PHOENICIA UNIVERSITY

Faculty Handbook

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Introduction

The University Faculty Handbook serves a vital purpose in providing faculty members with a comprehensive guide to the policies, procedures and guidelines that govern their academic and administrative activities. This handbook serves as a reference for faculty members to better understand their roles and responsibilities, as well as the expectations of the University. It provides an overview of the mission, values and goals of the University and outlines the policies and procedures that faculty members are expected to follow.

Overview

Phoenicia University (PU) is a non-profit, private, and nonsectarian officially licensed institution of higher education. The University is composed of six colleges:

- Architecture and Design
- Arts and Sciences
- Business
- Engineering
- Law and Political Science
- Public Health

PU is located in the District of Zahrani, in the Southern Governorate of Lebanon, only a 40- minute drive from Beirut International Airport.

PU is dedicated to promoting educational equality and equity, and strives to make quality education accessible to all. The University places great value on innovation in learning and teaching, and is committed to preparing new generations of students to become job-ready graduates and leaders in their chosen fields. This is achieved through an outstanding level of education provided by distinguished faculty members and overseen by deans with international expertise and academic backgrounds.

As one of the fastest-growing higher education institutions in the country, PU is continuously expanding its academic offerings and research programs. The University is dedicated to maintaining a culture of excellence and fostering a dynamic learning environment that encourages

critical thinking, creativity and innovation. With a commitment to social responsibility and global citizenship, PU strives to contribute to the betterment of society and the advancement of knowledge on a local, regional and international level.

Vision and Mission Statement

Vision

PU aims to be recognized as one of the student-centered higher education institutions in Lebanon and the region, highly regarded for its commitment to excellence in learning and teaching.

Mission

The University is committed to preparing PU students to become job-ready graduates and professionals, capable of competing at national, regional, and international levels.

Core Values

The University's core values support its vision and mission, reflect the PU culture and ground all the University's academic, co-curricular and administrative activities and services. These core values are:

- Respect
- Professionalism
- Excellence
- Diversity and inclusion
- Communal Spirit
- Sustainability

Academic Scope

PU offers a range of in-demand programs to match the real needs of the job market in

Lebanon and the region:

- Bachelor of Architecture
- Bachelor of Arts in Communication and Social Media
- Bachelor of Science in Computer Science

- Bachelor of Business Administration with the following concentrations: Accounting and Finance, Marketing and Entrepreneurship, Operations and Human Capital Management
- Bachelor of Engineering in Civil and Environmental Engineering
- Bachelor of Engineering in Electrical and Communication Engineering
- Bachelor of Engineering in Mechanical Engineering
- Bachelor of Engineering in Petroleum Engineering
- Bachelor of Science in Public Health
- Bachelor of Arts in Speech Therapy
- Bachelor of Law
- Freshman (Arts and Sciences)
- MBA

University Executives

The University Executives are a group of high-level administrators responsible for the overall management and direction of the University. This group includes the Board of Trustees, Chancellor, President and Board of Deans.

Board of Trustees

The Board of Trustees is responsible for governing the University, setting its strategic direction, and overseeing its financial management. The Board is made up of individuals from a variety of backgrounds, including business, academia and public service, and they work with the University's administration to ensure that the University is fulfilling its mission and vision.

Chancellor

The Chancellor serves as the chief executive officer of the University and is responsible for overseeing its day-to-day operations. The Chancellor works closely with the Board of Trustees, the President, and the Board of Deans to ensure that the University is meeting its strategic goals and objectives. The Chancellor is also responsible for representing the University to external stakeholders, including government officials, alumni and community members.

President

The President is the University's chief academic officer and is responsible for overseeing its academic programs and research initiatives. The President works closely with the Chancellor, the Board of Trustees and the Board of Deans to ensure that the University is providing high- quality educational experiences for its students and conducting groundbreaking research that advances knowledge and benefits society.

Board of Deans

The Board of Deans is responsible for overseeing the various colleges within the University. Each dean is responsible for managing the academic programs, research initiatives, and faculty within their respective college. The deans work closely with the President and the Chancellor to ensure that their colleges are aligned with the University's overall strategic direction.

