



# **ASIAN UNIVERSITY FOR WOMEN**

**Faculty Handbook  
2019-2020**

**August 8, 2019**

## VALIDITY OF THE FACULTY HANDBOOK

The Faculty Handbook is adopted as a guide on the employment and performance management of AUW faculty for 2020/21. The Faculty Handbook is subject to periodic review and updates. Such updates will be circulated to all faculty, and, as far as practicable, incorporated in the Handbook at the beginning of each Academic Year. The HR Department maintains other guidance on the University's policies and procedures relating to faculty and staff.

## Preamble

In furtherance to the Recitals stated in the AUW Charter,

1. There exists an urgent need to create and sustain centers of excellence in education for Asian women in general and in particular for women from the rural, poor and other disadvantaged populations.
2. The Government of Bangladesh places high priority on improving the condition of women and on strengthening the quality of education as a means of advancing national development and desires to host and support the University in Bangladesh.
3. The International Support Committee and the Foundation desire to establish and maintain the University as a high quality university accessible to talented Asian women in general and in particular women from the rural, poor or any other disadvantaged background.
4. The Government of Bangladesh, the International Support Committee, and the Foundation entered into a Binding Memorandum of Understanding, dated as of January 31, 2002, as amended. The Binding Memorandum of Understanding, as amended, contains provisions with respect to non-expropriation, choice of law, arbitration, and confidential information that will survive any termination of the Binding Memorandum of Understanding and the ratification and enactment into law of this Charter by the Parliament of Bangladesh.

The Government of Bangladesh, through an Act of Parliament, adopted the AUW Charter on October 8, 2006.

The AUW Charter is a public document, available at <http://www.auw.edu.bd/about/auw-charter/>

As per Article 3 of the AUW Charter:

- a. The University is an institution of higher education for women in liberal arts and sciences and other selected programs approved by the Board of Trustees. The University strives to (1) identify exceptional talent among Asian women, particularly those from rural, poor or any other disadvantaged background, (2) assist these women in their preparation for university entrance, and then (3) recruit them for and provide them with an education of high quality and relevance at the University.
- b. The University is a body corporate having perpetual succession and common seal with power to engage in any lawful act or activity for which a body corporate may be organized under the laws of Bangladesh. Including without limitation, to acquire, hold, and dispose of both movable and immovable property and to sue and be sued in its name. The University is an autonomous and international center for research, education, training, and outreach. The University has authority to grant academic degrees, honors, and honorary degrees and to seek and obtain accreditation from any academic accrediting organization inside or outside Bangladesh.

- c. The University will establish and maintain the first campus of the University in Bangladesh and may, from time to time, establish and maintain outreach programs, support organizations, affiliated entities, or other campuses in Bangladesh or elsewhere.
- d. The University will admit women students from all Asian countries. It will recruit a minimum of 25% of the women from amongst the students who are Bangladeshi Nationals.
- e. The University is a non-profit organization. All income or property of the University will be used in attaining and promoting the educational purposes, activities, and objectives for which the University is established as provided in this Charter. No part of the income or property of the University may directly or indirectly be paid or transferred otherwise than for valuable and sufficient consideration to any of its Trustees or employees by way of dividend, gift, division, or otherwise in any manner by way of profit. The University may compensate its Trustees, employees, and independent contractors for services rendered to the University.

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## Definitions

Capitalized terms used in the University Handbook have the meanings assigned to them as follows:

Academic Actions	Formal steps taken by the University in cases where students do not meet the standards set out in academic policies.
Academic Community	All members of AUW who are formally affiliated with the University.
Academic Programs	Taught programs which comprise of formal classroom engagement and lead to a certificate or credit toward graduation.
Academic Support Staff	Staff who provide direct support to teaching and learning.
Access Academy (AA)	Academic Program offered prior to students' entry into the Undergraduate Program.
Accreditation	Formal process of validation in which colleges, universities and other institutions of higher learning are evaluated.
Alumnae	All graduates of AUW Academic Programs.
Alumnae Association	Organization of AUW graduates established to support a life-long engagement the University, its students, and among graduates.
AUW	Asian University for Women.
AUW Charter	Official founding document of the University, adopted by the Parliament of Bangladesh.
Board of Trustees	University governing Board.
Chancellor	Titular head of the University, non-executive.
Commencement	Official ceremony held to award AUW Degrees.
Degree Programs	Academic Programs that lead to a formal academic award (Bachelor's, Master's, Doctoral Degree, Honorary Degree).
Employees	All staff under employment contract with AUW.
Faculty	All academic staff under employment contract with AUW.
General Education Core Program	Credit-bearing toward a Degree, common to all students.
Handbook	A formal document containing University policies and guidelines.
Officer	An employee of the University authorized to represent the University in formal documents and occasions.
Pathways for Promise	Academic Program offered prior to students' entry into Access Academy.
Policy	An official document of the University outlining sets of rules, approved by the Board of Trustees.
Pre-Access Academy (PAA)	Academic Program offered prior to students' entry into Access Academy.
Registrar	Chief Operating Officer of the University
Professional Training Programs	Programs offered by the University for specific training purposes.
Staff	Administrative employees of the University.
Students	Formally admitted and enrolled at the University.
The University	A legal entity established under the AUW Charter.
Transcript	An official document issued by the Academic Registry of AUW, with course details, grades and Grade Point Average.
Trustee	A member of the AUW Board of Trustees
University Handbook	A general guideline of the organization and operations of the University.
Vice Chancellor	The chief executive officer of the University.

## Chapter I: AUW Mission, Vision and Goals

Founded in 2008, the Asian University for Women (AUW) is an independent, international university in Chittagong, Bangladesh, seeking to educate a new generation of leaders in Asia. AUW admits students solely on the basis of merit, regardless of their family's income level, and nearly all students are on full scholarship with many as the first in their family to attend university. AUW offers two one-year, pre-collegiate bridge programs called Pathways for Promise, and the Access Academy, as well as a three-year undergraduate program based in the liberal arts and sciences. The University is committed to graduating generations of women leaders who will tackle their countries' social, economic, and political issues while collaborating across cultural, ethnic, and religious lines. AUW has approximately 610 students enrolled from 16 countries in Asia and the Middle East.

### Mission

The founding mission of AUW, as defined in the AUW Charter, is to improve the condition of Asian women in general and in particular women from rural, poor and other disadvantaged populations, including those who are refugees or otherwise deemed to be stateless, by creating and sustaining and institution of higher education for women in the liberal arts, sciences, and other selected programs approved by the Board of Trustees. [*By-Laws of the Asian University for Women*, January 1, 2012]

### Vision

The Asian University for Women seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world.

### Goals

1. To educate Asian women to become highly motivated and effective professionals, leaders, and service-oriented citizens;
2. To provide a vibrant and diverse residential learning community where highly talented women and those with uncommon potential from many cultural and religious backgrounds can grow both intellectually and personally;
3. To create a student-focused learning environment where the humanities and natural and social sciences establish a broad base of inquiry, where disciplinary and independent studies provide learning depth, and where applied studies in both the general studies and majors' curricula requires students to link theoretical understanding with contemporary issues and challenges facing Asia and the world;
4. To focus student learning on the acquisition of intellectual abilities, reflective personal growth, leadership abilities, and a service-oriented outlook.
5. As an institution of higher education, AUW further commits to:
6. Education offerings in liberal arts and sciences of relevance to the region, comprised of:
  - a. Degree Programs at Bachelor's, Master's and Doctoral level;
  - b. Academic Programs to enhance the students' preparedness for university-level study;
  - c. Professional Training Programs to serve the needs of women employment and equitable career development in the region;
7. Producing new knowledge in the fields of science and social science, through scholarship, research, publications and other forms of dissemination;
8. Engaging the Academic Community and its Alumni in a lifelong cycle of learning, social outreach, and service for the improvement of the condition of Asian women and communities in the developing countries of Asia;
9. Preparing Students to acquire, expand and apply knowledge in their chosen fields of study;
10. Providing Students and Employees with the learning skills for long-term personal and professional development;
11. Enabling Students and Employees to learn and communicate in an English language environment;



12. Developing in Students and Employees the core characteristics as embodied in the AUW “Core Curriculum” (General Education);
13. Promoting intellectual, cultural and scientific collaboration with national and international partners; and
14. Promoting Bangladesh and Asia’s intellectual competitiveness in the region and beyond.

