

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Responsibilities Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-005-	Next Review date	14/06/2029
	Responsible Entity	Vic President for Academic Affairs	Approved By	President

Overview

The academic quality of American International University and its standing with the Accrediting agency depend on faculty who fulfil their responsibilities with consistency, integrity, and professional commitment. This policy establishes the comprehensive responsibilities of all faculty members across the four domains that define academic life at AIU: teaching and learning; research and scholarly activity; service to the University and profession; and professional conduct. It provides the institutional standard against which faculty performance is assessed and against which accreditation evidence is gathered.

This policy aligns faculty responsibility provisions with the standards expected of an accredited institution.

Scope

This policy applies to all faculty and academic non-faculty appointment holders at AIU, including full-time regular, visiting, adjunct, part-time, joint, and emeritus faculty, and all persons holding the ranks of Instructor, Senior Instructor, Lecturer, and Senior Lecturer. The scope of specific responsibility domains varies by appointment class and rank, as indicated within each Article. Administrative faculty, Deans, Department Chairs, and Program and Course Coordinators, hold the responsibilities in this policy together with the additional responsibilities of their administrative roles, which are set out separately in Article 9.

Purpose

The purposes of this policy are to:

- Define in clear and operational terms the responsibilities of AIU faculty across all dimensions of their professional role
- Establish the standards that form the basis of annual faculty performance evaluation, promotion review, and professional development planning
- Provide the documentary basis required for Accrediting agency evidence
- Align AIU's faculty responsibility framework with international higher education norms and the standards applied at comparable accredited institutions
- Resolve inconsistencies between the Employee Handbook and the institutional policy framework where faculty responsibilities are concerned

Abbreviations and Definitions

Faculty Member: Any individual holding a faculty or academic non-faculty appointment at AIU as defined in FAC-003, including full-time, part-time, visiting, adjunct, joint, and emeritus faculty and all academic non-faculty ranks.

Teaching Load: The total number of credit hours or contact hours a faculty member is required to teach per semester and per academic year, as specified in this policy and the employment contract.

Office Hours: Designated periods during which a faculty member is available on campus for individual student consultations, academic advising, and other student-initiated meetings.

Scholarly Activities: Research, creative work, or professional activity that advances knowledge in the faculty member's discipline, including peer-reviewed publications, conference presentations, funded research, and other outputs recognized by the discipline.

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Service: Contributions to the governance, operations, and community of AIU, including committee work, Faculty Council participation, student advising, institutional assessment, and external professional engagement.

Course Syllabus: A formal written document distributed to students at the beginning of each course that sets out the course objectives and learning outcomes, required readings, assessment methods, grading criteria, schedule of topics, attendance policy, and academic integrity requirements.

Student Learning Outcomes (SLOs): Statements of what students are expected to know, be able to do, or demonstrate upon completion of a course, program, or degree, as formally adopted at the course, program, and institutional levels.

Instructional Load Equivalency: A formally approved substitution for credit hours, recognized by the VPAA, allowing certain activities, supervision of capstone projects, directed research, or institutional assignments, to be counted toward teaching load obligations.

Overload: Teaching or workload assignment in excess of the standard load specified for a given rank, subject to compensation provisions in the employment contract.

Policy

Article 1: Teaching Responsibilities

Teaching is the central responsibility of AIU faculty. The quality of student learning at AIU is the direct product of the quality, preparation, and engagement of its faculty in the classroom, laboratory, and all other learning environments. All faculty members at AIU are responsible for:

1.1 Course Preparation and Delivery

- Approaching every teaching assignment with full preparation, seriousness, and intellectual engagement, regardless of course level, class size, or the number of times the course has previously been taught.
- Preparing and distributing a comprehensive course syllabus to students by the first day of class. The syllabus must include: course title and credit hours; course description and learning outcomes; required texts and materials; assessment methods and grading criteria; course schedule with weekly topics; attendance policy; academic integrity statement in accordance with FAC-004; and information on how to seek academic support.
- Structuring course delivery to maximize student engagement and to employ active learning methodologies, consistent with AIU's commitment to evidence-based pedagogy and Accrediting agency requirement.
- Covering all course content and achieving all course learning outcomes within the scheduled semester. Significant changes to planned course content require advance notification to the Department Chair.
- Using appropriate educational technology and assessment tools as required by the University's instructional standards and as directed by the relevant School.
- Providing timely, substantive, and constructive feedback on all assessed student work. Graded assignments must be returned to students within eight calendar days of submission. Final course grades must be submitted to the Registrar by the published deadline.

