



FACULTY HANDBOOK

Faculty Policies & Procedure Handbook

September 2020-August 2021



Dear Faculty:

Thank you for being part of the American University of Health Sciences (AUHS). While the focus of any great university is its students, for us at AUHS the foundation is our faith in God and ultimately the work you as its faculty carry out to achieve the University's mission and goals. Without your belief in our mission, your character, intellect, and commitment to teaching, learning, research, discovery, and outreach, very little can be accomplished.

Please know that we sincerely value all you do, and everything you bring to our campus.

The policies, practices and procedures set forth in this Faculty Handbook will acquaint you with the administration expectations and governance of AUHS. As you familiarize yourself with the university, we encourage you to pursue a relationship with Christ, academic excellence, community engagement and develop a sense of life-long learning for your own local and global purpose through participation in university governance.

Faculty leadership is indispensable to maintaining and improving the academic quality and rigor of this institution, and we hope you will share in that responsibility. We depend on your informed input and look forward to working with you to make this the best academic institution with the mission of serving students. We also look forward to hearing from you.

Once again, let me thank you for all you do as we strive to deliver academic excellence to our students,

Sincerely,

A handwritten signature in black ink, appearing to read "Russell B.", is written over a light blue horizontal line.

President and CEO

The purpose of the handbook is to try to gather information of importance for faculty into one location. Not all questions will be answered in this document and may be referenced to additional documents such as the University Catalogue, Student Handbook(s), Faculty Bylaws and other similar documents, which guide you in the right direction for additional information. If you notice additional topics that would be helpful to be included in future versions of this handbook, please contact the Provost/Chief Academic Officer with your idea. The Faculty Handbook should in no way be construed as an employment contract.

The American University of Health Sciences is a community of scholars and educators whose relationships are based upon the premise of respect and trust and who are committed to the highest levels of evidenced based teaching and integrity in their scholarly and academic work. This Faculty Handbook is written to inform and provide needed guidance related to University policy and practices and is not intended to be a contract between the faculty and the University. Therefore, the language in this Handbook does not supersede, supplement, alter or in any way change the interpretation of the language of any of the official University documents such as departmental Faculty Bylaws documents, University Catalogues, or other University publications. Specific questions regarding the rights and responsibilities of University administration, staff and faculty members can only be resolved by reference to the appropriate official document.

While efforts will be made to update this Handbook, it should be remembered that changes in policies, practices and procedures and other information are effective as of the date of action or issuance by the appropriate University body although such changes may not have been distributed or published in this Handbook.

BACKGROUND OF AUHS

The American University of Health Sciences (AUHS) was originally founded in 1994 as a postsecondary educational institution to educate and equip students for life careers in the field of health education and to produce quality health care professionals for the community and the country. AUHS was founded by Dr. Kim Dang (hon.) and Pastor Gregory Johnson, who serves as members of the Board of Trustees. AUHS is the first, Private for Profit, Minority-owned, Minority-serving, Christian-based University offering a bachelor's degree in nursing in the history of California. AUHS is a privately held corporation in the state of California.

AUHS exists to educate students from ethnic and culturally diverse groups who are prepared to make a positive impact on the health care needs of vulnerable populations through the provision of evidenced-based practice. AUHS promotes its mission through a combination of creating a strong and caring academic environment where excellence, diversity, and the development of the entire person including mind, body, and spirit is addressed; and where teaching and learning, research, service, and scholarship are valued and supported. The University's core values are inspired by a strong belief in God and the Christian values of love and caring for humankind, of justice and respect for all humankind, and include a holistic approach to education, promotion of the intellectual, analytical, and critical thinking abilities of its students, evidence-based knowledge, service to our fellow man, and a commitment to life-long learning.

AUHS currently offers five (5) programs of study leading to a degree. The University offers the following degree programs: Doctor of Pharmacy, Master of Science in Nursing, Master of Science in Clinical Research, Bachelor of Science in Nursing, and Bachelor of Science Degree in Pharmaceutical Sciences. In addition, University's Extension Program offers Post-Graduate APRN Certificate Program and Certificate in Pharmacy Technician.

AUHS is a vibrant community of learners, scholars, researchers, and practitioners, working with public, private, and other institutions and agencies that advance and exemplify the AUHS' mission of teaching, scholarship/research, and public service within the confines of a God Centered foundation.

AUHS sits on six (6) acres and is situated in a mixed industrial residential environment located at 1600 East Hill Street, Signal Hill, California. The University occupies a 72,000 square foot complex comprising three separate buildings, with parking that accommodates over 250 vehicles. The buildings are well configured for an academic campus environment.

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SECTION I – VISION, MISSION, PHILOSOPHY, GOALS

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VISION OF AUHS

There is a dream that each of us has inside. It speaks of a better time, of a better life, of a better world.

There is a voice that comes from God and shows to each “the way”, then says, “Come abide.”

There is a need that cries, must be satisfied, requires of us to care, to help, to give, set self aside.

That all might have the chance to believe, to learn, to create, to succeed.

MISSION OF AUHS

The American University of Health Sciences, a private Christian-based minority-serving university of higher education, welcomes students of diverse backgrounds and prepares them to make a positive impact on society through the provision of exceptional quality patient-centered care within the context of a global perspective of the human condition. This mission is accomplished through the creation of a strong and caring academic environment where excellence, diversity, and the development of the entire person—mind, body, and spirit—is addressed and where teaching/learning, research/scholarship and service are valued and supported. Inspired by a strong belief in God and the Christian values of love and caring for humankind, the University’s core values include a holistic approach to education, promotion of the intellectual, analytical, and critical thinking abilities of its students, evidence-based knowledge, service to our fellow man, and a commitment to life-long learning.

As a Christian-based, Minority-Serving and Minority Owned University, AUHS is dedicated to providing high quality education to prepare underrepresented groups and others as competent and compassionate health care professionals and researchers. Through this outreach, the University harnesses the talents and abilities of persons currently underrepresented in healthcare and research while improving the dissemination of culturally appropriate care. The University also supports the faculty in their service and research endeavors and believes that the faculty is our partner in achieving our missions and goals. As we strive as a University to grow and give back to the communities we serve, we realize that our success is based upon a sacred promise to God and a partnership trust with the community in building relationships that help us grow and flourish.

AUHS FULFILLS ITS MISSION AND GOALS BY:

1. Recruiting and enrolling students of diverse backgrounds and underrepresented groups.
2. Inspiring a strong belief in God and the Christian values of love and caring for humankind, and of justice and respect.
3. Creating a strong and caring academic environment where excellence, diversity, and the development of the entire person, including mind, body, and spirit, are instilled.
4. Preparing students to provide exceptional quality and compassionate health care to make a positive impact on society.
5. Providing evidenced-based health care training in professional practices.
6. Preparing a professional and culturally diverse workforce for the pharmacy, nursing, and clinical research sectors within healthcare
7. Harnessing a dynamic, enriching environment where students can freely interact with faculty who embrace and exemplify the values of the university.

STATEMENT OF FAITH

American University of Health Sciences recognizes that there is a body of knowledge with which the humanities, the natural sciences, the social sciences, theology, and professional studies are to be differently but compatibly concerned.

We pursue truth in order to glorify the God and Father of our Lord Jesus Christ: praying for the coming of the Spirit; remembering the promise of Scripture and tradition; keeping our hearts faithfully attuned to the voice of God; and being thoughtfully, acutely, and critically engaged.

American University of Health Sciences affirms a statement of faith that defines its doctrinal convictions as follows:

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
2. We believe that the Old Testament and the New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.
4. We believe that Jesus Christ is God's incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.
7. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
8. We believe in the personal, bodily, and glorious return of our Lord Jesus Christ with His holy angels when He will bring His kingdom to fulfillment and exercise His role as Judge of all. This coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.
9. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the earth, to the praise of his glorious grace.
10. We believe that from the beginning of God's revelation to humankind. He revealed his order of creation and his purpose in creating man and woman. God ordain that traditional family is between a man and a woman.

PHILOSOPHY OF THE AMERICAN UNIVERSITY OF HEALTH SCIENCES

The objective of the University is to prepare a professional and culturally diverse workforce for the pharmaceutical, nursing and clinical research sectors within healthcare—a workforce who will utilize research and evidence-based practice to guide healthcare delivery. These professionals will understand the application and translation of research, display competencies to apply evidence-based practice in various settings and be imbued with a desire to continue their education toward the aim of becoming practice professional leaders, future research scientists and faculty within their professional domain.

To this end, the University upholds the following as its guiding principles and philosophies:

- The University adopts a holistic approach to education and promotes total development of mind, body, and spirit, while promoting the intellectual, analytical, and critical abilities of its students, complemented with solid values such as service and commitment to life-long learning.
- All students must acquire the fundamental knowledge and understanding of science and how it relates to their individual domain—pharmacy, nursing, medicine—and appreciate how these disciplines have evolved, are integrally related, and are individually and collectively continually changing human life. The knowledge that students gain will not be limited to theories but instead will extend to actual clinical application, which will include clinical/laboratory/practice experiences, externships, and community service.
- The University thrives in an intimate and quality learning environment, a place for creative individual expression as well as fruitful social interaction. The University harnesses a dynamic, enriching environment where students can freely interact with accomplished and dedicated faculty, who embrace and exemplify the values of the university, and utilize a rich array of library, internet, and interactive learning tools.
- The University recognizes its critical role in community development and social health service. It is aware that institutional success lies behind what its students and graduates give back to society. The University seeks to impress upon all its graduates the higher mission and noble privilege of community service and improving the quality of healthcare through both provision of care and scholarly study of the impact of that care.
- The University commits to continually develop and upgrade curricula and courseware to enable students and practitioners to stay up-to-date and conversant on prevailing practices and technologies affecting the health care industry.
- All graduates of the University will have an accurate understanding of how they, as practitioners in the field, fit into the larger and real-world community that they serve. Graduates will possess the competencies necessary to provide excellent care and service within their domain with a thorough foundation in science, social/behavioral, leadership, and interpersonal/interactional knowledge and skills.
- The University upholds the core values of belief in God, the Father, the Son and the Holy Spirit and through Him one's learning and one's commitment and service to others and the community of man become inculcated values for both faculty and students.

INSTITUTIONAL LEARNING OUTCOMES (ILO'S - GOALS)

The AUHS student learning outcomes (goals) are as follows:

1. **Performance.** (Academic Excellence/ Research/ Scholarship)
Graduates will demonstrate social, philosophical knowledge of their profession/career pathway (i.e., nursing, pharmacy, pharmacy technician, clinical research, etc.).
2. **Cultural competence (Diversity).** Graduates will deliver culturally competent, sensitive caring that is evidence-based in the appropriate health career (i.e., nursing, pharmacy, pharmacy technician, clinical research, etc.) service area.
3. **Critical Thinking (Academic Preparation or Excellence/Education).** Graduates will apply critical thinking as the theoretical and scientific underpinnings to the appropriate health career occupation (i.e., nursing, pharmacy, pharmacy technician, clinical research, etc.) to build a solid foundation to drive the profession forward.

4. **Social Responsibility (Service).** Graduates will develop social and personal responsibility for ongoing professional growth and development including higher education in the appropriate health career profession (i.e., nursing, pharmacy, pharmacy technician, clinical research, etc.).
5. **Christian Values.** Upon completion of the appropriate health science career program (i.e., nursing, pharmacy, pharmacy technician, clinical research, etc.) , graduates should be able to affect positive clients-patient outcomes by sharing their Christian Values of love, caring, justice and respect, as an advocate of client-patient needs and rights.

AUHS recognizes its critical role in community development and social health service. It is aware that institutional success is defined in large part by what students give back to society, and how students make a difference beyond the four walls of the classroom. The University impresses upon all graduates the higher mission and noble privilege of community service and improving the quality of healthcare through both provision of care and scholarly study of the impact of that care.

FIVE PILLARS

The University has selected five pillars, also termed hallmarks, upon which to build all academic programs, which include:

- Performance (Research/ Scholarship)
- Cultural competence Diversity)
- Critical thinking (Academic Preparation/ Education)
- Social Responsibility (Service)
- Christian Values

ACCREDITATION AND APPROVALS

WASC Senior College and University Commission (WSCUC)

American University of Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. WSCUC is a regional accrediting body recognized by the U.S Department of Education (USDOE) and the Council on Higher Education Accreditation (CHEA).

www.wascsenior.org

Approval Disclosure Statement Bureau of Private Postsecondary Education (BPPE)

American University of Health Sciences is a private institution and is approved to operate by the Bureau of Private Postsecondary Education which means compliance with state standards as set forth in the California Education Code. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review.

Transnational Association of Christian Colleges and Schools (TRACS)

American University of Health Sciences has completed the application process for the Transnational Association of Christian Colleges and Schools (TRACS) and has attained Applicant Status, defined as an institution which has an application approved by the Applicant Review Committee (ARC) after hosting a successful staff visit and responding positively to the staff report and recommendations. TRACS is recognized by both United States Department of Education (USDOE) and the Council for Higher Education Accreditation (CHEA) as a national institutional accrediting agency for Christian postsecondary institutions, colleges, universities, and seminaries. This is not a formal status, nor does it ensure eventual accreditation. Questions about Applicant Status may be directed to: The Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Tel: 434-525-9539; Email: info@tracs.org.

Commission on Collegiate Nursing Education (CCNE)

The BSN Program at American University of Health Sciences is accredited by the Commission on Collegiate Nursing Education (CCNE) through June 30, 2027 and is approved by the California Board of Registered Nursing. CCNE is officially recognized by the U.S. Secretary of Education as a national accreditation agency. CCNE is located at 655 K Street NW, Washington DC 20001, (202) 887-6791; (<http://ccneaccreditation.org>).

Please see attachment I: Master of Science in Nursing and Post-Graduate APRN Certificate Program Public Disclosure as required by CCNE.

California Board of Registered Nursing (CA BRN)

American University of Health Sciences (AUHS) is approved by California Board of Registered Nursing (BRN). The BRN has the authority to approve registered nursing and advanced practice nursing programs in California. The purpose of approval is to ensure the program's compliance with statutory and regulatory requirements. Pre-licensure nursing programs must be approved by the BRN, 1747 N. Market Blvd., Suite 150, Sacramento, CA 95834, Tel: 916.322.3350, 916.574.7699. www.rn.ca.gov.

Accreditation Council for Pharmacy Education (ACPE)

American University of Health Sciences School of Pharmacy, Doctor of Pharmacy program has been authorized by the ACPE Board of Directors for an on-site evaluation to be scheduled November 1-3, 2018 for consideration of Precandidate status. Authorization of an on-site evaluation for consideration of Precandidate status does not carry with it nor imply an accreditation status. The on-site evaluation is authorized solely for purposes of gathering additional information in furtherance of an accreditation decision. The Board will consider Precandidate status at the regularly scheduled meeting, which occur in January and June of each year, following the on-site evaluation. For an explanation of the ACPE accreditation process, consult the Office of the Dean or the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, Illinois 60603, 312-644-3575; FAX 866228-2631; acpe-accredit.org

This University voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in specified fields of education and school administration.

SECTION II – ORGANIZATION & GOVERNANCE

SECTION II - ORGANIZATION & GOVERNANCE

OVERVIEW

The American University of Health Sciences is a Private-for-Profit, Minority Owned, and Minority Serving, Christian Based University originally founded in 1994 by Dr. Kim Dang (hon.) and Pastor Gregory Johnson. AUHS is a privately held California Corporation and was formed as a postsecondary educational institution to educate and equip students for life careers in the field of health education and to produce quality allied health professionals for the community and the country.

The American University of Health Sciences (AUHS), Signal Hill, CA was granted degree institutional approval from the Bureau for Private Postsecondary & Education (BPPE) under the State of California's, Department of Consumer Affairs.

FOUNDER

Ms. Kim Dang founded American University of Health Sciences (AUHS), originally known as the American Institute of Health Sciences, in 1994. During her tenure as President/CEO, Ms. Dang developed, managed and established AUHS operational processes in the areas of student affairs, registrar, admissions, financial aid, career services, institutional publications, and finance. Under her leadership, AUHS obtained State of California Approval through what is now called the Bureau of Private Postsecondary Education (BPPE), Accrediting Bureau of Health Education Schools (ABHES) a DOE Recognized Accreditation in 1997, Degree Granting Institution status from BPPE in 2001, Accrediting Council for Independent Colleges and Schools (ACICS) Department of Education (DOE) recognized national accreditation in 2003, Board of Registered Nursing (BRN) approval in 2006, and Commission on Collegiate Nursing Education (CCNE) programmatic accreditation in 2011.

Ms. Dang served as Executive Director from 1990-1993 for a non-profit Society for Educational and Economic Development (S.E.E.D.) collaborating with public schools in the city of Santa Ana to create pathways for inner city High School youths to complete their education thru afterschool program in the Arts and Entrepreneurship. Ms. Dang established at S.E.E.D the "Underground Art Gallery" in the historic Santora Building in the heart of Santa Ana as a safe afterschool haven to work, display, and promotes the sale of artwork created by the inner-city youths. Ms. Dang also established network of donors to develop scholarships for inner city youths to assist them with their pursuit of higher education.

In 2002, Ms. Dang was given an Honorary Doctorate in Medical Education by St. Luke school of Medicine in Liberia. In 2016, Ms. Dang was honored with Humanitarian Award by the Council of Black Nurses for her many works with the underserved communities in the U.S. and abroad. Ms. Dang collaborated with CHIPAA, 2013-2015, in the development of "Health in the Park", a free health fair promoting health and wellness initiatives dealing with healthcare disparities in the Cambodian community.

BOARD OF TRUSTEES

The American University of Health Sciences (AUHS) has established a Board of Trustees to address issues of policy and implementation practices consistent with expectations in higher education. The statement of mission for this Board includes oversight responsibility for ensuring fiscal sustainability as well as other committee charges, and assurance that the University mission is being achieved. The Board of Trustees of AUHS consists of 7 members, the majority of which are not employed by the University and are valued members of the community. There are 5 public members, one shareholder and one internal member of the University. The Board of Trustees is responsible for the quality and integrity of the University and monitors the duties and responsibilities of the President/CEO, as those duties relate to the achievement of the university's mission, goals and objectives.

