



Institute of
Management Technology
Dubai



FACULTY MANUAL DECEMBER 2022



About IMT

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition for all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a world class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with Ph.D. degree. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever-growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management.

Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies & undertake applied research by engaging in real issues of the corporate and social sectors.

Strategic Goals & Objectives

Goal-1: Offer high quality programs relevant to business and Industry in the region.

Obj 1a: To design and deliver a portfolio of programs and courses in the areas of business, management, and allied fields.

Obj 1b: To sensitize students to sustainability, environmental and ethical issues related to business and society.

Goal-2: Create a conducive and productive environment for student learning and professional development.

Obj 2a: To adopt innovative pedagogical methods that will enrich student learning and experience.

Obj 2b: To actively pursue student and faculty mobility with international partner universities.

Obj 2c: To develop high quality teaching materials, text books, cases, and reference books to augment teaching and learning experience.

Obj 2d: To provide IT enabled processes for teaching, learning, and related activities.

Goal-3: Attain National, Regional and International Recognition for high quality Academic Programs.

Obj 3a: To benchmark and improve curriculum and academic processes every five years.

Obj 3b: To strive and achieve international accreditations for the programs.

Goal-4: Foster partnerships with industry and government bodies for experiential learning

Obj 4a: To offer executive education programs for professionals and executives.

Obj 4b: To engage with the industry for collaborative projects and strengthen the industry-academia interface.

Goal-5: Promote international outreach with recognized universities and institutions.

Obj 5a: To have a diversified mix of students and faculty from different geographical regions.

Obj 5b: To create and develop a partnership with institutions of repute.

Goal-6: Focus on applied business research relevant to industry, business, and society.

Obj 6a: To support high-quality applied research in corporate and social sectors

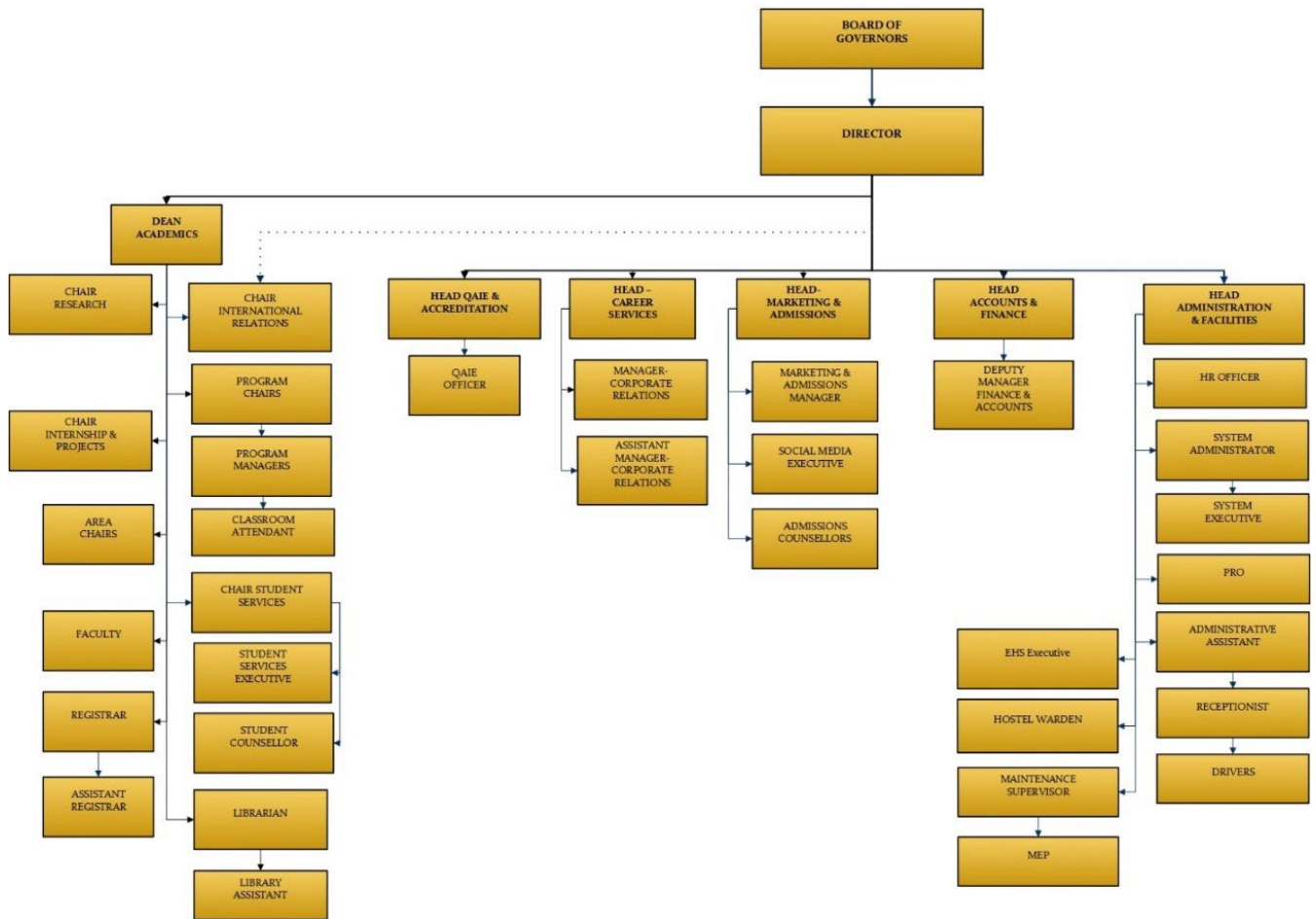
Obj 6b: To encourage faculty and students' research publications in conferences and journals

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A. Organization Chart and Governing Body

The Organization Chart provides a glimpse of overall governance structure of the institution. The Board of Governors is the apex governing body of IMTD and approves and monitor policy and functioning of the institute. Director is the head of the institution and in charge of day to day operations of the institution.



Board of Governors

The Board of Governors (BoG) is the apex governing body of IMTD and approves and monitor policy and functioning of the institute as per the By-Laws stated in **Section-1D** of the PPM.

B. Faculty Role and Responsibilities

IMTD values its rich and diverse pool of faculty members, and the critical role they play for the overall development and growth of the institution. IMTD expects faculty members to play three important roles i.e. to teach, conduct research and participate in institution building activities. The Institute has a policy of recruiting faculty members with diverse backgrounds and expertise relevant to management, and education from different countries across the world.

The Institute expects from each faculty member a high level of commitment and high standards of conduct. It is also obligatory on the part of the Faculty members to respect the dignity of other fellow members and acknowledge their right to expression. The Institute believes in free expression of thoughts and ideas and in fact would create an environment for intellectual honesty, freedom of inquiry and instruction.

The basic responsibility of a faculty member is to guide and support students in their learning process and to supervise and advise them in their professional growth. Further, IMTD expects its Faculty members to assume the following responsibilities:

I. Teaching

- Teach IMT-Dubai students
- Maintain discipline, attendance and deadlines in conducting classes, examinations, evaluation and declaring of results
- Supervise student internship, dissertation and project work
- Provide academic advising and tutorials to the students
- Continuously assess student learning at multiple levels
- Use of technology techniques to enhance learning experience
- Engage with students on an ongoing basis outside class hours.

II. Curriculum Development and Review

- Develop course syllabus and update existing course syllabus
- Develop relevant case study materials
- Develop new courses/ programs
- Participate in curriculum development process
- Act on feedback from different stakeholders regarding curriculum.

III. Research and Scholarship

- Conduct research and publish in reputed scientific journals/volumes
- Participate in academic conferences/ seminars/ workshops

- Apply research outcomes to enhance teaching effectiveness
- Support and supervise student research projects and thesis
- Make efforts to raise funds for research from external agencies.

IV. Management and Administration

- Participate in management and administration of academic programs including Internship acting as chairperson
- Participate in admission and placement process
- Participate in the process of resolving grievances of employees and students
- Participate in decision making through different standing and *ad hoc* committees.

V. Governance

- Participate in School Management Committee and Academic Committee or any sub-committees thereof involving governance of the institute
- Participate in sub-committee formed by the Board of Governors (BoG) to assist the governing body in strategic policy formulation
- Participate in *ad hoc* Committee constituted by the Director for formulating strategic plan, benchmarking, brand building
- Represent the Institute within the community at large
- Participate in Institutional development services and support activities.

VI. Academic Advising and Student Support

- Promote scholarly values in students including honesty, the free pursuit of learning and the exercise of academic freedom
- Act professionally in the classroom and in other academic relationships with students
- Evaluate students on the merit of their academic performance
- Provide consultation on course work
- Acknowledge academic and scholarly contributions of students
- Not engage in any exploitation, harassment, or prohibited discriminatory treatment of students
- It is highly suggested that all Faculty refrain from fraternizing with students at all times.

VII. Responsibilities towards other members in the Institute

- Not engage in any exploitation, harassment, or discriminatory treatment of any member of the institute
- Respect and defend the free inquiry of associates
- Show due respect for the opinions of others

- Acknowledge the academic contributions of others
- Be objective in professional judgment of colleagues
- Accept responsibilities for contributing to the governance of the institution.

VIII. Responsibilities to the public

- Strive to be accurate
- To exercise appropriate restraint
- Listen to and show respect to members of the society at large
- To clearly and explicitly indicate that they are not speaking or acting for the Institute when speaking or acting as a private person.

C. Academic Freedom

Faculty Members are free to express and explore ideas and concepts related to their subjects in the class rooms and research activities. However, the faculty members must refrain from initiating and discussing controversial, religious sentimental and cultural matters in the class room and remain within the framework of the UAE laws and regulations.

Faculty members are free to choose their research agenda, teaching pedagogies and assessment tools as long as they help achieve the learning outcomes.

D. Faculty Professional Ethics

IMTD expects faculty members to demonstrate high level of professionalism and ethics in their conduct and behavior. They are expected to show high level of academic integrity, moral values and fairness in their work. As a guiding principle, IMTD has developed professional ethics in the four broad areas.

I. General Conduct

- Strive to perform their duties diligently, impartially and to the best of their abilities and professional judgment
- To maintain a dignified countenance, to carry out their duties in a professional manner and to be accountable for their official conducts and decisions at all times
- To carry out duties in a professional, ethical, and collegial manner that respects the culture of the UAE
- Challenge and criticize ideas and methods in a constructive manner that avoids any derogatory situation. Academic integrity and ethical sensitivity in statements should be observed at all times
- Respect others and act with courtesy and respect. A policy of non-discrimination is to be adhered to
- Public information or communication should clearly mention if it is a personal or professional opinion.

