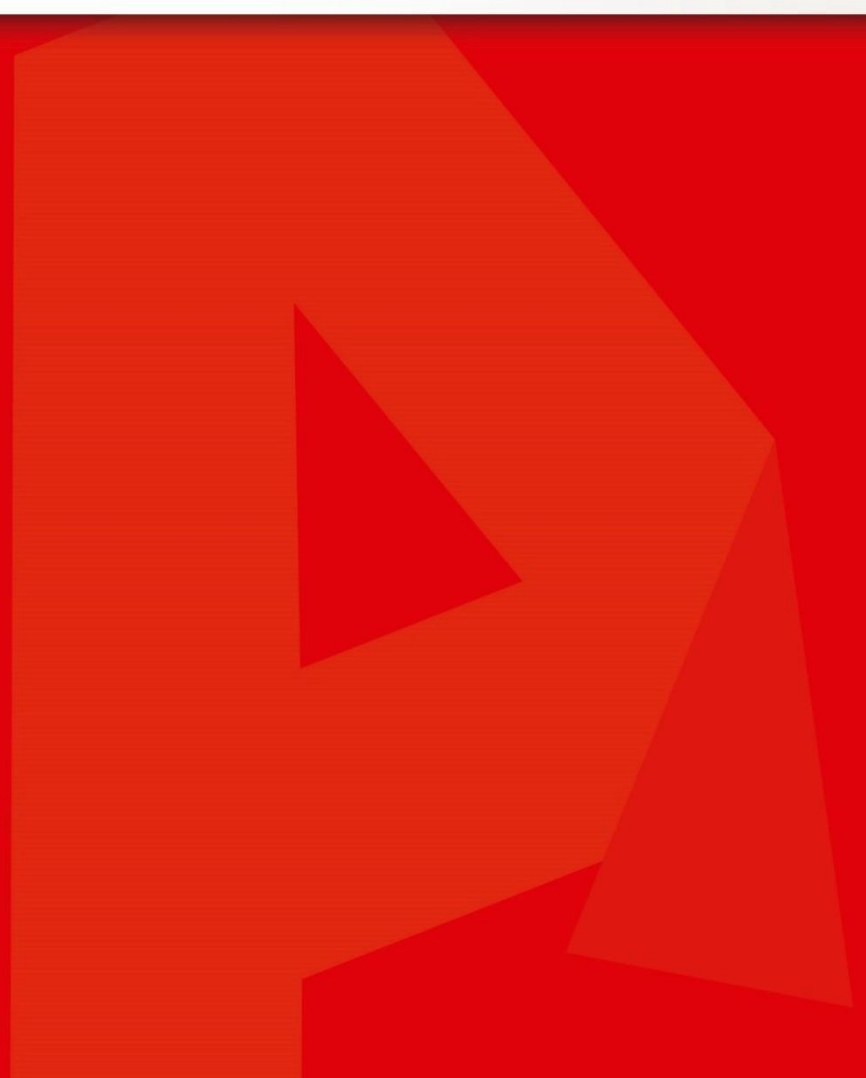




**Atlantis  
University**

**FACULTY HANDBOOK**



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## **FOREWORD FROM THE PRESIDENT**

On behalf of the ATLANTIS University it is my pleasure to extend our best wishes for your continued success in the academic year ahead and offer a cordial welcome to our incoming faculty members.

The University Faculty Handbook provides you with a description of governance and administrative structures, faculty rights and responsibilities. This ever-evolving document reflects the core academic values, policies, and procedures of our institution. The Faculty Handbook is reviewed at least annually and changes are implemented as needed. Faculty members who have a question or a concern about any part of the Handbook should consult the Dean of Academics.

Thank you for your invaluable commitment to the students of the ATLANTIS University and to our larger community.

With my appreciation,

Omar Palacios

## **Equal Opportunity Policy**

ATLANTIS University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

## SECTION I

### Overview and Introduction

The purpose of the ATLANTIS University Faculty Handbook is:

- To identify authority and responsibility for academic policies and procedures;
- To assist in training faculty and/or employees in their assigned duties and to ensure uniform understanding and application of all policies and practices;
- To standardize operating procedures;
- To provide an established point of reference for improving existing policies and procedures;
- To assist in the continual improvement of process of the University.

The Faculty Handbook is reviewed annually by ATLANTIS University, the Academic Deans, and the University President. The current policies and procedures have been placed in the Faculty Handbook under appropriate sections and have been listed in the table of contents. Additional policies and procedures will be placed in the handbook as needed after appropriate review and approval.

### Mission, Vision and History

#### Mission Statement

ATLANTIS University's mission is to prepare graduates and career-minded individuals through quality education, while encouraging personal and professional development.

The mission of ATLANTIS University through its Schools of Business and the School of Technology - UNITECH College of Technology is:

To provide quality in higher education by imparting knowledge through teaching, fostering creativity, and encouraging personal and professional discovery. Encouraging the development and value of self-identity; fostering in the student an attitude of personal growth, which facilitates the ethical formation.

To offer accessible, affordable degree and diploma career education to its students by focusing on the students' needs, and by working in partnership with the dynamic and multicultural community. Through educational and formative activities, we seek to promote and strengthen values of social and civic responsibility, which encourages our graduates to become committed decision makers with valuable solutions to community problems.

To prepare students to become career-minded qualified professionals, and responsible and accountable individuals, to enter the workforce with strong educational foundations, developed creativity skills, responsibility, principles of moral values and ethics, while promoting tolerance, acceptance, and respect for today's multicultural professional environment, with its diversity of ideas and beliefs: all these values integrate the ATLANTIS University Community

## **Vision Statement**

ATLANTIS University strives to be a model for international quality education whose graduates are distinguished for their personal and professional accomplishments.

## **Educational Philosophy and Objective**

As a higher education institution, with the goal of shaping capable professionals willing and able to participate in today's competitive world, ATLANTIS University through both its School of Business and its School of Computer Sciences and Technology, is committed to:

- Quality Education through the use of modern pedagogical methods that include active class participation in order to foster interaction between faculty and students; enabling learners to manage a variety of business and social issues with creativity, responsibility, and commitment;
- Integrity, honesty, and principles of equality among its student community;
- Respect and sensitivity towards cultural differences as well as for groups with special needs;
- The use of modern technological innovations, critical analysis, creative capacity, and praxis.

## **History**

ATLANTIS University has carried on its ideal of "self-enrichment through knowledge" since 1975, when Instituto Universitario de Tecnología Readic - UNIR was founded as a higher education institution in Venezuela by Dr. Omar Palacios, and created in compliance with the codes of the (Venezuela) Nation's Department of Education (decree 1129). Since its opening, this educational venture has expanded into an urban, multi-campus college serving the Latin American community.

As the president/founder, Mr. Palacios has remained at the helm of this institution where there are now over 35,000 students in programs designed to educate them in emerging technological, business, and medical and health fields. UNIR first began as an educational and training institute with the objective of preparing the oil industry workforce in technological and scientific fields. Soon, the school was granted approval to establish itself as a higher education institution, expanding its educational offerings and providing training for all industrial sectors. Students may choose from over 50 programs including Technological Degrees, Associate Degrees, Diploma and Certificate Programs, Continuing Education, and Professional Training Programs.

Throughout the years, this educational institution has become an international model for learning and professional development. It continues to serve a massive student body in Latin America with 1,000 full-time faculties, and 20,000 alumni who benefit from quality education at the different campuses, each with modern educational facilities, recreational centers, gymnasiums, study areas, computer labs with the latest technology (including mobile labs to reach rural zones where technology is not commonly accessible), libraries, and other amenities and services to benefit its students. Its rapidly growing and demanding student population motivated UNIR and its governing body to grow and expand to other countries as well.

Committed to shaping successful professionals and responsible individuals for a global community, and with a great educational legacy built throughout the years with UNIR; with the

approval granted by the Commission for Independent Education, the new millennium gave birth to UNITECH College of Technology in the gateway of the Americas and the world, Miami, Florida, to serve a multicultural community by offering academic programs in the fields of Business and Technology.

