditional academic credentials in specified circumstances
- Define scholarly activity expectations by academic rank, providing clear and measurable standards that faculty can plan against and that reviewers can assess consistently

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

- Establish the Annual Faculty Qualification Audit as AIU's primary instrument for monitoring, documenting, and reporting compliance with qualification standards
- Define the Faculty Development Fund as the institutional mechanism supporting faculty scholarly activity and professional currency
- Demonstrate compliance with faculty qualifications, faculty policies including evaluation and development, educational objectives supported by qualified faculty, and faculty appropriate to educational programs

### Definitions and Abbreviations

**Terminal Degree:** The highest academic degree generally recognized as the appropriate qualification for teaching, scholarship, or professional practice within a specific discipline. For most disciplines this is a doctoral degree (PhD, EdD, JD, MD, etc.). In certain fields, architecture (M.Arch), fine arts (MFA), and others, the terminal degree may be a master's degree. The VPAA determines what constitutes the terminal degree for each discipline in which AIU offers instruction.

**Scholarly Activity:** Research, publication, creative work, professional practice, conference participation, funded projects, patents, industry engagement, editorial or peer review service, and other activities contributing to the generation, advancement, or dissemination of knowledge in the faculty member's field. Scholarly activity is the mechanism by which faculty members maintain currency in their discipline and contribute to the broader scholarly community.

**Equivalent Professional Experience:** Documented professional accomplishments, licensure, certifications, creative achievements, industry leadership, applied research, or other demonstrated expertise that may be accepted as equivalent to traditional academic credentials in defined exceptional circumstances, subject to the Equivalency Review process in Article 4.

**Faculty Qualification Audit:** The systematic annual review conducted by the VPAA documenting the credentials of all faculty, verifying the match between qualifications and teaching assignments, checking scholarly activity compliance, and tracking exceptions.

**Qualification Gap:** A situation in which a faculty member's documented qualifications do not meet the standard required for a specific course assignment. Any qualification gap must be resolved before the relevant course assignment continues.

**18-Credit-Hour Rule:** The standard, derived from international and regional accreditation practice, that a person teaching a graduate-level course independently must hold at least 18 graduate credit hours in the teaching discipline, or a terminal degree, or a documented equivalency.

**Faculty Qualification Equivalency Review:** The formal process by which the VPAA, with Dean endorsement, documents and approves an appointment or assignment where the faculty member does not hold the standard minimum credential but demonstrates equivalent qualification through other means.

**Faculty Development Fund (FDF):** The institutional budget allocation supporting faculty professional development, conference travel, research activities, and pedagogical training, governed by FAC-008 (Faculty Professional Development Policy).

**CTL:** Centre for Teaching and Learning, AIU's institutional support unit for faculty development, established under FAC-008.

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

## Policy

### Article 1: Governing Principles

The following principles govern all faculty qualification decisions at AIU:

- Qualification first:** No faculty member teaches a course without documented qualifications that meet or exceed the standard defined in this policy for that course level and content. There are no informal or temporary exceptions to this requirement. Where a qualification gap is identified, the assignment is modified or the gap is resolved through the equivalency process before the faculty member continues to teach the course.
- Holistic assessment:** Faculty qualifications are evaluated holistically, considering academic credentials, teaching experience, professional licensure, research accomplishments, professional experience, and demonstrated expertise relevant to assigned responsibilities. The terminal degree is the primary standard but is not the only dimension of faculty qualification.
- Evidence-based documentation:** Qualification determinations are supported by verified documentation. Credentials are authenticated, not self-reported without verification. Equivalency determinations are documented in writing with supporting evidence. The qualification record for every faculty member must be auditable.
- Scholarly currency:** A faculty member's initial qualification is necessary but not sufficient for ongoing quality teaching. AIU expects faculty to maintain scholarly engagement throughout their appointment, not only to contribute to the institution's research mission but because currency in the field is the mechanism through which faculty keep their teaching at the standard their students deserve.
- Proportionality:** The qualification standard is calibrated to the level and nature of the teaching assignment. Graduate teaching carries higher qualification requirements than undergraduate teaching. Research-intensive courses carry higher scholarly activity expectations than practice-based professional courses. Professional practice faculty are evaluated against professional rather than purely academic norms.
- Transparency:** Qualification standards, exception caps, and audit results are disclosed to the Faculty Council, the Board Academic Affairs Committee, as part of AIU's accreditation evidence. Qualification compliance cannot be achieved through documentation manipulation, it must reflect the genuine qualifications of the faculty members actually teaching the courses.

