



ASIAN UNIVERSITY FOR WOMEN

Faculty Handbook

April 2023

VALIDITY OF THE FACULTY HANDBOOK

The Faculty Handbook is adopted as a guide on the employment and performance management of AUW faculty. 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.
Accreditation	Formal process of validation through which colleges, universities and other institutions of higher learning are recognized and 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 (currently Bachelor's, Master's).
Employees	All staff under employment contract with AUW.
Faculty	All academic staff under employment contract with AUW.
General Education Core Program	Program required of all undergraduate students as part of degree requirements
Handbook	A formal document containing University policies and guidelines.
Officer	An employee of the University authorized to represent the University in specified formal documents and occasions.
Pathways for Promise	Entry point into pre-UG program.
Policy	An official document of the University outlining sets of rules and approved by the Board of Trustees.
Pre-UG programs	Academic Programs offered prior to students' entry into the undergraduate program.
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	Individuals 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; a substantial majority students are on full scholarship with many as the first in their family to attend university. AUW offers a suite of pre-collegiate programs to prepare students for the undergraduate program. As of April 2023, AUW offers a three-year undergraduate program based in the liberal arts and sciences, and intends to extend this to a four-year program by 2024. 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. In April 2023 AUW had approximately 1300 students enrolled from 18 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.

As an institution of higher education, AUW commits to:

1. Make education offerings in liberal arts and sciences of relevance to the region, including:
2. Degree Programs at Bachelor's, Master's and (in due course) Doctoral level;
3. Academic Programs to enhance the students' preparedness for university-level study;
4. Professional Training Programs to serve the needs of women's employment and equitable career development in the region;
5. Producing new knowledge in the fields of science and social science, through scholarship, research, publications and other forms of dissemination;
6. Engaging the Academic Community and its Alumnae 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;
7. Preparing Students to acquire, expand and apply knowledge in their chosen fields of study;
 8. Providing Students and Employees with the learning skills for long-term personal and professional development;
 9. Enabling Students and Employees to learn and communicate in an English language environment;
 10. Developing in Students and Employees the core characteristics as embodied in the AUW “Core Curriculum” (General Education);
 11. Promoting intellectual, cultural and scientific collaboration with national and international partners; and
 12. 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 resources 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 dismissal 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 and its committees are 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 is supported by the Office of the Dean of Students, with the University Registrar as a 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 Pro Vice Chancellor, the Deans, 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 in 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 Deans are responsible for 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 highly qualified faculty in order to fulfill its mission, vision and goals. All academic appointees 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 normally be required for appointment at Assistant Professor level and above;
2. Diploma and Transcript in the original language of issue, together 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. (For Faculty on degree programs) Expertise to teach a minimum of 3 discrete courses;
5. If appropriate, 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 Pro Vice Chancellor for review of prior academic background to determine eligibility to fulfill University requirements. Each

application should include a letter of interest, a curriculum vitae, sample syllabi of courses taught by the applicant, a list of 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;
2. Copy of passport or evidence of citizenship.

Faculty Appointment

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

The appointment of faculty to University leadership positions, such as Vice Chancellor, Pro 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, within 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 the 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 or has been employed by other institutions of higher education and who has been invited to visit AUW for a period of time (an academic year, a semester, or as 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 in their appointment letters.

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.)

Endowed

Professor / Chair

Professor

Honorary

Professor

Visiting Professor

Professor of

Practice

Associate

Professor

Assistant

Professor

Postdoctoral

Fellows

Instructor

**(degree
programs)**

Senior Instructor

(pre-UG)

**Instructor (pre-
UG)**

Junior Instructor

(pre-UG)

Other Academic Staff and academic support staff

The University may employ other academic staff who have appropriate academic qualifications and experience as Tutors and Teaching Fellows. Tutors and Teaching Fellows 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 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 of accomplishments and achievements. 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 other University facilities.

Faculty Responsibilities

Heads of Programs and Program Directors manage Faculty workloads through the annual review process and the associated workload analysis. The main components of the academic role are set out in employment contracts and include:

Teaching and Teaching Related Activities

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

Research Scholarly Activities

Faculty on degree programs are expected to engage in research, publication, conference participation, grant application, special projects, consultancy, knowledge dissemination etc.

University Service

Includes membership of internal and external committees, specific administrative duties, participation in admissions procedures, leadership of specific projects, attendance at University ceremonies.

