



Haigazian University

PART-TIME FACULTY HANDBOOK

2015

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INTRODUCTION

A. History

Haigazian University (HU) is named in honor of Dr. Armenag Haigazian, former headmaster of the Jenanian Apostolic Institute of Konya, Turkey. Dr. Haigazian was a highly respected educator who received his Ph. D. degree from Yale University, returned to Turkey to serve his Armenian compatriots and died during the Armenian Genocide in 1921, while in prison in Kharpert. Concurrent to his death, eight Armenian Colleges were destroyed in Turkey. Even though these significant accomplishments in the fields of education and service were brought to an end, the dream continued in the minds of Dr. Haigazian's descendants and others. The Mehagian family of Phoenix, Arizona, relatives of Dr. Haigazian, donated the capital through the AMAA (Armenian Missionary Association of America) and worked hand in hand with Stephen Philibosian to open Haigazian College in Beirut.

The University was founded on October 17, 1955 by the Union of Armenian Evangelical Churches in the Near East (UAECNE) and the AMAA as a liberal arts college to assist in the preparation of teachers and pastors.

Prior to this date, the Armenian Evangelical community of Beirut, to complement its high schools, had established two post-secondary educational entities: the Teacher's Training Institute, which was housed in the library of the Central High School and operated from 1948-51, and the Armenian Evangelical College, which held a Freshman Arts and Sciences program under the sponsorship of the First Armenian Evangelical Church of Beirut. These two entities merged in 1951 forming a Freshman Arts and Sciences plus a Sophomore Arts program and they continued to serve the Armenian community until 1955, when Haigazian College was established. Haigazian College was originally designed to function as a Junior College offering two years of university-level education. However, the demand for higher level classes encouraged the founders of the institution to develop four-year programs.

The Institution operated under its original name of "College" until 1991. In keeping with Near Eastern nomenclature, the name was changed to Haigazian University College in 1992. On December 28, 1996 the Ministry of Culture and Higher Education of Lebanon issued decree number 9657, which authorized the institution to change its name to Haigazian University.

Dr. John Markarian, the first president of the University, served until June 1966. During the years 1967 to 1971, Dr. Gilbert Bilezikian held this position, then Dr. Markarian returned to the post and served until his retirement in June 1982. Subsequently, the post was held by Dr. Verne H. Fletcher until February 1985. Miss Wilma Cholakian, the Administrative Dean, was then responsible for the operation of the University until August 30, 1995. On September 1, 1995, Dr. John Khanjian became president and served as president until his retirement on August 1, 2002. On September 1, 2002, Rev. Dr. Paul Haidostian became president.

When Haigazian College opened in 1955, there were 43 students enrolled. Student enrollment reached 650 before the start of the civil disturbances in Lebanon in 1975. By the academic year 2013-2014 there were 875 students enrolled and the number of graduates had reached 3500 in various fields of study, including Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Master of Arts, and Master of Business Administration.

The University was first located in the Webb Building on Mexique Street, a ten-room house converted for College use. Later, a seven-storey building was added. This building was called the Mehagian Building in honor of Mr. and Mrs. A. S. Mehagian, whose financial support made its construction possible. A grant from Mr. Stephen P. Mugar enabled the University to acquire a beautiful historic structure in 1970, subsequently named the Mugar Building, to honor the donor's parents.

In 1985, due to the civil war in Lebanon, the campus was moved to the Petania center in Mar Mikhael and classes continued without interruption. In 1987 the campus moved to larger premises at the Christian Medical Center in the Ashrafieh district. On March 27, 1996 the Board of Trustees decided that the University should return to its original campus on Rue Mexique, Kantari. On February 16, 1997 the renovation of the former campus began. On October 6, 1997, classes resumed in the renovated and revitalized Kantari campus to the delight of students and the community at large.

Early in 2001, construction began on a fourth building on the Mugar property. This new facility became operational in October 2001.

To accommodate the growth witnessed by the University, an agreement was reached in September 2003 with the Board of the First Armenian Evangelical Church, which allowed Haigazian University to use all seven floors of the south wing of the Armenian Evangelical College adjacent to the University. A year later, in August 2004, a new piece of property was purchased on May Ziadeh Street (parallel to Mexique Street). The plot includes a 5-floor heritage building which was completely refurbished for administration offices and seminar rooms. It started operating in February 2011, enriching the cultural identity of the neighborhood.

Empowered by its newly acquired authorization from the Ministry of Culture and Higher Education to offer graduate programs in 1996, the institution started four Masters programs: Educational Administration and Supervision, General Psychology, Clinical Psychology and Masters in Business Administration. As will be highlighted during the 60th Anniversary celebratory activities throughout the year 2014-2015, Haigazian has served Lebanon and the region by empowering valuable human resources for a better life and service.

Accreditation

According to the decree of the Ministry of Education of Lebanon number 3991/3, Haigazian University was recognized as an institution of higher learning on March 25, 1966, and according to decree number 1152/70 issued on May 17, 1971, the B.A. and B.S. degrees were recognized to be equivalent to the *license* granted by the Lebanese University. The same decree recognized the Teaching Diploma as a University Certificate for Elementary and Secondary School Teachers. According to decree number 9657 of the Ministry of Education and Higher Learning, dated December 28, 1996, the institution is authorized to offer several graduate programs at the master's level.

The University is a member of the Association of American International Colleges and Universities (AAICU). The AAICU comprises a number of distinct, university-level institutions in Europe, the Middle East, Asia and Africa within the American system of higher education with its transferable course credits and semester units. Institutions that are members of this Association offer curricula which are cross-cultural in content and international in perspective. Haigazian University has cooperative agreements with the following institutions:

1. American University of Beirut
2. American College of Greece
3. American University in Cairo
4. Franklin College, Switzerland
5. Institute for American Universities
6. Lebanese American University
7. American International University in London, Richmond College
8. American University in Bulgaria
9. American University of Paris
10. John Cabot University, Italy
11. University of La Verne – Athens
12. Saint Louis University, Spain
13. American University of Armenia
14. American University of Sharjah
15. American University – Central Asia
16. Yerevan State University
17. Lebanese University

B. Vision

Haigazian University aspires to be the institution of choice for students of diverse backgrounds seeking a personalized, quality academic experience that prepares them to serve in their respective communities and society at large.

C. Mission

Inspired by the Armenian Evangelical heritage and following the American liberal arts educational model Haigazian University's mission is to promote academic excellence.

ACADEMIC EXCELLENCE

- The University promotes academic excellence and prepares its graduates to face 21st century challenges in a global context.
- The University provides quality, personalized education for undergraduate and graduate students. The curriculum incorporates critical thinking as well as knowledge and skills in the use of information technology, encouraging research and life-long learning.

VALUES, ETHICS, and LEADERSHIP

- The University creates an environment of trust, respect, and non-discrimination. It encourages cultural and religious diversity and promotes respect for the individual. Personal integrity and ethical conduct are integral values in all domains of its endeavors.
- Haigazian University emphasizes leadership development to its students in their fields, and in the broader communities that they serve.

HERITAGE & TRADITION

- As a Lebanese institution, the University's mission is informed by a variety of enriching traditions. With its roots in the Armenian Evangelical heritage, which promotes a harmony of faith and learning, and its Armenian Diaspora experience, which testifies to resilience and progress, the University strives to disseminate and promote knowledge about Armenian civilization and heritage.
- The life of the University reflects the rich, cosmopolitan, and pluralistic society of Lebanon. It promotes dialogue, harmony, and integration among all sectors of the Lebanese community.

D. Quality Assurance Policy

Quality is an essential component of the goals of every department and unit.

Quality is establishing specific performance standards and complying with them.

Quality is listening carefully to our students, faculty, and staff and responding to their expectations.

Quality is continuously updating and improving programs and course offerings.

Quality is introducing innovative programs of instruction.

THE UNIVERSITY GOVERNANCE AND ADMINISTRATION

A. Board of Trustees

Haigazian University (HU) is governed by a Board of Trustees (henceforth referred to as Board). The organizational structure and operating policies of the Board of Trustees are established by the Haigazian University Constitution and Bylaws. The essential functions of the Board shall be policy making, assurance of sound management and fiscal responsibility. The Board has initial and ultimate responsibility in determining

general, educational, financial and related policies deemed necessary for the administration and development of the University in accordance with its stated mission.

The Board of Trustees committee structure is that of an Executive Committee composed of the Chair of the Board, the Vice-Chair, the Secretary, the Treasurer and such other members of the Board of Trustees as deemed necessary. The President of the University shall be an *ex-officio* member of the Executive Committee. The Executive Committee may be empowered to act on behalf of the Board between sessions of the Board, except that the Executive Committee does not have the power to adopt, amend or repeal the bylaws or elect or remove its members.

The Board of Trustees meets twice a year. Usually issues come to the Board through the appropriate Standing Committee. The composition of each committee shall be determined by the Chair of the Board and subject to the approval of the majority of the Board. The President of the University and the Chair of the Board shall be *ex-officio* members of all standing committees.

Under the Bylaws governing the Board of Trustees of HU, the Board is empowered to create committees of the Board. Committee members may consist of Board and non-Board persons but the Chair of every Committee must be an HU Board Trustee. At its organizational meeting in October 1998 the Board created the following Committees.

1. Academic Affairs Committee
2. Development Committee
3. Evangelical Witness Committee
4. Finance Committee
5. Legal Affairs Committee
6. Real Estate Committee

In 2008, the Finance Committee became the Administration Committee which includes Finance and Human Resources.

The work of each Committee is vital to the success of HU's Board of Trustees. The day to day affairs of the University are in the hands of the Board's Executive Committee (consisting of Board members primarily from Lebanon). While it is anticipated that the full Board may not meet more than once or twice per year, it is expected that committees of the Board will function throughout the year and these committees, while reporting to the Board, will carry out the major functions of the Board's responsibilities.

B. Administrative Structure

The Administrative structure of Haigazian University is as follows: the President, the Provost, the Deans, the Registrar, the Comptroller, the Departmental Chairs and other Administrative Personnel. (Appendix 1: Haigazian University – Organization Chart 2014)

I. RESPONSIBILITIES

The biannual Haigazian University Catalog describes programs, courses, and major academic policies. It goes into effect on October 1 of the year it is published and contains academic calendars, tuition and fees, and program and course information for the two following academic year. It is a legally binding document by which students must abide. It also lists approved part-time faculty. Because of its importance, the catalog is quoted extensively throughout this handbook. Part-time faculty can see the catalog on the Haigazian website, where it is found under 'Current Students'.

A. Curriculum Vitae

Part-time faculty are responsible for maintaining an up-to-date curriculum vitae (or resume) with the appropriate department. Information in the catalog is dependent upon the timely reporting of degrees received by the faculty.

B. Faculty Policies and Practices

The following is a summary of some of the most important policies pertaining to Haigazian University faculty and practices expected of them. Because this is a summary, many of the policies are repeated and detailed further in other sections of this handbook.

Before being approved to teach: No part-time faculty member may teach a course before he/she has been approved to teach it by the appropriate academic department. To be considered for approval, a prospective part-time instructor must submit the following to the department chair: a teaching application, a curriculum vitae (or resume), three letters of recommendation, and transcripts showing the highest degree received and any other appropriate course work.

Before the course begins:

1. Submit a course syllabus to the faculty secretary. Use the template and sample provided in the appendices of this handbook. (Appendix 2: Syllabus Template; Appendix 3: Sample Syllabus)

First class meeting:

2. Provide each student with a copy of the course syllabus or show the syllabus using the Classroom Management System and fully explain policies on attendance, assignments, grades, academic honesty, schedules, examinations, writing standards, and deadlines both verbally and in writing. Post the syllabus on Classroom Management (HU's online course management system).
3. As in all other class sessions, meet the class for the full time scheduled. Absences by faculty will have a negative impact when they are considered for further teaching.