Academic Committees

Academic Committees are an integral part of the governance structure of the University. These committees are formed to promote excellence in teaching and scholarship, and to ensure that the University's academic programs are of the highest quality. Academic committees are typically composed of faculty members, academic administrators and administrative staff or other relevant groups. The specific composition and responsibilities of each committee may vary, but all committees are dedicated to promoting academic excellence and supporting the mission of the University.

Faculty members are encouraged to participate in academic committees and to contribute their expertise and insights to the work of these committees. By serving on committees, faculty members can help to shape academic policies and practices, and ensure that the University is meeting the needs of its students, faculty, and community.

Faculty Code of Conduct

Section 1 - Purpose/Objectives

1. The Faculty Code of Conduct sets a framework and guide of how PU's values are demonstrated in faculty's daily activities.

2. The Code outlines the standard of behavior expected of all PU faculty while undertaking their duties.

Section 2 - Scope/Application

3. This policy applies to all faculty members - part-timers, full-timers, and across all levels - of the University.

4. The scope of this policy covers PU faculty's conduct on campus and online via distance education. The scope also covers faculty's conduct outside the campus, as they supervise and/or participate in extra-curricular activities, internships experiences, field

trips, and any other University-related academic or non-academic activities, including physical and virtual behaviors/correspondence via electronic devices and across social media platforms.

Section 3 – Accountability

Accountable/ Responsible Officer	Role
Accountable Officer	Director of the Quality Assurance and Accreditation Office
Responsible Department	Concerned Dean Human Resources Department

Section 4 - Policy Statement

Respect

5. All faculty members are expected to treat students, other faculty members, administrative staff members, and members of the PU community with respect for their rights and obligations. Faculty members are required to:

- Be courteous, fair, and honest when dealing with others and when making decisions that impact others;
- Treat everyone fairly, irrespective of gender, religion, race, origin, disability, socioeconomic status, sexual orientation, age, political conviction, or marital status;
- Act in a manner that supports the reputation of the University and its community;
- Protect the privacy of others and maintain appropriate confidentiality related to personal and academic matters; and
- Avoid behaviors that may constitute discrimination, bullying, harassment, or intimidation.

Professional Behavior

6. In carrying out their duties, all faculty members are expected - at all times - to behave in a professional and conscientious manner. As such, all faculty members are required to:

- Behave ethically and take all the necessary actions to prevent unethical practices;
- Behave in a way that is consistent with PU's values vision and mission;
- Maintain confidentiality in relation to PU information;
- Strive to provide excellence in their teaching and learning practices, assessment practices and research activities;
- Maintain professional integrity in carrying out all their duties, including teaching, assessment, research and the various other tasks, roles and duties involved in providing service to the University;
- Maintain a professional standard of personal presentation in both physical and virtual settings;

- Conduct themselves - at all times - in a manner that supports the safety, health, and wellbeing of all members of the PU community; and

- Uphold the University's reputation and act in its best interests.

7. All faculty members are required to comply with the Lebanese laws, in addition to all the University's policies and regulations.

Professional Practice

8. In carrying out their duties, all faculty members are expected - at all times - to adhere to the University's policies and procedures related to:

- Teaching and learning;

- Classroom management;

- Communication with students; o Coordination with the College; o Assessment practices;

- Research and scholarship;

- Proper and accurate use of academic title, rank, and position;

- All planning and preparations needed prior to the start of the semester;

- Make-up classes; and

- All tasks required to properly conclude the semester.

Conflict of Interest

9. All PU faculty need to adopt all reasonable steps to avoid conflict of interest and act in a manner that ensures PU's best interests. This includes, but is not limited to:

- Carrying out their duties in a manner that aligns with the University's values and contributes to its mission and vision;

- Disclosing actual or potential conflict of interest and immediately withdrawing from events, activities, and/or situations which can give rise to such a conflict; and

- Declaring to the University any private paid work, including teaching at other universities.

University Resources

10. All PU faculty are expected to properly use all University resources, avoiding any waste of these resources.

Faculty Body

The faculty body at PU is composed of full-time, par-time and adjunct faculty.

Full-time faculty members are employed on a full-time basis by the University, with responsibilities that include teaching, research and service. Some of their primary duties and responsibilities may include:

- Teaching courses in their area of expertise to undergraduate students;
- Developing and updating course syllabi, assignments and assessments;
- Advising and mentoring students on academic and career-related matters;
- Conducting original research and publishing scholarly work in academic journals and books;
- Participating in University committees and other service-related activities, such as serving on search committees, curriculum committees, or other committees as assigned; and
- Attending conferences and other professional development opportunities to stay current in their field.