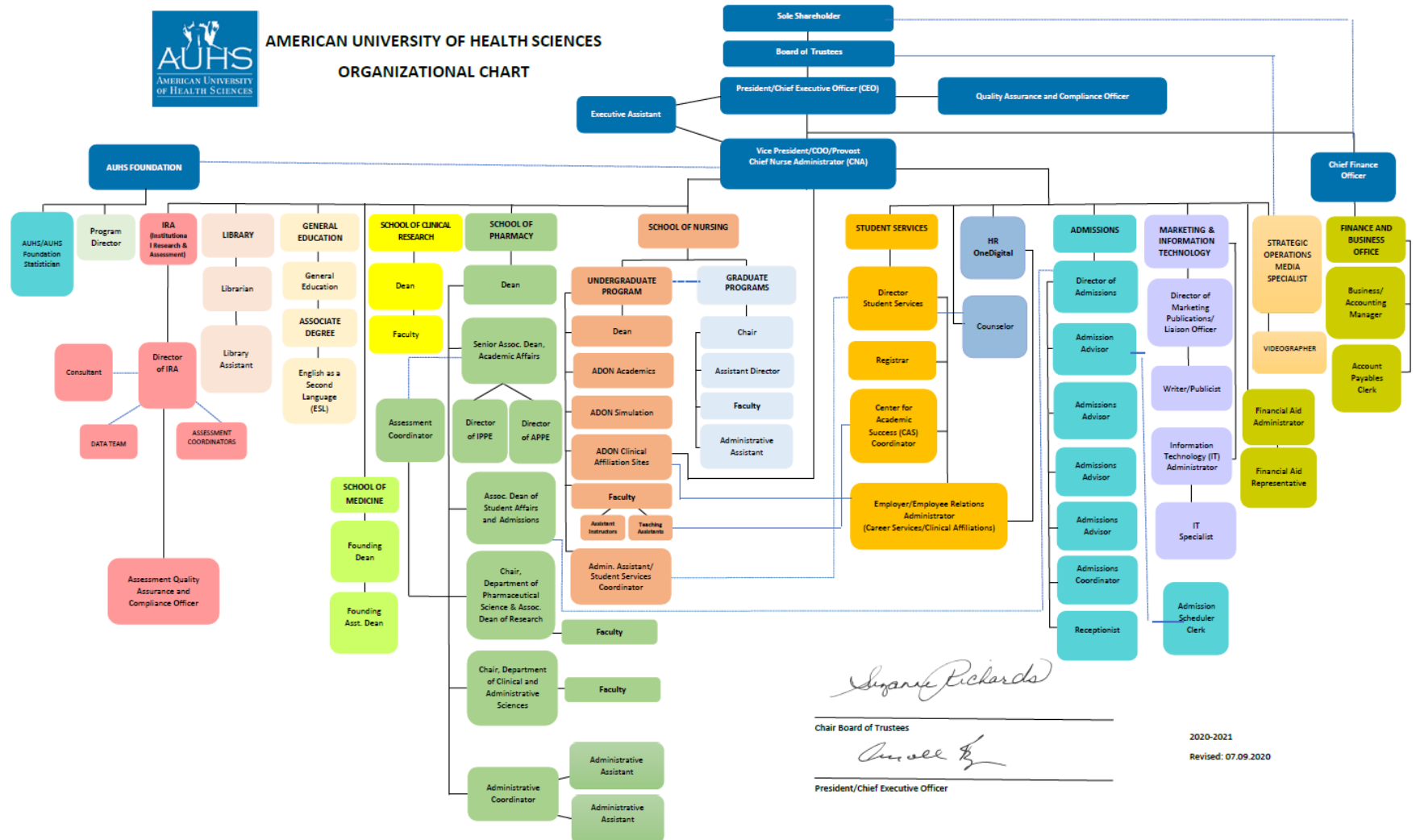
BOARD MEMBERS, BOARD STATUS & AFFILIATION

Board Members	Board Status	Affiliation
Suzanne Richards, MSN	Chair	SMR Healthcare Management, Inc., Founder/CEO
Song Tan, M.D., FAAP	Member	Private Practice, Co-Owner/Karing Pediatrics Medical Group
Thi Dang, Pharm. D.	Member	San Gabriel Medical Pharmacy
Betty Williams, DrPH, RN, FAAN	Member	Founding Dean, American University of Health Sciences; Professor Emeritus, Dept. of Nursing, CSULB
Pastor Gregory Johnson	Vice Chair	Founder AUHS and AUHS Foundation
Kim Dang	Member	Shareholder & Founder AUHS
Jeff Davis	Member	CEO, Brand New Day

Bylaws of the Board of Trustees. The bylaws are the framework on the rules of procedures for the Board of Trustees. It consists of the following four parts: Board of Directors; Rules of Order; Meetings; and Amendment of Bylaws.

Certification and Stipulation Agreement. The American University of Health Sciences' Board of Trustees members sign Conflict of Interest Statements in order to serve as evidence of compliance that the Board of Trustees does not have a majority of members with employment, family, or personal interest to the University. Board of Trustees members also sign a Stipulation Letter which serves as evidence of compliance that all information and documentation presented to interested parties and the public is accurate. The Stipulation letter also confirms that the University will comply with the Standards, Policies and Procedures of its accreditation bodies.

ORGANIZATIONAL CHART



UNIVERSITY COUNCILS AND COMMITTEES

At the University level, there are 3 main councils that are related to the governance of the University namely: 1) President's Advisory Council, 2) Strategic Planning Council, 3) Faculty Senate. There are two University committee namely: 1) University Systematic Evaluation and Assessment Committee (SEAC), 2) University Advisory Board.

President's Advisory Council

The President Advisory Council (PAC) consists of members of University administration, program administration, and selected department leaders. The PAC exists to disseminate information among the various programs and University, to assist the University with achievement of its goals, and to act as a venue for collaborative decision making. One of its responsibilities include program and departments updates, the sharing of knowledge on University functions (such as student projects and commencement), establishing and nurturing important linkages between programs and the University, and discussion and promotion of the Systematic Evaluation Assessment Plan (SEAP). Finally, because curriculum changes, deletions, or additions, as well as new program offerings normally establish a fiduciary obligation for the University, this Council also exists to review such changes in light of the Universities fiduciary obligations. The AUHS President's Executive Council meets quarterly or as needed to conduct business.

Strategic Planning Council

The Strategic Planning Council (SPC) meets quarterly and has the responsibility for building the strategic plan with collaborative input from stakeholders consisting of the Board of Trustees, President's Advisory Council, Faculty, Advisory Boards, students, Alumni, administration, and Staff. The Strategic Plan is composed of a process that starts with gathering facts, conducting a SWOT Analysis, reviewing inputs, creating a strategic matrix, defining strategies, reviewing, and adjusting the plan.

Faculty Senate

The Faculty Senate consists of all faculty of each program. Neither support personnel nor students are members of this council, however, they may, from time to time, be invited to participate. This is a University academic council and serves as a forum for discussion and dissemination of information of interest to all programs, and as the venue for the implementation of policy, practices, and procedures that support the mission, vision, and student outcomes for the University. The Program and Faculty Senate Council meets biannually or as necessary to conduct business.

University Systematic Evaluation and Assessment Committee (SEAC)

This Council consists of members of the AUHS PAC, program administrators, selected department leaders, and elected members of the faculty. Its main obligation is to receive and review from each school and department at AUHS all evaluation data relative to a particular program or a department and meets biannually or more frequently if needed in order to conduct business. These data include but are not exhaustive of data such as graduation rates, ethnic/race, course evaluations, student satisfaction inventory results and similar data.

University and Program Advisory Board

The University has an overarching University Advisory Board, which meets as an overall advisory unit to the University as a whole. In addition, each program has its own advisory committees where interested members of the profession and community advise the individual programs related to program needs and the specific industry. These groups meet minimally once per year. Meetings may be held in conjunctions with each other (University Advisory Council then program break out groups) or as separate groups at different times.

PROGRAM LEVEL COMMITTEES

Each academic program and general education (GE) have their own bylaws documents. Program Committees typically meet at least once each quarter to discuss departmental business and interests. Each Program Committee (Pharmacy, Nursing, or GE) have sub standing committees related to the following areas: curriculum; assessment and evaluation; faculty affairs and resources; and admission, progression, and students' affairs. Each program has a designated advisory committee.

Curriculum Committee

The SON and SOP Curriculum Committees are charged with maintaining the quality of the curriculum, ensuring that the curriculum adequately prepares students for their chosen careers. This committee is responsible for ongoing curriculum development, implementation, evaluation, revision, and ensures compliance with all program regulatory and accreditation educational standards. Members review program philosophy, purposes, objectives, and review program learning outcomes for alignment among other related topics. In addition, another focus of this committee is to assure that individual course syllabi and textbooks/journals meet AUHS standards. The Curriculum Committee reports its recommendations to the regular scheduled Nursing Program Committee.

Assessment and Evaluation Committees

These committees are responsible for ensuring that there is a plan in place for the systematic evaluation of students, faculty, clinical agencies, facilities, resources, adequacy of library and technologies, and any other requirements in order to meet the regulatory and accreditation needs of the program. The responsibilities of the SON and SOP committees include reviewing all existing evaluation methods and procedures for appropriateness and make recommendations for revision as necessary; developing new evaluation methods and procedures, if needed, or recommending the addition of other significant evaluation programs needed for the adequate assessment and evaluation of outcomes.

These committees consist of at least three faculty members. The SON and SOP Assessment and Evaluation Committees work in collaboration with the Director of Institutional Research as well as internal assessment personnel dedicated to tasks specific to the individual School. The Director of Institutional Research helps the committees with managing data and attends this meeting as a nonvoting ex-officio member.

Faculty Affairs, Selection & Resources Committees

The Faculty Affairs, Selection & Resources Committees of the SON and SOP direct the process of reviewing policies, practices and procedures affecting faculty and issues of concern to the faculty along with assessing and making recommendations regarding the resources necessary to operate the educational programs. Committee members also participate in the faculty hiring process. Members of these committee collaborate with the University regarding the faculty role and responsibilities related to teaching, scholarship, and service and make suggestions related to faculty interests. This committee works to formulate plans to help faculty members achieve program goals related to teaching, service, scholarship and research.

Additionally, recommendations related to program library and technology resources are responsibilities of the committee. The University Librarian or a library representative advises the committee as needed and attends this meeting as a non-voting ex-officio member.

Admission, Progression and Student Affairs Committee

The Admission, Progression and Student Affairs Committees of SON and SOP direct the process of reviewing policies and procedures affecting student admission and progression and collateral matriculation issues. The committees are responsible for recommending undergraduate and graduate student (future) admission criteria, progression, retention, advisement policies, and professional standards policies, practices, and due process procedures. These are shared with students through the student handbook. In addition, matters pertaining to student interests and activities are the responsibility of this committee. Student awards, scholarships, and ceremonies such as pinning and white coat ceremonies (future) and service outcome data are specific activities assigned to these committees. These committees are chaired by a faculty member. The Student Services Director, Admissions Director or an Admissions Department representative acts as a resource to the committee and serves as a non-voting ex-officio member of this committee. For SOP the Senior Associate Dean of Academic Affairs serves as a non-voting ex-officio member of the committee.

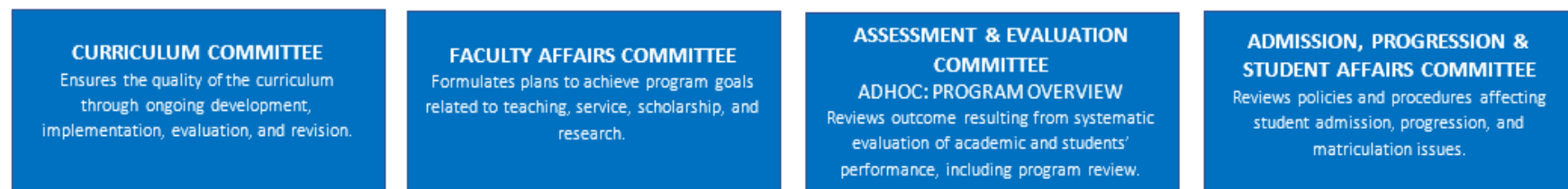
Advisory Board Committee (Sub-group of University Advisory Board)

Advisory Board consists of communities of interest members who represent nursing, pharmacy, medicine, allied health, clinical partners, health-care agencies, clinical administrators and staff, former graduates, employers and other vested parties who participate and advise the university on multiple matters related to its programs. The Advisory Board meets annually.

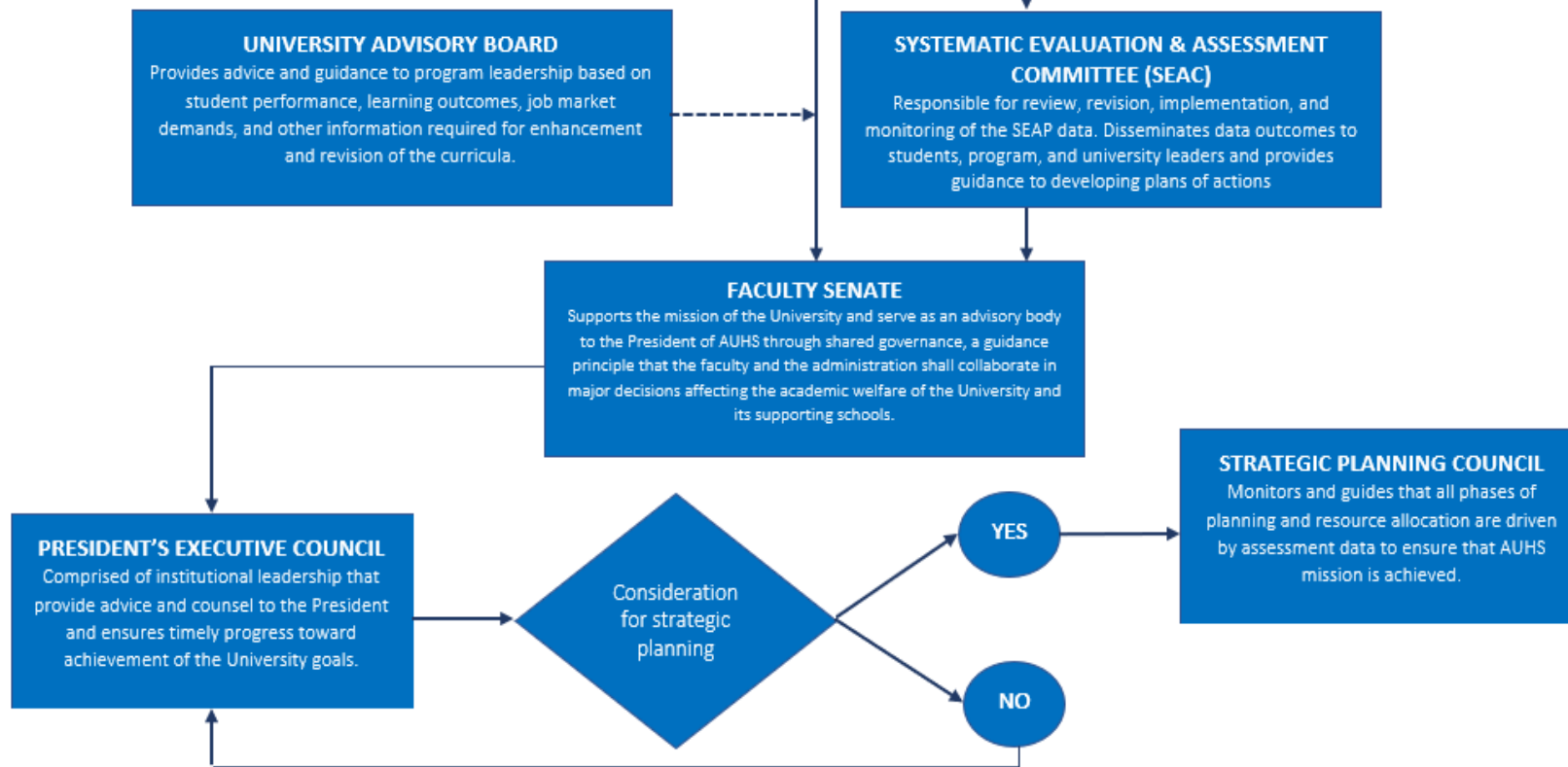
AMERICAN UNIVERSITY OF HEALTH SCIENCES

DECISION MAKING FLOW CHART

PROGRAM LEVEL COMMITTEES (SON, SOP, GE)

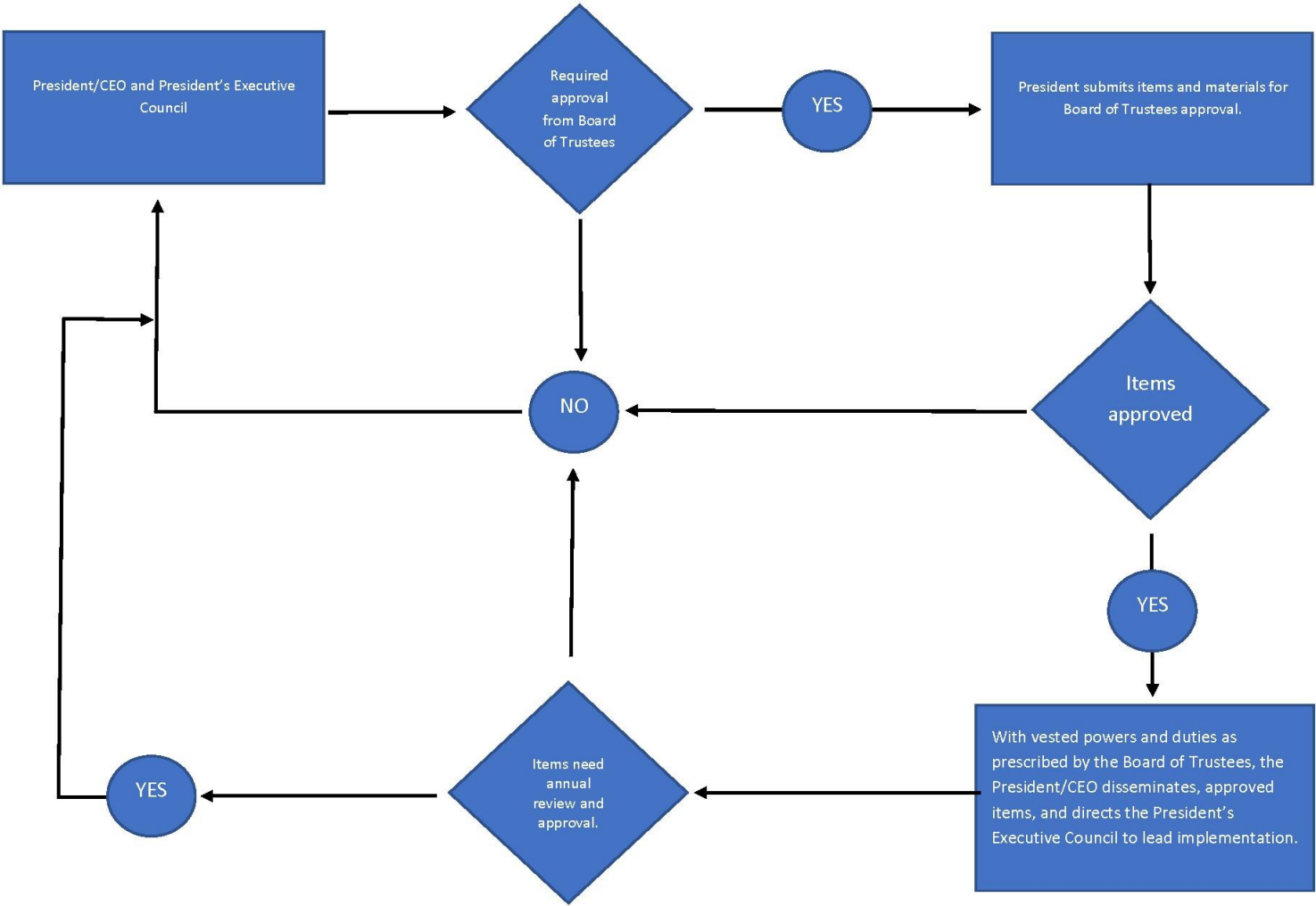


UNIVERSITY LEVEL



DECISION MAKING AND APPROVAL FLOW CHART

BOARD OF TRUSTEE LEVEL



OTHER GOVERNANCE STRUCTURE

Institutional Review Board (IRB)

The Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated.