II. Conduct towards Teaching and Students

- Demonstrate respect for students as individuals
- Responsibility for course content
- Advising students outside the classroom should be professional, confidential and within the capabilities of the professor
- Evaluation of students to reflect true merit
- Acknowledge students' scholarly input in presentations and publications
- Faculty and their immediate family members may not accept money or in-kind compensations from students for any services provided
- To observe strict confidentiality with regard to private information about students.

III. Scholarly Conduct

- Avoid fabrications, falsifications, plagiarism and other practices that deviate from accepted scholarly work
- Professional honesty in research work and within the public interest
- Ideas, information or intellectual contributions of others should always be acknowledged

- Respect for intellectual property and academic freedom of expression
- High standards of performance and stay up-to-date in their field of work
- Stay up to date in the discipline.

IV. Conduct towards Colleagues

- Share dignity and respect at all times with everyone
- To observe strict confidentiality of any non-public information and not disclose it to any other person without proper and official authorization
- Avoid any misleading, damaging or false information or any act of disruption for others
- Personal relationship or special personal interest should be avoided in professional acts.

In addition, faculty members shall refer to policies relating to Faculty/Staff Discipline (Section 5K) of the PPM and Section 5K.III of the PPM for Action Against Misconduct.

The faculty shall comply with policies relating to diversity, equity and inclusion as stated in Section 10I of PPM in their conduct towards students, fellow employee and all other stakeholders of the institution. The faculty shall also comply with the policies relating to Conflict of Interest (Section 10A) and Anti-Corruption and Bribery (Section 10B).

E. Intellectual Property Guidelines

As defined by WTO, intellectual property rights are the rights given to persons over the creations of their minds. They usually give the creator an exclusive right over the use of his/her creation for a certain period of time. Four types of intellectual properties are Copyrights, Patents, Trademarks, and Trade Secrets.

Policies relating to Copyright and Intellectual Property of the institute are as follows:

- i. In case of Institute sponsored research, authors shall be given full credit for their work, and copy right shall remain with the institute.
- ii. Independent/non-sponsored publishable work of faculty, staff, and students, the copyright shall remain with the author.
- iii. In cases where the produced materials are result of specific assignments by the Institute, the Institute will retain the right to determine the copyright issues.
- iv. The Institute owns the copyrights to all multimedia, all electronic and computer based instructional materials produced and delivered by faculty and staff while employed at IMTD and retains the right to reproduce, update, distribute, transmit and alter the course materials.
- v. While employed at IMTD, no faculty and staff shall publish any material attaching any other affiliation except his/her official designation.

Faculty members shall not include any content which constitutes libel, invasion of privacy, infringement of copyright or literary rights or otherwise violate the legal rights of any persons under the UAE law.

F. Conditions of Employment for Full-Time Faculty

Faculty holds a full-time appointment with IMTD and is appointed in the ranks of Teaching Fellow/ Senior Teaching Fellow, Lecturer, Assistant Professor, Associate Professor, and/or Professor. Full-time faculty contribute to teaching, research and administrative responsibilities. The compensation and benefits to the full-time faculty are as per the appointment letter.

MoE Equivalency of the terminal degree is required to be submitted within six months of joining. In case the application for equivalency is pending with the MoE, necessary extension shall be granted to complete the equivalency process.

All full-time faculty members are appointed with limited or unlimited contract as per the UAE law with a probation period of maximum 6 months.

On completion of the probationary period, a performance review is conducted for confirmation/ termination.

I. Full time Faculty Workload Policy

Faculty Workload for an academic year (Fall, Spring and Summer) is calculated from 1st September to 31st August of a year.

The workload policy of full-time faculty is elaborated in **Section 5G** and the research policy is presented in Appendix 2 of PPM. All faculty members are expected to publish at least two research papers in ABDC or Scopus indexed journals in every three years.

The Director in case of a certain faculty, on the basis of specific skill set and institutional requirements, may alter the workload.

II. Office Hours

The normal working hours in IMTD are 9.00 a.m. to 5.30 p.m. from Sunday to Thursday with 30 minute of lunch break. Each faculty needs to be on campus for all duties/meetings/activities. It is expected that a faculty spends a minimum of 6 hours on campus on each working day. All faculty members are required to provide their biometric impression time of in and out of office.

IMTD requires its faculty members to report office hours in the course syllabus and inform the students accordingly. The office hours must be spread during the week so that students find it convenient to meet the faculty for any advice.

III. Academic Ranks and Qualifications

IMTD has 5 levels of rank for its faculty members. These are Professor, Associate professor, Assistant professor, Lecturer and Teaching fellows. Academic ranks can be assigned to any type of faculty e.g. full-time, part-time, visiting and adjunct faculty. Section 5B.1 of PPM describes the various types of faculty.

Academic Ranks at IMTD

The following qualifications are used as guidelines for assigning faculty ranks:

- **Professor:** Ph.D. or equivalent in a discipline relevant to the position with a track record of excellence in teaching, a minimum of 15 years of teaching of which at least 5 years should be at the level of Associate Professor, ability to interact with a diverse student body and executives, a record of publications in standard refereed journals, ability to undertake research independently and guide Ph.D. scholars. Candidate should have high research, training and/or consulting credentials.
- **Associate Professor:** Ph.D. or equivalent in a discipline relevant to the position, with a track record of excellence in teaching, a minimum of 10 years of experience of which at least 5 years should be at the level of Assistant Professor, ability to interact with a diverse student body and executives, and ability to undertake research independently. Reasonable record of research publications is desirable.
- **Assistant Professor:** Ph.D. or equivalent in a discipline relevant to the position, with at least 3 years of corporate/research/academic experience; and ability to interact with a diverse student body. However, in case of a fellow or Ph.D. from any reputed university/institute, the experience requirement of 3 years may be waived.
- **Teaching Fellow/Senior Teaching Fellow:** Academic personnel in the final stage of completion of their Ph.D. may be appointed as Teaching Fellow/Senior Teaching Fellow. People with significant corporate/training/consulting experience may also be considered for such positions. Such recruited faculty will be encouraged to do Ph.D. to be considered for a rank of Lecturer / Assistant Professor. The responsibilities and workload of Fellows will include Academic and Administrative contributions as assigned to them by the Director and Dean-Academics
- **Lecturer:** Academic personnel who have recently completed Ph.D. may be appointed as Lecturer. Such recruited faculty will be required to publish in ABDC ranked journals to be considered for a rank of Assistant Professor. The responsibilities and workload of Lecturers will include Academic and Administrative contributions as assigned to them by the Director and Dean-Academics.

IV. Faculty Orientation

IMTD an orientation structure for newly joined faculty members which helps the faculty member in getting introduced to the institute, its programs, policies and procedures, and overall rights and responsibilities of the individual. The orientation also includes a structured input session on UAE culture and history. Program office and IT support team help the faculty to get used to the program calendar, time table and the learning management systems. Dean-Academics and Program Chairs further help the faculty to get all the relevant information, guidance and orientation towards program and curricula. HR office and facility office helps in all other administrative requirements like Emirates ID, bank account, housing etc. HR office maintains the records of the orientation schedule.

V. Probationary Periods

All full time faculty members are appointed with limited or unlimited contract as per the UAE law with a probation period of maximum six months.
On completion of the probationary period, a performance review is conducted for confirmation/termination.

VI. Performance Review Systems and the effect on employment

Performance review of Faculty member is an integral part of quality assessment and continuous improvement at IMTD. All faculty members who have completed one year of service are appraised annually. The annual faculty appraisal process includes the following steps:

1. All faculty members are required to submit two documents such as Statement of Work of the academic (Refer **Appendix C**) year of evaluation and Plan of activities (Refer **Appendix B**) for the next academic year to Dean-Academics.
2. The faculty are required to fill in the details in the Statement of Work document that includes following four sections:
 - a. **Teaching Load:** Details on the courses taught with number of credits, average feedback received for each course taught, number of students in those courses and number of internship and project supervision;
 - b. **Research Outputs:** Details on name and citation of the ABDC / Scopus listed journal publication, book publication and conference participation;
 - c. **Institution Building Activities:** Details on position and role;
 - d. **Consultancy and Management Development Programs:** Details on the program and role.
3. In the plan of activities document, the faculty are required to fill in details on the following sections:
 - a. Program-wise teaching plan
 - b. Guidance of Internship and dissertation projects

- c. Management development program
 - d. Any innovation in pedagogy/course design in teaching & training programs
 - e. Research/instructional material development academic administration
4. An updated CV in the format as given in **Appendix E** is also required.
5. The submitted statement of work (see **Appendix C** for format) document is verified and appropriate points are awarded on the basis of the following weightage:

Sl.no	Activity	Weightage (%)
1	Teaching	50
2	Research and Scholarly Activities	35
3	Institutional Development Activities	15

6. The Dean-Academics and the Director meet each faculty and provide feedback on their assessment.
7. Additionally, a comprehensive review of all faculty is done every three years by an external expert committee (Refer Appendix D).

Research Credit Points

IMTD has a comprehensive process for awarding research credit points for faculty members' scholarly activities. These credits points help to evaluate faculty research work in a fair and objective manner.

- a) Publication of Research Paper

The quality of publications will be assessed as per the categorization following five categories, namely, A*, A, B and C. The ABDC journal classification will be followed for this purpose till notified otherwise.

Category	A*	A	B	C**
Credit Points	8	6	4	2

**** Only Scopus listed**

If the journal is not included in ABDC but actively listed in SCOPUS, then the publication in that journal will be categorized as C.

In case of joint authorship, the faculty would get rewarded as per the below norms:

- When the faculty's publication is based on PhD thesis work with the supervisor, the faculty will get 75% of the credit.