During the course:

4. The Carnegie Unit requires that for each semester unit, a class must meet for 15 contact hours (50 minutes of instruction and 10 minutes of break). Hence, a 3-semester-unit course should meet 45 contact hours; a 4-semester-unit course should meet for 60 contact hours. Dismissing classes early or starting classes late destroys our compliance with accreditation agency guidelines and short changes the student.
5. Keep appointed class meetings. Should your absence be necessary or unavoidable, arrange for an approved alternative or speaker. Substitutes and/or rescheduling must have the approval of the department chair or appropriate Dean.
6. Provide an atmosphere conducive to learning for traditional age and adult students.
7. Treat all students with respect for cultural, gender, and age diversity in a collaborative learning environment.
8. Provide adequate time outside of class to meet with students about course-related matters. Normally, this involves time just before and just after class sessions.
9. At the end of each semester students complete an online evaluation for each course. (Appendix 4: Course and Faculty Evaluation; Appendix 5: Lab. Course and Faculty Evaluation) Your chairperson will share the results with you.
10. Give the final examination on the date and time scheduled. For day and evening undergraduate courses the schedule is set by the Registrar and posted on the Portal. Exceptions require the approval of the appropriate dean. Instructors of graduate courses who wish to give a final exam arrange the time and place themselves.
11. Cooperate with full-time faculty, deans, and others who might visit to conduct a collegial review of the course.

12. Support and maintain all other educational standards, policies, and procedures of the Haigazian University. These are published in the Haigazian University Catalog. The majority of these are reprinted or summarized for your convenience in the handbook.

After the course ends:

13. Submit the final course grades no later than 2 working days (48 hours) after the exam. This is done by (a) posting the grades on the Portal and (b) sending the Dean a signed copy of the grades printed from the Portal.
14. Submit copies of any incomplete grade forms to the department chair. Clearly state the requirements that must be completed and deadlines that must be met by the student to receive a final grade. (Appendix 6: Change of Course Grade)
15. Submit the corrected exam papers with the grades to the department chair, who will keep them on file for two semesters.

Professional responsibilities:

16. Grading standards and methods of evaluation should be communicated in writing to the students through the course syllabus.
17. 90's are to be reserved for outstanding or exceptional student performance. Faculty are encouraged to use the full grading spectrum to evaluate student performance.
18. Papers assigned, where appropriate, should follow a mini-thesis format (i.e., cover page, table of contents, introduction/problem statement, literature review, conclusion). The Turabian style manual, American Psychological Association, or other department-approved manual should be used.
19. Spelling, syntax, grammar, and organization should be part of the evaluation of students' written work. Focus on process as well as outcome. Timeliness of completion is also important.
20. The course attendance policy should be written into the course syllabus, stating the number of allowable excused absences. HU encourages required class attendance.
21. All assigned work must be completed to receive a grade.
22. Missed exams and late assignments are to be pre-negotiated with the instructor or graded down in a manner stated in the syllabus.

Part-time faculty are expected to participate in annual workshops and other meetings designed for part-time faculty development and for dissemination of information. Upon invitation, part-time faculty are expected to attend an orientation session or benefit from faculty development meetings.

In addition, part-time faculty are encouraged to participate in policy-formulation meetings with their departments. HU offers opportunities for part-time faculty to become involved in the policy-making and governance process.

Part-time faculty are also invited to participate in the life of the University. Lectures, concerts, drama, ball games, and so forth are open to all the faculty.

C. Quality Management

All faculty are expected to participate in Quality Management as outlined elsewhere in this handbook.

II. GENERAL POLICIES

A. Academic Freedom at HU

1. The Purpose of Academic Freedom

The purpose of academic freedom at HU is to create an atmosphere that is conducive to:

- a. Research into and development of new thought.
- b. Examination of accepted doctrines.
- c. Defense of traditional views that have brought about the existing body of knowledge. Academic freedom nourishes an atmosphere in which faculty and students will feel encouraged to be intellectually honest, personally responsible for their own ideas and willing to express those dissenting views that question the teachings of authority or the thinking of the majority.

2. The Responsibility of the Academic Community

The atmosphere of academic freedom can be created only through the absence of deliberate pressures of any kind. It is the responsibility of the academic community:

- a. To protect the rights of those with opposing views.
- b. To encourage expression of opposing views.
- c. To provide a forum where opposing views can be expressed and be challenged by the majority. It is the responsibility of a mature academic community to allow opposing opinions to be expressed and challenged as a vehicle for the creation of new thought.

3. Collective Respect for Academic Freedom

Academic freedom provides for the pursuit of truth for the common good of society and is essential to a democratic way of life. Institutions of higher learning are established for the common good of the community. Academic freedom is not designed to further the interest of an individual, faculty member, student, political party or institution. To tamper with this freedom is to contribute to the destruction of the common good. Faculty and students must vigorously defend themselves from any loss of academic freedom.

4. Academic Freedom for the Faculty

- a. The faculty is entitled to full freedom in the classroom, subject to the concomitant right of the students to learn and of HU to expect professional responsibility and quality. It is an infringement of the rights of the students to be indoctrinated or to be imposed upon with material irrelevant to the subject matter and it is an infringement of the rights of HU for the faculty to compromise the academic quality of the course. The right of the faculty is to explore thought and theory and pursue the pre-suppositions and the consequences of personal conviction. The faculty is asked to be aware of local traditions, prejudices and biases as well as the transitional nature of the HU student population, which may include impressionable youths and mature adults.
- b. Faculty are entitled to full freedom of research, subject to adequate performance of other HU duties.
- c. A teacher, as a member of the faculty participating in the governance of the institution, is free to offer critical appraisal of matters related to governance by attempting to effect changes in policies, procedures and regulations through established procedures without fear of recrimination. Inasmuch as governance affects the academic pursuits of teaching and research, there is freedom at HU for the exchange of the greatest variety of viewpoints. The instructor is free to innovate or to structure new ideas into his/her course of studies, subject to those policy procedures and regulations.
- d. The faculty members are private citizens and are immune from censorship. This freedom, however, is qualified by faculty responsibilities as members of a learned profession and officers of an educational institution. Therefore, in a public forum, members of HU faculty have the responsibility to be accurate and knowledgeable about the topic that is being discussed. They should show respect for the opinions of others and should make every effort to indicate that the opinions expressed are their own and not those of HU.

5. Academic Freedom and Accountability

Freedom is an achievement and is not accomplished spontaneously. It is the fruit of conscious effort and vigilance and is the reward of those who struggle to fulfill their responsibilities. Academic freedom does not exist in isolation. It is related to the academic responsibilities that are assumed by those who join the faculty community. HU is aware of the difficulties inherent in structuring academic accountability. Nevertheless, academic freedom cannot leave a person unaccountable. Therefore, a faculty member is:

- a. Accountable for maintaining standards of intellectual honesty.
- b. Accountable to students, who have a right to learn.
- c. Accountable to his/her colleagues, who also have a right to undertake free inquiry and to expect a contribution of scholarship.
- d. Accountable to HU, which has a right to expect professional quality.

Academic freedom leaves HU free to decide which students to admit, what to teach, how to teach, what academic standards to maintain, what lines of research to pursue and whom to employ as faculty members.

These decisions are based on professional judgments and are not to be determined by external influences.

The decision-making bodies of HU therefore are to be conscious of the values of academic freedom when deciding on curriculum, the hiring of faculty and the designing of programs.

The need for an atmosphere of free inquiry necessitates that changes in curricula, faculty and programs should not be refused only because they are controversial or because they do not conform.

6. Academic Freedom for Students

Students have the right to learn and share academic freedom with the faculty. Students have the right to inquire into all topics that emerge as controversial without having to fear recrimination or persecution. Academic freedom may be violated by an instructor presenting only one interpretation or a single point of view or creating unfair influences. Students who have dissenting points of view have the right to express their opinion. All points of view must be taken seriously and be offered a forum for discussion and challenge.

7. Abuses of Academic Freedom

Academic freedom is concerned with the sphere of thought and not with the sphere of action. It is when action, even the logical consequences of thought, interferes with the academic freedom enjoyed by others that such freedom is violated. Abuse of academic freedom may be the result of administrative intervention or it may be occasioned by faculty or students who dissent and who refuse to be challenged in an open forum. Differences of opinion are expected, respected and discussed in an open forum.

B. Classroom rights and responsibilities

The rights and responsibilities of students and instructors in the classroom are described in two passages:

1. Classroom Rights and Privileges: Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on the basis of informed opinion.
2. Classroom Conduct: Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated when determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect towards an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining the standards of academic performance established for each course in which he or she is enrolled.

C. Faculty Evaluation Policy

1. HU Understanding of Faculty Evaluation

HU seeks to provide and maintain an environment conducive to professional and personal development for the faculty as well as for the students. It is the responsibility of the HU community to encourage excellence and individuality in teaching performance, professional growth and service to HU. It is the right of all faculty members to expect from each other competence, scholarship and service. Evaluation processes should complement and facilitate the professional growth of each faculty member.

2. Evaluation as a Shared Responsibility

HU recognizes the need to formalize assessment of performance and scholarship. Verifiable and accurate data are necessary for objective decision-making in cases of reappointment, promotion and dismissal. HU is also aware of the difficulties inherent in assessing performance in the professions of teaching and scholarship. There is a balance to be found between an assessment that is an instrument for professional development and an assessment that fosters empty conformity, weakens individuality and threatens academic freedom. (Appendix 7: Guidelines for Collegial Review of Instructor/Course; Appendix 8: Class Observation Form; Appendix 4: Course and Faculty Evaluation; Appendix 5: Lab Course and Faculty Evaluation)

3. Criteria for Evaluation

The responsibility for the recommendation of reappointment or non-reappointment belongs to the Faculty Dean and President. The Dean reviews and evaluates the status of each member of the part-time faculty and makes a recommendation to the President, who gives final approval.

Criteria must be used with reasonable flexibility, balancing strengths and weaknesses and allowing for individuality while not losing sight of the need for good quality service. The long-term vitality and durability of HU will be directly related to how HU succeeds in evaluating its faculty in a way that is an invitation to continual development.

D. Student Behavior

The use or possession of alcoholic beverages, illegal drugs, explosives, firearms, and other dangerous substances is prohibited on HU property except by authorized personnel. Smoking is prohibited in all University buildings.

The University reserves the right to dismiss any student without financial refund, if the student fails to abide by HU regulations, or when such action is deemed to be in the best interests of HU or the student.

E. Student Responsibilities

1. University Catalog:

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted even if a student pleads ignorance of policies or procedures. Although academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is admitted and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation, provided the departmental chair approves and the student complies with all requirements of the later catalog. New catalogs take effect on October 1 of the year published.

2. Class Attendance

Regular class attendance is expected of each student. Individual instructors are responsible for clarifying the policy of the University in the first session of the semester. The University allows students to miss a maximum of 6 class periods during a 3-credit course that meets three times a week, and 4 class periods during a 3-credit course that meets twice a week. The instructor has the right to limit the number of missed periods to less than 6 or 4, but he/she may not permit more. If a student misses sessions he/she will be warned by the instructor with a Notification of Excessive Absences (available on the HU website under 'Faculty/Staff', 'Academic Forms'). If the student misses more sessions than allowed by the instructor, then, his/her grade in the course will be recorded as XF and credit will not be given for the course.

Students should never assume that classes are dismissed or the University closed by relying on information other than official administrative notices.

The University allows no make-up examinations, except when the student presents an excuse to the instructor which the instructor finds acceptable.

Absence from final examinations is permissible only for a cause beyond the student's control. Normally, permission for such an absence must be secured in advance of the time of the examination. The instructor will assume responsibility for dealing with such requests.

Students who are absent from final examinations because of illness must present a medical report to the instructor before the grades for the semester are reported in order to be eligible to take a make-up examination. The grade for a student missing a final examination will be reported by the instructor as XF. This grade may be changed to either I or a numerical grade within ten days of the end of the examination period, if the student petitions to the Academic Standing Committee providing a medical report or any other supportive evidence required to justify the absence.