All IRB committees are governed by Title 45 Part 46 of the Code of Federal Regulations (CFR) (<https://www.govinfo.gov/content/pkg/CFR-2016-title45-vol1/pdf/CFR-2016-title45-vol1-part46.pdf>) and are regulated by the Food and Drug Administration and the National Institutes of Health's (NIH) Office for Human Research Protections (OHRP) within the U.S. Department of Health and Human Services (DHHS) (<http://www.hhs.gov/ohrp>). The DHHS requires institutions, who receive federal funding (ex.: federal financial aid to students), to have an IRB committee as do a number of other agencies. The IRB must follow the regulations, laws, and policies set down in the Belmont Report (<https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/read-the-belmont-report/index.html>) and the Nuremberg Code (<https://history.nih.gov/display/history/Nuremberg+Code>).

The purpose of the American University of Health Sciences Institutional Review Board is to:

1. Ensure the protection and rights of human research subjects
2. Review research involving human subjects
3. Review federal mandates and policies regarding ethical standards for research
4. Update guidelines and procedures according to these federal guidelines
5. Disseminate policies and procedures for conducting ethical research to faculty and students
6. Generate reports to faculty and administration regarding activities of the IRB committee

SECTION III– UNIVERSITY ADMINISTRATION

SECTION III – UNIVERSITY ADMINISTRATION

FACULTY RECRUITMENT AND ORIENTATION

Faculty Recruitment

The recruitment process is initiated through the program dean's office in collaboration with Human Resources that makes his/her need for a new faculty member known to the President/CEO, Provost, Vice President of Operations and Development. Human Resources is responsible for ensuring placement of advertisements. Searches are performed to recruit a highly qualified cadre of candidates. AUHS recruit faculty from a variety of sources. Faculty members are generally recruited from a local or national pool but on occasion, a global recruitment process is utilized. A national search can be accomplished in several ways including placing ads on appropriate job boards, in journals, bulletin boards, etc.

Qualified candidates are preliminarily reviewed by the program dean, University President, Vice President of Operations and Development, and the Provost to ensure that candidates 1) can support the mission of the University; 2) understand the requirements of the position; 3) are highly qualified; and 4) are committed to the students and the Mission of the University. These interviews can take place in person or by video conference. Once potential final candidates have been identified, the candidate is brought into the University for a Teaching Presentation and meeting with a specially selected panel for the School or office for which they are applying. The applicant makes a presentation to faculty and administration panel during which they are asked appropriate questions. Feedback is sought from the panel.

The selected candidate is contacted by University Administration who offers an initial offer contract, and a start date is set.

Faculty Orientation

Each School of the University holds an orientation for new faculty members. Orientation to the University as well as orientation to the School (program) is covered in overall Faculty Orientation Guide. Orientation is geared towards helping an individual successfully meet what is required of faculty member's specific and specialized needs. Time is provided for familiarization of selected University documents such as the Faculty Handbook and the University Catalogue among others. The new faculty member is provided with a mentor for the first year of employment and can ask questions of their mentor and be provided guidance on either the answer to the question or the contact who can answer the question for the faculty member. More information on this topic is found in the *Faculty Orientation Guide*.

AUHS FACULTY PERFORMANCE REVIEW

Faculty Evaluation & Annual Review Process

All faculty of the University receive yearly reviews. The Annual Review requirements include elements required of all persons employed by the University such as the Annual Performance Evaluation; and some specific to faculty such as the Quadripartite-*(Teaching, Scholarship/Research, Service, Practice)* Annual Faculty Evaluation. Annual faculty reviews are scheduled in the fall quarter for most faculty members regardless of their start date. Annual bonuses, raises, or contract extensions will be contingent on the outcome of the review process (Evaluation) also referred to as review performance, especially for full-time faculty. This review process is mandatory.

Review Performance

Reviews will occur in the department in which the faculty member has the primary appointment, and it will be the responsibility of the Dean, Associate Dean, Program Director or Chair to assure that reviews are completed timely and the outcome of the review is shared with the faculty. The Dean/Associate Dean/Program Director/Chair shall notify faculty in advance of faculty anniversary date regarding this process and provide any needed documents. Annual review complete packages are submitted to the Provost within 7 days of completion. The original review package will then be given to HR by the Provost after review and evaluation for completeness. Copies or discussion of faculty performance shall be provided to the President/CEO and shall be maintained by the program. Faculty are entitled to copies of formal review documents.

Timeframes of the Review

Newly appointed faculty members in their first year of employment who are initially appointed for a 1-3-year in their first year of employment will have preliminary assessments at 90 days, 6 months, and annual review at 1 year by program administrators. Furthermore, faculty may also receive warning at any point in time when their performance does not meet acceptable standards. The first year of the employment period will be considered probationary regardless of employment contract. New faculty members, who demonstrate a need for assistance in keeping pace with their desired need to be an effective teacher, will be given as much support as they require to be successful inclusive of one-on-one mentoring, and any additional training required to improve their performance. However, after the first year, new faculty members and continuing faculty members who do not have satisfactory assessments at any point in a given year and whose performance is considered beyond the scope of further remediation, will be given an amended contract with a six-month termination date. During the amended contract period, close supervision will be provided to the faculty. There is no opportunity for this amended contract to be re-called.

Faculty members who have not met expectations will be given the opportunity to improve unless the issues noted are judged egregious. Faculty members who have successfully completed the first year of employment satisfactorily will have one classroom assessment (*faculty classroom observation form*) and one lab/clinical (if applicable) assessment yearly plus and annual evaluation thereafter. Faculty will meet with their dean/asst. dean/chair/supervisor as assigned once per quarter to review faculty course evaluations; research/scholarship, clinical evaluations progress (if applicable); faculty development plans as well as addressing other concerns.

Reasons for Immediate Termination

For egregious behaviors, unethical violations, gross misconduct, and gross insubordination, faculty members may be immediately terminated, including those faculty members with initial contracts. The following list is not inclusive, but may include:

- Gross insubordination (failure to accept an assignment well within the purview of one's expertise)
- Gross misconduct (includes unavailability to students either in the classroom, laboratory, or clinical setting, and/or directing the students inappropriately to cause gross negligence with clients/patients)
- Drinking or taking drugs in the classroom or clinical setting which is visibly noticeable to others
- Inappropriate sexual conduct tantamount to sexual harassment with students or others
- Inappropriate or unacceptable behavior that demeans or subverts the integrity, philosophical or moral values of the University
- Any behavior, gross misconduct or malicious actions that disrupts or injures the well-being of the University

Term Tenure

Faculty is employed by the University on a contractual basis. American University of Health Sciences does not offer a traditional tenure track for faculty at this time. Currently contracts are given for an initial 1-3-year period, followed by a second 1-3-year contract after evaluations. After the initial six years, the faculty may be granted a five-year contract, which is considered by the University as 'Term Tenure'. Five-year contracts for Term Tenure can be renewed via collaboration and agreement with the faculty member during year 4 of the 5-year contract based on an aggregate of the annual reviews. Further information on this area can be found in Section IV.

Please note: *The University will observe instruction and reevaluate a faculty's work at any point in time for any reason.*

- **Adjunct Faculty**
 1. Adjunct/instructors must follow the same guidelines for regular faculty members.
 2. Data from the assessments may be used to determine if the adjunct/part-time faculty will be re-hired for subsequent quarters.

Elements of the Review

- Satisfactory completion of the Annual Performance Evaluation
- Satisfactory completion of Data Sheet or similar document
- Satisfactory completion of Faculty Development Plan or similar document
- Faculty Classroom Observation Form
- Clinical/lab Observation Report (if applicable)
- Current Health/Immunization data (nursing/ clinical faculty only)
- Current CPR (nursing/clinical faculty only)
- Current copy of malpractice insurance (if applicable)
- Course/clinical /lab evaluations
- Continuing education certificates
- Transcripts for continuing formal education
- Professional resume and bio updated (located in the Faculty Orientation Packet)
- Peer-reviews by at-least two colleagues
- All course syllabus approved, received and filed (timely) presented in Course Portfolio
- Evidence to support that course grades uploaded to Canvas and documentation posted in SIS and submitted to Student Affairs/ Services
- University In-service Training
- Records summaries of minimum per-quarter meetings with Dean/Associate Dean/Director/Chair
- Documentation of memberships in professional organizations
- Lists of any contributions to professional journals, newspaper articles, books and/or any related media contributions to profession
- Updates (Faculty Update Form required) for any research program (especially for those who are principle investigators); applications for extramural research funding and/or funded research projects
- Updates (Faculty Update Form required) for any community service activities
- Updates (Faculty Update Form required) for any applications for extramural funding and/or funded research projects
- Updates on scholarly publications
- Updates (Faculty Update Form required) for any faculty service activities
- Other (as notified).

Course Portfolio

Below are the elements necessary for inclusion in the course portfolio

- Copy of each syllabus taught during the year in binder(s) (binders should be kept for calendar each year)
- Course evaluations matched with each syllabus
- ATI student cohort results Prelicensure BSN Program (SON only)
- Summary of 1) what went well; 2) what needs improvement; and 3) plan for improvement for each course taught
- Class demographic of 1) total student number for class; 2) breakdown of grades by numbers
- Evaluation of required textbooks for class

Faculty Update Form

An update form outlines faculty service; applications for extramural funding to support scholarly/research projects; publications; community service; professional development and research is required for annual review for full-time faculty. See form for further information.

HUMAN RESOURCES POLICIES AND PROCEDURES

90-Day Faculty Review (probationary 90-day period)

All new AUHS faculty members are subject to a 90-day probationary period. No benefits accrue during this time. The faculty member's immediate supervisor will be conducting an initial review of their first three months of employment assessing their ability, quality of work, aptitude, job understanding, etc. during this probationary period. Near the conclusion of this period a meeting will take place between the faculty member and his/her supervisor in which the 90-Day Faculty Review (evaluation and assessment will be discussed with the faculty member). Also discussed in this period, may be any course evaluations completed along with any anecdotal notes, or other applicable and relevant materials or documents. This assessment occurs for both full-time and part-time faculty. For per-diem faculty (only) the initial assessment will occur at or near the end of the first quarter of teaching.

6-Month Faculty Review

All new AUHS faculty members are subject to an initial 6-month faculty member review. The faculty member's immediate supervisor (or higher level) will be conducting the initial review of their first six months of employment assessing your abilities, quality of work, aptitude, job understanding, etc. during this period of employment. Near the conclusion of this period (or before) a meeting will take place between the faculty member and his/her supervisor in which the 90-Day Faculty Review evaluation and assessment will be compared with the 6-month Faculty Review document. Also discussed in this period, may be any course evaluations completed along with any anecdotal notes, or other applicable and relevant materials or documents. This assessment occurs for both full-time and part-time faculty. Per-diem faculty will be reviewed annually if the initial review is deemed satisfactory otherwise periodic perdiem faculty reviews will be performed as determined needed by administration until such point the assessments are determined satisfactory.

Official Start Date

The faculty start date for all purposes, including benefit determination, is considered the first day of actual employment. The University benefit program is only available for designated Full-Time Faculty members working a minimum of 40 hours each week.

Transcripts

Faculty need to provide official copies of ALL transcripts in which he/she earned a degree. Copies must be sent directly to the University Office of Human Resources from the school they attended.

Mandatory In-service

All faculty members are required to attend a minimum of 4 University sponsored in-services each year. Additional in-service trainings may be offered by the University for Professional Development.

Student Information Systems (SIS)

All faculty members must complete SIS training (in-service) within the first 30 days of employment, SIS in Service training is available every quarter. All Full Time Faculty must complete the SIS training prior to teaching. All part time Faculty who are scheduled to teach theory courses must complete the SIS training prior to teaching.

Visitors at Work

AUHS expects that the faculty member be fully engaged in his/her work while at the University during assigned work hours. Therefore, personal visitors, family members including children, and friends who come to the University to visit or otherwise spend time with the faculty member are strongly discouraged. A visitor who meets the faculty member for the purpose of going out to lunch or other similar limited activity is acceptable. Emergency situations on a case-by-case basis may be allowed depending upon the circumstance. Please check with supervisor if an emergency situation occurs.

Security Codes and Computer Access

Faculty members are given keys, computerized access cards and codes to computers and copiers. These codes and keys are never to be shared with anyone other than a supervisor or University administrator.

Criminal Arrests, Charges and Convictions

Arrests for criminal activity, charges and convictions may be grounds for dismissal depending upon the severity of the crime. A Faculty Member must advise the HR Officer (hr.info@auhs.edu) to report any pending criminal charges or convictions. Note- minor traffic violations are excluded from this notification unless a faculty member drives an official University vehicle, and thus is responsible for reporting any traffic violations.

Employment Categories by Series

Regular Academic Series Faculty: Full-time faculty members (*instructors or ranked*) who hold at least a master's or a doctoral degree in an area appropriate to their expertise and have had professional and/or academic experiences suitable for appointment at this level. These employees generally work a minimum of 40 hours per week and must maintain reasonable office hours. These faculty members are W-4 employees where taxes and social security are withheld from their paychecks. Regular full-time faculty members are the only employee classification eligible for University benefits. Undergraduate faculty full-time workload is 48-52 units in a calendar year and of which 4 units can be applied towards grant or publications. Regular full-time faculty roles are described in their contract as well as expectations outlines in this publication.

Clinical Series Faculty: Full-time faculty members (*instructors*) who hold at least a master's degree or a doctoral degree in an area appropriate to their expertise. These individuals generally have clinical experiences appropriate to their area of expertise. This group consists of faculty members who work primarily in the clinical/experiential setting. **Clinical Series instructor's jobs are described in their contract and put in their personnel files.**

Clinical Series Faculty: Adjunct faculty members (*instructors*) who hold at least a master's degree or a doctoral degree in an area appropriate to their expertise. These individuals generally have clinical experiences appropriate to their area of expertise. These individuals can be part-time or even per-diem. They could work any number of hours irregularly based on a contracted hourly rate or per-course rate. This group consists of faculty members who work in the clinical/experiential setting. Clinical Series instructor's jobs are described in their contract and put in their personnel files.

Permanent Part-time Series: Faculty members (*instructors*) who hold at least a master's or a doctoral degree in an area appropriate to their expertise. These individuals should have both academic and clinical or other professional experiences appropriate to their expertise. These individuals routinely work less than 30 hours per week and have met the 90-day probation requirements. Permanent part-time employees are not eligible for University benefits. Permanent part-time instructors may teach in the experiential/clinical setting, in the classrooms and/or labs or both.

Adjunct Faculty Series: Faculty members (*instructors or ranked*) who hold at least a master's or a doctoral degree in an area appropriate to their expertise and have professional and/or academic experiences. These individuals typically teach once class per quarter or as needed.

Teaching Assistants: Assistants to faculty members. These individuals are assigned to assist the Faculty of Record who has class sizes greater than 50 students. Faculty members of Record may request in writing a teaching assistant if the class assigned meets the following requirements.

1. Greater than 50 students
2. Heavily laden in writing requirements

Teaching Assistants may do the following to assist the Faculty of Record

1. Assist with the preparation of course packets as appropriate.
2. Grade paper, term papers, and examinations under the direction of the faculty of record.
3. Proctor examinations as appropriate.
4. Tutor students as appropriate under the directions of the Faculty of Record.
5. Lead discussion groups as assigned by the Faculty of Record.

Teaching Assistants may not file the final grade because this responsibility is left to the faculty of record pursuant to University policy.

