

# Faculty Code

## Anglo-American University (AAU)

### A. Education Principles

In accordance with its mission AAU is committed to education which is modern, research-based, applied, effective, and carried out with personal attention to students. Therefore, all our faculty shall be led by the following four principles:

- (a) **Professionalism:** AAU instructors come to class prepared and on time. They follow the syllabus and the course schedule, and they do not cancel classes unless it is unavoidable. They hold consultation hours and encourage students to use them as a natural part of the learning process. They provide timely feedback to students, including grading, and respond to student emails in a timely manner. They treat grading, assignments and other information about students and their performance in a confidential manner.
- (a) **Interactivity:** AAU instructors do not just lecture; they use diverse teaching methods. They act as guides as they engage students in participative learning. They provide students with continuous and timely formative assessment which allows for and induces improvement of students' learning. They are attentive to student performance and modify their teaching activities accordingly.
- (b) **Complexity:** AAU instructors assess students early, continuously, and use diverse methods so that the assessment of student performance is accurate and complex. They invite guest lecturers, use real-life examples and show practical implications and applications to ensure that their teaching is always relevant and up to date. They show connections to other subjects and the wider context of their teaching. They teach students how to address and solve theoretical and practical problems in changing contexts, how to effectively communicate problems and their solutions, and how to take effective and responsible action.
- (c) **Dedication:** AAU instructors are enthusiastic and dedicated to their profession. They care about their subject; they care about education; and they care about students.

### B. Faculty

#### 1. General Provisions

- i. The faculty of AAU comprises persons appointed to AAU in pedagogy, research, development and other academic activities. Persons without an appointment may contribute as guest lecturers, thesis advisors or reviewers, etc. but are not considered AAU faculty.
- ii. Faculty at AAU are typically engaged as
  - (a) permanent faculty on the basis of an employment contract,
  - (b) adjunct faculty on the basis of agreement on work performed outside an employment relationship, or
  - (c) external faculty, i.e., research fellows cooperating on ad hoc basis (AAU research projects) or lecturing fellows cooperating without any work agreement or employment contract, but with AAU affiliation.
- iii. Faculty are assured of all benefits detailed by the Labor Code and the Higher Education Act, as well as of all benefits offered to general AAU employees in accordance with their position and type of contract
- iv. Permanent faculty, except for researchers on project-based contracts, are specifically entitled to annual leave of eight weeks and a six-month sabbatical once every seven years under conditions set forth in the Faculty Policy and applicable law.
- v. Faculty may perform work outside of the regular workplace, i.e., the campus, pursuant to Section 317 of the Labor Code, with the exception of teaching, consultation hours, examination, and service or administrative duties, which are mandatorily performed on campus or another workplace as agreed upon with AAU. Exceptions may apply per the decision of the President or designee.
- vi. Compensation for faculty is determined by a policy issued by the President. Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank. For permanent faculty the policy sets forth salary ranges for respective academic ranks. The position within the salary range is determined with consideration of market factors, meritorious performance, and each faculty member's qualifications, number of years of service, evaluation data, and professional development.

## **2. Professional Rights of Faculty**

In support of the AAU's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, service, research, and public outreach and to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

- (a) free inquiry and exchange of ideas;
- (b) the right to present controversial material relevant to a course of instruction;
- (c) freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance;
- (d) participation in the governance of the AAU as provided in the AAU Statutes and other governance documents;
- (e) the right to be reviewed by one's peers, in accordance with fair procedures and due process, in matters of promotion and discipline, solely on the basis of the faculty members' professional qualifications and professional conduct.

## **3. Faculty Obligations**

- i. General faculty obligations require faculty members to engage in ethical conduct and respectful communication; co-operate with Department Chairs, Deans, AAU committee members and other members of the AAU community; uphold AAU's mission statement and values; encourage diversity and uphold academic freedom within the classroom; participate in peer reviews and student evaluations; respect and maintain confidentiality; and, to the best of their abilities, as dictated by the school's resources, provide necessary accommodations for students with documented disabilities.
- ii. Specific faculty obligations are elaborated in the Faculty Policy.

## **C. Final Provisions**

This Code was approved by the Supervisory Board on April 2, 2024 and comes into effect forthwith.