3. Academic Honesty

Plagiarism is the passing on of the ideas of others without acknowledgment or change. It involves the taking of personal credit for work done by others, (cheating) or citing literature without mentioning the source, the author and the year. Even when the information is completely paraphrased, one still needs to acknowledge the original source. Since Plagiarism is an ethical academic offence, any evidence of it shall entail a failing grade and eventual dismissal from the University.

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

- a. All tests, term papers, oral and written assignments, and recitations are to be the work of the student presenting the material.
- b. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
- c. Deliberately supplying material to a student for purposes of plagiarism is also culpable.

A faculty member who has proof that academic honesty has been violated may take appropriate disciplinary action, including not granting credit for the course. If a faculty member has reason to suspect academic dishonesty but is unable to prove it, he/she may require additional and/or revised work from the student. A faculty member shall bring to the attention of the Dean all violations of academic honesty. The Dean may place on probation, suspend, or expel any student who violates the academic honesty policy.

4. Behavior Standards

The use or possession of alcoholic beverages, illegal drugs, explosives, fireworks, and other dangerous substances is prohibited on HU property except by authorized personnel.

Smoking is prohibited in all of the areas within the University campus, both indoors and outdoors.

F. Tips for Preventing Plagiarism

- Inform students of HU policy on plagiarism.
- Make your policy on cheating clear, both in your syllabus and verbally before the examination.
- Monitor the exam. Whispering, wandering eyes, and secret crib sheets account for most instances of cheating.
- Spread the students out in the room, if possible. Make it hard for wandering eyes to see.
- Use alternate forms of examinations. Even scrambling the same questions in a different order on different forms of the test plays havoc with cheating.
- Personally take attendance. Make sure the right person is taking the exam (not a substitute outsider). Also, with the attendance recorded, no student can skip class and then claim that you lost his/her exam.
- Supply the students with needed scratch paper; don't let them use their own
- Try writing open-book examinations or examinations to which students can bring a specified amount of materials.
- Secure your examinations, grade book, and grade sheets.
- Make your policy on plagiarism clear, both in your syllabus and verbally in discussing your assignments.
- Submit all papers to Turnitin. (HU has an account. Contact the IT department for information.)
- Assign topics that require new research or topics that are carefully structured to discourage the use of borrowed, purchased, or plagiarized papers.
- Explain proper citations and insist upon them.
- Require students to submit a rough draft of their papers when they submit the final products.
- Ask to see sources and/or orally examine students on their papers/sources if your suspicion is aroused.
- Provide deadlines for progress submission (e.g., title, short list of sources, rough draft, etc.) and make students abide by it.

G. Sexual and Racial Harassment

1. Statement of Policy

HU is committed to establishing an environment free of harassment for students, faculty and staff as well as outsiders visiting or dealing with the University. Consequently, sexual or racial harassment of HU students, employees, visitors and/or contractors is unacceptable and will not be tolerated. Harassment means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Sexual Harassment is a deliberate or repeated behavior of a sexual nature that is not welcome. Sexual Harassment is defined by its impact on the victim, not by the intent or lack of intent of the harasser.

No person visiting, dealing with, employed by or attending HU shall behave toward a visitor, contractor, employee or student of the university in any of the ways outlined in a, b, c, d, or e, below, and no person in a position of authority at HU (e.g. management, faculty) shall allow a visitor, contractor, employee, or student to behave toward a visitor, contractor, employee or student of the university whether or not of the same status as him/her in any of the ways outlined below:

- a. Make or threaten to make sexual favors a basis for the use of one's status or position to bring about decisions or assessments affecting a visitor's, contractor's, employee's or student's welfare.
- b. Agree to or offer to trade sexual favors for the use of one's status or position to bring about favorable decisions or assessments affecting a visitor's, contractor's, employee's or students' welfare.
- c. Make sexual advances, requests for sexual favors, or physical contacts commonly understood to be of a sexual nature if:
 - i. The conduct is unwanted by the person(s) to whom it is directed.
 - ii. The actor knew or a reasonable person could clearly have understood that the conduct was unwanted.

- d. Repeatedly address or direct sexual gestures or sexually, ethnic or racially explicit comments, or gender- or race-related epithets concerning a specific person(s) to a visitor(s), contractor(s), employee(s), or student(s) if the gestures, comments, or epithets:
 - i. Are commonly considered by persons of a particular sex, sexual preference or race to be demeaning to that sex, sexual preference, ethnicity or race.
 - ii. Either:
 - The conduct is unwanted by the person(s) to whom it is directed.
 - The actor knew or a reasonable person could clearly have understood that the conduct was unwanted.
- e. Display visual materials, alter visual materials displayed by others or make statements if:
 - i. Such displays, alterations or statements are commonly considered by persons of a particular race, ethnicity, sex or sexual preference to be demeaning to members of that group
 - ii. The person making the display, alteration or statement had previously been asked not to engage in such conduct or conduct of substantially the same kind.
 - iii. The display, alteration or statement either:
 - Seriously interferes with the work or learning of an employee(s) or student(s) or
 - Makes the work or study environment hostile, intimidating or demeaning to persons of a particular race, ethnicity, sex or sexual preference.

2. Actions Against Sexual and Racial Harassment

- a. Complaints of sexual, racial or ethnic harassment will be investigated. Where evidence indicates a violation of the above principles, disciplinary actions or sanctions will occur through academic or administrative procedures as appropriate.
- b. Any person who feels that he/she is a victim of harassment or who becomes aware of a situation where harassment has occurred must report the matter to the Department Head, Director, Supervisor, the Head of the Personnel Department or the Student Affairs Officer as may be appropriate in each case.
- c. Persons to whom the harassment has been reported shall investigate and endeavor to resolve the harassment claim in a discreet manner.
- d. Failing resolution of the matter, the complaint will be promptly referred to the President who will appoint an ad-hoc Committee on Harassment. This committee will conduct all further investigation in a confidential and discreet manner.

Where evidence indicates a violation of this policy, any or all of the following measures may be taken against the offender(s) depending on their status or relationship with the University:

- i. Disciplinary action up to and including termination.
- ii. Sanctions, financial and other.
- iii. Expulsion or suspension.
- iv. Termination of contract with the University.
- v. Withdrawal of permission to enter University premises.
- vi. University blacklisting of offender (applicable in future University tenders, acceptances, recommendations etc.).
- vii. Any other measure deemed appropriate.

3. Instructional Setting and Expressive Behavior

A faculty member's expressive behavior in an instructional setting shall be governed by the following definitions and rules:

a. Definitions for purposes:

- i. An "instructional setting" is a situation in which a member of the faculty is communicating with a student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip and in a faculty member's office.
- ii. "Expressive behavior" is conduct in an instructional setting through which a faculty member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements and assignments of a visual or written nature.

b. Protected Expressive Behavior:

- i. A faculty member's selection of instructional materials is protected unless the Dean finds that the faculty member's claim that the materials are germane to the subject of the course is clearly unreasonable.
- ii. If a faculty member claims that the expressive behavior constituted an opinion or statement germane to the subject matter of the course in which the behavior occurred, the behavior shall not be a basis for adverse action unless the Dean finds that the faculty member's claim is clearly unreasonable. Expressive behavior described in (c.ii) below shall not be considered an opinion or statement germane to the subject matter of the course.
- iii. A faculty member's choice of techniques to accomplish an educational objective is protected unless the Dean finds clearly unreasonable the faculty member's claim that the objective cannot be accomplished as effectively by techniques less likely to cause harm of the kind described in (c.i) below. If a technique falls within the prohibition of (c.ii) below, the faculty member's claim shall be found to be clearly unreasonable.

c. Unprotected Expressive Behavior

- i. A faculty member's expressive behavior in an instructional setting may be basis for sanctions if any claims that the behavior is protected under subsections b.i, b.ii, have been rejected, and:
 - i. The behavior is commonly considered by persons of a particular sex, sexual preference, ethnicity or race to be demeaning to members of that group.
 - ii. The person engaging in such conduct has previously been asked to not engage in such conduct or conduct of substantially the same kind
- ii. The conduct either:
 - i. Seriously interferes with the academic work of a student(s) in the course or
 - ii. Makes the instructional setting hostile, intimidating, or demeaning to students of a particular sex, sexual preference, ethnicity or race.

d. In addition, a faculty member is subject to sanctions if:

In addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually or ethically or racially explicit comments or gender or race related epithets to refer to a student(s) in the course and if the gestures, comments or epithets:

- a. Are commonly considered by people of a specific sex, sexual preference, ethnic, or race to be demeaning to that sex, sexual preference, certain ethnic background or race.

- b. Either:
 - i. Seriously interferes with the learning or other academic performance of the student(s) to whom the faculty member referred or
 - ii. Makes the instructional setting hostile or intimidating or demeaning to persons of that sex, sexual preference, particular ethnicity or race.
- e. **The University strongly discourages and disapproves** of amorous relationships between any teacher, any manager, or any student advisor of the institution and any student or employee for whom he or she has or may have professional responsibility.

Such relationships have the effect of undermining the atmosphere of trust on which the educational or work process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinates there is always an element of power. It is incumbent on those with authority not to abuse, or seem to abuse, the power with which they are entrusted.

Those who teach, supervise or advise are cautioned that any romantic relationship with a student or employee makes them liable for formal action if a complaint is initiated by that student or employee or by a third party who feels negatively affected by that relationship.

Even when both parties have consented to the development of such a relationship, it is the teacher, supervisor or advisor who, by virtue of his or her special responsibility, will be held accountable.

In a personal relationship between a teacher/advisor and a student – or between a supervisor and a worker – for whom there is no current professional responsibility, the teacher/advisor or supervisor should be sensitive to the possibility that he or she may unexpectedly be placed in a position of responsibility for the student's or worker's instruction or supervision in the future.

Relationships between teacher/advisor and student, and supervisor and worker, are always fundamentally asymmetric in nature.

The ethical codes for most professional associations forbid professional-client sexual relationships. The teacher-student relationship is synonymous to the professional-client relationship.

The respect and trust accorded a teacher/advisor by a student, as well as the power exercised by the teacher/advisor in giving praise or blame, grades, recommendations for further study and future employment greatly diminish the student's actual freedom of choice.

A teacher/advisor who enters into a sexual relationship with a student, or a supervisor who does so with an employee, must realize that if a charge of sexual harassment is subsequently lodged it will be exceedingly difficult to prove immunity on grounds of mutual consent.

H. Privacy Rights

No one outside HU may have access to, nor will HU disclose, any information from a student's educational record without the written consent of the student. Exceptions are HU personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons in an emergency seeking to protect the health or safety of the student or other persons. Within the HU community, only members acting in the students' educational interest, individually or collectively, are allowed access to student educational records. These members include personnel from the offices of the President, the Provost, the Dean, the Chief Financial Officer, the Registrar, Financial Aid, Admissions, and Academic Advising, as well as academic personnel within the limitations of their need to know.

I. Substance Abuse

The basic Haigazian University substance abuse policy is contained in the Behavior Standards Section of the HU catalog: "The use or possession of alcoholic beverages, illegal drugs, explosives, firearms, fireworks, and other dangerous substances is prohibited on HU property except by authorized personnel".

1. Substance abuse policy: Haigazian University is committed to providing a safe, healthy productive work environment for all its employees. The University strives to maintain a workplace free from the illegal use, possession, or distribution of drugs and alcohol. Unlawful manufacture, possession, dispensation, sale, offer to sell, purchase, and/or use of controlled substances or alcohol on the University campus is prohibited. As a condition of employment, all employees of the University (this includes faculty, staff, and student employees) are required to follow this policy. An employee who is convicted (including a plea of *nolo contendere* [no contest]) of a criminal drug statute violation occurring in the workplace must, within five (5) days after the conviction, notify the President's office. Persons who are not employees of the University, but who perform work for its benefit (such as contractors and their employees, temporary employees provided by agencies) are required to comply with this policy. Violation of this policy is likely to result in being barred from the workplace even for a first offense.
2. Sanctions: The University will impose sanctions on individuals and/or organizations who violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. Penalties can include termination from the University and referral for the most serious violations of the law and this policy. For example, an employee found to be selling controlled substances will be subject to discipline up to and including discharge from the University. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the employee might incur.