In addition to these duties, full-time faculty members may also have administrative responsibilities within the University, such as serving as dean, department chair or program coordinator.

Part-time faculty members are hired on a contract or temporary basis by the University to teach specific courses.

Their responsibilities may include:

- Teaching courses in their area of expertise, typically on a per-course or per-semester basis;
- Developing course syllabi, assignments, and assessments in collaboration with full- time faculty or department chairs/ coordinators;
- Grading assignments and providing feedback to students;
- Holding office hours or other meetings with students as needed; and

- Participating in faculty meetings and other departmental or University-wide events.

Adjunct faculty are highly qualified faculty who are hired on a part-time basis to teach courses in a specific field or subject at the college. They are experts in their field and often bring a wealth of practical, real-world experience to their teaching.

Adjunct faculty are responsible for planning and delivering high-quality instruction in their courses. This includes developing course syllabi, creating and grading assignments and exams, providing feedback to students and holding office hours.

Adjunct faculty may also participate in departmental meetings, program assessment activities, and other academic or administrative duties as needed.

Academic Titles and Ranks

Academic titles and ranks are used to designate the rank and level of responsibility of faculty members at the University. These titles are typically based on the faculty education, scholarly accomplishments and professional experience.

Dean: The dean is the chief academic officer of the college. They are responsible for overseeing academic programs, faculty hiring and development and strategic planning. Associate Dean: An associate dean is a senior academic administrator who works closely with the dean to manage the affairs of the college. They may have specific responsibilities, such as overseeing academic programs and research initiatives. Associate deans may also serve as acting deans in the dean's absence.

Assistant Dean: An assistant dean supports the dean and associate dean in managing the affairs of the college. They may be responsible for specific tasks or functions, such as coordinating programs, or advising students. Assistant deans may also serve as acting deans or associate deans in their absence.

Chairperson: The chairperson is the head of a department or program within a college. They are responsible for managing the department's faculty, curriculum and resources. They also oversee the hiring and evaluation of faculty members, as well as the development of new academic programs.

Coordinator: A coordinator is an academic member who oversees a specific program or initiative within a department or college. They may be responsible for organizing events, managing resources, or providing support to students and faculty. Coordinators may also work closely with faculty members to develop new academic programs or research projects.

Professor: A professor is the highest academic title that can be awarded. It is generally given to faculty who have made significant contributions to their field of study and have a record of excellence in teaching, research and service. Professors typically hold a doctoral degree (PhD, EdD, etc.) in their respective field. In addition to teaching and conducting research, professors often hold leadership positions within their college or at the University level.

Associate Professor: Associate professor is the second-highest academic title in the University. It is typically awarded to faculty who have achieved a significant level of excellence in teaching, research and service, but have not yet reached the level of a full professor. Associate Professors typically hold a doctoral degree in their respective fields (PhD, EdD, etc.).

Assistant Professor: Assistant Professors are typically faculty members who have recently earned their doctoral degree or equivalent in the field in which they are teaching. They are expected to demonstrate potential for excellence in teaching, research or creative activity and service to the University. Assistant Professors are also expected to engage in research and publications to contribute to the advancement of their field.

Senior Lecturer: Senior lecturers are similar to lecturers in their responsibilities, but they typically have more experience and expertise in their subject area. They may be responsible for program development, course and program assessment, and leadership within their department or University. They may also have service responsibilities such as serving on committees or advising students. Senior lecturers are typically required to hold a master's degree or equivalent in the field in which they will be teaching.

Lecturer: Lecturers are also hired primarily to teach courses, but they typically have more responsibilities than instructors. Lecturers may be responsible for developing new courses or revising existing ones, as well as for course delivery and assessment. They may also have service responsibilities such as serving on committees or advising students. Lecturers are typically required to hold a master's degree or equivalent in the field in which they will be teaching.

Instructor: Instructors are typically hired to teach courses in a specific subject area. Their primary responsibility is to teach courses, although they may also have service responsibilities such as serving on committees or advising students. Instructors are typically required to hold a master's degree or equivalent in the field in which they will be teaching.