### Article 2: Minimum Qualification Standards by Appointment Type

The following standards define the minimum qualifications required for each category of faculty appointment at AIU. All qualifications must be from a regionally or internationally accredited institution (or, for professional qualifications, from a recognized licensing or certification body).

| Faculty Category | Minimum Qualification | Graduate Course Teaching | Exception Cap |
|------------------|-----------------------|--------------------------|---------------|
|                  |                       |                          |               |

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

### Full-Time Appointments

|                                                                                   |                                                                                                                                                                                                   |                                                                                                         |                                                |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Full-Time Undergraduate teaching</b>                                           | Doctoral degree (or highest terminal degree recognized in the field) from a regionally or internationally accredited institution                                                                  | Terminal degree in discipline or closely related field plus documented ongoing scholarly engagement     | 10% per School; VPAA written approval required |
| <b>Full-Time Graduate course teaching</b>                                         | Terminal degree in discipline or closely related field plus evidence of active scholarly engagement appropriate to the discipline                                                                 | Same as appointment standard; equivalency requires demonstrated research productivity at graduate level | 10% per School; stricter scrutiny applies      |
| <b>Full-Time Professional Practice (Architecture, Design, Clinical Education)</b> | Terminal degree OR a combination of master's degree plus documented professional distinction: licensure, registered professional status, industry leadership, or equivalent as determined by VPAA | Graduate course teaching requires additional scholarly activity evidence                                | 10% per School                                 |

### Part-Time and Visiting Appointments

|                                          |                                                                                                                                           |                                                                         |                                         |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------|
| <b>Part-Time / Adjunct Undergraduate</b> | Minimum master's degree in the teaching discipline or a closely related field from a regionally or internationally accredited institution | Graduate teaching requires terminal degree or VPAA-approved equivalency | No fixed cap; monitored in annual audit |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------|

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

|                                                        |                                                                                                                                                                                                 |                                                                                                                |                                                                            |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Visiting Faculty</b>                                | Terminal degree or equivalent professional distinction appropriate to the visiting role; appointment terms specify the basis of qualification                                                   | Same as full-time graduate standard where visiting faculty teach graduate courses                              | Visiting appointments do not count against the 10% exception cap           |
| <b>Research Faculty</b>                                | Doctoral degree; demonstrated active research program; publication record appropriate to career stage                                                                                           | Research faculty do not typically teach graduate courses independently without additional qualification review | 10% per School                                                             |
| <b>Graduate Teaching Assistants (where applicable)</b> |                                                                                                                                                                                                 |                                                                                                                |                                                                            |
| <b>Graduate Teaching Assistants</b>                    | Master's degree in the teaching discipline or completion of at least 18 graduate credit hours in the discipline; must be supervised by a faculty member with full qualifications for the course | May not independently teach graduate courses                                                                   | Must be supervised; ratio of GTA to independent courses monitored annually |

All credentials must be authenticated before a faculty member begins teaching. Authentication means: verification of degree completion with the issuing institution or through an approved third-party service; review of official transcripts (not unofficial or student copies); and, for international credentials, evaluation by a recognized credential evaluation service where the VPAA determines this is necessary for adequate verification. A faculty member whose credentials cannot be authenticated to the VPAA's satisfaction may not begin or continue in a teaching assignment pending resolution.