J. Marketing and Publicity

The University is responsible for producing all promotional materials: brochures, flyers, print, new releases, social media pages, and more. Part-time instructors may not produce any promotional materials or contact the media to publicize courses or programs. Furthermore, the University prohibits the use of the University's name or logo or that of any university department, school, or any other part of the University for any unauthorized or commercial purposes.

At the same time, the University welcomes suggestions and recommendations from part-time faculty in this area as in others. Part-time faculty may have access to or be able to identify helpful mailing lists or recommend magazines and newsletters that might accept a press release or registration announcement.

K. Recording Class Sessions

Material presented in HU programs may not be recorded or reproduced in any form for commercial use without permission of the University. Recordings for personal use may be made only with the instructor's permission. This regulation applies to students and the general public, as well as to news media personnel. In certain circumstances HU may reserve the right to prohibit any form of recording altogether.

L. Compensation

Part-time instructors are paid on a per-course basis according to a compensation schedule tied to highest earned degree and number of years taught at the University. Normally, part-time faculty are paid in installments, at the end of each month (Fall Semester- 5 installments, Spring Semester- 4 installments, Summer Session- 2 installments). Directed and independent study payments are given after the grades have been submitted and the semester is over.

III. EXAMINATION AND GRADING

A. Undergraduate

Haigazian University operates on a semester basis. First semester examinations are given in February, and second semester examinations are given in June. Class attendance is mandatory in order to receive academic credit. The maximum grade is 100, and the minimum grade is 40. The passing grade is 60. (see HU catalog p. 48)

B. Graduate

The grading policy for graduate students is based on the assumption that the minimum grade for acceptable and satisfactory performance in graduate study is 80. Haigazian University operates on a semester basis. First semester examinations are given in February, and second semester examinations are given in June. Class attendance is mandatory in order to receive academic credit. The minimum grade is 55, and the passing grade is 70. (see HU catalog p. 239)

C. Final Grades Policy

Grades submitted to the Registrar by the instructor are final and official. By policy a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade. The Registrar is authorized to accept an adjusted grade only when all of the following conditions are met:

1. The student applies to the instructor for a re-evaluation within four weeks after the student grade report was posted;
2. The instructor concludes by re-evaluation that the original grade issued was in error based on the work completed at the time that the original grade was issued; and
3. The revised grade is officially reported by the instructor to the Registrar as a result of re-evaluation within a reasonable time after the grade report was posted. (Appendix 6: Change of Course Grade)
4. A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after the student grade reports were posted. Subsequently, appeal may be made to the appropriate dean. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the Dean.

A student may elect to repeat a HU course for the purpose of improving a grade. The student must enroll in the same HU course and is expected to repeat it in its entirety. When a course is repeated, the original course, grade, and semester hours remain on the transcript, but are appropriately marked and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted.

D. Grade Sheets and Incomplete Grades

1. Grades must be submitted no later than 2 working days (48 hours) after the exam. This is done by (a) posting the grades on the Portal and (b) sending the Dean a signed copy of the grades printed from the Portal.
2. For students with incomplete grades, complete the form 'Record of Incomplete Grade' (available at www.haigazian.edu.lb under 'Faculty/Staff', 'Academic Forms'.) Submit a copy to the department chair and a copy to the Registrar. Clearly state the requirements that must be completed and deadlines that must be met by the student to receive a final grade.

IV. OTHER ACADEMIC POLICIES

A. Textbooks

Part-time instructors are to use the departmentally approved textbook(s) for each class they teach. Some departments have provided a short list of books for each course from which to choose. Check with the department chair for a course outline and textbook list. Textbook orders should be submitted eight weeks prior to the start of the semester. Book requests should specify author, title, edition, publisher, and ISBN as well as whether a study guide or instructor's materials are needed. If a desk copy is wanted, it needs to be ordered separately as directed by the department.

B. First Class Meeting

The University expects faculty to come prepared to begin teaching at the very first class meeting. Classes should meet for the full period of time scheduled.

At the first class meeting faculty should describe the course objectives and requirements for satisfactory completion of the course (number of papers, examinations, grading standards and percentages of each activity, etc.) HU requires that faculty provide a syllabus to students which outlines the course, including topics to be covered, the date these topics will be discussed, types and dates of examinations, grading policies, required and recommended books and readings and a phone number where the instructor can be reached, if possible.

C. Course Outline and Course Syllabus

The University defines the "course outline" as the essentials of the course. It has been prepared by the department for use by all faculty teaching the course no matter where they are teaching or whether they are full-time or part-time. The course outline is available from the Dean or departmental chair. Each individual teaching the course is expected to draft his/her syllabus from the outline and submit a copy of the syllabus to the Faculty Secretary before the semester begins and to the departmental chairperson.

Every Course Outline contains the following:

- a. Course title and designation
- b. Course description
- c. Prerequisites
- d. Learning objectives and outcomes
- e. Course content

The individual Course Syllabus contains all of the items on the course outline as well as:

- Location and schedule of course
- Instructor contact information
- Reading and other assignments (dates and pages)
- A schedule of meetings, activities, assignments, deadlines, and exams.
- Course policies and class rules (including attendance, conduct, and academic honesty)

The course outline for each course can be obtained from the department office. A syllabus template and sample syllabus are in the appendices of this handbook. (Appendix 2: Syllabus Template; Appendix 3: Sample Syllabus)

D. Classroom Management System

HU's online system for managing courses (Classroom Management System) is accessed through the University website. Your class list is posted on the system. You can use the system for posting documents, announcements, assignments, and grades as well as for holding discussions. Students can submit their assignments through the system.

E. Attendance

The University encourages faculty to require class attendance. The syllabus for each course should specify the course attendance policy, including penalties for absences. HU's general policy as stated in the catalog is reprinted on page 10 of this handbook.

F. Standards for Written Work

Papers assigned, where appropriate, should follow a mini-thesis format (i.e., cover page, table of contents, introduction/problem statement, literature review, conclusion). The Turabian Style manual, American Psychological Association, or other department-approved manual should be used. Spelling, syntax, grammar, and organization should be part of the evaluation of students' written work. So should the process as well as the outcome. Timeliness of completion is also important. The grading standards, methods of evaluation, and deadlines should be communicated in writing through the course syllabus.

G. Class Schedule

Faculty are required to hold every class session as scheduled for the full time scheduled. Starting classes late, dismissing classes early, or allowing excessive or long breaks puts the University out of compliance with accreditation guidelines. The Carnegie Unit, the accepted national standard, requires that for each semester unit a class meet for 15 contact hours (50 minutes of instruction and 10 minutes of break time). Hence, a 3-credit course of one semester should meet 45 contact hours.

Part-time faculty may not make changes in day, time, or location of the scheduled classes without prior approval of the department chair and Registrar. If a temporary change in time or location is planned (such as for a field trip), this requires prior notification of the department chair.

If you are to be absent during a scheduled class session, please notify the department chair at the earliest possible time prior to the scheduled class session and arrange for a make-up session. (Appendix 9: Faculty Absence Form)

If you plan to have a guest instructor, please notify the department chair.

H. Teaching Strategies

As William Cowper wrote, "Variety's the very spice of life, That give it all its flavour." Some of the many ways that spice can be productively added to University classes are listed below. Lecture and textbooks will still be the backbone of most courses, but variety in presenting material will not only keep student attention, but, when skillfully used, will further the education process better than lecturing. Of course, variety for the sake of variety does not education make: the material presented must promote the goals of the course. The list includes successful methodologies from many fields; no course or even academic field can use them all. Variety is important: relying too heavily on one of these methodologies can become as tedious as doing nothing but lecturing. Be creative and do not be afraid to experiment.

- a. *Small group discussion with reports.* Break the class up to discuss the issues at hand; ask them to discuss and let them report on their conclusions.

- b. *Presentations by students and groups.* Assign report topics ahead of time and require students to report individually or in groups.
- c. *Simulations.* There are many simulations available.
- d. *Role playing activities.* Let your students try on the shoes of homeless people or historical figures or business executives.
- e. *Slide presentations.* PowerPoint presentations are useful for providing an outline of the lesson.
- f. *Documentary films and videos.* Many videos are available through the Barsumian Library.
- g. *Feature films.* Some films might be appropriate depending upon the class.
- h. *Case studies.* Can provide real-life situations in any field.
- i. *Class discussions.* Turn the lecture into a discussion.
- j. *Panel discussions.* Let different students take different sides of the issue.
- k. *Solving homework problems.* Work out some of the homework problems (or take-home exam questions) in class so that everyone can learn how to arrive at the answer.
- l. *Working out other problems at the board.* Doing sample problems before they are assigned or tested will help the students and give some idea of what they do not yet understand.
- m. *Outside speakers.* Let someone else give an angle on the subject.
- n. *Field trips.* Give the students hands-on experience in the field.

I. Field Trips

The University supports appropriate field trips, but trips scheduled outside the course's normal class hours need to be carefully planned so that students can attend without missing other classes. Trips should be announced in the instructor's syllabus so that students can arrange their schedules to attend. The department chair should be notified of classes which do not meet as scheduled.

J. Make-up Classes

Courses are scheduled to conform to HU's academic policy of a minimum of 15 contact hours for each semester unit of credit, and faculty are required to adhere to scheduled meeting times. Sometimes, however, a deviation in the schedule is necessary. The department chair should be contacted immediately when such a deviation is anticipated. Faculty may not change the official schedule without prior approval of the department chair as appropriate.

The most common reasons for rescheduling a class and the University's policies for handling each of them are as follows:

- a. *Illness or Emergency.* Given advanced notice, it may be possible to cover the scheduled class with an appropriate substitute (perhaps recommended by the instructor). If the class is not held, the lost time must be rescheduled by the instructor with the concurrence of the students.
- b. *Schedule Conflict.* A class that does not meet because of the instructor's inability to be present will be rescheduled in accordance with the prior agreement reached between the instructor and the department chair with the concurrence of the students.
- c. *University Holiday.* Instructors are responsible for discussing make-up arrangements with the department chair prior to the end of the first week of classes. It is especially important to arrange a make-up session for courses that meet only once a week.

K. Annual Calendar

The annual calendar for all HU programs is available on the home page of the HU website. Holiday periods are noted.

L. Withdrawal from Courses

Students are allowed to withdraw from a course with the grade W not later than the twelfth week from the beginning of the semester. No student is allowed to withdraw from any course more than once, nor to reduce his/her number of credits below 12. Withdrawal from English Communication Skills courses, i.e. English 101-102, 201-202, is not allowed.

A student wishing to withdraw from a course must fill in a Withdrawal Form, have it approved by his/her advisor, and submit it to the Registrar's Office. A student who stops attending a course without withdrawing officially will be given the grade XF (equal to 40) for the course.

M. Guidelines for Copying Written Copyrighted Materials

Listed below are guidelines to provide direction on photocopying of [written] copyrighted materials for teaching. Under the "fair use" provision of the USA Copyright Act 1976, you are permitted to photocopy and distribute portions of copyrighted works for educational use without securing permission from the owner or paying royalties. The law in this area is quite general, however, and it is important that the conditions listed below be met.