- For any publication with peers from IMTD, each of the co-authors will get proportional Research Credit Points (RCP).
- Any co-authored publication with any of the Peers that do not have any affiliation with IMTD, the faculty will get his/her proportional share of RCP plus an additional 10% of his/her proportion of RCP.
- When the faculty's publication is out of Ph.D. student's thesis work, the faculty will get 25% credit.
- When the faculty's publication is based on any student's industry project, assignment or any other work or where the student helped in data collection, the faculty will give due credit to the student as a co-author and will get proportional credit. The Credit Points earned will be proportionate to number of co-authors including the student.

b) Case Study Publication

The classification would be done as follows (for each case study published):

Category	A	B
Case study Publication	Cases published by Harvard, Kellogg school of Management, Darden, Ivey, Babson,	Emerald Emerging Market Case Study, NAACRA,
Credits	Case: 2	Case: 1

c) Professional and General Publications

Category	A	B	C
Broad Audience Category	Articles published in WSJ, Financial Times, The Economist	Articles published in Regional/National Business Newspapers	Trade Journals and other Professional Journals and Magazines
Credit	1	0.5	0.25

Note: Credits obtainable from publications under "C category" a maximum of 02 in a year for the purpose of calculation of such score.

d) Books

Category	A	B
Books	Textbook Authored; and Published by reputed Publishers (If a publisher is reputed or not will be decided by the	Adapted Books of Reputed Publishers

	Director, Dean - Academics and Chair Research)	
Credit	3	1

Note: In case of co-authorship, the RCP will be proportional

e) Other Publications

Sl.no	Category	Credit points
i	Book Chapters	0.25/0.5 Depending on the Publisher

Note: The total RCP allowed from “Other” category should not be more than 02 in any academic year.

f) Number of PhD/DBA/FPM candidates guided

The faculty would be rewarded based on the number of candidates that they have successfully guided for whom the degrees have been awarded. The credit points awarded will be 1 per graduating candidate in this category.

g) Funded Research/Grants

Faculty members are encouraged to conduct research/consultancy activities funded by external agencies. The following would be the credits associated with such activities:

Category	Greater than AED 150,000	Between AED 100,000 to 150,000	Between AED 50,000 to 99,999	Between AED 10,000 to 49,999
Credits	6	4	2	1

h) Journal Editorship

The faculty members will be entitled to the research credit points as per ABDC classification Journal Editorship	Journal edited is in the “A* & A” category of journals identified in ABDC.	Journal edited is in the “B” category of journals identified in ABDC.	Journal edited is in the “C” category of journals identified in ABDC
Credits	10	3	1

Note: For all the credits associated to research, IMTD will only take them into account when the primary affiliation of the faculty is clearly stated as “IMT Dubai”.

Credit points for contribution to teaching-learning

Faculty's teaching component encompasses both classroom and out of the classroom delivery. The other variables that will be considered for calculations of credit points include but not limited to students' feedback, pedagogical innovation, updating the course outline, and compliance with requirements of Program office/ Examination Cell/ AACSB AOL deadlines, etc., as may be decided by the Director from time to time.

In order to develop and nurture young faculty members, IMTD would provide an opportunity to coordinate courses along with practicing faculty including industry professionals, adjunct faculty, international academic faculty or any other senior faculty member. Full-time faculty would be required to contribute in designing course outline; evaluation and compulsory sit through in all sessions. Full-time faculty would get an equivalence of 0.25 of Course Credits as Credit Points.

In addition, faculty may be allowed to co-teach with external faculty including industry professionals, adjunct faculty, and international academic faculty. In such cases of co-teaching, faculty would be required to teach minimum 25% sessions of the course, design course outline, compulsory sit through in all sessions and evaluation. Internal faculty would get an equivalence of 0.25 of Course Credits as Credit Points.

On similar line, "Blended Learning" which includes courses delivered online by any external international faculty and offline by internal faculty would be incentivized. For this online and offline mode, it will be deemed as a teaching/learning activity and Internal faculty would get an equivalence of 0.25 of Course Credits as Credit Points.

The Faculty are given 0.2 credits for supervising students for industry projects/internship or any other approved student activity.

The overall summary of credits earning through teaching (including class room and beyond classroom teaching) is summarized as follows:

S.N.	Activity	Basis of Calculation	Remarks
1	Teaching	18 Credits of 45 Hours Each. The following will affect the overall credits: <ol style="list-style-type: none"> 1. Students' feedback 2. Pedagogical innovation 3. Cases and Simulation included 4. Completed Course Portfolio Submitted in Time and Timely Compliance to other rules and norms decided from time to time. 	0.5 Credits Points for each credit taught. (Plus a Max of 2 Credits for all the 4 Parameters mentioned)

2	Co-teaching with industry, adjunct faculty, international academic faculty/ Industry sponsored courses (Min 50% sessions to be delivered) by the faculty	Maximum of 2 courses in a year which include: Includes the following: - Joint design and delivery of course - Joint Evaluation - Shared responsibility including attendance in all sessions	0.25 of Course Credits with a maximum of 2 credit points.
3	Mentoring	Industry Project/ Summer Internship/ Special Competition Mentorship/ Any other Student Activity Supervision with Prior Approval	0.2 Credits Points per Student for Individual Project Mentorship. 0.5 Credit Points per Student Team Activity with Prior Approval
4	Supervision of Dissertation/ Thesis	Thesis / Dissertation Supervision (Maximum 10 in one semester)	0.5 Credit Points per Thesis/ Dissertation
5	e-learning content development	Asynchronous content preparation of e-Learning based programs	1 credit per course

Credit points for leadership and institution building activities

The purpose of faculty engagement in institution building is two folds. Firstly, it helps align faculty contributions towards achieving the overall mission of the institution through pre-planned strategic initiatives at the institute level. Secondly, it helps in creating a leadership pipeline for the institute. The faculty designated for institution building positions, the responsibilities for which are designated by the Director for each academic year to specified faculty members, are expected to diligently undertake these responsibilities in a proactive manner in addition to their teaching and research commitments. Besides the credits for institution building as stated in Section F 6, all the faculty members are also required to engage themselves in an industry interface in a proactive manner. It is desirable that each faculty maintains professional and academic relationship with four companies/ organizations in an academic year on a continuing basis. This can be in the form of contributions such as the following:

- Identifying and developing courses with industry practitioners
- Generating MDPs
- Sponsorship of events
- Value addition in campus recruitment
- Joint development/ authorship of cases/ papers with industry practitioners
- Leadership Series

- Campus Connect: Interaction of students with senior corporate experts.

Institution Building Activities	Points
Institutional Roles as specified above based on agreed KPIs at the start of the academic year.	Up to 5 based on the agreed KPIs

In addition to above, faculty members should engage themselves in the admissions processes, promotional processes and other such activities as and when assigned by the Director. The credit points for such activities will be decided by the Director based on the efforts required for each activity and the KPIs attached with the specific activity.

Based on these criteria, Faculty gets their overall performance score. Based on these score, annual increment is allocated by the Director.

Research Publication Incentive

Apart from the above research credit points, IMTD incentivizes the faculty for engaging in quality research leading to publications in recognized journals. Each faculty publishing in journal listed in ABDC ranked list as per the following scheme:

<u>Category</u>	<u>Bonus</u>
C:	6000 AED
B:	12000 AED
A:	20000 AED
A*:	38000 AED

The ABDC C category journal is also required to be actively listed in SCOPUS. If the journal is not included in ABDC but actively listed in SCOPUS, then the publication in that journal will be categorized as C.

Note that if the paper/article is co-authored, then the bonus will be proportionate to the number of co-authors. For visiting faculty holding a secondary affiliation with IMTD, the bonus will be 50% of the stated amounts.

VII. Supervision and Organizational issues affecting faculty

All faculty report to the Dean-Academics. Any organizational issue faced by the faculty are reported to the Director for necessary action.

VIII. Professional Development Policies and Procedures

All full time faculty members are encouraged to participate in faculty development initiatives in order to accomplish and maintain the academic excellence. Such initiatives include but not limited to workshops conducted by industry experts, certification courses from other reputed universities and associations etc. In this pursuit, necessary resources are allocated in the annual budget to support faculty development. This budget is in addition to individual grants available to faculty for research and conference participation.

The process for applying for Faculty Development activities are as follows:

- Faculty can apply to Chair Research with their request to engage in relevant Professional Development Activities. These activities may include:
 - Fees for any industry led technical workshops
 - Membership fees to professional, academic bodies of reputation.
 - Attending internationally recognized Faculty Development Program.
 - Procuring databases, engaging an outside agency in research activity, etc.
- Financial approval is given by the Director on the recommendation of the Research Committee.

Additional details are presented in **Appendix M**.

IX. Leave of Absence

IMTD grants various types of leaves such as annual leave, medical leave, maternity/ paternity leave, bereavement/ emergency leave, Hajj leave and other religious leave. Faculty members are not entitled to avail of any leave except medical leave during the probation period. For visiting faculty, leave shall be governed as per the terms of contract.

Annual Leave

The leave calendar year is from April 1st to March 31st. The annual leave entitlement is as follows:

- A full time faculty is entitled to a maximum of thirty-six working days annually, if his / her service exceeds one year.
- 10 working days' leave can be carried forward subject to the maximum accumulation of 40 working days during the entire service tenure.
- Annual leave is pre-sanctioned by the Director.

A faculty member, who has completed probation but not one year of service, can avail off annual leave on a *pro-rata* basis.

Medical Leave

As per the UAE Labor laws, all faculty members are entitled up to ninety consecutive or intermittent days of sick leave as follows:

- First 15 days: Full pay
- Next 30 days: Half pay
- Following Period: No Pay.

Any medical leave of two consecutive days or more needs to be supported by a Medical Certificate issued by competent government authorities.

Maternity / Paternity Leave

- a. A faculty member, who has completed one year of employment with IMTD, is entitled to 45 days of maternity leave with full-pay and allowances including the period before and after delivery, for first two children. In addition, concerned faculty member is also entitled up to 100 days of leave without pay on medical ground.
- b. A faculty member, who has not completed one year of employment with IMTD, is entitled to 45 days of maternity leave with half pay and allowances including the period before and after delivery, for first two children. In addition, concerned faculty member is also entitled up to 100 days of leave without pay on medical ground on the basis of medical certificate issued by a competent authority.
- c. Maternity leave in either of the above cases (a) and (b) is not deductible/adjustable from any other leave of the female faculty member is entitled to.
- d. A faculty member, who has completed one year of employment with IMTD, is entitled to paternity leave of 7 days for first two children.

The management reserves the right to recover an amount equivalent to the salary paid to the employee during the period she had been on maternity leave as stated in (a) or any extended leaves as stated in (b), should the concerned faculty member choose to leave the services of IMTD within six months from the date of joining back the services after the maternity leave.