In 2007, UNITECH College of Technology expanded its scope of career education to include Bachelor Degree Programs to offer its students a more rounded educational opportunity within their field of study. Meanwhile, under a memorandum of understanding with UNITECH College of Technology, UNIR in Venezuela has continued preparing global professionals who have the ability to transfer academic credits to UNITECH in the USA. UNIR also gained recognition by the Venezuelan Ministry of Health & Board of Nursing, for the academic qualifications of its graduate health professionals and nurses. It has expanded its academic reach with the addition of the Online Division adhering to its firm commitment to offer quality in higher education through the use of the latest technology to fulfill the needs of a multicultural student body and an increasingly demanding workplace.

In 2009, with the addition of the Graduate School along with new Master's Degree Programs, UNITECH College of Technology became ATLANTIS University under the approval granted by the Florida Department of Education/Commission for Independent Education.

In 2012, the University was granted institutional accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC), and in 2016 ATLANTIS University received its accreditation renewal for an additional 6 years of accreditation, and was awarded the 2017 School of Excellence award by ACCSC. ATLANTIS University is recognized by the US Department of Education and approved to award Title IV funds for those who qualify.

Academic program offerings are revised to provide the most up to date information to fulfill the requirements and demands of an ever changing job-market, to provide its students with a unique education based on the foundation of strong academic principles and a modern perspective on the world.

ATLANTIS UNIVERSITY in Miami, Florida, offers its programs in both English and Spanish, and are designed to meet the needs of its on-campus and online students throughout the world.

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## SECTION II

### Faculty Personnel Policies

#### 1. Role of Faculty

All members of the faculty have the primary responsibility of ensuring the quality of the education programs and implementing University policies. The faculty is involved in the ongoing processes of evaluating the effectiveness of programs based on business, industry, and professional standards and establishing the curricula, the objectives, and the competencies. Faculty members are encouraged to stay current with information technology use in programs and courses where appropriate. The faculty is an integral part of the decision and designing processes and activities of the University. Members of the faculty are expected to participate and have an active voice in department meetings.

#### Functions of the faculty

Faculty members are primarily instructors, but must serve in other capacities as well. Specifically, the faculty is charged with the responsibility to ensure the quality of the educational programs and to:

- Review the University's mission
- Maintenance and development of curricula
- Maintenance of the quality of educational programs
- Commitment to scholarly activities
- Collaboration and input concerning training tools, resources and library holdings
- Lead classroom activities
- Evaluate curriculum, courses, texts, and programs
- Nominate students for honors and other awards
- Assistance for students with tutoring
- Administer pre- and post-testing in all undergraduate courses
- Offer assistance, direction, and cooperation to colleagues and other University personnel
- Serve the University in other capacities (Committees, Special events, etc.) as requested, appointed, or on a volunteer basis

#### 2. Faculty Job Description

It is mandatory for new faculty members to successfully complete an Onsite Training/Orientation prior to teaching their first class at ATLANTIS University.

- Maintain accurate attendance (daily and weekly)
- Make phone calls to students who have been absent
- Administer pre- and post-testing in all appropriate courses
- Notify registrar of changes in roster
- Prevent "do not admit" students from entering class until cleared
- Maintain an accurate and fair grading scheme for each student
- Adhere to all University policies, rules, and regulations
- Maintain formal, neat, legible, accurate, and organized course syllabi
- Update attendance rosters and grade books and ensure they remain on campus in the designated area
- Conduct class according to scheduled times
- Prevent excessive breaks



- Avoid dismissing classes early
- Assist at-risk students
- Attend Professional Development and in-services Trainings
- Arrive at the University 30 minutes before the start of class or after the end of class fully prepared for each session and be available to students for questions and advising
- Submit end of term grades by or before the deadline given
- Ensure that students adhere to University Policy
- Attend, if possible, graduation ceremonies
- Maintain classrooms in a clean and orderly manner
- Motivate, encourage, and assist students with academic issues and class attendance
- Maintain current and accurate information related to the subjects taught
- Tutor students as necessary
- Abide by all State, Federal Laws/Regulations and/or University policies and rules pertaining to safety, health, and conduct

Faculty members are expected to attend faculty feedback and development meetings, participate in scholarly activity, as well as other campus functions, including the annual graduation ceremony and Faculty Planning day.

### **3. ATLANTIS University Faculty Hiring and Selection Policy**

The recruitment and hiring of new faculty is an opportunity for the academic department to engage in reflection and long-term planning. It is important to consider broader programmatic questions, rather than just seeking to hire someone immediately to fill an instructional position. What curricular gaps need to be filled in the department? What are the characteristics that the department looks for in a colleague?

The desire to attract the best possible candidates means that we must find individuals who possess not only the academic expertise appropriate to the position but also those characteristics that match AU's needs. We need to attract faculty who highly value faculty/student interaction and see it as a necessary part of the academic program. In addition, we need to identify individuals who are willing to make a commitment to general education and interdisciplinary teaching.

ATLANTIS University has a policy for maintaining a pool of qualified professors able to teach the courses related to the programs offered. Faculty hiring procedures are based on the joint recognition by all members of AU staff that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration, and the Board of Trustees participating effectively in all phases of the hiring process. Further, the selection of faculty is based on academic credentials, publications, scholarship, experience and if applicable, licensure/certifications. We are committed to meeting and exceeding the academic requirements of our accreditor, Accrediting Commission of Career Schools and Colleges (ACCSC). Hiring procedures for full-time and adjunct faculty are designed to insure the hiring of faculty who are:

- Expert in their subject areas,
- Skilled in teaching and serving the needs of a varied student population,
- Capable of enhancing ATLANTIS University's overall education effectiveness, and
- Sensitive to and representative of the ethnic and cultural diversity of the student's population.

## **General Guidelines for Hiring Faculty for Graduate Level Programs**

- Hold doctoral degrees and/or master degrees in the subject matter
- Expert in his or her subject areas
- Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
- Minimum of 5 years' experience in his or her field
- Demonstrate a minimum of 5 years' successful graduate teaching and effective individual work with graduate students.
- Demonstrate an ongoing record of professional development and scholarly activities.
- Bilingual – English/Spanish
- Graduate-Level degrees are acceptable if all other parameters are met and the degree awarded is specific to subject matter.

The following provisions serve to ensure that ATLANTIS University Graduate courses are instructed by professionals with high levels of education and experience. Graduate faculty members are expected to establish and maintain a record of academic distinction, real-world experience and the ability to work with graduate students. The faculty member's performance as a member of the graduate faculty is evaluated by the Dean of that department and/or the Faculty Lead chair during a given semester. If the faculty member's scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the university, school department and university, a plan will be developed in coordination with the faculty member, school chair and the Academic Director that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the university for the faculty member's successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member's next performance review. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member's annual performance evaluation and on the Academic Director and school chair's recommendation for retention or promotion.

## **General Guidelines for Hiring Distance Education Faculty**

The University's hiring criteria for hiring distance education faculty is exactly the same as the criteria followed for hiring faculty for in-campus programs. In addition, ATLANTIS University ensures to employ faculty who have the qualifications and the experience to teach using distance education methods. ATLANTIS University hires competent faculty members qualified to accomplish the mission and goals of the University.

## **General Guidelines for Hiring Faculty for Under-Graduate Level Programs**

- Faculty teaching technical related courses in an academic associate or baccalaureate degree program must provide evidence of a minimum of four years of related practical work experience in the subject area taught, possess a related degree at least at the same level of the course the faculty member is teaching and demonstrate a minimum of four years successful teaching and effective individual work with students.
- Faculty teaching general education courses in an academic degree program must have, at a minimum, a master's degree with appropriate academic coursework and preparation in the subject area taught, and demonstrate a minimum of four years successful teaching and effective individual work with students.

## Other

Faculty members of ATLANTIS University for on-campus and online programs, are selected based on their specific academic, industrial, and experiential backgrounds that will enable the University to meet its program objectives.

Additionally, the University ensures to select candidates who demonstrate proficiency in teaching, performing appropriate technological skills, and possess current and accurate knowledge of their discipline. In addition, the school employs faculty who have the qualifications and the experience to teach using distance education methods. Finally, to be considered for a faculty position at ATLANTIS University, candidates must provide official transcripts, evidence of work and teaching experience, and verifiable references.

