

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Employment Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-003-	Next Review date	14/06/2029
	Responsible Entity	Vic President for Academic Affairs	Approved By	President

Overview

American International University (AIU) is committed to attracting, appointing, and retaining exceptional academic professionals whose qualifications, scholarly contributions, and institutional engagement reflect the University's mission and strategic objectives. The integrity of AIU's academic programs, its pursuit of accreditation, and its standing as a premier private university in Kuwait depend upon a principled, transparent, and consistently administered faculty employment framework.

This policy establishes the authoritative framework governing all aspects of faculty employment at AIU, encompassing appointment classifications, selection processes, rank requirements, contract structures, renewal and confirmation procedures, and conditions of separation. It supersedes and consolidates prior faculty employment provisions and is to be read in conjunction with AIU's Faculty Qualifications Policy (ACA-003), Faculty Council Policy (FAC-001), and Faculty Grievance and Due Process Policy (FAC-002).

Scope

This policy governs the employment of all individuals appointed to faculty and academic non-faculty positions at AIU, including:

- Full-time regular faculty
- Part-time and adjunct faculty
- Visiting faculty
- Academic non-faculty (Instructors, Senior Instructors, Lecturers, and Senior Lecturers)
- Faculty holding joint, affiliate, courtesy, endowed, or emeritus appointments

The policy applies to all academic units, Schools, the Office of the Vice President for Academic Affairs, the Human Resources Department, and all individuals involved in the search, selection, appointment, renewal, or separation of faculty members.

Purpose

The purpose of this policy is to:

- Establish a sound, merit-based, and transparent framework for faculty recruitment, selection, and appointment
- Define faculty classifications, ranks, appointment classes, and contract structures
- Ensure faculty qualifications align with accreditation standards, applicable Kuwait law, and internationally recognized higher education practices
- Clarify the authority of the Vice President for Academic Affairs, the President, School Deans, and the Human Resources Department across all stages of the employment lifecycle
- Protect faculty rights through clear probation, renewal, confirmation, and termination procedures
- Support AIU's obligations under the Kuwait Labor Law, Private Universities Council (PUC) regulations, and Accrediting agency requirements

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Definitions and Abbreviations

Faculty: An academic appointment carrying a professional rank title (Assistant Professor, Associate Professor, or Professor). Faculty members are expected to contribute to teaching, scholarship, and service.

Academic Non-Faculty: A flexible appointment category within Academic Affairs for individuals dedicated primarily to teaching. Includes the ranks of Instructor, Senior Instructor, Lecturer, and Senior Lecturer.

Regular Appointment: A continuous, ongoing employment appointment not bounded by an externally imposed end date, subject to periodic contract renewal in accordance with this policy.

Visiting Appointment: A fixed-term appointment for a defined period not exceeding three years, used to address short-term instructional needs.

Adjunct/Part-time Appointment: A temporary appointment for teaching, research, or other functions as determined by the appointing program. The appointee must hold external employment.

Joint Appointment: An appointment where a faculty member holds responsibilities across two or more academic units within AIU, with a clearly designated home unit

Affiliate Appointment: A title permitting a faculty member appointed in one program to participate formally in another, without joint compensation or evaluation obligations.

Courtesy Appointment: An appointment extending specific institutional privileges not otherwise conferred by the appointee's primary program.

Endowed Appointment: An appointment funded through a designated endowment from a donor, recognizing exceptional academic accomplishment.

Emeritus/Emerita Appointment: An honorary title conferred upon retirement to faculty who have demonstrated distinguished service to AIU.

Acting Appointment: A temporary administrative appointment enabling a faculty member to serve in an acting administrative capacity.

Ranked Faculty Position: Refers to the standard ranks of Assistant Professor, Associate Professor, and Professor, without additional title modifiers.

Hiring Committee: A committee comprising a minimum of three faculty members, convened by an academic administrator to evaluate candidates for a specific faculty position.

Probationary Period: The initial phase of an appointment during which performance is formally evaluated and employment may be confirmed or terminated in accordance with this policy.

Regular Academic Semester: Refers to Fall or Spring semesters. The Summer semester is not a regular academic semester.