Compensatory Leave

Whenever a faculty is teaching or engaging in official activity on an off day, the faculty may request for a compensatory leave in lieu of that day's work. For work that is up to 4 hours, a half-day compensatory leave is granted and for work more than 4 hours, a full day compensatory leave is granted. This compensatory leave must be availed during the next week on a day when that particular faculty does not have any scheduled activity. In case the faculty member has some scheduled activity on all the days during the following week, then carry forward of that leave to subsequent week(s) is permitted but not exceeding a maximum of 30 days from the date of accruing of compensatory leave.

Bereavement/Emergency

Bereavement leave is granted in case of death of a close family member for a period of 4 days or as may be defined by the UAE Laws from time to time.

Hajj Leave

Employees may be granted a special leave for the performance of Hajj under the provisions that the leave:

- is given without pay
- may not exceed 30 days
- is granted only once during the employment duration with the company.

Leave for attending professional development program

On-duty leave of absence is granted to faculty and staff for attending any professional development program approved by the Director in accordance with Section 5F of PPM. Such leave is also granted to faculty and the staff assisting the faculty for conducting off-campus consultancy and management development program approved by the Director.

Religious Holiday

A faculty member can avail one day off on the occasion of religious festivals not exceeding two times in a year.

In addition, the following policies govern leave mechanism at IMTD:

i. General Conditions of Leave

- The Director is the sanctioning authority of faculty leaves
- Sanction of all leave is at the discretion of the Sanctioning Authority. When due to exigencies of work so required, leave of any kind except sick leave may be revoked or refused or curtailed by the sanctioning authority.
- The sanctioning authority can take disciplinary action against any faculty member availed sanctioned leave and not joining at the end of the sanctioned leave and/or not providing evidence of medical documents, as required.
- A faculty member, who absents himself / herself without obtaining prior sanction or providing information about the cause of absence, will be treated as unauthorized absence and may also be liable for disciplinary action.
- Leave shall not be granted to a faculty member against whom the acts of indiscipline is under enquiry.
- No leave can be clubbed with any other type of leaves except maternity leave.

ii. Proceeding on Lien to another organization

If a full-time faculty member, who has completed five years of service, proceeds on lien to another organization, extra ordinary leave without pay may be granted, up to a maximum period of one year. Such faculty member is not entitled to any increments or benefits except that the continuation of service is protected.

iii. Sabbatical Leave

A full time faculty member, who has been in continuous service with the Institute for a period of minimum 6 years, he/ she is eligible for sabbatical for a period of six months, with full pay for higher studies/ research/ academic project at a reputed foreign/UAE Institution. This engagement with the outside Institution shall be honorary and the Faculty member cannot receive any salary / pay during this period from the outside Institution, other than an honorarium and travel/ living expenses. It is however not mandatory for the faculty member to be associated with an outside institution during this period. He/she could also make use of this period either for writing books or case studies or doing research, without being formally affiliated to any institution. At the end of the Sabbatical, the faculty member will return to the parent institution on the pre-existing employment terms and has to undertake to serve the parent institution for a minimum period of 3 years. The faculty member has to submit a report on his work during the sabbatical period along with documentary evidence on research paper/books/case studies contributed by him/her. During the sabbatical period, the faculty member is entitled to normal salary increases but without accrual of annual leave. He / she will receive Basic Salary, HRA and other allowances. This type of leave cannot be clubbed with or exchanged with any other form of leave.

iv. Leave Without Pay

Leave without pay may be granted to full time faculty members for a maximum of one year. The year, in which the faculty member remains on leave without pay, is not accounted for increment, promotion and annual benefits such as leaves, gratuity and medical benefits.

For details on Leave Encashment refer to **Section 5 D. III of PPM.**

X. Research Expectations including Administrative Responsibilities for Grants Received

IMTD focusses openness in Research whereby individual faculty members have the freedom to select the subject matter of their research and seek support from different sources for their work. The institute aims to promote and maintain an environment which fosters and supports research of high ethical standards, mutual co-operation and exchange of ideas.

IMTD supports research and reward researchers in variety of ways:

- Publications in ABDC listed journals are rewarded. Please refer section f6 for details.
- Additionally, faculty obtaining grants from external agencies for research purposes are given appropriate release time as recommended by the research committee.
- Conference participation grant can be availed by the faculty up to an amount of AED 10,000 every two years. The details are in **Appendix K**
- Faculty members can avail an annual grant of 5000 AED from IMTD, for taking up independent research. The details are in **Appendix L**.

Research Expectation

It is expected that all faculty will publish at least two research papers in refereed journals in every three years.

XI. Regulations Regarding Consultancy or Outside Employment

Participation and contribution of Faculty members to consultancy activities and training programs conducted by IMTD are considered as over-load provided the concerned Faculty member has completed his / her normal work-load.

IMTD does not allow faculty members to enter into consultancy or executive education activities with companies or higher education institutions, except under exceptional circumstances with prior approval of the Director.

For consultancy organized by IMTD, the faculty receive a remuneration equal to 50% of the invoice paid by the client.

For consultancy organized by faculty with prior approval from the Director and Faculty members shall retain a share of 70% of the net income. The faculty member shall submit statement of accounts with supporting documents.

For executive programmes done under IMTD, the coordinator of the programme receives a remuneration equal to 10% of the invoice paid by the client. The faculty members teaching in such programmes receive a remuneration based on the part-time faculty hourly rate.

For executive programmes done outside of IMTD, the faculty members need prior approval from the Director. Faculty members shall retain a share of 70% of the net income after deducting direct expenses and 15% institutional overhead expenses on gross invoice.

Teaching in Other Educational Institutions

- For teaching in any educational institutions (full course or part of the course) with which IMTD has an arrangement, with prior approval of the Director, the faculty retain 100% of the teaching allowance received at the partner university.
- For teaching in any educational institutes with which IMTD has no arrangement (with prior permission from Director), 30% of the teaching allowance is retained by IMTD.
- During the period of teaching in other educational institutions, as approved by the Director, the faculty will be considered on official leave only in case the assignment arises due to the faculty exchange commitment of IMTD or IMTD assigns a faculty to teach a course outside IMTD. In all other cases, the faculty will have to use the annual leave for this purpose.

External professional services and activities

- The Faculty member is expected to devote their entire time, attention and abilities during their hours of work to the duties assigned by IMTD. The faculty member may not, under any circumstances, whether directly or indirectly, undertake any other employment of similar nature during their employment with IMTD, without the written consent of the Director. Such consent shall be entirely at the discretion of the Director.
- The Faculty member warrants, undertakes and agrees that, during the course of employment, the faculty member will not have any interest, either directly or indirectly, in any business or company which competes directly or indirectly with the business carried on by IMTD, without the prior written approval of the Director.

G. Policy regarding provisions made in case of the faculty member's death during the term of the contract

In case of the death of a faculty during the academic session, the respective Program Chair in consultation with the Dean-Academics will identify a faculty member (internal or external) to continue the course(s) delivery where such faculty was engaged in. If the faculty was engaged in any other academic activity that needs to be continued, Dean-Academics will make appropriate arrangements to ensure the continuity of such activity.

In the event of death of an employee/faculty while in service, settlement of his/her dues is as in the case of resignation of an employee. In case the family is not living in the UAE and if employee demises while in service, IMTD will cancel his/her visa as per the rules, inform the appropriate authorities, take necessary permissions and documents from the appropriate authorities for taking the body to his native place. The settlement of dues will be carried out as per the UAE laws.

H. Promotion to A Higher Rank

Requirement for promotion to the rank of Assistant Professor

Faculty at the rank of Lecturer can be considered for Assistant Professor Rank after a positive evaluation of performance, which includes ongoing publications and contributions to their field of expertise, excellent teaching evaluations, contribution to the Institute's development, community service, academic and administration responsibilities.

Requirement for promotion to the rank of Associate Professor

Faculty at the rank of Assistant Professor can be considered for Associate Professor Rank after a positive evaluation of performance, which includes ongoing publications and contributions to their field of expertise, excellent teaching evaluations, contribution to the Institute's development, community service, academic and administration responsibilities.

Requirement for promotion to the rank of Professor

Faculty at the rank of Associate Professor can be considered for Professorship Rank after a positive evaluation of performance, which includes, but is not limited to: classroom teaching observations, publications and research, institutional development, community service and corporate responsibilities and engagements.

a. Eligibility Criteria for Promotion to a Higher Rank

The Institute has established the following minimum criteria for promotion to the next academic rank(s) as mentioned below:

Assistant Professor:

- Must hold a Ph.D. or equivalent in Management or related areas.
- Minimum three years of Industrial/research academic experience including minimum two years at IMTD as Lecturer/Teaching Fellow/Senior Teaching Fellow.
- The candidate shall show a capacity and will to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and must undertake guided research.

Associate Professor:

- At least five years in the rank of Assistant Professor including minimum three years at IMTD.
- The candidate shall have a capacity to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and member of his or her profession.

Professor:

- At least five years in the rank of Associate Professor including minimum three years at IMTD.
- The candidate shall have attained an excellent reputation in his or her field of expertise, evidenced by scholarly publications and teaching excellence.
- The candidate must be able to demonstrate outstanding performance in teaching, hold a distinguished record of publications in international journals; peer reviewed of publications, and effective service to the institution.

b. Faculty Promotion Procedures

- The candidate prepares and submits his/her professional accomplishments in the areas of teaching, scholarly research, administration and institutional development activities by including the supporting documents for evidence to the Dean-Academics.
- Preliminary Review to check the eligibility is done by the Dean-Academics.
- Faculty Appraisal Reports (annual) will be a significant input to such decisions. These include
 - Teaching effectiveness score
 - Research Output vis-à-vis the minimum expected research of faculty
 - Involvement in institutional development activities.
- On the recommendation of the Dean Academics, the Director will set up an ad-hoc Academic Promotion Committee (APC), that will include the Director, Dean-Academics, and two faculty members who are of Professor Rank.
- The APC will evaluate the submitted documents using the following broad parameters.
 - Quality of research publication
 - Alignment with Institutional mission and Priorities
 - Nature and quantum of contribution to institutional development
 - Innovation in pedagogy and teaching effectiveness
 - Any other matter involving the concerned faculty that impacts the mission, academic ecosystem and values of the IMTD.
- The APC would present its recommendation to the Board of Governors through the Director for its approval.