Teachers may reproduce copyrighted works for classroom use under the following guidelines determining "fair use":

1. One copy for a teacher may be made of a book chapter; article from a periodical or newspaper; short story, short essay, or short poem; a chart, diagram, cartoon or picture from a book, periodical, or newspaper.
2. One copy per student in the course may be made by or for the instructor if it meets the tests of:
 - i. Brevity: a complete poem of less than 250 words or an excerpt from a longer poem of not more than 250 words; either a complete piece of less than 2500 words or an excerpt from any prose work of not more than 2500 words; one chart, diagram, drawing, cartoon, or picture per book or per periodical issue.
 - ii. Spontaneity: the instructor may make such copies if there is insufficient time to contact the copyright holder for permission under the circumstances.
 - iii. Cumulative Effect: except for news periodicals or newspapers, the guidelines limit the number of times these copies can be made during a class term.
3. Consumable materials such as test sheets, answer booklets, and workbooks may not be copied.
4. Copying is not permitted to create anthologies or similar collections of materials from a variety of copyrighted works.

If the material in question does not meet these tests, there is another way to legally reproduce copyrighted material: obtain permission from the copyright holder. In most cases a letter to the copyright holder is necessary. In the letter the instructor should include the title, author, and edition of the materials, the number of copies to be made, the page numbers to be reproduced, the intended use of the material, the method of distribution (classroom, etc.), whether the material is to be sold, and the method of re-printing (~~ditto~~, photocopying, etc.)

Additionally, the following guidelines define unrestricted works:

- i. Anyone may reproduce without restriction works that entered the public domain. Any work published in the U.S. before January 1, 1978 entered the public domain if it were published without a copyright notice.
- ii. Anyone may reproduce without constraint published works whose copyrights have expired. All U.S. copyrights dated earlier than 75 years ago have expired. Copyrights dated later than that may also have expired because the initial period of copyright protection prior to 1978 is 28 years if there is no renewal.
- iii. U.S. Government Publications may be reproduced freely because they are not copyrightable

N. Acceptable Use Policy for I.T.

This section defines an Acceptable Use Policy for internet, e-mail and network resource usage, in order to ensure that faculty/staff at Haigazian University share a common understanding with regard to appropriate use of Information Technology.

The purpose of this policy is to provide a set of guidelines with regard to resource use within the University environment and to provide a Best Practices Guide. Use of I.T. resources must be consistent with the University's goals.

General Computing Policies

As a responsible members of the Haigazian University community, faculty and staff are expected to act in accordance with the following general guidelines based on common sense, common decency and civility applied to the networked computing environment.

a. E-mail use Policy

Members of Haigazian University are encouraged to use electronic mail, or e-mail, for Haigazian related activities in order to enhance productivity through the efficient exchange of information, research and public service and to promote a paperless environment. Users of e-mail are expected to behave in an ethical and responsible manner.

- Messages sent through electronic mail should meet the same standards as those of the written word as they are considered to be equivalent.
- Faculty/staff should identify themselves clearly and accurately in all electronic communications. Concealing or misrepresenting one's name or affiliation in order to dissociate oneself from responsibility for one's actions is never appropriate.
- Users should be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.
- E-mail and other network resources may not be used for personal business purposes or for personal financial gain.

b. Internet use Policy

Use of the Internet is a privilege and not a right; therefore, inappropriate use will result in a cancellation of that privilege. Appropriate uses include:

- Research
- Communications
- Completion of tasks

Transmission of any material in violation of Haigazian University regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material considered confidential, private or secret.

Access and viewing of indecent or explicit sites on the Internet is strictly prohibited and will result in disciplinary action.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data belonging to another user, using another user's identification and password to damage the system or the destruction of computer equipment. This also includes the uploading or creation of computer viruses.

Unauthorized Duplication of Software

Unauthorized duplication of software constitutes copyright infringement regardless of whether it is done for sale, free distribution or the copiers' own use.

Haigazian University has invested effort and money to ensure that all software used on University provided PCs is fully licensed, and it is in violation of University policy to install unauthorized software on University PCs or to duplicate software for personal or any other use.

Network use Policy

1. Faculty/Staff members are expected to promote efficient use of network resources consistent with the University goals.
2. Exchange of data using any external media (CDs, USB memory, zip drives, etc.) from outside of the University is prohibited in order to avoid virus infestation at Haigazian University. In the case of an absolute need to use external media, they should first be verified and cleared with the IT department.
3. Faculty/Staff members should avoid wasteful and disruptive practices, such as sending chain letters, broadcast messages or unwanted material.
4. Faculty/Staff members are expected to abide by the security restrictions on all systems and information to which they have access.
5. Faculty/Staff members are expected to make use of available network resources. Every effort should be made to promote a paperless office via the publishing of documents on the network, e-mail of internal memos and other communications, instead of printing them out, whenever this is possible.
6. Messages that are internal to the University and/or confidential should be distributed to the concerned personnel only. Forwarding to locations or individuals outside University premises is prohibited.
7. Conduct which involves the use of information resources to violate a Haigazian University policy or regulation, or to violate another user's rights, is a serious abuse. The perpetrator is subject to limitation of his/her privileges and appropriate disciplinary action.

Summary

1. Intentional abuse of computing resources; interference with the operation of computing resources; interference with the work of others; violation of confidentiality, copyrights or license agreements and intentional waste of computer resources is strictly prohibited.
2. Actions which attempt to circumvent prescribed channels for obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections or placement of computer resources is prohibited.
4. Modifying any system configuration, startup files or applications without the explicit permission of the IT Department is prohibited.
5. Informing the IT Department of improperly working equipment or software so that computing resources can be better maintained for efficient availability is highly encouraged.
6. Using computing resources for individual or commercial purposes is prohibited.
7. Faculty/Staff may not use or download privately owned computer software without informing the IT Department.
8. Under no circumstances shall users of Haigazian University exhibit or disseminate obscene materials on University property using personal computers.
9. Faculty/Staff shall comply with all applicable software license agreements and contracts and honor all applicable copyrights.

The Information Technology (IT) Department is responsible for the efficient use of systems according to this policy. Where issues arise, the Information Technology Manager will determine whether an action is appropriate or not. In case of breach of policies user accounts may be denied, revoked or suspended. In addition, disciplinary measures may be taken against the offender.

Users are strongly advised not to reveal their user password to anyone. Users may be implicated in the actions of others if their User ID is used while infractions are committed. Providing computer access to others by lending one's User ID and password is prohibited.

V. PART-TIME FACULTY RANKS, QUALIFICATIONS, APPOINTMENT AND REAPPOINTMENT

A. Ranks and Qualifications

1. Academic Ranks for Part-Time Faculty

Part-time faculty members are those with whom HU contracts each semester to teach one or more courses and who are paid for their services by the credit hours they teach.

- a. **Instructor**: Part-time faculty who currently do not hold an academic position at another university will be given the title of Instructor.
- b. **Lecturer**: The title of Lecturer shall be granted to academically qualified individuals who currently do not hold an academic position at another university and who are employed on a part-time basis to teach at the University. Lecturers are normally required to have a Ph.D. with no teaching experience.
- c. **Senior Lecturer**: The title of Senior Lecturer may be given to part-time faculty members who have completed their higher education (Ph.D.) and who are considered to be equivalent in their qualifications to an Associate Professor or Full Professor. This title will be granted by the Dean in compliance with the policy on appointment of part-time faculty.

The salary and conditions of every part-time appointment, as well as any subsequent modifications or special understandings, are stated in writing and are in the possession of both HU and the faculty member. Part-time faculty members are contracted for a specified purpose and for a limited period of time. The maximum load that a part-time faculty member can teach is a load of up to 9 credits per semester. HU has no obligation to renew contracts for part-time faculty members.

Part-time faculty are paid on a per course/credit hours basis according to a compensation schedule tied to highest earned degree and number of years taught at the University. Normally, part-time faculty members are paid in equal installments, at the end of each month. The last installment shall be released **only** after the grades have been submitted, the clearance form completed, and the semester is over.

2. Special, Honorary and Temporary Appointments

- a. **Adjunct Faculty**: Adjunct professorships are granted to part-time faculty who currently hold an academic position at another university but occasionally teach at HU. Such appointments shall be made by the Deans after receiving the final approval from the President.
- b. **Visiting Faculty**: Visiting Faculty in each of the above stated ranks shall be required to have similar qualifications.

B. Part-time Faculty Appointments: Procedures

Article B.1

The selection process for the appointment of part-time faculty is the responsibility of the Departmental Chair and is identical to the procedure that governs the hiring of full-time faculty.

Article B.2

After the approval of the budget by the Board of Trustees, the number of part-time faculty for a particular semester is determined. Recommendations for appointment are made to the Dean by the Departmental Chair or Coordinator. Once part-time faculty members are chosen, the Deans present the entire list of part-timers to the President for approval.

Article B.3

Efforts are made to provide part-time faculty an office with a desktop for advising services.

Article B.4

It is the responsibility of the Dean and the Departmental Chair to establish a system of evaluation of the part-time faculty members so that the accumulation of information might assist HU in making informed decisions for renewal or non-renewal of part-time contracts of a particular instructor.

Article B.5

The Dean completes the file on the individual faculty member, reviews the information and makes a recommendation to the Academic Cabinet. The file will include:

- a. An up-to-date resume, including a description of the relationship of the faculty member with HU as well the most recent evaluations by HU.
- b. A report and evaluation by the Departmental Chair as well as a letter of recommendation or non-recommendation. (Appendix 34: Letter of Reappointment/Non-reappointment of Faculty by Departmental Chairperson)
- c. An evaluation by the Dean as well as a letter of recommendation. (Appendix 35: Dean's Recommendation for Reappointment/Non-reappointment of Faculty)
- d. Student evaluations of the faculty member.
- e. Evaluation reports from faculty colleagues.

Article B.6

The Department Chair submits a report at the conclusion of each semester to the Dean regarding part-time faculty who fall below acceptable academic standards.

Article B.7

Grievances on the part of part-time faculty members are handled by the same committees and procedures as for full-time faculty members.

Article B.8

All appointments for teaching in the Summer session/semester are considered as part-time appointments, including those of regular full-time faculty members. The remuneration will be according to the scale in effect during the preceding academic year for part-time faculty.

C. Special, Honorary and Temporary Appointments

Article C.1

Adjunct Professor

The academic department initiates the recommendation for bestowal of the title Adjunct Professor on part-time faculty who meet the criteria of the President and the Dean. The recommendation is made to the Dean by the Departmental Chair accompanied by the instructor's file. This file should contain student evaluations, a resume, and a list of courses (including dates) taught at HU. The Dean has the authority to approve or disapprove the recommendation. Decisions by the Dean may be appealed to the Academic Cabinet, whose deliberations and recommendations will be advisory to the President. The title Adjunct Professor is a courtesy and does not affect any other personnel policies such as salary or rehiring rights.

Appointments for Adjunct Professors who meet the requirements of full-time assignments and who teach at least half-time is initiated by the President or the Dean and must receive the approval of the departmental faculty members and written acceptance of the appointment by the individual. Appointments shall be reviewed annually by the parties concerned.

Article C.2

Lecturer

Appointment of a non full-time lecturer may be initiated by the Dean and must receive the approval of the President.

Article C.3

Visiting Lecturer

Appointment is normally initiated by the President or the Dean and is made upon the approval of the academic department involved.

Article C.4

Visiting Professor

Appointment is normally initiated by the academic department and must receive the approval of the Dean and the President. Appointment is reviewed annually.

Article C.5

- a. Notification of all appointments shall be made by the Dean to the HU President, who, after the approval of the Board of Trustees, notifies the person of the appointment and terms of appointment. The President (or his/her delegate) shall have the responsibility of keeping official records of all appointments so they will appear as desired in official publications.
- b. The President shall also have the responsibility of requesting that the Dean review those appointments which are subject to annual review for the purpose of determining retention and/or new appointments. The President will provide the Dean with a list of current appointments in time to make the review.

D. Appointments and Reappointments

Contractual relationships in institutions of higher learning are regulated by the Lebanese Code of Obligations and Contracts and, in matters not covered by said Code, by regulations and policies which the University establishes in due course of operations.