## Human Resources (HR)

On or before the first day the faculty member reports for duty, he/she must meet with the Human Resources for an orientation. The following items will be included in the orientation interview:

- State and federal income withholding forms will be completed.
- Employee information sheets and forms for payroll will be completed.

It is the faculty member's responsibility to inform HR of any change in personal status. Change of name, address, and marital status, the birth of children, withholding exemptions, telephone numbers, are some examples. Keeping one's personal information up-to-date enables campus personnel to reach the employee in an emergency, forward mail, etc.

## 4. Faculty Orientation

New faculty is oriented to ATLANTIS University on a one-to-one basis since new Instructor intake is low. The new Instructor is required to tour the school and learn the reporting systems prior to the start of teaching assignments.

New Faculty must read this handbook, the University catalog, and the enrollment agreement. New Faculty must also confer with the Academic Dean in order to have a clear understanding of the operations of the school and the type of students enrolled. A faculty folder is created for all new instructors that include, resume and/or curricula vitae, copies of degrees, official transcripts, licenses and other relevant information. This file is maintained by the Academic department but is filed in the office of Human Resources.

The faculty orientation process is as follows:

The Academic Director and School Chairs will meet with all new faculty members prior to the first day of classes to discuss the practices and procedures for the University. Occasional meetings may be held from time to time during the school year. The Academic Director and School Chairs are responsible for informing new faculty members about specific responsibilities in their respective areas.

**1) ATLAS Contact Manager:** The ATLAS Contact Manager is a student retention tool and is instrumental in maintaining orderly and consistent communication with all students. This area is used by each department to document all contact and conversations with students. Each time an academic team member is in contact with a student, either in person, via telephone, or via email this communication should be documented in the ATLAS contact manager.

2) Moodlerooms

- 3) Intelliboard
- 4) Library Services

## **5. Academic Faculty/Personnel Files**

Faculty members have the right to examine their personnel records, wherever they may be kept (Academic Affairs Office, Executive Director's Office, Human Resources). The academic file of each Faculty member includes, but is not limited to, curriculum vitae, credential evaluation form, unofficial and official transcripts, licensure and certification documentation, if applicable, and all other documentation supporting academic qualifications. Such records and files are physically safeguarded and their information shared only on a need-to-know basis. Access is to be arranged with the relevant AU administrator. It is the right of any faculty member/employee of the University, to examine a digest of any evaluation taken on their behalf. See Attachment "G"

## **6. Grounds for Immediate Termination of Faculty Employment**

Any faculty member whose conduct, actions, or performance violates or conflicts with ATLANTIS University's policies may be terminated immediately and without warning. While it is impossible to list every type of behavior that may be deemed a serious offense, the following list serves as a guide:

- A. Failure to maintain the confidentiality of the University's and student's information.
- B. Willful violation of an established policy or rule.
- C. Egregious insubordination.
- D. Inability to perform job duties.
- E. Serious breach of acceptable behavior, including but not limited to using obscene, abusive, or threatening language or gestures.
- F. Any activity resulting in grade inflation, grading favoritism or non-compliance with established grading policies.
- G. Failure to comply with class meeting times, schedules, and requirements.
- H. Deliberate omission, falsification, or fraudulent alteration of any document or record.
- I. Impairment or intoxication on the job or reporting to work in an impaired or intoxicated state.
- J. Selling, providing, possessing or consuming of drugs or other controlled substances, unless prescribed for you by a physician. Improper use of prescribed drugs.
- K. Theft, attempted theft, unauthorized removal or unauthorized possession of the University's property or property of other employees or students.
- L. Willful destruction of the University's property.
- M. Excessive, unnecessary, or unauthorized use of the University's property and supplies, particularly for personal purposes.
- N. Carrying or using firearms or other weapons.
- O. Unexcused "no call, no show" absence(s).
- P. Excessive absenteeism or tardiness.
- Q. Excessive use of sick leave, repeated lateness, or unauthorized absences.
- R. Breach of trust or dishonesty.
- S. Soliciting or accepting gratuities from students, clients, vendors or fellow employees.
- T. Job performance that is unacceptable.
- U. Using your position unfairly to help or harm a fellow employee, client, customer, or student.
- V. Any behavior or activity which acts to dishonor ATLANTIS University

- W. Engaging in business unrelated to ATLANTIS University during work hours.
- X. Aiding a competitor or any act that intends to inflict injury upon ATLANTIS University.
- Y. Inappropriate comments that makes others feel uncomfortable
- Z. Sexual harassment of any kind.

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## SECTION III

### Faculty Policies, Procedures, and Guidelines

#### 1. Academic Freedom

The Encyclopedia Britannica defines academic freedom as “the freedom of teachers and students to teach, study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations or public pressure.” ATLANTIS University has adopted this definition as its own.

##### **Statement of Academic Freedom**

It is a policy of ATLANTIS University to maintain and encourage full academic freedom. In the exercise of this freedom faculty members are free to present their subject matter frankly and forthrightly, without fear of censorship, and to engage in scholarly and creative activities and publish results in a manner consistent with their chosen professional obligations. Academic freedom is accompanied by the corresponding responsibility to indicate, when appropriate, that one is not an institutional representative unless specifically authorized.

##### **General Principles**

Academic freedom and responsibility are essential to the full development of a true university and apply to teaching. In the development of knowledge, research endeavors and creative activities, an employee to whom such activities may be assigned must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Furthermore, faculty members must have the freedom in classrooms to discuss their academic subjects and to select instructional materials and determine grades in accordance with ATLANTIS University policies.

##### **Intrusion on Academic Freedom**

The following policy and procedures are applicable to intrusion on academic freedom.

##### **Faculty Grievance Policy and Procedures - Applicable to Intrusion on Academic Freedom**

The University's academic freedom grievance process is run by members of the University's academic community, although final decisions are made by the University President.

Faculty are encouraged to address issues of academic freedom on an informal basis with the Academic Dean, School chairs. If informal discussion cannot resolve a grievance, the below policy and procedure may be followed.

#### 2. Faculty Grievance Policy and Procedures

##### **Purpose**

The faculty grievance procedure defines the framework for the consideration and satisfactory resolution of grievances within the University brought by faculty members. The function of the grievance procedure is to attempt to reach a consensual resolution of the dispute and, if that fails, to determine whether the contested decision was materially flawed in violation of applicable policies, standards, or procedures.

All faculty grievances are handled through normal administrative channels. Accordingly, any faculty grievance should be first communicated to the individual's School Chair. If the issue

remains unresolved at that level, the grievance should be brought to the attention of the Academic Dean for resolution. As in other matters, a faculty member has the right to appeal to the President, in which case the decision of the President shall be final.

### **3. Privacy of Student Records**

ATLANTIS University complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. Student records are maintained by the University in permanent files. As a result of section 438 of the General Provision Act (Title IV of Public Law 90-247), students aged 18 or over have access to their personal records kept by the University. One transcript of a student's grades is provided free of charge after graduation. Additional transcripts will be supplied per written request. Appropriate fees will apply.

All authorized university personnel have access to student records for official purposes only. A student (or in some cases eligible parents) may have access to the student's record within a reasonable time after submitting a written request to the custodian in possession of that record. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading, in violation of student rights, or otherwise inappropriate, it may be challenged and a written explanation included in the record. Student's right to due process allows for a hearing, which may be held at a reasonable time and place, at which time evidence may be presented to support the challenge.

Student information will only be released to persons, agencies or legal authorities as required by subpoena/ legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated and specified the information to be released, the reason for release and name(s) of persons to whom the information is to be released.

### **4. Faculty Course Assignments**

Instructors should be assigned to courses based on their qualifications and credentials prior to the start date of each semester.

### **5. Faculty Attendance Policy**

There are times when a faculty member is unable to arrive on time or to conduct class. As the entire class depends on the faculty member, it is critical to notify the School Chair and/or Academic Director as far in advance as possible. The faculty member is required to provide a lesson plan, special instructions, or assignments to the substitute if adequate notice is provided and ATLANTIS University does not cancel the class.

An absence may result in a reduction being made in the paycheck following the absence. Unsatisfactory attendance, excessive tardiness or dismissing class early, may be cause for disciplinary action which may include dismissal.