## **University Governance**

### **Board of Trustees**

The Board of Trustees governs the University under the AUW Charter, determines the University's teaching and research content, programs, its goals and priorities, determines the means the University will devote to achieve its goals and priorities, determines the University's academic organization and policies with respect to hiring, retention, promotion, and termination of faculty and other employees, admission, retention, graduation, and expulsion of students, fees and rates of tuition, academic discipline, certification, examination, award of monetary scholarships or grants, award of academic degrees, honorary degrees and any other recognitions, prizes or awards, and accreditation. [AUW Charter, Article 5.a.]

Further details on the Board of Trustees are available in the *University Handbook*.

### **Academic Governance**

Academic Council is responsible for academic standards and quality, subject to the responsibilities of the Board of Trustees. Full-time faculty on the University's degree programs are members of Academic Council. The council approves academic policies and regulations, authorizes academic awards and advises the Vice-Chancellor on the strategic direction of the university's academic activities.

Further details on the Academic Council are available in the *University Handbook*.

### **Student Government**

AUW Students elect a Student Government as their representative organization. Student representatives on university committees are drawn from the Student Government.

The Student Government is a self-governing organization, representing the interests of AUW Students. The Student Government, supported by the Office of the Dean of Students, with the University Registrar as source of advice on regulation and guidance. The Student Government works with students and the administration to improve the quality of student life at AUW. The AUW Student Government meets regularly.

Further details on the Student Government are available in the *University Handbook*.

## **University Management**

The Vice Chancellor, the Dean of Faculty and Academic Affairs, the University Registrar and the Chief Financial Officer, are the Officers of the University. They carry specific executive responsibilities delegated to them by the Board of Trustees and have the authority to sign official documents and to represent the University. Collectively they form the University Executive – the senior leadership team of the University.

## **Underlying Principles**

AUW is based upon the principals of academic rigor, integrity and honesty. The University is established on the basis of the fundamental principle of academic freedom. In accordance with this principle, all members of the academic community of the University, including, without limitation, administrators, officers, faculty members, and other teaching, research or library staff members, technicians, experts, and students, have the right to freedom of opinion, belief, and expression in teaching, studying, speaking, conducting research, and publishing the results of research or opinion or analysis or any other scholarly, academic, or other publications. [AUW Charter, Article 5.b.]

AUW's curriculum, teaching and research contents, programs, goals and priorities will not be offensive to any religious, cultural and social beliefs & values. [AUW Charter, Article 5.c.]

## **Chapter II: Faculty Recruitment, Appointment and Academic Rank**

### **Faculty Recruitment**

Faculty recruitment will follow an established planning process for each academic program, based upon the Curriculum and Degree Plan approved by the Board of Trustees, anticipated student enrollment, specific program requirements, and budget forecast. The Dean of Faculty & Academic Affairs is responsible for the faculty recruitment.

### **Academic Capacity Planning**

Academic capacity planning is based upon a method of calculating the full-time equivalent (FTE) faculty needed to deliver the academic process for each academic program, including number of students, number of credits/hours, average class size, and standard hours of a full faculty teaching workload.

### **Qualifications Requirements**

As an international University, AUW aims to recruit the best qualified faculty in order to fulfill its mission, vision and goals. All academic positions must fulfill the following requirements:

1. Educational Background: Doctoral Degree or Master's Degree from a recognized university, in fields related to the subject for which recruited; a Doctoral Degree (PhD) will be given preference;
2. Diploma and Transcript in the original language of issue, along with an official translation in English language;
3. A minimum of 18 subject specific credits taken at graduate level in order to be eligible to teach the relevant courses at undergraduate level;
4. Expertise to teach a minimum of 3 discrete courses;
5. Evidence of eligibility to meet credential equivalence requirements;
6. Preferably under the age of fifty (50) for a first-time faculty appointment;
7. Fluency in English, both spoken and written

### **Credentials Assessment**

All shortlisted applications for academic positions will be submitted to the Dean of Faculty and Academic Affairs for review of prior academic background to determine eligibility to fulfill the University requirements. Each application will include a letter of interest, a curriculum vitae, a sample syllabi of courses taught by the applicant, a list of any publications and any other documents that may be required by the Search Committee.

## **Documents Required for Academic Appointment**

Newly recruited full-time and part-time faculty must submit to the Human Resources Office the following documents:

1. Diploma and Transcript in the original language of issue, along with an official translation in English language;
2. Copy of passport/citizenship;

## **Faculty Appointment**

The appointment letter will specify an official academic rank and the appointment status (full time or part time).

The appointment of faculty to University leadership positions, such as Vice Chancellor, Dean, Associate Dean, Program Head etc, will follow the procedure established under the authority of the Board of Trustees.

## **Faculty Status**

### **Full Time Faculty**

A full time Faculty is an academic staff member who is required to work a minimum of five (5) working days per week, eight (8) working hours per day, or forty (40) hours per week, in the framework of the University Academic Calendar.. Full time Faculty are entitled to receive the standard benefits of University employees.

### **Part Time Faculty**

A part time Faculty is an academic staff member who is contracted to teach a specified subject for a limited period of time. The hiring of part time Faculty will be justified in cases where the University does not have the resources or the specific subject expertise among full time academic staff. Part time Faculty are not entitled to receive standard benefits of University employees. Part time Faculty may also be referred to as Adjunct Faculty.

### **Visiting Faculty**

A visiting Faculty is an academic staff member who is employed on a full time basis by other institutions of higher education, who has been invited to AUW for a period of time (an academic year, a semester, or otherwise determined by AUW). Unless otherwise specified in the appointment letter, a Visiting Faculty is required to work a minimum of five (5) working days per week, eight (8) working hours per day, or forty (40) hours per week.

Visiting Faculty who continue their assignment at AUW for more than one (1) academic year will be referred to as Recurrent Visiting Faculty.

Visiting Faculty are not entitled to receive the standard benefits of University employees, unless otherwise specified through partnership agreements.

## **Visa and Work Permit for Foreign Citizens**

Foreign nationals will be required to obtain a visa from the Bangladesh Embassies in their respective countries, or if there is no Bangladesh Embassy present in the relevant country, then from any other Bangladesh Embassy. The University will then apply for security clearance and a work permit. Foreign nationals will be engaged by the University solely in activities for which the visa or work permit are issued. [AUW Charter, Article 8]

As a matter of University policy, no pay or benefits will be given to a foreign national unless or until a visa is granted. If the visa is delayed, the employment start date will be delayed accordingly. If the visa is not obtained within a reasonable time period, the employment offer will be null and void.

## **Academic Rank**

AUW Faculty will be appointed with an academic rank as per internationally benchmarked procedures as follows: (The promotion criteria are outlined in Chapter IV.)

**Professor**  
**Endowed Professor / Chair**  
**Honorary Professor**  
**Professor of Practice**  
**Associate Professor**  
**Assistant Professor**  
**Instructor**

## **Other Academic Staff and academic support staff**

The University may employ other academic staff who have a Bachelor's degree, and additional professional teaching qualification, and are well-qualified to teach, as Tutors. Tutors may perform scholarly and/or University service as specifically agreed with the Program Head, Program Coordinator, or Program Director.

AUW will appoint academic support staff who have the primary responsibility for facilitating the improvement and enhancement of academic activities. Academic Support Staff are appointed as Fellows, Laboratory Assistants/Technicians, Teaching Assistants, Librarians, and other Academic Support Staff as may be required in the delivery of the learning and teaching process at AUW.

## **Emeritus status**

The conferment of emeritus titles is in the gift of Academic Council on the recommendation of the Vice-Chancellor. The title may be granted to retired faculty members as honorific recognition. A retired faculty member may be granted the title in acknowledgement of special accomplishment or achievement. The Vice-Chancellor may additionally instruct the Registrar to allow an emeritus title holder access to specified practical benefits, such as office space or access to the University's facilities.

## **Workload Management**

Heads of Programs manage workloads through the annual review process and the associated workload analysis. The main components of the academic role include:

## **Teaching and Teaching Related Activities**

Includes direct interaction with students, face to face contact in class (lectures, seminars, workshops, labs), feedback and support sessions, independent study, supervision of credit-bearing projects, senior thesis supervision, academic advising, updating course syllabus, developing new courses, preparation of learning materials, assessment, invigilation, mentoring of students, etc.

## Research Scholarly Activities

Faculty are expected to engage in research, publication for journals, book publication, conference papers, grant application, special projects and consultancy, etc.

## University Service and Knowledge Exchange

Includes representation in internal and external committees, specific administrative duties, leadership of specific projects, attendance in senior day and commencement, admission committees, etc.

Faculty need to manage their own work week to meet the requirement of their position based on a normal working week of 40 hours per week.