Faculty are expected 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

Academic Calendar

The Academic Calendar for the University is published annually and is posted on the University website. At present, the year is divided into three teaching semesters for the degree programs, made up of two sixteen-week Fall and Spring semesters, and an eight-week Summer semester and three fourteen-week semesters for the pre-UG programs.

Teaching

Full-time Faculty at AUW for degree programs 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. Full-time Faculty for pre-UG

programs are expected to teach 15 hours a week in each term.

Normally, Faculty on degree programs are expected to teach in the Fall and Spring Semesters. Faculty may also be required to teach in the Summer Semester. However, the University will endeavour at its discretion to allow Faculty to distribute their teaching so that they can leave the Summer Semester free for research and related activity at least in alternate years.

Class Size

Class size will vary according to program level and course requirements. In cases where student enrollment is substantially above the recommended class size and with the permission of a Dean, the workload assignment will be weighted accordingly.

In the case of class enrollment substantially below the recommended size, the course will be cancelled for the given semester unless the Vice Chancellor directs 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. It should outline the course objectives, learning outcomes and 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. Faculty are required to submit a Course Syllabus to the Program Head at least three weeks before the start of the semester. This will be reviewed by the Program Head and approved by a 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 and with 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 that 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.

Faculty are required to submit their teaching materials needs (textbooks, books, journals, articles) well in advance of the start of the next semester so as to allow time for purchase of new items. Teaching materials needs should be submitted to the Head of Library. A fixed allowance is available for library purchases. Any additional requirements must be approved by a Dean on the recommendation of the Program Head.

Course Delivery

1. Faculty should consider how best to balance teaching theories and concepts and real life application in accordance with the desired learning outcomes of each course..
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 at the start of each course of how feedback will be given.

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 or Program Director, and notify the Academic Registry of the make-up class schedule. Class re-scheduling should be carried out with a minimum of two days notice.

Other absence from campus, for personal or professional reasons, must be approved by the Pro Vice Chancellor.

Assessment of Student Learning

Note: This section applies primarily to Faculty on the degree programs. The same basic principles apply to the pre-UG programs but the detail may vary.

Definition and Objectives

Assessment is an academic activity which is conducted regularly in order to produce a measure of student achievement and 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. Good practice normally includes use of a variety of assessment methods.

Types of Formal Assessment

1. Semester Examinations

Semester examinations consist of mid-semester and end-semester examinations which may take 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 covered.

Examinations are identified in the syllabus and are announced to the students in advance.

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.

Projects and Theses

All Undergraduate Programs at AUW include a Thesis or Capstone Project carrying 4-8 credits. A Thesis is an in-depth, written research paper that is completed by an individual student

1. A Project is either a piece of work that draws on all aspects of a student's previous work or draws on her experience during a practicum or internship
All faculty are required to supervise theses or projects as part of their regular academic duties. The thesis or project supervisor is appointed by the Program Head. Faculty may also serve as co-supervisors.

The maximum number of students under one supervisor is normally 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 grades for all class participants, but there are unforeseen circumstances due to sickness or natural calamity, the grade will be set to "Suspended" for all students. With the approval of a 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 a 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 for those students as "Incomplete";

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.

Changes to any grade must be made in accordance with the following procedure:

1. The Faculty member submits in writing a request to change the grade, acknowledged by the Program Head, Coordinator, or Director, and approved by a 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 the evaluation of their teaching. This will be conducted through review of teaching materials, class observation (one scheduled with prior notice and one conducted at random, without prior notice), peer review, student course evaluation forms, and any other methods that may be adopted by Academic Council.

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, and submitted to the Pro Vice Chancellor through the Annual Report process.

Teaching evaluations are intended to facilitate formative feedback. They will also be considered for contract renewal and promotion purposes.

Academic Advice for Students

Note: This section applies primarily to Faculty on the degree programs. The same basic principles apply to the pre-UG programs but the detail may vary.

General Policy

All Full-Time faculty members are required to fulfill academic advising roles. Academic Advisors are assigned by the program head. An Academic Advisor can advise 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 Plans should be amended;
3. Approve the student's Individual Study Plan;
4. Provide guidance and advice to students regarding the learning process;
5. 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;
6. Monitor and evaluate the learning performance/achievements of assigned students and report regularly at the end of each semester to the Program Head, who will consult with a Dean on underperforming and 'at-risk' students;
7. Provide assistance or referral to other University services, such as counseling, writing center, math and science center, health center, etc;

8. In case of problems in the learning process, which cannot be resolved by the Academic Advisor, refer the student to a Dean.