Faculty Appointment, Reappointment and Promotion

Faculty Appointment: Eligibility Criteria:

- The eligibility criteria for faculty appointments should be clearly defined and advertised.
- Candidates must meet the minimum academic qualifications required for the appointment.
- Candidates must have relevant professional experience, research credentials and teaching experience as specified by the College.

Recruitment Process:

- Job openings must be advertised to attract qualified candidates.
- A search committee in coordination with the Human Resources Department must be formed to review applications, conduct interviews and make recommendations.
- The department chair/ coordinator must approve the appointment and submit it to the dean for final approval.

Appointment Procedures:

- The offer letter must clearly specify the appointment details, including rank, compensation and start date.

Newly appointed faculty members are required to participate in a comprehensive induction program designed to provide them with the information and resources necessary to succeed in their roles. The induction program covers a range of topics, including an introduction to the University's mission and values, policies and procedures, benefits and campus resources. The program is designed to facilitate a smooth transition into the University community and to ensure that new faculty members have the support they need to be successful.

Faculty Reappointment:

Eligibility Criteria:

- Candidates must have demonstrated satisfactory performance in their previous appointment.
- Candidates must meet the eligibility criteria for reappointment as specified by the college.

Reappointment Procedures:

- The college must evaluate the candidate's performance and make a recommendation for reappointment.
- The department chair/coordinator must approve the recommendation and submit it to the dean for final approval.

Full-Time Faculty Promotion:

Eligibility Criteria:

- Candidates must meet the minimum academic qualifications required for promotion;
- Candidates must have demonstrated outstanding performance in their previous appointment;
- Candidates must meet the promotion criteria.

Promotion Procedures:

- The candidate must submit a dossier documenting their accomplishments and contributions to teaching, research and service;
- The college must review the dossier and make a recommendation for promotion;
- The dossier must be approved and reviewed by a promotion committee appointed by the President and Chancellor.

Performance Review

Promotion Criteria serve as guidelines for the evaluation of faculty. The results of these evaluations are used as supportive guidelines for reappointments and promotions.

Principles and Procedures Related to Teaching and Learning

PU is committed to ensuring quality education to all students, fostering a student-centered learning environment and prompting students' active participation throughout their academic journey at the University. As such, PU faculty are expected to:

- Adopt a spectrum of pedagogical approaches, acknowledging learners 'complex cognitive architecture;
- Differentiate their instructional approach to cater to students' different needs and capabilities;
- Prompt inclusiveness across all their teaching and learning activities;
- Be student-centered in their pedagogical approach focusing on students' progress and achievements;
- Prompt their students to exercise their ownership in their learning journey by actively participating in classroom discussions and various educational activities;
- Regularly reflect on their teaching and learning practices and continuously inquire into and develop such practices; and
- Refrain from initiating or facilitating off-topic discussions about contentious and controversial issues that may jeopardize the safe and inclusive learning environment.

Classroom Management

In both physical and virtual education settings, learning environments need to be well-managed to facilitate a productive, safe and inclusive learning and teaching experience. Hence, all PU faculty are expected to:

- Ensure that their classes are effectively and punctually administered and that attendance is noted for each faculty session;
- Administer and foster a safe, pleasant, and inclusive learning environment;

- Be friendly with the students but maintain - at all times - a professional rapport with the students inside and outside the classroom;
- Not tolerate any unacceptable, disruptive, and/or disrespectful behaviors that fail to comply with the University's "Student Code of Conduct" (available online via the Student Handbook); and
- Report unacceptable, disruptive, unethical and/or disrespectful student behaviors to the concerned college (Dean) and closely coordinate with the college before applying any penalties.

Communication with the Students

In addition to the direct communication in physical and virtual classroom settings, all communications with the students should strictly be through the faculty member's official PU email account and via the official University platforms: Moodle and Teams. Faculty members need to refrain from using any messaging apps or social media platforms in their communication with the students.

Coordination with the College

All PU faculty should regularly coordinate with their respective colleges (dean/ department chair/ coordinator) on all academic matters. Any ideas, suggestions and/or concerns related to the curriculum must be directly shared with the college (dean/ department chair/ coordinator). Such academic/curricular matters should neither be discussed nor shared with the students. Additionally, all faculty are required to attend departmental and college meetings.