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

### Article 3: Course Assignment Standards

Faculty assignments must align with documented qualifications. No course assignment is made until the relevant qualification is confirmed in the faculty member's file. The following standards govern course assignments:

- Undergraduate courses: the assigned faculty member must hold at minimum a master's degree in the teaching discipline or a closely related field, verified and on file before the assignment begins. For full-time faculty, a terminal degree is required unless an approved exception is in place.
- Graduate courses: the assigned faculty member must hold a terminal degree in the teaching discipline or a closely related field, with documented evidence of active scholarly engagement appropriate to the graduate level of the course, or a VPAA-approved equivalency. The 18-credit-hour rule applies where an adjunct or Graduate Teaching Assistant without a terminal degree is considered for a graduate course role.
- Professional practice courses: the assigned faculty member must demonstrate current professional expertise in the area of the course, through licensure, registration, or documented professional experience, in addition to meeting the standard academic credential requirement. Current professional expertise is defined as active practice or sustained professional engagement within the preceding three years.
- Interdisciplinary courses: where a course spans more than one discipline, the qualification standard is determined by the primary discipline of the course as classified in the curriculum. The VPAA may determine that a faculty member's combination of credentials across disciplines satisfies the qualification standard for an interdisciplinary assignment.
- A course assignment that creates a qualification gap must be reported to the Dean and the VPAA within 10 working days of identification. The Dean and VPAA jointly determine whether to: reassign the course; initiate an equivalency review; or provide the faculty member with supplementary professional development and monitoring to address the gap. No assignment continues with an unresolved, undocumented qualification gap.

### Article 4: Faculty Qualification Equivalency Review

An equivalency review is initiated where a faculty member does not hold the standard minimum credential for a specific assignment but is believed to possess equivalent qualification through other documented means. Equivalency is an exception, not an alternative pathway, it is used in defined circumstances, subject to numerical limits, and documented with the same rigor as credential verification.

#### 1. Grounds for Equivalency

The following types of professional distinction may support an equivalency determination. All must be documented with verifiable evidence:

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

| Equivalency Type                                        | Evidence Required                                                                                                                                            | Acceptable for Graduate Teaching?                                                                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Significant Professional Achievement</b>             | Documented career at senior level in the field; portfolio of professional work; employer or industry references; evidence of recognized expertise            | Requires additional evidence of scholarly engagement at graduate level; case-by-case determination                                   |
| <b>Professional Licensure or Registration</b>           | Current valid license or registration in the relevant professional field (e.g., P.Eng., licensed architect, CPA, licensed physician); renewal evidence       | Yes, for professional practice graduate programs with VPAA approval                                                                  |
| <b>Industry Leadership</b>                              | C-suite or equivalent senior executive role; board membership in major industry body; recognized industry awards or honors; documented organizational impact | Case-by-case; must demonstrate knowledge currency appropriate to course level                                                        |
| <b>Research Accomplishments without Terminal Degree</b> | Substantial publication record in peer-reviewed journals; patents awarded; significant grant funding received; recognition by academic peers                 | Yes, a strong research record may support equivalency for graduate teaching with VPAA and Dean approval                              |
| <b>Creative or Scholarly Contributions</b>              | Major exhibitions, performances, or published creative works at recognized professional venues; critical recognition at national or international level      | Case-by-case; appropriate for discipline-specific creative courses; not typically accepted for research-methodology graduate courses |
| <b>Combination of the Above</b>                         | A documented combination of the above types that, taken together, demonstrates knowledge and skill equivalent to a terminal degree in the relevant area      | Permissible with full documentation; Dean endorsement and VPAA approval required                                                     |

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

## 2. Equivalency Review Process

An equivalency review is initiated by the relevant Dean and submitted to the VPAA. The submission must include:

- A completed Faculty Qualification Equivalency Review Form identifying the faculty member, the course(s) affected, the qualification gap, and the specific equivalency grounds claimed
- Supporting documentation for each equivalency ground claimed, certificates, licenses, letters of reference, publication lists, employer letters, portfolio, or other evidence appropriate to the type of equivalency
- The Dean's written endorsement stating why the Dean is satisfied that the equivalency is genuine and appropriate to the course level
- A proposed monitoring plan specifying how the faculty member's ongoing currency and performance in the role will be assessed during the exception period

The VPAA reviews the submission and issues a written determination within 15 working days. The determination either approves the equivalency (with any conditions), requests additional documentation, or declines the equivalency and specifies the remediation required. Approved equivalencies are filed in the faculty member's qualification record and flagged in the Annual Faculty Qualification Audit. Each equivalency is re-evaluated annually, an equivalency approved in one year does not automatically continue to the next without renewed review.