All academic advisory functions should be documented in writing and carry the signature of the Academic Advisor;

Research and Scholarly Activities

Note: This section applies primarily to Faculty on the degree programs. The same basic principles apply to the pre-UG programs but the detail may vary.

AUW Faculty are 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 activity.

Where a Faculty has a need for research time in relation to a specific project, she or he may apply to the Pro Vice Chancellor for special teaching relief or postponement of teaching obligations.

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. They are expected as far as possible to ensure that their research informs their teaching. From time to time they will be asked to deliver a seminar on their current research to the University.

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 are eligible to apply for academic leave on full pay to present their research at conferences and other events of national or international importance or to accept appointment to association boards or advisory councils. To further support their research output activities, Faculty are advised to seek external grants and funding.

Course Release/Research Leave

Faculty may apply for 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 cases where such leave is sought, funding must have been 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

AUW faculty are expected to become involved in University Service in the form of Academic Board membership (if eligible), administrative assignments, Committee membership, new program development, program evaluation, and other activities that may be assigned from time to time by the Pro Vice Chancellor .

In the course of a full 16-week semester, faculty are expected to allocate 10%of their time to University Service 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, subject to the approval of the Pro Vice Chancellor .

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 wish to encourage faculty and staff to engage in consultancy, wherever appropriate and in a manner that is consistent with their contractual responsibilities toward AUW. The formal policy is attached as Appendix II. NB The policy also covers teaching commitments outside AUW. Unless specifically agreed to be AUW, no full-time employee is permitted to teach elsewhere.

Chapter IV – Performance, Promotion and Separation from Service

Note: This section applies primarily to Faculty on the degree programs. The same basic principles apply to the pre pre-UG programs but the detail may vary.

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 year, the program head will meet with Faculty individually to discuss their overall

performance in the period, including their course evaluations. The end-of-year Annual Report will be submitted to the Pro Vice Chancellor for comment and signature.

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 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 government/Industry Institutions in developing 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 institutions and industry, to help increase internship opportunities for students and to 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

TEACHING	
<p>Exceeds Expectations (Exemplary)</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>Exceeds Expectations</p> <p><u>At least 2 from:</u></p> <ul style="list-style-type: none"> -Earns student evaluations consistently above the IDEA average; -Makes <i>exceptional</i> use of innovative learning strategies (infusion of technology, active learning techniques, etc); -Provides exceptional mentorship to students outside traditional classes e.g. thesis students, independent projects, advising, etc.
<p>Meets Expectations (Satisfactory)</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>Meets Expectations (Satisfactory)</p> <ul style="list-style-type: none"> -Earns student evaluations that fall within IDEA average; -Makes competent use of innovative learning strategies (infusion of technology, active learning techniques, etc); - Provides effective academic advising to students;
<p>Does Not Meet Expectations (Unsatisfactory)</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>Does Not Meet Expectations (Unsatisfactory)</p> <ul style="list-style-type: none"> - Earns student evaluations consistently below IDEA average; or -Makes little use of innovative learning strategies (infusion of technology, active learning techniques); or - Provides unsatisfactory academic advising; - Provokes multiple, substantive, and substantiated student complaints;

SCHOLARSHIP	
<p>Exceeds Expectations (Exemplary)</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>Criteria for Research Evaluation</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>Meets Expectations (Satisfactory)</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>Does Not Meet Expectations (Unsatisfactory)</p> <p>No scholarly or creative activity or activity of a quality below expectations.</p>	
SERVICE	
<p>Exceeds Expectations(Exemplary)</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>Meets Expectations(Satisfactory)</p> <p>Consistently useful and effective service; shows initiative; responsive to needs of students and department. Provide rational and examples.</p>	
<p>Does Not Meet Expectations(Unsatisfactory)</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 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

The University's promotion policy can be found at Appendix IV

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, provided they have been employed by AUW for at least three years. 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. Resignations can only be effective at the end of a semester and Faculty must complete the workload assignment for it. The resignation letter must be acknowledged by the Pro Vice Chancellor and should be submitted to the HR Office.