I. Job Descriptions for Faculty Members

I. Job Description

The job description is flexible and based on three important aspects of an institution i.e. Teaching, research and Institutional development. Faculty is expected to contribute in all these three aspects of an institution. As a general guideline a brief responsibilities of a faculty are as follows:

i. Teaching

- Teach the required allocated course credits as per the program requirement
- Maintain discipline, attendance and deadlines in conducting classes, examinations, evaluation and declaring of results
- Supervise students' work and provide constructive feedback for improvement (internship, project and dissertation)
- Provide academic advising and tutorials to the students
- Evaluate and monitor the progress of the students provide feedback for improvement
- Motivate students to do well in courses and also in their personal life
- Achieve learning outcomes of the courses through adopting relevant pedagogies
- Use own research and cases (if applicable) in the course
- Apply up to date information and tools and techniques to be relevant in the present context.

ii. Research and Scholarly Activities

- Conduct research and publications in reputed ranked journals in his/her area of research
- Meet expectation of the institution with respect to research goals
- Participate in Local and International conferences seminars
- Apply for grants for research
- Provide consultancy as per the institution's mission.

iii. Institutional Development Activities

- Part of different standing committee and contribute in decision making process
- Help in accreditation related work
- Represent institution in different forums
- Participate in curriculum review and development process
- Contribute in New program development process
- Participate/ take lead role in the assigned work by the Director/ Dean-Academics.

iv. Qualification

- Qualification is based on the academic ranks as mentioned before. As a general guideline terminal degree (Ph.D.) is needed to be qualified as faculty along with other requirements.
- The qualification must be from a reputable institution of the country and the qualification must be equalized by the Ministry of Education.
- A strong publication record is essential in their respective field.

v. Other Important Skill Set Required

- Able to work effectively in a multi-cultural environment
- Communicate effectively
- Experience of teaching in the same level before
- Working Knowledge of Arabic.

II. Procedures for Faculty Recruitment and Appointment

In order to select high quality faculty, IMTD follows the below mentioned steps for Full time faculty recruitment:

- i. Different Program Chairs identify the needs for additional/replacement faculty will carry out a periodic need-gap analysis and submit to the Dean-Academics. The Dean-Academics may seek the help of some of Area Chairs/ Professors to define the qualifications and description of the position on the basis of needs identified.
- ii. Such faculty requirement(s) along with the description prepared are submitted to the Director for approval.
- iii. The position then will be advertised on IMTD website and in any other media approved by the Director. In case services of any professional recruitment agency are sought, the same description will be shared with that agency.
- iv. The Applications received are reviewed by the Dean-Academics and the concerned area for shortlisting.
- v. The shortlisted applicant(s) are invited to make a presentation before IMTD Faculty and the Faculty Selection Committee [Ref Section 1C of the PPM]. This presentation is based on the candidate's research work/professional work.

- vi. Faculty members present during the presentation would evaluate each applicant's presentation on four parameters, i.e. Subject Matter Expertise, Clarity of Communication, Ability to Handle Queries, and Presentation Style/Effectiveness. A 5-point scale is used for the rating of each parameter. Comments will be sought on overall suitability of the candidate in an open-ended section as an addendum. The evaluations submitted by the faculty members is submitted to the Selection Committee in a prescribed format.
- vii. Subsequent to the seminar and depending on the feedback, the Faculty Selection Committee interviews the candidate and the Director submits his recommendations to the Board of Governors.

Faculty Selection Committee [refer to **Section 1C.8 of PPM**] recommendations to the Director the list of the selected faculty after completion of the recruitment process.

Part Time Faculty:

Part Time faculty will be hired for teaching one particular course. The Program Chair/Area Chair will identify such faculty and will submit the profile of such faculty to the Dean-Academics. On the recommendation of the Dean-Academics, the Director can approve such faculty based on the need of a particular program.

Visiting Faculty:

The Visiting Faculty will be hired by invitation of the Director in consultation with the Dean-Academics and the Program Chair. The workload and conditions of such recruitment will be based on the institutional requirements, candidate profile and other circumstances during the time.

J. Provisions indicating that the required qualifications for full- and part-time faculty are identical

As a general rule, all the faculty must doctoral qualification earned from internationally recognized institutions along with supporting research and publications to be eligible to teach at IMTD.

Faculty teaching in general education courses of Bachelor's program will be required to have a minimum of Master's qualification earned from internationally recognized institutions along with at least five years of teaching experience in the field and professional work experience or certification from internationally recognized professional body.

The candidates who have Master's qualifications along with extensive senior level corporate work experience in the field may also be considered for teaching in undergraduate core courses subject to the approval of the CAA.

Part-time/ Adjunct faculty requires the same qualification as that of full-time faculty to teach at IMTD.

K. Compensation ranges and benefits, including compensation (if any) associated with promotion

The Board of Governors approves the salary structure of all faculty members. For existing faculty members, the compensation is reviewed in the month of July every year based on the annual appraisal.

I. Salary Structure, and Allowances and Benefits

a. Gross Salary Break up

The salary structure of the full time faculty member is as follows:

- Basic – 60%
- HRA – 30%
- TA / Other allowances – 10%.

For part time, adjunct and visiting faculty members, the pay and other allowances are as per terms of contract.

For faculty members who have been provided residential accommodation on the campus, the accommodation charges are deducted from salary as per the Guest House policy of IMTD or as per the terms of their respective contract.

b. Allowances and Benefits

i. Medical Coverage

The Institute shall provide medical coverage to all full time faculty members and their dependent spouse and two dependent children under the age of eighteen. To avail of this, benefit the employee must be on IMTD visa and their dependents must be sponsored by the employee.

ii. Leave Travel Allowances (LTA)

The Institute shall provide LTA to all full time faculty members and their dependent spouse and two dependent children under the age of eighteen on completion of one year of service. To avail of this benefit, the employee must be on IMTD visa and their dependents must be sponsored by the employee.

Sector-wise LTA entitlement is as follows:

Sr. No.	Sector	Annual Amount in AED/ per person (above 2years of age)
1	GCC countries	1000
2	Indian Subcontinent, Middle East and North Africa	2500

3	Europe, Australia, New Zealand and Other African Countries	3500
4	North, Central and South America	4500
5	All Other Countries	3500

- The sector is based on the declaration of hometown given by the faculty member while joining.
- All full time faculty members declare the dependents (spouse and maximum two children up to the age of eighteen years) in the beginning of the fiscal year (i.e. April).
- If the dependents' visas are issued during the financial year, LTA to such dependents shall be calculated on pro-rata basis.

c. Retirement Policy

The age of retirement of all full time faculty members is 65 years. Reappointment of any faculty member after the age of retirement may be recommended by the Director and must have the approval of the Board of Governors provided the visa (if applicable) could be processed.

d. End of Service Benefits

All full time faculty members are eligible for payment of gratuity as per the UAE labor laws.

e. Final Settlement in the event of Death

In the event of death of an employee/faculty while in service, settlement of his/her dues is as in the case of resignation of an employee. In case the family is not living in the UAE and if employee demises while in service, IMTD shall cancel his/her visa as per the rules, inform the appropriate authorities, take necessary permissions and documents from the appropriate authorities for taking the body to his/her native place. His/her settlement of dues will be carried out as per the UAE laws.

f. Faculty Increments

All eligible full time faculty members, are given increments with effect from 1st of July every year based on their annual appraisal.

g. Norms for pay and settlement of dues

Norms for pay and settlement of dues are as follows:

- The pay and allowances to the employees of the Institute for each month shall be payable latest by the first working day of the succeeding month.
- On termination/resignation, the pay and allowances shall be released only after the employee's account is settled and taking over charge from him/her including surrender or return of the Institute's assets in his/ her possession. A clearance certificate from the authorized person taking charge from him/ her will be necessary.

Furthermore, a “No Dues” certificate from all relevant departments will be a prerequisite to the final settlement with the separating employee.

- Payment is released only after the visa cancellation process is complete and removal of the employee’s name from DDA records or as approved by the Director.

IMTD has policy for official travel reimbursements (**Appendix F**), policy on guest house (**Appendix G**), policy on salary advance (**Appendix H**) and policy on miscellaneous allowances (**Appendix I**) for supporting the faculty in discharge of their responsibilities.

L. Policies Regarding Faculty Overloads

IMTD follows a system of 18 credits for all the faculty member without discriminating between the levels of teaching i.e. Graduate and Under graduate program. Additionally, faculty are expected to contribute by way of research and undertake administrative responsibilities as assigned by the Director from time to time.

In case full time are required to teach more than the expected load, they may teach a maximum of three additional credits in a year which are compensated. The compensation given is as per the part-time faculty per hour rate. Faculty overload is one academic year is in no case carried forward and adjusted against the workload allotted in the following academic year(s).

For details on faculty overload compensation ranges and benefits refer to **Section 5C** of PPM.

M. Regulations and/or conditions regarding summer employment (if applicable)

During summer semester, if a faculty is required to teach, then equivalent credit hours taught during summers is released from the annual faculty workload. For part-time faculty the compensation is as per the contract issued during that time.

N. Disciplinary Procedures including Grievances and Appeals

1. Disciplinary Procedure

All employees are expected to maintain a high standard of discipline, good conduct and behavior. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of any of these rules, will tantamount to “misconduct” and the concerned employee will be liable for disciplinary action. General and IT related acts of misconduct are mentioned in Section 5K of the PPM.

In event of a misconduct being reported about any faculty member, the Director may take any of the following steps:

1. Issue a letter of warning
2. Setup a committee to investigate the reported matter and take suitable action
3. Report matter as required by the UAE Law
4. Recommend to the BoG for dismissal of the faculty member.

2. Grievance Policy

A grievance is a formal complaint by a member of the faculty that his or her terms or conditions of employment at the Institute of Management Technology, Dubai or ability to act in his or her professional or academic capacity at the Institute has been significantly disrupted. The reasons could be any, for instance, violation of academic freedom, violation of non- discrimination principle or Violation of accepted standards of behavior in the workplace.

Grievances are dealt with Employee Grievance Committee (EGC) [refer Section 1C.18 for the compositions and terms of reference of the EGC] as per the procedure mentioned in Section 5M of the PPM.