## 3. Exception Cap

Faculty members holding appointments based on an approved equivalency rather than the standard credential may not exceed ten percent of the total full-time faculty in any School. The VPAA monitors the exception rate by School and reports it in every Annual Faculty Qualification Audit report. Where a School is at or approaching the 10% cap, the Dean is notified and a recruitment plan to fill the relevant qualification gaps is developed and submitted to the VPAA within one semester.

## Article 5: Scholarly Activity Requirements

Full-time faculty members are expected to maintain active scholarly engagement throughout their appointment at AIU. Scholarly engagement is not an optional institutional aspiration it is a qualification standard that defines the difference between faculty who are genuinely current in their field and those who are coasting on credentials acquired in the past.

The following table specifies the scholarly activity expectations by academic rank. These are minimum expectations, not targets at which performance plateaus. The annual performance review under FAC-007 assesses scholarly activity against these standards as one component of overall faculty performance.

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

| Rank                       | Annual Expectation                                                                                                                                                                                                | Three-Year Minimum                                                                                                             | Notes                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Professor</b>           | Minimum 2 peer-reviewed publication in a Scopus-indexed journal (Q1 or Q2 preferred); plus at least one of: book chapter, grant application, keynote, or editorial/review role                                    | At least 6 peer-reviewed publications in Scopus-indexed journals; minimum 2 in Q1 or Q2 venues                                 | Research output at full Professor rank is expected to demonstrate scholarly leadership and impact                               |
| <b>Associate Professor</b> | Minimum 2 peer-reviewed publication in a Scopus-indexed journal per year; active grant applications or funded projects encouraged                                                                                 | At least 6 peer-reviewed publications in Scopus-indexed journals over three years; progression toward Q1/Q2 publication record | Scholarly engagement should reflect a developing research program with growing international visibility                         |
| <b>Assistant Professor</b> | Minimum 2 peer-reviewed publication per year (Scopus-indexed Q1–Q4); conference presentations and collaborative research projects expected                                                                        | At least 6 peer-reviewed publications over three years; evidence of developing independent research agenda                     | New Assistant Professors in their first year receive research support and have a reduced publication expectation in Year 1 only |
| <b>Lecturer</b>            | Active engagement with the field through at least one of per year: conference presentation, chapter, practice-based publication, professional certification, or equivalent scholarly or professional contribution | Evidence of ongoing professional engagement across the three-year period                                                       | Lecturers are primarily teaching-focused; scholarly activity expectations reflect practice currency rather than research output |

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

|                                      |                                                                                                                                                                           |                                                                                                     |                                                                                                                                           |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor (fixed-term)</b>       | Demonstration of current field knowledge through CPD, attendance at professional events, or equivalent engagement                                                         | Currency of knowledge maintained and documented                                                     | Instructor appointments are typically for teaching capacity; scholarly expectations are lower but professional currency is still required |
| <b>Visiting Faculty</b>              | Consistent with their home institution's scholarly engagement standard; visiting role should contribute to AIU's scholarly environment                                    | Documented scholarly activity at the level expected of an equivalent rank at their home institution | Visiting appointments evaluated against home institution norms; evidence of recent scholarly productivity required at appointment         |
| <b>Professional Practice Faculty</b> | Documented professional contributions appropriate to the discipline: licenses renewed; industry projects completed; professional association leadership; applied research | Evidence of continued professional distinction over the period                                      | Professional practice faculty are evaluated against professional rather than academic publication norms                                   |

### 1. What Counts as Scholarly Activity

Scholarly activity at AIU includes the following recognized forms, applied in a manner appropriate to the faculty member's rank, discipline, and scholarly profile:

- Peer-reviewed journal articles published or in press
- Peer-reviewed book chapters in edited academic volumes
- Scholarly monographs and textbooks by recognized academic publishers
- Conference papers presented at Scopus-indexed or peer-reviewed conferences
- Funded research projects as Principal Investigator or Co-Investigator
- Patents awarded or pending in the faculty member's area of expertise
- Significant applied research reports produced for industry, government, or professional bodies
- Creative works of recognized professional standing, exhibitions, performances, published creative writing, evaluated by the relevant professional community
- Editorial board membership or peer review service in recognized journals, counted as secondary activity, not as a primary annual contribution