Faculty who have submitted a formal resignation with the required notice period must complete all pending matters and ensure there is no disruption to the learning and teaching process. The Pro Vice Chancellor may release the Faculty after all pending matters are settled and a handover process has been 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 University guidelines, conducting all 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 personal information about students confidential according to the University's policies, and observing 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 teachers by motivating students to aspire to academic excellence;
5. Be accountable for teaching and assessment.

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 with others in such actions on any University assignment.

Engagement in Professional and Scholarly Activities

1. Promote knowledge in the academic and pedagogic disciplines 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. Exercise freedom to speak and write in areas 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 and 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 her or his 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 only 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 times. 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 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 demonstrates 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 may 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.

Sexual harassment

The University has a zero-tolerance approach to any form of sexual harassment and will take immediate disciplinary action against any employee in any case that occurs. The full policy can be found at Appendix V. Intimate consensual relations between employees and students are strongly discouraged.

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:
me: 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]

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

5. LEARNING OUTCOMES
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: 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 wish to encourage faculty and staff to engage in consultancy, wherever appropriate and in a manner that is consistent with their contractual responsibilities toward AUW. The provisions of the following policy apply to all external consultancy 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. Its 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 Pro Vice Chancellor 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 Pro Vice Chancellor.

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

DECLARATION OF EMPLOYMENT COMMITMENT

1. Name and Title/Academic Unit:
2. Academic Year / Date of Submission:
3. Current Position as a Full-time Employee:
4. Declaration of Full-time Employment Commitment
<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>
5. Name & Signature

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		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

Conducted By	
Faculty Name	
Title	
Program/Department	

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. Pro Vice Chancellor's Summary and Recommendation

Summary & Recommendation

Pro Vice Chancellor's Signature

VC'S Signature
Date

Appendix IV: Promotion Policy



AUW ACADEMIC PROMOTION POLICY AND PROCEDURE 2022

1 INTRODUCTION

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

2 CRITERIA FOR PROMOTION

The University will seek to recognise 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.

2.1 Promotion to Professor

The title and rank of Professor may be awarded to academic staff who have:

- a doctoral degree from a recognized university appropriate to their field or its equivalent;
- a record of at least 5 years' teaching and scholarship since their last promotion either at AUW or in their previous institution

- evidence of substantial contribution to undergraduate education and international recognition.
- a record since their last promotion that indicates substantial, significant and continued growth, development and accomplishments in teaching and research
- service to the University and the academic community

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

The case should provide clear evidence of the candidate's contributions since her or his previous promotion or appointment against the criteria for the rank and also of their potential for continued excellence and leadership.

Promotion to Professor is based on excellent levels of achievement against the following criteria appropriate to the discipline norms and in addition to the criteria required for the previous level of promotion.

2.1.2 *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 the candidate an international reputation
- Receipt of significant research grants and awards, particularly peer-reviewed, where appropriate to the 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

2.1.3 *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 practical applications for real-world problems
- 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

2.1.4 *Teaching and Learning*

- A sustained record of successful teaching, including classroom or online delivery
- A sustained record of effective setting and marking of assessment items, including provision of feedback to students
- A sustained record of effective delivery of student support
- A record of substantial development in the content, delivery or assessment of the curriculum at course or program level
- A record of substantial contribution to program 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

2.1.5 *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 organisations

○ *Endowed Professorship*

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

○ *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, to public good, or other service beyond regular duties.

○ *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 necessarily conventional academic qualifications but with commensurate practical experience in the field. A Professor of Practice should help to promote the integration of academic scholarship with practical experience

2.2 Promotion to Associate Professor

The title and rank of Associate Professor may be awarded to academic staff who have:

- a doctoral degree from a recognized university appropriate to their field or its equivalent;
- a record of at least 5 years' teaching and scholarship since their last promotion either at AUW or in their previous institution
- evidence of substantial contribution to undergraduate education
- a record since their last promotion that indicates substantial, significant and continued growth, development and accomplishments in teaching and research
- service to the University and the academic community

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

The case should provide clear evidence of the candidate's contributions since her or his previous promotion or appointment and also of their potential for continued excellence and leadership.

Promotion to Associate Professor is based on excellent levels of achievement against the following criteria appropriate to the norms of the candidate's discipline and in addition to the criteria required for the previous level of promotion.

