

# Resources for Faculty

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*September 2017*

*AUP's mission is to educate its graduates to communicate effectively in a world of many languages; to read well, listen carefully, and write intelligently in a voice of their own; to become critical thinkers about history and human societies, economics, culture, literature, the arts, science, politics, psychology, business, and communication; to develop creative interdisciplinary solutions to contemporary global challenges; to be digitally literate in a world of swift-paced change; to understand the ethical imperatives of living in such a world; and to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.*

*The University achieves its mission by providing to its students a curriculum combining liberal arts inquiry, preparation for professional life, and student-centered, active learning in small classroom settings.*

*AUP brings together all the best elements of the American university model—small, discussion-based classes; a collaborative relationship between students and faculty; a special emphasis on critical thinking and clear communication—with the cultural, social, and professional opportunities of one of the world's most cosmopolitan cities.*

***We are happy to welcome the new faculty for this academic year to our community!***

The sections of this guide most relevant to you depend on whether you are working at AUP part-time or full-time, on a temporary or a permanent contract, or as a teacher or a teacher-researcher. Your employment contract should already alert you as to which areas of faculty life concern you.

**Please note that this is not a legal document nor it has been officially approved by faculty;** its only purpose is to provide a brief overview of the workings of the university.

For contractual information please see the [Accord d'entreprise for faculty](#)<sup>1</sup>, which legally defines the duties and rights of faculty. The [Faculty Manual](#)<sup>2</sup>, officially approved by the faculty, the President and the Board of Trustees, addresses faculty rights and responsibilities within the context of the governance structure of the university. The [Academic Handbook](#)<sup>3</sup>, released by the Registrar Office, provides information on academic policies.

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## Your Department Is Your Reference

Faculty is organized in [academic departments](#)<sup>4</sup> offering a variety of [majors](#)<sup>5</sup> and [minors](#)<sup>6</sup> as well as courses for the [General Education program](#)<sup>7</sup>. You may be teaching courses that serve several different programs, but you will be housed in a single department.

The chair of your department is your main reference person and the interface between the department and the Academic Affairs Office.

If you are a new permanent member of faculty you will be assigned a faculty mentor who will be able to address your questions and introduce you to the AUP culture and governance structure as well as to colleagues.

*Enseignants* and *Enseignants-Chercheurs* are expected to attend at least two departmental meetings per semester. While both *Enseignants* and *Enseignants-Chercheurs* are members of the Faculty Senate and welcome to all of its meetings, *Enseignants-Chercheurs* are expected, every semester, to attend at least two of these meetings that generally take place on Wednesday evenings. Departmental meetings are organized by the chair and announced during the semester, Faculty Senate meetings are normally announced at the beginning of the semester by the Faculty Senate Chair.

## Practical Information

When you join AUP you should, through the HR department, receive an **ID card**. Make sure you keep it with you all the time as you will need it to access all AUP buildings. In case of problems, contact Geraldine Ojalvo: [gojalvo@aup.edu](mailto:gojalvo@aup.edu).

## Office Space

**Office space** is very limited, but you will have a desk to work at when you are at the university, and where you can see students (please contact the chair of your department if you are unsure about which desk you should use). You can use your own laptop with Wi-Fi, but we also provide desktop computers. For work purpose, you can print black and white or color, make **photocopies** with a free photocopy card, or scan documents; if you encounter problems you should contact the IT helpdesk [helpdesk@aup.edu](mailto:helpdesk@aup.edu). For **general office supplies**, including printer toner and paper, please ask your chair who you should contact (different

people are responsible depending on the building where your office is located). Departments are located in several different buildings and please note that you may teach classes in buildings different from the one where your office is located. Your **mailbox** will be generally located in the same building as your office, except if you are in the Pierre Valley building, in which case your mailbox will be in the 102 St. Dominique building. Next to your mailbox you will also find a box for outgoing mail (both internal to AUP and external). You should also have a **telephone** available (most likely shared with the people in your office), for all information and to have a user manual you can email the helpdesk at [helpdesk@aup.edu](mailto:helpdesk@aup.edu).

## Online Access

When you joined AUP you should have received an **ID and password** that gives you access to all online resources, see the [faculty and staff guide to campus technology](#)<sup>8</sup> for more details. The same credentials also allow you to access the [library site](#)<sup>9</sup>, the [faculty portal](#)<sup>10</sup>, and several other resources described later. The ID is usually the first letter of your first name + your last name, your email address is <your id>@aup.edu (e.g. Paul Smith becomes psmith@aup.edu). The ID also allows you to receive and send emails through [Webmail](#)<sup>11</sup>. The AUP [Office 365 guide](#)<sup>12</sup> will help you learn how to [access your email](#)<sup>13</sup> and use Office 365's multiple collaboration tools. Please make sure to check your AUP email frequently; your students, department, administration and colleagues will contact you this way. They all will assume that you have received and read your messages!

If you have a CDI contract, a Web page will be created for you at <https://www.aup.edu/profile/yourID> with **your profile**. By clicking on the "Overview" button you will reach a page with a link to "request a faculty profile modification" allowing you to edit your profile (note that the changes must be approved by the Web master so it may take a little time before they appear online).

## The Faculty Portal

[The faculty portal](#)<sup>14</sup> is the place where you manage your courses, see who your students are, report excessive absences, submit grades, declare all course cancellations, find your exam dates, etc. It also contains a quick outline of essential policies and useful advice that you should be aware of.

Our staff at the helpdesk will be happy to help you in person or via email:

[helpdesk@aup.edu](mailto:helpdesk@aup.edu) if there is something you cannot work out.