### **6. Cancellation of Class**

If you are teaching a course on-campus, please take note that we do not cancel classes at ATLANTIS University. Faculty are encouraged to work with the Academic Dean and/or School Chairs to identify a substitute from within the University. The faculty member is responsible for establishing an agreement and making payment to their substitute.

## **7. On-Time Arrival to Class**

Arriving at least 30 minutes before the start of your class IS REQUIRED as well as ensuring that class is held in accordance with your course schedule. If you find that you will not be on time to class, it is imperative that you either email or call BEFORE you are late to let the Academic Dean and/or Faculty Lead Chair know so that they can inform your class. Every opportunity to teach at AU is contingent upon the instructor's performance in the classroom as well as his/her ability to follow all other terms and conditions as stated within the Faculty Handbook as well as one's teaching contract.

For those teaching Online courses, it is important that you are logging in and present in the Online classroom no less than 2 times per week and that you are responding and providing feedback to student posts weekly. Additionally, it is required that you conduct at least 2 video conferences with your students during the term as this will count towards your Office Hours.

## **8. Office Hours**

Faculty must maintain office hours by arriving at the University a minimum of 30 minutes before the start of their class or 30 minutes after their class has finished. It is important that you maintain office hours as per your contract. Faculty are required and expected to devote no less than 6 hours during the Term ("office hours") of time to helping students that are in need of additional help with coursework.

For faculty teaching online please know that you are required to schedule at least 2 Virtual Meetings using the technology located in the Online Campus Portal or you may choose to use another version of technology as long as your students are made aware. This time will count as your office hours as well.

## **9. Syllabus and Course Outlines**

Faculty must cover the syllabus, lesson plans, assignments, due dates and all other pertinent information on the first day of the start of the new course. For on-line courses the course syllabus are uploaded to the online platform (Moodlerooms). For those faculty teaching in-campus courses, you need to ensure that the syllabus you are using in the physical classroom is the same syllabus which reflects in the online classroom.

## **10. Student Response Time**

ATLANTIS University has 24-hour maximum response time for student inquiries or questions whether via e-mail, voicemail or in person. We must be fair in our dealings and be responsive to our students. We must be responding to students within 24 hours of receiving communication from them. In the event a student's question, inquiry, or complaint cannot be resolved within 24 hours, a response must still be sent within an appropriate time frame detailing all actions taken and a specific time-frame for more information or resolution.

## **11. Class Rosters and Attendance Binders**

Faculty members will be required to print their class roster using ATLAS before the first day of class. Rosters include the names, telephone numbers and e-mails of students who registered and are cleared to attend the class.

Class rosters are to be kept in the attendance binders. Faculty members may make copies of the roster for their own use. All roll books containing grades and attendance are the property of



AU and each faculty member is responsible for keeping accurate records. Class Rosters and Attendance Binders **cannot be removed** from the University for any Reason.

## **12. Student Attendance**

For faculty teaching On-campus, attendance should be taken at every class meeting and attendance annotated in the Attendance Roster. In addition, ensure that you are recording your attendance in the ATLAS system after the completion of each class during the week. Note, the attendance documents should never leave the premises. Faculty members are to call students after each absence.

For Online Faculty you are required to input attendance on Monday, Thursday and Sunday of each week. Adherence to this policy will help our Academic Advisors track student attendance and gauge performance. Additionally, this is necessary to ensure that AU complies with federal and accrediting guidelines for attendance.

### **On-Line Discussions**

Participating in weekly on-line discussions is a requirement for students and faculty. Discussion board questions can be found in the online platform/moodlerooms and within the "Assignments out of Class" section of your syllabus. Students should be logging into the discussion board at least 3 to 4 times per week and faculty are expected to be present in the discussion board responding to students' posts no less than twice per week. Students are required to make an initial post and respond to at least two of their classmates' post every week during the term.

For those that are teaching Online courses, it is important that you are logging in and present in the Online classroom no less than 2 times per week and that you are responding and providing feedback to student posts weekly. Additionally, it is required that you conduct at least 2 video conferences with your students during the term.

## **13. Field Trip and Guest Speaker Information**

Students may be taken on field trips by their faculty members at appropriate times during the classroom training period. Field trips are designed to supplement classes and to introduce the student to situations and experiences that cannot be reproduced in the classroom. Students need to be notified a minimum of one week in advance of field trips. All field trips must be submitted on a Field Trip Request Form a minimum of one week in advance.

Students' educational experiences are often enhanced by guest speakers from the business and professional areas which they will be entering. Faculty members are encouraged to ask individuals from business and industry to speak to students about a variety of related subjects. Faculty members must inform the Academic Dean of the class, day, and time the speaker will be visiting. A speaker request form must be completed prior to the speaker's arrival.

## **14. Grading Assignments**

All faculty are required to grade assignments no later than 7 days after the assignment submission deadline (maximum time cannot exceed Sunday of the following week). Please ensure that you keep our commitment to our students and provide weekly grades as stated.

## **15. Grades**

Evaluation and subsequent assignment of a grade is the primary means of assessing a student's academic progress. Each faculty member shall maintain grade and attendance records for

every student. Grades and attendance must be recorded in the roll book/grade book provided by ATLANTIS University and maintained on campus at all times. All grades for any evaluation, test, project, and/or assignments must be recorded and the final grades must also be recorded in the Roster.

The final grades for all classes are provided to the Registrar. Final grades are submitted no later than 3 business days following the End of the Term, by 6pm the Wednesday after the Term ends.

Submission of grades is not only important to our students, but such activities are factored into AU faculty evaluations which are conducted periodically.

## **16. Grade Changes**

AU has official policies in place for issuing a Grade Change Request. An instructor must submit an AU "Grade Change Form" reflecting either the new grade and the reason for the change to the Academic Director. See Attachment A.

## **17. Incomplete/Make-up Work**

AU has official policies in place in place for issuing an Incomplete grade. Students who for compelling reasons are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor's approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course, which is two weeks from the term's end date. Failure to make such arrangements, without administrative approval, will result in a failing grade.

An instructor must submit an AU "Incomplete Grade Form" reflecting the reason for the Incomplete grade, what work must the student and the date of work is due to the Academic Dean with a copy to the Registrar. See Attachment B.

## **18. Student Retention**

Faculty members play a key role in the retention of students. Faculty members must contact students who are absent from class, report to the Academic Dean on a weekly basis.

**At-Risk Students:** Instructors have a responsibility to contact and report students that are found to be "at-risk" and should do so at the end of the first week of class. Beyond week 1 you should be sure that you inform the Academic Advisor and Academic Director of students that have missed 2 classes as to allow for the Academic Advisor to intervene and assist students. This is important as we have noticed students miss 4 or more days of class and ultimately tend to fail a class as a result. We genuinely want to avoid these situations and help by keeping key personnel informed.

## **19. Academic Advising**

ATLANTIS University is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at ATLANTIS University. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

ATLANTIS University believes that the faculty plays a critical role in the academic advisement of the students. The following is a copy of best practices for academic advising.

### **Best Practices for Academic Advising:**

- a. Academic advising is teaching, explaining, clarifying, and identifying.
- b. Academic advising is a relationship that is developed with a student; it is not just a means to an end.
- c. Show signs of interest and respect to students. Try to develop a level of comfort and a relaxed atmosphere when dealing with students. Whenever possible, try to avoid taking phone calls in the middle of a conversation with a student.
- d. Give accurate information and if in doubt of something, tell the student you need to find out more information before you can advise on the situation/topic.
- e. Practice active listening. It lets the student know he or she is important to you.
- f. Remember what is really important is what is best for the student, not necessarily anyone else.
- g. Avoid making actual decisions for students even when they request or infer that they want you to decide for them. Your role is one of an advisor, not a decision maker. The advice and direction given the student should help them make the first step to making their own decisions.
- h. Make positive predictions, show students how to set realistic goals, give reliable information and set the stage for success.
- i. Use your influence wisely and you can have a profound effect upon the academic future and life of a student.