Policy

Article 1: Authority and Governance

1. The Vice President for Academic Affairs (VPAA), in consultation with the President, holds primary institutional authority over the Faculty Employment Policy and its administration. Specific authority is distributed as follows:
 - The VPAA confirms and approves all faculty positions to be filled, oversees recruitment strategy, endorses offers, and reviews all hiring committee recommendations before submission to the President.

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- The President holds final approval authority for all faculty appointments, contract terminations for cause, probation extensions, exceptional rank and salary exceptions, and any departure from standard appointment procedures.
 - School Deans and Department Chairs carry operational responsibility for establishing Hiring Committees, initiating position requisitions, and ensuring candidates meet all institutional and accreditation requirements.
 - The Human Resources Department supports and administers the recruitment process, manages employment offers, conducts pre-employment screening, and oversees onboarding and off-boarding procedures.
2. All members of the University community involved in the employment process are required to observe the principles of fairness, impartiality, equal opportunity, and institutional integrity. The AIU Conflict of Interest Policy applies to all persons serving on Hiring Committees and to all stages of the selection process.

Article 2: Faculty Classifications and Appointment Classes

1. All faculty appointments at AIU must be assigned both a rank (or title) and an appointment class. Recognized appointment classes include:
 - Regular
 - Acting
 - Adjunct
 - Affiliate
 - Courtesy
 - Emeritus/Emerita
 - Joint
 - Endowed
 - Visiting
 - Lecturer
 - Senior Lecturer
 - Instructor
 - Senior Instructor
2. Appointment classes not listed above shall be governed by the specific policy applicable at the time of appointment. Any novel appointment class requires prior approval of the VPAA and the President.

Article 3: Rank Requirements for Regular Faculty

1. Regular faculty appointments are made at the following ranks, with the qualifications set out below.

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Assistant Professor

The rank of Assistant Professor is conferred on individuals who hold a recognized terminal degree in their field. Candidates must demonstrate advanced knowledge in their discipline and clear potential for excellence in teaching, scholarship, and service. Requirements include:

- a. A doctoral degree (PhD) or equivalent terminal degree from an institution recognized by the relevant national authority, with credentials meeting applicable equivalency requirements.
- b. Meeting applicable regulatory standards.

Associate Professor

Candidates for the rank of Associate Professor must have established a growing international reputation and demonstrated sustained commitment to the University's vision. In addition to all requirements for the Assistant Professor rank, candidates must:

- a. Have served as an Associate Professor at a recognized institution.
- b. Demonstrate a record of teaching and scholarly output equivalent to or exceeding that of peers at the same rank. Failure to meet this condition, will lead to an appointment at lower rank.
- c. Meeting applicable regulatory standards.

Professor

Candidates for the rank of Professor must demonstrate outstanding expertise, extensive experience, and international recognition. Requirements include:

- a. A doctoral degree (PhD) or equivalent terminal degree from a recognized institution.
 - b. Held the rank of a professor at a recognized institution.
 - c. A record of teaching and scholarly output equivalent to or exceeding that of peers at the same rank. Failure to meet this condition, will lead to an appointment at lower rank.
 - d. Meeting applicable regulatory standards.
2. Appointments with Title Modifiers
- Distinguished Professor: Conferred on selected AIU faculty in recognition of exceptional and sustained achievement in teaching, research, and public service, subject to the requirements set out in relevant policy.
 - Endowed Professor: Reserved for scholars of outstanding international repute, contingent on securing endowment funding, subject to the requirements set out in relevant policy.
 - Emeritus Professor: Conferred upon retirement following a minimum of six years of service at AIU, subject to the requirements set out in Article 11 of this policy.
 - Teaching Track: Appointments to the teaching track subject to the requirements set out in relevant policy.
 - All other title modifier appointments shall be governed by the specific applicable policy at the time of appointment.

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Article 4: Academic Non-Faculty Ranks

1. The ranks of Instructor, Senior Instructor, Lecturer, and Senior Lecturer are designated for individuals whose primary contribution is to teaching in classroom, laboratory, or applied settings. Individuals in these ranks are not required to engage in research, although research conducted may be recognized in performance evaluations.
2. Candidates are expected to hold a Master's degree or equivalent in the relevant field and to demonstrate clear potential for effective teaching, professional growth, and commitment to the academic profession. In exceptional circumstances, and with the approval of the relevant accreditation authority, a Bachelor's degree holder may be appointed at the rank of Instructor upon demonstration of requisite teaching ability.
3. The title of Senior Lecturer may be conferred on a newly graduated terminal degree holder. The appointment is for a two-year term and may be renewed for a further two years based on satisfactory performance.

