

Faculty Exchange and Sabbatical Leave Policy

Inbound Exchange programs

A. Scope of the program

This program is applicable to all academic colleges at Ajman University (AU). The term Inbound exchange scholar, as used in this document, refers to any scholar who visits AU for the purposes of conducting research and teaching for a duration of one semester or one academic year.

B. Introduction

Inbound exchange scholars can expand the academic, research and intellectual AU community and foster a collaborative research environment at AU. The University has recently taken a number of initiatives to promote the research and teaching culture at AU. As a new initiative, the University has adopted a policy to support the visit of an inbound exchange scholar to AU.

An Inbound exchange scholar may engage in activities such as offering research seminars, capacity building training sessions (e.g., research methodology workshop), participation as an expert in an experiment/clinical experiment, providing support in setting up research infrastructure at AU, engage in meetings with research centres, engage in teaching activities as an adjunct or visiting faculty etc. at AU campus. Such a scholar may be one who is already engaged in some other professional or creative activities at AU and his/her visit may extend to collaborate on research , scholarship and teaching.

There are two categories of Inbound Exchange Scholars defined as follows:

1. Category-1: Inbound Exchange scholars visiting AU campus mainly for the purpose of conducting research. They may teach up to two courses (normally 6 credits hours) at AU.
2. Category-2: Inbound Exchange scholars visiting AU campus mainly with duties similar to a full-time visiting faculty member. They teach the normal load of a full-time faculty member (normally 12 credit hours) at AU.

C. Eligibility Criteria for an inbound exchange scholar

The eligibility criteria for the Inbound exchange scholar are as follows:

1. The Inbound exchange scholar must provide recognizable benefits to the academic and research community of the host college or research centre, and in general to Ajman University.
2. The Inbound exchange scholar must be recognized as an international expert in his/her area of teaching or in his/ her specialized area of research (e.g., research publications, global ranking of his/her institute, citations of his/her research articles etc.) or already established research collaborations with an AU research centre.
3. The Inbound exchange scholar must hold an active appointment with one of the top 200 ranked institutions in the world as per the latest THE, QS, or Shanghai International University Rankings.
4. The Inbound exchange scholar is usually on sabbatical leave from one of the top 200 ranked institutions in the world as per the latest THE, QS, or Shanghai International

University Rankings. However, scholars who are not on sabbatical leave interested in joining AU through this program are welcome to apply to the program.

D. Policy Statements

- AU will advertise such positions and attract outstanding scholars to join Ajman University for a semester or two.
- For the Inbound exchange scholar, the medical health insurance shall be 100% covered by the University. The University will also cover 50% of the scholar spouses' medical health insurance.

However, it is the full responsibility of the Inbound exchange scholar to purchase any additional insurance required during his/her visit.

- AU Public Relations Office may provide assistance to the inbound exchange scholar in applying for the UAE entry visa and entry clearance.
- The Inbound exchange scholar must accept and follow all applicable rules and regulations of AU and the UAE.
- In case of any force majeure, AU will assist the inbound exchange scholar in returning to his/her place of residence.
- The visit of the scholar must be during the Fall and Spring semesters only.
- For Category-1, the financial support provided by AU includes:
 - An economy class return airfares to the inbound exchange scholar and his spouse between his/her country of residence and AU. The tickets may be booked, preferably, by the AU Public Relations Office.
 - Accommodation allowance as per AU policies and procedures.
 - Per semester Honorarium up to AED 10,000.
 - Per semester teaching allowance (if applicable)
 - AED 27,000: For teaching 2 courses
 - AED 13,500: For teaching 1 course
- For Category-2, the financial support provided by AU includes:
 - An economy class return airfares to the inbound exchange scholar and his spouse between his/her country of residence and AU. The tickets may be booked, preferably, by the AU Public Relations Office.
 - Accommodation allowance as per AU policies and procedures.
 - Monthly salary as per AU policies and procedures for full-time visiting faculty members.
- For both categories, the Inbound exchange scholar UAE Visa and residency fees will be 100% covered by AU.
- The visit of the scholar must be completed during the same academic year or next semester in which it is approved.
- The host college or research centre shall provide the basic resources to the Inbound exchange scholar as deemed appropriate by the respective college dean or head of the research centre.

- The Inbound exchange scholar is subject to the same requirements of professional competence and experience as their full-time counterparts. Furthermore, their employment is for research and teaching specific courses and for a given semester or two and is not a continuing appointment.
- The VCAA shall decide on all cases not provided for in this document.

E. Procedures

- The Office of International Academic Affairs advertises such positions, with the support of other AU offices, at the beginning of the Fall and Spring semesters.
- Applicants submit their expression of interest, along with a supporting statement and updated CV to the Office of International Academic Affairs by the deadline.
- The OIAA shares the received application documents with the concerned colleges' deans for evaluation.
- The search committees of the concerned college, in the presence of the OIAA director, reviews all applications and submits its evaluations/recommendations to the Dean who shall raise his/her recommendations to the VCAA. The VCAA shall make his recommendations to the Chancellor for a final decision.
- The search committees assess the eligibility and suitability of such an exchange by considering factors that may include but are not limited to the following:
 - Analysis of the expertise to be shared at campus, [number of intended learners, expertise required in enhancement of research capabilities, experiments, teaching experience, etc.]
 - Non-availability of such expertise at campus
 - Expected benefits and outcomes of the visit
 - Availability of courses that can be taught by the inbound exchange scholar.
- The final decision of successful applicants shall be communicated to the College Dean, Budget Office, HR Office, Public Relations Office and Office of Finance by the director of the Office of International Academic Affairs.
- The director of the Office of International Academic Affairs also communicates with the Inbound exchange scholar and invite him/her to join AU as an inbound exchange scholar. The exchange semester and teaching requirements (if applicable) shall be agreed upon directly between the host college and the candidate.
- The scholar shall submit a post-visit report (within one month of visit) to the VCAA and Dean of Graduate Studies and Research, including but not limited to the following:
 - a. A brief summary and reflections of all the activities during the visit
 - b. Gains and experience/outcomes of the visit
 - c. Comments and Suggestions

Miscellaneous

1. This Policy supersedes any other old related policies, procedures, minutes of meeting, manuals, handbooks, and bylaws. The VCAA is responsible for handling any issues that might arise and are not covered in this Policy, and raises recommendations for the Chancellor's final discretion.
2. In case of conflict between the Arabic and English versions of the Policy, the English one supersedes.
3. Any exceptions to this Policy must be well justified and escalated to the VCAA who shall raise recommendations to the Chancellor for a final decision.
4. Ajman University reserves the right to make changes to this Policy at any time and for any reason. The updated Policy will be deemed to have been delivered, received, and known by AU faculty members one day after posting the updated Policy on the website, or sending the updated version by email.