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- g. Checking all submitted student work for plagiarism using the approved institutional tool and including an academic integrity statement in every course syllabus.
- h. Recording student attendance for all class sessions and laboratory hours in the University's electronic system within 48 hours of the end of each session.

1.2 Classroom Presence and Punctuality

- a. Being present in the classroom, laboratory, or other designated instructional space at the scheduled start time and for the full scheduled duration of every class session.
- b. Arriving on campus at least 30 minutes before the first scheduled class of the day, consistent with AIU's campus presence requirements.
- c. Obtaining prior written approval from the Dean for any planned absence from a scheduled class, except in cases of acute illness or emergency. Where illness or emergency prevents advance notice, the faculty member must notify the Dean and arrange a substitute or make-up session as promptly as practicable.
- d. Scheduling and attending all make-up sessions required to compensate for classes lost to University-sanctioned events or schedule changes, in accordance with the academic calendar.

1.3 Examination Integrity

- a. Maintaining the full security of all examination materials, including drafts, from preparation through administration, grading, and return or destruction. Examination papers must be stored in the Office of the VPAA under the supervision of the VPAA.
- b. Scheduling all final examinations as directed by the Registrar, unless a formal rescheduling request has been approved. Any rescheduled examination must fall within the final examination period.
- c. Grading all examinations on campus. Faculty members may not remove examination scripts from campus for grading. Graded scripts must be scanned and returned to the VPAA Office before the faculty member departs campus on the day of grading.
- d. Where examination security is compromised, whether through negligence, carelessness, or external breach, the faculty member is responsible for immediately reporting the breach to the Dean and the VPAA.

1.4 Student Assessment and Grading Standards

- a. Assessing student work fairly, consistently, and transparently, applying published grading criteria without regard to factors unrelated to academic performance.
- b. Ensuring that the assessment methods used in each course are aligned with the course's stated learning outcomes and are clearly communicated to students at the start of the semester.
- c. Adhering to the minimum number of graded assessments, tests, and quizzes required by the University per term, as published in relevant institutional guidelines.
- d. Submitting all major examination papers for administrative review no less than ten calendar days before the examination date, and submitting review guides for student access no less than seven calendar days before the examination.

1.5 Office Hours and Student Availability

- a. Holding a minimum of five office hours per week, distributed over at least two days, to ensure adequate availability to students for academic consultation, advising, and support. Part-time

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and adjunct faculty hold office hours prorated to their teaching load as determined by the Dean.

- b. Scheduling at least one office hour per week during evening hours for faculty assigned to evening courses, to ensure student accessibility.
- c. Posting office hours prominently on office doors, in the course syllabus, and in the University's online systems at the beginning of each semester.
- d. Making reasonable alternative arrangements for students whose schedules conflict with posted office hours, ensuring that no student is systematically denied access to academic support.
- e. Providing the Dean's Office with a copy of the weekly timetable showing both class times and office hours at the beginning of each semester.
- f. Reporting to the AIU Tutoring Centre for the required number of weekly tutoring hours in accordance with the schedule below: two hours per week during regular semesters; one hour per week during Ramadan; one hour per week during summer sessions.

1.6 Academic Advising

- a. Advising assigned students on academic planning, course selection, prerequisite requirements, program progression, and career pathways, in accordance with their designated advising role and School procedures.
- b. Maintaining familiarity with University academic policies, degree requirements, and available student support resources so as to provide students with accurate and current advice.
- c. Connecting students to appropriate University resources — including the Library, the Tutoring Centre, counselling services, and career services — when the student's needs exceed the scope of academic advising.
- d. Providing timely responses to student advising requests, ordinarily within two business days during active semesters.

