



FACULTY HANDBOOK



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[The Faculty Handbook organizes in chapters and articles the roles, regulations, rights, appointments, recruitment, work programs, evaluations, ranks, compensation, benefits and other provisions governing the faculty of Universidad Central de Bayamón.]

Office of Academic Affairs

This Handbook is currently under revision and is scheduled for release in September 2021.

2021

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GENERAL ORGANIZATION

The Faculty Handbook organizes in chapters and articles the roles, regulations, rights, appointments, recruitment, work programs, evaluations, ranks, compensation, benefits and other provisions governing the faculty of Bayamón Central University.

CHAPTER I: FACULTY

Article 1:

The regulations within this handbook apply solely to BCU faculty appointed by the President to a full time position with rank. As a minimum requirement, faculty must possess a Master's degree or its equivalent from an accredited institution. Faculty members will hold the following academic ranks: Instructor, Assistant Professor, Associate Professor and Professor.

CHAPTER II: DUTIES OF THE FACULTY

Article 2:

The duties of the faculty are the obligations arising from the essence of the profession and the mission of the Institution. The Faculty shall perform the following duties:

- 2.1 Be familiar with, respect and support the philosophy of the University, its objectives, purposes and educational policy
- 2.2 Know and respect institutional by-laws, regulations and executive orders
- 2.3 Meet the terms of the contract with the University.
- 2.4 Carry out the teaching process.
- 2.5 Organize the teaching process in an interdisciplinary manner.
- 2.6 Teaching initiatives must fall within institutional standards.
- 2.7 Reports to the Department Director, Dean of Academic Affairs, and to the President for the performance of work.
- 2.8 Elect representatives to the University Senate and Academic Council and bring before these governing bodies recommendations and/or academic proposals.
- 2.9 Make recommendations to institutional educational policy, its curriculum, its programs

and teaching methods.

- 2.10 Participate in the administrative board when elected to the University Senate.
- 2.11 Participate in committees and/or perform coordination functions when appointed.
- 2.12 Faculty appointed as coordinators will devote a minimum of eight (8) hours per week on these activities.
- 2.13 Academic advising, and if necessary, referral to other professional services

CHAPTER III: PROFESSIONAL STANDARDS

Article 3:

Professional standards are guidelines and models of excellence expected in teaching. Faculty will observe the duties and obligations required under contract, the provisions contained in the Faculty Handbook, Executive Orders, and any duties assigned.

Article 4:

In addition to attending faculty and governing body meetings, the following professional standards are required:

- 4.1 Design and develop academic programs within the framework of the mission, philosophy and goals of the University
- 4.2 Assist in the orientation of new faculty
- 4.3 Prepare a personal professional development plan and participate in professional development activities
- 4.4 Devote time to intellectual and cultural activities and / or research or publications
- 4.5 Be responsible for students' education
- 4.6 Be available to students during office hours
- 4.7 Develop research projects and external experiences that contribute to the learning process
- 4.8 Design and conduct student evaluation and assessment
- 4.9 Collaborate in student life especially in aspects related to the teaching process
- 4.10 Prepare and submit the course outline to the department director at the beginning of

each term. The content of the course outline must be aligned to the course syllabus.

- 4.11 Review and evaluate the course content annually and submit recommendations for curriculum revision to the coordinator or director of the department
- 4.12 Upon completing the course, keep evidence of students' work for one year. Student work includes tests, quizzes, papers, or other assessment tools used. Meet deadlines established by the registrar's office for turning in grades, roll book and/or any document required.
- 4.13 Submit annually a self-assessment report to the Director of the Academic Department.

CHAPTER IV: ACADEMIC FREEDOM

Article 5:

Bayamón Central University will uphold at all times its institutional mission and philosophy.

Article 6:

Faculty may express professional opinion related to his/her field of expertise but is subject to such limitations imposed by professional ethics, objectivity, common sense and a sincere respect for the opinions and feelings of others; all this, in keeping with the mission and objectives of Bayamón Central University.

Article 7:

Faculty members will not involve the University in matters of partisan politics or discuss partisan political positions in the classroom nor with groups of students. This does not intend to undermine the exercise of civil rights of faculty members in their personal activities outside the institution.

Article 8:

Faculty complaints or grievances concerning the University's institutional policy shall be channeled through Department Directors and Academic Dean and shall be addressed within thirty (30) calendar days.

Article 9:

Any activity organized by faculty must have the prior approval of the Academic Director.

CHAPTER V: APPOINTMENTS AND CONTRACTS

Article 10:

Faculty members are appointed by the President of the University in accordance with the regulations set out below.