## Chapter III: Academic Duties

### Teaching

Full Time Faculty at AUW are required to teach a minimum of 6 4-credit courses over the course of the academic year. Courses are assigned by the program head, according to the curriculum and program degree plan.

Normally, Faculty are expected to teach 3 courses each in the Fall and Spring Semesters. Depending on specific circumstances and requirements, faculty may distribute their teaching requirement to include the Summer Semesters. For example, 3 courses in Fall, 2 courses in Spring, and 1 course in the Summer. Such variations are possible where other academic duties may be given priority (e.g. research, special assignment, structural position, etc.), and may be implemented in consultation with the program head.

### **Class Size**

Class size may vary according to program level and course requirements, as follows:

Pathways for Promise (Pre-Access):	13-15 students per class
Access Academy:	15-20 students per class
UG 1 (Core Program):	25-30 students per class
Writing Intensive Courses:	16-20 students per class
Lab Courses:	24 students per class (based on lab capacity)
Upper Level Courses:	30 students per class

In cases where student enrollment is above the recommended class size due to overall program enrollment, the workload assignment will be weighted accordingly.

In cases where student enrollment is below the recommended class size due to overall program enrollment, the workload assignment will be weighted accordingly and faculty will be assigned additional duties.

In the case of UG class enrollment below 15 students, the course will be cancelled for the given semester unless the Vice-Chancellor directors otherwise. In such situations, faculty will be assigned additional duties and may be invited to offer the course in another semester.

## **Course Syllabus**

A Course Syllabus is mandatory for each course, to outline the course objectives, learning outcomes and concrete skills acquired, week-by-week breakdown of topics, assigned literature and assessment methods.

Each Faculty is responsible for developing a Course Syllabus for the courses they teach, based on the learning outcomes and other requirements of the Academic Program, and overall curriculum structure. Faculty are required to submit a Course Syllabus to the Program Head at least three weeks before the start of the semester; to be reviewed by the Program Head and approved by the Dean. Faculty will be provided with syllabus development criteria and template. [Appendix I: Course Syllabus Template]

The learning outcomes for each course should be in line with academic program benchmarks, stakeholder feedback and other recommendations, gathered in the course of program evaluation. Faculty are expected to attend Program meetings, held by the Program Head or Director, in order to ensure all courses align with the Academic Program objectives.

Course syllabi must be provided to students ahead of the start of each semester and posted on the AUW website or other online platforms for easy access.

## **Supporting Materials**

Faculty are required to submit their teaching materials needs (textbooks, books, journals, articles) approximately three months in advance of the start of the next semester. Teaching materials needs should be submitted to the Head of Library and are approved by the Dean through the Head of Programs.

Faculty will receive guidance and other supporting materials before the beginning of each semester, including the Academic Calendar, Course Schedule, Academic Policies, handbooks and manuals, course syllabi templates and samples of student course evaluation forms.

## **Course Delivery**

1. Faculty should consider the content delivery by allocating enough time for students to learn about the theory and concept, and to practice real life application.
2. Faculty should understand student diversity and learning habits: as 21C learners, students need to be engaged in interactive learning activities, including online sources, visual aids, guest lecturers, industry-related visits, field trips, etc.
3. Faculty should engage students through educational technology, such as online learning and the use of multimedia resources.
4. Faculty should provide immediate feedback to students on their assignments and development.
5. Faculty should inform students of the process of giving feedback at the start of the semester.

## **Faculty Attendance Policy**

Faculty are expected to carry out their planned courses/classes according to their assigned workload and be present on campus throughout the entire length of the semester. Faculty may re-schedule a class exceptionally with the approval of the Program Head, and notify the Academic Registry of the make-up class schedule. Class re-scheduling may be carried out with a minimum of two-days' notice.

Other absence from campus, for personal and professional reasons, must be approved by the Dean.

## **Assessment of Student Learning**

### **Definition and Objectives**

Assessment is a scheduled academic activity which is conducted regularly in order to produce a measure of the success of the teaching/learning process. Assessment is intended to:

1. Evaluate whether students have understood or mastered the discussion material presented in their classes,
2. Classify students into groups according to observed ability.

Assessment activities may be either written or oral, in the form of questions, seminars, assignments, essays, examinations, or other forms according to the type of subject and the special objectives which are to be achieved.

### **Types of Formal Assessment**

1. Semester Examinations

Semester examinations consist of mid-semester and end-semester examinations which may be conducted in the form of a test, quiz, or project. The mid-semester examination is given after completing several discussion topics while the final examination is conducted after all course material has been given for the semester.

These two examinations are included in the syllabus, the academic calendar and are announced to the students in advance.

2. Final (Project) Examination

Final (project) examinations are conducted when students complete their course of study. The nature of the final examination is holistic, covering all disciplines related to the field, and may be based on the Senior Thesis or Applied Project which have been completed according to the final project guidelines specified by the University Academic Policy.

### **Examination Materials**

Faculty are required to submit the examination materials to Academic Registry one (1) week before the examination date.

### **Examination Rules**

1. Students/exam participants who arrive late may be disqualified from taking the examination or allowed to take it without extending the time, at the discretion of the proctor.
2. Students/exam participants who are in the examination room cannot withdraw from the examination after the distribution of the examination materials.
3. Students/exam participants are only allowed to bring equipment or materials approved by the faculty who set the examination.
4. Students/exam participants who violate the examination rules are subject to academic sanctions.

### **Project/Thesis Supervision**

All Undergraduate Programs at AUW include a Thesis, Independent Study, or other Project, set by the

Program faculty, carrying 4-8 credits:

1. Thesis: an in-depth, written research paper that is completed by an individual student in fulfillment of the Final Project requirement; or
2. Project: an in-depth practicum or internship that is completed by an individual student in fulfillment of the Project requirement.

All faculty are required to supervise a thesis or project as part of their regular academic duties. The thesis or project supervisor is appointed by the Dean, based on the recommendation of the Program Head. Faculty may also serve as co-supervisors.

The maximum number of students under one supervisor is ten (10).

The Thesis/Project Supervisor has the following responsibilities:

1. Guide the preparation of the research plan (proposal) of the project;
2. Examine the concept of the research plan (for thesis);
3. Monitor the implementation of the research (for thesis);
4. Examine the concept of the final thesis/project; and
5. Guide the reporting of the final thesis/project.

## **Grading System**

The AUW Grading Policy is available in the Academic Bulletin

## **Grade Submission**

Faculty are required to submit Course Grades to Academic Registry according to the deadline set in the Academic Calendar. If the grade submission deadline has passed and a faculty member has not submitted the course grades, the following policy will be implemented:

1. If the Faculty has finalized the assessment process and already set the grade for all class participants, but has unforeseen circumstances due to sickness or natural calamity, the grade will be set to "Suspended" for all students. With the approval of the Dean, the Faculty may submit the grades within two (2) weeks after the grade submission deadline;
2. If the Faculty does not submit the course grades within ten (10) days after the submission deadline, they will receive a written warning from the Dean, and the grade will be set to "Cancelled" for all students;
3. If there are students who have not completed a task or some of the assignments from the Faculty, the Faculty must inform Academic Registry, and the grade will be set as "Incomplete";
4. Grades cannot be changed after the grade submission deadline.

## **Changes to Submitted Grades**

Changes to submitted grades are allowed only in case of error or technical fault, and must be documented in writing to Academic Registry. Students who have a valid reason and require explanation of her grade may contact the Faculty.

Changes to any grade must be conducted as follows:

1. The Faculty member submits in writing a request to change the grade, acknowledged by the Program Head, Coordinator, or Director, and approved by the Dean;
2. The approved form is submitted to Academic Registry to be processed;
3. Changes that are requested verbally, or without formal approval, will not be processed.



Changes to submitted grades are allowed only at the end of the semester as scheduled in the Academic Calendar.

## **Teaching Evaluation**

All faculty are required to participate in teaching evaluation, which will be conducted in the form of review of teaching material, class observation (one scheduled with prior notice and one conducted at random, without prior notice), peer review, student course evaluation form, and other methods that may be adopted by the University Academic Board.

Course evaluation forms will be placed on record in the faculty's personnel file. Feedback to individual faculty on their teaching performance will be given by Program Heads, Coordinator and Director, and submitted to the Dean of Faculty and Academic Affairs in the form of Annual Reports.

Teaching evaluation will be taken into consideration in formative feedback and for contract renewal purposes.