3. Appeals

Faculty have the right to appeal against the decision taken by the Director or any other empowered authority. The appeal against any decision must be made with 7 days of being informed of the decision. The appellate authority for all faculty matters is the BOG. BOG may appoint a sub-committee of the Board to deal with appeals in a timely manner. The decision of the BOG will be communicated to the faculty and treated as final.

4. Dismissal Policies and Procedures

The Institute has set guidelines wherein a faculty member may be separated from employment with the Institute prior to the end of faculty member’s contract. The conditions under which this applies include academic and non-academic misconduct, negligence of duties & responsibilities, financial exigency, resignation. Institute, at its discretion, may also choose not to renew a contract.

- All terminations will require the approval of the Board of Governors.
- The Director shall have the power to terminate the services of any faculty, with the approval of the Board of Governors, after giving due notice as per their contractual terms or on payment of salary in lieu thereof
- During the probation period, services can be terminated from either side without giving a notice as per the UAE Labor Law (refer Appendix-A)
- Contractual appointments may be terminated during the contractual period as per the terms specified in the contract.

The Institute may initiate dismissal process against a faculty member before the end of the contract if it has sufficient reasons to believe that there has been a lack of academic performance, indiscipline, insubordination, dishonesty, academic and non-academic misconduct of any kind.

For violations of any or more of the clauses as mentioned in Appendix-A, as per Article 120 of the UAE Labor law, there will be immediate dismissal of the concerned faculty member. If a faculty member is found to be guilty for any violation of Article 120 of UAE Law, he/she will have no right to appeal under the UAE Law.

Procedure for dismissal for an adequate cause

1. The Director should notify in writing the concerned affected faculty member mentioning the grounds of decision.
2. Immediate suspension can be invoked on charges of dishonesty in teaching or research, negligence of duty, or if found unfit for his/her professional capability as a teacher or researcher, or personal misconduct.
3. A committee shall be appointed by the Director to establish the facts within a period of 7 days to investigate the charges and submit a report. The Committee shall consist of at least three faculty members and two administrative personnel who are not connected to the matter.
4. If the facts are proved in support of the charges, the Director will issue the letter of dismissal to the concerned faculty.
5. The affected faculty member may submit a final appeal to the Board of Governors, which will conduct a review of the facts and issues a decision within 15 days' time.

O. Policies specifically affecting graduate assistants

Not applicable.

P. Policies specific to part-time faculty, including those instances where qualified professional staff have teaching assignments, and any limits placed on those assignments

For the Part-time and Adjunct Faculty, a maximum of 6 credits load in a semester is assigned in a program. For details of policies governing part-time faculty refer to **Section 5B** of PPM. If required, qualified professional staff can teach a maximum of 3 credits per year.

APPENDIX A - Article 120 of the UAE Labour Law

Article 120

An employer may dismiss an employee without notice in the following cases:

- a. If the employees adopt a false identity or nationality or submits forged certificates or documents.
- b. If the employee is appointed under a probation and dismissal occurred during or at the end of the said period;
- c. If employee commits an error causing substantial material loss to the employer, provided that the latter advises the labor department of the incident within 48 hours from having knowledge of the same.
- d. If the employee violates instructions concerning safety of place of business, provided that such instructions are displayed in writing at conspicuous places and in case of illiterate employee the later be informed verbally of the same.
- e. If he fails to perform his basic duties under the contract of employment and persists in violating them despite formal investigation with him in this respect and warning him of dismissal if the same is repeated. fails to redress such default despite a written interrogation and a warning that he will be dismissed if such default is repeated;
- f. If he divulges any secrets of the establishment where he is employed
- g. If he awarded final judgment by the competent court in respect of an offence prejudicing honor, honesty or public morals
- h. If during working hours, he is found drunk or under the influence of drugs;
- i. If in the course of his work, he commits an assault on the employer, the manager, or any of his colleagues.
- j. If he absents himself without lawful excuse for more than 20 intermittent days or for more than seven successive days during one year.

APPENDIX B - FACULTY ANNUAL PLAN

PLAN OF ACTIVITIES FOR THE ACADEMIC YEAR _____

Name of the faculty: _____

Date: _____

1. TEACHING

Program-wise teaching plan

Course Title	Program	Credits	Semester	No. Of Sections	Student strength

Guidance of Internship Projects

Name of the students	Program	Semester	Project title

Guidance of Company Projects

Name of the students	Program	Semester	Project title

2. MANAGEMENT DEVELOPMENT PROGRAMME

A. Institute's Programmes (Open MDP)

Name of the Programme	Duration	Course Coordinator (Yes/No)	No. of Sessions Course handled (approx.)*

Sessions in other programs*

B. In-Company Programs

Name of the Programme	Duration	Course Coordinator (Yes/No)	No. of Sessions Course handled (approx.)*

Sessions in other programmes*

3. ANY INNOVATION IN PEDAGOGY/COURSE DESIGN IN TEACHING & TRAINING PROGRAMMES

4. RESEARCH/INSTRUCTIONAL MATERIAL DEVELOPMENT(Please insert rows as required)

(a) Instructional Material Management
1. Course Material Development
2. Case Development
3. Exercises/ Games
(b) Research
1. Institutional Research Area/ Centres
2. Project Based Research (Funded/ Seed Money)
3. Individual Research Interest Areas
(c) Publications (classifying as per IMTD guidelines)
(d) Seminars/ Workshops
(e) Any Other

5. ACADEMIC ADMINISTRATION

6. ANY OTHER INFORMATION

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Signature of the faculty

APPENDIX C - STATEMENT OF WORK

Full Name: _____

Designation: _____

Area: _____

Date: _____

Teaching Loads

No.	Course Title/Code	Program*	Credits	No. of Sections	No. of Students	Assessment Component with Weight	Evaluation Score (Feedback)	Undergraduate Supervision		Postgraduate Supervision		Date of Submission of course Portfolio	Remarks on Pedagogical Approach Used	Points
								Ind.*	GP.*	Ind.*	Gp.*			

Notes:

* MBA, EMBA, BBA etc.

** Ind. refers to individual, while GP. means group. Include Ph.D./DBA Supervision under PG

Research Outputs

No.	Publication Type	Name of Journal/Book/Conference/Others	Publication Title	Publication Date	Publisher	ABDC Rank/Scopus	Research Grant Amount (if any) in AED	Funding Body	Points

Note: Publication type can be journal article, book/chapter, magazine, conference proceedings etc.

Institution Building Activities

No.	Description	Position/Role	Organization	Duration	Level	Points

Note: Position/Role can be project leader, program coordinator, trainer etc.

Consultancy and Management Development Programs

No.	Program Name	Position/Role	Organization	Duration	No. of Sessions Handled	Points

Note: Position/Role can be project leader, program coordinator, trainer etc.

APPENDIX D - EXTERNAL EXPERT COMMITTEE FEEDBACK ON FACULTY OUTPUT

Sl. No.	Name	Designation	Area	SCORE				Remarks
				Teaching (<u> </u>)	Research (<u> </u>)	Administrat ion (<u> </u>)	Total (100)	

Signature of the members

Dr. A

Dr. B

Dr. C

APPENDIX E - FORMAT FOR FACULTY CURRICULUM VITAE

Name:	
Area:	
Citizenship:	
Contact Information: Office #	Extension
Mobile No.:	

Educational and Professional Qualifications (Reverse chronology)

From	To	Qualification	University/Board/Institute

Academic Work Experience (Reverse Chronology)

From	To	Position	Organization

Professional Work Experience (Reverse Chronology)

From	To	Position	Organization

Affiliations to professional bodies

From	To	Position	Organization

Awards and Honors

Year	Title	Organization

Editorial and Journal Positions

From	To	Position	Journal/conference

Academic and Institutional Committees

From	To	Position	Name of the committee

Courses Taught (Only last three years) (Reverse Chronology)

Year	Program	Courses	Remark(Core/Elective/simulation)

Invited Lectures (Only last three years) (Reverse Chronology)

Year	Organization	Topic	Audience

Training Programs conducted (Only last three years) (Reverse Chronology)

Year	Title	Nature of participation	Audience

Consulting Projects carried out (Only last three years) (Reverse Chronology)

Year	Title	Nature of participation	Audience

Research and Publications

Research Journal Publications (Reverse Chronology)

Year	Full reference	Category remarks

Working Papers (Reverse Chronology)

Year	Full reference	Category remarks

Books published (Reverse Chronology)

Year	Full reference	Category remarks

Books Chapters published (Reverse Chronology)

Year	Full reference	Category remarks

Conference Publications

Year	Full reference	Organization

Non – Peer reviewed Publications

Year	Full reference	Category remarks

Case publications

Year	Full reference	Category remarks

Research grants

Year	Nature of grant and work	Organization

Masters and PhD student guidance

Year	Student name	Thesis/Dissertation/project	Remark

Innovation in teaching, pedagogy, course

Year	Description of innovation	IPR	Remark

Community Engagement / outreach Activities

Year	Nature of activity and work	Organization	Audience

Any other information

Year	Nature of activity and work		

APPENDIX F - TRAVEL POLICY FOR FACULTY

The rules regarding traveling for IMTD work purpose (Daily Allowance and Conveyance during such travels) shall be framed / changed and informed by the Management from time to time. Foreign traveling expenses for the faculty members may be borne by the Institute for the following purposes:

- Academic or Research Conferences/Conclaves/Seminars to showcase IMTD Brand: as per the norms defined in the Faculty Manual.
- Consultancy Projects where travel expense is preapproved in the consulting budget
- Placement / Marketing / Admission purposes where the travel expense is preapproved in the budget
- Work in IMTD campuses, abroad

NOTE: All the above types of travel are to be approved by the Director, sufficiently in advance to the travel date.

All requests for air ticket must be made sufficiently in advance, prior to the scheduled date for travel.

Where visas have to be processed for faculty members including visiting faculties / guests, the request for the same must be made to the Head-Administration sufficiently in advance before the travel date with all necessary documents.