## AUP Classrooms

The **standard AUP classroom** has a projector or TV screen, DVD player, computer, audio and Internet. All room bookings should be made through the [online room reservation tool](#)<sup>15</sup>. Kyle McGuan ( [kmcguan@aup.edu](mailto:kmcguan@aup.edu) ), Administrative Assistant in charge of room bookings at the [Registrar's Office](#)<sup>16</sup>, will confirm your booking and assist you with special room requirements. For equipment requirements or troubleshooting, please contact Mathieu Motta ([mmotta@aup.edu](mailto:mmotta@aup.edu)) from the [Multimedia Office](#)<sup>17</sup>. You can also book a classroom if you need to meet with your students outside your normal course hours.

The classrooms assigned to your courses are listed on your [faculty portal](#)<sup>18</sup> under “ My Schedule”. A [campus map](#)<sup>19</sup> is available online.

## Students' Right To Privacy

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education. FERPA applies to all educational agencies and institutions that receive funding under any program administered by the Department. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records.

Student information is protected and only those administrators and faculty with what is referred to as a “legitimate educational reason” may have access to student records. We may not release information regarding a student to a third party (including parents) without written permission from the student. We must pay close attention to both retention and release of these records. The Registrar's Office is the only office that should be releasing student records. Professors should not discuss a student's record with third parties. For example, a professor should not discuss a student's progress with his or her parents without written permission from a student or unless the student is present and consents to the discussion. Similarly, a professor can never publish or post grades by student name, ID number, or social security number. Under the terms of the FERPA act, professors have no 'legitimate interest' in reviewing a student's previous courses or grades. If you wish to advise a student and make recommendations you should obtain this information directly from

the student. When writing a letter of recommendation, it is generally recommended to have a written request from a student requesting the information. Keep in mind that students – the ones who ask you for recommendations – often do not know the terms of the FERPA act, their rights to privacy, nor do they understand the constraints placed on faculty by the act.

Please see the [FERPA page of the U.S. department of education](#)<sup>20</sup> for more details. Similar rules are also stipulated by the French [Commission Nationale de l'Informatique et des Libertés](#)<sup>21</sup> (CNIL) and in particular with respect to the “[espaces numériques de travail](#)<sup>22</sup>”.

Questions regarding FERPA should be addressed to the Registrar's Office. You can also consult the [AUP privacy policy Web page](#)<sup>23</sup>.

## Preparing for Your Courses

### What Your Class Will Be Like

In general, you will find that your classes are small (below 25 students) and your students come from a variety of different countries and educational systems. In Fall 2016, there were 110 unique nationalities among all students enrolled. 71% of undergraduate students and 84% of graduate students were female. There were a total of 1100 students speaking 69 languages. For more facts about AUP's student body, please check our [website](#)<sup>24</sup>.

AUP students' different backgrounds and experiences will make your courses very lively but also challenging at times. Be prepared to support students when they need it and make good use of the richness they bring to the course. Whichever teaching style you prefer, actively interacting with students in and out of the classroom will benefit their learning. Also, remember that given the richness of the cultural environment, students can and do learn from each other and you can facilitate these exchanges. The rich offering of out-of-class learning opportunities may help reinforce your class work (see section on [Other support for students and faculty](#)).

### Syllabi

Course syllabi are normally submitted towards the middle of the previous semester. If you are just joining AUP at the beginning of the semester, either you will be provided with existing syllabi for the courses you teach or you

will be asked to provide syllabi as soon as possible.

AUP syllabi follow a standard format, you can download the template from the Academic Affairs pages. If the instructions in this booklet don't address all your questions you can contact Ursula Darien ([udarien@aup.edu](mailto:udarien@aup.edu)) who is responsible for collecting the syllabi and will be able to advise you.

Please consider the [academic calendar](#)<sup>25</sup> when planning your classes. More information about your courses that you may need when filling in your syllabi (e.g. room allocation, pre-requisites, etc.), is available on the [faculty portal](#)<sup>26</sup>.

Make sure that your syllabi contain a clear indication of the course's learning outcomes and of how the final grade is calculated (see section on [grading](#) below). You can find a [short guide to the definition of learning outcomes](#)<sup>27</sup> on the Assessment Web pages. Learning outcomes should be aligned with the learning outcomes of the program(s) your course serves (e.g. major or general education). Seek advice from your chair if you are unsure.

Make sure that all your students have a copy of the course syllabus from the first day of classes. You may distribute paper or electronic copies. You may also choose to spend some time to discuss the content of the syllabus with your students.

## Ordering Books

Book orders for your classes should be placed with the [bookstore](#).<sup>28</sup> Consider however that ordering books takes time (several months). If your courses start soon, please consult with the Bookstore personnel to find out when they expect that your order can be filled. If your course is a standard course, books may have been ordered filling the requests of previous professors and you may choose to use those texts. The rule of thumb is to not set more than 110 euros worth of required reading per 4 credit course (this may be different for graduate courses, so check with the graduate program director if you are teaching master level courses). In any case, confirm with your departmental colleagues what the average expected amount of reading is per class.

For shorter readings, it might be useful to compile a copied reading pack. The Bookstore arranges for these and pays the royalties, if necessary. Reading packs can be processed at shorter notice than book orders but, again, contact the bookstore.

See also the [Blackboard](#) and [Library](#) services described below.