1. HU seeks faculty members whose academic qualifications complement the needs of existing faculty members. Persons who are hired must be in agreement with the stated “purpose” of the University. Academic credentials constitute the basis of employment.
2. The terms and conditions of every appointment, as well as any subsequent modifications or special understandings, will be stated in writing and be in the possession of both HU and the instructor before the appointment is consummated. (Appendix 10: Part-time Faculty Letter of Appointment; Appendix 11: Letter of Reappointment/Non-Reappointment of Faculty by Departmental Chairperson; Appendix 12: Dean’s Recommendation for Reappointment/Non-Reappointment of Faculty; Appendix 13: Notice of Non-Reappointment for Faculty on Probation)
3. Part-time faculty contract personnel shall be hired at an hourly rate established in accordance with the average salary of the related grade and based on their training, experience and an assessment of their ability by the Chair and the Dean. Part-time faculty members are not eligible for indemnity or severance pay benefits and shall be appointed for only one semester or term at a time.
4. Adjunct Faculty shall be appointed with an official letter and contracted every semester based on their teaching load. Compensation shall be at an hourly rate established in accordance with their training, experience and an assessment of their ability by the Chair and the Dean. Adjunct faculty members are not eligible for indemnity or severance benefits and do not receive any compensation when not teaching.
5. The appointment of Visiting Faculty shall not extend beyond two years of service. Appointment extensions beyond the two years remain at the discretion of the President.

VI. QUALITY ASSURANCE FOR PART-TIME FACULTY

A. General Policy on Quality Assurance for Faculty

All faculty scheduled to teach at HU are approved by the appropriate academic department. An application with adequate documentation is submitted when approval is being considered. (Appendix 14: Faculty Application)

In order to be considered for teaching at HU, an individual must have academic training in the subject matter as well as research and/or experience in the field. In addition, applicants must show evidence of, or potential for, quality teaching.

Generally, the academic training required for teaching a course at HU is the appropriate doctorate in the general field with a sub-field in the specific area of the course. In selected instances individuals who have master’s degrees in the field with specific course work in the subject matter of the course to be taught may be approved to teach part-time.

B. Official Records of Faculty Approval

Policy on Official Records of Faculty Approval

Official records of faculty are maintained in the faculty members’ personnel files by the HR Office.

1. Departmental Chairs are granted access to faculty members' personnel file documents related to full-time and part-time instructors who teach for the department. These documents are restricted to resumes, transcripts, letters of recommendation and student evaluations.
2. The Dean's office keeps a copy of the official records of faculty approval. The Dean also has the authority to access faculty members' files related to hiring, promotion, salary, benefits, degree completion, completion of other education requirements, other information upon which employment decisions are based and documents required.

C. Instructor Reviews

Policy on Instructor Reviews

The classes of HU part-time faculty are visited on a systematic, periodic basis by regular members of the HU faculty. In general, visits are made by full-time faculty. New part-time faculty are usually reviewed in their first term of teaching; faculty who receive poor student evaluations are reviewed as soon as possible after receiving the poor evaluations. Part-time faculty and full-time faculty are reviewed regularly, the reviews being conducted by departmental chairs and the appropriate Dean. (Appendix 7: Guidelines for Collegial Review of Instructor/Course; Appendix 8: Class Observation Form)

Procedures for Reviews of Part-time Faculty

1. The Dean is responsible for seeing that at least one class session of all new part-time faculty is visited during their first term teaching at HU.
2. The Dean is also responsible for seeing that one or two class sessions of part-time faculty with poor student evaluations are visited during the first term that the instructor teaches after receiving the poor evaluation.
3. The Dean may delegate this responsibility to the Departmental Chairs.
4. The collegial visitors should observe the part-timer's teaching style, check to see that what he/she is teaching addresses the requirements for the course, make sure that the reading materials are appropriate and make other observations pertinent to the course teaching utilizing the Guidelines for Collegial Review of Instructor/Course (Appendix 7) and Class Observation Form (Appendix 8).
5. The collegial visitors are to report their observations to the Departmental Chair and to the Dean in writing.
6. The Dean is responsible for making appropriate responses to these reports and for sending a copy of each report, along with the Dean's follow-up actions, to the President.

D. Scheduling

1. General Policy on Scheduling

No HU schedule should list a course or an instructor unless the course has been approved and the instructor has been approved to teach the course.

No HU instructor, part-time or full-time, may be scheduled to teach more than a maximum number of courses during the normal academic year (September through June).

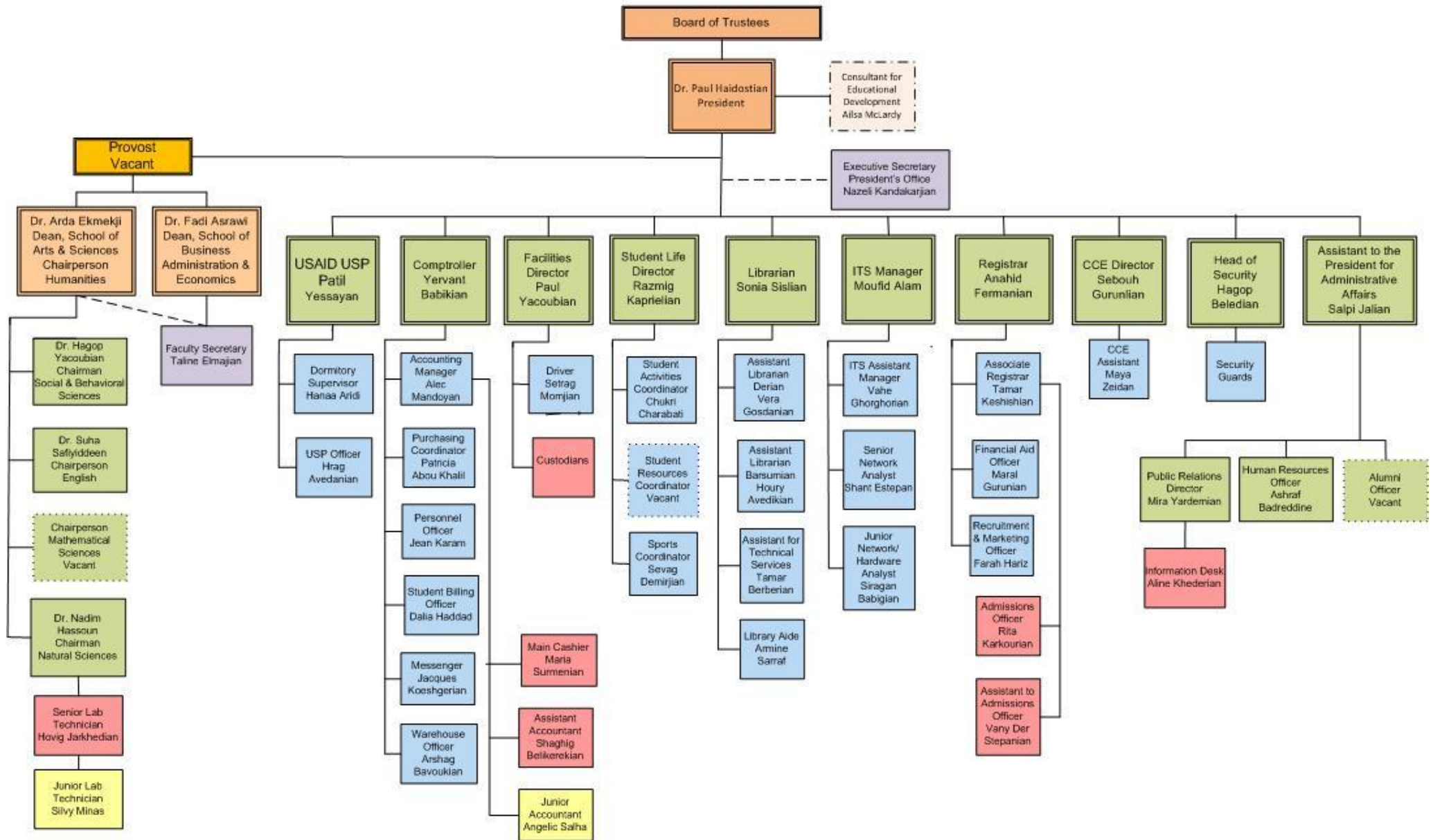
Departments are responsible for developing three-year course sequencing plans so that all courses necessary for graduation are available to students on a timely, predictable basis.

2. Policy on Teaching Overloads and Monitoring Schedules for Teaching Overloads:

Part-time faculty, on campus, may not teach more than a total of 9 credits (3 courses) during the same period. For this purpose "course" is defined as three or four semester hours of undergraduate teaching or three semester hours of graduate teaching. It is the responsibility of the Dean to monitor course schedules to see that no instructor is scheduled for more than these maximums in any academic year.

APPENDICES

Appendix 1
HAIGAZIAN UNIVERSITY
ORGANIZATION CHART 2015





Appendix 2

HAIGAZIAN UNIVERSITY SYLLABUS TEMPLATE

HAIGAZIAN UNIVERSITY
Faculty of
Department of

Course Syllabus

Title of course
Abbreviation & no. of course

Semester & year
No. of credits

Instructor:
Office:
Campus Tel. Ext.:
Email: (*your HU email*)
Office Hours:

Class Location:
Class Time:

COURSE DESCRIPTION *From the HU catalog*

PREREQUISITES & PREPARATION
Prerequisite courses:
This course requires prior knowledge of

LEARNING OBJECTIVES & OUTCOMES

At the end of the course, students will be able to:

1. Define
2. List
3. Describe
4. Select
5. Use
6. Demonstrate
7. Compare and contrast
8. Distinguish
9. Evaluate
10. Judge
11. Design
12. Develop

COURSE REQUIREMENTS & COMPONENTS

Required Materials:

Recommended Readings & Websites:

Course Format:

Exams:

COURSE CONTENT

Dates	Topics	Readings/ Activities	Tests, Assignments, & Due Dates

Descriptions (*of assignments & tests*)

ASSESSMENT & EVALUATION/IMPORTANT DATES

Assignment/test/other	Dates	Percentage

COURSE POLICIES & CLASS RULES

Attendance, Conduct, & Academic Honesty: Refer to HU Catalog pp. 32-33

Late-work Policy:

Field Work/Internship: (*where applicable*)

Classroom Management System:



Appendix 3

HAIGAZIAN UNIVERSITY SAMPLE SYLLABUS

HAIGAZIAN UNIVERSITY

Faculty of Social and Behavioral Sciences Department of Psychology

Course Syllabus

Psychology of Everyday Life PSY 101

Fall Semester 2013-2014

3 credits

Instructor: Ms. Xxxx Zzzzz

Office: HER 777

Campus Tel.: Ext. 555

Email: Xxxx.Zzzzz@haigazian.edu.lb

Office Hours: MWF and TTh 1:00-2:00 p.m.

Class Location: MEH 207

Class Time: MWF 9:00-9:50

COURSE DESCRIPTION (*Copied from catalog*)

This course is a general overview of basic subject matter in psychology. It covers psychological principles and findings as they apply to everyday life, in topics of direct relation to everyday life, such as. perception, motivation, emotions, learning, stress, self-esteem, and social behavior. The approach is hands on, small projects.

PREREQUISITES & PREPARATION

Prerequisite courses: None

This course requires no special prior knowledge or skills.

LEARNING OBJECTIVES & OUTCOMES

Remember:

- To check HU's learning goals for all students – catalog p. 56
- To write learning objectives and outcomes in these 3 categories:
 - Knowledge: (What will the student know? – knowledge, understanding, intellectual skills)
 - Skills: (What will the student be able to do? – practical and transferable skills)
 - Attitudes: (What will the student be like? – behavior and attitudes)

At the end of the course, students will be able to:

1. Define psychology as a social science
2. Describe the historical development of psychology.

3. Outline the main concepts and applications of psychology
4. Discuss the complexity of behavior and the multiplicity of the factors influencing it
5. Demonstrate objectivity and critical thinking
6. Name the major research methods used in psychology.
7. Demonstrate familiarity with the knowledge base in major content areas of psychology such as perception, motivation, learning, memory, stress and coping, common psychological disorders and social psychology.
8. List at least eight careers for people with a degree in psychology
9. Compare and contrast some major learning theories.
10. Explain a particular behavior in terms of given theories.
11. Demonstrate a positive attitude towards psychological inquiry.
12. Show awareness of ethical issues in psychological research.
13. Demonstrate the ability to work effectively in a team.
14. Make an effective PowerPoint presentation about a relevant text or article.