Payroll

For regular full-time and adjunct faculty members, AUHS' payroll schedule closes on the 15th of month and the last day of the month for hours worked or not worked. Paychecks will be issued on the 5th and the 20th of each month. If these pay dates fall on a weekend or holiday the paychecks will be issued the next business day.

Mileage & Car

A faculty member using his/her own car must submit an accurate mileage account and record of toll and parking expenses. Such expenses must apply solely to the University business for which the car was used. Both Administration and your immediate supervisor should pre-approve mileage allowances and expenses. Approved mileage expenses need to be submitted monthly. **Expenses, auto or otherwise, submitted 45 days after the date of the actual expense can be grounds for denial of that reimbursement.**

AUHS will reimburse the faculty member using the IRS standard mileage rate. It is the responsibility of the faculty member to maintain accurate travel logs and submit them to Accounts Payable in a timely manner.

Traffic fines will not be reimbursed. **AUHS will not reimburse mileage for regular visits to clinical sites by Faculty.** Please consult with the Provost for additional guidance on this policy.

Special Compensation for Extra Coverage

Faculty who works over and above their assigned workload providing coverage in an emergency for faculty who become ill, or are unexpectedly absent for any number of reasons, may be provided additional compensation for extended work periods on a case-by-case basis. Special Compensation pay will be negotiated by their immediate supervisor with the University Administration and the faculty member.

Emergency Pay Advance

In case of a serious personal financial emergency, the Company may advance a limited amount of money against a faculty member's future pay based on their length of employment. Repayments may be made by pay deductions. Faculty members who need such assistance should consult their immediate supervisor who will direct them.

Dress Code

AUHS maintains a dress code for all faculty members. Faculty members are expected to dress in business attire or clinical attire with a lab coat during clinical days. AUHS believes a professional look encourages a professional approach and sets a good example for students. All faculty members are expected to be neat and well-groomed to present a positive and professional image at AUHS. To this end, open foot attire such as sandals, flip-flops or other similar footwear is unacceptable along with revealing clothing or similar unprofessional appearance dress. Male instructors are required to wear a tie and dress shirt.

Attendance

Attendance is a critical factor in helping AUHS reach its educational goals. The hours of the University vary from 7 am in the morning to 10 pm at night. At the beginning of your employment, and at the assignment of each quarter, your hours will be agreed upon. Once set, (with the occasional variance), the faculty member is expected to maintain consistent work hours. Faculty Office hours (schedule) are also expected to be posted outside the faculty member's office door.

Erratic attendance and lateness are not acceptable in the classroom, clinical, meetings, daily arrival, or any other expected times. Calling in at the last-minute due to illness is unacceptable unless it is a true emergency. If one is unavoidably detained, one must notify their immediate supervisor, or in the case of being late to a class and unable to reach your supervisor, a University Official so that students may be notified of your situation. Notification of absence is expected to take place before your scheduled time where practical. If you are unable to reach your immediate supervisor you may call the HR Officer, 562-988-2278 ext. 2030,

Unacceptably high occurrences of tardiness or absences may be grounds for a written warning and possible termination.

AUHS views tardiness beyond your scheduled time as an occurrence. On the third occurrence within 90 days, your manager or supervisor may issue a verbal warning. Subsequent occurrences after a written warning may accompany an unpaid suspension or termination.

Members of the faculty are expected to report for work either to the AUHS campus, research site, or to their clinical lab sites during regular work hours. Regular work hours may vary depending on teaching schedules. For example, one schedule might be 8:00 am to 5:00 pm or 12 pm to 9:00 pm. Another might be 7:00 am to 4:00 pm for faculty whose clinical obligations begins at 7:00 am. At the beginning of the Quarter, each member of the faculty shall submit their planned weekly schedule for the Quarter to Student Affairs/Student Services Director with a copy to the Dean's office. If a faculty member must be off campus for a professional activity (e.g. meeting with personnel at a clinical agency, giving a professional presentation, attending a meeting of a professional group, etc.), the "Faculty Absence From Campus Form" must be completed and submitted to the program's administrative assistant, preferably no later than the business day prior to the absence which will be forwarded to HR.

Smoking Policy

AUHS is a non-smoking environment. Smoking is not permitted in the University anywhere or on the front of the School grounds. There is a designated area for smoking at the far end of the campus parking lot.

Use of Company Property

Computers and other equipment on the premises of AUHS are considered company property. This includes software, email, and access to the Internet. Faculty members are prohibited from using company computers for personal use. Access for the purposes of research, teaching, or other academic reasons are fully justified and therefore acceptable and desirable. Personal emails and outside software are prohibited from being loaded on University property and used without the University's permission. Inappropriate misuse of software or email is grounds for termination.

Cellular Phones

Cell phone use during work hours must be limited to reasonable light usage while at work. Extensive use of cell phone must be reserved for personal time such as breaks and lunch periods. Cell phone use for business purposes is acceptable during office time. Cell phones should never be utilized during class time.

Equal Opportunity Employer

AUHS is an equal opportunity employer who is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, disability, gender, national origin, race, religion, sexual orientation, or veteran status, is prohibited. The university will provide equal opportunity to all faculty members concerning salaries, promotions, benefits and working conditions and will monitor these areas to ensure that any differences, which may exist, are the result of bona fide policies and procedures and are not the result of illegal discrimination.

Personal Mail

Mail addressed to Faculty members at AUHS using the company's address at: 1600 E. Hill Street Signal Hill is presumed to be School business unless otherwise stated.

Confidential Information

All faculty members are required to sign a confidentiality agreement with the University upon hire. Faculty members are exposed daily to a great deal of confidential information. None of this information, including the strategic plans for the University, its teaching materials, or unique methods for ensuring success, inclusive of those methods or procedures used for handling a specific case, should be repeated or discussed with relatives, friends outside the University or other students. Discussing confidential information displays poor judgment and undermines the confidence the University has placed in a faculty member. The ability to keep confidential information is one of the criteria by which a faculty member is measured when opportunities for advancement are considered.

Student information is considered on a need-to-know basis. Faculty is reminded to follow Federal FERPA guidelines and regulations outlined in the New Faculty Orientation and Mentoring Program Guide.

Faculty Development

The supervisor assists his/her faculty member to work out a plan for faculty-development and ongoing improvement. The Faculty Development Plan is a combination of both the faculty member's own plan, and the supervisor's input of which includes University directives for ongoing continuing education and work improvement strategies. Faculty development plans are required to be updated on a continuous basis. See section IV for further details on faculty development.

Professional Development, Scholarship, and Research

American University for Health Sciences (AUHS) encourages its faculty to engage in professional development, scholarship, research, and creative activities and has created the following policy to support such activities. All activities must be pre-approved by AUHS in order to qualify for reimbursement as described below:

Classification	Professional Development	Presentation at Professional Conference
Full-time Faculty	Up to \$300/year	Up to \$700/year
Part-time Faculty	Up to \$100/year	Up to \$500/year
Adjunct Faculty	Up to \$100/year	Up to \$300/year

The following conditions apply:

- The professional development activity must be pre-approved, be related to the faculty position at AUHS, and be listed on the faculty member's annual development plan.

- Faculty members will receive their usual pay for the day if the activity occurs on a regularly scheduled workday. If the event occurs on an unscheduled workday, such as a Sunday, the employee will not be provided extra pay for this time.
- The reimbursement amount allotted above includes all incurred expenses for travel, accommodation, associated fees, conference registration fees and meals.
- Presentations at professional conferences require the following for approval:
 - A copy of the power point slides/handouts must be provided to AUHS in advance in order to receive preapproval for the conference reimbursement
 - A copy of the letter from the sponsoring professional organization indicating invitation and acceptance of the presentation.
- Receipts and other documentation of expenses must be provided when requesting reimbursement.
- The Professional Development form must be completed and approved prior to the event in order to qualify for reimbursement.

Faculty Mentoring Plan

Faculty will have one-on-one mentoring of junior faculty (Assistant Professors) by senior faculty (Professors). All of these mentoring responsibilities are completely discretionary, in that either the senior or junior partner in the mentorship relationship can choose to reassign to another primary mentor.

The mentor will have the primary responsibility for helping junior faculty plan for development of their academic professional career with respect to both teaching and research/scholarship activities. This will not be exclusive, in the sense that there will be various workshops on teaching methodologies and assessment led by internal and external guides that will be arranged on an ongoing basis to ensure both junior and senior faculty are familiar with current thought leaders in the area of education.

Clinical faculty will benefit not only from the experience of senior clinical faculty but will have the opportunity to interact with members of the SOP Advisory Board and with clinical preceptors from various institutions.

All faculty will be strongly encouraged to participate in local, national, and international professional meetings in their areas of professional and scholarly interest. All faculty, in clinical, administrative, and basic sciences will have the opportunity to devote 25% of their time to scholarly pursuits that can also involve collaborations with researchers and/or faculty at other institutions.

Promotion

Promotion is defined as advancement in a rank or job grade of a faculty member from one position to that of a higher job grade. Included are positions of the same grade that offer the faculty members and opportunity to pursue an area of interest. AUHS is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality of work force and to foster an environment that embraces the broad range of human diversity. The university encourages promotions within the university and departments are encouraged to fill job vacancies by internal promotion of qualified faculty and/or staff members. All administrators, professional and managerial, clerical, technical and service and maintenance staff are encouraged to apply for promotions when they meet the qualifications of the position. The university maintains this policy to develop and provide effective incentives to staff members and to aid departments in obtaining skilled, trained, and experienced administrators, faculty and staff.

To be eligible for a promotion, a faculty member must:

- Be classified as a regular status employee.
- Have satisfactorily completed the probationary period.
- Meet the qualifications of the position.

- Have a satisfactory performance and attendance record.
- Met all the criteria at the rank or step presently held and begin to satisfy those at the rank or step desired.
- When the above criteria are met, the staff member will be eligible to apply for the position.

Faculty members are encouraged to discuss promotions with their department heads.

Faculty desiring to be promoted to the next rank/step must submit their application to their school Dean by June 30th of the year in which they desire to be considered. The application consists of: Curriculum Vitae, a self-evaluation, appropriate documentation of work related to articles, grants, etc. A table for mean scores for teacher evaluation for the past academic years since the last promotion or appointment and before the consideration should also be included; optional would be two peer reviews from a colleague holding the rank desired or above. For SOP the faculty member should also provide a list of three names of individuals at the desired rank or above, who are experts in the same area as that faculty member's focus area for scholarship/research and are qualified to provide an objective external review of the applicant's qualifications. All of the individuals listed for external review should be faculty at other institutions than AUHS. The applicant should also receive a letter from their Chair, program supervisor, or Dean recommending promotion and summarizing the criteria for promotion. The letter will accompany the applicant's promotion package, when it goes out for external review. The letter and evaluation letters from external reviewers will be considered by the applicant's peers in their home department, SOP Promotion Committee, and Faculty Senate, before the motion for promotion is submitted to the Board of Trustees for final ratification.

Further information on promotion specific for faculty members is detailed in Section **IV- FACULTY POLICIES**.

Grievances

A grievance is defined as an alleged misapplication of institutional policies or procedures by an employee. Procedures for the resolution of grievances provide a route of appeal through administrative channels. A grievance may be filed for a violation of rights provided by law, or by established University policies including those contained in the Faculty Handbook, or by the faculty member's contract.

The faculty member should first discuss his/her grievance with their direct supervisor. If for any reason this proves unsatisfactory or inadequate, he/she may take the concern to the Provost and then, if necessary, to HR via-email to Human Resources hr.info@auhs.edu. If there still seems to be no hope of adjusting the grievance, and the faculty member still feels that he/she has not been given satisfactory answers as to why it cannot be adjusted, he/she is always at liberty to request an appointment with the HR consultant. Appointment can be made thru hr.info@auhs.edu. Should none of these steps prove successful they can then request a meeting with the University President. Records of all such grievances are maintained in the office of the Provost.

Personnel Records

It is important that personnel records contain accurate and up-to-date information for every faculty member. Any change in marital status, number of children, or other dependents in the immediate family should be reported promptly to ensure comprehensive benefit coverage within 14 calendar days to Human Resources via e-mail to hr.info@auhs.edu. This information has a direct bearing on the amount of a faculty member's payroll deduction for federal withholding tax and the amount of insurance premiums and benefits.

Any change in home or cell phone number or address should be reported promptly to hr.info@auhs.edu.

If a faculty member has furthered his/her education in any way, it should be recorded in his/her personnel folder. This is helpful in determining qualifications for promotion or transfer within the School.

The University also requires up to date copies of licenses and in some cases health records such as immunization and titer data.

Supervisor/Faculty Member Relations

Frequent contacts between a faculty member and his/her supervisor enable the supervisor to provide guidance and advising regarding the faculty's assignments and the progress he/she is making on the job. A faculty member can benefit, greatly, by making it a habit to keep in constant communication with his/her supervisor. He/she should be encouraged to discuss any questions he/she may have regarding School policies and programs with his/her supervisor. Such contacts will help to promote mutual understanding and respect between faculty member and supervisor.

AUHS Drug-Free Policy

As a condition of receiving funds or any other form of financial assistance under any federal program, Federal regulations require that an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

AUHS is a drug free work environment. Accordingly, all employees are duly noticed of the University's reasonable expectation to maintain such an environment the following policies are adopted: Alcohol or Drug Usage

There is a distinction between social drinking and alcoholism, which should be recognized by all faculty members. AUHS has no objection to the former, if it does not take place on the School premises or during working hours or moderately at a University-sponsored event. In no way, however, should faculty indulge in a manner that affects the work of a faculty member adversely.

Alcoholism, however, is another matter. It is an illness and is generally recognized as such. A faculty member who is subject to this form of illness and whose work is unsatisfactory because of it may be discharged unless he/she agrees to undergo proper medical treatment. In any case, the School is under no obligation to continue employment of an unsatisfactory faculty member who is an alcoholic or who is suspected of being intoxicated and declines medical treatment.

In addition, faculty members who are suspected of being under the influence of illegal drugs while at work or who may exhibit signs of being under the influence of behavior or mood-altering drugs in access (psychiatric drugs excluded), even if legally prescribed, may be required to be drug tested. Strong pain drugs, which affect an individual's behavior at work, should not be taken in the work setting. In these cases, the faculty member should remain home.

Drug Possession

A faculty member under the influence of, or in the possession of, or in the act of selling or distributing illegal or addictive drugs, will be subject to immediate suspension and possible discharge, pending due process. Faculty Members who are approached by anyone on School premises about the purchase of illegal or addictive drugs must report this fact to the management. Human Resources will be responsible for effective training programs from outside sources that emphasize the dangers of drug abuse and the detection of drug abusers.

Spiritual Development

AUHS provides opportunities for faculty spiritual development throughout the year. There are two opportunities each week in the Monday Morning Dew and Wednesday Noonday Prayer.

Community Service

Community service opportunities are provided quarterly. As part of the quadripartite evaluation, faculty are required to participate in at least four events per year.

Sexual Harassment

In accordance with applicable law, AUHS prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other basis.

Definition

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the faculty member's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or harassment by persons doing business with or for AUHS.

Other Types of Harassment

Prohibited harassment based on race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other protected basis, includes behavior such as:

- Verbal or written conduct such as threats, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

All incidents of prohibited harassment that are reported will be investigated. AUHS will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee or faculty member who complained and to the accused harasser(s).

If AUHS determines that prohibited harassment has occurred, AUHS will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the employee or faculty member who complained.

If you believe you have been harassed on the job, or if you are aware of the harassment of others, you should provide a written or verbal complaint to your Supervisor or Human Resources hr.info@auhs.edu as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, and etcetera).

Applicable law also prohibits retaliation against any employee or faculty member by another employee or faculty member by AUHS for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, AUHS will not permit any retaliation against any employee or faculty member who complains of prohibited harassment or who participates in an investigation.

Termination

When Termination is the case regardless of cause, faculty members are required to return all Company ID badges, cell phones, keys, or other AUHS issued equipment, before the final paycheck will be issued.

ID Cards

Upon hire, faculty is issued an ID card that identifies the individual and is encoded to open doors during normal working hours. The AUHS **ID card is required to be worn and visible at all times while on campus**. The ID card is considered company property and must be surrendered upon termination. If a card is lost and must be replaced, a fee will be incurred by the faculty member for the replacement of the card. The following rules pertain to ID Card:

- This ID is nontransferable. This is for the purpose of identification, access, and transaction of school business ONLY.
- This card should be carried while on the premises of American University of Health Sciences. Upon termination of employment the ID Card must be surrendered to Human Resources, any money owed will be held until AUHS ID card is returned.
- A replacement fee of \$25 will be charged for lost, damaged or stolen cards. Please immediately report loss or theft to Human Resources.
- The Cardholder must not use their ID card to open any doors for students, staff, faculty, or guest if they do not have a visible University ID Card. Cardholder must not loan their ID card.
- The Cardholder access to building will be monitored by Control Security System and cardholder access is only during normal business hours. Business hours are from 7:00 am -10:00 pm Monday – Thursday and 7:00 am – 6:00 pm on Friday.

Office Hours

Full-time faculty members are provided with an office workspace area. Faculty are expected to post weekly office hours outside their door and be available at least 5 open office hours each week for students.

Adjunct faculty members are to have available office hours while on campus to meet with students requesting assistance or advising. Adjunct faculty office hours should be noted in the syllabus and/or posted on the faculty member's Canvas course page. Adjunct faculty will be given the usage of a private office or a conference room for the purposes of meeting confidentially with students whenever needed.

Attendance at Meetings & Events

Full-time faculty members are expected to attend all University required meetings as assigned and special events (such as commencement; health fairs, art shows or any event that supports and encourages students). In an emergency, the full-time faculty member should notify his/her supervisor as soon as possible.

Adjunct faculty members are welcome to attend meetings. It is expected that faculty will make the effort to attend as many meetings and events as possible. In some cases, the University holds mandatory meetings such as faculty development events and other important events. Part-time faculty should make every effort to attend these mandatory meetings or must arrange to make up mandatory meetings or special trainings in the case that they have other commitments and cannot attend the original event.