## **Academic Advice for Students**

### **General Policy**

All Full Time faculty members are required to fulfill an academic advising role for students of their program. Academic Advisors are assigned by the program head. The Academic Advisor can mentor a maximum of thirty (30) students at the same time; this limit may be adjusted in accordance with Faculty needs.

### **The Role of the Academic Advisor**

1. Provide information to the students related to their program, objectives and Individual Study Plan, based upon the Degree Plan;
2. Guide advisees in the choice and progression of courses in order to fulfill graduation requirements on time and advise if Individual Study Plan should be amended;
3. Approve the student's Individual Study Plan;
4. All academic advisory functions should be documented in writing and carry the signature of the Academic Advisor;
5. Provide guidance and advice to students regarding the learning process;
6. Provide sufficient time for consultation with advisees at least 3 times in one semester, at the beginning of the semester, before/after the midterms and before the final semester exams;
7. Monitor and evaluate the learning performance/achievements of assigned students and report regularly at the end of each semester to the Program Head, Coordinator or Director, to be forwarded to the Dean of Faculty and Academic Affairs;
8. Monitor and advise advisees with declining performance, identify 'at risk' students, and provide assistance or referral to other University services, such as counseling, writing center, math and science center, health center, and other, with a signed copy to the Academic Registry.
9. In case of problems in the learning process, which cannot be resolved by the Academic Advisor, refer the student to the Dean of Faculty and Academic Affairs.

## **Scope of Advisory Role**

1. Provide assistance related to the direction of students' individual study plans and available courses that may be taken in the next semester;
2. Follow and apply all relevant academic policies and code of conduct;
3. Assist students in choosing, determining, and planning their courses for the individual study plan, including advice on choosing a major/minor, and the number of courses/credits to be taken, based on previous semester's GPA;
4. Assist in solving problems related to the education process and its effectiveness;
5. Receive, advise or refer any student complaints in relation to faculty, program, teaching process and other academic related matters/problems;
6. Provide regular and scheduled consultation at least three times per semester; and
7. Approve the Student's Individual Study Plan.

## **Research and Scholarly Activities**

AUW Faculty are encouraged and expected to conduct research and scholarly activities throughout the academic year in the form of independent research, group research, research and observation of teaching practice, supervising student research projects, participation in scholarly networks and associations, conference presentations, proposal writing for research grants, grants coordination as principal investigator or participant, research mentorship of junior faculty, and other research-related projects.

In the course of a full 16-week semester, Faculty are expected to allocate 15% of their time to research-related activities. Where additional time is required, due to the assignment, the faculty may be released from some portion of their teaching and/or University Service requirement, based upon the approval of the Dean of Faculty and Academic Affairs.

Faculty who fulfill their teaching requirement of six (6) discrete 4-credit courses in the course of the Fall and Spring Semester are eligible to conduct research on a full-time basis over the period of the Summer Semesters. Faculty also have the flexibility to allocate their courses across all semesters in order to increase their research time over the Fall/Spring Semester. Such flexibility is subject to course scheduling and course demand.

## **Research/Scholarship Output and Dissemination**

Faculty are required to plan their research and scholarly activities with their respective program head and report on their activities mid-year and in their Annual Report.

Throughout the academic year, Faculty are required to demonstrate how they integrate their research into their teaching and present at least once in a seminar or public lecture their research/scholarly work. These events are organized by the AUW Center for Teaching and Scholarship (CTS).

AUW Full Time Faculty are eligible to apply for financial support for their scholarship/research work. The terms and amount of the grant will be announced on an annual basis, subject to funding availability. Faculty who receive such a grant will be required to submit a completion report, and credit AUW in the case of publication or other form of output. Details of the scheme will be published through Human Resources.

Full Time Faculty whose research output is accepted for dissemination at journals, conferences, seminars, and other events of national or international importance, are eligible to apply for full-pay academic leave

to support the following activities:

1. Present a paper that has been accepted by a conference or journal for publication (up to 10 working days per academic year)
2. Invitation to be a Plenary Speaker (up to 3 working days per academic year)
3. Accept appointment to association boards or advisory councils (up to 4 working days per academic year)

Faculty are required to inform the Dean of Faculty and Academic Affairs of their research dissemination activities.

To further support their research output activities, Faculty are advised to seek external grants and funding.

### **Course Release/Research Leave**

Faculty may apply for a course release or research leave when they have secured a funded research project or have been selected through a competitive process to engage in a research activity that would enhance the reputation of the University. In the cases where such leave is sought, funding must be secured to enable the University to hire a temporary replacement for the course release.

To be eligible to apply for a course release or research leave, Faculty are required to have been employed by AUW in a Full-time capacity for a minimum of two (2) years.

### **University Service and Knowledge Exchange**

AUW faculty are encouraged and expected to become involved in University Service and Knowledge Exchange, conducted in the form of Academic Board membership(as applicable), administrative assignment, Committee membership, new program development, program evaluation, and other activities that may be assigned from time to time by the Dean of Faculty and Academic Affairs.

In the course of a full 16-week semester, faculty are expected to allocate 10%of their time to University Service and Knowledge Exchange activities. Where additional time is required, due to the assignment, the faculty may be released from some portion of their teaching and/or research requirement, based upon the approval of the Dean of Faculty and Academic Affairs.

### **Policy on External Professional Activity**

AUW acknowledges the importance and value of its faculty and staff engaging in consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies, thereby contributing to the development of productive relationships with these bodies. It is therefore the University's policy to encourage faculty and staff to engage in consultancy, wherever appropriate and in a manner that is consistent with their contractual responsibilities toward AUW.

This policy is intended to provide the information and procedures required for faculty and staff to undertake consultancy and other external work.

## ***Definitions and Scope***

For the purposes of this policy, external professional activity is defined as the provision of professional services or advice by an AUW faculty or staff member to an external party, which may be provided in exchange for a fee, other consideration, or free of charge.

At AUW, such expertise is likely to be based on research expertise, teaching capability, or other specific professional knowledge. Such work can range from 'commissioned research' to the provision of advice based on specialist knowledge. Although not all faculty or staff are anticipated to become involved in external professional activities, having a significant volume of such activity can be seen as a critical part of being a research-oriented university. At the same time, it has the potential to impact on the faculty's ability to be present on campus and to fulfill their contractual obligations. The University uses a broad definition of what constitutes consultancy. It's essential features may be described as follows:

- Consultancy is work of a professional nature, undertaken by University faculty or staff in their field of expertise, for clients outside the institution, for which some financial return is provided;
- Unlike research, it does not have as a prime purpose the generation of new knowledge;
- Consultancy will produce some form of contracted output which may be partly or wholly owned by the client;
- The University normally does not have freedom of publication over the results of consultancy;
- It tends to be governed by short-term contracts, makes minimal use of University resources and involves extra work for existing faculty or staff rather than the employment of new staff.

## ***Teaching at Other Academic Institutions***

The acceptance of teaching appointments for part-time employment at other universities while holding a full-time position at AUW is strictly prohibited and may lead to disciplinary action, including possible termination of the employment agreement.

In special cases, where such assignment is part of an institutional agreement, or goes to enhance AUW's reputation and visibility in the academic sphere, the Vice Chancellor may endorse or request faculty to participate in such assignments, provided that prior notice is given and that no activity is carried out before the approval by the Vice Chancellor.

## ***Excluded from the Above Definitions***

This policy does not apply to activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

- Authorship of, or royalties from, the publication of books;
- Service on public sector or charitable committees;
- External examiner duties;
- Lecture tours and conference presentations or attendance;
- Editorship of academic journals or the publication of academic articles.

### ***Permitted Level of Consultancy***

University faculty or staff are permitted to undertake up to 30 working days consultancy activity per academic year with the approval of their line manager.

### ***Approval of Consultancy Activity***

All consultancy proposals should be passed to the appropriate Program or Unit Head in the first instance. The Dean of Faculty will make the final decision to accept or decline the proposal. The decision to accept a proposal to undertake consultancy activity is not automatic and factors, including other sources of research income, will be considered.

It is further understood that any faculty or staff who become aware of undeclared external professional activities undertaken by their colleagues will be required to inform the Human Resources Office. Failure to share knowledge of such activities with the administration may lead to disciplinary action.

### ***Income distribution***

When approved, consultancy work is expected to contribute some percentage of the income received to the University, in order to recover any costs that may be incurred in relation to the consultancy project. In addition, faculty or staff who undertake paid consultancy work may be required to pay an overhead contribution to AUW, on a scale determined by the University.