Article 5: Search and Selection Procedures

1. Vacancy Authorization

During the annual budget review cycle, the VPAA projects the number of faculty required across each academic unit. A contingency allocation is maintained within the VPAA office to accommodate new program launches and enrolment expansions. Academic units shall submit a formal Talent Requisition request through HR channels, supported by the required documentation and approved by the VPAA. Submissions must include the academic title, detailed job description, anticipated start date, advertisement document in AIU-approved format, and any other documentation necessary to attract the required talent.

2. Vacancy Advertisement

All vacancies, together with appropriate position details and application deadlines, must be posted on the AIU Human Resources website and on relevant, internationally recognized talent acquisition platforms. HR shall maintain proactive sourcing practices to build a continuous talent pipeline and shall report annually to the VPAA on the effectiveness of sourcing channels.

3. Department Hiring Committee

The relevant department, in consultation with the School Dean, shall establish a Department Hiring Committee comprising a minimum of three members, preferably at the rank of Professor or Associate Professor, chaired by the Department Chair or designee. In the event there is no assigned departments within the school the School Hiring Committee shall be responsible for this task. The Department Hiring Committee shall:

- a. Gather comprehensive and reliable information on candidates to ensure merit-based decision-making.

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- b. Prepare a detailed position description including required qualifications, responsibilities, and application deadlines.
- c. Advertise the vacancy publicly and through appropriate candidate outreach methods, in coordination with HR.
- d. Review and assess the applicant pool.
- e. Shortlist and invite candidates for interviews and, where appropriate, campus visits.
- f. Maintain a formal Candidate Assessment and Interview Feedback Form, reflecting questions aligned with required technical competencies, behavioral competencies, and institutional values.
- g. Forward candidate recommendations with a consolidated summary of all assessment forms and supporting documentation to the School Hiring Committee.

4. School Hiring Committee

The School Hiring Committee, chaired by the Dean or designee and comprising representatives from each department at the rank of Professor or Associate Professor, shall:

- a. Review all recommendations submitted by the Department Hiring Committee.
- b. Endorse or reject departmental recommendations; the Committee interview the candidates.
- c. Submit endorsed candidates to the VPAA.

5. VPAA Review and Presidential Approval

The VPAA is responsible for reviewing, evaluating, and recommending candidates for appointment in accordance with established University policies. The President holds final approval authority for all recommended candidates.

6. Employment Offer

Upon Presidential approval, HR shall issue a formal offer to the selected candidate. The offer shall include:

- a. Title and nature of the position
- b. Salary and compensation details
- c. Any additional allowances or benefits
- d. Type and duration of employment contract
- e. Job assignment and responsibilities
- f. Instructional load
- g. Other duties and expectations
- h. General information about AIU, the School, and the Department

The offer is endorsed by the VPAA, approved by the President, and issued by HR. The candidate must accept or decline the offer within ten working days of receipt; failure to respond within this period will result in withdrawal of the offer.

7. Pre-Employment Requirements

The selected candidate must provide the following before appointment is confirmed:

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- a. Authenticated evidence of all educational and professional qualifications
- b. Education attestation and equivalency documentation as required by applicable authorities
- c. Evidence of eligibility to work, including residency visa status or sponsorship eligibility
- d. Completion of a pre-employment medical examination
- e. Completion of a background check and reference verification
- f. Obtaining required security clearance
- g. A Good Conduct Certificate, where applicable
- h. Confirmation of no prior convictions related to integrity or honor, or that any such conviction has been legally revoked
- i. Confirmation of no prior termination by court order or final disciplinary action
- j. A satisfactory employment history

HR shall manage all communication with candidates and prospective appointees from the post-selection stage through to onboarding. Employment offers are ordinarily issued only upon sufficient satisfaction of the requirements. HR will notify the VPAA of the process, in the event if security clearance is declined and will seek Presidential direction regarding the position.