1.7 Teaching Content and Resource Selection

Faculty members exercise professional judgment in selecting course materials, pedagogical approaches, and teaching content, consistent with the principles of academic freedom established in ACA-002. In exercising this judgment, faculty members at AIU must:

- e. Select course texts and materials that are academically rigorous, current, accessible to the student population, and free of content that is gratuitous, harmful, or inconsistent with the cultural context of Kuwait and the University's educational mission.
- f. Adhere to AIU's content standards as set out in the Employee Handbook (§6.28) regarding the selection of teaching resources, which require faculty to refrain from selecting or discussing materials containing nudity, sexually explicit content, or topics that are not academically appropriate in AIU's Kuwaiti institutional context. These standards apply to resource selection; they do not restrict the legitimate academic exploration of sensitive, complex, or controversial subjects within a faculty member's discipline.
- g. Disclose to the Dean in advance any course content that is likely to be perceived as sensitive, so that appropriate contextual framing can be confirmed.

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Article 2: Research and Scholarly Activity

AIU's accreditation and institutional mission require that faculty engage in ongoing scholarly activity that advances knowledge in their disciplines. Research and scholarly activity are formal components of faculty evaluation and promotion at AIU. All full-time regular faculty are expected to maintain an active scholarly profile throughout their appointment. The following responsibilities apply to all full-time ranked faculty (Assistant Professor, Associate Professor, and Professor):

2.1 Maintaining a Current Scholarly Profile

- Staying current with developments in their academic discipline through reading, research, conference participation, and engagement with the scholarly community in their field.
- Maintaining a publicly accessible academic profile on platforms such as ORCID, Scopus, and Google Scholar, and ensuring that all scholarly outputs are accurately recorded and attributed.
- Entering all scholarly outputs, publications, conference presentations, funded grants, and external consultancy activities, into the Faculty Information System in a timely and accurate manner.

2.2 Original Scholarship and Publication

- Conducting original research, creative work, or professional scholarship and submitting findings for peer review and publication in journals, conferences, or other scholarly venues appropriate to the discipline.
- Listing American International University as the primary institutional affiliation on all scholarly publications produced during the faculty member's appointment at AIU. Failure to do so is a breach of professional responsibility.
- Observing all requirements of the AIU Research Ethics Protocol and obtaining prior approval from the Institutional Review Committee for all research involving human subjects, animals, sensitive data, or dual-use technologies.
- Acknowledging all sources, collaborators, and funding bodies accurately and fully in all scholarly outputs, consistent with the requirements of FAC-004.

2.3 Research Supervision and Mentorship

- Supervising student research projects, capstone assignments, and independent studies within the bounds of the faculty member's expertise and available time. A faculty member may supervise a maximum of four theses or dissertations simultaneously; exceptions require VPAA approval.
- Maintaining eligibility for graduate thesis and dissertation supervision in accordance with the criteria set out in Article 3 of this policy (Graduate Teaching and Supervision Eligibility).
- Supporting the development of student researchers through appropriate mentorship, timely feedback, and clear communication of expectations throughout the supervision period.
- Acknowledging significant contributions from student researchers in scholarly publications and presentations, consistent with the Vancouver Convention authorship criteria.

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2.4 Institutional Research Contribution

- Contributing to AIU's institutional research agenda, including supporting the development and submission of funded grant applications, through the Office of Research and Innovation.
- Participating in collaborative research initiatives within and across Schools where doing so aligns with the faculty member's expertise and the University's strategic research directions.
- Supporting AIU's international academic visibility through research collaboration with institutions outside Kuwait, participation in international conferences, and engagement with global academic networks.
- Contributing where possible to AIU's standing in relevant institutional and discipline-specific rankings by producing high-impact, indexed scholarly outputs affiliated with AIU.