## Blackboard

Your ID gives you access to our e-learning platform [Blackboard](#)<sup>29</sup>. You can use Blackboard to upload documents for the students to access (syllabi, readings, lecture notes, schedule, instructions for assignments and so forth), collect students' coursework in digital form and have it checked for plagiarism automatically. Remember that copyright rules apply when you upload material for students to access through the Blackboard.

You can [request a Blackboard course site](#)<sup>30</sup> to be set up for you. Blackboard training is available from the [Academic Resource Center](#)<sup>31</sup>, the center is described in more details below.

Please, be careful not to request the addition to Blackboard of a student who is not officially registered in your class (a student is officially registered if his/her name appears on the official roster, available on your [faculty portal](#)<sup>32</sup> under "My Roster").

## Exceptional Circumstances

It may happen that your class is full and a student asks you for special permission to over-enroll, or a student may ask to enroll your course without having satisfied the prerequisites. While the university allows for these possibilities, they are reserved for exceptional and legitimate academic needs. You can see on the [Academic Affairs Faculty Support pages](#)<sup>33</sup> some short instructions but you are encouraged to always consult with your chair before granting permission. Students should be referred to their Academic Advisor to initiate the administrative process that will allow them to register into a class that is full or for which they are missing a pre-requisite. As a professor, you will be later requested to allow or deny that request via an electronic form sent to your AUP mailbox.

## Teaching Your Courses

The first class of the semester is always a special one; reserve time to introduce yourself and the course, and to have the students introduce themselves. Give students your email address, office hours, and tell them how you prefer to be contacted. It is important that you discuss the course content (e.g. important questions to be addressed in the course) and the

objectives of the course (present the learning outcomes you have listed on the syllabus). Note that students may drop and add courses until the end of the first week of classes. Any important content you cover in the first two classes should be available to students in some format (online, print, recording) or you should be prepared to briefly repeat it in the second week.

On the faculty portal you will find the class roster. Make sure you take attendance and follow up with students who miss too many classes (see also section on [Students Absences](#)). Remember that your final roster will be available only after the drop/add period, i.e. after the first week of classes.

At the beginning of the second week of class, make sure that the course roster matches the attendance of the class. It is important that you refer any student who doesn't appear on the official roster to the Registrar's Office immediately.

Finally, make sure that you always arrive to class on time (at least a few minutes before the class starts) and finish your classes on time as students have only 15 minutes to go from one building to another one.

## Teaching Periods

At AUP we distribute the day into eight class periods:

|                 |                 |
|-----------------|-----------------|
| [1] 9:00-10:20  | [2] 10:35-11:55 |
| [3] 12:10-13:30 | [4] 13:45-15:05 |
| [5] 15:20-16:40 | [6] 16:55-18:15 |
| [7] 18:30-19:50 | [8] 20:05-21:25 |

Classes are generally scheduled on Monday and Thursday or on Tuesday and Friday. See also the section on [course scheduling](#) below.

## Office Hours

Meetings with individual students often play an important role in your teaching experience. During your office hours you are available to meet students, in your office or any other suitable environments, on a one-to-one basis. Office hours allow you to address individual questions about the course and learn more about your students' skills, motivations, difficulties and objectives. This knowledge will help you address the individual needs of your students and provide the most appropriate guidance.

Students may come to office hours for a variety of reasons, some may have very specific questions about a reading or an assignments, others will ask for clarifications on a grade, some will bring to you just a general sense of not being able to follow the course, other yet may want to talk about administrative issues or serious personal problems. Whenever you feel that you do not have the answers or that someone else should address the problem, do not hesitate to ask for advice to colleagues or to address the student to the appropriate office such as Student Development, Advising, Academic Affairs offices.

All teaching faculty are expected to offer 40 minutes per week of office hours for each one of the courses they offer. Students are more likely to come to office hours just before assignments are due, before and after examinations, and the week before the final exams. You may want to schedule extra hours around these periods.

Because it is unlikely that the time you will pick for office hours will suit all your students, it is a good idea to also allow students to meet with you by appointment.

When you inform your students about your office hours, normally during the first class, you should stress the importance of these meetings. You could also offer to individually review draft versions of papers during office hours.

Finally, because talking to students is more difficult in shared offices, you may consider coordinating your schedule so that each one of you has office hours at a different time.

## Student Absences and Lateness

The attendance policy is specified in syllabus (there is a standard university one but your department may have defined its own) and it is the faculty responsibility to enforce it.

Our colleagues in the office of Student Development are available to support students having non-academic difficulties (see section below on [Dealing with students with personal problems](#)); however, you could often be the first person to notice these difficulties because of a sudden change in the student behavior. If you notice that a student is uncharacteristically disengaged, late, or absent from your class, please take a little time to have a conversation with the student and/or notify the office of Student Development. In case of repeated absences use of the excessive absence report (available via My Faculty Services).

Please make sure that students are aware of your policy about lateness: will you allow

students to enter the class late? How late? Is there any penalty for repeated lateness, etc. You may consider including your lateness policy in your syllabus.

### Improving Students' Writing Skills

Given the language diversity of our students you may find that some of your students need extra help with their writing. If this is the case, ask them to visit the [Writing Lab](#)<sup>34</sup>. The Writing Lab is a collaborative, social environment which provides guidance to undergraduate and graduate students (Anglophone and non-Anglophone) who are seeking assistance at any point in their many writing projects. Please contact Ann Mott ([amott@aup.edu](mailto:amott@aup.edu)), the writing lab director, for further information. The EN/CL Department offers intensive writing and grammar courses, including a Foundation program for students who need to strengthen their English before they integrate the standard curriculum. The Department also conducts faculty workshops for writing across the curriculum. For information, contact the Writing Program Administrator, Cary Hollinshead-Strick ([cstrick@aup.edu](mailto:cstrick@aup.edu)).