Outside Employment

Full-time faculty are permitted to engage in outside work, for example, at a clinic, hospital, doctor's office, research center or other such facility, subject to the restrictions below, and ONLY with advance approval from the University. SOP site development and work at the AUHS-authorized/assigned practice site is excluded from this provision and is handled separately by agreements/contracts between AUHS and the practice site. Also excluded is any research work conducted at AUHS research partners such as Charles Drew University or other pre-approved sites for clinical, educational, or research activities. Other outside work cannot exceed more than 8.0 hours per month and must fall within the confines of the below:

- (1) Any outside employment or other activity must not compete or conflict with University interests, their full-time schedule, or adversely affect job performance at the University. Employees are not permitted to use

any University resources or any confidential information of the University in any outside activities or employment. Employees are not to solicit or conduct any outside business during normal working hours for the University without prior authorization. Outside employment, whether authorized or not, will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or work different or longer hours.

- (2) Any outside employment must be approved in advance; in writing and signed, by the employee's Dean and the Provost. The request for pre-approval must state whether and the extent to which any outside work will be performed during normal working hours.
- (3) Any outside employment that occurs during normal working hours will only be approved when the outside employer agrees to pay AUHS for the services or other such arrangement has been made by the Provost that financially benefits the University. Employees must use any available PTO time when engaging in outside work during normal working hours, but only with prior approval from the employee's Dean and the Provost.

This policy is subject to change without prior notice.

Textbook and Course Materials

The University via its Librarian assists the faculty member in obtaining required textbooks and other course materials. Ample time as outlined below should be given for assistance in this area, as often textbooks are out of print or not available for several reasons from the publisher.

The following rules govern selection of textbooks and other curricular materials:

1. A faculty member may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks.
2. A faculty member must give ample notice when he/she wishes to change a required textbook. Faculty must request any change in textbook or course materials by means of the Textbook Request Form available from the librarian. All textbook changes require prior approval from the Dean and Provost with justification for change (see Faculty Orientation Handbook).
3. Students are notified week 8 of the required textbooks for the upcoming quarter.
4. The Library is responsible for obtaining and ordering "desk" copies of textbooks for review or consideration. Please contact the library staff when you want to review a textbook.

Every effort is made to assist a faculty to change a textbook to the preferred textbook or teaching material however faculty are notified that due to unforeseen circumstances and circumstances beyond the Universities control, sometimes a textbook cannot be changed in the requested time frame and the decision to change the book or material may need to be delayed.

Workload

Undergraduate

Faculty members are assigned to classes by the program administrator each quarter. The faculty member's supervisor works closely with the faculty member in assigning the workload to meet the University, program, student and faculty needs. Whenever possible, efforts are made to have faculty members teach repeating courses, but this is not always possible. While the primary responsibility of faculty members is dedicated to teaching students and each other, the University expects that faculty members will spend part of their work time on other activities such as service, grants, publication, presentation, and projects. Full-time workload is 48-52 units in a calendar year and of which 4 units can be applied towards grant or publications.

Graduate

A general workload model has been developed for faculty. The model delineates the *average* % time expected for fulfillment of teaching, scholarly activities, and service and may be adjusted as needed at the discretion of the Dean and Department Chairs.

Table I. Sample Faculty Workload

Area	Faculty Workload	
	Hours per week	Percentage per week
Teaching (includes didactic and experiential)	24	60%
Scholarly Activities/Research/Practice	10	25%
Service	6	15%
Practice	Varies	Varies
Total	40 +	100%

Copyright Policy

The Copyright Act 1968 grants exclusive rights to copyright owners to use copyrighted material, including the right to reproduce or copy, publish, perform, communicate, translate, or adapt material without express permission of the copyright holder. It is essential to the University's continued success and functionality that every individual involved in the use of copyrighted material in connection with the University complies with copyright law, and that the University as an institution can demonstrate the highest level of compliance within this framework. Therefore, faculty members are to be mindful of US copyright laws including use of information available on the Internet are to be used in accordance with these laws.

Faculty members are reminded that it is unlawful and unethical to copy textbooks, journal articles or other materials to give out to students without express consent. Faculty members who wish to provide such materials to students need to check with the University librarian who will assist with seeking the required permissions. Strict adherence from every individual associated with the University is expected.

AUHS BENEFIT PROGRAM

Benefit Program for Faculty Members

Eligibility - Full-time faculty members are eligible for a range of benefits offered, including Health Insurance, 401K Retirement Plan, Vacation, and Holidays. Eligibility is based on working continuously for 90 days.

- A. **Vacation Policy** - Full time faculty accrue 20 days of Paid Time off (PTO) per year to cover vacation/personal time off (17 days) and sick leave (3 days). Faculty accrues PTO at the rate of 13.33 hours per month.
- B. **Christmas Break Vacation** - AUHS provides for vacation periods annually during the Christmas holidays when the school is closed. The days beginning just before Christmas and extending through January 1st when the campus is closed will be used for, at least 4 and up to 8 of the PTO days (depending upon which day of the week Christmas falls). PTO days will be announced, annually. Faculty will typically schedule their remaining PTO time during quarter breaks. Note: The week after final exams (week 12) in the summer and fall semester is reserved for faculty retreats and meetings and should not be used for vacation time.

- C. **Paid Time Off (PTO)** - If a faculty member wishes to schedule PTO during the time when a Quarter is in session, a request for an exception to the PTO policy must be submitted to the Dean or supervisor using the “**PTO Exception Request**” form at least 30 days prior to the first day off requested. Approval of the Provost is required. **Only on a rare occasion will such time be granted.**

- **Christmas Break**

PTO must be taken during extended breaks such as Christmas break because of the automatic closing of the school. There are at least three (Christmas Eve, Christmas Day, New Year’s Day) paid Holidays during Christmas time. It essential to understand that Christmas Break or closing does not begin until around December 20th or thereabouts and although the Fall Quarter may end around December 7th, administrative is just three days, Monday, Tuesday, and Wednesday and other time off is from PTO. For example, if this time accounts for 14 real time days, approximately eight out of 11 days must be taken as PTO.

- **Breaks during Other Quarters**

Breaks between Quarters other than Christmas are taken from PTO time alone if it extends beyond the administrative/academic allowances. If you chose to come to work during these breaks and not take the specified administrative/academic days, you must have a viable outcome related assignment approved by your Dean and the Provost and the related assignment(s) must be completed by the end of the break. Work related assignments can include:

- A. Peer Reviewed journal articles
- B. Grant application(s) for extramural funding.
- C. A prospectus for a book
- D. Pick up needed hours to renew advanced practice licensure (Note: This work does not need to be done at AUHS campus if prearranged with the Dean/Provost)
- E. School related projects.

However, if a faculty desires to reserve this time, it must be approved by the Dean, Provost, and Vice President of Operations and Development. Time may only be accrued up to 66.65 hours (which is 13.33 hours or 8.3 days).

AUHS recognized the academic nature of teaching and thus has allocated administrative/academic time off during academic breaks in the following manner:

- **Winter Quarter Break (Immediately after winter Quarter)**

Three (3) Administrative/Academic Days are allowed which are Monday, Tuesday, and Wednesday. Time beyond these days must be taken from available PTO. To reiterate, although, there are 5 days in this break, time beyond the time described above must be taken from available PTO or activities must be accomplished from the listed activities upon approval of the appropriate Dean and the Provost.

- **Spring Quarter Break (Immediately after Spring Quarter)**

There three (3) Administrative/Academic Days which are allowed and include Monday, Tuesday, and Wednesday for Spring Break. Time beyond this prescribed time must be taken from available PTO or a request must be made for allowance for the activities listed above. To reiterate, although, there are 10 days in this break, time beyond the time described above must be taken from available PTO or activities must be accomplished from the listed activities upon approval of the appropriate Dean and the Provost.

- **Summer Quarter Break (Immediately after Summer Quarter)**

Three (3) Administrative/Academic Days are allowed which are Monday, Tuesday, and Wednesday. Time beyond these days must be taken from available PTO. To reiterate, although, there are 10 days in this break,

time beyond the time described above must be taken from available PTO or activities must be accomplished from the listed activities upon approval of the appropriate Dean and the Provost.

- **Fall Quarter Break (Immediately after Fall Quarter)**

Three (3) Administrative/Academic Days are allowed which are Monday, Tuesday, and Wednesday. Time beyond these days must be taken from available PTO. To reiterate, although, there are 15 days in this break, time beyond the time described above must be taken from available PTO or activities must be accomplished from the listed activities upon approval of the appropriate Dean and the Provost.

Examples of Break & Administrative Times

2021 FACULTY PTO DAYS SCHEDULED

QUARTER	TOTAL DAYS BETWEEN QUARTERS	ADMINISTRATIVE DAYS	ON CAMPUS ADMINISTRATIVE DATES	TOTAL DAYS IN SERVICE/COUNCIL/ COMMITTEE	ON CAMPUS IN SERVICE/COUNCIL/COMMITTEE DATES	TOTAL PTO DAYS	PTO DATES
WINTER 2021	5	3	March 22-24, 2021	2	March 25-26, 2020	0	N/A
SPRING 2021	10	3	June 14-16, 2021	1	June 17, 2021	6	June 18, 2021 June 21 -25, 2021
SUMMER 2021	10	3	September 13-15, 2021	1	September 16, 2021	6	September 17, 2021 September 20-24, 2021
FALL 2021	13	3	December 13-15, 2021	5	December 16-17, 2021 December 20-22, 2021	5	December 23, 2021 December 27-30, 2021
TOTAL	38	12		9		17	

Total PTO Days 17
Total Sick Days 3
Total: 20

Note: December 19, 20, & 23-Sick Days may be applied if available, otherwise the 3 days are unpaid time off

D. **Sick Time** - When a faculty member takes a sick day, the “**PTO Request Form**” should be submitted to the program administrative assistant no later than 2 business days following the return to work. Sick time is counted as PTO time. Three (3) sick days per year is allotted from PTO time.

E. **Termination Pay Due**- If employment terminates with AUHS for any reason, personal time earned, but not used, will be paid out except for sick time. All Company property must be returned before the final paycheck will be issued. Any and all academic requirements related to student evaluation (grades, projects, papers, etc.) and University projects assigned and due prior to the separation date are to be completed and submitted before final payment is issued.

F. **Holidays**

Regular full-time faculty members are eligible for paid holidays after 30 days of employment. AUHS provides a total of eleven holidays that include:

- New Year’s Day
- Martin Luther King Holiday
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Leaves of Absence

- **Family and Medical Leave**

AUHS grants family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, faculty members will be eligible for the most generous benefits available under either law.

Please contact your Supervisor as soon as you become aware of the need for a family and medical leave. The following is a summary of the relevant provisions currently applicable, which may be changed without notice as laws change.

State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a 12-month period, under the following conditions:

1. The faculty member has more than 12 months of service
2. The faculty member has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
3. The faculty member is employed at a work site where there are 50 or more employees within a 75-mile radius.

Eligible faculty members may receive up to twelve workweeks of unpaid leave during a twelve-month period. A twelve-month period begins on the date of the faculty member's first use of federal family and medical leave. Successive twelve-month periods commence on the date of a faculty member's first use of family and medical leave after the preceding twelve-month period has ended.

Leave may be taken for one or more of the following reasons:

1. The birth of the faculty member's child, or placement of a child with the faculty member for adoption or foster care (known as "baby bonding leave");
2. To care for the faculty member's spouse, registered domestic partner, child, or parent who has a serious health condition;
3. For a serious health condition that makes the faculty member unable to perform his or her job;
4. For any "qualifying emergency" (to be defined by federal regulation) because the faculty member is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
5. A faculty member who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member.

Certain restrictions on these benefits may apply. If you need family and medical leave, you may be required to provide:

1. Thirty-day advance notice when the need for the leave is foreseeable;
2. At least two-business-day advance notice that a spouse will be on leave from deployment, with certifying documentation;
3. Medical certification from a health care provider (both prior to the leave and prior to reinstatement) within fifteen (15) days of request;
4. Periodic re-certification; 5. Periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt AUHS operations.

Please note: Family and medical leave is for the most part unpaid unless you have PTO time available. AUHS may require you to use paid time off to cover some or all of the family and medical leave time. The use of PTO will not extend the length allotted of a family and medical leave.

- **California Paid Family Leave**

Faculty members are eligible to receive Paid Family Leave benefits through the State when they need to miss work to take care of family members who are seriously ill or unable to take care of themselves. Family member is defined as a parent, child, or spouse. Contact Human Resources to obtain more information about this benefit.

Please note: It is unlawful for the University to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for AUHS to refuse to hire or to discharge or discriminate against any individual for being involved in any proceedings related to family and medical leave.

- **California Pregnancy Disability Leave**

In addition to baby bonding leave afforded under California and federal Family and Medical Leave laws, AUHS adheres to the California Pregnancy Disability Leave (PDL) regulations. PDL provides up to four months (122 days or 1/3 of a year) disability leave for a faculty member who is disabled due to pregnancy, childbirth, or a related medical condition as determined by her health care provider. This may include but is not limited to conditions such as severe morning sickness, prenatal or postnatal care, the need for bed rest, gestational diabetes, preeclampsia, loss or end of pregnancy, and post-partum depression.

Pregnancy Disability Leave will be granted for pregnancy-related disabilities upon the submission of a medical certification from the faculty member's health care provider. The medical certification must verify that the faculty member is disabled by her pregnancy, a childbirth or a related medical condition and requires pregnancy disability leave because she is unable to perform the functions/duties of her position. The health care provider's written certification must also state when the disability will begin and when the faculty member is expected to be able to return to work. Employees are asked to provide at least a 30-day advanced notice before the leave is expected to begin, if practicable or as soon as is practicable in the case of emergency or unexpected situations. PDL may be taken.

Prior to returning to work, faculty members are required to provide a medical certification from a health care provider that the faculty member is able to return to work. In most circumstances, the faculty member will be offered the same position held at the time of the leave or an equivalent position.

- **Funeral Leave**

Should a death occur in a faculty member's immediate family, time off with pay will be allowed. Pay for funeral leaves comes from the PTO account for each faculty member. The following PTO for immediate leave for death is as follows:

1. For members of the immediate family (father, mother, brother, sister, spouse, and child): Time off from the day of death through the day of the funeral. If this period is to exceed three days, approval must be obtained from Management.
2. For near relatives (grandparents, uncles, aunts, etc.): Time off for the funeral only (day) is allowed.

- **Small Necessities Leave of Absence**

Any regular full-time faculty member of the School may be granted an unpaid leave of absence, provided it does not interfere with work schedules, to participate in school or licensed childcare provider activities of the employee parent's child or grandchild. A written request for a leave of absence must be presented to the supervisor and approved prior to any absence. Faculty are allowed up to 40 hours per year of small necessities leave, not to exceed 8 hours in a single month.

- **Military Leave (Active and Reserve Service)**

Leave without pay is provided to you when you enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. AUHS will adjust your pay considering your military service in accordance

with applicable state and federal laws. You are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act. You need to provide your military service orders to your Supervisor for review prior to commencement of the leave.

The Uniformed Services Employment and Re-employment Rights Act (USERRA) mandates that while an individual is performing military service for the United States, he/she is deemed to be on a furlough or leave of absence and is entitled to the rights accorded other employees on non-military leaves of absence. Under USERRA, faculty members are allowed, but not required, to use accrued PTO or annual leave while performing military duty. Faculty members performing military duty of more than 30 days may elect to continue employer-sponsored health insurance for up to 24 months. For military service of less than 31 days, health insurance coverage is provided as if the faculty member had remained employed.

Any faculty member called to active military duty must provide a copy of his/her service orders to his/her Supervisor for review prior to commencement of the leave.

- **Reinstatement**

Returning service members must be re-employed in the job that they would have retained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The period within which a faculty member must apply for reinstatement is based upon the length of military service. If the service was less than 31 days, the faculty member must return on the next regularly scheduled workday after release from service (considering travel time and a minimum of eight hours rest time). If the service was more than 30 days but less than 181 days, the faculty member must submit an application for re-employment within 14 days of release from service. For a service longer than 180 days, the faculty member must submit an application for re-employment within 90 days of release from service.

- **Leave for Victims of Violent Crime**

AUHS understands that if a faculty member is the unfortunate victim of a violent crime that faculty member may need to take time from work to appear in court to obtain relief from such violence. If you need time off for related judicial proceedings, you must give your Supervisor reasonable notice that you need time off for this purpose. Your time off would be unpaid. If you need time off immediately or for an emergency, advance notice is not required, but you may be required to provide documentation or certification of the purpose of your absence within a reasonable time after your time off.

- **Jury Duty/Witness**

AUHS provides time off for faculty members to serve as a juror or witness when subpoenaed or court-ordered, including faculty members who are victims of a crime. Such time off is unpaid, however if desired, faculty members may use available PTO (accrued). Faculty members who have been subpoenaed or otherwise requested to testify in court as a witness for the University may receive paid time off for the entire period of witness duty. Verification from the court clerk of having served as a juror or a witness may be required.

- **Emergency Duty**

Leave for faculty members who volunteer as a firefighter, reserve peace officer or emergency rescue personnel may take unpaid time off to perform emergency duty when called to action. Faculty members must notify management in advance wherever possible and provide supporting documentation for the leave.

- **Voting**

If you cannot vote in a statewide public election before or after working hours, then you will be allowed sufficient time off to go to the polls. Such time off beyond two hours absence from the workplace would be unpaid.

Retirement Programs

AUHS offers a 401K retirement program, currently administered by Mutual of America. Faculty members are eligible to contribute pre-tax earnings to this program after the first 90 days of employment with AUHS. The program has two components

(1) Pre-tax dollars that you, as a faculty member contribute to this plan for your future retirement needs; and (2) monies that AUHS contributes to your retirement savings to help you build on your retirement savings. After 1 year of continuous service as a fulltime faculty member, you are eligible for Company Matching Contributions to your personal contributions. See below for additional information.