8. Conflict of Interest in Selection

All decisions within the search and selection process are guided solely by merit. Members of hiring committees must:

- a. Refrain from allowing any actual or perceived conflict of interest to influence their judgment or compromise the integrity of the process.
- b. Proactively identify and avoid potential conflicts of interest.
- c. Disclose any personal or prior professional relationship with any candidate under consideration to the relevant academic administrator.

Where a conflict arises at any stage, full disclosure must be made immediately to the Department Chair, Dean, or VPAA, as appropriate.

Article 6: Hiring Exceptions

The President holds authority to appoint, outside of the standard review and appointment process, faculty members with high Scopus H-index scores or rare academic specializations, subject to the safeguards set out in this Article.

1. Offering a Higher Rank Than Attained

Where a School Dean seeks to offer a rank higher than that attained by the candidate at a previous institution, the Dean must submit a written justification to the VPAA. Justification must be based primarily on scholarly achievement, including scholarly output equal to or exceeding that of the relevant faculty cohort, or an achievement of recognized breakthrough benefiting Kuwait. The following conditions apply:

- a. The promotion bodies within the School must endorse the submitted request.

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- b. A substantial scholarly record exceeding the minimum requirement for the requested rank must be demonstrated.
- c. The University Promotion Committee must evaluate the scholarly output of the candidate, conduct a record review, and submit a collective recommendation to the VPAA.
- d. An increase of more than one rank will not be considered under any circumstances.

2. Offering a Lower Rank

In the event that the qualified pool of candidates holds a higher rank than the advertised position, the academic unit must re-advertise the position at a higher rank or at open rank. In no circumstance will a candidate who has attained a given academic rank at a previous institution and demonstrated a comparable scholarly record be offered a lower rank. In unusual cases that may require offering a lower rank:

- a. The University Promotion Committee must evaluate the scholarly output of the candidate and conduct a thorough record review equivalent to that received from qualified external reviewers.
- b. The University Promotion Committee will deliberate and provide a collective recommendation to the VPAA.
- c. Candidates proposed for demotion of more than one academic rank shall not be recommended for hiring.

3. Exceptional Salary Authorization

Where a candidate of exceptional academic distinction would not otherwise accept appointment at the standard salary scale for the relevant rank, the President is authorized to approve a salary premium of up to twenty percent (20%) above the approved pay scale for that rank. This authority is exercised at the sole discretion of the President and is subject to the following conditions:

- a. The VPAA must submit a written justification to the President documenting why the standard salary is insufficient to secure the candidate and why the appointment is of exceptional institutional value.
- b. Presidential approval of an exceptional salary must be documented in writing and retained in the faculty member's personnel file.
- c. The premium applies to the base salary only and does not automatically affect the calculation of allowances, benefits, or end-of-service entitlements unless separately authorized.
- d. The Finance Department shall be notified of all approved salary premiums for budget planning purposes. Aggregate use of this provision shall be reported to the Board of Trustees in the Annual Institutional Effectiveness Report.

Article 7: Contract Types and Renewal

1. Regular Faculty - Definite Contract

The initial appointment for regular faculty is issued as a two-year definite contract, of which the first regular academic semester constitutes a probationary period. Subject to successful annual evaluations

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conducted in accordance with AIU policies, the contract may be renewed for a further three years, followed by a subsequent renewal of four years.

Regular faculty members are required to apply for promotion to Associate Professor within ten years of holding the Assistant Professor rank. Continuation into the tenth year is conditional upon a successful promotion outcome. Faculty who applies for promotion in their eighth year and are unsuccessful shall be given one additional opportunity; a second unsuccessful outcome will result in automatic contract termination. Equivalent conditions apply to the rank of Associate Professor, with promotion to Professor required within twelve years of attaining that rank.

2. Visiting Faculty - Definite Contract

Visiting faculty are appointed on a definite-term contract of up to two years, with the first regular academic semester serving as a probationary period. Renewal into the second year is subject to departmental needs and satisfactory annual evaluation. In exceptional circumstances, the President may approve an extension for one additional year. Visiting appointments are typically used to address short-term faculty needs arising from retirements, approved leaves, or temporary increases in instructional load. Visiting faculty must fulfil formal teaching responsibilities and are expected to contribute meaningfully through research and service.