2.2.1 Research

- Evidence of sustained output of high-quality research publications or other recognised forms of output
- 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 organisations

2.2.2 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

2.2.3 *Teaching and Learning*

- A sustained record of successful teaching, including classroom or online delivery
- A record of substantial development in the content, delivery or assessment of the curriculum at course or program 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

2.2.4 *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 world
- Evidence of involvement in public and community engagement

2.3 **Promotion to Assistant Professor**

This rank may be granted to academic staff who:

- have a doctoral degree from a recognized university appropriate to their field or its equivalent
- a record of at least 1 year of teaching and scholarship after obtaining their doctoral degree or equivalent
- 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.

2.3.1 *Research*

- A record of regular publication of original research judged to be at national level or above
- Other forms of externally recognised 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 recognised 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

2.3.2 *Teaching and Learning*

- A record of successful teaching, including classroom 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

2.3.3 *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 the University or the department
- A capacity to manage more junior and/or support staff where such opportunities exist

3 SUBMISSION OF THE CASE AND ASSESSMENT

3.1 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.
- the application must include an up to date CV.

3.2 Contents and completion of application

- The Vice-Chancellor will invite applications for promotion from AUW staff on an annual basis. This invitation will indicate how many promotions can be made in any one year bearing in mind AUW's financial position. The invitation will specify the timeline for applications and decisions. It will also announce the name of the senior officer of the University, normally the Registrar or a Dean, who has been designated by the Vice-Chancellor to oversee the process.
- All relevant sections of the application form must be completed. The

form should then be sent to the designated officer who will acknowledge receipt.

- It is the responsibility of each candidate to ensure that all paperwork is complete and compliant.
- Decisions will be made only on the strength of the evidence presented as part of the formal case.
- Incomplete or non-compliant applications may be disqualified from consideration, although a candidate may submit an application for the next round.

The Policy Statement

Asian University for Women (AUW) is committed to providing a safe environment for all its employees, free from discrimination on any ground and from harassment at work including sexual harassment.

The University will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to AUW while they are on campus. Each member of the community is expected to be familiar with this policy and to be responsible for fostering civility and for refraining from conduct that violates the policy.

AUW will operate a zero-tolerance policy for any form of sexual harassment in the workplace, will treat all incidents seriously and will promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents; actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Verbal sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy

- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Leering
- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling in a provocative manner

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. AUW recognizes that sexual harassment may also occur between people of the same sex. What matters is that the conduct is unwanted and unwelcome by the person against whom it is directed. AUW also recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee, teachers or staff and students.

Anyone, including employees of AUW, students, clients, customers, casual workers, contractors or visitors, who sexually harasses another will have action taken against them in accordance with this policy.

Prohibition of sexual harassment

All sexual harassment is prohibited whether it takes place within AUW premises or outside, including at social events, business trips, training sessions or conferences sponsored by AUW.

AUW Harassment Complaints Committee

The AUW Vice-Chancellor shall appoint a Harassment Complaints Committee consisting of:

- A Dean (Chair). If possible, the Dean should be female)
- Dean of Students
- Faculty member nominated by the Pro Vice Chancellor
- Member of Administrative Staff nominated by the Registrar
- Student Government President
- An external member

When a complaint of sexual harassment is referred to the committee (see below), the Chair will appoint a subcommittee of at least two persons, including at least one woman, to investigate and make a report to the committee. In addition, the committee shall meet on a schedule to be determined by the chair to consider general issues related to sexual harassment.

Complaints procedures

Anyone, including a student, who is subject to sexual harassment should at first, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AUW recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor, teacher and his/her student or any employee) and that it may not be possible for the victim to inform the alleged harasser directly.

If a victim cannot approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the university's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure the victim knows that they can lodge the complaint outside of AUW through the relevant legal framework

Throughout the complaints procedure, a victim is entitled to be helped and supported by a counsellor within the university. AUW will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within AUW to resolve the matter
- ensure a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily and within 3(three) days of the complaint being made

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the senior most human resources manager at AUW to instigate a formal investigation. The human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator, or refer it to the AUW Complaints Committee in accordance with this policy.

The person or persons carrying out the investigation will:

interview the victim and the alleged harasser separately
interview other relevant third parties

- decide on the balance of probabilities whether or not the incident(s) of sexual harassment took place
produce a report to the Complaints Committee detailing the investigations, findings and any recommendations
- if harassment took place, in consultation with the victim, decide what the appropriate remedy should be (e.g., an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, disciplinary action including possible

suspension or dismissal). The HR Manager will be responsible for implementing such remedies/sanctions.

- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
- if the committee cannot determine that the harassment took place, the HR Manager may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is completed as quickly as possible and in any event within 5 (five) working days of the complaint being made

External complaints mechanisms

If the victim is dissatisfied with the outcome of the complaints procedure she or he may pursue external complaints procedures. The AUW Ombudsperson is empowered to hear complaints in this area.

Where the alleged behaviour or incident involves potentially criminal behaviour, the victim has the right to take the matter to the police. AUW will provide support and counselling in such cases.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

AUW will ensure that this policy is widely disseminated to all relevant persons. It will be included in all relevant handbooks and on the AUW website. All new employees must be trained on the content of this policy as part of their induction. AUW will require all employees to attend an annual refresher training course on the content of this policy. It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

Monitoring and evaluation

AUW recognizes the importance of monitoring its sexual harassment policy and will ensure that data is collected and analysed on an anonymous basis. Managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. The chair of the Harassment Complaints Committee will make an annual report to the AUW Board of Trustees. This report will include AUW's evaluation of the implementation of the policy and whether any changes are needed both to the policy itself or to other administrative procedures at AUW..

- Applications cannot be modified following submission except to update a CV with the acceptance of submitted publications or honors or with special permission from the designated officer.
- Applications should be as succinct as possible and not exceed 12 sides of A4, excluding the CV and 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 provide names and contact details of three referees. A referee should not be the candidate's doctoral supervisor or a close present or past collaborator unless the Chair of the Promotions Panel agrees otherwise.

For promotions to the rank of Associate and Full Professor, in addition to the referees nominated by the candidate, the Promotions Panel will contact two independent experts for their opinions.

- The application must include a list of the candidate's publications and preferably electronic copies of any publications or papers that the candidate wishes to be considered.

4 CONSIDERATION OF APPLICATIONS

- The Vice-Chancellor will approve the appointment of a Promotions Panel to be chaired by a Dean to consider applications and recommend final decisions to the Vice-Chancellor. In evaluating cases for promotion, the University will place weight on peer judgment and on the published criteria for promotion. At the Vice-Chancellor's discretion, AUW staff and external experts in the field and cross-disciplinary assessors may be included in the Promotions Panel. AUW staff will be at the level of Dean or Head of Program or equivalent. The Registrar or nominee will act as Secretary to the Panel.
- The decision of the Vice-Chancellor on the application is final.
- The Registrar designated officer will arrange for promotions to 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 the Board of Trustees.

5 FEEDBACK

The candidate may approach the Chair of the Promotions Panel for feedback on her or his application.

6. REVOCATION OF TITLE

The Vice Chancellor may, in exceptional circumstances, revoke from an employee of the University the title of Professor, Associate Professor or Assistant 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 have not been achieved or sustained.

7. 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 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.



ACADEMIC STAFF PROMOTION APPLICATION FORM

Section 1: Personal details

Title	
Forename (s)	
Surname	
Email address (work)	
Current position title	
Application for promotion to position	

Section 2: PROMOTION CRITERIA

Please tick which of the criteria you are evidencing:

Research	
Academic Enterprise and Knowledge Transfer	
Teaching and Learning	
Service and leadership	

Section 3: PRINCIPAL OUTPUTS

Please list all your publications and identify up to five publications or other forms of outputs that you wish to cite as especially important

Please use this space to describe how you meet the criteria that you are addressing. Please provide evidence for all the criteria that you are addressing.

Section 4: SPECIAL FACTORS

Please use this space to mention any special factors that you wish to draw to the attention of the Promotion Panel and that may help to put your performance into context (eg periods of maternity leave, discipline-specific norms etc)

SECTION 5: DECLARATION

<p>Please sign to confirm that all the information included in your application is, to your best knowledge, accurate and true</p>	
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SECTION 6: REFEREES

Title	
Surname	
Email address (work)	
Institution/Organisation	
Reason for nomination	
Relationship to applicant	

Title	
Surname	
Email address (work)	
Institution/Organisation	
Reason for nomination	
Relationship to applicant	

Title	
Surname	
Email address (work)	
Institution/Organisation	
Reason for nomination	
Relationship to applicant	

Appendix V: 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,
- have 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.