Company Matching Contributions

AUHS contributes to the 401k at the rate of .50 cents on the dollar matched up to the first 3% of the faculty members own contributions. For example, if a faculty member decides to contribute 4% of his bi-monthly paycheck of \$1500 gross, the faculty member is contributing \$60.00 to the retirement plan each paycheck. AUHS will add another \$22.50 to that contribution for a total of \$82.50 to the 401k Program. Per taxable year, a faculty member can contribute up to a maximum amount established by the IRS (\$19,000 in 2019). If the faculty member is aged 50 or older, he can contribute up to an additional \$6,000* in a taxable year. Faculty members are eligible for the company match after one year of continuous service with AUHS.* (*Subject to change depending on current state and federal laws.)

- **Discretionary Contributions**

AUHS reserves the right to add additional contributions to the faculty member's 401K account beyond the .50 cents match.

- **Vesting**

AUHS faculty members are fully vested 100% in contributions they make to the company 401k Plan. Company Matching Contributions are vested at the rate of 20% per year of continuous service with AUHS. The vesting occurs once a year at the end of each year and is not prorated. Should a faculty member resign his/her position with AUHS, they will be entitled to rollover their contributions into the retirement plan as well as the vested total of the Company Matching Contributions earned as of the last vesting date. The faculty member can also request direct distribution of the total vested balance however the faculty member is warned that there are SEVERE tax consequences to taking a direct distribution that is *not* rolled into another qualified retirement plan. The faculty member is advised to seek Tax counsel related to such matters.

Questions

Please forward any questions you may have regarding AUHS retirement plans to: hr.info@auhs.edu.

Healthcare Programs (Vision, Dental, Medical)

The AUHS healthcare programs consist of a cafeteria plan, where the faculty member can opt to carry Medical, Dental, and Vision coverage. AUHS will cover 50% of the cost of that coverage up to \$200 per month for a single full-time faculty member or \$500 per month for Family coverage for the faculty member.

Full-time faculty members are eligible to enroll in AUHS's sponsored health plans after 60 days of employment. Coverage will begin on the first of the month following enrollment. Costs of the medical programs vary and change from time to time, therefore for the most up to date information, please contact HR for an enrollment package or the Health Plan administrator, Maniaci Insurance.

You may reach them at:

Maureen Riley, Account Manager

500 Silver Spur Road, Suite 121 • Palos Verdes • CA • 90275 • Lic. 0122622

(P)866-541-4824 • (F)866-377-2016 • www.maniaciinsurance.com

Healthcare premiums paid by the faculty member are payroll deducted pre-tax before Federal Income Taxes, State Taxes, and FICA.

Vision and Dental Programs

AUHS also offers Dental Programs through Principal Financial Group and a Vision Plan coverage through MES Vision Insurance. The cost varies depending on individual or family coverage. For the current costs of benefit programs consult your benefit package or the health plan administrator noted above, for the exact costs of coverage as it varies depending on the circumstances.

Life Insurance

AUHS provides a basic life insurance policy on all eligible fulltime faculty members of \$15,000. This is a company paid benefit. The total cost is borne 100% by AUHS is not subject to the 50% co-payment that the company contributes to Healthcare related insurance benefits.

Unemployment Benefits

Unemployment benefits are based on combinations of federal and state statutes. Unemployment compensation programs are administered by the state and normally provide monetary compensation to workers who have been terminated without cause, through no fault of their own. Faculty members who voluntarily terminate their employment for "good cause" may also be entitled to benefits. In California, the Employment Development Department administers the unemployment insurance program according to the provisions of the Unemployment Insurance Code and Title 22 of the California Code of Regulations.

COBRA

Under California's **Consolidated Omnibus Budget Reconciliation Act** (CAL-COBRA) faculty members may be allowed to continue their health insurance benefits, at the faculty member's expense, for up to 18 months after either voluntary or involuntary termination.

To qualify for CAL-COBRA continuation coverage, a faculty member must have a qualifying event that causes the faculty member to lose group health coverage. The following are considered qualifying events:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For spouses:

- Loss of coverage by the faculty member because of one of the qualifying events listed above
- Covered faculty member becomes eligible for Medicare
- Divorce or legal separation of the covered faculty member
- Death of the covered faculty member

For dependent children:

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

Accidents

An accident occurring during normal working hours is to be reported to the faculty member's supervisor at once. The supervisor will notify the Management and HR.

On notification of an accident, the Human Resources Office will complete an accident form, which must be forwarded, no later than 48 hours after the accident has occurred, in order that the faculty member may be covered under the School's Workmen's Compensation Plan. ***Accidents need to be reported to the HR administrator and hr.info@auhs.edu.***

Safety is the responsibility of the head of the department who should make sure that all guards and safety equipment are being used and that only authorized personnel are using equipment and machinery, which is under their responsibility.

Paylocity: Security, Safety and Liability

Recent tragedies at various institutions have underscored the importance of ensuring the safety of our students, faculty, and staff. The federal Department of Education as well as the University has specific concerns as it applies to the safety, security, and liability issues of its students. In line with that policy and as it surrounds students, staff, faculty we deem it imperative to meet and mitigate any concerns while working towards heightened security for all involved by implementing campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

For security, safety and liability purposes, all administrators, staff and faculty must log IN and log OUT with the ***Paylocity Web Time system*** (*on site kiosks or via mobile access*) whenever they are on the AUHS campus or working offsite (such as at a clinical facility). This policy is intended both as a security precaution and for liability purposes to keep staff, faculty, and our students safe by being aware when staff and faculty are in/out the building or a clinical facility.

Failure to use the Paylocity Web Time system compromises the safety, liability and security of all students, faculty and staff and thus will be treated as a violation of AUHS policy and will be subject to disciplinary action.

Directions:

ONSITE: Faculty/staff must use the Paylocity Web Time kiosks to log IN and OUT of the AUHS facility. If you need any assistance with the scanner, please notify hr.info@auhs.edu and IT administration immediately at itsupport@auhs.edu.

OFFSITE: When you are offsite working at a clinical or research facility, you must sign IN and OUT with the Paylocity App on your smartphone. IT department will provide assistance in setting up the app on your smartphone. If you encounter problem with the App, contact IT department immediately for assistant at itsupport@auhs.edu.

SECTION IV– FACULTY POLICIES

SECTION IV- FACULTY POLICIES

OVERVIEW OF AUHS UNIVERSITY & FACULTY RELATIONS

AUHS has developed certain practices, procedures and expectations related to faculty employment. These processes are intended to facilitate quality outcomes for the University, to promote and grow our faculty member's overall academic development, and to promote quality outcomes for students who attend the University. In some cases, the processes are required of us by accreditation agencies and must be strictly adhered to in order for the University to remain in compliance with criteria set for quality as listed by our accreditation bodies and state and federal regulatory agencies. In other cases, the University has selected certain outcomes it requires of its faculty. These expectations are further explicated and outlined in this section.

Intellectual Property

Faculty is reminded that AUHS is a proprietary institution. The University regards work produced as a result of regular fulltime employment with the University to be AUHS owned intellectual property. Therefore, contents of the course portfolio including the course syllabi, plus any additional tests, power-points or other hand-out materials are considered the sole property of and owned in its entirety by the University, and thus expected to be surrendered when the faculty member resigns/terminates. Furthermore, work done on evaluation, assessment, accreditation, or other joint work done as a regular faculty member is also considered owned by the University as are any materials posted on the Website, confidential business secrets, program descriptions, catalogue or handbook materials or other AUHS work product. This policy is not intended to interfere with the faculty academic freedoms as described later in this document.

HUMAN RESOURCES EXPECTATIONS FOR FACULTY

Regarding Students

As part of their role here at AUHS, faculty are expected to understand and follow the guidelines set-forth in University Catalogues, Student Handbooks, New Faculty Orientation Plan, and other published documents related to student rights, student's standards for achievement, student activities & services, student attendance, student progression and promotion, grading and other related areas. Although these policies, practices and procedures will not be discussed in detail in this document, it is an expectation of this University that all faculty members familiarize themselves with the expectations and policies related to our students. Below is a brief list of the policies and procedures as outlined in the University Catalogue, Handbooks, New Faculty Orientation Guide, and other official documents are of special interest to faculty:

- Student's Complaint and Grievance Procedure
- Student's Right of Appeal
- Student Access to Information
- Student Attendance Expectation
- University Grading System and Progress Evaluation
- Satisfactory Academic Progress
- Incomplete Grade Procedure
- Withdrawal and Unauthorized Withdrawal
- Student Warning Process
- Student Failure of Course Process
- Academic Honesty
- Copyright Policy
- Student Conduct Policy
- Make-up Work
- Student Termination
- Student Activities and Student Services

FERPA Privacy Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records and the fact that students must be notified of this statement of policy and their rights under the legislation. Student records are protected by FERPA policy at the American University of Health Sciences. Please note that this includes release of information to parents if the student is 18 years or older even if the family member is paying for the student's education.

In accordance with FERPA, students at the American University of Health Sciences have the following rights:

1. The right to inspect and review education records covered by FERPA.
2. The right to challenge (seek correction of) the contents of these records.
3. The right to a formal hearing, if necessary, for a fair consideration of such a challenge.
4. The right to place an explanatory note in the record in the event that a challenge of contents is unsuccessful.
5. The right to control, with certain exceptions, the disclosure of the contents of the records.
6. The right to be informed of the existence and availability of the institutional policy covering FERPA rights.
7. The right to report violations of FERPA legislation to the University Student Services Director, the Registrar, the University Chief Academic Officer/Provost and/or the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202-4605.

Students may waive any of their FERPA rights, including the release of their education records, by providing written consent. Such consent must be signed and dated by the student and specify the exact purpose of the waiver or release.

Maintenance of Student Records

The University is required to keep records for five years related to student grading and how grades were evaluated. This includes keeping syllabus copies for each course, rubrics for grading, copies of tests, students grade reports, etc. Records related to student's individual performance with any identifying documentation shall be kept in locked files by the University. Faculty are required to keep accurate and comprehensive information of all students' grades and test until the conclusion of the quarter, then all grades, materials are verified and the handed over to the Registrar at the Student Affairs/ Student Services Department. The University will provide locked storage space for those records which overflow the faculty member's storage ability. In some cases, samples of student work and samples of faculty evaluation of that work will be requested by the program administrators for accreditation purposes.

The following represents the policy and procedures for maintenance of student records:

- All faculty members are required to post and print their final grades, take roll, print class roster, attendance sheets post adverse action and counseling, view students' progress via the campus student information system (SIS). Each faculty member will be assigned a log in ID and Password by the IT Department.
- Faculty members will be notified via email by the Student Services Department that enrollment is already posted and accessible in the SIS before each quarter starts.
- All academic counseling/notes must be recorded and posted in the SIS.
- Each faculty member is required to circulate and collect an official attendance sheets in class at the beginning of each session. No later than the end of each week, these forms are to be placed in the appropriate mailbox in the office of the School's respective Administrative Assistants. This process is a required documentation for AUHS. Attendance sheets are accessible in the SIS.

Policy on Final Grade Submission:

1. Final Grades must be posted in the Student Information system and submitted in the official grade sheet no later than Monday of the 12th week of the quarter (week after the Final Exam) You may fax it at (562) 988-1791 or email it to registrar@auhs.edu AND submit the Original Grade sheet with signature to the Registrar either by mail or in person.
2. All Final Grades must also be posted on CANVAS for the students to view.

The following forms are available under the Student Services for Faculty Only section.

Assignment of an Incomplete Grade:

The “I” symbol is a notation on the transcript that reports that the student was registered in and attended a class, but that a portion of the required coursework was not completed by the end of the Quarter. The incomplete grade is NOT to be used for anything other than serious and unavoidable problems that prevented the student from completing all course requirements on time. Typical reasons for an incomplete grade include serious illness or catastrophic event for the student or close family member. Some sort of documentation of the reason may be required. The student must have a passing grade in the completed work at the time of the request and have completed more than 50% of the course work requirements (pertains to completed work -not attendance). An incomplete cannot be given as a final grade. If the student does not complete the required work within the following quarter, they will receive a failing grade of “F”. Note that students who have an incomplete in a prerequisite course will not be able to register for the next course in the sequence until the incomplete course is successfully completed.

- **Incomplete Grade Form**

This form is utilized if a final grade of Incomplete "INC" must be assigned to a student. It is essential for Faculty to work with the student to remove the incomplete over the next quarter or the grade automatically converts to an F.

- **Change of Grade Form**

This form is used after the Final Grades for the Quarter have already been submitted to the Registrar and the Faculty needs to request for a change of grade. Change of Grade form must be submitted no later than 2 weeks from the Original Submission All Change of Grade Forms must be approved by the Dean.

- **Incident-Accident-Injury Form**

This form is used to report an incident/accident or injury in the classroom or clinical rotations if applicable.

- **Mid-Term Grade Notification Form**

This form is submitted to the Registrar and Student Success Coordinator to notify the Student Services Department of any students who are falling below B in midterm. The Dean must be given a copy to notify the students of the failure and to provide appropriate academic planning.

All faculty are responsible to post syllabi, lesson plans, handouts, lectures, grades, and rubrics (for written assignments) on CANVAS.

CANVAS

CANVAS is a web-based Learning Management System (LMS). It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Please visit our IT department to receive assistance and training on learning how to utilize Canvas.

Faculty members are expected to utilize the standardized University Syllabus Model provided to them by their dean or director. Certain designated areas of the Syllabus are not to be changed (university grading scale, etc.), therefore please check with your supervisor regarding what you can/should change and what you should not change. Any changes done to Syllabus must be submitted to the Dean prior to implementation for approval. Major changes will require submission to and approval from

the program curriculum committee and the Campus Curriculum Council. Each faculty is responsible for keeping a “Course Portfolio” for each course that they teach. AUHS is launching the Syllabi Management via Concourse in Spring quarter 2021. In the meantime, faculty will use the CANVAS for posting syllabus(i) for the course(s) assigned. ***All course syllabi must be submitted to school dean and provost for their review and approval***

The expectation of the University is that all courses are WEB-Enhanced. A web-enhanced course is a traditional face-to-face course that utilizes the LMS for posting announcements, the syllabus and course calendar, rubrics, and other student resources. It is the Faculty’s responsibility to prepare and post syllabi, lesson plans, discussions, handouts, lecture materials, Zoom link, assignments, and student grades on **Canvas THREE WEEKS** prior to the start of the next quarter. Faculty should publish the Canvas course shell **TWO WEEKS** prior to the start of the next quarter. Should there be on the Winter break, Canvas classes must be posted during the end of quarter. This is a mandatory requirement for both part-time and full-time faculty.

QUARTER	WEEK	TASKS
WINTER	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published. <i>(please refer to attachment III.)</i>
SPRING	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published. <i>(please refer to attachment III.)</i>
SUMMER	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published. <i>(please refer to attachment III.)</i>
FALL	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published. <i>(please refer to attachment III.)</i>

More information regarding CANVAS during your orientation period.

The following forms are available on CANVAS under student services for faculty only:

- 1. ASSIGNMENT OF INCOMPLETE GRADE FORM**
This form is utilized if a final grade of Incomplete "INC" must be assigned to a student.
- 2. CHANGE OF GRADE FORM**
This form is used after the Final Grades for the Quarter were submitted to the Registrar’s Office and if the Faculty needs to request for a change of grade. Change of Grade form must be submitted no later than 2 weeks from the Original Submission.
- 3. INCIDENT-ACCIDENT-INJURY FORM**
Form is used to report an incident/accident or injury in the classroom or clinical rotations if applicable.
- 4. MID TERM FAILURE FORM**
This form is submitted to the Student Services Office to notify administration of any students who are falling below B in midterm. The Department Heads must be given a copy to notify the students of the failure and to provide appropriate academic planning.

USE OF PROCTORIO SYSTEM FOR ALL EXAMINATIONS

The American University of Health Sciences (AUHS) has chosen the use of [Proctorio](#) system for all course examinations. This Spring quarter 2020 trialed the Proctorio system giving solution to sustaining academic integrity.

Proctorio remote test monitoring system automatically links with AUHS’ Learning Management System. Proctorio offers three different proctoring methods: through ID verification, on-screen and environment monitoring using Google Chrome as Proctorio is a browser extension. The Proctorio has verification options that help to validate the identity of the exam participant. When the record video and/or record audio options are enabled, it is recommended to enable all three verification options. (1) Verify Audio. Verify audio confirms that the testing environment for the exam participant is quiet enough to capture ambient

sound. (2) Verify Video. Verify video verifies that the exam participant's webcam is operating correctly, that the exam environment is properly lit, and the image of the exam participant is frames appropriately. (3) Verify Identity. Verify identity prompts the exam participant to scan a government or school issued identification card. AUHS has defaulted Proctorio system locked down and security tools to prevent unauthorized web surfing, pop-up notifications, and any other activities that would compromise the integrity of the examination.

It is a MUST that faculty and/or adjunct needs to assign Proctorio in all quizzes and examinations. Please refer to remote Proctorio testing policy: Proctorio system integration in Canvas. The Proctorio settings need to be setup three weeks prior to the start of the quarter. Please find attachment II: Remote Proctorio Testing Policy: Proctorio System Integration in Canvas.

Adverse Action Form

In the event that an occurrence occurs in the classroom or clinical/experiential setting, this procedure will guide the faculty/student response.

1. When an occurrence or adverse action.
2. Any agency protocol for occurrence reporting will be implemented.
3. Within 24 hours, faculty will summarize the occurrence in writing, and submit to the dean/program director and student affairs/ services.

Reasonable Accommodation for Students with Disability

The American University of Health Sciences (AUHS) Policy of Accommodations and Support Services to Students with disabilities prohibits unlawful discrimination, harassment, or retaliation against students on the basis of a disability or a perceived disability in AUHS all programs, services, and activities, in accordance, with but not limited to, the Americans with Disabilities Act of 1990, as amended (ADA); Section 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; the Donahoe Higher Education Act; Education Code Section 67302 and 67310-13; and Sections 11135 and 12926 of the Government Code.