Article 11:

The contract period of ranked faculty -time determined or progressive- will not be less than twelve months nor greater than five years, including vacation leave. By exception, first year contracts may be for less than twelve months.

Article 12:

No contract will be effective until the terms and conditions thereof are in writing and duly signed by both parties.

Article 13:

Upon completion of the second contract over a predetermined time, faculty and other academic rank personnel will be offered another contract unless it is not warranted due to evaluation results.

Article 14:

The President of the University, in response to the needs of the institution, will hire faculty through the following types of appointments:

- 14.1 Lecturer: shall be granted to all non-ranked part time faculty.
- 14.2 Substitute: shall be granted to temporarily fill a faculty or other ranked academic personnel vacancy.
- 14.3 Visiting Professor: shall be granted to guest lecturers from other institutions for a specified time period.

Article 15:

Lecturers, substitutes, and visiting professors do not qualify for promotion in academic rank or fringe benefits.

- 15.1 However, they are subject to the by-laws, regulations, executive orders and institutional regulations concerning the duties of the faculty.

Article 16:

The University grants the following professional service contracts to faculty:

- 16.1 Part time lecturers and visiting professors will receive a contract for non-ranked academic personnel and carries a part time credit load with a maximum of twelve (12) credits for one semester or two (2) quarters equivalent to one semester.
- 16.2 Substitutes will receive a contract for non-ranked academic personnel and carries a full time credit load for the duration of the substitution period.
- 16.3 Special contracts are granted to academic personnel in federal and state programs and special projects. Such personnel shall also be governed by the terms and provisions set forth in the proposals and respective service contracts.
- 16.4 Faculty: is granted to academic personnel with rank and carries a full time credit load.
- 16.5 The sequence of contracts for faculty shall be as provided in Article 17 below.

Article 17:

Faculty appointments at the rank of Instructor or higher comprise three types:

- 17.1 Appointment with a one (1) year contract.
- 17.2 Appointment with a two (2) year contract.
- 17.3 Appointment with a five (5) year contract.

Article 18:

The process of hiring faculty with the rank of Instructor or higher is as follows:

- 18.1 First contract: The first contract is a one year contract. At the end of this first contract, there are two possibilities depending on faculty evaluation:
 - 18.1.1 Faculty will not receive a new contract and will be notified at least sixty (60) days in advance.
 - 18.1.2 Faculty will receive a second contract for a one year period under the same conditions as the first contract.
- 18.2 Second Contract: The second contract is for one (1) year. At the end of this second contract, there are two possibilities depending on faculty evaluation:
 - 18.2.1 The faculty member will not receive a new contract and Will be notified at least sixty (60)

days in advance.

- 18.2.2 After a successful completion and evaluation, faculty will receive a new contract: the first of a two (2) year contract.
- 18.3 Third Contract: The third is the first of a two (2) year contract. At the end of the third contract, there are two possibilities depending on faculty evaluation:
 - 18.3.1 Faculty will not receive a new contract and will be notified at least sixty (60) days in advance.
 - 18.3.2 After a successful completion and evaluation, faculty will receive a second two (2) year contract under the same conditions as the first.
- 18.4 Fourth Contract: The fourth is the second two (2) year contract. At the end of this fourth contract, there are two possibilities depending on faculty evaluation:
 - 18.4.1 Faculty will not receive a new contract and will be notified at least sixty (60) days in advance.
 - 18.4.2 After successful completion and evaluation, faculty will receive the first five (5) year contract.
- 18.5 Fifth Contract: The fifth is a five (5) year contract. At the end of the fifth contract, there are two possibilities depending on faculty evaluation:
 - 18.5.1 Faculty will not receive a new contract and will be notified at least sixty (60) days in advance.
 - 18.5.2 After successful completion and evaluation, faculty will receive the second five (5) year contract.
- 18.6 Sixth Contract: The sixth and subsequent contracts will follow the same provisions outlined in the five year contract.
- 18.7 The faculty appointed to perform administrative duties will retain rank and upon completion of administrative duties will return to faculty position with the rank, contract and privileges that have accrued during the time performing administrative duties.

Article 19:

Faculty is under the obligations required under contract, the provisions contained in these regulations, administrative orders and all obligations that are determined.

- 19.1 An ad hoc committee appointed by the President is responsible for evaluation of improvement of professional performance and the evaluation of faculty contracts.