3. Lecturers, Senior Lecturers, Instructors, and Senior Instructors

These positions are issued definite-term contracts of two years inclusive of a one-year probationary period. Contracts are renewed in two-year cycles, contingent upon satisfactory annual performance evaluations.

4. Adjunct and Part-Time Faculty

Adjunct and part-time faculty are appointed to Schools upon approval of the respective Dean, following review by the appropriate School Committee. Such appointees must be employed externally to AIU and must make a substantive contribution to the teaching and/or research objectives of the appointing School. Rank determination applies the same evaluative criteria used for full-time faculty appointments. Performance is reviewed at the conclusion of each semester. VPAA and President approvals are mandatory for the appointment.

5. Joint Appointments

A joint appointment may be established where a faculty member is engaged to fulfil ongoing responsibilities across two or more academic units. The faculty member's home unit must account for no less than sixty percent of the appointment and shall retain primary responsibility for all performance reviews, promotion decisions, and other employment conditions. All joint appointments are recommended by the relevant School Deans and approved by the President.

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6. Contract Renewal - Notice of Intent

Faculty members wishing to renew their contract with AIU must indicate their intent during the Notice of Intent (NOI) signing period, which ordinarily falls between 15 December and 25 December (May 15 to May 25 for Spring hires) of each academic year. After this period, positions will be released for open recruitment. New faculty members must be formally notified in writing of their employment confirmation or non-renewal no less than six months before the end of their contract period.

Failure to issue renewal notification within the required timeframe shall result in automatic confirmation of the faculty member's appointment. Where employment is confirmed, the probationary period shall count toward the calculation of the faculty member's End of Service entitlement.

Article 8: Appointment Confirmation

1. At the conclusion of the first regular academic semester, the performance of the new faculty member shall be evaluated by the Department Chair, the Dean, the VPAA, and through student evaluation reports. The outcome of this evaluation will determine one of the following decisions:
 - a. Non-renewal of contract
 - b. Extension of the probationary period for one additional regular semester
 - c. Contract renewal for one to two years (teaching focus)
 - d. Contract renewal for one to three years (teaching and research focus)
2. New faculty members must be formally notified in writing of their employment confirmation or non-renewal no less than six months before the end of their contract period. Failure to issue notification within this timeframe shall result in automatic confirmation of the faculty member's appointment. Where employment is confirmed, the probationary period shall count toward the calculation of the faculty member's End of Service entitlement.

Article 9: Probation and Resignation

1. Probationary Period
 - a. The faculty probationary period is the first regular academic semester. In exceptional circumstances, and with Presidential approval, the probationary period may be extended; however, it shall not exceed three regular academic semesters under any circumstance.
 - b. Termination during the probationary period may be recommended by the Dean and/or the VPAA and requires the collective approval of the Dean, the VPAA, and the President. Faculty subject to such termination are entitled to six months' written notice.
 - c. New faculty members shall not be eligible for annual leave or ticket allowances during the probationary period. They shall, however, be entitled to medical insurance coverage, compassionate leave, and authorized sick leave, subject to submission of appropriate documentation and required approvals.

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2. Resignation

- A faculty member wishing to resign must submit a formal written resignation no less than six months prior to the intended effective date. The effective date of resignation should ordinarily coincide with the end of a regular semester. Faculty intending to resign during probation are equally required to provide six months' written notice to AIU.
- A faculty member who insists on resigning without adhering to the required notice period may have their end-of-service compensation reduced by up to fifty percent. Exceptions may be granted at the discretion of the President.
- Faculty whose contracts are terminated by AIU during the probationary period are entitled to return travel to their home country, unless they elect to remain in Kuwait. Faculty who voluntarily resign during the probation period are not entitled to this benefit.

Article 10: Termination of Contract

1. Termination for Cause

Faculty contracts may be terminated for cause in the following circumstances:

- An academic program, School, or department is discontinued and the affected faculty member cannot be transferred to another unit.
- A financial emergency is declared requiring a reduction in faculty consistent with institutional needs, available funded positions, and AIU HR policies.
- Professional misconduct, poor performance, or consecutive unacceptable evaluations, as documented in accordance with AIU policy.