### ***Contractual requirements***

The University is liable for the actions of its employees during work-related consultancy even if the actions or active ties are not covered by an agreement involving the University. The University, therefore, strictly prohibits staff from entering into work-related consultancy arrangements with outside agencies without approval from their Program Chair/Unit Head and the Dean of Faculty & Academic Affairs.

All faculty and staff will be required to complete a Declaration Form regarding their work commitments at the beginning of each academic year. Refer to Appendix II.

## **Chapter IV – Performance, Promotion and Separation from Service**

### **Performance Appraisal**

Faculty performance appraisal is key to the continuous development of skills and encouragement of high performance and achievement. The purpose of performance appraisal is to encourage constructive dialogue between Faculty and their program heads, to enhance the individual Faculty professional development and to clarify performance goals/expectations on a regular basis. The appraisal process incorporates a formal mid-year and annual review exercise, formalized in an Annual Report. The appraisal outcome of the formal annual review also provides a basis for decisions on contract renewal, promotion, pay increment and other rewards.

Based on the Academic Calendar, the HR Department will issue a circular to all faculty to request them to submit their Individual Performance Plan, using a prescribed form, to provide details of their Faculty workload plan, as well as other relevant information for their expected work performance during the year. Each mid and end of the year, the program head will meet with Faculty individually to discuss their overall

performance in the period, including course evaluations. The end-of-year Annual Report will be submitted to the Dean of Faculty and Academic Affairs.

The Annual Report Form is available as Appendix III.

The following are examples of areas of work to be taken into consideration in the Faculty performance appraisal.

### **Teaching and Student Advisory**

- i. Fulfillment of Full Time teaching equivalent (FTE);
- ii. The range and content of courses taught;
- iii. Quality of teaching (e.g., ability to explain concepts; use of innovative approaches to teaching, course preparation, concerns for student's learning problems, ability and commitment to inspire and motivate students to develop their full potential);
- iv. Result of students' course evaluation;
- v. Commitment and care in the discharge of other teaching-related duties, such as assessment matters, and student advisory duties;
- vi. Contribution to course development and design, including any evidence of the incorporation of scholarship and of relevant up-to-date knowledge and research findings in the field/discipline; and
- vii. Evidence of scholarly involvement in teaching issues and pedagogy activities leading to the improvement of the Academic Program and or the University.

### **Research/Scholarship**

- i. Quantity and quality of published research in refereed journals, books, chapters, monographs and papers at major conferences;
- ii. Invitations to give keynote addresses and lectures at international conferences;
- iii. Role undertaken in research projects;
- iv. Prizes or awards for research;
- v. Patent(s) or registered innovation(s); and
- vi. Number of research grants.

Faculty are expected to contribute to enhancing the collaborative nature and culture of research within the University. Within and across disciplines, Faculty should work with one another—and also work with outside partners—to secure larger scale research projects and outside funding to increase the level of research support and activities within the University. Individual Faculty are the drivers and creators of research output for the whole institution, and they should take responsibility to maximize funding for their research aspirations by looking to potential partners and outside funders.

### **University Service and Knowledge Exchange**

- i. Quality of involvement and contribution to University Service, with demonstrable outcomes;
- ii. Generating and managing initiatives which contribute to the development and reputation of the academic program and the University;
- iii. Generating collaborative research or other academic activities with reputable overseas universities;
- iv. Contribution to the community through community-based talks, seminars, and courses, and the provision of consultancies and specialist services to the public at large;
- v. Active and supportive participation to enhance the general well-being of the academic program,

such as maintaining good relations with colleagues and students, showing care and concern for students' welfare, being supportive in institution-building activities; and

- vi. Collaboration with any government/Industry Institutions in terms of developing any policies, regulations, or development programs.

In addition, Faculty are expected to participate in student recruitment outreach, to contribute to creating partnerships and ties with other institution and industry, to help increase internship opportunities for students and seek to leverage community service activities in ways that increase the opportunities for student success once they graduate and begin their careers.

## Summary Performance Evaluation Criteria

<b>TEACHING</b>	
<p><b>Exceeds Expectations (Exemplary)</b></p> <p>Fulfills all teaching responsibilities and demonstrates overall excellence in teaching, advising, and mentoring; leadership in curricular improvement and sharing of expertise.</p>	<p><b>Exceeds Expectations</b></p> <p><u>At least 2 from:</u></p> <ul style="list-style-type: none"> <li>-Earns student evaluations consistently above the IDEA average;</li> <li>-Makes <i>exceptional</i> use of innovative learning strategies (infusion of technology, active learning techniques, etc);</li> <li>-Provides exceptional mentorship to students outside traditional classes e.g. thesis students, independent projects, advising, etc.</li> </ul>
<p><b>Meets Expectations (Satisfactory)</b></p> <p>Fulfills all assigned teaching responsibilities with evidences of solid work in the classroom; some successful effort to improve; good reliable student mentoring and academic advising.</p>	<p><b>Meets Expectations (Satisfactory)</b></p> <ul style="list-style-type: none"> <li>-Earns student evaluations that fall within IDEA average;</li> <li>-Makes competent use of innovative learning strategies (infusion of technology, active learning techniques, etc);</li> <li>- Provides effective academic advising to students;</li> </ul>
<p><b>Does Not Meet Expectations (Unsatisfactory)</b></p> <p>Problematic classroom or other teaching performance; unreliable advising and frequent unavailability; indifference toward or unreasonable resistance to meeting AUW teaching standards. Mistakes in advising; little or no curricular development; minimal efforts at improvement.</p>	<p><b>Does Not Meet Expectations (Unsatisfactory)</b></p> <ul style="list-style-type: none"> <li>- Earns student evaluations consistently below IDEA average; or</li> <li>-Makes little use of innovative learning strategies (infusion of technology, active learning techniques); or</li> <li>- Provides unsatisfactory academic advising;</li> <li>- Provokes multiple, substantive, and substantiated student complaints;</li> </ul>

<b>SCHOLARSHIP</b>	
<p style="text-align: center;"><b>Exceeds Expectations (Exemplary)</b></p> <p>Significant and rigorous scholarship / creative work in prestigious venues. Completion of major research or scholarly/creative projects in accordance with long term plans.</p>	<p style="text-align: center;"><b>Criteria for Research Evaluation</b></p> <p>Evidence of sustained output of high quality, peer-reviewed research publications or other equally recognized forms of research output, and evidence of significant contribution to the discipline.</p> <p>Receipt of significant research grants and awards, particularly peer-reviewed, where appropriate to discipline.</p> <p>Membership of editorial boards of high quality, peer-reviewed journals or academic presses, or equivalent roles for other research outputs.</p> <p>Evidence of success in roles in the assessment and management of research at regional, national and international levels.</p> <p>Evidence of effective research collaboration with other institutions or organizations.</p> <p>Invitations to speak at international conferences, particularly as a keynote lecturer, or organization of significant international conferences and editing of published proceedings.</p> <p>Record of establishing and/or developing productive research collaborations with cognate disciplines</p>
<p style="text-align: center;"><b>Meets Expectations (Satisfactory)</b></p> <p>Some good, solid scholarly activity and productivity relative to rank and position; solid evidence of future plans with high likelihood of successful completion.</p>	
<p style="text-align: center;"><b>Does Not Meet Expectations (Unsatisfactory)</b></p> <p>No scholarly or creative activity or activity of a quality below expectations.</p>	
<b>SERVICE</b>	
<p><b>Exceeds Expectations(Exemplary)</b></p> <p>Uniformly excellent efforts and results in sustained projects and generosity of spirit in volunteering. Excellent initiative and effort with consistently beneficial results on projects. Provide rationale and list of achievements.</p>	
<p><b>Meets Expectations(Satisfactory)</b></p> <p>Consistently useful and effective service; shows initiative; responsive to needs of students and department. Provide rational and examples.</p>	
<p><b>Does Not Meet Expectations(Unsatisfactory)</b></p> <p>Little or no meaningfully or useful activity in serving the program or the University. Or, behavior of a professionally unacceptable kind or harmful effect. Provide rationale and examples.</p>	



## **Contract Renewal**

The renewal of Faculty contracts is linked to the performance appraisal and to institutional needs. Normally, indication of intention to renew or not to renew the contract will be given at the beginning of the Spring Semester in January.

## **Promotion**

### **Introduction**

This document sets out the criteria for the promotion of academic staff and the procedures for application.

### **Criteria for Promotion**

The University will seek to recognize and reward: (i)

fundamental and applied research

(ii) transfer of knowledge into the cultural and economic life of the wider society;

(iii) significant contribution to teaching and learning within the University;

(iv) service and leadership.