Principles and Procedures Related to Assessment Practices

Assessment is an integral part of the education process. PU is committed to a fair, transparent, and quality assessment strategy which aligns with quality teaching and learning. As such, PU faculty need to:

- Be fair and transparent across all their assessment practices;
- Diversify their assessment approaches to effectively and adequately assess students' understanding, capabilities, and knowledge acquisition;

- Constructively align their assessment tasks to the course learning outcomes, content covered, and pedagogical approaches adopted;

- Ensure the originality of their tests/exams (originality of at least 75%);

- Proctor their own exams;

- Strictly communicate the results of all term assessments and exams via the official University platforms (Moodle and PUSIS) and not via email correspondence; and

- Provide timely feedback to their students.

Logistic Preparations for Tests and Exams

Whilst preparing for their tests/exams, all faculty members need to abide by the following procedures:

- Faculty members need to insert the "Examination Cover Page" to the question booklet after customizing it (e.g., adding the faculty member name, course code, exam date and duration).

- If the faculty members wish their students to answer on the question booklet, they need to leave spaces for the answers. Otherwise, there is no need to create any spaces on the question booklet as students will be provided with answer booklets on the exam day.

- Faculty members need to email their exams to their department chair/ coordinator at least five working days prior to the scheduled exam date. In case of the absence of a program department chair/ coordinator, the exam should be emailed to the dean of the college. No one else should be copied in the email.

- The program department chair/ coordinator checks the exams. Once approved, they will email the exams to the staff member in charge of the photocopying logistics at least three days prior to the scheduled exam date.

Extensions and Replacement Exams

Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

- Medical injury or illness that is severe or contagious;

- Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;

- Death of an immediate family member; and
- Personal emergencies.

Supporting Documentation:

- Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID- 19 infections, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
- Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
- Death Certificate: Required for the death of an immediate family member.
- Supporting Letter: A letter from the University Counsellor for personal emergencies.
- Any other documentation presented by the student should be considered and approved by the Academic Committee.

Submission Deadline:

It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

Approval Process:

For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.

For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition

to that of the instructor and the program coordinator of the concerned department.

Coordination:

The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

Posting of Student Grades

In order to protect the privacy and confidentiality of student records, the PU Student Information System (PUSIS) is the only approved method for posting student grades. Students are granted access to their educational records through this system, while unauthorized release of student records to others is prohibited. Faculty members may access student records only when they have a legitimate need to know the information, such as when serving in an advisory capacity. It is the responsibility of the faculty members to maintain confidentiality and not release any confidential information to others.

If communication regarding grades is required, it should be sent via official PU student email accounts only. Non-University email accounts such as Gmail, Yahoo, AOL, etc. should not be used to communicate protected student information.

Once the faculty member has posted the grades on PUSIS, they are checked by the dean or the Program Coordinator to ensure accuracy. Subsequently, the Office of the Registrar is responsible for submitting the grades on PUSIS for the students.

Change of Grades

A change of grades can only be made if there is a valid reason and the faculty member must submit a change of grade petition. The committee that scrutinizes the petition is composed of the dean, department chair/ coordinator and the Office of the Registrar. This ensures that the change of grade is not arbitrary and that appropriate measures are taken to safeguard the integrity of the academic record.

Principles and Procedures Related to Research and Scholarship

One of the key missions of PU is not only to share but also to create and advance knowledge. Hence, research activities constitute an integral part of the role of PU academics, in addition

to their teaching and learning activities and the service provided to the University.

Full-time faculty members are required to regularly conduct quality research that fully abides by PU's research ethics guidelines and procedures and the "Charter of Ethics and Guiding Principles of Scientific Research in Lebanon" set by the CNRS. Additionally, if the study includes human subjects, the research should also comply with the ethical principles set forth in the Belmont

Report. Part-time faculty members are also encouraged to conduct research and engage in research activities abiding by the principles, guidelines and procedures aforementioned.

All faculty members are encouraged to contact the Quality Assurance and Accreditation to request a copy of the University's Research and Scholarship Policy and Procedure, PU's guidelines on ethical conduct in human research and all research ethics clearance (REC) forms that have to be completed and approved prior to conducting a research study or engaging in any research activity.