- 19.2 This committee will consist of faculty from each department who have a minimum of five (5) years of service and who hold the minimum rank of Assistant Professor.
- 19.3 Faculty will not be evaluated by another who has a lower rank.
- 19.4 The Evaluating Committee has the following duties:
 - 19.4.1 Evaluations and recommendations for the awarding of contracts to faculty
 - 19.4.2 Submit the outcomes of faculty evaluation to the department director. The department director will also submit a written evaluation of each faculty member and submit it to the Academic Dean. The Academic Dean will also submit a written recommendation for each professor to the President of the University, who will evaluate the three recommendations and make the final decision.
- 19.5 In the case where the evaluating committee should identify a breach of contract by faculty during the term of the contract, the department director summons the professor, and then takes the following actions:
 - 19.5.1 Classify the breach according to one of the following four degrees of seriousness:
 - 19.5.1.1 There is a particular problem or situation that deserves attention.
 - 19.5.1.2 There is evidence of noncompliance in different aspects.
 - 19.5.1.3 Breach of contract is so serious that it is considered unacceptable.
 - 19.5.1.4 There is sufficient evidence of breach for a termination of contract.
 - 19.5.2 Report evaluation results to Academic Dean.
- 19.6 The Academic Dean submits to the President his/her own recommendation together with the results and recommendation of the Director of Department.
- 19.7 The President recommends appropriate action.
- 19.8 After the completion of the evaluation process, faculty has the right to be informed of the result. The department director submits in writing the results of the evaluation to the professor. The professor has the right to a copy of the evaluation on file.
- 19.9 If the professor does not agree with the results of the evaluation, he or she is entitled to discuss the evaluation with the department director within ten (10) days after receiving the written evaluation.
- 19.10 Faculty is entitled to request reconsideration within thirty (30) days following the discussion of the evaluation and may present arguments and evidence in writing to the President.
- 19.11 The reconsideration process will go through the same procedure as the evaluation

process and must be completed within thirty (30) Days.

CHAPTER VI: WORKLOAD

Article 20:

Faculty is expected to dedicate no less than forty (40) hours a week to serve the Institution.

Article 21:

Full time workload

- 21.1 Fifteen (15) credits per semester at the undergraduate level and twelve (12) credits per semester at the graduate level or its equivalent.
- 21.2 Eight (8) office hours dedicated to consultation and academic advising.
- 21.3 An average of twelve (12) hours per month available for meetings and institutional activities.
- 21.4 The remaining time will be dedicated to class preparation or other academic work.

Article 22:

Academic course load is as follows:

- 22.1 The credit load for full time undergraduate faculty consists of a minimum of fifteen (15) credits per semester and for graduate faculty twelve (12) credits per semester or two trimesters equivalent to one semester. If possible, no more than three different preparations shall be assigned within the 15 credit limit, unless the additional preparation stems from the need to complete the minimum credit load requirement.
- 22.2 Full time Faculty is entitled to two months of vacation with pay. Faculty offering summer courses receive compensation at the prevailing wage for part-time faculty. Faculty available for summer courses are appointed by the director of the department based on seniority. Full time graduate faculty is entitled to one quarter of vacation with pay. The distribution of credits per quarter is based on the need of the Graduate Program. The 24 credits are distributed throughout three (3) quarters, thus allowing one quarter for vacation.
- 22.3 Faculty assigned to special duties or carrying out special tasks, receive academic release time equivalent to the number of credits determined by the Institution. This does not exempt Faculty from complying with other contractual obligations.

- 22.4 It is at the university's discretion to assign an additional six (6) credits per semester or summer session to the regular course load providing faculty accepts the additional credits.
- 22.5 Credits in addition to the regular academic load entail compensation at the prevailing wage rates for part-time faculty.
- 22.6 The regular academic load may include evening or Saturday courses with no additional compensation.

Article 23:

The equivalence of hours and credits will be determined by Dean of Academic Affairs with the recommendation of the Director of the Department.

Article 24:

Absences:

- 24.1 Faculty with prior knowledge of absence must obtain authorization from the director of the department and make the necessary arrangements to replace class time.
- 24.2 Absence due to an emergency or illness must be notified to the Director of Department within a period of twenty four (24) working hours. Faculty must make the necessary arrangements to replace class time.
- 24.3 Faculty who is absent from class must inform students and make arrangements to replace the class time.

CHAPTER VII: FACULTY EVALUATION

Article 25:

Methods and criteria for faculty evaluation shall be proposed and reviewed every five (5) years by an Ad Hoc Faculty Committee appointed by the President and composed of faculty and academic administrators.

- 25.1 Full-time faculty with the rank of Assistant Professor or higher is eligible to form part of the evaluating committee.
- 25.2 The revised evaluation instrument will be presented to the full-time faculty and subsequently approved by the President of the University.

25.3 It is mandatory that faculty be present at graduation ceremonies, faculty meetings and any extraordinary situation that may arise in the Institution.