The panel will usually consider applications only from candidates who have served at AUW for at least one year.

### ***Promotion to Professor***

Promotion to Professor is on the basis of the criteria set out below. It is not a requirement that applicants satisfy all the criteria in each area of performance, but it is expected that they demonstrate strong performance in a majority of the criteria relevant to their discipline. Outstanding performance in any one area on its own would not suffice, with the exception of research.

#### ***A doctoral degree in the relevant field***

#### ***Research***

- Evidence of sustained output of high quality, peer-reviewed research publications or other equally recognised forms of research output, and evidence that they have made a significant contribution to the discipline and earned an international reputation
- Receipt of significant research grants and awards, particularly peer-reviewed, where appropriate to discipline
- Evidence of successful supervision of research staff and/or postgraduate research students

- Membership of editorial boards of significant journals or academic presses, or equivalent roles for other research outputs
- Evidence of effective research collaboration with other institutions or organizations
- Invitations to speak at international conferences, particularly as a keynote speaker, or organization of significant international conferences and editing of published proceedings
- Record of establishing and/or developing productive research collaborations with cognate disciplines

### ***Academic Enterprise and Knowledge Transfer***

- A significant record of transfer of intellectual property into the wider economy
- A significant record of translation of research findings into clinical solutions
- Evidence of significant influences on the formulation of policies or of practice in organizations external to the University
- Research, consulting or advisory relationships with other organizations
- A significant contribution to research or policy development in the field of knowledge transfer
- Evidence of effective interactions with key stakeholders, to include public and community engagement

### ***Teaching and Learning***

- A sustained record of successful teaching, including class-room or online delivery and related support in respect of allocation of teaching duties
- A sustained record of effective setting and marking of assessment, including provision of feedback to students
- A sustained record of effective delivery of student support as required by the post
- A record of substantial development in the content, delivery or assessment of the curriculum at course level
- A record of substantial contribution to programme management or development, including systems of student support
- A record of successful leadership and influence on the development of teaching and learning within the University

### ***Service and Leadership***

- Evidence of involvement in public and community engagement
- A significant and sustained contribution to the management of the discipline, Faculty or University (e.g. in planning and resource management, policy development, improvement of procedures etc) and evidence that this has produced material benefits to the institution's reputation
- Evidence of sustained ability to manage successfully and develop significant teams of staff (academic or support) where such opportunities arise
- Exceptional contribution to developing and managing links with external organizations

#### *o Endowed Professorship*

A candidate for an Endowed Professorship must, additionally, satisfy the criteria for that endowed professorship.

*o Honorary Professor*

The title 'Honorary Professor' may be conferred on an individual (whether an employee of the University or not) in recognition of a contribution to the respective academic field, public or other service beyond regular duties.

*o Professor of Practice*

The title 'Professor of Practice' may be conferred on an individual deemed to be a distinguished professional, either practicing or retired, without conventional academic qualifications but with professional commensurate practical experience in the field. A Professor of Practice should help to promote the integration of academic scholarship with practical experience

### ***Promotion to Associate Professor***

The rank of Associate Professor is for academic staff who have:

- a doctoral degree appropriate to their field or its equivalent;
- a record of at least 5 years' teaching and scholarship at least 3 of which are after obtaining the doctoral degree at a recognized university
- evidence of substantial contribution to undergraduate education and international recognition.
- a record since promotion to Assistant Professor that indicates substantial, significant and continued growth, development and accomplishments in teaching, research and creative work
- service to the University and the academic community

Promotion is based primarily on excellence in teaching or on excellence in research or in knowledge transfer and in one other area. The candidate must be able to provide strong evidence that the achievement already demonstrated will lead to a continued high quality output. In all cases norms for the discipline will be taken into account.

The case should provide clear evidence of the candidate's contribution since previously promoted and also the potential for future development. Promotion to Associate Professor is on the excellent level of achievement against the following criteria appropriate to the career track and in addition to the criteria required for the previous level of promotion.

### ***Research***

- Evidence of sustained output of high quality research publications or other recognized forms of output, judged to be at international level

- Evidence of an established national or international reputation in a research field through, for example, commissioned publications, successful conference organization and editorship of proceedings or regular invitations to participate in major conferences, or external professional practice
- A sustained record of attracting funds, where appropriate and feasible, and of leadership of, and collaboration in, significant research projects, and/or consultancy or work with external organizations

### ***Academic Enterprise and Knowledge Transfer***

- A substantial contribution to the development of academic enterprise across a broad range of activities
- Demonstrable leadership in academic enterprise, notably new academic enterprise processes designed, initiated and managed
- A sustained record of supervision of students on new business creation and technology or knowledge transfer projects
- High visibility involvement in regional, national and international enterprise bodies

### ***Teaching and Learning***

- A sustained record of successful teaching, including class-room or online delivery and related support in respect of allocation of teaching duties
- A record of substantial development in the content, delivery or assessment of the curriculum at course level
- A sustained record of effective delivery of student support as required by post
- A record of engagement with personal and professional development in relation to teaching and student support

### ***Service and Leadership***

- Evidence of effective management skills
- Recognition as having made a significant and sustained contribution to service and leadership criteria within the broader arena of the Faculty and/or University, or in the outside professional arena, where appropriate
- Evidence of involvement in public and community engagement

### ***Promotion to Assistant Professor***

This rank may be granted to academic staff who:

- have a doctoral degree appropriate to their field or its equivalent
- a record of at least 1 year of teaching and scholarship after obtaining the doctoral degree at a recognized university
- evidence of potential for growth as a teacher and scholar
- a record of successful teaching, research/creative work

- service to the University

Promotion is based on evidence of achievement in both teaching and research, together with evidence of achievement in Academic Enterprise and Knowledge Transfer or Service and Leadership as appropriate.

The University administration should ensure that the submission to the promotions committee contains quantitative evidence about teaching loads and quality (e.g. peer review of teaching, summaries of student questionnaires and scores) against University norms, to enable the Promotions Panel make an adequate assessment of the effectiveness of the applicant's contribution to this area.

In each area as appropriate, applicants will be assessed as having performed "below the normal level of achievement for a instructor"; or "at the normal level of achievement for Assistant Professor"; or "at a level of achievement for promotion to Associate professor". In all cases norms for the discipline will be taken into account.

### ***Research***

- A record of regular publication of original research judged to be at national level
- Other forms of externally recognized professional practice or creative output of a standing equivalent to regular publication of original research judged to be at national level, or the production of recognized works of scholarship and/or synthesis
- Some success in obtaining research support funding, where appropriate and feasible, and/or collaboration in significant research projects
- Successful research supervision where available

### ***Teaching and Learning***

- A record of successful teaching, including class-room or online delivery and related support in respect of allocated teaching duties
- A record of effective setting and marking of assessment, including provision of feedback to students
- A record of effective delivery of student support as required by post
- A record of engagement with personal and professional development in relation to teaching and student support

### ***Service and Leadership***

- Efficient performance over a period, of routine service/administrative duties, either within or on behalf of the University
- Some involvement in the broader tasks, where appropriate, a role providing support, pastoral care and guidance to students or colleagues and/or the outside professional arena where appropriate
- Evidence of a capacity to contribute creatively and constructively to the management of University or the department

- A capacity to manage more junior and/or support staff where such opportunities exist

## **Submission of the Case and Assessment**

### ***Content of the application and timing of submission***

Applications for promotions should be submitted on the application form and in line with this guidance. Applications should cover the following:

- main contributions in each of the areas of assessment
- type and quality of the outputs of the candidate (e.g. publications, contribution to teaching and learning within and outside the University as appropriate)
- any special factors of which the Promotions Panel should be aware (e.g. periods of maternity leave, discipline-specific norms, etc.)
- where a candidate spends a considerable proportion of time on other related professional, activity, an indication should be given of the amount of time spent on such work.

### ***Contents and completion of application***

- The Vice-Chancellor will periodically invite applications for promotion from AUW staff. The applications should be sent to the Registrar
- The application form is available from HR. Please complete all relevant sections of the application form. The form should be sent to the Registrar, who will acknowledge receipt and arrange for the Promotions Panel to consider all eligible applications.
- It is the responsibility of each candidate to ensure that all paperwork is complete and compliant.
- The Promotions Panel will make its assessment only on the strength of the evidence presented as part of the formal case.
- Incomplete or non-compliant applications may be disqualified from consideration under the promotion round although a candidate may submit an application for the next round.
- Applications cannot be modified following submission except with special permission from the Registrar.
- Applications should be as succinct as possible and not exceed 14 sides of A4, excluding the list of publications. Applications that do not conform to the required format will not be accepted for submission.
- The candidate must show how she or he meets the criteria for promotion by citing evidence to demonstrate performance and impact to date.
- The application must include a CV.
- The application must include a list of experts in the field who are prepared to act as Applicants for the role of Assistant Professor should provide the details of two referees. Applicants for the role of Professor or Assistant Professor should provide the details of three unless the Chair of the Promotions Panel agrees otherwise.