Planning and Preparations Needed prior to the Start of the Semester

Prior to the start of every semester, faculty members are required to:

- Check their teaching schedule on PUSIS.
- Complete their syllabus (using the updated unified syllabus template) for each faculty course (and faculty section) they are teaching and email it to their departments/colleges by the assigned due date.
- Complete and email the pre-course material to their departments/colleges by the assigned due date. The pre-course material is a University requirement. It comprises the material that the faculty member has prepared for the first two sessions (Week 1) they are going to deliver. Pre-course material includes - but is not limited to - handouts, PPT of Lecture 1, and/or Word documents/PDFs detailing the faculty member's plan for the first two sessions.
- Assign office hours, where each faculty member should dedicate one office hour per week for each section (2.5 hrs.) they are teaching.
- Submit all the documents requested by the Human Resources Department at the start of the semester.

Make-Up Classes

In case any faculty member was obliged to cancel their class, they need to inform their department chair/ coordinator along with Office of the Registrar of the reason for canceling the class. All make-up classes/sessions should be coordinated directly with the Office of the Registrar, copying the concerned department chair/ coordinator. Any make-up class/session that has not been coordinated with the Office of the Registrar will not be counted towards the concerned faculty member's teaching load.

Tasks Required to Properly Conclude the Semester

After marking their final exams and posting the grades on PUSIS for all their courses, faculty members are required to abide by the following procedures for the college to issue a clearance email. Towards the end of every semester and for each section/course delivered in that specific semester, all faculty members need to meet the following requirements:

- Hand in the marked answer booklets (hardcopies) of the final exam for all the students along with the answer key for each section/course taught to the concerned college.
- Submit the "Course File" (softcopy) related to each section/course taught. The course file—as per University's requirements—should include:
  - Course Progress Report;
  - Course information form (Syllabus);
  - Course assignments: Including a copy of every assigned homework/project in addition to any notes the faculty member has about grading rubrics or answer keys for the assignments;
  - Course exams: Including copies of all quizzes, term exams, the midterm exam and the final exam given during the semester plus the answer key to each quiz and exam;
  - Course content: Placing a sample of the course content covered (e.g., lecture notes of one of the sessions, a handout prepared for the students, etc.); and
  - Student's Portfolio (Optional Item): If feasible to do so, faculty members need to include the portfolio of a student who exceeded their expectations. The portfolio should include a sample (homework, exams and/or projects) of the student's work.

Course Syllabus and Grading Policy Guidelines

Course syllabi must include a clear breakdown of how grades are distributed across different assessments (e.g., exams, quizzes, assignments, projects, participation). This breakdown should be detailed and specific, allowing students to understand the weight of each component contributing to their final grade.

Fixed Grade Distribution: The distribution of grades as outlined in the syllabus provided to students at the beginning of the semester must remain unchanged. Any alterations to the grading scheme are strictly prohibited once the semester has commenced to ensure fairness and transparency.

Once exams have been graded, instructors are prohibited from adjusting the grades unless an error has been identified.

Faculty Leave

- Public Holidays: Faculty members are entitled to Public Holidays that are observed by the University. The list of Public Holidays is communicated to all faculty members by the Human Resources Department.

- Annual Leave: Faculty members are entitled to annual leave as determined in their contract. This leave may be taken for any reason, subject to the approval of the dean. Annual leave must be scheduled in advance and the faculty member must ensure that their responsibilities are covered during their absence. Additionally, it is required that faculty members inform the Human Resources Department of their planned absence to ensure proper documentation and coordination of their leave.

- Unpaid Leave: Faculty members may be granted leave without pay for personal reasons subject to the approval of the dean. The duration of this leave may be limited and the faculty member must ensure that their responsibilities are covered during their absence. Faculty members must inform the Human Resources Department of their planned absence to ensure proper documentation and coordination of their leave.

- Maternity Leave: Faculty members who have recently given birth will be granted maternity leave. This leave may be paid, as determined by the University's policies. The duration of this leave may also vary depending on the University's policies and the circumstances of the faculty member. Faculty members must inform their College and the Human Resources Department of their intention to take maternity leave.

- Sick leave: A faculty member must inform their College and the Human Resources Department when requesting sick leave, in addition to providing medical certification to support their request. The University's policies determine the duration for which sick leave may be granted with pay.