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

- Professional practice contributions of recognized significance, documented projects, cases, or interventions demonstrating ongoing expert practice

The VPAA, in consultation with the Faculty Council Research Committee, maintains the AIU Scholarly Activity Classification Guide, which clarifies how specific activity types are classified and weighted for each disciplinary area. The Guide is reviewed annually and updated to reflect evolving disciplinary norms.

## 2. New Faculty and Research Transition Support

A full-time faculty member appointed to AIU at the Lecturer rank, or newly appointed at Assistant Professor rank, receives a research transition period in their first year during which the annual scholarly activity expectation is reduced to allow time for establishing a research program in AIU's environment. The specific reduced expectation is agreed between the faculty member and their Dean at the time of appointment and documented in the appointment record. From the second year of appointment, the standard expectations for the relevant rank apply.

## 3. Scholarly Activity and Performance Evaluation

Scholarly activity performance is one of the three primary domains of faculty performance evaluation under FAC-007 (Faculty Performance Review Policy). A faculty member who consistently fails to meet the scholarly activity expectations for their rank, without documented exceptional circumstances, may be subject to: a formal improvement plan under FAC-007; a reduction in scholarly activity-related workload credit; withholding of Faculty Development Fund allocation; or other consequences specified in FAC-007 and FAC-003.

### Article 6: Annual Faculty Qualification Audit

The Annual Faculty Qualification Audit is the primary institutional instrument for monitoring, documenting, and reporting compliance with the qualification standards in this policy. It is conducted by the VPAA each academic year and its results are reported to the President, the Faculty Council, and the Board Academic Affairs Committee.

The audit covers the following components:

| Audit Component         | What Is Verified                                                                                                             | Responsible Party |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Credential verification | Authenticated degree certificates or transcripts for all faculty; authentication of all exception equivalency determinations | VPAA Office / HR  |

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

|                                            |                                                                                                                                                                   |                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Course assignment review</b>            | Match between each faculty member's documented qualifications and each course assigned; identification of any assignment/qualification gaps                       | VPAA / Deans        |
| <b>18-credit-hour rule compliance</b>      | Graduate Teaching Assistants and any faculty in adjunct roles with limited graduate credentials hold at least 18 graduate credit hours in the teaching discipline | VPAA / Registrar    |
| <b>Scholarly activity compliance</b>       | Faculty scholarly activity records reviewed against expectations in Article 5; faculty below expectation identified; development plans initiated                  | VPAA / Deans        |
| <b>Exception tracking</b>                  | Count of exceptions per School; confirmation that no School exceeds 10%; all exceptions properly documented with current supporting evidence                      | VPAA                |
| <b>Faculty development participation</b>   | Records of Faculty Development Fund utilization; CTL program participation; professional development activity                                                     | VPAA / CTL Director |
| <b>New hire qualification verification</b> | All faculty appointed since the previous audit have verified qualifications on file before they began teaching                                                    | VPAA / HR           |
| <b>Credential expiry and renewal</b>       | Licenses, certifications, and professional registrations of professional practice faculty confirmed current and renewed as required                               | VPAA / HR           |

## 1. Audit Report

The VPAA produces a written Annual Faculty Qualification Audit Report covering all components in the table above. The Report includes:

- a. Total faculty count by appointment type and School

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

- b. Credential verification completion rate, percentage of all faculty with authenticated credentials on file
- c. Course assignment compliance rate, percentage of all course sections with at least one qualified faculty member as the instructor of record
- d. Exception count and percentage by School, with individual exception summaries
- e. Scholarly activity compliance rate by rank, percentage of faculty meeting or exceeding expectations at each rank
- f. Faculty below scholarly activity expectations, identified by pseudonym or coding in reports shared beyond the VPAA and the relevant Dean
- g. New hire qualification verification rate
- h. Faculty Development Fund utilization by category
- i. Recommendations for remediation of any compliance gaps identified

The Audit Report is presented to the President by 30 November each year. A summary is shared with the Faculty Council's Faculty Affairs Committee. The full Report, appropriately redacted for personnel confidentiality, is included in AIU's accreditation evidence file. Visiting teams routinely request the Faculty Qualification Audit as primary evidence for compliance.