- The application must include a list of the candidate's publications and preferably any publications or papers that the candidate wishes the Promotions Panel to consider.

## **Consideration of Applications**

- The Vice-Chancellor will approve the appointment of a Promotions Panel to consider Cases and to agree decisions. In evaluating cases for promotion, the University will place weight on peer judgment and on the published criteria for promotion, using internal and external peer review. Since criteria vary from discipline to discipline, the Vice-Chancellor will establish a Promotions Panel based on discipline; including, at the Vice-Chancellor's discretion, AUW staff and external experts in the field and cross-disciplinary assessors. The university staff will be at the level of Dean or Head of Program or the equivalent. The Vice-Chancellor or a nominee will chair the panel. The Registrar or nominee will act as Secretary to the Panel.
- The timeline for decision will be up to six months from the date of formal submission.
- The decision of the Promotions Panel on the application is final.
- The Promotions Panel may set a time limit for the conferment of the title.
- The Registrar will arrange for promotions will be reported to Academic Council. The power to grant professorial titles is exercised by the Vice-Chancellor and the Promotions Panel under delegated authority from Academic Council.

## **Feedback**

The candidate may approach the Chair of the Promotions Panel for feedback on the application

## **Revocation of Title**

The Vice Chancellor may, in exceptional circumstances, revoke from an employee of the University the title of Professor or Associate Professor; this action may be taken where the individual has brought the University into disrepute (as confirmed through a formal disciplinary process) or where the required outputs are not achieved or sustained.

## **Emeritus Titles**

The conferment of emeritus titles is in the gift of Academic Council on the recommendation of the Vice-Chancellor. The title may be granted to retired faculty members as honorific recognition. A retired faculty member may be granted the title in acknowledgement of special accomplishment or achievement. The Vice-Chancellor may additionally instruct the Registrar to allow an emeritus title holder access to specified practical benefits, such as office space or access to the University's facilities.

## **Other Academic Titles and Roles**

### ***Instructor***

Appointments to the role of Instructor are made through HR procedures. The role is suitable for academic staff who:

- have a Master's Degree,
- made substantial progress toward a doctoral degree, or have recently completed a doctoral degree but not gained teaching experience:
- perform scholarly and/or university service activities
- demonstrate a record of successful teaching research/creative work.

## **Annual promotion round**

Applications for promotion will be invited annually with an application form published by Human Resources.

## **Separation from Service**

### **Retirement**

The general guideline for Faculty retirement is 65. Faculty who reach this age and continue to serve the University through distinction and special assignment will be designated as Emeritus Faculty.

### **Pension**

AUW does not currently provide a pension scheme for Faculty. All full time Faculty are eligible to receive Deferred Compensation in lieu of retirement contribution, upon the termination of their contract. Terms and conditions apply related to Notice of Registration.

### **Termination**

Academic appointments may be terminated for various reasons as defined in the contract. Whatever the situation, the University will seek to conclude the employment relationship in a way that fairly and appropriately recognizes the needs of both the Faculty and the University.

### **Resignation**

A Faculty member who wishes to resign from the University must fulfill the workload assignment for the given semester and submit a written notice 4 months prior to the end date of the contract. The resignation letter must be acknowledged by the Dean of Faculty and Academic Affairs and should be submitted to the HR Office. Faculty are not allowed to resign in the middle of the semester.

Faculty who have submitted a formal resignation according to the required notice period must complete all pending matters and ensure no disruption on the learning and teaching process. The Dean of Faculty and Academic Affairs may release the Faculty after all pending matters are settled and a handover process is conducted, in compliance with the Human Resources Policy.

Other terms and conditions related to the resignation period are set out in the Faculty Contract.

## **Chapter V – Faculty Code of Honor**

### **Commitment to Teaching Responsibilities**

1. Deal conscientiously with teaching duties and obligations. This includes the planning and preparation of all courses, lectures, and tutorials according to the university guidelines, as well as conducting scheduled



classes, providing complete information on course requirements, assignments, and projects, and grading fairly;

2. Accord all students respect and appropriate rights as individuals. This involves providing mature professional advice, treating students with courtesy in class, keeping confidential personal information about students unless expected to share under other academic responsibilities and fairness in teaching individuals;
3. Serve as role model and provide leadership in helping to shape the minds of the students. All Faculty should strive to set a high standard in all their professional and personal dealings with students;
4. Explore new and innovative methods of presenting content to and evaluating the performance of students. All Faculty should strive to improve their effectiveness as a teacher by motivating students to aspire to academic excellence;
5. Accountable for the teaching and evaluation actions taken.

### **Commitment to Academic Integrity**

1. Uphold the academic core values of learning: honesty, respect, fairness, and accountability;
2. Promote the importance of personal and academic honesty;
3. Embrace the belief that all learners - students, Faculty and staff - will produce their own work, and must give appropriate credit to the work of others;
4. No fabrication of sources, cheating or unauthorized collaboration in any work submitted within the University;
5. Avoid cheating, fabrication, falsification, forgery, plagiarism, or complicity on any University assignment.

### **Engagement in Professional and Scholarly Activities**

1. Promote knowledge in the academic and pedagogic discipline through research, publication and presentation of papers at both local and international conferences and meetings;
2. Keep updated with relevant and latest knowledge within the academic field and/or discipline through familiarity with relevant journals, publications and participation in local, regional and/or international societies, meetings and conferences;
3. Openness to other opinions inside or outside disciplines, and respect for collegiality to establish a productive academic atmosphere;
4. Have the freedom to speech and write in the area of expertise.

### **Participation and Support in the Development of the Academic Program and the University**

1. Collaborate with colleagues in the contribution of new content, course syllabi, curriculum, and participate in discussion at faculty meetings to provide strategies and solutions to strengthen the educational programs of the University.
2. Give reasonable support to general university-wide activities and events particularly to new student orientation, graduation ceremony, etc.
3. Contribute to Institution-wide committees.
4. Avoid wastage of funds and/or resources entrusted for use within each department.
5. Make every effort to avoid professional and personal behaviors which might cause embarrassment to the University.

### **Academic Freedom**

Every Faculty is given freedom to independently or collaboratively: carry out all educational activities; contribute to the development and advancement of science, technology, social science, arts, and humanities conduct research and service in accordance with the rules and regulations set out in this Handbook.

Academic freedom also covers freedom in disseminating the results of research and service through scientific

discourse in the form of lectures, seminars, symposia, discussions, and examinations held in the framework of teaching and learning activities.

Professional integrity by a Faculty includes recognition that the public will judge the profession and the institution by the statements both in public and private life. Therefore, the Faculty should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that s/he speaks or acts for the University when speaking or acting as a private person.

A Faculty should be sensitive in the use of controversial material in the classroom and should introduce such material when it has relevance to the subject field.

All Faculty are responsible for teaching the course content based on a common set of learning outcomes.

## **Official Duties and Private Interest**

Faculty are prohibited to:

1. Directly or indirectly make use of any official information or his official position to further his private interest
2. Allow or agree to another person or organization using the name of the University and or Study Program of his official designation for their own benefit

## **Confidentiality of Official Documents and Information**

All official documents, papers and information which a Faculty receives must be treated as confidential. S/he must not, either during or after their service, copy, extract or translate them for unofficial use or allow others to do so. S/he also should not directly or indirectly disclose, publish or communicate them to the Press or individuals in any form whatsoever, except as part of their official duties or with the written permission of the University.

## **Faculty-Student Relations and Interactions**

Faculty act as mentors and counselors to students in their academic and professional pursuits. Faculty are expected to maintain a good and proper relationship with students at all time. They should refrain from any conduct prejudicial to the maintenance of proper Faculty-student relationship with the students and respect the confidential nature of the relationship between the Faculty and student, particularly in examination work, to ensure impartiality and non-disclosure of confidential information, such as the grades that students obtain in the examination. In all the above, the Faculty models ways of sharing his/her own problem solving strategies and coaches the student when areas of improvement are identified.