## **20. Professional Development**

ATLANTIS University encourages professional growth in its faculty in every possible way. Professional development for faculty members is an important process for ensuring the quality of instruction. Faculty development supports the practice of pedagogy and provides an opportunity for faculty members to bring new developments and information to the University and the classroom. As a career focused institution, the University supports and encourages faculty professional development as teachers, scholars, and practitioners in their discipline. ATLANTIS University encourages and provides support for faculty publication, scholarly contribution, improvements in instructional methodologies, innovative teaching techniques, and technology use in the classroom assessment and evaluation. In addition, faculty memberships in professional organizations are encouraged.

ATLANTIS University provides continual in-house training and development for employees and professors through University personnel and professional groups and/or organizations, workshops and institutional effectiveness workdays.

We all take pride in making a contribution to the AU community and in order to be considered for teaching assignments we must ensure that we too are able to meet expectations out of the classroom as well as in the classroom.

For more information, please refer to the Professional Development Policies and Procedures Manual for Faculty.

### **Instructor Involvement in the Workplace**

As an Instructor in a career oriented school, first-hand knowledge of the workplace is important. As applicable it is expected that you are active in your professional association and complete required continuing education programs. You are expected to translate your workplace experience to your students and report changes in training needs to meet the demands of the profession.

## **21. Program Advisory Committees**

In an effort to meet the changing requirements of the industry, ATLANTIS University seeks the advice of industry representatives and experts on curriculum content. Every effort is made to incorporate the advice received from the Program Advisory Committees to modify, update or add to the curriculum to ensure it remains relevant and dynamic.

## **22. Faculty Feedback**

As a member of Atlantis University instructional staff, you have direct contact with our students. This gives you the opportunity to see where they do well and the parts of our instructional program where they have difficulty. We would appreciate it if you would share problems and suggest changes at any time. Please use the Faculty Feedback Form, see Attachment E-

## **23. Academic Team Librarian**

The Librarian is available during the library's normal operating hours to assist students with further questions regarding research or navigating library resources.

### **Library System**

The University On-line Library provides access to 85 full-text databases that provide tens of thousands of scholarly journals, well over 30,000 volumes of full-text electronic books, more than 350 on-line e-videos, dozens of subject-specific tutorial/self-help resources, on-line library orientations and a 24-hour-per-day Email Librarian service.

University students have physical access to the University campus library facilities. The Online Library System is also available in Spanish

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## **SECTION IV**

### **Faculty Evaluations**

#### **1. Instructional Performance**

Instructional performance for all faculty members is based on a review of the faculty member's instructional material. This evaluation is based on Grade Distribution Report, the faculty's input Academic Dean, student comments, and classroom observations

- Observations of Faculty: All faculty members are required to have an observation for every semester of employment.
- Classroom observation: A classroom observation will be conducted by the Academic Dean for each classroom every semester.
- Distance learning observations: Faculty teaching distance learning courses are done every semester by the Academic Director.

See Attachments C, D and E for forms used.

#### **2. Criteria for Faculty Evaluations**

ATLANTIS University review of faculty, programs of study, and academic issues are a continuous process to ensure program quality and effectiveness and to ensure that the mission and philosophy of the University are upheld. Faculty members are reviewed as both employees and as faculty members. Faculty members may be evaluated and rated upon the following criteria:

- a. Adherence to University policies and procedures
- b. Classroom observation
- c. Student satisfaction
- d. Student retention
- e. Technical and scholarly preparation
- f. Teaching methodologies
- g. Use of resources, laboratories, library, etc.
- h. Effective measures taken to enforce classroom procedures and rules
- i. Adherence to academic policies pertaining to grading, attendance, etc.
- j. Innovation, creativity in classrooms and motivation of students
- k. Sound and practical judgment regarding students and classroom activities
- l. Cooperation with educational administration
- m. Participation in non-teaching-related activities
- n. Continuing education, current knowledge in scholarly discipline, research and/or scholarly contribution for graduate faculty

#### **3. Student Evaluation/Course Surveys**

AU courses are evaluated each term by means of student evaluations of course. Students evaluate the effectiveness of courses and faculty using a course survey. The survey provides a means for student appraisal of the textbook, curriculum, and other course content, as well as instructor teaching, instructor interpersonal skills, and classroom administration matters. Comments are solicited so students can expand upon survey questions and provide additional feedback of course effectiveness. Student evaluations of course are reviewed with each instructor by the Academic Dean.

## SECTION V

### Student Engagement/Services

#### 1. General Information

- A. Hours of Operations:** Atlantis University's hours of operations are from Monday through Friday between 9:00am to 10:00pm; except during the observation of National Holidays as indicated in the Academic Calendar.

**Class Schedules:**

Day Schedule: Monday through Thursday from 9:00am – 10:00pm

Evening Schedule: Monday through Thursday from 6:00pm – 10:00pm

Distance Learning: Online classes are available 24 hours 7 days a week

**Note:** All students receive a 10-minute break for each class hour of instruction.

- B. Student Records and Transcripts:** Student records are retained perpetually at the institution site in Florida in a fireproof cabinet. Computer records are backed up weekly and stored at Atlantis University. Requests for copies of transcripts for personal use may be made by contacting the Registrar and paying the appropriate fee. The university will issue official copies to another university, employer, institution, or agency, only at the student's request. Students and alumni may request copies of their academic records, which will be stamped 'Student Copy.' There is a \$15 charge for each transcript after the issuance of one upon graduation.
- C. Records and Information:** Atlantis University maintains accurate academic transcripts for each student including each course in which the student is enrolled, the semester, grade, and credit value. These transcripts are available to students upon request. Atlantis University maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.
- D. Privacy of Student Records:** ATLANTIS University complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. Student records are maintained by the University in permanent files. As a result of section 438 of the General Provision Act (Title IV of Public Law 90-247), students aged 18 or over have access to their personal records kept by the University. One transcript of the student's grades is provided free of charge after graduation. Additional transcripts will be supplied per written request. Appropriate fees will apply.

All authorized university personnel have access to student records for official purposes only. A student (or in some cases eligible parents) may have access to the student's record within a reasonable time after submitting a written request to the custodian in possession of that record. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading, in violation of student rights, or otherwise inappropriate, it may

be challenged and a written explanation included in the record. The student's right to due process allows for a hearing, which may be held at a reasonable time and place, at which time evidence may be presented to support the challenge.

Student information will only be released to persons, agencies or legal authorities as required by subpoena/ legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent,

signed, dated and specifying the information to be released, the reason for release and name(s) of persons to whom the information is to be released.

**E. Student ID:** An Atlantis University Student I.D. is mandatory.

**F. Vital Information Update:** Students must immediately inform the Registrar's Office of any change in address or phone number in order to assure appropriate communication between the University and the Student.

**G. Student Orientation:** The student orientation process begins once the student is enrolled in an Atlantis University program. The orientation process is divided into two stages.

- The first stage consists of a conference where the student is instructed to use the tools used by the University. This includes the use and management of the student Email, the Online Campus (Moodle) and the Conference System (Zoom) as well as all the resources that are available for them, i.e. information resources, academic training, and professional improvement.
- The second stage consists of a self-paced course where the student carries out the activities learned in the Conference System; thereby exploring the platform and learning first-hand about the use and management of all resources. The course ends with an examination that generates a Certificate of Completion. This Certificate attests that the student is ready to start his classes in AU.

**H. Graduation Ceremony:** Atlantis University holds a formal graduation ceremony. All students are strongly encouraged to participate

## 2. STUDENT SERVICES

**A. Housing:** Atlantis University does not maintain housing for students but does provide resources to find nearby housing and shared accommodations.

**B. Career and Placement Services:** The mission of Career Services is to assist AU students and alumni with their career exploration and job search processes by providing a wide array of valuable career counseling and job search assistance services while also meeting the hiring needs of employers. The goal of Career Services is to encourage each student to take personal responsibility to utilize the services to develop his or her career planning skills from the beginning of their program to graduation and beyond.

- Assist with résumé development, interview preparation, and job-search, skills coaching through in-person and online resources
- Provide networking and job search assistance through career and job fairs, on-campus interviews, employer recruiting tables, and online job postings available 24/7.
- Offer educational programs

- **Placement** services are available at no charge to the student. Atlantis University assists students in identifying career advancement opportunities in the field of study upon graduation, but does not guarantee employment. Graduates of the Spanish speaking programs may encounter employment limitations due to the fact that most businesses in the United States require fluency in the English language.