### Students With Personal Problems

If you feel that a student might be experiencing psychological issues, do not hesitate to contact the student guidance counselor Sandrine Godt ([sgodt@aup.edu](mailto:sgodt@aup.edu)) or the Dean of Student Development ([kfore@aup.edu](mailto:kfore@aup.edu)). Student Development personnel ([studentaffairs@aup.edu](mailto:studentaffairs@aup.edu)) is experienced in dealing with such matters and can provide counseling. They are grateful if we help them identify students in distress. You should not hesitate to contact them whenever you have the impression that someone in your class might need help or if you need advice on how to deal with a student with apparent problems.

### Students With Learning Disabilities

For students with a documented learning disability, accommodations for exams and some class sessions can be made. For example, some students are entitled to extra time on an exam, to have use of a laptop during an exam, or to have a special placement or facilitator during a class. It is the students' responsibility to document his/her condition with the office of [Student Development](#)<sup>35</sup> and to request the accommodations from our [Academic Resource Center](#)<sup>36</sup>. You will be notified of any students needing accommodation and can liaise with ARC

regarding computers or special proctors for exams.

### Academic Integrity

As in many other institutions, plagiarism and cheating happens at AUP and requires vigilance on the part of both faculty and administration to deter, detect, and – when necessary – discipline this behavior. We have plagiarism detection software (SafeAssign) that is available through the Blackboard course management software, but it requires that you have an electronic version of student work. We also have an Office of Academic Integrity to support you in resolving issues if you are unsure of what happened or it becomes uncomfortable to continue conversations with the student. The procedure for violations is detailed in the [Academic Handbook](#)<sup>3</sup>.

If an academic integrity issue occurs, you should notify the Office of Academic Integrity with an [Incident Resolution Form](#)<sup>37</sup>. In this way, the university can keep track of repetitions, and it is also didactically useful in that it impresses on students the seriousness of what has happened. If a student does not wish to sign his or her part of the incident form, then you just send the form as is, indicating that the student does not wish to sign.

### If You Are Unable To Teach a Class

If you need to cancel a class because of illness or because you are away on University business (e.g. giving a paper at a conference), you must write an email to your Department Chair.

All missed classes must either be rescheduled as make-up classes or replaced (by another colleague). If you are on documented sick leave (paperwork sent into HR), the replacement professor will be remunerated and if you make up your own classes following a documented sick leave, you are remunerated. Please refer to the [Accord d'entreprise for faculty](#)<sup>1</sup> for details on this matter. In any case, whenever an absence involves rescheduling a class session, you must fill in a [Cancel Class Web form](#)<sup>38</sup> and you must find a time/day for make-up when all your students are available to attend (they do not have another class at that time).

When informed with a [Cancel Class Web form](#) the Registrar will notify students, but especially when the cancellation is last minute, it would be helpful if you informed the students directly too. Department chairs are always

grateful to be notified as soon as possible, especially if a replacement must be sought.

AUP strongly discourages any cancellation of courses for research reasons during the first and last weeks of term as it disrupts the students' experience to an excessive degree. Also, classes cannot be made up during reading days. Any research absences of more than one week must be approved in advance by the Provost.

In case of illness or work accident, our Accord d'Entreprise prescribes the following procedure:

- You must inform the Registrar's Office immediately ([registrar@aup.edu](mailto:registrar@aup.edu)).
- You must also inform Human Resources immediately. In case of an accident, make sure to follow their instructions so as not to jeopardize insurance claims.
- In case of illness, you must provide a *certificat médical*, which also indicates the duration of your absence. AUP employees must provide such a *certificat* from the first day of absence (even when you yourself will make up the class).
- Classes will have to be made up since AUP has a legal obligation to provide the full 37.5 contact hours to the students, but if you are sick for a longer time than three days, it is AUP's obligation to find someone to teach the class sessions for you.

## Grading

Grading policies are in the [Academic Handbook](#)<sup>3</sup>, and grading practices can be discussed at departmental level, however you are solely responsible for your grades. Make sure your students know what and how you grade; your syllabus should contain a clear indication of how the final grade is calculated. It is important that you return graded assignments to students quickly so that they can learn from your corrections and comments. Also, try to have assignments due early in the semester in order to give students an idea of their performance. Submissions of mid-term grades and final exams have very strict deadlines and timely submission of final grades is a contractual obligation (mid-term grades are voluntary to submit).

Grades are reported for all students at the end of each semester. Students whose work is unsatisfactory at the midpoint of each semester

receive warnings. Grades are neither discussed over the telephone nor given out by e-mail.

The following grading system is used, based on the 4.00 system:

|                                       |   |
|---------------------------------------|---|
| A =<br>4.0<br>A- =<br>3.7             | Excellent   |
| B+ =<br>3.3 B<br>= 3.0<br>B- =<br>2.7 | Good  |
| C+ =<br>2.3 C<br>= 2.0<br>C- =<br>1.7 | Satisfactory  |
| D+ =<br>1.3 D<br>= 1.0<br>D- =<br>0.7 | Unsatisfactory  |
| F                                     | Failure   |
| CR                                    | Credit: Student has selected the CR/NC option and received a C grade or above   |
| NC                                    | No Credit: Student has selected the CR/NC option and received a C- grade or below   |
| W                                     | Official Withdrawal   |
| IN                                    | Incomplete: Incomplete (IN) grades are not included in the GPA calculation, and are considered a non-completion of attempted course work until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. See details on <a href="#">Academic Handbook</a> <sup>3</sup> |
| AU                                    | Audit: student has enrolled as an auditor (this will show in your roster)   |

Faculty are only allowed to input Academic Grades (A through F and IN). Administrative Grades (CR, NC, W, AU) are processed by the Registrar's Office only.