2.5 Research Expectations by Rank

- Scholarly output is expected of all full-time ranked faculty. The standard of expected output increases with rank:
 - Assistant Professors: Establishing a research agenda; at least two peer-reviewed publications or equivalent scholarly output per year during the review cycle; active participation in a research project.
 - Associate Professors: A sustained publication record (minimum two peer-reviewed publication per year); demonstrated ability to attract or contribute to funded research; evidence of growing international recognition in the discipline.
 - Professors: Sustained high-quality publication record (minimum two peer-reviewed publication per year); leadership in research within AIU and in the discipline; contribution to mentoring junior colleagues' research development; evidence of international scholarly standing.
- Academic non-faculty (Instructors and Lecturers) are not required to maintain a research publication record, though research activity is recognized and encouraged. Research contributions by non-faculty academics are included in performance evaluation as a positive factor.

Article 3: Graduate Teaching and Supervision Eligibility

Faculty eligibility to teach graduate courses and to supervise graduate theses and dissertations is determined by criteria established jointly by the Graduate Studies Council and the VPAA. The following minimum criteria apply at AIU, consistent with PUC and Accrediting agency requirements:

3.1 Teaching Graduate Courses

- Minimum academic rank: Assistant Professor.
- Evidence of effective instruction at the undergraduate level or demonstrated excellence in professional practice relevant to the graduate program.
- An active and current research or scholarly record in the relevant discipline.
- Nomination by the Department Chair and endorsement by the Dean; final approval by the Graduate Studies Council.

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3.2 Serving on Graduate Student Committees

- Minimum academic rank: Assistant Professor. External committee members' qualifications require Dean's approval.
- A doctoral degree relevant to the student's field of study, or demonstrated equivalent professional expertise for professionally oriented programs.
- Evidence of current engagement with scholarship or professional practice in the relevant field.

3.3 Supervising Master's Theses

- A doctoral or terminal degree in a relevant discipline.
- Minimum academic rank: Assistant Professor.
- An active research record with recent scholarly publications or equivalent professional outputs.
- Evidence of prior graduate committee experience, or demonstrable capacity to provide effective thesis supervision, for first-time thesis supervisors.

3.4 Terminal Degree Exceptions

Exceptions to the terminal degree requirement for graduate teaching may be considered only under the following conditions, consistent with AIU's qualification standards and applicable PUC regulations:

- The faculty member holds a Master's degree in the teaching field or a doctorate in a related field, combined with extensive senior-level professional experience in an applied discipline.
- The exception is fully justified in terms of the faculty member's education, training, and professional experience, and is documented in writing.
- Terminal degree exceptions do not exceed ten percent of all faculty in any School.
- All exceptions are reported to and approved by the VPAA, and are disclosed in AIU's accreditation submissions.

Article 4: Teaching Load

- Faculty teaching workloads are set by the University in accordance with AIU's mission, accreditation requirements, and the terms of the employment contract. The standard teaching load by rank is as follows:

Academic Rank	Regular Semester Load	Summer Session
Professor, Associate Professor, Assistant Professor	12 credit hours per semester (24 credit hours per academic year)	Up to 6 credit hours
Senior Instructor, Instructor, Lab Instructor	15 credit hours per semester (30 credit hours per academic year)	Up to 6 credit hours

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Foundation Program Instructors	20 teaching hours per week	One recovery course or equivalent assigned work
Lab Technicians	12 credit hours per semester (24 credit hours per academic year)	Up to 6 credit hours

2. Overload

Faculty may be assigned up to six credit hours of overload per semester. Overload assignments require the prior written approval of the VPAA and are compensated in accordance with the overload payment rates established in the employment contract. Exceptional overload beyond six credit hours in a given semester/month requires specific VPAA authorization and is compensated monthly, with three credit hours withheld to the end of the semester for equitable distribution purposes.

3. Underload

Where a full teaching load is not available due to low enrolment or program changes, the VPAA or Dean may assign the faculty member to one or more of the following alternatives to fulfil their load obligation: courses from a different School or content area; a relevant institutional research or curriculum project; or a part-time administrative function within the University. Underload arrangements must be approved by the VPAA and documented in writing.

4. Summer Session

Faculty are contractually required to teach up to six credit hours during the assigned summer session. Summer assignments are made by School Deans in collaboration with Academic Affairs and the Registrar, guided by equitable distribution principles. Where six credit hours of teaching are not available, the VPAA may assign the faculty member to an equivalent institutional project. Foundation Program Instructors must teach one summer session or, where recovery classes are not scheduled, complete equivalent assigned work.