- Bereavement Leave: Faculty members who experience the loss of an immediate family member are eligible for paid bereavement leave, as determined by the University's policies. Approval from both the direct supervisor and the Human Resources Department is required.

Faculty Responsibilities Towards Students

Faculty members at play a vital role in fostering the intellectual and personal development of students. To ensure that our students receive a transformative education that prepares them for success in their careers and beyond, faculty members are expected to meet the following responsibilities:

- Course Delivery: Faculty members are responsible for developing and delivering courses that are aligned with the program's learning objectives and standards. They should utilize a variety of instructional methods to accommodate different learning styles and engage students in active learning.

- Accessibility and Availability: Faculty members are expected to be accessible to their students and to provide guidance and support as needed. They should hold regular office hours and be available for appointments, respond to student inquiries in a timely manner and accommodate students with disabilities in accordance with the University's accommodation policies.

- Academic Integrity: Faculty members are responsible for maintaining the academic integrity of their courses. They should clearly communicate expectations for academic honesty, provide guidance on how to avoid plagiarism and other forms of academic dishonesty, detect and report instances of academic dishonesty and administer fair and impartial grading practices.

- Student Progress and Evaluation: Faculty members are expected to provide timely and constructive feedback to students, accurately record grades and adhere to the University's policies regarding grade submission. They should also monitor student progress and provide additional support or referral as needed to ensure that students are able to succeed academically.

- Professional Conduct: Faculty members should exhibit professionalism in their interactions with students. They should treat students with respect and dignity, avoid language or behavior that may be perceived as harassing or discriminatory and maintain confidentiality in all matters related to student records and grades.

Faculty Grievance

The Faculty Grievance Policy provides a framework for resolving conflicts related to academic matters and employment concerns. The University encourages faculty members to communicate their concerns and work collaboratively to find mutually agreeable solutions.

If a faculty member has a concern related to their academic or employment situation, they are encouraged to raise the matter first with their department chair/coordinator and then with their dean. If the concern is not resolved at the college level, the faculty member may file a grievance with the Human Resources Department in accordance with the University bylaws.

Presence at the University

Full-time faculty members are expected to maintain a regular presence on campus during normal business hours. This includes attending scheduled classes, holding office hours, participating in departmental and University-wide meetings and being available for consultation with colleagues', students, and other members of the University community as needed.

Office Hours

All faculty members are required to hold regular office hours for the benefit of their students. During these designated times, faculty members must be available to meet with students to discuss academic matters and other issues related to their courses. Office hours should be scheduled at times that are convenient for students and the schedule should be posted on the faculty member's office door and/or course syllabus.

Campus Resources

As a faculty member at a University, it is essential to have access to a wide range of resources to support teaching, research and professional development. Campus resources are a crucial component of a faculty member's success, providing access to valuable information, tools and services that can help enhance their work and overall well-being.

Library: Faculty members can access the library's vast collection of books, online journals and databases to conduct research, prepare lectures and stay up-to-date with the latest developments in their field.

Information Technology (IT) Department: Faculty members can receive support with their computer hardware and software needs, as well as receive training on the use of technology for teaching and research. The IT department can also provide assistance with other tools used in the classroom.

Center for Research and Advancement: Faculty members can collaborate with other researchers in their field and gain access to specialized equipment and resources to support their research. The Advancement and Research Center can also provide support with grant writing and other funding opportunities. Faculty members can work with the Advancement and Research Center to secure external funding for their research or department. They can also receive assistance with outreach efforts and events to promote their work and the University.

Quality Assurance and Accreditation Office: Faculty members can work with the office to ensure that their courses meet the standards of accreditation agencies and receive feedback on how to improve their teaching. Faculty members can also work with the office to review and update the curriculum for their courses. This includes ensuring that the curriculum aligns with the latest industry standards and trends, incorporates feedback from students and meets the needs of the program's accreditation requirements.

Global Outreach and International Affairs Office: Faculty members can collaborate with the Global Outreach and International Affairs office to develop study abroad programs and international partnerships.

Human Resources Department: The Human Resources Department provides essential support to faculty members in all employment-related matters, including recruitment and selection, performance management, benefits and compensation. Faculty members can receive guidance on University policies and procedures, as well as assistance with resolving workplace issues. The department also ensures compliance with all legal and regulatory requirements related to employment.

