

FACULTY HANDBOOK FALL 2015

Academic Bylaws, Faculty Senate Bylaws, And the QU Academic Policies and Procedures

Preface

The Faculty Handbook is designed to complement the Human Resources policies and procedures found in the Personnel Handbook. The Faculty Handbook shall be used as further clarification and support to the General Academic Bylaws, which are designed to outline the nature of the relationship between Qatar University as an employer and its faculty members. This handbook is organized in four parts: (1) The QU General Academic Bylaws as approved by the Board of Regents in June 2005, and the updated Organizational Structure approved by the Board of Regents in June 2007, and revised by the Board of Regents in February 2014; (2) The Faculty Senate's General Bylaws approved by the Board of Regents in June 2008; (3) Key academic policies and procedures, and (4) A summary of key policies related to the teaching responsibilities of a faculty member. Additional administrative policies and procedures regarding personnel can be found in the QU Personnel Handbook.

As this handbook is updated frequently, all QU faculty members are requested to refer to the most recent version of this document. The English version is the original and binding document of this handbook.

Important Notice:

This handbook is provided for the purpose of giving general information only and should not be considered as a statement of contractual obligation. Therefore, Qatar University reserves the right to change or discontinue, without notice, any policy or condition set forth herein.

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FACULTY TEACHING RESPONSIBILITIES



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ABBREVIATIONS



LIST OF ABBREVIATIONS

Acronym	Description
QU	Qatar University
QUFS	Qatar University Faculty Senate
EMC	Executive Management Committee
SESRI	Social and Economic Survey Research Institute
VP	Vice President
VP/CAO	Vice President and Chief Academic Officer
VP/SA	Vice President for Student Affairs
VP/CFO	Vice President and Chief Finance Officer
VP/Research	Vice President for Research
VP/IPD	Vice President for Institutional Planning and Development
AVP	Associate Vice President
AVPFA	Associate Vice President for Faculty Affairs
FTE	Full-Time Equivalent
OFID	Office of Faculty and Institutional Development
APLOA	Office Academic Programs and Learning Outcomes Assessment
CCP	Core Curriculum Program
FCRC	Faculty Conduct Review Committee
HR	Human Resources
BOD	Business Operations Department
COO	Chief Operations Officer
ITS	Information Technology Services
CIO	Chief Information Officer
SLSC	Student :Learning Support Center
CSC	Career Services Center
ANNS	Arabic for Non-Native Speakers
ESC	Environmental Studies Center
GPC	Gas Processing Center
CLU	Central Laboratories Unit
CAM	Center for Advanced Materials
LARC	Laboratory Animal Research Center
BRC	Biomedical Research Center
R&D	Research and Development
OAR	Office of Academic Research
OQM	Office of Quality Management
BLD	Bylaws Document
CH	Credit Hour
ARC	Appeal Review Committee
TTO	Technology Transfer Office

FACULTY TEACHING RESPONSIBILITIES



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MISSION

In order to fulfill its educational mission, Qatar University expects its faculty to be dedicated to excellence in teaching. In addition to classroom instruction, teaching responsibilities also include advising and mentorship. Seeking excellence in teaching entails the acceptance of responsibility to the University for the activities of learning, discovery, and engagement. As a community of dedicated scholars, faculty are expected to undertake these responsibilities in fulfillment of their commitment to students, to each other, and to the University.

All faculty members are accountable for meeting the following responsibilities to the University through assignments and activities during the academic year as well as seeking effective performance monitoring and continuous improvement of teaching strategies.

CLASS MEETINGS

Faculty are responsible for meeting their classes at the time and location scheduled by the Registration Department. To allow academic departments to take appropriate action, faculty shall notify their supervising authority if they are to be absent and have not made suitable arrangements regarding their classes. Faculty are responsible for informing their Department Head if a change of assigned classroom or meeting time is required.

CONDUCT WITHIN THE CLASSROOM

Faculty are expected to maintain a classroom environment that promotes a positive learning environment and the free exchange of ideas. Faculty should foster and encourage students' pursuit of learning while demonstrating civility, understanding, and respect for the student as an individual.

Faculty are responsible for making every reasonable effort to ensure that evaluations of students reflect their true merit and are based on their academic performance as professionally judged and not on matters irrelevant to that performance such as personality, degree of political activism, personal beliefs, race, religion, color, disability, gender, ethnicity, or age.