5. Outside Employment

Full-time faculty members may not engage in any additional employment, private tutoring, or compensated professional activity outside AIU without the prior written approval of the VPAA. Violation of this provision is a disciplinary matter governed by FAC-004.

Article 5: Service Responsibilities

Service to the University, the academic profession, and the wider community is a recognized and evaluated dimension of faculty responsibility at AIU. Service complements teaching and research and

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constitutes an integral component of the three-legged faculty evaluation model required by Accrediting agency.

5.1 Service to the Department and School

- Participating actively and regularly in departmental meetings, School council meetings, and all academic governance meetings to which faculty are invited or assigned.
- Serving on departmental and School committees as assigned, contributing meaningfully to deliberations and producing required committee outputs on schedule.
- Participating in the design, delivery, and review of the School's academic program, contributing scholarly expertise to curriculum development and review processes in accordance with ACA-004.
- Attending mandatory University events, including orientation, commencement, convocation, and other events designated as obligatory by the President or VPAA.

5.2 Service to the University

- Serving on University-wide committees as appointed by the President, VPAA, or Faculty Council, including committees related to institutional assessment, strategic planning, accreditation, policy review, and faculty search.
- Contributing to institutional self-study, accreditation preparation, and quality assurance processes, including participation in surveys, peer review processes, and the completion of required institutional data submissions.
- Participating in Faculty Council activities and elections in accordance with the Faculty Council Policy (FAC-001).

5.3 Service to the Profession

- Maintaining active membership and engagement in relevant professional associations and disciplinary societies at the regional, national, or international level, as appropriate to the discipline and career stage.
- Contributing to the profession through peer review of manuscripts, conference papers, and grant applications; participation in professional standards bodies; and service on editorial boards.
- Representing AIU at professional conferences and academic forums, consistent with the University's commitment to institutional visibility and community engagement.

5.4 Community Service

- Contributing to the broader community through the application of academic expertise, including consulting, public lecturing, community project participation, and engagement with Kuwait's educational, professional, and civic life.
- Supporting AIU's international academic reputation and community engagement mission through outreach activities, where these activities align with the faculty member's expertise and are consistent with the University's values and applicable Kuwait law.
- Securing VPAA written approval before undertaking any compensated external consulting or community service activity, and disclosing all such engagements in the annual performance review.

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Article 6: Professional Development Responsibilities

AIU is committed to providing a planned, implemented, and evaluated program of professional development for all faculty, consistent with Accrediting agency requirement. Faculty are not passive recipients of professional development; they share responsibility for their own continuous growth as teachers, scholars, and academic citizens. Faculty responsibilities with respect to professional development include:

- Participating fully in all professional development activities designated as mandatory by the University, including new faculty orientation, academic integrity training, assessment literacy workshops, and technology integration programs.
- Attending professional development sessions at least once per semester, including those offered at the departmental, School, and University-wide levels.
- Working with the Department Chair at the beginning of each academic year to identify individual development needs and to establish a personal development plan aligned with the faculty member's teaching responsibilities, scholarly agenda, and institutional goals.
- Completing all modules and training requirements associated with new faculty induction, including pedagogical training, platform orientation (LMS, Banner), curriculum design principles, and accreditation standards literacy.
- Engaging voluntarily in the Peer Observation of Teaching (PoT) program and related peer coaching cycles to improve instructional practice and contribute to a collegial culture of professional reflection.
- Documenting all professional development activities, including external conferences attended, workshops completed, and certifications obtained, in the Faculty Information System annually.

Article 7: Quality Assurance and Institutional Assessment Responsibilities

Faculty are the primary stewards of academic quality at AIU. Accrediting agency places the responsibility for defining, assessing, and improving student learning outcomes squarely with faculty. Delegation of this responsibility to administrators or assessment coordinators without genuine faculty engagement is a Standard 2 deficiency. All faculty are responsible for:

- Defining measurable, program-aligned course learning outcomes (CLOs) for every course taught, ensuring CLOs are mapped to program-level learning outcomes (PLOs) and institutional learning outcomes (ILOs).
- Embedding CLOs in the course syllabus and communicating them clearly to students at the start of every course.
- Conducting regular in-course assessment of student learning using the defined CLOs as the benchmark, and using assessment data to inform mid-course or inter-semester adjustments to instruction.
- Preparing and submitting course assessment reports to the academic department council at the end of each semester, documenting assessment findings and identifying recommended course or program improvements.