Other Academic Staff

The University may employ other academic staff with a Bachelor’s degree, an additional professional

teaching qualification, and who are well-qualified to teach, as Tutors. Tutors may perform scholarly and/or University service as specifically agreed with the Program Head, the Program Coordinator, or the Program Director.

Appendix V: Sexual Harassment Policy

Asian University for Women (AUW) is committed to providing a safe environment for all its employees, free from discrimination on any ground and from harassment at work including sexual harassment.

The University will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to AUW while they are on campus. Each member of the community is expected to be familiar with this policy and to be responsible for fostering civility and for refraining from conduct that violates the policy.

AUW will operate a zero-tolerance policy for any form of sexual harassment in the workplace, will treat all incidents seriously and will promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents; actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Verbal sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Leering
- Display of sexually explicit or suggestive material

- Sexually suggestive gestures
- Whistling in a provocative manner

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. AUW recognizes that sexual harassment may also occur between people of the same sex. What matters is that the conduct is unwanted and unwelcome by the person against whom it is directed. AUW also recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee, teachers or staff and students.

Anyone, including employees of AUW, students, clients, customers, casual workers, contractors or visitors, who sexually harasses another will have action taken against them in accordance with this policy.

Prohibition of sexual harassment

All sexual harassment is prohibited whether it takes place within AUW premises or outside, including at social events, business trips, training sessions or conferences sponsored by AUW.

AUW Harassment Complaints Committee

The AUW Vice-Chancellor shall appoint a Harassment Complaints Committee consisting of:

- A Dean (Chair). If possible, the Dean should be female)
- Dean of Students
- Faculty member nominated by the Pro Vice Chancellor
- Member of Administrative Staff nominated by the Registrar
- Student Government President
- An external member

When a complaint of sexual harassment is referred to the committee (see below), the Chair will appoint a subcommittee of at least two persons, including at least one woman, to investigate and make a report to the committee. In addition, the committee shall meet on a schedule to be determined by the chair to consider general issues related to sexual harassment.

Complaints procedures

Anyone, including a student, who is subject to sexual harassment should at first, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AUW recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor, teacher and his/her student or any employee) and that it may not be possible for the victim to inform the alleged harasser directly.

If a victim cannot approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the university's procedures for dealing with the complaint

- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure the victim knows that they can lodge the complaint outside of AUW through the relevant legal framework

Throughout the complaints procedure, a victim is entitled to be helped and supported by a counsellor within the university. AUW will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within AUW to resolve the matter
- ensure a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily and within 3(three) days of the complaint being made

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the senior most human resources manager at AUW to instigate a formal investigation. The human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator, or refer it to the AUW Complaints Committee in accordance with this policy.

The person or persons carrying out the investigation will:

interview the victim and the alleged harasser separately

interview other relevant third parties

- decide on the balance of probabilities whether or not the incident(s) of sexual harassment took place
produce a report to the Complaints Committee detailing the investigations, findings and any recommendations
- if harassment took place, in consultation with the victim, decide what the appropriate remedy should be (e.g., an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, disciplinary action including possible suspension or dismissal). The HR Manager will be responsible for implementing such remedies/sanctions.
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome

- if the committee cannot determine that the harassment took place, the HR Manager may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is completed as quickly as possible and in any event within 5 (five) working days of the complaint being made

External complaints mechanisms

If the victim is dissatisfied with the outcome of the complaints procedure she or he may pursue external complaints procedures. The AUW Ombudsperson is empowered to hear complaints in this area.

Where the alleged behaviour or incident involves potentially criminal behaviour, the victim has the right to take the matter to the police. AUW will provide support and counselling in such cases.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

AUW will ensure that this policy is widely disseminated to all relevant persons. It will be included in all relevant handbooks and on the AUW website. All new employees must be trained on the content of this policy as part of their induction. AUW will require all employees to attend an annual refresher training course on the content of this policy. It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

Monitoring and evaluation

AUW recognizes the importance of monitoring its sexual harassment policy and will ensure that data is collected and analysed on an anonymous basis. Managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. The chair of the Harassment Complaints Committee will make an annual report to the AUW Board of Trustees. This report will include AUW's evaluation of the implementation of the policy and whether any changes are needed both to the policy itself or to other administrative procedures at AUW..