Students likewise share their own perspectives and let Faculty know when their views are different and/or unclear. The enthusiasm and professionalism that Faculty brings to their interactions is a key in motivating student behavior, performance and learning. Faculty are expected to interact with students by involving themselves in extra- and co-curricular activities. All Faculty should take part in campus life and serve as role models outside the classroom, as much as inside the classroom.

## **Complaints and disciplinary procedures**

Guidance on complaints and disciplinary procedures is available from the Human Resources Department.

# Appendix I: Course Syllabus Template

[NAME OF PROGRAM]

[COURSE CODE: COURSE NAME]

ACADEMIC YEAR 20XX-20XX  
[SEMESTER]

## COURSE SYLLABUS

### 1. COURSE INFORMATION

Classes held: xx [day, time, venue]  
Credits: xx  
Prerequisite: xx

### 2. FACULTY INFORMATION

Faculty Name: xx  
Email: xx  
Office Location: xx  
Office Hours: xx

Qualifications: xx  
Areas of Expertise: xx  
Profile: xx [up to 100 words]

### 3. TEXT AND OTHER COURSE MATERIALS

Required Text: xx [list if any]  
[Describe what course materials are required and provided; where can students find them.]

### 4. COURSE OBJECTIVES AND DESCRIPTION

[100 words course description]

### 5. LEARNING OUTCOMES

[list 5-10 learning outcomes that are aligned with the program objectives and learning outcomes]

Suggested format:

Student Learning Outcomes	Method of Assessment
1	
2	
3	
4	
5	

6. ATTENDANCE REQUIREMENT & GRADING POLICY

[please explain your requirement on attendance and how the course will be graded; what weight might be given to different components, e.g. what are the required evaluation activities: class participation, weekly assignment, group work , paper, midterm exam, final paper/exam, etc.]

[explain consequences of missing class, what to do if student has to miss class, penalty for late submission, how to request extension and other relevant information for student participation]

7. CONTACT WITH YOUR PROFESSOR

[please explain what is your preferred method for students to communicate with you; how long you might require to respond to their emails; suggest techniques for effective student communication with you; explain how you will communicate with them outside of class, emphasize how you plan to give students feedback on their academic progress]

8. COURSE SCHEDULE

**WEEK 1: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 2: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 3: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 4: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 5: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 6: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 7: XXX** explain subject

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 8: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 9: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 10: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 11: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 12: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 13: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 14: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 15: XXX explain subject**

Student Learning Objective: xxx  
Required Readings: xxx

**WEEK 16: XXX ASSESSMENT**

**9. ASSESSMENT METHODS**

[explain in detail]

**10. KEY DATES & DEADLINES**

[insert]

**11. PLAGIARISM & ACADEMIC INTEGRITY**

All members of the AUW Community are bound by the Academic Honor Code published in the Academic Bulletin

(<http://www.auw.edu.bd/academics/course-bulletin/>).

The integrity of students' academic work is very important to AUW faculty. Universities are based upon the fundamental principle that the work presented truly belongs to the author, because the academic community revolves around ideas and creativity. Each person's ideas are his or her contribution to the academic community. Therefore, taking another person's ideas and representing them as one's own is a serious form of dishonesty. Similarly, cheating (copying someone else's work, asking for answers, sharing answers, etc.) and other forms of dishonesty (falsifying data, making up references, etc.) are also serious breaches of this honor code.

Plagiarism is intentionally or unintentionally taking credit for another's words or ideas. You may not plagiarize in your academic work, and you must adhere to the following:

- When you use someone else's words (whether they are from a distinguished author or a classmate's paper), place the words you have copied in quotation marks and provide the appropriate citation of author and source. A good guideline to use to avoid plagiarism is to make sure quotes of three or more sequential words from someone else are put into quotation marks.
- If you paraphrase (reword) another person's ideas, then you must also cite the source. Paraphrasing must involve changing the words and sentence structure of the original source.
- Cite materials you copy or paraphrase from the Internet, even if the author is not identified.

The various academic disciplines (humanities, social sciences, sciences) use slightly different formats for footnotes, endnotes, and bibliographies. Your professor for a particular class will tell you which format he or she wants you to use in that class.

Copying, asking for answers, sharing answers, and any other form of cheating (misrepresenting your own work and knowledge) on exams or quizzes are all forms of academic dishonesty.

#### **Other Forms of Academic Dishonesty**

1. Making up references, quoting wrong sources, etc.
2. Falsifying data.
3. Misrepresenting your situation to be excused from academic work.
4. Submitting the same paper in more than one class.
5. Informing a student in a later class about questions on tests or quizzes.
6. Misrepresenting your academic work or qualifications in any way.

Full details about plagiarism, academic dishonesty and penalties are available in the Academic Honor Code in the Academic Bulletin.

12. STRATEGIES TO PREVENT PLAGIARIM & VIOLATIONS OF ACADEMIC INTEGRITY
--

[a standard text to be added]

13. CLASS BEHAVIOUR
---------------------

[state your expectations and guidelines]

14. OTHER IMPORTANT INFORMATION
---------------------------------

[insert]

## Appendix II: Declaration of Employment Commitment

### DECLARATION OF EMPLOYMENT COMMITMENT

<b>1. Name and Title/Academic Unit:</b>
<b>2. Academic Year / Date of Submission:</b>
<b>3. Current Position as a Full-time Employee:</b>
<b>4. Declaration of Full-time Employment Commitment</b>
<p>In furtherance of the full-time employment contract between AUW and me, I hereby declare that I do not have any other paid employment commitments on a part-time basis, consultancy, or other advisory function.</p> <p>I understand that if such opportunities present themselves where it is to the mutual benefit of AUW and me to engage in such activities, I will declare this information and seek prior approval. I further understand that some portion of the fee I may receive in an AUW-approved teaching or consulting capacity will be payable to AUW.</p> <p>I understand that failure on my part to inform the University of external professional activity may result in disciplinary action and termination of my employment agreement.</p>
<b>5. Name &amp; Signature</b>

## Appendix III: Faculty Annual Report

### Annual Report Faculty Self-Assessment Form AY 20XX-20XX

Name	
Title	
Program/Department	
Year of Joining AUW	

#### 1. TEACHING& LEARNING

**A. Courses Taught:** List all Core and Major courses taught in 20XX-XX and indicate if you were given a course release.

Course Number & Title	Enrollment	Contact hrs/ week*

\*list discussion sections, labs, help sessions, tutorials, etc

**B. Other Teaching Activities:** please list independent studies, summer projects, senior theses, and any other teaching activity:

**C. Advising:** Please list all your academic advising:

	Fall semester	Spring semester
# of major advisees		
# of UG1/2 advisees		
Estimated average hours:		



## **2. SCHOLARSHIP**

- a. List all publications completed in 20XX-XX:
  
- b. List all conference presentations:
  
- c. List other scholarly activities such as grant writing, proposals in progress, guest lectures, successful grant awards, etc:
  
- d. List publications in progress and the expected completion date:

## **3. SERVICE**

Please give details of your institutional and professional service activities, including committee service, special assignments, community engagement, and other activities that support the University's mission.

## **4. SELF-ASSESSMENT**

Please write a brief (1-2 pages) statement discussing any aspect of your teaching, scholarship and service in 2016/17. Kindly indicate your perceived strengths as well as those areas where you see room for improvement.

## **5. DECLARATION**

I hereby declare that the information provided above is true to the best of my knowledge and belief. I also understand that providing false or misleading information is an offence.

Signed: \_\_\_\_\_

Date:

## Faculty Evaluation and Personnel Review

AY 20XX-XX

<b>Conducted By</b>	
<b>Faculty Name</b>	
<b>Title</b>	
<b>Program/Department</b>	

### 1. Evaluation of Teaching, Scholarship, and Service

**Teaching:** **Exceeds/Meets/Below expectations(please circle)**  
*[Provide short explanation (max 300 words)and attach relevant documentation]*

**Scholarship:** **Exceeds/Meets/Below expectations(please circle)**  
*[Provide short explanation (max 300 words)and attach relevant documentation]*

**Service:** **Exceeds/Meets/Below expectations(please circle)**  
*[Provide short explanation (max 300 words)and attach relevant documentation]*

### 2. Head's Overall Evaluation and Recommendations

A. Please write a statement (max 300 words) that contextualizes the faculty member's achievements in the areas above and that sets out the university's expectations for the next academic year. Please adopt a quantifiable, results-oriented approach.

B. Discuss faculty member's response to the review. Attach any written response.

Chair's Signature

Faculty Member's Signature

Date

\_\_\_\_\_

**3. Dean's Summary and Recommendation**

Summary & Recommendation

Dean's Signature

VC'S Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_