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- e. Participating actively in all departmental, School, and University assessment activities, including program review, outcomes mapping reviews, assessment committee work, and accreditation self-study contributions.
- f. Using assessment findings to inform course development, resource requests, and pedagogical adaptation, closing the assessment loop in a documented and traceable manner.
- g. Participating in the annual student evaluation of teaching process and engaging constructively with the feedback provided.

Article 8: Responsibilities Specific to Students with Special Needs

AIU is committed to inclusive education and the equal participation of all students in academic life. Faculty play a direct role in realizing this commitment. When notified by the relevant University office that a student in their course holds an approved accommodation plan, faculty must:

- a. Review the accommodation plan and discuss with the student the specific arrangements required for instruction and assessment.
- b. Implement all approved accommodations promptly and without creating barriers, including extended test time, alternative test formats, or other adjustments specified in the plan.
- c. Coordinate with the relevant student support office for the provision of alternative test locations, materials in accessible formats, or other accommodations that require institutional support.
- d. Treat accommodation information with full confidentiality. Accommodation information must not be disclosed to other students or to persons who have no legitimate need to know.
- e. Raise any practical difficulty in implementing an approved accommodation with the Department Chair and the relevant student support office immediately, so that an alternative arrangement can be identified without delay.

Article 9: Additional Responsibilities of Administrative Faculty

Faculty holding administrative roles carry the teaching, research, and service responsibilities set out in Articles 1 through 8, subject to workload adjustments authorized by the VPAA, together with the following additional responsibilities specific to their administrative functions.

1. School Dean

The School Dean is responsible for the academic, administrative, and financial leadership of the School. A Dean must hold the rank of full Professor; in exceptional circumstances, a faculty member of a lower rank may be appointed as Acting Dean. The Dean's responsibilities include:

- Overseeing the effective delivery of all teaching, research, and academic program activities within the School in accordance with University bylaws, policies, and accreditation requirements
- Developing and monitoring the School's strategic and operational plans and performance indicators in collaboration with the VPAA and other University bodies

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- Preparing the School's annual budget submission and managing approved resources with financial accountability
- Supervising faculty and staff recruitment within the School, in coordination with Department Chairs, the VPAA, and HR
- Conducting or overseeing the annual performance evaluations of all Department Chairs and faculty within the School
- Overseeing all curriculum review, program assessment, and accreditation activities within the School, including the completion of annual program reports and ensuring all required data is current and accurate
- Holding regular School Council meetings, ordinarily at least once per month, and meeting regularly with Department Chairs and Associate or Assistant Deans
- Providing a detailed annual report to the VPAA at the end of each academic year covering academic, research, community service, and quality assurance activities

2. Department Chair

The Department Chair is responsible for the academic and operational leadership of the academic department. A Chair is ordinarily appointed at the rank of Professor. A Chair of lower rank may be appointed in specific circumstances. The Department Chair's responsibilities include:

- Ensuring that all teaching, research, and academic activities within the department are carried out in accordance with University policies, quality standards, and accreditation requirements
- Developing and monitoring the department's strategic and operational plans and contributing to budget preparation
- Supervising the recruitment of faculty within the department in coordination with the Dean and in accordance with FAC-003
- Conducting annual performance evaluations of all faculty within the department based on established criteria and documented evidence
- Proposing the distribution of teaching assignments and student advising responsibilities among faculty
- Overseeing all assessment activities within the department, including supervising and monitoring outcomes assessment, ensuring e-file compliance with accreditation standards, and implementing course and program improvement recommendations
- Holding Department Council meetings at least once per month
- Providing a comprehensive annual report to the Dean on the department's academic, research, and service activities