- Travelling Advance (TA) can be claimed for boarding and lodging for approved travel program in the prescribed format (available at the Accounts/HR Office).
- Travel expenses bill along with travel report and original vouchers should be submitted in the prescribed format (available at the Accounts/HR Office) within seven days of return to the institute. The TA bill should be sent to the Head of the Department. Normally, further travel advance will be given to the faculty member only after the previous travel bill is submitted and the earlier advances are fully cleared.
- Ceiling for stay in hotel and daily allowance applicable to different cadre of employees for respective countries and permissible class of travel are indicated below:

For Director:

1	Hotel – Room Charge (actual basis-subject to a maximum of)	US \$ 250 per day	Australia, Japan, Europe ,North America, UK
		US \$ 200 per day	Other countries including India
		AED 600 per day	UAE
2	Per Diem	US \$ 200 per day	Australia, Japan, Europe ,North America, U.K.
		US \$ 150 per day	Other countries including India
		AED 75 per day	UAE
Permissible Class of Air Travel to overseas journey by Director : Business			

For Faculty:

1	Hotel (Actual basis-subject to a maximum of)	US \$ 150 per day	Australia, Japan, Europe, North America, UK
		US \$ 100 per day	Other countries including India
		AED 350 per day	UAE
2	Per Diem	US \$ 100 per day	Australia, Japan, Europe, North America, UK
		US \$ 70 per day	Other countries including India
		AED 50 per day	UAE
Permissible Class of Air Travel to overseas journey: Economy (Non Budget airlines)			

Note: Per Diem shall be calculated on pro-rata basis as below.

Up to 3 hours	No Per Diem
3 hours to 12 hours	½ Day Per Diem
More than 12 hours	1 Day Per Diem

LOCAL TRANSPORT FOR FOREIGN TRAVEL

The faculty will be reimbursed on production of actual bills for taxi/local or train/bus pertaining to official work if it is in excess of \$30/day. In cases when bills are not available, only \$30/day for the duration of institutional workdays is reimbursable.

- If a faculty member chooses not to claim reimbursement of hotel accommodation from the institute, then the applicable Per-Diem rate shall be 50% more.
- If free accommodation and food is provided by the host organization/Institute, then the applicable Per-Diem shall be half.
- Basis of calculation would be on 24-hour cycle basis, from office/ residence and back.

LOCAL TRAVEL

Faculty:

Reimbursement for use of personal vehicle for official duties is made for each round trip as per the following norms.

Dubai (all areas excluding Jebel Ali)	-
AED 50	
Jebel Ali / Sharjah	-
AED 60	
Ajman	- AED 75
Other emirates including Al Ain	- AED 100

In case any faculty member travels by mode other than personal vehicle, the reimbursement for local travel will be based on supporting documents.

The faculty member will submit his/her claim in the prescribed format (available at Accounts) for the amount after each trip, within 3 days from the date of journey for the approval by the Director.

APPENDIX G - GUEST HOUSE POLICY

I) IMTD Faculty Member

1. All new faculty members from outside the country may be provided accommodation at the campus, free of cost, for the first 14 days from the date of arrival.
2. Faculty members may request accommodation at the campus by submitting an application to the Director at least 15 days prior to the date of occupancy.
3. The charges for availing accommodation (inclusive of water and electricity) will be as follows:
 - For studio AED 2500 per month
 - For 1 Bedroom flat AED 3000 per month
4. Since it is an accommodation at the campus, faculty members may avail this facility stay along with their spouse and dependents.
5. Accommodation at campus for faculty members is subject to availability and at the discretion of IMTD Management.
6. Faculty members availing the accommodation can be asked to vacate by giving 1-month notice, in writing.

II) Visiting Faculty

1. All visiting faculty, from outside the country will be given accommodation at the campus only, subject to availability.
2. Accommodation will be free of cost. However, they will have to pay for their food themselves.
3. No transportation / reimbursement of transportation charges will be paid; in case they decide to stay outside the campus.
4. Application for accommodation for a visiting faculty will have to be made at least 15 days prior to the date of arrival, by the Program coordinator, to the Head-Administration.
5. No transportation will be provided for their personal visits during their period of stay.

III) Other IMTD Campus Employees

1. Accommodation and food for employees from other IMTD campuses will be provided, free of cost, if the stay is for a period of less than one week.
2. For those employees, whose stay is more than 1 week, only accommodation will be given free of cost.
3. No transportation is provided to them for their personal visit.

APPENDIX H - POLICY ON SALARY ADVANCES TO EMPLOYEES

1. This policy will form part of Service Rules of IMTD.
2. Salary advance will be paid ONLY to full time faculty members on the pay rolls of IMTD.
3. Concerned faculty member will be required to make an application with proper reasons and submit the same to the Director.
4. Salary advance is not a right and is only an additional support given by the management to tide over unforeseen emergencies and should not be treated as a source of interest free finance. The decision of the director will be final and binding on the employee.
5. Maximum advance against salary will be restricted to one-month gross salary of the employee and requires prior approval from the Director.
6. There shall be a minimum gap of two years for fresh advance between the month of repayment of the previous advance and the next eligibility.
7. The advance given will be recovered in equal monthly installments, not more than 12 in number.
8. When an employee leaves, resigns from service or the service ceases for any reason, the outstanding advance will be recovered from the settlement amount in full.
9. An employee will be eligible to apply for the advance only when he or she has completed the probation period.

APPENDIX I - POLICY ON MISCELLANEOUS ALLOWANCES, FINANCIAL ASSISTANCE & GIFTS

Relocation Expenses on Joining/Transfer by Institute.

All full time faculty members selected for employment in IMTD will be paid Relocation Expense on the production of actual receipt subject to the maximum of AED 5000 (Dirhams five thousand only).

The faculty member shall serve IMTD for at least a period of two years from date of joining / transfer; otherwise the same shall be recovered from the full and final settlement on pro- rata basis.

Reimbursement of Mobile and data card Expenses

Reimbursement for Sim card of Du mobile (including data card) will be allowed to the following categories of personnel up to a limit of AED 150 per month (for Category-A: Support Staffs) and AED 200 per month (for Category-B: Faculty Members), with the approval of the Director in writing and subject to production of documentary evidence:

Category A: Support Staff (HODs)	Category B: Academic Officials
1. Admission	1. Dean-Academics
2. Placement	2. Program Chairs
3. Accounts	
4. Facility Management	
5. Program Coordinators	

No individual is authorized to pass his / her own bills. In all cases the bills shall be passed by the Competent Authority.

APPENDIX J - ACADEMIC CALENDAR

Start of the Academic Year: 29 August 2021

Winter break: 12-30 December 2021

Spring Break: 27 March – 14 April 2022

Winter and spring breaks are subject to Ministry of Education Notification from time to time. For detail Academic Calendar please contact program office.

APPENDIX-K Conference Participation Grant for Faculty

The basic aim of this financial support in the form of grant is to promote excellence in research and innovation at Institute of Management Technology. Conferences are an integral part of research development at any higher institute of higher learning since they provide a venue for the dissemination of new knowledge and facilitate a forum for the exchange of ideas. The basic objective is to create a congenial environment for the promotion of research culture at IMTD. The main purpose of the research conference grant is to support faculty professional development in the areas of research, scholarly or creative inquiry.

The Faculty Conference grant is intended to provide one grant per every two years for eligible faculty. The maximum allowed fund shall not exceed **AED 10,000** per faculty.

I. Eligibility Guidelines

- The funding is restricted to full time faculty members of IMTD.
- Paper for major conference that has been selected through a peer review process.
- The applicant must be either Principal Investigator /Co-Principal Investigator or Co-Investigator for the research work which is to be presented in the proposed conference.
- Invitation to serve as chair or discussant of a panel at a major conference
- Keynote or plenary address at a major conference.
- The applicant can apply for any number of conference grants per cycle of two years period within the total available budget.
- The grant is applicable for conferences held in the UAE and abroad.
- The applicant must be employed by IMTD in his/her current position during the conference event.
- Faculty members on “Leave without pay” shall not be eligible for this support grant during their period of leave from the institute.
- Faculty members who resign from the institute prior to the conference date will forfeit the grant amount.
- Faculty members who avail the grant from the institute are expected to be in service for at least one year after availing the grant.

II. General Guidelines

- It must be ensured that funds are used as outlined in the conference proposal application
- All funding sources ought to be disclosed in the budget estimation for the conference
- No overlap of funds for conference expenses be made from any other sources during the term of the grant.
- Retroactive applications will not be considered.

III. Evaluation Criteria

- The scope of the conference must align with the strategic goals and mission of the institute
- The conference is of high standards in terms of quality and ranking.
- Importance of the conference in terms of scope and participants.
- The conference must be relevant to the primary area of research or creative activity of the faculty member.
- The conference participation must have the potential to contribute to the individual and collective mission of the institute
- The conference must have the potential to add value to the participating faculty's research and creative scholarship along with professional achievement.
- The conference must be innovative in concept and /or in approach.
- Appropriateness of the budget proposal submitted in the application.

IV. Grant Funding Timeline

- 1) The grant fund is event specific and must be used for approved conferences during the specific approved dates.
- 2) The grant activity will start from the month of July of an academic calendar. The applicant must apply for funding as soon as possible. Through an earlier deadline, the applicant will know if their application for funding has been approved before making travel plans.
- 3) Applications will be accepted and awarded on a rolling basis until funds are depleted. Applications are reviewed as they are received. If choices are to be made because of limited funds, preference is given to those who did not receive grant the previous cycle.

V. Expenditure Guidelines

The grant may be used for reimbursement for allowable travel related expenses for the conference-lodging, transportation and registration. Funds may be used for foreign or domestic travel. Faculty participants are advised to register early and refrain from incurring late registration penalties. Round trip economy class air ticket will be considered for air travel purposes.

VI. Proposal Evaluation

The faculty can submit the application using the online application form : **www.imt.ac.ae/faculty/conference_grant**. Documentation confirming the faculty member's acceptance to the conference are also required to be uploaded. The online application form must be completed in full for consideration for funding. The forms must be submitted no later than two months in advance of the conference start date. Applications will undergo preliminary review by the

Office of Chair Research. Completed applications will be assigned to the Research Committee for evaluation. The Research Committee evaluates these proposals forwards recommendations to the Director for final approval.

VII. Management and Oversight

The office of Dean Academics administers the Faculty Conference Participation grant fund for the purpose of faculty attendance at scholarly conference meetings. It is advised by the Research Committee in the awarding of grants.

VIII. Post Conference Report.

By accepting the grant, the faculty participant agrees to submit a post conference report to the Office of Chair Research which would facilitate the institute to evaluate the effectiveness of the conference grant initiative. The report must focus on the intellectual and scholarly results of the conference. The final report is due no later than two weeks after the last day of the conference. Failure to submit a post conference report would deem the awardee ineligible to apply for other conference grant opportunities.