Implementation Procedure of Approved Reasonable Accommodation

1. As soon as reasonable determination has been made by the Office of the Provost, the approved form is forwarded to the Office of Student Services.
2. Notice of Approval of Accommodation for disability is emailed by the Student Services Director to the Dean, Assistant Dean and Faculty with the required accommodation no later than the 5th day of each quarter.
3. All approved accommodations must be kept highly confidential and must not be disclosed to any other staff/faculty member with the exception of the Provost, Dean, Associate Dean and Student Services Director. Faculty cannot modify the approved accommodations in any manner.
4. Each approved form includes the type of accommodation that the school is required to provide. Reasonable accommodations are individualized based on the request provided by the student's licensed health care provider.
5. Faculty member lists the dates and times of testing during the duration of their course for the quarter which includes the number of students who need testing accommodation.
6. The schedule is forwarded to the Librarian for implementation. A copy of the schedule is also provided to the Provost, Dean, Assistant Dean, and Student Services Director.
7. The Librarian makes proctoring arrangements (for students who need extended testing time/quiet testing room and sends an email confirmation to the Faculty to acknowledge that the request has been received and arrangements have been made.
8. Students who are eligible to receive reasonable testing accommodation must sign in for proper documentation.
9. Proctoring:
 - a. Testing must start on time as scheduled.

- b. Before a student begins, a quiet testing area is made ready by clearing space and ensuring that appropriate resources are available.
- c. The student is asked to surrender any unnecessary items e.g. cell phone.
- d. The student is escorted to the testing area, brings all necessary materials, settles in, and receives the test.
- e. When the student finishes the test or time elapses, the assigned proctor collects the test/scantron.
- f. The student claims his/her possessions and leaves the room/office.
- g. All completed tests are forwarded to the Faculty for grading.

Classroom Expectations for Student Conduct

The University has set forth certain expectations for student conduct and behavior in the classroom. The university maintains that it is the responsibility of the faculty member to uphold these standards. In addition, it is the faculty members right to impose additional classroom rules in order to maintain civility and an open learning environment. Therefore, use of cellular phones while in class, use of personal computers, and other behaviors deemed by the faculty member as not conducive to maintenance of the learning environment may be freely instituted by the faculty member.

Faculty members are reminded that the University policy for students in the classroom allows only for bottled water (no eating/food) and that students are expected to follow the University Dress Code unless sanctioned by a special University event (fund raising, etc.). Faculty who continues to have difficulty with students after they have addressed these issues with their students should contact their supervisors for further assistance.

Use of Approved Formats – Syllabi & Rubrics

The University provides a *standardized syllabus format* and requires that faculty utilize this standard document for all courses offered from the University. As the primary, commonly available, summary of a course, the syllabus serves several purposes. It outlines the course, denotes what students may expect from the course, provides the students with assessment and evaluation information, and gives the student a familiar document where they become accustomed to finding the information they need. On occasion, Schools (Nursing; Pharmacy; etc.) may alter the syllabus format for purposes of accreditation or other special interests with the permission of the Provost.

Faculty members are required to provide information to students on each syllabus as to how certain assignments are graded (i.e. written work, care plans, etc.). A sample of a grading rubric is provided to the faculty for their use. Faculty are strongly encouraged to use the grading rubric however may develop their own means of providing students with detailed grading criteria.

Faculty-Student Advising

Faculty will be assigned students (advisees) at the beginning of each Fall term. Advisors and advisees remain together for the duration of the advisee's program. Faculty advisors are meant to serve as the first line of communication between the School and the student. The goal of the faculty advising system is to give the student ready access to a designated individual at the School who can help the student maximize the benefits from their educational experience, help with problems directly, or refer them to an appropriate resource in the School or University community.

The faculty advisor should assume the role of a caring mentor. The emphasis for the faculty advisor is to maintain an interactive attitude characterized by open communication, supportive counseling, and compassionate listening. Faculty advisors will also function as referral agents when the problems of students require professional intervention and assistance.

The *Faculty Advisor Handbook (SOP)* is a reference source for faculty advisors. In addition to this manual, faculty advisors should utilize the *Faculty Handbook*, *University Catalog*, *Pharmacy Student Handbook*, *Experiential Manual*, and the School and AUHS websites as additional resources.

Faculty advising training will be ongoing throughout the academic year.

Human Resources Requirements for Faculty

- **Biography “Bio”**

The AUHS biography “bio” is your chance to showcase yourself and highlight who you are – although the emphasis must be mostly professional, there is opportunity to highlight special things about yourself which may be apart from academia. The bio should include three short paragraphs, written in third person, regarding a summary of your educational background, professional and teaching experience, clinical focus and interesting facts about yourself. The bio asks you to supply a picture of yourself doing something special which reflects your personality. For example, if you are a tri-athlete, attend historical reenactments on the weekend or belong to a volunteer organization you might supply a picture which reflects this. All pictures must be in good taste and be pre-approved by senior administration prior to being submitted to the University website for posting.

- **University Official Formatted CV**

The University requires that faculty submit curriculum vitae using the approved University format. This CV becomes part of the official University personnel file for you and should contain a professional headshot. If you do not submit a headshot, the University will supply the opportunity for one for you via its IT department or Graphic Artist. The Official University CV must be updated annually at time of annual evaluation.

- **Special Program Formatted CV**

On occasion, the University may request a second CV following a somewhat different format. This is generally done for accreditation purposes for some University programs. Not all programs will require a special CV. When requested, faculty members are expected to complete the additional CV by the date requested. Faculty will be provided ample notice to complete the special request. Special CV’s will become the property of the program department for accreditation purposes and not be kept in the Official Personnel File.

- **Data Sheet**

The Data Sheet must be kept on all faculty members and updated annually as directed at anniversary date. The Data Sheet is a required part of the faculty member’s personnel file. Electronic copies of the document can be obtained from the faculty supervisor.

- **Annual Faculty Development Plan**

The Annual Faculty Development Plan must be kept on all faculty members and updated annually as directed at anniversary date. Faculty members are expected to fully participate in the development of the plan in partnership with one’s supervisor. The plan is created once per year. Faculty member’s supervisors will discuss progress on the plan and recommend adjustments to the plan should one become necessary. Certain mandatory University activities should be expected and planned for in the plan along with selected other personalized development activities. The Faculty Development Plan is a required part of the faculty member’s personnel file. Electronic copies of the document can be obtained from the faculty member’s supervisor.

- **Tuition Reimbursement for Faculty Development**

AUHS wishes to encourage the professional development of the full-time faculty. As part of that professional enrichment program, full time faculty may be reimbursed for tuition directly related to their profession up to a total of \$5,000 per year. However, certain conditions must be met as part of this reimbursement program.

Tuition reimbursement only applies to higher degree leading to a doctorate (e.g. PhD, EdD, DNP, PharmD).

Full time Faculty must be employed at least one year prior to applying for tuition reimbursement.

The tuition reimbursement is limited to a total of three years not to exceed \$5,000.00 dollars per year for up to maximum of three years, more if there is written authorization, but in any case, not to exceed \$15,000.00 dollars. For tuition to be reimbursed, faculty must earn a 3.0 on a scale of 4.0 in all courses. Obtaining less than a 3.0 will

disqualify the faculty for that term and render them ineligible for that term. Tuition reimbursement is not available until the faculty has served one year of service at AUHS.

Tuition reimbursement (for the exact outlay not exceeding the \$5,000 per year) can only be made with verification of a cash outlay for the same, either by receipts or cancelled checks, along with evidence of successful completion of the course. Classes or courses of study can only be done on personal time or available pre-approved PTO (paid time off). Requests for reimbursement for pre-approved courses must be submitted within 90 days of course completion.

Tuition that is covered either by a scholarship from the attending school or by a salary or other stipend paid to the student will not be reimbursed by AUHS.

Course work should not interfere with normal working hours whenever possible and will not be considered an excuse for poor job performance, absenteeism, tardiness, or any other interference with University business. Employees may attend to coursework during normal working hours only with advance written approval, as discussed below. When PTO is taken to attend a course, the tuition reimbursement for which the employee is eligible will be reduced in an amount equal to the PTO taken. (Example, if a faculty member takes 6 hours of PTO to attend a course, the amount of tuition reimbursement that faculty member is eligible for will be reduced by an amount equal to 6 hours of pay at the employee's regular rate.) Employees must use any available PTO to attend to coursework during normal working hours.

If an employee utilizes PTO days, they must obtain prior approval from the Dean, Provost, and the Vice President of Operations and Development. If an employee misses work for coursework and does not have sufficient PTO to cover the time, the employee's pay will be reduced in a pro-rata amount for that time, nonetheless they must still obtain prior written approval for missed unpaid work from the Dean, Provost, and the Vice President of Operations and Development.

Tuition reimbursement must be pre-approved. Tuition reimbursement applications must be submitted in writing to the Dean of the school must indicate the institution, the course, the amount of the tuition, whether any course work will occur during normal working hours, and whether PTO will be taken. Applications must be submitted and signed by the Dean, Provost, and the Vice President of Operations and Development, in advance of taking course work. In addition, in order to qualify for tuition reimbursement for education, faculty must complete all requirements listed in their contracts such as service, scholarly activities, community outreach, teaching assignments, etc.

- **Payback Agreement**

As a condition of tuition reimbursement, the employee must agree that if she or he leaves employment for any reason, voluntarily or involuntarily, the employee will repay the University for any Tuition Reimbursement received according to the following schedule:

- The employee must pay back 100% of any tuition reimbursement received 0 to 36 months prior to the employee's termination date;
- The employee must pay back 75% of any tuition reimbursement received more than 36 but less than 48 months prior to the employee's termination date;
- The employee must pay back 66% of any tuition reimbursement received more than 48 but less than 56 months prior to the employee's termination date;
- The employee must pay back 50% of any tuition reimbursement received more than 56 but less than 72 months prior to the employee's termination date.

- **Faculty Annual Activities & Service Update Report**

A Faculty Update Form outlines faculty service grant writing activities; community service and research activities, presentations, among other professional and service activities. Faculty can obtain copies of this form from his/her supervisor. Completion of this form is due at time of annual evaluation however it is strongly urged that faculty keep

this form current as the employment year goes by as activities and dates can be difficult to recreate or remember months after the activity.

- **Professional Licenses**

In certain cases, professional licenses are a required qualification of the job description. If the professional license is mandatory to qualify one for their work, it must be kept current and in good standing at all times. Faculty who this pertains to must provide a current unobstructed license to the University. Failure to renew the license timely or maintain a license in good standing will result in a warning from the University and a suspension without pay until the license is reinstated. Professional licenses will be maintained as a part of the HR file.

- **Health History and Immunizations**

In certain cases, faculty members who work with students or teach in clinical agencies will be required to provide the University with those immunizations, titers and selected other health records as required by the agency and/or the CDC. Failure to provide the required documentation timely may result in a warning from the University and/or a suspension without pay until the required information is provided and the faculty member is cleared by the facility. Protected health history and health information will be protected utilizing the principles of the Health Insurance Portability and Accountability Act (HIPAA) guidelines. By submitting this information, faculty members understand that only the information required to be provided by the health care agency will be provided. In most cases, this means that the dean or program director will certify to the agency that you have met the requirements related to immunization, health status, etc. in order to meet the agencies guidelines. Your health care information will not become a part of your HR record and will be maintained confidentially by the University with access to only to those individuals who need access to the information in order to certify your meeting of identified standards.

- **American Heart Association Health Provider Cardio Pulmonary Resuscitation (CPR)**

In certain cases, faculty members will be required to maintain current AHA CPR approval status. If required by the job description and/or the clinical facility, failure to provide the required documentation of Current AHA health provider CPR may result in a warning from the University and/or a suspension without pay until the required information is provided and the faculty member is cleared by the facility.

- **Other Requirements**

Other requirements may be requested for clearance to the clinical facility.

UNIVERSITY REAPPOINTMENT, RANK, AND PROMOTION GUIDELINES

Contracts

The University appointment process includes hiring faculty with contracts, which outline the expectations of faculty members along with any additional individual expectations. Although contracts are usually general in nature following common expectations and guidelines, individual differences can sometimes occur depending upon the individual agreement that the faculty member has negotiated with the University.

In general, most initial contracts are offered to faculty members for a period of one to three years, followed by a second (intermediate) period of three years and then a five-year period. These contracts outline faculty expectations for teaching responsibility, research, grant writing, publication, service, presentations among other expectations. Included in the contract are the requirements and payouts for the faculty bonus plan. In addition, provisions are given for paid time off, and for steps in pay grade over the period of the contract.

Promotion

The University strongly supports the promotion of faculty from within the University. The decisions to award promotion to a faculty member are taken seriously and the University thus, it provides thoughtful, accurate and thorough guidance to all faculty members of the academic community who become interested in an open position.

The process for promotion includes looking from within the existing faculty when promotable opportunities become available. Faculty members are also invited and welcomed to inquire and submit themselves for consideration whenever they are interested in a promotion within the University.

Rank “Promotion”

Promotion in rank at AUHS follows standard norms typical of many academic institutions. Faculty members join the University at an assigned rank and progress in rank according to performance in the areas of *teaching, research/scholarship, service, and practice*. Promotion is earned by achieving a high level of performance with respect to teaching, research/scholarship and service activities.

Graduate Ranking Promotion

Instructors are eligible to be considered for promotion to **Assistant Professor** rank after a minimum of four years at full-time rank, at least two years of which must have been at AUHS. The Instructor must also have earned a EdD, PhD, MD, PharmD, or equivalent degree for promotion in rank and have possessed a MS or equivalent degree to be a full-time Instructor. The Instructor must request and receive a favorable recommendation from their Department Chair, Dean or Program Director to initiate the review process.

Assistant Professors are eligible to be considered for promotion to **Associate Professor** after a minimum of four years in rank, at least two years of which must have been at AUHS. The faculty member must request and receive a favorable recommendation from their Department Chair, Dean or Program Director to initiate the review process. Following a favorable recommendation, the applicant will be asked to submit a list of names for at least three possible external reviewers, who are in the same general area as the applicant’s research/scholarship focus. These reviewers should be at the rank of Associate Professor, or higher, with preference given to potential reviewers at the rank of Full Professor. The applicant’s Chair will select 1-3 of these potential reviewers and add an additional 1-3 possible reviewers to the list of external reviewers. The Chair will then request letters of evaluation from these possible reviewers to assess the candidate’s suitability for promotion, until a minimum of three letters have been received. Should any of these letters suggest an unfavorable opinion of the candidate, additional letters can be sought, until a maximum of six letters have been received from external reviewers knowledgeable in the area of the candidate’s research/scholarship focus. Reviewer evaluations should speak to the candidate’s achievements in the areas of teaching, research/scholarship and service activities based on the candidate’s portfolio (promotion package).

Associate Professors are eligible to be considered for promotion to **Professor** after a minimum of four years in rank, at least two years of which must have been at AUHS. The faculty member must request and receive a favorable recommendation from the Department Chair, Dean or Program Director to initiate the review process. Following a favorable recommendation, the applicant will be asked to submit a list of names for at least three possible external reviewers, who are in the same general area as the applicant’s research/scholarship focus. These reviewers should be at the rank of Full Professor. The applicant’s Chair will select 1-3 of these potential reviewers and add an additional 1-3 possible reviewers to the list of external reviewers. The Chair will then request letters of evaluation from these possible reviewers to assess the candidate’s suitability for promotion, until a minimum of three letters have been received. Should any of these letters suggest an unfavorable opinion regarding the candidate’s promotion, additional letters can be sought, until a maximum of six letters have been received from external reviewers knowledgeable in the area of the candidate’s research/scholarship focus. Reviewer evaluations should speak to the candidate’s achievements in the areas of teaching, research/scholarship and service activities based on the candidate’s portfolio (promotion package).

Promotion Committee

The Promotion Committee (PC) consists of at least three members at or above the academic rank to which the applicant aspires to be promoted. If there are not a sufficient number of members of the Department or unit to which the applicant is affiliated, then qualified members from other Departments or units within AUHS or from other institutions can be sought to obtain qualified PC members. None of the members of the PC should be contributors of the external letters of evaluation.

Items for Inclusion in the Promotion Package

- Current curriculum vitae
- Student instructor and course evaluations
- Copies of publications since last promotion or appointment
- List of memberships in professional societies

- List of honors, awards, and elected offices held related to professional activities
- List of grant applications submitted; funding outcome; study section review scores, if scored
- List of editorial review work for professional journals and study section membership for extramural funding agencies
- List of service activities (committee service, institutional service, community service, etc.)
- Copies of annual evaluations
- Copies of peer-teaching evaluations
- List of courses taught and/or coordinated with percent of total didactic or lab sessions covered
- Recommendation letter from the Chair, Dean or program leader
- At least 3 letters from external reviewers (included in the package by Chair, Dean or program director)

Items for consideration

- Satisfactory completion of the Annual Performance Evaluation
- Satisfactory completion of Data Sheet or similar document
- Satisfactory completion of Faculty Development Plan or similar document
- Faculty Classroom Observation Form
- Clinical/lab Observation Report (if applicable)
- Current Health/Immunization data (nursing/ clinical faculty only)
- Current CPR (nursing/clinical faculty only)
- Current copy of malpractice insurance (if applicable)
- Course/clinical /lab evaluations
- Continuing education certificates
- Transcripts for continuing formal education
- Professional resume and bio updated (located in the Faculty Orientation Packet)
- Peer-reviews by at-least two colleagues; and/or three external reviews for promotion-in-rank (SOP)
- All course syllabus approved, received, and filed (timely) presented in Course Portfolio
- Evidence to support that course grades uploaded to Canvas and documentation posted in SIS and submitted to Student Affairs/ Services
- University In-service Training
- Records summaries of minimum per-quarter meetings with Dean/Associate Dean/Director/Chair
- Documentation of memberships in professional organizations
- Lists of any contributions to professional journals, newspaper articles, books and/or any related media contributions to profession
- Updates (Faculty Update Form required) for any research program (especially for those who are principle investigators); applications for extramural research funding and/or funded research projects
- Updates (Faculty Update Form required) for any community service activities
- Updates (Faculty Update Form required) for any applications for extramural funding and/or funded research projects
- Updates on scholarly publications
- Updates (Faculty Update Form required) for any faculty service activities
- Other (as notified).