## 2. Remediation of Audit Findings

Where the Audit identifies a qualification gap, a credential verification gap, or a scholarly activity compliance issue, the following remediation process applies:

- a. Credential gap: the faculty member must provide the missing documentation within 20 working days of notification, or the course assignment is modified. Where the documentation cannot be provided and no equivalency exists, the faculty member may not teach the affected courses.
- b. Scholarly activity gap (single year): the Dean meets with the faculty member within 10 working days of the Audit Report to discuss the gap and agree an improvement plan for the following year. The improvement plan is documented and filed with the VPAA.
- c. Scholarly activity gap (two consecutive years): the matter is escalated to the formal performance improvement process under FAC-007. The faculty member's eligibility for the Faculty Development Fund allocation may be suspended pending demonstrated progress.
- d. Exception cap breach: where a School is found to be above 10% exceptions in the Audit, the VPAA works with the Dean to develop a recruitment and qualification plan to bring the School within the cap within one academic year. The plan is submitted to the President and reported to the Board Academic Affairs Committee.

## Article 7: Faculty Professional Development

AIU recognizes that maintaining faculty qualifications is not solely a matter of hiring well — it requires ongoing institutional investment in the development of existing faculty. The Faculty Development Fund

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

(FDF) is the primary mechanism for this investment, governed by FAC-008 (Faculty Professional Development Policy). The following provisions are specific to the qualification and scholarly activity dimensions of professional development:

- The FDF supports conference attendance, research project funding, access to scholarly databases and publication fees, pedagogical training, and professional certifications and license renewals relevant to teaching assignments.
- Faculty members below the scholarly activity expectation for their rank are prioritized for FDF research development support, specifically seed grants, research methodology training, and collaborative project facilitation, in the year following identification of the shortfall, to enable them to close the gap.
- The Centre for Teaching and Learning (CTL) provides specific development support for faculty who are new to a discipline area or whose teaching assignment has evolved to require knowledge currency in an adjacent field.
- Allocation criteria and amounts for the FDF are recommended annually by the Faculty Affairs Committee of the Faculty Council and approved by the VPAA, as specified in FAC-008.
- Faculty development activities relevant to qualification maintenance, professional certifications, postdoctoral work, advanced training programs, are recorded in the annual performance review and in the Faculty Qualification Audit, supporting a holistic view of the faculty member's ongoing qualification currency.

#### **Article 8: Records, Documentation, and Retention**

The VPAA's office maintains the official qualification record for every AIU faculty member. The complete qualification record includes:

- Authenticated degree certificates or official transcripts for all academic credentials
- Curriculum vitae current as of appointment date and updated annually
- Faculty Qualification Equivalency Review documentation where applicable
- Annual scholarly activity records, drawn from the annual performance review process under FAC-007
- Faculty development participation records
- All Annual Faculty Qualification Audit records for the faculty member
- Any qualification improvement plan documentation

Qualification records are retained for a minimum of ten years following the conclusion of the faculty member's appointment. Records are available for: accreditation review; PUC compliance review; program accreditation review (AACSB, ABET, and others); internal audit; and legal compliance purposes. Records must be retrievable within five working days of any authorized request. The VPAA is responsible for the security, integrity, and accessibility of all faculty qualification records.