**3. Financial Services/Aid:** The Financial Aid Department at Atlantis University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department at AU has established procedures which assure a fair and consistent treatment of all University applicants. When applying at Atlantis University, the primary responsibility for educational costs rests with the student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Atlantis University examines the total costs associated with attending the University including: tuition and fees, room and board, books and learning resources, personal expenses and allowable travel expenses.

The United States Department of Education has determined that Atlantis University is an institution eligible to participate in Federal Title IV financial aid programs. Atlantis University maintains a Director of Financial Aid to meet student needs. Students are encouraged to make appointments with a FA Director to ensure that they obtain the required funding for their university investment.

**Student Financial Responsibility:** Registration constitutes a financial agreement between you and the University. Tuition, fees and other charges you incur shall be added to your student account. Any Charges that are not covered by financial aid shall be the responsibility of the student and shall be paid within the term in which the Charges incurred. Students assume responsibility for all costs incurred as a result of enrollment at Atlantis University.

It is the student's responsibility to be aware of their account balance and financial aid information and maintain current valid postal address information at all times to ensure receipt of all University correspondence in a timely manner. Atlantis University recognizes the university e-mail system as the primary electronic communication between the student and the University. Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. AU reserves the right to recover all costs related to the collection of delinquent accounts, including collection costs and fees. The University reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

**Federal Student Aid Authorization Form:** The United States Department of Education regulations allow Atlantis University to credit your Federal Student Aid to your student account for payment of tuition, required fees. Federal Student Aid funds include Direct Stafford Loans, PLUS Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG) and/or any other federal financial aid awards.

The University may also apply Federal Student Aid to other charges on your student account only if you grant permission for the University to do so. Other charges include, but are not limited to: Transcript Evaluation and Translation fees, ID charges, parking fees and graduation fees. Students will be responsible for any outstanding balance remaining on their account. Please understand that an outstanding balance could prevent registration for a subsequent term and will prevent the release of official documents such as transcripts and diplomas.



The University must also obtain authorization from you to apply excess current year Federal Student Aid to prior year charges not to exceed \$200.00. This is a voluntary authorization and is valid throughout your academic career at Atlantis University. The authorization can be rescinded at any time in writing. Your authorization will not prevent you from receiving a refund of your excess Federal Student Aid or any other eligible credit balance after all charges are covered.

In order to grant this authorization, you, the student MUST complete a Federal Student Aid Authorization Form. This form may be obtained at the Financial Aid Office.

### **Student Obligations**

Should a student in any university program fail to meet his or her obligations with respect to all tuition, fees and charges when due, or fail to make satisfactory payment arrangements with the Business Office with regard to tuition, fees and charges, or the repayment of loans, the university may bar a student's registration, refuse admittance to classrooms, restrict library privileges or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in suspension from the university.

Should the students fail to return library materials when due, they will be responsible for fines and charges, which are posted in the Library. Further, if students fail to meet their library obligations, Atlantis University reserves the right to bar registration and withhold certificates and diplomas to which students would otherwise be entitled.

**4. Support Services – Academic Advising:** Atlantis University is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at Atlantis University. Academic advisement is available from the Academic Department upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

**5. Library:** The library is the information center of Atlantis University. The mission of the library is to facilitate and expedite access to information using appropriate resources to support the programs offered. In addition to textbooks and other media, the library provides students, faculty, and others with access to resources throughout the world via high-speed Internet connections and on-line and virtual subscriptions to research documents and publications.

Access to many of the Atlantis University library resources is provided through LIRN (Library & Information Resources Network, INC); and to address the needs of the Spanish-speaking student population, Atlantis University subscribes to Fuente Académica. The online library is available to students at any time, via password, with access to an Internet connected computer. This virtual library includes the following specific resources:

- **Program Resources:** These include online journals, government documents, research institute reports, and Internet-based white papers, surveys, statistics, and similar information resources.
- **Online Books:** The collection of online books includes more than 23,000 titles. Students and faculty may search the collection, view important resources, and highlight and print

pertinent sections. They may also make notations for research purposes and create bookshelves of volumes necessary for current projects.

In the online book collection, the key subject areas include the following: Business & Economics, Computers, Technology & Mathematics, Education, Psychology & Family, History, Literary Criticism, Fiction, Linguistics & Foreign Language Study, Medical, Performing Arts, Music, Art & Architecture, Political Science, Philosophy & Law, Science & Nature, and Social Science & Religion.

- Government Resources: These include 150,000 full-text government documents.
- Career Development Resources.
- General Reference Materials: These include a comprehensive list of links to almanacs, dictionaries, maps, encyclopedias, and other reference works for swift and easy access to reference resources.
- Life and Leisure Resources: These include additional information resources for topics outside the classroom, including eldercare, genealogy, travel, consumer information, food and cooking, health-related issues, and more.

Staffed with a professional librarian, the Atlantis University library is an essential part of our student's educational success. The mission of the library is to support the curricula offered by the institution.

**6. Accessibility Services:** Atlantis University is committed to upholding legal standards for students with disabilities (Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990).

- **Who is eligible for accommodations?** Any student with a disability is entitled to reasonable accommodations. Disabilities may be related to physical conditions, medical conditions, neurodevelopmental disorders, and psychological disorders.
- **How are accommodations initiated?** Students initiate services by contacting the AU Academic Director and Academic Advisor, if they did not self-identify during the admissions process. Appropriate documentation must be provided, and any needed accommodations should be requested within a reasonable timeframe using the proper form.

**7. International Students:** Atlantis University is proud of the international character and cultural diversity of its student body and welcomes students from other nations. The University accepts F-1 and M Visas based upon a student's program of study. In addition to the General Admissions Requirements, international student applicants must meet the following requirements:

- a. Certification of financial ability to meet tuition, and other necessary expenses.
- b. International Student Visa requirements

**8. Equipment:** Atlantis University offers each student individual computer workstations to use while in class and on campus and makes other office equipment such as copiers and printers available in order to meet academic requirements.

## SECTION VI

### Other Policies

#### 1. Academic Integrity

Honesty and integrity are core human values. ATLANTIS University administration and faculty expect that each individual understands and takes responsibility for these values, for they are central to every aspect of student life, especially research, papers, coursework and examinations.

Academic integrity is the responsibility of every student who registers at the University, undergraduate and graduate alike. Dishonesty diminishes the quality of scholarship and deceives all those who depend on the integrity of the University's academic programs.

Students should be particularly careful not to compromise their academic integrity regarding examination behavior, fabrication and plagiarism. The use of any external assistance during an examination will be considered academically dishonest unless expressly authorized by the instructor. Inappropriate examination behavior includes, but is not limited to:

- communicating with another student in any way during an exam,
- copying material from another student's examination,
- allowing another student to copy from one's examination paper and
- using unauthorized notes or other unauthorized materials.

Furthermore, any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. Fabrication includes, but is not limited to,

- inventing or altering research for a research project or field project, and
- resubmitting returned and corrected academic work without the full knowledge and approval of the instructor.

Plagiarism consists of appropriating and passing another's ideas or words off as one's own. When using another's words or ideas, students must acknowledge the original source through recognized referencing practices. Students who are unsure whether or not a citation is necessary, or what sort of citation is appropriate, should consult with their advisor or course instructor. Use of another's ideas or words must be properly acknowledged as follows: Direct quotations must be acknowledged by footnote citation and by either quotation marks or other appropriate designation. When another's ideas are borrowed in whole or in part and restated in the student's own words, proper acknowledgment must, nonetheless, be made. A footnote or proper internal citation must follow the paraphrased material.

Other forms of academic dishonesty include, but are not limited to,

- the submission of another's paper as one's own work,
- the use of a paper or essay to fulfill requirements in more than one class without both instructor's knowledge and expressed permission, and
- the acquisition of a copy of an examination in advance without the knowledge and consent of the instructor.