COURSE REQUIREMENTS & COMPONENTS

Required Materials:

Textbook: David G. Myers (2011) *Psychology in Everyday Life*. New York: Worth Publishers

Recommended Readings and Websites:

1. *Scientific American* (magazine articles) <http://www.scientificamerican.com/psychology>
2. *Psychology Today* (articles) <http://www.psychologytoday.com/>
3. <http://www.xxxxxxxxxxxxxxx>
4. <http://www.xxxxxxxxxxxxxxx>
5. <http://www.xxxxxxxxxxxxxxx>
6. <http://www.xxxxxxxxxxxxxxx>

Course Format:

Student participation is central to this course. The main instructional strategies will be interactive lecturing and discussions. There will also be case studies, a group project, and written papers. There will be assignments.

Exams:

There will be 2 tests and a final exam. See below for details.

COURSE CONTENT

Dates	Topics	Readings/ Activities	Tests, Assignments, & Due Dates
Sept. 23, 25, 27	Psychology as a science	Book title & chapter or pages	
Sept. 30, Oct. 2, 4	The nature and nurture of behavior	Book title & chapter or pages; Video	
Oct. 7, 9, 11	The nature and nurture of behavior Research methods in Psychology	Article title & URL	
Oct. 14, 18	Research methods in Psychology	Article title & URL	TEST 1 Oct. 18
Oct. 21, 23, 25	Perception	Book title & chapter or pages; Guest lecturer	

Oct. 28, 30 Nov. 1	Perception	Etc.	Written Assignment Oct. 30
Nov. 6, 8	Motivation		
Nov. 11, 15	Motivation Learning		
Nov. 18, 20	Learning		
Nov. 25, 27, 29	Memory		
Dec. 2, 4, 6	Memory		TEST 2 Dec. 4
Dec. 9, 11, 13	Stress and health psychology		
Dec. 16, 18, 20	Stress and health psychology Social Psychology		
Dec. 23	Social Psychology		
Jan. 8, 10	Social Psychology		
Jan. 15, 17	Common Psychological disorders		Presentations
Jan. 20, 22, 24	Common Psychological disorders Revision		Presentations

Descriptions:

Test 1 will cover all material presented in class and in the readings up to October 18.

Written Assignment: All students will be required to complete a short written assignment. Students will be assigned a psychological article that they will read, summarize, and critically evaluate. Papers will be graded for both content and mechanics.

Test 2 will cover all material presented in class and in the readings from October 18 till December 4.

Presentation & Discussion: Students will be divided into small groups. Each pair of students will be assigned a topic from the course content. Each team of students will prepare a brief PowerPoint presentation summarizing the content of the topic or presenting a relevant text/article. Presenters should prepare several discussion questions to present to the class and subsequently lead the in-class discussion that follows. While the exact distribution of labor is up to the team, each member of the team should play an active part in each presentation, either presenting some part of the topic or leading the discussion.

The **final exam** will cover the entire course, material presented in class and in the readings.

ASSESSMENT & EVALUATION/IMPORTANT DATES

	Dates	Percentage
Test #1	October 18	15% or 20% *
Written assignment	October 30	20%
Test #2	December 4	15% or 20 % *
Presentation & discussion	January 13-24	10%

Attendance & participation		5%
Final exam	As scheduled by the university	30%

* Tests #1 and #2: 20% to the higher grade; 15% to the lower grade

COURSE POLICIES & CLASS RULES

Attendance:

The maximum number of absences is in accord with university regulations. (“The University allows students to miss **a maximum of 6 class periods during a 3-credit course that meets three times a week**, and 4 class periods during a 3-credit course that meets twice a week. If a student misses sessions he/she will be warned by the instructor with a Notification of Excessive Absences.”) You are strongly advised not to miss a single session. Your presence and participation in class enrich the learning experience for all of us.

Conduct:

Students are expected to arrive in class punctually and to show a respectful attitude at all times. No eating or drinking in class is allowed, and mobile phones must be turned off.

Academic Honesty:

Each student is responsible for performing academic tasks in such a way that honesty is NOT in question.

On pages 32-33 of the Haigazian University Catalog, rules of conduct concerning academic honesty are stated. They are applied in this course.

Plagiarism:

Plagiarism is committed when you take personal credit for work done by someone else, be it your friend, a classmate, or an author’s publication, hard copy or electronic. In citing any information from the literature, you need to provide an accurate reference, fully acknowledging the source, the author, and the year. Even when the information is completely rephrased in your own words, you still need to acknowledge the original source.

Late-work Policy:

Assignments will be accepted only on the assigned due date. (*modify according to your policy*)

Field Work/Internship: (*where applicable*)

Students in this course are expected to carry out x hours of field work. This will be discussed in class.

Classroom Management System:

‘Classroom Management’ is Haigazian’s online course management system. You need to check your courses regularly as course materials, assignments, and announcements are posted on it.

To access ‘Classroom Management’:

- On campus: <http://intranetportal:8081/Pages/default.aspx>
- Off campus: <http://www.haigazian.edu.lb/intranetportal:8081/Pages/default.aspx>
- On the HU website: ‘My HU’ then ‘Classroom Management’

Extra Sessions: (*in case you expect to be absent, e.g. for a conference*)

The course instructor will be absent for a conference; thus, there will be extra sessions. Dates and times will be discussed in class.

TIPS FOR DOING WELL IN PSYCHOLOGY 101 (*Optional*)

Suggestions: Self-management skills, time to spend out of class, specific study strategies, how to do well on assignments, common misconceptions and mistakes.



Appendix 4

HAIGAZIAN UNIVERSITY COURSE AND FACULTY EVALUATION

Course #

Course Title

Section

Instructor

Semester

Year

Total Number of Students

Total Number of Respondents

% of Respondents

Code # 1 Disagree Strongly, 2 Disagree, 3 Neutral, 4 Agree, 5 Agree Strongly

EVALUATION OF COURSE

	1	2	3	4	5	Av	Mode	S
1. This course is well organized. (Topics fit together)								
2. The aims and ideas in the course are clear								
3. The textbook and other reading materials are helpful for understanding the course (the content and the way they are written)								
4. The edition of the textbook is up to date								

Av:

Mod:

S:

EVALUATION OF TEACHER

	1	2	3	4	5	Av	Mode	S
1. The teacher has a solid knowledge of the material (content) in this course								
2. The teacher has the ability to pass on the content of the course to the student								
3. The teacher has the ability to get students interested in the subject								
4. The teacher uses a variety of teaching methods								
5. The teacher uses a variety of teaching aids								
6. Students respect this teacher								
7. The teacher speaks well and clearly								
8. The teacher has a positive attitude towards students								
9. The teacher is always available during posted office hours								
10. The teacher is dependable and on time								
11. The teacher explains the grading and evaluation system and applies it fairly								
12. The teacher corrects tests, on paper or in class, in a way that helps students								

Av:

Mod:

S:

Code # 1 Disagree Strongly, 2 Disagree, 3 Neutral, 4 Agree, 5 Agree Strongly

Av:

Mod:

S:

EVALUATION OF LEARNING

	1	2	3	4	5	Av	Mod	S
1. I gained a lot of knowledge from this course								
2. I developed thinking skills and/or practical skills in this course								
3. I felt involved in the classroom								
4. I feel I want to learn more about this subject								

Av:

Mod:

S:

COMMENTS/REFLECTIONS/SUGGESTIONS

You may want to comment, reflect on, or make suggestions about specific issues such as:

Course

What specific content was of great use to you?

What was your least favorite aspect of this course? Why?

How helpful and effective were the assignments/activities you did in class?

Instructor

List specific things your professor did that helped you learn in this course.

List specific things that your professor did that interfered with your learning in this course.

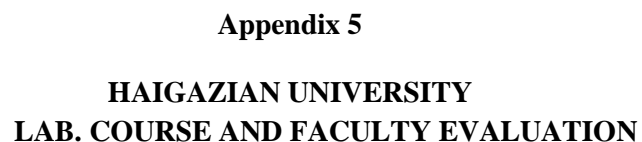
What should the instructor do to improve the course? Provide specific suggestions.

You as a Learner

How did the course meet or not meet your expectations?

What were the challenges you faced in this course?

What would you do differently if you had a chance to take this course all over again?



HAIGAZIAN UNIVERSITY
LAB. COURSE AND FACULTY EVALUATION

Year

Instructor

% of Respondents

EVALUATION OF LAB. COURSE

Av: **Mod:** **S:**

Av: **Mod:** **S:**

Code # 11 Disagree Strongly, 12 Disagree, 13 Neutral, 14 Agree, 15 Agree Strongly

EVALUATION OF TEACHER

	1	2	3	4	5	Av	Mode	S
1. The teacher has a solid knowledge of the material (content) in this course								
2. The teacher has the ability to pass on the content of the course to the student								
3. The teacher has the ability to get students interested in the subject								
4. The teacher uses a variety of teaching methods								
5. The teacher uses a variety of teaching aids								
6. Students respect this teacher								
7. The teacher speaks well and clearly								
8. The teacher has a positive attitude towards students								
9. The teacher is always available during posted office hours								
10. The teacher is dependable and on time								
11. The teacher explains the grading and evaluation system and applies it fairly								
12. The teacher corrects tests, on paper or in class, in a way that helps students								

Av:

Mod:

S:

EVALUATION OF LEARNING

	11	12	13	14	15	Av	Mode	S
1. I gained a lot of knowledge from this course								
2. I developed thinking skills and/or practical skills in this course								
3. I felt involved in the classroom								
4. I feel I want to learn more about this subject								

Av:

Mod:

S:

COMMENTS/REFLECTIONS/SUGGESTIONS

You may want to comment, reflect on, or make suggestions about specific issues such as:

Course

What specific content was of great use to you?

What was your least favorite aspect of this course? Why?

How helpful and effective were the assignments/activities you did in class?

Instructor

List specific things your professor did that helped you learn in this course.

List specific things that your professor did that interfered with your learning in this course.

What should the instructor do to improve the course? Provide specific suggestions.

You as a Learner

How did the course meet or not meet your expectations?

What were the challenges you faced in this course?

What would you do differently if you had a chance to take this course all over again?



Appendix 6

HAIGAZIAN UNIVERSITY CHANGE OF COURSE GRADE

Semester: _____ Date: _____

Course name & no.: _____

Instructor: _____

Student name: _____ Student ID: _____

Grade on portal: _____ New grade requested: _____

REASON AND SUPPORTING EVIDENCE FOR CHANGE OF GRADE:

1. Letter explaining why grade needs to be changed
2. Copy of student's grades and average until Final Exam
3. Copy of Final Exam

SIGNATURES NEEDED:

Instructor of Course: _____

Chair of Department: _____

Dean: _____

Date of Request: _____

Appendix 7

HAIGAZIAN UNIVERSITY GUIDELINES FOR COLLEGIAL REVIEW OF INSTRUCTOR/COURSE

Evaluation is one of the most critical and significant academic functions that any institution can perform. Trying to understand whether a course has mattered or not is the starting point of all program planning and development. This important evaluation function by on-campus faculty or experienced part-time faculty serves as a strong link in insuring the quality of university offerings wherever they are and letting students and faculty know that they are part of the total educational program at HU. We are, therefore, very grateful for your participation with us in endeavoring to evaluate our courses and instructors.

You are aware of the date and time of the review as well as the scheduled hours of the class, and, if you are the reviewer, you have been provided with the instructor's resume and course outline along with the number of students enrolled in the class. The report form (Appendix 25: Class Observation Form) provides a series of questions to be evaluated as well as space for comments, suggestions, and recommendations.