Article 26:

Faculty will be evaluated periodically according to the type of contract. This evaluation will become part of the personal file which is property of the University.

Article 27:

As established in Chapter V Article 19, faculty has the right to appeal the results of an evaluation.

Article 28:

The decision of the Dean of Academic Affairs may be appealed within ten (10) calendar days after receiving notification of the decision. The appeal is made to the President of the University whose decision shall be final.

Article 29:

Objections and / or written appeals and decisions are included in the faculty's file in the Human Resources Office.

CHAPTER VIII: ACADEMIC RANKS

Article 30:

The following constitute academic ranks: Instructor, Assistant Professor, Associate Professor and Professor. Ranks will be granted as provided in the Faculty Handbook. In deserving cases, the President may make exceptions to the regulations.

Article 31:

The following factors are considered in granting promotions in rank:

- 31.1 The mission and goals of the institution are projected in the courses taught and in all activities.
- 31.2 Quality of teaching.
- 31.3 Compliance with teaching responsibilities
- 31.4 Cooperation and dedication to the work within the academic unit and the university in general.
- 31.5 Research
- 31.6 Contributions to the program and / or courses taught.
- 31.7 Years of service with academic rank
- 31.8 Effective participation in activities related to field of study within and outside the institution.
- 31.9 Academic degree
- 31.10 Continuing Education
- 31.11 Publications and creative work
- 31.12 Awards received

Article 32:

Description and classification of rank:

- 32.1 Instructor: Faculty with at least a Master's degree in the field of specialty required for the position is granted a regular contract for one (1) or more years. Degree must be from a

well-recognized university.

32.2 Assistant Professor:

32.2.1 Faculty with a Doctoral degree (Ph.D, Ed.D) in the field of specialty required for the position is granted a regular contract for one or more years. Degree must be from a well-recognized university.

32.2.2 Faculty with at least a Master's degree in the field of specialty required for the position plus 18 credits toward a doctoral degree and having served the institution four (4) years as an Instructor. Degree and doctoral credits must be from a well-recognized university.

32.2.3 Faculty with a Master's degree in the field of specialty required for the position who have served a minimum of five (5) years as Instructor at Bayamón Central University.

32.3 Associate Professor:

32.3.1 Faculty with a Doctoral degree (Ph.D, Ed.D) in the field of specialty required for the position who have served a minimum of five (5) years as an Assistant Professor at Bayamón Central University.

32.3.2 Faculty with at least a Master's degree in the field of specialty required for the position plus 24 credits toward a doctoral degree in the field of specialty and having served the institution five (5) years as an Assistant Professor. Degree and doctoral credits must be from a well-recognized university

32.3.3 Faculty with a Master's degree in the field of specialty required for the position who have served a minimum of ten (10) years as an Assistant Professor at BCU. Degree must be from a well-recognized university.

32.4 Professor:

32.4.1 Faculty with a Doctoral degree (Ph.D, Ed.D) in the field of specialty required for the position who have served as Associate Professor for a minimum of five (5) years at BCU. Degree must be from a well-recognized university.

32.5 Additional Requirements: For promotion of Associate Professor and Professor in addition to the requirements referred to in Article 32, candidate must have made institutional and community contributions to the arts, literature, science. Must possess professional distinctions, must have demonstrated the quality and competence required for the highest academic ranks.

Article 33:

The determination of equivalence of academic degrees will be the responsibility of the Dean of Academic Affairs and shall be ratified by the President in special cases. This certification will become part of faculty's personal file.

Article 34:

The determination of years of service to the the institution will be based on the years in active service as faculty and the years in which the faculty has been granted a license for studies, research or exchange without interruption of status. Time granted for personal leave of absence will not be considered.

Article 35:

Faculty shall annually submit to the Office of Human Resources written evidence of education and/or professional experiences to be included in the employee's personal file.

Article 36:

The evaluation for promotion in rank is administered by the Ad Hoc Committee composed of faculty and administration appointed by the President of the University. The faculty under evaluation may not be members of the Committee.

Article 37:

The duties and responsibilities of The Committee for Promotion in Rank are outlined in Article 19 paragraphs 19.4.1 and 19.4.2.

Article 38:

Faculty may request a written reconsideration of evaluation within a maximum period of thirty (30) calendar days after being notified. The President of the University has the final decision.

Article 39:

The granting of ranks is subject to availability of resources and established priorities.

CHAPTER IX: COMPENSATION, BENEFITS AND VACATION

Article 40:

Compensation for each rank will be determined annually in accordance with the institutional compensation standards.

Article 41:

Courses in excess of the required academic load will be paid according to credits and pay scale of part-time faculty.