As a general rule, ensure that you keep track of your grades with a record of their rationale; this may be particularly useful in the case of a final grade appeal from a student. Students may appeal until the end of the semester following the assignment of the grade so keep exam papers and any other relevant document at least until the end of the following semester. If you are only temporarily at AUP, please give a paper or scan copy of these documents to your chair.



See the [Academic Handbook](#)<sup>3</sup> for more details on the *Procedure for Challenges of a Final Grade*.

## Exam Procedures

The following recommendations for exam procedures were approved in Faculty Senate in Fall 2009:

- During exams students must turn off electronics (PDA's cellphones, Blackberries, etc.) and leave them with other personal belongings (backpacks, coats) at the front of the class.
- Students should be separated for proper test taking. Consider using a seating chart or attendance roster and separating friends where possible.
- Paper (including colored paper) should be provided by AUP. Students should not be allowed to bring their own paper.
- Faculty will, when necessary, provide different versions of the exam.
- Faculty will not leave the exam room unattended and will proctor exams actively, circulating during the exam if room size permits.
- Students must arrive on time for the examination. At the professor's discretion, late arrivals may be excluded from sitting the exam.
- Students are obliged to remain in the classroom throughout the testing period. Only in exceptional circumstances (illness, emergency) should a student be permitted to leave the room during an exam. Students are encouraged to use the restroom before the exam.
- Early departures from exams will be tolerated only after one hour of exam time has transpired. Students may not re-enter, after handing in their work, until the exam is over.

Finally, note that the exam period is part of the course contact hours therefore, if you decide not to give a final exam, you should use the period for other class activities. Final exam periods last 2H30 and that time slot should be used in its entirety.

## Assessing Your Courses

### Assessing Your Students' Learning

The university is increasingly establishing a system for the assessment of student learning that allows us to highlight pedagogical best practices and to identify possible areas of improvement, please see the [assessment pages](#)<sup>39</sup> of the university web site for more details about this process. At the course level, the use of assessment rubrics is strongly encouraged. Ideally, you should use the rubric to assess the level of achievement of the course learning outcomes as well as the relevant outcomes at the program level. You can find [more information about creating and using rubrics](#)<sup>40</sup> on the assessment web pages.

### Class Visits And Feedback

As dictated by the [Faculty Manual](#)<sup>2</sup>(5.1.4.2): *"each new member of faculty must receive at least two scheduled classroom visits during one of the courses taught during the first semester at the University. The chair, or a faculty member designated by the department chair, in consultation with the faculty mentor and the program director where appropriate, first makes a visit to observe a class, which is followed by a discussion about the observations and about teaching methods, and then a second visit for formal teaching review. On the basis of these visits and these conversations, a written report on a faculty member's classroom effectiveness is produced. New faculty teaching more than one course may, at the discretion of the department chair(s) and/or program director(s), receive visits in more than one course. With the agreement of the provost and the department chair and/or program director, other methods of ensuring teaching quality may be devised for faculty teaching courses that run occasionally, or for short periods (such as modules, for example). Written assessment of teaching effectiveness, based on the classroom visits, is subject to criteria determined by the provost and the faculty. These criteria, listed in section 5.1.4, are communicated clearly to faculty in advance of the review process. The written assessment is discussed between the new member of faculty and the department chair and/or program director."* Please see the [Classroom Visit Guidelines](#)<sup>41</sup> document available on the [Academic Affairs Faculty Support pages](#)<sup>42</sup>, you can also consult with your chair and your mentor for further details.

## Course Evaluations

Each course is evaluated at the end of every semester. You will receive in your mailbox the evaluation forms with instructions. You are to devote 20 minutes of class time for the completion of these evaluations, and you must not be present while the students are filling them out. You will receive a copy of the responses within 3-4 weeks of the end of the semester, well after grades have been submitted for each course. Your chair also receives a copy of your evaluations. In the annual Faculty Activity Report and subsequent conversation with your chair you will be asked to comment on the evaluation results.

## First Year Review

If you are a new CDI faculty members, you will be reviewed by the Provost's office in the third semester following your initial hire. You will be asked to submit a letter to the Provost detailing your work during the first year.

Additional input will be solicited from the department, the chair, and possibly other faculty members who have taught with or worked with you.

When the dossier is complete, the Provost will review it and meet with you to discuss it. Following this discussion, a set of recommendations and/or decisions will be communicated to you and your department chair in writing. You can find out more about this procedure in the *First Year Review* document available on the [Academic Affairs' Faculty Support page](#)<sup>43</sup>.

In subsequent years, you will submit a Faculty Activity Report to your chair at the end of each academic year in which you address the same components of teaching, research, and service. Please see the [Faculty Manual](#)<sup>2</sup> section 5.3 for more details on the Faculty Activity Report.