CONFIDENTIALITY OF STUDENT RECORDS

All student and associated financial records are considered confidential. Confidential student information may however be released under the following two exceptions:

1. Information may be released to a parent or guardian.
2. Information may be released to authorized Qatar University personnel with legitimate educational interest.

CONFLICT OF INTEREST

A conflict of interest exists when a faculty member has a duty to more than one individual or group, and where both parties' varying interests make it impossible to act judiciously for either entity.

All Qatar University faculty should avoid any conflict of interest or appearance thereof. In general, a conflict of interest exists if a faculty member participates in any decision that affects a family member, or impacts the University negatively, or benefits an external organization with personal gains. The following are examples of conflicts of interest:

1. Teaching family members (i.e. spouse, parents, siblings, children)
2. Accepting gifts from students, parents or relatives of students
3. Supervision or participation in a decision that affects a family member
4. Working outside the University with competing entities or organizations with potential conflict of interest with the University
5. Employee or supervisor nepotism
6. Participation in a decision benefiting an external organization with personal interest

Whenever conflict of interest (or appearance of conflict) exists, the faculty member must disclose such conflict to his/her supervising authority as appropriate. The supervising authority is responsible for determining an appropriate solution.

COURSE SYLLABUS

Faculty are responsible for distributing a course syllabus to all registered students during the first week of classes. The course syllabus should, at a minimum, contain the following information:

1. Description of the course
2. Expected learning outcomes
3. Lecture/Laboratory schedule
4. Student Assessment Measures
5. Course and Instructor Evaluation Measures
6. Contact details
7. Office hours
8. Teaching resources

The course syllabus should be considered as a contract for the course and as such, changes to the syllabus should only be undertaken in extenuating cases. Where changes to the course syllabus are necessary, all registered students should be informed of the changes and these modifications should not prejudice the students. Colleges are encouraged to develop their own course syllabus templates.

OUT OF CLASSROOM COMMUNICATION WITH STUDENTS

Qatar University provides Qatar University e-mail accounts to enable faculty, staff, and administrators to communicate more effectively and efficiently with students. Email is an official mechanism of communication within QU and all e-mail should comply with the University's e-mail policy. All correspondence between the instructor and students should use Qatar University e-mail, and both students and faculty are expected to check their e-mail on a frequent and consistent basis.

FINAL EXAM DATES AND TIMES

All final examinations are to be given in accordance with the schedule published by the Registration Department and unapproved changes are contrary to QU policy. In extenuating circumstances, changes may be considered if they follow the general guidelines available through the Registration Department.

FINAL GRADES

Faculty are responsible for submitting all final grades by the appropriate deadline. At the conclusion of the course, faculty should provide their Department Head with a comprehensive file for each course including:

1. Course syllabus
2. Course material used to evaluate the student
3. Detailed breakdown of assessment measures and grades utilized to evaluate students
4. Any additional materials mandated by the department

All course material used to evaluate the student, and not returned to the student during the course or the Department at the end of the semester, must be maintained by the instructor for 1 academic year from the completion of the course.

GRADE ASSESSMENT, EVALUATION AND REVIEW

Faculty are expected to utilize a minimum of three different assessment measures in evaluating student academic performance. Faculty are responsible for providing graded assignments and examinations within a reasonable time period and students are entitled to review and discuss evaluated coursework with the instructor. Students are entitled to receive a comprehensive review of their performance for the class and their grade evaluation prior to the final examination.

INCOMPLETE GRADES

A student may receive a grade of incomplete (I) in a course if he/she attends but fails to complete all the course requirements. The Incomplete grade is not an alternative for an F due to poor performance. To be considered for an incomplete grade the student must provide an acceptable justification for failing to complete the required work to the course instructor, which the Department Head must also approve.

If the incomplete grade is given because the student did not take the final exam, the student should arrange with his/her instructor to take a make-up exam. The deadline for changing an (I) grade is the last day of the second week of classes in the ensuing semester. Upon successful completion of the required work, the instructor is responsible for replacing the (I) grade with a letter grade (A through F) through the Registration Department. If a grade of (I) is not changed by the end of the specified period, it will be changed automatically to an (F).

STUDENT ATTENDANCE

Faculty are responsible for tracking student attendance and ensuring that all students attending the class are officially registered. Class attendance is not an assessment measure and failure to attend class should not result in the instructor lowering a student's grade. Per the QU Student Handbook, students may not miss more than 25% of class meetings during the semester.

STUDENT HANDBOOK

Faculty are expected to be aware of University policies identified in the Student Handbook as well as the Academic Integrity Code.