

ACADEMIC_ Retirement Teaching Policy_055

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Purpose

The purpose of this policy is to make use of the expertise and experience of retired Qatari faculty members in teaching graduate and undergraduate students of Qatar University.

Source / Authority

The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

Qatar University seeks to take advantage of the experience of retired Qatari faculty members in teaching courses in areas of their academic specialty and expertise. This policy establishes criteria for hiring the retired faculty members to teach at the university in areas relevant to their expertise.

Policy Statements

1. Qatar University may appoint retired faculty members as part time teaching faculty in their respective areas of expertise.
 2. Retired faculty members may be invited as guest members to participate in department and college councils and to serve on various committees.
 3. Retired faculty members shall not hold administrative positions
 4. Appointment of retired faculty members is for one year (9-months contract) renewable based on recommendation from the respective department head and college dean and the approval of the Vice President for Academic Affairs.
 5. Retired faculty must have at least “meet expectation” evaluation of teaching in the last three years before retirement.
 6. Appointed retired faculty members will receive a monthly stipend based on their academic rank as follow:
 - a. QAR 20,000 per month for “Assistant Professor”;
 - b. QAR 25,000 per month for “Associate Professor”; and,
 - c. QAR 30,000 per month for “Professor”.
 7. Retired faculty members are not eligible for annual merit increase.
 8. Appointed retired faculty members shall comply with all the duties and responsibilities of regular QU faculty.
 9. University has the right to terminate the agreement in cases of violations of policies and/or best interest of university.
 10. Teaching load shall be at least 12 credit hours in the academic year.
 11. Overload payment will only apply if teaching load is above the maximum approved load for his/her equivalent academic rank (currently 18 credit hours).
 12. All academic/faculty policies will be applied except faculty performance review and evaluation policy. The Vice President for Academic Affairs shall develop an evaluation system.
 13. Colleges shall provide teaching assistants, where needed, to assist the faculty members in the teaching/learning process, especially in the integration of technology in teaching.
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Procedure

1. Departments may nominate a retired Qatari faculty member to teach a particular course of his/her speciality. The nomination letter shall include items such as the course(s) to be taught, qualifications of the faculty member, current CV and faculty evaluation in the last three years before retirement;
2. Nomination (in all cases) should be submitted to college dean for evaluation and then to Vice President for Academic Affairs for approval;
3. Vice President for Academic Affairs will review and submit the request with his/her recommendations to the University President for endorsement; and,
4. Upon approval of University President, the Vice President for Academic Affairs shall issue a letter of appointment to the applicant and a copy will be sent to the home department, college dean, and Human resources.