## Other Support for Students and Faculty

### Advising

If you are an *Enseignant-Chercheur* you may be asked to "advise" students. All students have an academic advisor who assists them in making decisions about their studies at AUP and selecting their courses each semester. Advisors also help students become acquainted with

experiential learning opportunities such as extra-curricular activities and professional internships, major and minor selection, degree requirements, study abroad, and so forth. You will be asked to attend advisor training, become familiar with the [Advising Center website](#)<sup>44</sup> and attend advising meetings with your fellow advisors each semester. Being an advisor is one of the best ways of getting to know AUP inside and out, and meeting colleagues. It also helps you understand what it feels like to be a student at AUP. Having advisees also means being one of the ports of call if a student starts to miss classes or fails exams. You will have visibility of all warnings issued to your advisees, so you will need to decide when and how to intervene. Sometimes, especially the first few semesters of advising, it is very difficult to be able to answer all questions so do not hesitate to get in contact with the Advising Center when needed.

## Academic Resource Center (ARC) and Teaching and Learning Center

The [Academic Resource Center](#)<sup>45</sup> (known as ARC) and the [Teaching and Learning Center](#)<sup>46</sup> (TLC), offer a variety of services: faculty can request workshops on demand and help with instructional technology while students can access equipment and disability services. The TLC organizes informal lunch discussions and more formal seminars focused on teaching. Additionally, ARC offers three peer [tutoring programs](#)<sup>47</sup>: the ARC Link tutors specialize in specific subjects and courses, the ARC Tech & Media tutors help peer students and faculty with several standard technologies, and the Writing Lab tutors. The [AUP Writing Lab](#)<sup>48</sup> is the centerpiece of our academic support services for students. In the writing lab, experienced student writers provide feedback and support at any stage of the writing process (developing a thesis, organizing an essay, avoiding plagiarism or simply overcoming writer's block). Tutoring sessions are interactive and collaborative, and generally last 30 minutes.

## Library

Our [Library](#)<sup>49</sup> offers a number of different services for [Faculty](#), from teaching materials, books on reserve, help linking eBooks to your Blackboard and inter-library loan to information literacy collaboration in class. Its 500,000 eBooks, 30,000 e-journals can be of great help. If you need any new item, you may request it using the acquisitions [form](#)<sup>50</sup> (this may take some time for print books & films). Not all e-books are included in our catalog, so it is

recommended to always do a direct search either in the [eBook collections](#)<sup>51</sup> themselves or using the “[One search](#)<sup>52</sup>” function on the Library’s main page. You can also make personalized appointments with a [librarian](#)<sup>53</sup> for further information. This is especially recommended if you plan a library research class.

## Student Development and Cultural program

The office of [Student Development](#)<sup>54</sup> encompasses a range of different services—everything from immigration to housing, health, students clubs and counseling services. Explore their web pages to get a sense of the scope of activities. If you plan to organize a trip with your class, the [cultural program](#)<sup>55</sup> office will be able to provide support and guidance.

## You, Your Department and The University

The [Faculty Manual](#)<sup>2</sup> addresses faculty rights and responsibilities as well as the governance structure of the university. With respect to French law however, the most important document is the [Accord d’entreprise for faculty](#)<sup>1</sup>, which determines the duties and rights of faculty.

AUP faculty members participate in the governance of the University through direct representation via faculty senate and elected or appointed representation via the various committees. All faculty are members of the [Faculty Senate](#)<sup>56</sup>, which is a deliberative assembly and the highest legislative body of the faculty.

Although all matters of your contract are arranged through Academic Affairs and Human Resources, don’t hesitate to consult your chair if you have unanswered questions.

There are a range of benefits which come with your contract, including health insurance, subsidy for public transport, and lunch tickets.

Faculty members benefit from [three different kinds of insurance](#)<sup>57</sup>: death and disability insurance, supplementary health insurance, and insurance for business trips and conferences.

AUP reimburses half of faculty *Navigo* [transportation](#)<sup>58</sup> pass or the VELIB’ self-service bicycle system for the current month in each month’s payroll.

Full-time faculty may request each month the number of [lunch tickets](#)<sup>59</sup> to which they are entitled for that month (one ticket per day worked). Part-time faculty may request each semester the number of lunch tickets to which they are entitled for that semester. Lunch tickets are distributed by the Human Resources department (usually by Laurence Quiquine [lquiquine@aup.edu](mailto:lquiquine@aup.edu)).

Further information is [available online](#)<sup>60</sup> and on the [page of Human Resources](#)<sup>61</sup>, in particular concerning employee rights and benefits. Academic Affairs provides a [faculty support page](#)<sup>62</sup> with important forms and explanations of policies. The [Academic Handbook](#)<sup>3</sup> provides information on general policies.

## Course Scheduling

Academic Affairs maintains a two-year plan with all departments. This two-year plan lists the courses that are expected to be taught over the coming two years in order to ensure proper course sequencing and to allow students to graduate in a timely manner. Further to this two-year course plan, Academic Affairs builds the schedule (which courses will be taught when and by whom) one year out. This means that fall 2017 is scheduled mid-Fall 2016; Spring 2018 is scheduled mid-Spring 2017; etc.

With respect to the time of teaching, while Academic Affairs and department chairs will work with faculty regarding preferences, it is important to understand that AUP has the right to schedule full-time faculty members across the available class periods. AUP will be as accommodating as possible when scheduling part-time faculty who have employment elsewhere.

The standard course is scheduled for two periods a week, Monday and Thursday or Tuesday and Friday in the same period. Some courses are better suited to be taught once a week for a double period. Double period courses are scheduled Wednesdays or late afternoon. This manner of scheduling is to allow maximum possibilities for students working to build schedules. This also helps us to make the best and most efficient use of our space.