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

## Article 9: Continuous Improvement

Faculty qualification standards and scholarly activity expectations are subject to continuous review through AIU's institutional effectiveness framework. The following activities support continuous improvement in this domain:

- The Annual Faculty Qualification Audit Report is reviewed by the VPAA and the Faculty Council Faculty Affairs Committee annually. Where the Audit reveals systemic qualification or scholarly activity trends, for example, a consistent shortfall in scholarly activity at a particular rank or in a particular School, the VPAA initiates a review of whether the standards, the support mechanisms, or the recruitment and development practices need adjustment.
- Program accreditation requirements, AACSB, ABET, NAAB, NASAD, and any other program-level accreditation AIU pursues, may impose qualification standards for specific disciplines that are more stringent than the general standards in this policy. Where this is the case, the more stringent standard applies to faculty in the affected program. The VPAA reviews program accreditation qualification requirements annually and updates the relevant sections of the Scholarly Activity Classification Guide and the audit instruments accordingly.
- The Faculty Council's participation in qualification standard-setting is protected under FAC-001, Article 5, faculty qualification standards are within the Faculty Council's binding authority. Any revision to the qualification standards in this policy requires Faculty Council review and recommendation before Presidential approval.
- Guidance on faculty qualifications, including any updates to or associated guidance documents, is monitored by the VPAA and incorporated into the next scheduled review of this policy.

## Procedures

### New Faculty Appointment - Credential Verification

- HR initiates the credential verification process upon offer acceptance by a new faculty member, before the appointment start date. The faculty member provides official transcripts and any professional licenses or certifications directly to HR.
- HR verifies the authenticity of all academic credentials with the issuing institution, or through an approved credential evaluation service for international degrees, within 15 working days of receipt. Verification is confirmed in writing in the faculty member's personnel file.
- The VPAA's office reviews the verified credentials against the course assignment proposed by the Dean, confirming that the faculty member meets the standard for each assigned course. Any gap is flagged to the Dean before the assignment is confirmed.
- Where an equivalency is required, the Dean submits the Equivalency Review Form and documentation to the VPAA within five working days of identifying the gap. The VPAA issues a determination within 15 working days. The faculty member does not begin teaching the affected course until the VPAA's determination is received.
- Qualification records are filed in the faculty member's personnel file and cross-referenced in the Faculty Qualification Audit database maintained by the VPAA's office.

|                                                                                                                                                     |                    |                                                    |                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|------------------|------------|
| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Faculty Qualifications & Scholarly Activity Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Academic                                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | ACA-003                                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs                | Approved By      | President  |

### Annual Faculty Qualification Audit

1. By 1 September each year, the VPAA's office issues a Faculty Qualification Audit data request to all Deans, asking for: the complete list of faculty members by category; the course assignments for the current academic year; updated CVs or scholarly activity reports from all faculty; and any new credentials, licenses, or certifications obtained since the previous audit.
2. Deans compile and submit the requested data by 30 September. The VPAA's office reviews all submissions for completeness and flags missing or expired documentation to the relevant Dean within five working days.
3. The VPAA's office conducts the audit against all components in Article 6, calculating compliance rates, identifying gaps, and verifying exception counts by School. The audit is completed by 31 October.
4. The VPAA presents the Annual Faculty Qualification Audit Report to the President by 30 November. Copies of the Report (appropriately redacted) are shared with the Faculty Council Faculty Affairs Committee and filed in the accreditation evidence folder.
5. Deans are notified of all qualification gaps, exception cap status, and scholarly activity compliance issues identified in the Audit within five working days of the Report's presentation to the President. Remediation timelines are agreed within 20 working days of notification.

### Faculty Qualification Equivalency Review

1. The Dean completes the Faculty Qualification Equivalency Review Form, attaches all supporting documentation, and submits to the VPAA's office with a signed Dean endorsement.
2. The VPAA's office acknowledges receipt within three working days and confirms whether the submission is complete. An incomplete submission is returned to the Dean with a description of what is missing; the Dean has 10 working days to complete it.
3. The VPAA reviews the submission against the equivalency criteria in Article 4, consulting with the relevant disciplinary expert or program accreditation standards where appropriate. The VPAA issues a written determination within 15 working days of receiving the complete submission.
4. An approved equivalency is filed in the faculty member's qualification record, noted in the Faculty Qualification Audit database with the expiry/review date, and flagged in the annual Audit for annual re-evaluation.
5. A declined equivalency is communicated to the Dean with a statement of the grounds and the VPAA's determination of what qualification evidence would be needed to support a future application. The Dean has 20 working days to either provide additional evidence for reconsideration or to arrange an alternative course assignment.

**President Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_