Article 42:

Faculty may be additionally remunerated on the basis of administrative services, the availability of federal funds, the University contracts with government services and special programs. Such determination shall be made according to the criteria and standards of the University.

Article 43:

Regarding annual vacation leave, the following is provided:

43.1 Faculty is entitled to two months' vacation during the summer break.

43.2 During academic breaks faculty will be available to aid in the enrollment process, participate in meetings, seminars, projects and prepare course syllabi for the next session of classes.

Article 44:

Women have the right to maternity leave as stipulated by the law

Article 45:

Faculty shall be entitled to sick leave in accordance with the rules of the institution and the provisions of the law.

Article 46:

Bayamón Central University may grant additional benefits to the ones outlined above, by way of existing and future executive orders.

Article 47:

The award of benefits is subject to available resources and established priorities established and shall be governed by the regulations, criteria and rules issued by the institution.

CHAPTER X: INSTITUTIONAL ORDER

Article 48:

Institutional order shall mean the daily normal course of teaching, administrative and extracurricular activities.

Article 49:

Faculty shall observe regulations and administrative orders and conduct themselves with high ethical and moral standards of responsibility and professional diligence.

Article 50:

Faculty shall not initiate or participate in acts that disrupt institutional order or prevent the achievement of its objectives. Acts that disrupt institutional order are: marches, picketing, and distribution of unauthorized written material or any action that disrupts teaching, administrative and / or extracurricular activities.

Article 51:

Any of the following causes are considered serious and constitute sufficient grounds for termination of contract.

- 51.1 Violation or divergence from Bayamón Central University's mission, philosophy, goals, morals or discipline.
- 51.2 Negligence, breach or ill will in the performance of teaching duties
- 51.3 Incompetence or inefficiency in service
- 51.4 Repeated violation of the by-laws and regulations established in the institution, especially those relating to personal conduct or teaching responsibility.
- 51.5 Using the name of the institution for political action.
- 51.6 Breach of professional conduct or lack of Christian morality
- 51.7 Being convicted of a felony
- 51.8 Physical or mental disability to fulfill duties as faculty
- 51.9 Any of the causes prescribed by law.

Article 52:

Under the responsibility of the Master General of the Dominican Order there is a special committee composed of three members of the Dominican Order as a suitable and effective body to exercise institutional self-regulation in areas of the Faith, Morality and Church Discipline.

CHAPTER XI: OTHER REGULATIONS

Article 53:

Faculty shall not accept other paid positions within and outside the Bayamón Central University, except with the prior written consent of the President. Failure to comply may lead to termination of contract. Such authorization will be channeled through the Director of the Department and

through the Dean of Academic Affairs. Authorization must be requested every semester.

Article 54:

Faculty is required to attend graduation and participate in academic advising, enrollment and other institutional activities.

Article 55:

Faculty will submit schedule of office hours, rollbook and grades. Faculty will prepare course outline without altering the content of the syllabus previously approved by the accrediting agencies. Faculty will prepare tests and assessment tools to demonstrate academic progress of students. Submit any other documents requested by the director of the department.

Article 56:

Faculty is required to participate in their respective department meetings, and institutional and faculty body meetings

CHAPTER XII: OTHER PROVISIONS

Article 57:

Amendments:

- 57.1 The regulations in the faculty handbook may be revised periodically by an Ad Hoc Committee appointed by the President with representation of faculty from each department, the Director of Department and Academic Dean. This committee may propose modifications or amendments to the President of the University. The President of the University shall submit to the Board of Trustees such modifications or amendments which may be revoked or amended.
- 57.2 These regulations or any amendment shall be effective upon approval by the Board of Trustees.

Article 58:

These regulations may be suspended temporarily and / or partially by the President of the University. (See Article 76.0 of the By-laws of the University).

Article 59:

En circunstancias especiales por una situación financiera difícil y luego de haber agotado todos los recursos en la Institución, ciertas determinaciones de este Reglamento podrán ser suspendidas, reducidas y/o reformuladas por el(la) Presidente(a) de la Universidad.

Under the special circumstances of financial hardship and after exhausting all institutional resources, certain determinations of these regulations may be suspended, reduced and / or reformulated by the President of the University.

Article 60:

The regulations in the Faculty Handbook repeal any previous guidelines, rules, procedures or determinations conflicting with what is provided herein.

BAYAMÓN CENTRAL UNIVERSITY
Office of Academic Affairs

RECEIPT

I, _____ Professor at Bayamón Central University, certify that I have received a copy of the current Faculty Handbook, which I promise to read and study in its entirety.

(Date)

(Signature)