All department members are expected to help support the curriculum. In most cases, this means helping to teach the “core” courses. While department chairs do work closely with faculty, it is ultimately the chairs’ responsibility along with Academic Affairs to ensure appropriate scheduling for the benefit of the students and the department. It is the

University's responsibility to ensure that a faculty member is scheduled to load. The Registrar's Office will make a call for schedule proofreading prior to publication, please make sure you verify that all information about your courses is reported correctly at this time. Once the schedule is published and students are registered, we rarely make any changes to course scheduling.

## Teaching Load

A full-time research faculty member (*Enseignant-Chercheur*) is expected to teach 6 courses between the fall and the spring semesters. If a faculty member would like to teach part of the course load in the summer, a formal request must be made. A fulltime faculty member would normally be expected to teach 3 courses in the fall and 3 courses in the spring. A full-time teaching faculty member (*Enseignant*) is expected to teach 8 courses between the fall, spring and summer semesters. Part-time faculty members are expected to teach their loads between the fall, spring and summer semesters at the request of the departments and academic affairs. Some courses, normally those that meet more than two periods a week, may count for 1.5 load.

## Over-teaching

Although it is better to avoid this, if needed, a full-time faculty member may teach a maximum of 1 course above the contractual load and a part-time faculty member may over teach at the request of the department and Academic Affairs, however, the over-teach may not reach that of a full-time load. When a full-time faculty member over teaches, the faculty member will have the choice of either banking the course or requesting the course payment as "overtime". Overtime is paid out in July. A communication will be sent out in May confirming faculty load balances and to request confirmation on whether courses are to be "banked" or paid. When a course is "banked" it is with the idea to request a course or courses off in the following academic years. When a part-time faculty member over teaches, an *avenant* to her or his contract must be signed to temporarily increase her or his load.

## Buying Out Classes With Research Funds

If you succeed in securing a research grant, you may buy out classes<sup>63</sup>. However this is again a consultative affair, and you will need to warn your Department Chair at least one semester

ahead of time so that he or she has time to find someone else to teach the classes that you would like to buy out. Please ensure that you have the approval of the Provost and any other relevant official if your grant application engages the university in a formal contract (in most cases you will need their signatures anyway).

## Curriculum Development

The American University of Paris was founded in 1962 as an American style "liberal arts" college. The liberal arts—derived from the ancient Greeks "study that liberates" and including languages, literature, philosophy, history, science and math, and social science—make up a crucial part of the curriculum.

All courses offered as part of our regular curriculum are subject to a rigorous approval process. The same approval process is required of any modifications to the curriculum (new courses, adjustments to majors, pre-requisites, etc.) Guidelines and checklists are found on the [Curriculum Committee Blackboard site](#)<sup>64</sup> (see also the relevant section of the [Faculty Manual](#)<sup>2</sup> for more information on the Curriculum Committee charter and composition).

All proposals of new courses or new sequences of courses are subject to departmental approval. To present a course-proposal to your department you need to write up a full syllabus with a detailed topic list for each week and a bibliography (see [syllabus template](#)<sup>65</sup> available online). Feedback on proposals usually takes place orally during a department meeting; this is the occasion for explaining your course further to colleagues, for noting such feedback and for adjusting the proposal in line with the collective wisdom of the department.

## Support for Research at AUP

AUP supports faculty research and career development through Faculty Development Grants, course releases for research, special research center funding, and, if applicable, [Formation Continue](#)<sup>66</sup> (see the linked HR pages for the latter).

The [guidelines for faculty development grants applications](#)<sup>67</sup> available online will help you build your submission, which will be reviewed by the Rank & Promotion committee. Funding is distributed throughout the year until it runs out so do try to send your applications in early during the year. Normally a maximum amount of €2000 per year is applied. If you obtain a grant, make sure to keep all receipts

and hand them in to Brenda Torney ([btorney@aup.edu](mailto:btorney@aup.edu)) after filling an [expense report](#)<sup>68</sup>.

Depending on budget, there may be course releases for research for *Enseignant-Chercheurs*. These course releases are awarded according to merit. Please watch for the Provost's updates on calls for applications.

The *George and Irina Center for the Study of Genocide, Human Rights and Conflict Prevention*, the *Center for Critical Democracy Studies* and the *Civic Media Lab* all offer grants to faculty for work related to their respective charter. Please consult with the respective directors: Professor Brian Schiff ([bschiff@aup.edu](mailto:bschiff@aup.edu)), Professor Stephen Sawyer ([ssawyer@aup.edu](mailto:ssawyer@aup.edu)) and Professor Waddick Doyle ([wdoyle@aup.edu](mailto:wdoyle@aup.edu)) for more information.

You are encouraged to [submit your research news to the AUP Website](#)<sup>69</sup>; this will make your new publications, organization and participation at conferences, exhibitions, etc. visible to your AUP colleagues, students, and the wider public.

### Service at AUP (for *Enseignant-Chercheurs*)

All CDIs who are appointed as *Enseignant-Chercheurs* are expected to engage in service activities, such as sitting on committees, or developing new curriculum. Service constitutes an important part of applications for promotion.

Please refer to the [Faculty Manual](#)<sup>2</sup> section 5.2. for a full explanation of service and all of its

varieties (service to your department, service to the university, etc.).

### Rank and Applying For Promotion

See the [Faculty Manual](#)<sup>2</sup> relevant sections (mainly 5.4.1 and 7.6.3). Please note that eligibility for application to a higher rank is obtained typically after a minimum of five years in the previous rank. If you are considering applying for promotion consult with your colleagues, your chair and the Provost.

### Faculty Awards

Each year, exceptional faculty members are honored with prizes in the areas of teaching, research, curriculum development, and interdisciplinary innovation.