Student Affairs Office: Faculty members can collaborate with the Student Affairs Office to support student success and engagement outside of the classroom.

Office of the Registrar: Faculty members can receive assistance with course scheduling, and other administrative tasks related to teaching.

Labs: Faculty members can access specialized equipment and facilities to support their research and teaching. They can also collaborate with other researchers in their field to conduct experiments and develop new ideas.

Textbooks

Faculty members are responsible for selecting appropriate textbooks for their courses. Textbooks should be up-to-date and relevant to the course content. It is the responsibility of faculty members to ensure that students have access to the required textbooks in a timely manner, preferably before classes begin. Faculty members should also be aware of any copyright restrictions related to the use of materials in their courses, including those associated with Open Educational Resources (OERs). The University reserves the right to approve or reject any textbook selection made by a faculty member to ensure compliance with University policies and regulations.

Intellectual Property Policy

The University recognizes and respects the intellectual property rights of its faculty members. All inventions, discoveries, and creative works produced by faculty members in the course of their employment with the University are subject to the University's Intellectual Property Policy, which complies with all applicable laws and regulations related to patents, copyrights, and other forms of intellectual property. Faculty members are responsible for properly acknowledging and citing the work of others in their own research and creative endeavors. The University expects all faculty members to adhere to the highest standards of academic integrity, including proper attribution and citation of sources.

Confidentiality

The University is strongly committed to protecting the privacy of its students and employees, and the confidentiality of related data. All faculty members must keep confidential any information they receive about students, colleagues, or other faculty associated with the University. Confidential information may not be shared with anyone outside of the University without prior written authorization from a designated official. Faculty members must not use confidential information for their own personal gain or benefit, or for any purpose other than those related to their work at the University. Faculty members must take reasonable steps to protect confidential information from unauthorized access, use, disclosure, or destruction. Any questions or concerns

about confidentiality should be directed to the Human Resources Department, which provides support and guidance to faculty members on matters related to confidentiality and privacy.

Equal Employment Opportunity

The University is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, veteran status or any other protected status under applicable law. All faculty members are expected to support the University's commitment to equal employment opportunity and to contribute to a work environment that is respectful, inclusive, and diverse. The University prohibits discrimination and harassment in all aspects of employment, including hiring, compensation, promotions, benefits, training and discipline. Faculty members who believe they have experienced discrimination or harassment should promptly report such incidents to the Human Resources Department.

Fraud

The University has a zero-tolerance policy for fraud and is committed to preventing, detecting, and reporting any incidents of fraud or financial impropriety. All faculty members are expected to act with integrity and honesty in their financial and professional dealings with the University and its stakeholders. The University prohibits retaliation against any individual who reports suspected fraud or other unethical behavior. Faculty members should familiarize themselves with the University's Fraud Policy and report any suspected incidents of fraud to the Human Resources Department, which investigates reports of fraud or financial impropriety.

Discrimination and Harassment

The University is committed to providing an environment that is free from discrimination and harassment. Discrimination and harassment can take many forms, including but not limited to, race, color, national origin, age, sex, disability, religion or veteran status. All faculty members are expected to conduct themselves in a professional and respectful manner and to refrain from engaging in any conduct that could be perceived as discriminatory or harassing. Any faculty member who experiences or observes any form of discrimination or harassment should report it immediately to the Human Resources Department. The University prohibits retaliation against any

individual who reports discrimination or harassment. Faculty members should familiarize themselves with the University's Discrimination and Harassment Policy.

Drug and Alcohol Free Environment

The University is committed to providing a safe and healthy environment for its faculty, staff and students. To promote this goal, the University maintains a drug and alcohol-free workplace and learning environment. Faculty members are also expected to report any violations of this policy to the to the Human Resources Department.

Non-Smoking Policy

PU is dedicated to fostering a healthy and safe environment for its faculty, staff, students and visitors. To achieve this objective, the University has implemented a non-smoking policy across all of its premises, both indoor and outdoor, with the exception of the designated smoking area. Faculty members are expected to comply with this policy and are prohibited from smoking, using electronic cigarettes or using any other smoking or vaping devices while on University premises. The University also prohibits the sale, distribution or promotion of tobacco products on its premises. Faculty members are encouraged to familiarize themselves with the University's Non-Smoking Policy and the location of the designated smoking area.

Thank You