#### Courses of Action

Students who have acted dishonestly or breached the code of Academic Integrity or other University student conduct policies may be subject to academic penalties, administrative review

and/or dismissal from their academic programs, pending the decisions of the instructor and the director of the program. Students may appeal these decisions as outlined in the Grievance Procedure. It is University policy that suspensions, probations and dismissals be listed on academic transcripts. Any student dismissed from the University, for violations of academic integrity, policy or rule of conduct may apply for readmission. In evaluating this reapplication, the Admissions staff will consult with the administration and academics.

## **2. Sexual and Workplace Harassment Policy**

Sexual harassment is unlawful and is unacceptable behavior at ATLANTIS University. It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of the University's overall nondiscrimination policy, it prohibits all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran or other protected status. In particular, an atmosphere of tension created by inappropriate sexual advances of any kind, discriminatory remarks or discriminatory animosity does not belong at the University and will not be tolerated.

## **3. Professionalism**

ATLANTIS University's policy prohibits fraternization between the staff/faculty and the students that are attending the University. No staff or faculty member should socialize off campus with any active or prospective student. While in class, faculty members maintain a professional atmosphere and create a work-like environment.

Faculty members must maintain a clean, neat, and well-groomed appearance at all times. Business attire is required by all faculty members teaching on-campus courses.

Faculty members are role models for their professions. As such, Faculty members are expected to maintain standards that promote safe, legal, and ethical performance in academic honesty, educational performance, and progression through programs.

## **4. Dress Code**

The faculty dress code is business attire (no jeans, shorts, athletic footwear, or T-shirts). Men are advised to always wear a necktie and women must be dressed professionally.

## **5. Use of Equipment, Supplies and Books**

Equipment essential in accomplishing teaching duties is often expensive and may be difficult to replace. When using property, faculty members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Please notify any staff member of any equipment, machines, or tools that appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Any staff member can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

## **6. The Student Role in Decision Making**

The University supports student involvement in decision-making. Participation is limited because of the mission of the University and the nature of its student body. Nevertheless, administration,

Faculty and staff are empowered to seek input from student body members. Students are involved in grievance processes, which ensure students have the ability to redress any negative actions and to be assured of peer evaluation. Additionally, students can express their opinions during Faculty advising sessions. Students are able to express concerns or issues on a day-to-day basis with Faculty members and administration by email and phone. In addition, all students evaluate faculty in each course.

## **7. Return of Property**

Faculty members are responsible for the return of items issued to them by ATLANTIS University or in their possession or control upon termination of employment, such as: Keys, Remote controls for equipment, Manuals/Texts, Quizzes/Tests/Answer Keys, Written Material, etc.

## **8. Acceptable Data Network Use Policy**

All University data and data networks are to be used in an ethical, legal, and approved manner. No corporate information or corporate resource may be used in such a way as to harm the company image, reputation, competitive edge, or financial interests. Any person or persons not complying with this Acceptable Data Network Use Policy may be subject to disciplinary action or criminal charges.

**Prohibited Use** • Accessing files for which you are not authorized. • Accessing other student's files without their express permission or sharing files with other students. • Illegal reproduction of software which would constitute copyright violation. • Any intentional action which could potentially cause harm to the University's data, information, or resources. • Unauthorized distribution of copyrighted data. • Conducting any activity considered illegal or which may harm the reputation of the company.

**Email Usage** University electronic mail usage that is considered prohibited but not limited to, any of the following actions: • Pornographic, offensive, malicious, racist, or other offensive material. • Illegal information which violates state or local law. The dissemination of any information which is considered intellectual property or could be harmful to the company in any way. • Browsing any website the University deems unacceptable.

**Internet Usage** University Internet access that is considered prohibited but not limited to, any of the following actions: • Browsing pornographic, offensive, malicious, or hate web sites. • Browsing any web site that the company has classified as unacceptable.

## **9. Copy Right Policy**

ATLANTIS University recognizes and acknowledges its responsibility to protect and administer, under applicable state and federal law, the intellectual property rights as such rights apply to the Faculty and the University itself. At the same time, the University has a responsibility to ensure that intellectual property created at the University is appropriately developed to obtain maximum benefit.

## **10. Use of the University Name**

The University name should not be used for commercial or personal gain. Faculty members should seek administrative approval when the proposed use of the University name is questionable from a standpoint of propriety, dignity or ownership.

## Positive Representation of the University to the Students

ATLANTIS University values your views on ways to improve all of the services we provide to our students. Our open door policy is designed to provide a means to share your ideas and views with us. The quality of the experience and education students obtain here is powerfully influenced by the attitude of instructors and other employees. If you are positive and confident, and speak well of the quality of the education, curricula, instruction, facilities and administration, our students will also be positive and confident. If, on the other hand, students are exposed to criticism by employees, however well intentioned, about the quality of the education, curricula, instruction, facilities or administration, their confidence will be undermined and their education may be impaired.

For these reasons, we expect all employees to voice concerns and constructive criticisms solely to management, and never, under any circumstances, express views to students that are in any manner critical of the education, curricula, instruction, facilities or administration of the University. Violation of this rule will result in disciplinary action, which may include immediate termination of employment.

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Faculty (Print Name)

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Faculty Acknowledgement (Signature)

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Date

# Attachments



GRADE CHANGE REQUEST FORM

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Professor's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_

Term Course:  Fall  Spring  Summer |  Winter Year: \_\_\_\_\_

A  B  C  D

Current Grade: \_\_\_\_\_

Corrected Grade: \_\_\_\_\_

Engagement: \_\_\_\_\_

Engagement: \_\_\_\_\_

Attendance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Final Percentage: \_\_\_\_\_

Corrected Percentage: \_\_\_\_\_

**Final Grade:** \_\_\_\_\_

**Corrected Final Grade:** \_\_\_\_\_

Reason for Grade Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPROVAL SIGNATURES:

Instructor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Academic Dean's Name: \_\_\_\_\_

Academic Dean's Signature: \_\_\_\_\_

*Registrar's Office Use Only*

Date Received

Date Verified

Date Recorded

Date sent to student file

\_\_\_\_\_  
\_\_\_\_\_



# Incomplete Grade Form



A grade of incomplete (I) may be granted, at the discretion of the instructor, to students who have successfully at least 70% of coursework but who may have experienced an extenuating circumstance.

Students may be asked to provide documentation if requested by the instructor. All incomplete coursework must be submitted within one week, after course completion. Assignments will not be accepted after the date indicated on the agreement. If the grade of incomplete (I) is not resolved within the established timeframe, a final course grade will be issued based on the coursework submitted.

A grade of "I" may not be granted to a student whose work has been unsatisfactory or who has failed to submit a majority of the assignments (i.e., postings, responses, written assignments, references, etc.) by the end of the course.

Instructor Name: \_\_\_\_\_ Term: \_\_\_\_\_

Course Number/Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Reason for Incomplete Grade: \_\_\_\_\_

Work to be Submitted: \_\_\_\_\_

Student Will Contact Instructor by:            E-mail            Phone            In-person

Work will be submitted on \_\_\_\_\_.

*Student Statement: I accept the responsibility of completing the above mentioned work and will make the necessary arrangements to ensure that the "I" I have agreed to will be changed to a final grade by my instructor.*

***If no change is initiated during the next Full Term, I understand that the "I" will automatically become an "F" on my permanent record.***

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FACULTY EVALUATION FORM  
ON CAMPUS OR HYBRID COURSES ONLY**

**Please rate the observable attributes below using the following scale:**

5 = Exemplary    4 = Good    3 = Adequate    2 = Room for Improvement    1 = Much Improvement Needed

NA = Not Applicable    NO = Not Observed

<b>Date:</b>	<b>Professor:</b>	<b>Course Code:</b>
<b>Observer:</b>	<b>Time Frame:</b>	<b>Course Name:</b>
<b>Campus:</b> SUNNYBROOK	<b>Term/Semester:</b>	<input type="checkbox"/> <b>Blended</b> (F2F and online) <input type="checkbox"/> <b>Pure face-to-face</b>

<b>1<sup>st</sup> DAY ACTIVITIES</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>N/O</b>
Professor arrives to class on time and maintains a 30-minute window either before or after the class for any student conferences.								
Professor reviewed the course syllabus and learning outcomes with students on the first day.								
Professor explained course expectations and how to navigate through their online platform effectively.								
Professor has explained how assignments are to be completed, late submissions, online discussions, APA formatting and due dates.								
<b>INSTRUCTIONAL STRATEGIES</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>N/O</b>
Professor was well-prepared, organized and transitioned to each segment of the lesson seamlessly on the day of the observation								
Professor reviewed information from the last class and thoroughly introduced the new lesson for the day's class.								
Professor expounded on the lesson by giving examples and making a connection between theory and practice.								
The professor uses a variety of teaching methodologies to enhance the lesson including, but not limited to PowerPoints, team formations, student presentations, case studies, speakers, videos, etc.								
At intervals during the lesson, the professor stopped to ensure understanding by asking questions and/or asking for student opinions on topics.								
Professor maintained a high level of engagement and energy during the lesson.								