If you are the instructor, we would like you to inform the class of the impending review and introduce the reviewer when he or she arrives. In the introduction we hope you will say something about the purpose and importance of quality reviews in education and other fields.

The principal purpose of this review is to assess the instructor's teaching effectiveness and to insure that the contents of the course are appropriate. New instructors are viewed within their first year of teaching with HU, and all instructors are reviewed on a selective, random basis. Being selected for a review, therefore, does not imply that anything is wrong; it is only part of the systematic quality assurance process. At the same time, reviewers are urged to be honest and thorough in their evaluations.

In conducting the review, the reviewer should try to be as unobtrusive as possible. The ideal would be to observe without being seen or heard. The class must continue as usual, both to get an accurate picture of its conduct and to allow the academic process to proceed. Reviewers may wish to chat with students or with the instructor without the other hearing, but this should only be done before class, on breaks, or after class. Arrangements for such interviews should be made in advance by the reviewer through the program director or by calling the Departmental Chair.

After the review date and time has been confirmed, we encourage reviewer and instructor to contact each other by telephone to clarify the expectations in the minds of both parties as well as to make any additional arrangements for the visit. Such contact always makes reviews run more smoothly and produce more reliable results.

If you need additional information, please feel free to call the office of the Dean.

Again, thank you for your help.



Appendix 8

HAIGAZIAN UNIVERSITY CLASS OBSERVATION FORM

Faculty member observed: _____ Date: _____

Course: _____ Class location: _____

Length of visit: _____ to _____ No. of students enrolled: _____ No. present : _____

N.B. Before the observation: (1) the observed faculty member states the goals of the lesson to be observed and (2) the observer and observed discuss any disagreements about the meanings of the questions below.

Performance Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I. Knowledge of subject matter (Answer only if colleague is of same Department)					
1. The level of the material is appropriate for the course and students.					
2. The lesson's content is relevant to the course objectives/outcomes.					
3. The instructor emphasizes a conceptual grasp of the material.					
4. The instructor shows mastery of the content.					
II. Organization & clarity of presentation					
5. New material is linked to previously learned concepts.					
6. Major and minor points are differentiated.					
7. The sequence of the content is logical.					
8. The most important ideas are summarized.					
9. New terms and concepts are clearly defined.					
10. Examples/illustrations of difficult ideas are given.					
11. Visuals are used and handouts given.					
12. The instructor's speaking voice is clear and understandable.					
III. Teaching strategies					
13. The instructor uses active learning techniques.					
14. The teaching methods are appropriate for the lesson's goals.					
15. The students discuss or apply concepts during class.					
16. The instructor keeps any discussion focused.					
IV. Answering & asking questions					
17. Student questions are welcomed and responded to effectively.					
18. Students seem comfortable asking questions.					
19. The instructor asks questions periodically.					
20. Questions require analytical thinking.					
21. Enough time is allowed for students to respond to questions.					
22. The instructor repeats answers to questions in a clear manner.					
V. Teacher-student rapport					
23. The instructor maintains eye contact with students.					
24. The instructor moves around the room at times.					
25. The instructor shows respect to student questions and comments.					
26. Students are attentive and involved during most of the lesson.					
27. Students take notes when appropriate.					
28. Student behavior indicates respect for the instructor.					
29. There is informal interaction between instructor and students before and after class.					
30. Class starts and ends on time.					

Comments, suggestions, and recommendations (*Please write on back of page*):

Name of observer: _____ Signature: _____



Appendix 9

HAIGAZIAN UNIVERSITY FACULTY ABSENCE FORM

In the case of a short absence of one to two days due to sudden illness or emergency, the faculty member should inform his/her chair of department, as well as the faculty secretary and make arrangements for make-up sessions upon return.

Name of Faculty Member: _____

Date(s) of Absence: _____

Reason for Absence: _____

Details of Make-up Session(s):

No. of course missed	No. of sessions missed	Location	Date & Time of Make-up Session(s)	Suggested Substitute Name & Tel.

Signature of Faculty Member

Signature of Chairperson

Signature of Dean

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* Failure to submit this form to the Dean's Office will result in an automatic salary deduction at the end of the semester.

Appendix 10

HAIGAZIAN UNIVERSITY

PART-TIME FACULTY LETTER OF APPOINTMENT

To:

Date:

1. You are hereby appointed _____ for the _____ semester of the academic year _____. Your assignment for this period is _____ (plus related laboratory responsibilities), making a total (or equivalent) of _____ hours during the semester.
2. You are expected to have one office hour for each three credit hour course to attend to student guidance and to be available for departmental and administration meetings when called for.
3. Your remuneration will be at the hourly rate of LL _____ making a total of LL _____ for the semester, less any deduction required by law, provided that your responsibilities to the University under this agreement will be totally discharged and in which case the above remuneration will be considered as full compensation for any and all services to be performed by you.
4. You will receive the above remuneration in _____ monthly installments, not later than the last day of each month, beginning with the month of _____. You may also cash your salary from the bank, upon presentation of suitable identification.
5. The appointee acknowledges the right of the University to alter the above terms of remuneration should the full number of hours not be taught.
6. It is understood and agreed that you will not be entitled to receive from the University any fringe benefits or compensation other than the remuneration stated above.
7. Since Part-time faculty are contracted for a specific purpose and for a limited period of time, this Institution has no obligation to renew contracts for part-time faculty members. Therefore, this appointment will automatically terminate at the end of the stated period. This provision constitutes sufficient notice to this effect.
8. If the appointee is a citizen of a country other than Lebanon, this appointment is subject to the granting and extension of a work permit to the appointee by the Lebanese government.
9. It is expressly agreed and understood that the Laws of Lebanon shall constitute the law controlling the interpretation of this agreement and shall govern and be followed in the construction of its provisions and shall also fix the rights and obligations between the appointee and the University in conjunction with the rules and regulations of the University as may be amended from time to time. Furthermore, all the rights and obligations arising out of this agreement shall be subject exclusively to the jurisdiction of the courts of Beirut.
10. This agreement is valid for the term indicated except that (a) if the continued operation of the Institution or the honoring of its obligations becomes impossible because of force majeure or other causes beyond the control of the University, the University may terminate this appointment without further liability; (b) if the University terminates this appointment for cause, the appointee will be required to vacate the position immediately and will have no further financial claims on the University.

11. In accepting this appointment the appointee agrees to abide by all the Rules and Regulations of this Institution, as amended from time to time, and the applicable Laws of Lebanon. For a more complete statement of the policies underlying this contract, the appointee should consult the Faculty Handbook, as amended from time to time.

President

Date

I have read the terms of this contract and agree to accept them in full. (Return one signed copy to the President's Office without delay).

Appointee's Signature



Appendix 11

HAIGAZIAN UNIVERSITY

LETTER OF REAPPOINTMENT/NON-REAPPOINTMENT OF FACULTY BY DEPARTMENTAL CHAIRPERSON (To be sent to Dean)

Date: _____

I hereby recommend the reappointment/non-reappointment of _____

as a faculty member in the Department of _____

In the case of reappointment: I recommend reappointment for _____ years.

This decision is based on the criteria specified in the HU Faculty Personnel Policies and Procedures, pp. 30-31 and 53-55):

Article A.4 (p. 53)

The evaluation of teaching effectiveness for reappointment, third year review or promotion will be based upon:

- a. Classroom visits by the Dean.
- b. Classroom visits by Peer Review Committee.
- c. A review of course syllabi and examinations by the Dean and Departmental Chair.
- d. Student evaluations.
- e. Evaluations by the Dean and other members of affiliated departments.
- f. Administrative evaluation of office hours, availability on campus and committee participation.
- g. Self-evaluations.

Signature of Chairperson



Appendix 12

HAIGAZIAN UNIVERSITY

DEAN'S RECOMMENDATION FOR REAPPOINTMENT/NON-REAPPOINTMENT OF FACULTY (To be sent to President)

Date: _____

I hereby recommend the reappointment/non-reappointment of _____

as a faculty member in the Department of _____

This recommendation is based on materials presented by the Chairperson of the Department /
Coordinator of the Business major/emphasis.

Special terms or conditions: _____

Signature of Dean



Appendix 13

HAIGAZIAN UNIVERSITY

NOTICE OF NON-REAPPOINTMENT FOR FACULTY ON PROBATION

Date: _____

Name of faculty member: _____

Status: Part-time _____ Full-time _____

This is to inform you that your appointment as an instructor in the Department of _____
_____ will not be renewed.

Signature of Dean

.....
Faculty Personnel Policies and Procedures, p. 31:

Non-reappointments

5. The right of due process offers the individual faculty member the opportunity to appeal personnel decisions.
6. At the request of the faculty member reasons for non-reappointment due to insufficient merit will be stated in writing. If the matter is appealed, reasons will be stated in writing by the Dean and forwarded to the Academic Cabinet and to the faculty member.

Appendix 14

HAIGAZIAN UNIVERSITY
FACULTY APPLICATION



HAIGAZIAN UNIVERSITY
جامعة هايكازيان
ՀԱՅԿԱԶԳԵԱՆ ՀԱՄԱԼՍԱՐԱՆ

FACULTY APPLICATION



Haigazian University

P.O. Box: 11-1748

Riad El Solh 1107 2090

Beirut, Lebanon

Phone: (01) 349 230/1, (-1) 353 010/1/2

Photograph

Answer all questions

Please type or print clearly

If more space is needed, attach additional sheets

Submit the application with all required documents to:

arts.sciences@haigazian.edu.lb

or Business.economics@haigazian.edu.lb

Application Checklist

- ☐ A copy of ID
- ☐ A copy of all diplomas
- ☐ A recent photograph
- ☐ Curriculum vitae
- ☐ Work permit (for foreign part-timers)
- ☐ Judicial Record (for Lebanese)

1. Personal information

Name: _____
(Last) (First)

Birth date: _____ Nationality/ies: _____

Mailing address
Number/street _____ City _____ P.O. Box _____

Email: _____

Telephone numbers:

Home () Mobile () Work () Fax ()

2. Family

☐ Single ☐ Married Name of spouse _____

Name of child	Birth Date

3. Work

Type of employment applied for: subject _____ ☐ Full-time ☐ Part-time

Do you have any limitation(s) that would prevent or restrict you from performing any of the duties of the position for which you applied? ☐ Yes ☐ No

If yes, explain _____

4. Education/training

Name and location of accredited colleges, universities, or other training institutions attended	Dates attended	Degree or diploma earned	Semester units completed	Major subject

5. Work experience

Teaching or other educational experience

Name of institution	City	Position	Part time	Full time	From/to	Name of supervisor	Telephone number
							()
							()
							()
							()
							()

Other work experience

Name of institution	City	Position	Part time	Full time	From/to	Name of supervisor	Telephone number
							()
							()
							()
							()
							()

May we contact your current and/or previous employer(s) regarding your qualifications and/or work performance?

Current: ☐ Yes ☐ No

Previous: ☐ Yes ☐ No

(If yes, I waive any right to hold the above parties responsible for claims, causes of action or judgment which may occur as a result of such reference check.)

Please indicate the salary rate for your current or last position \$ _____ per _____

6. Publications

List the name with the date of each publication (*please indicate any coauthors*) if any:

Name	Date	Coauthors

7. Extra-curricular

What are your extra-curricular interests? _____

8. References

List the names, addresses and telephone numbers of three persons (*other than supervisors listed above or relatives*) who are qualified to answer questions concerning your ability to perform the duties of the position for which you applied. Further, I waive any right to hold these individuals responsible for all claims, courses of action or judgments which may occur as a result of such reference checks.

Name	Address	(Area) Telephone number

I hereby certify that this application and all attachments are true and factual to the best of my knowledge and beliefs.

I understand that any misstatements or omissions of material facts in application materials may result in refusal of offer of employment or be cause for dismissal, if employed.

Date _____ Signature of applicant _____