The participant is also expected to submit the Certificate of Participation to the Office of Chair Research/QAIE.

IX. Expenditure Report

All expenditures associated with the grant must be submitted to the accounts department along with original, detailed receipts.

APPENDIX-L Research Grant-Seed Fund

The establishment of Research Seed Fund for IMTD faculty are intended to support activities which are essential to advance competitive research proposals such as performing preliminary work and facilitating collaboration. Research Seed Grant program are specifically aimed to stimulate multidisciplinary work on research, scholarship and creative activity projects which explore new areas of research with high impact and future funding potential. Proposed projects by faculty can take different forms and must be directed towards an investment in future research, scholarly or creative vitality of the institute.

After the utilization of the fund, it is expected that the work result in tangible future outputs such as research publications in journals/case studies/monographs/scholarly books.

The seed fund can be used by IMTD faculty to collaborate with expert teams with a shared purpose for integration of individual knowledge, theories, data and research methodologies in the pursuit of impact solutions for business problems.

The faculty members can also utilize the funds to develop a competitive proposal for an impactful project which will be submitted to an external funding organization within a year of the completion of the Research Seed Fund period. In this context, the proposals should identify the program, and agency and timeline for submission to an external funding organization.

The faculty are encouraged to align their research interests along the **National Quality Framework Initiative** of the **National Strategy of Higher Education 2030**. The research work of the faculty ought to contribute towards innovation, economic opportunity, business solutions for management problems and social progress of UAE. IMTD Seed funding initiative will create a platform for research in vital sectors prioritized by UAE Government within the management perspectives. Faculty members are encouraged to take up studies related to sustainable issues in tune with the priority sectors of the UAE Government.

IMT faculty is eligible to receive annual award amount of AED 5000 under Research Seed Fund program. Funds will be available to faculty in July month of every academic year.

Faculty members can avail an annual grant of AED 10,000 for taking up independent research on sustainability.

I. Eligibility

- All Full Time Faculty members are eligible to apply for the grant.
- Applicants may submit no more than one proposal as a Principal Investigator (PI). Like PIs, co-PIs may only be funded in one active seed grant.
- Project proposal with a primary focus on curriculum development are not eligible for the program.
- Applicants with existing resources which can be used to fund their project are discouraged.

II. Application Process and Requirements

Seed grant proposals can be submitted electronically through the link:

www.imt.ac.ae/facultyseedgrant/

The application includes a Seed Fund form to be duly filled and a research proposal in about 1000 words. The proposal shall discuss the proposed research, the anticipated output of the research and how it will lay the foundation for subsequent research. A project timeline is expected from the proposal. The proposal will include details such as the research problem/methodology/knowledge mobilization plan/plan to apply for external funding (if applicable).

III. Evaluation Process and Selection Criteria

The application will be scrutinized by the Office Chair Research and forwarded to the Research Committee. The Research Committee evaluates the proposals based on the selection criteria and will submit its recommendations to the Director for the final approval.

All proposals must articulate a clear and strong plan for work with the utilization of the grant. Applications must be clear, concise, legible and complete. The scientific merit of the proposal will be evaluated in terms of originality and innovation, clarity and scope, feasibility and adequacy of methodological approach and importance of expected outcome of the research. The evaluation criteria will also include the potential impact of the research on the academic field of study and the potential for the award to provide a basis for further research support from external sponsors. The applicants may explain how the involvement of students in the project will contribute to their training needs. One of the selection criteria is the likelihood that the proposed work will be completed during the award period.

IV. Budget Details

The award funds may be used to support reasonable and necessary costs for the collection of pilot research data for the proposed research work. The allowable expenses include support for travel and supplies, special software needs, stipends for students involved in the project work etc. No more than 20% of the grant can be used for travel purposes.

V. Report Submission

On completion of the approved award period of one year, the recipient faculty must submit a final report to the Office of Chair Research/QAIE. The report must outline the work that was accomplished and future plan with respect to publication targets and plans for external funding (if any).

Publications etc. that result from the project should acknowledge that the project was funded, in part by the institute.

External Research Funding Opportunities in UAE

- The Emirates Centre for Strategic Studies and Research <https://www.ecssr.ae/en/>
- National Research Foundation <https://nrf.ae>
- Emirates Foundation <https://www.emiratesfoundation.ae>
- Alqasimifoundation.com <https://www.alqasimifoundation.com/>
- Mohammad Bin Rashid Al Maktoum Knowledge Foundation <https://mbrf.ae/en>

APPENDIX-M Faculty Development Fund

I. Faculty Development Fund (FDF) –Purpose and Importance

IMTD recognizes the importance of developing faculty and maintaining intellectual environment on campus. The purpose of the Faculty Development Fund (FDF) is to provide a uniform source of funding to pursue professional development for faculty. The funding is intended to support faculty community to enhance their skills and knowledge, adapt to new work methods and prepare for career advancement. The continued professional growth and development of faculty ensures new developments and knowledge in academic disciplines; reflect new institutional research and public service techniques and strategies and improve instructional or teaching ability to meet changing needs and expectations of students. The professional development activity planned by the institute will be aligned with the strategic key priorities of the institute.

FDF grant fund projects which meet any one of the following criteria: production of scholarly content which contributes to professional development; development or acquisition of professional skills through participation in workshops or training; interdisciplinary collaborations within the institute.

FDF offers two categories of grants to IMTD faculty: individual FDF grants and collaborative FDF grants. Joint application by faculty is required for receiving FDF in the collaborative category.

II. Eligibility

All full-time faculty of the institute are eligible to receive Faculty Development Funds.

III. Budget

To support professional development activities, the institute shall budget annually for professional development. The amounts awarded normally range between AED 1000 and AED 7500. Final amount sanctioned depends on the allocation provided for FDF in the annual budget.

IV. Uses of Fund

The provision of financial support through grant awards are given for the following professional development activities:

- Faculty participation in workshops, short courses and seminars to develop new skills in instruction and research.
- Faculty participation in major activities of their professional associations such as conferences and other professional meetings.
- Sponsorships of local forums, lectures and workshops on scholarly developments and events.

- Workshops on pedagogical and course development.
- Professional licenses or certification fees; and membership in and/or to professional organizations and periodicals.
- Purchase of materials that support professional development like books and other appropriate materials.
- Specialized software and databases, computer peripherals etc.
- Subscriptions to scholarly journals.
- Acceptance/publication fee for reputed ABDC/Scopus journals.

V. Application Procedures

Applications can be submitted at www.imt.ac.ae/faculty_development_fund.

The funds will become available by July month of each academic year. The application for the project grant must include a brief narrative of the intended program. The application must include a clear statement of intention and significance to the applicants' professional development and/or educational value of the project. Faculty must plan for the program well in advance in order to meet the application requirements. Applications are due a minimum of two months before the project /event start date. The application should include a detailed budget. When available, program descriptions for workshops and short courses should be appended to the application.

The Research Committee (RC) [refer to **Section 1C.16** of PPM] shall review the applications and recommend the adjudicated applications to the Director.

VI. Professional Development Activity Reporting

The recipient of the FDF is responsible for the submission of a report of the activity. The report must highlight the knowledge gained from the professional development activity and provide professional accountability in confirming the validity of the professional development activity. The applicant will submit the report within a month of completion of the project. All supporting documents must be attached to report to demonstrate the completion of the project. Collectively these reports will form the basis of the year-end report of the FDF activity which will be submitted to the Director's office.

All expense related statements must be duly submitted to the Accounts Department along with documents.

APPENDIX-N National Holidays

National Holidays for the year 2022-23

- Gregorian New Year: 1 January
- Eid Al Fitr: From 29 Ramadan to 3 Shawwal* (4 days)
- Arafah day and Eid Al Adha (Feast of Sacrifice): From 9 to 12 Dhu al Hijjah* (4 days)
- Hijri New Year (Islamic New Year): 1 Muharram – 30th July in 2022 and 19th July 2023
- Prophet Mohammed's birthday: 8th October in 2022 and 27th September 2023
- Commemoration Day: 1 December (previously known as Martyr's Day and was observed on 30 November)
- National Day: 2 and 3 December (2 days).

**Note: Islamic holidays are determined according to moon sighting.*

Source: [Public holidays - The Official Portal of the UAE Government](#)

Document Change Record

Version: **December 2022**

Date of Approval of the BoG: 27th December 2022

Sl.no	Change summary	Section	Page no. of previous version- October2022	Page no. of current version- December2022
1	A brief statement of the institution's history		3	3
2	Strategic goals and objectives are updated		5	4
3	Research Grant-Seed Fund updated	Appendix L	66-68	68-70

Version: **October 2022**

Date of Approval of the BoG: 26th September 2022

Sl.no	Change summary	Section	Page no. of previous version- August 2022	Page no. of current version- October 2022
1	Revised Organization chart is replaced	Section A Organization Chart and Governing Body	8	8
2	All references to Associate Dean – Research are replaced by Chair Research			Entire Manual

Version: **August 2022**

Date of Approval of the BoG: 20th August 2022

Sl.no	Change summary	Section	Page no. of previous version- May 2022	Page no. of current version- August 2022
1	<p>F.I: Full time Faculty Workload Policy</p> <p>This paragraph has been removed “IMTD follows a system of 18 credits for all the faculty member without discriminating between the levels of teaching i.e. Graduate and Undergraduate program. Additionally, faculty are expected to contribute by way of research and undertake administrative responsibilities as assigned by the Director from time to time”</p>	Section F: Conditions of Employment for Full-Time Faculty	15	15

	Below sentence is added. “Faculty Workload for an academic year (Fall, Spring and Summer) is calculated from 1st September to 31st August of a year.”			
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Version: **May 2022**

Date of Approval of the BoG: 27 May 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2021	Page no. of current version- May 2022
1	Revised Section B.IV clarifying faculty role in management and administration and inserted section BV clarifying faculty role in governance.	Section B	10	10
2	Modified Faculty professional ethics This is corresponding to changes in Section 10.B and insertion of Section 10 I in PPM.	Section D	12-13	12-13
3	Inserted leave for attending professional development training and conducting consultancy and Management development program (MDP)	Section F.IX: Leave of Absence	26	26
4	Modified faculty overload policy Any faculty overload cannot be carried forward to the next academic year.	Section L: Policies regarding Faculty Overloads	41	41
5	Inserted Appendix-N National Holidays	Appendix-N	N/A	72