Faculty subject to termination under circumstances (a) or (b) shall be provided with a minimum of six months' written notice. Termination for cause is subject to the final approval of the President. Faculty have the right to pursue the grievance process established under FAC-002 in relation to any termination decision.

2. Abandonment

In the event that a faculty member is absent from work for seven consecutive days, or twenty separate days within a year, without a valid excuse, AIU reserves the right to consider the faculty member to have abandoned their position and resigned, consistent with applicable Kuwait Labor Law.

Article 11: Emeritus Appointments

- Upon retirement at the rank of Professor, a faculty member may be considered for the honorary title of Emeritus Professor. Eligibility requires:
 - A minimum of six years of service at AIU
 - Demonstrated excellence in teaching, research, or administration
 - A record of scholarly publications and research contributions

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- d. Distinguished service to the University, the community, and the academic discipline
2. Emeritus faculty residing locally may be granted office space, administrative support, and access to University resources, subject to availability. All Emeritus Professor appointments require endorsement by the VPAA and approval by the President.

Article 12: Special Appointments for Academic Administrators

1. All University-level academic administrators shall receive a concurrent regular faculty appointment in the appropriate School at a rank consistent with their qualifications, upon assumption of their administrative role. The faculty appointment survives the term of the administrative position, and academic administrators may elect to assume full-time faculty roles upon conclusion of their administrative responsibilities.
2. Faculty positions shall be reserved and preserved for all academic administrative appointees from the date of their employment until such time as the administrator transitions into their faculty role. All such faculty appointments shall be confirmed in writing simultaneously with the issuance of the administrative appointment.

Article 13: Dual Career Consideration

Where a faculty candidate has a spouse also seeking academic employment, AIU will endeavor to consider the possibility of a joint hire, subject to institutional feasibility, available openings, and demonstrated qualifications. Dual career consideration does not override merit-based selection requirements.

Article 14: Faculty Development and Support

1. Consistent with Accrediting agency requirement, AIU is committed to providing planned, implemented, and evaluated professional development opportunities for all faculty. A Faculty Development Fund shall be maintained with documented allocation criteria. Faculty development activities shall be:
 - Connected to institutional goals and assessment findings
 - Available to faculty across all Schools and ranks
 - Evaluated annually for effectiveness and reported in the Annual Institutional Effectiveness Report
2. Faculty are entitled to research support, conference travel funding, and access to relevant scholarly databases, consistent with the resources available and as further specified in the Faculty Qualifications Policy (ACA-003) and Financial Stability Policy (FIN-001).

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Article 15: Non-Discrimination and Equal Opportunity

AIU is committed to the principles of equal opportunity in faculty employment. All recruitment, selection, appointment, evaluation, and promotion decisions shall be made on the basis of merit and institutional need, free from discrimination on the basis of nationality, gender, religion, disability, or other protected characteristic to the extent required by applicable law. Hiring practices shall be documented and applied consistently across all Schools.

Article 16: Annual Faculty Hiring Plan

1. The VPAA shall prepare and maintain an Annual Faculty Hiring Plan, which shall include:
 - a. A faculty sufficiency analysis by School and program
 - b. Projected vacancies for the forthcoming academic year
 - c. Diversity targets by nationality, gender, and academic background
 - d. Budget allocations for new appointments
 - e. Plans for addressing any school staffed predominantly by part-time faculty
2. The Annual Faculty Hiring Plan shall be reviewed by the President and reported to the Board of Trustees as part of the Annual Institutional Effectiveness Report.

Article 17: Compliance and Record Retention

1. All faculty qualification files, hiring committee documentation, assessment forms, appointment letters, renewal decisions, and termination records shall be retained as official University records.
2. Documentation shall be maintained in accordance with University records retention requirements and shall be available for accreditation review, audit, and institutional effectiveness purposes. Faculty credential files shall be reviewed and updated annually by the VPAA in accordance with the Faculty Qualifications Policy (ACA-003).

Article 18: Conflict Resolution

Questions regarding the interpretation of this policy shall be referred in the first instance to the VPAA. The President shall serve as the final authority regarding the interpretation of faculty employment policies, subject to any applicable Board authority. Faculty members who wish to raise a grievance arising from the application of this policy shall do so in accordance with the Faculty Grievance and Due Process Policy (FAC-002).