Professor was not sitting the entire time while teaching but circulated the room while maintaining a high presence and keeping eyes on students.								
Professor demonstrated expertise in the subject matter; shared key points and/or practical experiences while lecturing.								
Students were actively participating, asked questions, shared relevant experiences and engaged the lesson.								

More than 75% of the students were present on the day of the observation.								
<b>INSTRUCTOR ONLINE ENGAGEMENT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>N/O</b>
Professor responds to at least half of the students on the discussion posts, provides feedback, and engages in the discussion topic								
Professor's online feedback is informative, complementary and/or enhances students' posts.								
Grading is current and completed within 7 days of the due date as of the date of the observation								
Professor provides comments on student assignments in the platform								
Grade book reflects a diversification of grades based on students' work performance, adherence to instructions and quality of work.								
Students who have not submitted work have zeros next to their names.								
Instructor leaves written comments in the rubric when grading								
Professor's camera is on with AU background up.								
All online students have their cameras turned on.								
Professor engages with both online and in-class students while lecturing.								
Professors takes attendance in ATLAS on time in all sessions.								
<b>INTERACTION WITH STUDENTS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>N/O</b>
Students appear comfortable in class.								
Students were encouraged to ask questions, express opinions, and share experiences and/or backgrounds regarding the topic.								
Instructor asked questions that encouraged critical thinking and allowed students to expound on their thinking.								
Instructor checked students' understanding of learning outcomes.								
Cellphones were out of view and students were attentive to the lesson.								
Instructor exhibited a respectful attitude toward all students.								

<b>STUDENT ATTENDANCE:</b> ___ ENROLLED ___ ONLINE ___ PRESENT ___ ABSENT ___ TARDY
<b>OBSERVER'S COMMENTS :</b> _____ _____ _____ _____
<b>AREAS TO BE ADDRESSED :</b> _____ _____ _____ _____
<b>PROFESSOR'S COMMENTS:</b> _____ _____ _____ _____

Number of areas assessed: \_\_\_\_\_

Maximum total that can be received: \_\_\_\_\_

Total Points Received: \_\_\_\_\_

Percentage: \_\_\_\_\_

**90-100%:** The professor is highly effective, demonstrating exceptional competence and efficiency in their teaching, research, service, and engagement. Their contributions significantly enhance the mission and reputation of the university, and they serve as an outstanding role model for students, colleagues, and the community.

**80-89%:** The professor is effective and competent, with a strong commitment to excellence and a track record of achievements in their field. However, there are some areas where minor adjustments could be made or improvements could be implemented, such as course delivery, faculty procedures, or service and engagement.

**70-79%:** A conference is required to discuss the professor's performance, and an improvement plan should be developed to address areas where their effectiveness and competence may be falling short. The professor may need additional support or resources to overcome these challenges and achieve the university's standards for excellence.

**<70%:** A conference is required to discuss the professor's performance, and a performance improvement plan must be developed to address significant areas of deficiency in their teaching, research, service, or engagement. The plan will include clear goals, timelines, and measurable outcomes, and the professor should receive regular feedback and support to ensure progress towards achieving the university's expectations for excellence.

**PROFESSOR'S COMMENTS:**

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**SIGNATURES**

<b>SIGNATURES</b>			
Professor's Name:			
Professor's Signature:		Date:	
Observer's Name and Title:	<b>Mia Merritt, Assistant Dean</b>		
Observer's Signature:		Date:	

*A COPY OF THIS EVALUATION WILL BE PLACED IN THE FACULTY HR FILE.*

# Attachment D

## EVALUATION FORM

PROFESSOR: \_\_\_\_\_ EVALUATION DATE: \_\_\_\_\_

Term: \_\_\_\_\_ Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Week: 1 2 3 4 5 6 7 8

Class Duration Time: \_\_\_\_\_

Actual Teaching Time: \_\_\_\_\_

Review of Assignments Time: \_\_\_\_\_

Number of Enrolled Students: \_\_\_\_\_ Nbr of students in session: \_\_\_\_\_ Nbr in Previous session: \_\_\_\_\_

	YES	NO	N/A	COMMENTS
Camera on w/ face showing				
AU Zoom Background Used				
Weekly Objectives Covered				
Content covered in class				
Evidence of Diversity of Instruction				
Online resources available				
Last week reviewed				
Use of online rubric				
Individualized Feedback				
Grades current				

Topic: \_\_\_\_\_

Highlights:

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Areas of Concern:

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Comments: Recommended to teach another course? yes no

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**Attachment E**



**INSTRUCTOR EVALUATION BY SUPERVISOR**

<b>Faculty Member:</b>	<b>Date of Evaluation:</b>
<b>Course/Subject:</b>	
<b>Evaluator:</b>	

Rate the instructor as follows and include comments where appropriate:  
 4 = Excellent      3 = Above Average      2 = Average      1 = Below Average

Evaluation Areas	Rating	Comments
Knowledge of Subject	4   3   2   1	
Ability to communicate with Students	4   3   2   1	
Quality of Teaching	4   3   2   1	
Responsiveness to students	4   3   2   1	
Attitude	4   3   2   1	
Organization	4   3   2   1	
Ability to hold class attention	4   3   2   1	

Stays on lesson plan	4 3 2 1	
Professional appearance	4 3 2 1	
Creativity	4 3 2 1	
Overall Rating	4 3 2 1	

Recommendation and plan of action:

Agreed to by Instructor:

\_\_\_\_\_

Instructor's Signature

\_\_\_\_\_

Date



**Attachment F**



**FACULTY FEEDBACK FORM**

As a member of Atlantis University instructional staff, you have direct contact with our students. This gives you the opportunity to see where they do well and the parts of our instructional program where they have difficulty. We would appreciate if you would share problems and suggested changes at any time.

Please use this form to provide more formal feedback. We appreciate your help!

Please rate each of the following items on a scale of 1 to 5, with 1 meaning you strongly disagree and 5 meaning you strongly agree. Use the addition space or another sheet of paper to write your comments.

Strongly Disagree    1            2            3            4            5    Strongly Agree

Students clearly understand the objectives of each lesson.	1 2 3 4 5
The learning materials are presented in a clear, logical manner.	1 2 3 4 5
The assignments are relevant.	1 2 3 4 5
The level of instruction can be accommodated to meet the abilities of the students.	1 2 3 4 5
The marketing materials accurately reflect the program offerings.	1 2 3 4 5
I feel I have the tools to be responsive to student questions.	1 2 3 4 5
The learning materials are complete enough for students to satisfactorily complete each lesson.	1 2 3 4 5
The assignments and practices accurately measure what students learn.	1 2 3 4 5
I feel I get sufficient and feedback to be effective.	1 2 3 4 5

Comments, suggestions and recommendations:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date



**FACULTY FILE CHECKLIST**

<b>Faculty Name:</b>	<b>Position:</b>	
<b>Faculty Information</b>	<b>Yes</b>	<b>No</b>
Employment Application		
Resume		
Copies of License and Certificates as appropriate		
Transcripts		
Copy of Degree(s)		
Form I-9		
Tax Forms		
Commission for Independent Education		
Personnel Forms		
Other Forms: (Specify)		
<b>Employment Records</b>		
Start date: (Specify)		
30-day evaluation		
Annual evaluations		
Student evaluations / Staff Evaluations		
<b>Financial Records</b>		
Payment records		
<b>Exit</b>		
Exit Interview		