3. Program Coordinator

The Program Coordinator supports the Department Chair in the effective management of a specific academic program. Responsibilities include:

- Assisting the Department Chair in overseeing program effectiveness, quality assurance documentation, and continuous improvement activities

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- Proposing course distribution among faculty and participating in the selection of course texts and materials
- Supporting student academic planning, advising assignments, and program-level data collection
- Coordinating and monitoring assessment activities within the program, including e-file maintenance, outcomes mapping, and accreditation compliance
- Contributing to the preparation of all program-related reports required by the Dean's Office or University administration

4. Course Coordinator

The Course Coordinator is responsible for ensuring consistency of delivery and assessment across multiple sections of the same course. Responsibilities include:

- Convening a start-of-semester meeting with all instructors assigned to the course to align objectives, content, and assessment strategies
- Ensuring all course instructors follow the approved course syllabus and assessment plan, and receive all required materials and texts in advance
- Coordinating the preparation of unified mid-term and final examinations and monitoring consistent progress across all sections during the semester
- Collecting and aggregating assessment data from all course sections and completing the course e-file at the end of each semester

Procedures

The following procedures support the implementation of this policy and govern the administrative processes through which faculty responsibilities are monitored, documented, and reviewed.

Annual Workload Assignment

1. At the beginning of each academic year, School Deans, in collaboration with Department Chairs, prepare workload distribution plans for all faculty within their School. Plans are submitted to the VPAA for review and approval no later than four weeks before the start of the first semester.
2. Each faculty member receives a formal written workload assignment confirming teaching load, summer session obligations, service assignments, and any formally approved instructional load equivalencies before the start of the semester.
3. Any mid-year adjustment to an approved workload — due to enrolment changes, program modifications, or faculty leave — requires written approval from the VPAA and written notification to the affected faculty member.
4. Workload assignments are retained as official records and constitute the basis for overload calculations, underload management, and annual performance evaluations.

Syllabus Submission and Review

1. Faculty members must submit a complete draft syllabus for each assigned course to the Department Chair for review no later than one week before the start of the semester. The Chair reviews for compliance with University syllabus requirements, CLO-PLO mapping, and academic integrity statement inclusion.

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- The approved final syllabus must be distributed to students on the first day of class and uploaded to the course page in the University's LMS by the end of the first week of the semester.
- Syllabi are retained as official academic records for a minimum of five years and are made available for program review and accreditation purposes.

Class Absence Reporting

- Where a faculty member must be absent from a scheduled class, the faculty member notifies the Dean in writing with as much advance notice as possible and no less than 24 hours except in cases of genuine emergency or acute illness.
- The Dean arranges a substitute instructor or approves a make-up session, which must take place within the same week wherever possible.
- All class absences are recorded in the faculty member's attendance record maintained by the Dean's Office. Absence patterns inconsistent with professional responsibility standards are addressed through the performance evaluation process.

Assessment Report Submission

- At the end of each semester, faculty submit a course assessment report to the Department Chair by the deadline published in the academic calendar, ordinarily within two weeks of the submission of final grades.
- The Department Chair reviews and consolidates course assessment reports into a departmental assessment summary, which is forwarded to the School Dean as part of the annual program effectiveness report.
- Assessment reports are reviewed by the School's Curriculum and Assessment Committee and by the Faculty Council Assessment Committee. Recommendations arising from assessment review are documented and tracked for implementation in the following academic cycle.

Annual Faculty Activity Report

- Each faculty member submits an Annual Faculty Activity Report (AFAR) to the Department Chair by 31 August each year, covering the full preceding academic year. The AFAR documents: courses taught and student evaluation data; scholarly outputs produced; research projects active or completed; service contributions; professional development activities; and advising activities.
- The AFAR forms the primary documentary basis for the annual performance evaluation conducted by the Department Chair and Dean. The evaluation rubric, weighting, and timelines are governed by the Faculty Employment Policy (FAC-003).
- Faculty members whose AFAR discloses a failure to meet the minimum responsibilities established in this policy are subject to the performance improvement process set out in FAC-003. Persistent or serious non-compliance is governed by FAC-004.

President Signature

Signature: _____ Date: _____