Procedures

The following procedures govern the operational administration of faculty employment at AIU. They are to be read in conjunction with the policy articles above and apply to the Human Resources Department,

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the Office of the Vice President for Academic Affairs, School Deans, Department Chairs, and Hiring Committees at every stage of the faculty employment lifecycle.

Annual Workforce Planning and Position Requisition

- During the annual budget review cycle, the VPAA projects the number of faculty required across each academic unit for the forthcoming academic year. Projections must account for anticipated retirements, non-renewals, program growth, and any approved new programs.
- A contingency allocation is maintained within the VPAA office to accommodate unplanned vacancies arising from approved leaves, resignations, or new program launches.
- Academic units submit a formal Talent Requisition through HR channels. The requisition must be approved by the VPAA and must include: the academic/job title, a detailed job description, the anticipated start date, an advertisement document in AIU-approved format, and any additional documentation required to attract suitable candidates.
- HR confirms budget availability with the Finance Department before opening the requisition for advertisement.

Candidate Sourcing and Advertisement

- HR publishes all approved vacancies on the AIU Human Resources website and on relevant, internationally recognized talent acquisition platforms. All postings must include the position title, rank, required qualifications, responsibilities, instructional load expectations, application deadline, and contact details.
- HR, in collaboration with the VPAA Office, develops and implements a sourcing strategy appropriate to the position, which may include the AIU candidate database, the AIU job site, reputable external job portals, executive search firms, recruitment agencies, academic network referrals, and internal advertisement where applicable.
- HR reviews and updates its sourcing approaches regularly to reflect market trends and candidate expectations, and maintains a proactive posture to build a continuous talent pipeline for high-demand academic disciplines.
- HR reports annually to the VPAA Office on the effectiveness of sourcing channels, including data on applicant volume, quality, and yield by source.

Candidate Assessment and Interview Process

- Both the Department and School Hiring Committees must use a formal Candidate Assessment and Interview Feedback Form for all candidate evaluations. The form must: reflect interview questions aligned with required technical competencies, behavioral competencies, and institutional values; include standardized rating guidelines applied consistently by all panel members; allow appropriate flexibility in interview format while ensuring all required information is captured; and record each interviewer's recommendation and any supplementary comments or concerns.
- The Department Hiring Committee shortlists candidates, and forwards a ranked recommendation to the School Hiring Committee accompanied by a consolidated submission package. The submission must include: the candidate's complete application (CV and supporting materials); Interview Assessment Feedback Forms from all panel members; authenticated academic and professional

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credentials and career progression records; additional credentials including research outputs, publications, and conference presentations; reference check outcomes; results of any formal scholarly assessment where applicable; and written justification for any applications that were disregarded.

- The School Hiring Committee reviews all recommendations and conducts the interviews. It endorses or rejects departmental recommendations and submits its endorsed candidates to the VPAA with a written committee determination.
- The VPAA reviews and evaluates all endorsed candidates and, where satisfied, submits a formal recommendation to the President. The complete consolidated submission package must accompany the VPAA's recommendation.
- The President reviews the full submission and issues written approval or, where the President requires further information, returns the file to the VPAA with documented queries. Upon Presidential approval, HR is notified to proceed to the offer stage.

Salary Determination and Employment Offer

- HR, in consultation with the VPAA Office, manages compensation expectations throughout the recruitment process to ensure alignment with the approved faculty pay scale. Salary offers must be determined before the offer is issued to the candidate.
- Where the Dean and VPAA identify that the standard pay scale would not be sufficient to attract a candidate of exceptional distinction, a request for an exceptional salary premium may be submitted to the President in accordance with Article 6.3 of this policy. The approved premium, if any, must be documented before the offer is issued.
- HR prepares the formal employment offer following receipt of Presidential approval and, where applicable, security clearance approval. The offer must include all terms and conditions necessary for informed decision-making by the candidate, including: title and rank; salary and applicable allowances; contract type and duration; instructional load; start date; and a summary of key employment conditions. The offer is endorsed by the VPAA and approved by the President before issuance.
- The candidate must accept or decline the offer in writing within ten working days of receipt. Failure to respond within this period results in automatic withdrawal of the offer. HR communicates the outcome to the VPAA and the relevant Dean.