A call for nominations is sent out towards the end of Spring semester, and the winners are chosen by a committee that includes Academic Affairs staff members, Board Members of the Academic Affairs Committee, Chairs of standing committees, and previous winners.

### Acknowledgments

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*Please address all comments and suggestions about this document to the Dean of Assessment, Learning and Institutional Research, Claudia Roda ([croda@aup.edu](mailto:croda@aup.edu))*

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## End notes

- 1 <https://my.aup.edu/faculty-staff/human-resources/employee-rights-benefits/labor-agreement> -
- 2 [https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup\\_faculty\\_manual\\_ratified\\_BoT\\_FA16.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup_faculty_manual_ratified_BoT_FA16.pdf)
- 3 [https://www.aup.edu/sites/default/files/download/Academics/academic-resources/aup\\_academic\\_handbook\\_fall\\_2016.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/aup_academic_handbook_fall_2016.pdf)
- 4 <https://www.aup.edu/academics/departments>
- 5 <https://www.aup.edu/academics/undergraduate/majors-minors>
- 6 <https://www.aup.edu/academics/undergraduate/majors-minors>
- 7 <https://www.aup.edu/academics/undergraduate/general-education>
- 8 <https://www.aup.edu/sites/default/files/download/student-life/campus/Staff%20and%20Faculty%20Guide%20To%20Campus%20Technology%20Fall%202017.pdf>
- 9 <http://library.aup.edu/>
- 10 <https://faculty.aup.edu/index.asp>
- 11 <http://portal.office.com>
- 12 <https://office365.aup.edu/>
- 13 <https://office365.aup.edu/faqwd/how-to-log-in-to-my-aup-office-365-email/>
- 14 <https://faculty.aup.edu/>
- 15 <https://www.aup.edu/academics/academic-career-resources/registrars-office/room-reservation>
- 16 <https://www.aup.edu/academics/academic-career-resources/registrars-office>
- 17 <https://www.aup.edu/student-life/campus/it-services/multimedia-office>
- 18 <https://faculty.aup.edu/>
- 19 <https://www.aup.edu/student-life/campus/campus-map>
- 20 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- 21 <https://www.cnil.fr/>
- 22 <https://www.cnil.fr/fr/declaration/ru-003-espaces-numeriques-de-travail>
- 23 <https://www.aup.edu/academics/academic-career-resources/registrars-office/privacy-policy>
- 24 <https://www.aup.edu/about/facts>
- 25 <https://www.aup.edu/academics/academic-career-resources/advising-careers/academic-calendar>
- 26 <https://faculty.aup.edu/>
- 27 <https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/assessment/about-assessment/planning-assessment#LOs>
- 28 <https://www.aup.edu/student-life/campus/bookstore>
- 29 <https://blackboard.aup.edu>
- 30 <https://www.aup.edu/academics/blackboard-course-request-form>
- 31 <https://www.aup.edu/academics/academic-career-resources/academic-resource-center>
- 32 <https://faculty.aup.edu/>
- 33 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>
- 34 <https://www.aup.edu/academics/academic-and-career-resources/academic-resource-center/writing-lab>
- 35 <https://www.aup.edu/student-life/support/student-development-office>
- 36 <https://www.aup.edu/academics/academic-career-resources/academic-resource-center>
- 37 [https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup\\_incident\\_resolution\\_form.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup_incident_resolution_form.pdf)
- 38 <https://www.aup.edu/academics/class-cancelation-faculty-absence-webform>
- 39 Note that you will need to use your AUP login to access these pages:  
<https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/assessment>
- 40 <https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/assessment/about-assessment/assessment-resources#AssessmentRubrics>
- 41 [https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup\\_classroom\\_visit\\_guidelines.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/faculty-support/aup_classroom_visit_guidelines.pdf)
- 42 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>
- 43 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>
- 44 <https://www.aup.edu/academics/academic-career-resources/advising-careers/advising-center>



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- 45 <https://www.aup.edu/academics/academic-career-resources/academic-resource-center>
- 46 <https://www.aup.edu/academics/academic-career-resources/teaching-learning-center>
- 47 <https://www.aup.edu/academics/academic-and-career-resources/academic-resource-center/peer-tutoring>
- 48 <https://www.aup.edu/academics/academic-and-career-resources/academic-resource-center/writing-lab>
- 49 <http://library.aup.edu/>
- 50 <http://library.aup.edu/request/recformbook.html>
- 51 <http://aup.libguides.com/ebooks>
- 52 <http://library.aup.edu/>
- 53 <http://aup.libguides.com/staffdir>
- 54 <https://www.aup.edu/student-life/support/student-development-office>
- 55 <https://www.aup.edu/academics/cultural-program>
- 56 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-governance>
- 57 <https://my.aup.edu/faculty-staff/human-resources/employee-rights-benefits/insurance>
- 58 <https://my.aup.edu/faculty-staff/human-resources/practical-information/transportation>
- 59 <https://my.aup.edu/faculty-staff/human-resources/practical-information/tickets-restaurant>
- 60 <https://www.aup.edu/faculty-staff>
- 61 <https://my.aup.edu/faculty-staff/human-resources>
- 62 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>
- 63 Be aware that the cost of a buy-out includes social charges. HR can help with that figure for the grant.
- 64 <https://blackboard.aup.edu/>
- 65 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>
- 66 <https://my.aup.edu/faculty-staff/human-resources/employee-rights-benefits/continuing-education>
- 67 <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office>
- 68 <https://my.aup.edu/faculty-staff/finance/expense-reports>
- 69 <https://www.aup.edu/node/add/news-story?destination=news-events>