Pre-Employment Screening and Clearance

- Upon offer acceptance, HR initiates the pre-employment screening process. The selected candidate must provide: authenticated copies of all educational and professional qualifications; education attestation and equivalency documentation as required by applicable Kuwaiti authorities; evidence of eligibility to work in Kuwait, including residency visa status or sponsorship documentation; a pre-employment medical examination certificate; and a Good Conduct Certificate where applicable.
- HR conducts a background check and reference verification for all candidates. Employment is conditional upon obtaining the required security clearance from the relevant authorities. HR informs candidates in writing at the offer stage that employment is subject to this condition. Where security clearance is declined, HR notifies the VPAA immediately and seeks Presidential direction regarding the position.

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- The candidate must confirm: no prior convictions related to integrity or honor, or that any such conviction has been legally revoked; no prior termination by court order or final disciplinary action; and a satisfactory employment history. HR retains all pre-employment documentation in the faculty member's personnel file.

Onboarding and Appointment Formalization

- HR manages all communication with the appointed faculty member from the post-acceptance stage through to the first day of employment. This includes visa and work permit coordination, accommodation arrangements where applicable, orientation scheduling, payroll registration, and access to University systems and facilities.
- The Dean ensures that the incoming faculty member is formally introduced to the School's mission, academic standards, teaching expectations, and relevant policies before the commencement of teaching duties. The Dean is responsible for confirming that the faculty member has received and acknowledged the AIU Employee Handbook, the Faculty Employment Policy, and any School-specific operating procedures.
- The signed employment contract, together with the complete pre-employment screening file, is retained by HR as an official University record. The faculty member's credential file is concurrently established in the VPAA Office in accordance with the Faculty Qualifications Policy (ACA-003).

Contract Renewal and Non-Renewal Notification

- The Department Chair, in consultation with the Dean, initiates the contract renewal review no later than eight months before the contract end date. The review draws on the faculty member's most recent annual performance evaluations, student evaluation data, peer review outcomes, and scholarly output records.
- The Dean submits a written renewal recommendation to the VPAA no later than seven months before the contract end date. Where the Dean recommends non-renewal, the recommendation must be accompanied by documented performance evidence and any prior communications issued to the faculty member regarding performance concerns.
- The VPAA reviews the Dean's recommendation and, where approved, submits a renewal or non-renewal recommendation to the President. The President issues a final decision in writing.
- HR issues the written renewal or non-renewal notification to the faculty member no less than six months before the contract end date. Failure to issue notification within this timeframe results in automatic confirmation of the faculty member's appointment in accordance with Article 8 of this policy.
- Faculty members wishing to renew must sign a Notice of Intent (NOI) during the NOI period, which ordinarily falls between 15 December and 25 December, for Fall hires, or 15 to 25 May, for the Spring hires, of each academic year. Positions not covered by a signed NOI by the 25 December or 25 May are released for open recruitment.

Separation and Off-Boarding

- A faculty member wishing to resign must submit a formal written resignation to HR with a copy to the Dean and the VPAA no less than six months prior to the intended effective date. The resignation letter must specify the intended effective date, which should ordinarily coincide with the end of a regular semester.

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- HR acknowledges receipt of the resignation and initiates the separation process, including: coordination of teaching handover with the Dean; revocation of system access on the separation date; calculation of end-of-service entitlements in accordance with the employment contract and applicable Kuwait Labor Law; and settlement of any outstanding financial obligations including housing, equipment, or library items.
- Return travel to the faculty member's home country is governed by the employment contract and applicable Kuwait Labor Law. Faculty who voluntarily resign during the probationary period are not entitled to this benefit. Faculty whose contracts are terminated by AIU during probation are entitled to return travel unless they elect to remain in Kuwait.
- HR issues a final settlement statement and processes payment in accordance with AIU financial procedures. Where the separating faculty member is located outside Kuwait at the time of settlement, HR arranges wire transfer of final entitlements upon receipt of verified bank account details.
- All separation documentation is retained in the faculty member's personnel file as a permanent University record.

President Signature

Signature: _____ Date: _____