Course Portfolio

Below are the elements necessary for inclusion in the course portfolio

- Copy of each syllabus taught during the year in binder(s) (binders should be kept for calendar each year)
- Course evaluations matched with each syllabus
- ATI student cohort results
- Summary of 1) what went well; 2) what needs improvement; and 3) plan for improvement for each course taught
- Class demographic of 1) total student number for class; 2) breakdown of grades by numbers
- Evaluation of required textbooks for class

Faculty Update Form

An update form outlines faculty service; applications for extramural funding to support scholarly/research projects; publications; community service; professional development and research is required for annual review for full-time faculty. See form for further information.

Criteria for Promotion

For promotion from *Assistant to Associate Professor* a faculty member should be considered ‘Good-Excellent’ (4-5 out of 5 points on a five-point scale) in either research or teaching. The applicant should be at least ‘Average-Good’ (at least 3 points or greater out of 5 points on a five-point scale) in remaining categories.

For promotion from *Associate Professor to Full Professor* a faculty member should be considered ‘Good-Excellent’ (4-5 out of 5 points on a five-point scale) in both research and teaching. The applicant should be at least ‘Average-Good’ (at least 3 points or greater out of 5 points on a five-point scale) in service.

For those who have administrative roles, service category can be substituted for research/scholarship.

Ranking	Descriptor	Teaching	Research/Scholarship	Service	Ranking	Practice
5	Excellent	Student/Peer Score = 5	1 or more extramural grants with renewal/multi-year duration or equivalent practice activity	Initiates new service for self and AUHS	5	Exceeds practice hours as required by certifying and licensing agencies
4	Good	Student/Peer Score = 4	Applies for 1 or more extramural grant; equivalent practice activity	Participates in all service/ administrative activity	4	Meets practice hours as required by certifying and licensing agencies
3	Average	Student/Peer Score = 3	At least one application for extramural funding or equivalent practice activity	Participates in some service/administrative activity	0	Did not meet practice hours as required by certifying and licensing agencies
2	Below Average	Student/Peer Score = 2	Minimal research activity with no grant application or minimal practice activity	Seldom participates in service/administrative activity		
1	Poor	Student/Peer Score = 1	No research or practice activity	No participation in service/administrative activity		

Rank Promotion

First Three-Year Contract						
Rank/Steps	Academic Qualification	Teaching	Research/ Scholarship	Service	Rank	Practice
Instructor 1 or Assistant Professor, Step 1	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.5	Writes one article for publication Write one small foundation grant	Belong to one professional organization Contributes service to the community Exemplars: Membership in the American Nurses Association, NLN or local professional organization.	5	Exceeds practice hours as required by certifying and licensing agencies
Instructor 2 or Assistant Professor, Step 2	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.5	Writes one article for publication Write and obtain one small foundation grant	Belong to two professional organizations Contributes service to the Community Exemplars: Provides service such as support of AUHS initiatives	4	Meets practice hours as required by certifying and licensing agencies

				(WISH, MASH) clinical partner presentations and continuing education or similar service.		
Assistant Professor, Step 3	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.5	Writes one article for publication Write and obtain one small foundation grant	Belongs to three professional organizations Provides service.	0	Did not meet practice hours as required by certifying and licensing agencies
Second Three-Year Contract						
Rank/Steps	Academic Qualification	Teaching	Research/ Scholarship	Service	Rank	Practice
Associate Professor, Step 4	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.8	Publishes one article in area of expertise or on a clinical or review topic. Write and obtain one small foundation grant and write and obtain a R15, or R03 for NIH or competitive organization (a beginning area grant)	Holds office in one local professional organization. Contributes service to the community	5	Exceeds practice hours as required by certifying and licensing agencies
Associate Professor, Step 5	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.8	Publishes one article in area of expertise or on a clinical or review topic Write and obtain one small foundation grant and Write a R01 for NIH or a competitive organization Presents in area of expertise at the local or state level	Holds office in one regional professional organization Contributes service to the community relative to area of expertise	4	Meets practice hours as required by certifying and licensing agencies
Professor Step 1	Master's or Doctoral	Maintains in every course taught a Teacher Effectiveness Mean of 3.8	Publishes two articles in area of expertise or on a clinical or review topic Receives two grants from a foundation, state, or NIH etc. in a chosen area. Present once in an area of expertise at the national or international level	Holds office in one state professional organization Contributes service to the community relative to area of expertise	0	Did not meet practice hours as required by certifying and licensing agencies

Achievement of Term Tenure for Five Years						
Rank/Steps	Qualification	Teaching	Research/Scholarship	Service	Rank	Practice
Professor, Step 2	Doctorate in appropriate field	Maintains in every course taught a Teacher Effectiveness Mean of 4.0	Publishes two articles in area of expertise or on a clinical or review topic Receive one grant from a government organization or national entity (e.g. R series grant) or continues the work from a previous grant Presents twice in an area of expertise at the national or international level	Holds office in one national professional organization Contributes service to the community	5	Exceeds practice hours as required by certifying and licensing agencies

Professor, Step 3	Doctorate in appropriate field	Maintains in every course taught a Teacher Effectiveness Mean of 4.0	<p>Publishes two articles in area of research expertise or on a clinical or review topic</p> <p>Or / one chapter in a book</p> <p>Receives two grants from a government or national entity (e.g. R series grant) or continues the work from a previous grant</p> <p>Presents twice in an area of expertise at the national or international level</p>	<p>Holds office in one national professional organization</p> <p>Provides service as a member of an accrediting team or as consultant to others in an area of expertise</p> <p>Contributes service to the community</p>	4	Meets practice hours as required by certifying and licensing agencies
Professor Step 4	Doctorate in appropriate field	Maintains in every course taught a Teacher Effectiveness Mean of 4.0	<p>Publishes three articles in area of expertise or on a clinical or review topic</p> <p>Or/ one chapter in a book</p> <p>Receives two grants from a government or national entity (e.g. R series grant) or continues the work from a previous grant</p> <p>Presents three times in an area of expertise at the national/international level</p>	<p>Holds office in one national professional organization and one local professional organization</p> <p>Provides service as a member of an accrediting team or as consultant to others in an area of expertise</p> <p>Contributes service to the community</p>	0	Did not meet practice hours as required by certifying and licensing agencies
Professor Step 5	Doctorate in appropriate field	Maintains in every course taught a Teacher Effectiveness Mean of 4.0	<p>Publishes two articles in area of expertise or on a clinical or review topic</p> <p>Or/ publishes a book or one chapter in a book</p> <p>Receive two grants from a government or national entity (e.g. R series grant) or continues the work from a previous grant</p> <p>Presents twice in an area of expertise at the national or international level</p>	<p>Holds Office in one national professional organization and one regional professional organization</p> <p>Provides service as a member of an accrediting team or as consultant to others in an area of expertise</p> <p>Contributes service to the community</p>	0	Did not meet practice hours as required by certifying and licensing agencies

Professor Step 6	Doctorate in appropriate field	Maintains in Every Course Taught a Teacher Effectiveness Mean of 4.0	<p>Publishes two articles in area of expertise or on a clinical or review topic or</p> <p>Publishes a Book or One Chapter in a Book</p> <p>Receive two grants from a government or national entity (e.g. R series grant) or continues the work from a previous grant</p> <p>Presents three times in an area of expertise at the national or international level</p>	<p>Holds Office in one national professional organization and one regional professional organization</p> <p>Provides service as a member of an accrediting team or as consultant to others in the field</p> <p>Holds office in one community organization relevant to maintaining healthy community</p>		
Appointment of Second Term Tenure						

FACULTY PROFESSIONAL DEVELOPMENT

As previously discussed in Section III, faculty members are required to maintain a professional development record. The faculty development plan is an opportunity to pursue and gain knowledge in areas that one has special interest in or develop areas where a weakness may be present. The Faculty Development Plan acts as a roadmap and a guide to help you to become the best educator you can be. It is the faculty member's responsibility to promote their personal professional development and update the supervisor quarterly even if the supervisor does not request the update.

Continuing Education Units and Continuing Development Workshops

AUHS provides quarterly faculty development in a variety of areas. Faculty members are required to attend AUHS continuing education workshops. Faculty will receive either a continuing education certificate from the University stating the program and the hours awarded or in some cases actual Continuing Education Unit (CEU's) credit for approved programs attended.

Additionally, faculty members may request payment for attendance and expenses in workshops or professional conferences, which relate to their field of expertise or to teaching students. These activities must be pre-approved and become a part of the faculty member's overall faculty development plan. Faculty members must obtain permission prior to attending the conference or workshop to receive reimbursement.

FACULTY RIGHTS

Academic Freedom

With the major changes that are currently in process in academic health centers—in the teaching of students, in the status of health science school faculty, and in the conditions under which these faculty members work—it is urgent that clear-cut policies on academic freedom is formulated, made known and addressed.

The modern health care industry is now more complex and market-driven, with instructors and professors often acting as entrepreneurs in research and in-patient care. It is marked by conflicting roles and responsibilities, both academic and nonacademic, for faculty members and administrators alike. The intense competition for private or governmental funding can affect the choice of research subjects, and in some instances, scientists in academic medicine are finding it difficult to secure funding for unorthodox research or research on matters that are politically sensitive. The growing reliance on the clinical enterprise at many medical schools, and the resulting expansion of the number of professors who are engaged mainly in clinical work, may serve to divert the schools from their teaching mission, and may implicitly or explicitly dissuade professors from devoting their attention to such activities as graduate teaching or academic service that are not income producing in nature.

Academic freedom should be especially nurtured and supported because of the constraints surrounding medical and clinical research. Rules governing genetic research and engineering, debates about the beginning and end of human life, and disputes about the use of animals for research and experimentation are examples of matters that can profoundly affect the work of medical school professors. While society may require restraints on the pursuit of knowledge in these and other similarly sensitive areas, basic principles of academic freedom, in the field as well as elsewhere in an institution of higher learning, must be observed.

The American University of Health Science upholds the following cornerstones of academics:

- **Freedom to Inquire and to Publish**

The freedom to pursue research and the correlative right to transmit the fruits of inquiry to the wider community without limitations from corporate or political interests and without prior restraint or fear of subsequent punishment — are essential to the advancement of knowledge. The pursuit of medical or clinical research, however, should proceed with due regard for the rights of individuals as provided by standard protocols on the use of human and animal subjects. Any research plan involving such matters must be reviewed by a body of faculty peers and/or the University Institutional Review Board (IRB) before the research is initiated and while it is being conducted. AUHS is a Christian University and within these perimeters, faculty is afforded academic freedom. All research protocols going to any external agencies must be reviewed and approved by the Provost at AUHS and a signature of approval must be affixed before the grant is sent to the agency.

- **Patents and Royalties from Patents**

If a patent is expected to be produced from any and all research endeavors and other ongoing work produced at AUHS as a faculty member, the assignment of the patent must be made exclusively to AUHS. Similarly, royalties from all patents are also to be assigned to AUHS accordingly.

- **Freedom to Teach**

The freedom to teach includes the right of the faculty to select the materials, determine the approach to the subject, make the assignments, and assess student academic performance in teaching activities for which they are individually responsible, without having their decisions subject to the veto of the Chief Academic Officer, Program Dean/Director/Chair, or other administrative officer as long as they follow University protocol related to respecting times for changing of texts, etc. (Changing course 'required' textbooks requires ample notice to the librarian and program administrator). Teaching duties in health science schools that are commonly shared among a number of faculty members require a significant amount of Vice President of Operations and Development and the imposition of a certain degree of structure, and often involve a need for agreement on such matters as general course content, syllabi, and examinations. Often, under these circumstances, the decisions of the group may prevail over the dissenting position of a particular individual. When faculty members are engaged in patient care, they have a special obligation to respect the rights of their patients and to exercise appropriate discretion while on rounds or in other non-classroom settings.

- **Freedom to Question and to Criticize**

Faculty members should be free to speak out on matters having to do with their institution and its policies to administration, and they should be able to express their professional opinions to administration without fear of reprisal. In speaking critically to administration, faculty members should strive for accuracy and should exercise appropriate restraint. Tolerance of criticism to administration, however, is a crucial component of the academic environment and of an institution's ultimate vitality.

Despite the serious challenges currently facing them, our institutions of academic health science should respect and foster conditions that are essential to freedom of learning, freedom of teaching, and freedom of expression.

- **Faculty Bylaws**

Each School (Nursing, Pharmacy/Biomedical Sciences) maintains their own Faculty Bylaws. Faculty Bylaws are defined guidelines and procedures for the organization and governance of each school within the University. The purpose of having such guiding principles is so that faculty members may understand their responsibility and faithfully perform their duties with respect to education, research/ scholarship, service, scholarship, cultural diversity and Christian Values, the pillars upon which the University is formed.

The principle upon which faculty bylaws are created includes providing for an effective means of collective collaborative participation by the faculty in the consideration, formulation and implementation of recommendations and decisions related to the academic policies of the School and those University policies that affect the School and its faculty. Faculty bylaws are governing documents, which provide the faculty members with an opportunity to express, through representation, their concerns, and opinions about matters vital to the welfare of the University, the program (school) and the excellence of its educational programs.

**SECTION V – SYSTEMATIC EVALUATION AND
ASSESSMENT PLAN (SEAP)
UNIVERSITY-WIDE**

SECTION V – SYSTEMATIC EVALUATION AND ASSESSMENT PLAN (SEAP) University Wide

ASSESSMENT & EVALUATION

Purpose Statement

The purpose of the AUHS Systematic Evaluation and Assessment Plan (SEAP) is to promote a culture of continuous improvement. Assessment and evaluation are defined as the systematic collection, review and use of information for the sole purpose of improving student learning. Assessment is directed toward determining what the University wants students to learn; how well they are learning it and gaining needed knowledge; and what we can do to help our students learn more effectively. Effective assessment requires that the collection and analysis of data be utilized for the purposes of fulfilling the mission and meeting educational objectives of the University programs and the University.

The AUHS SEAP has been developed to provide systematic and timely feedback in order to improve achievement, modify and refine educational objectives, curriculum and instructional methods to best meet our student's educational needs, achieving the goals of our strategic planning and demonstrating responsibility and accountability to our accrediting agencies, governing bodies and other interested or affiliated parties. This effort contributes to the institutional responsibility for producing, reporting, interpreting, and explaining learning outcomes. Assessment and evaluation at several levels is an integral aspect of the University's commitment to sustaining and enhancing academic quality and good student outcomes.

The AUHS SEAP has also been evaluated to determine its effectiveness and has been newly revised and in some cases developed to meet the needs of the University and its programs. Although some moderate alterations to the basic tools presented in this section may occur in AUHS Schools to meet accreditation or program needs, the basic tools serve as the foundation for the University Assessment & Evaluation program.

AUHS's SEAP, also includes the Program Effectiveness Outcomes, is the culmination of multiple initiatives focused on continuous improvement strategies for quality, improvement, and service in the learning environment. The primary purpose of developing and implementing this institutional effectiveness and outcomes assessment plan is to document how well the University is fulfilling its mission and purpose. This is accomplished by the development of an annual School's Systematic Effectiveness Plan to measure Program Effectiveness Outcomes (PEOs) to document the achievement of expected and stated outcomes and continuous improvement of the colleges administrative and educational support services units. All administrative and educational support services units participate in the process and assess the effectiveness of their programs, departments, operations, and processes on a continuous basis.

Comprehensive SEAP Surveys measuring Program Effectiveness Outcomes (PEOs):

Clinical/Experiential Site Evaluation

Clinical/Experiential Site Evaluation consists of two tools:

- Clinical/Experiential Facility Evaluation (faculty) -intended for use by the faculty to evaluate the effectiveness of the clinical/experiential site from their point of view.
- Clinical/Experiential Facility Evaluation (student) - intended for use by the students to evaluate the effectiveness of the clinical/experiential site from their point of view.

Course and Faculty Evaluation

Currently there are four tools for course and faculty evaluation, two for midterm and two for final evaluation as follows:

- Theory Course & Faculty Midterm Evaluation – used for mid-quarter evaluation of faculty members in the classroom. Midterm evaluations are used for evaluating new faculty for the first two quarters or until evaluations stabilize and meet the set benchmarks of 3.5 in all essential categories for two consecutive quarters. This tool is also used for incumbent faculty members who are having difficulty meeting benchmarks and are working with mentors in order to improve classroom teaching strategies.

- Clinical/Experiential & Faculty Midterm Evaluation - used for mid-quarter evaluation of faculty members in the clinical/experiential setting. Midterm evaluations are used for evaluating new faculty for the first two quarters or until evaluations stabilize and meet the set benchmarks of 3.5 in all essential categories for two consecutive quarters. This tool is also used for incumbent clinical/experiential faculty members who are having difficulty meeting benchmarks and are working with mentors to improve clinical/experiential teaching strategies.
- Theory Course & Faculty Final Evaluation – used for end of quarter evaluation of faculty members and course in the classroom setting. Final evaluations are used for evaluating every faculty and every course.
- Clinical/Experiential Course & Faculty Evaluation - used for end of quarter evaluation of faculty members and of the clinical/experiential course in the clinical/experiential setting. Final evaluations are used for evaluating every faculty and every clinical/experiential course.

Employer Satisfaction

Currently there is one employer satisfaction survey.

- Employer Satisfaction Survey - The purpose of this tool is to evaluate the performance and preparation of AUHS graduates in the workplace. It is intended for the employers of AUHS graduates to evaluate the effectiveness of AUHS graduates in the workplace as entry-level practitioners and health care professionals who are working in their first 12 months of employment.

Clinical Facility Evaluation

Facility evaluation tools are designed for evaluating the effectiveness of students and faculty in various settings; there are four tools in this category.

- Faculty Evaluation and Observation in Clinical/Experiential Settings – The purpose of this tool is for a supervisor to evaluate the effectiveness for the faculty member in the clinical/experiential site as related to leading or supervising student learning experiences in the workplace.
- Clinical Agency Evaluation of Faculty and Students in the Clinical/Experiential Setting – The purpose of this tool is for clinical/experiential agency personnel to evaluate the effectiveness of AUHS faculty members and students in the clinical/experiential setting.
- Faculty Peer Evaluation – The purpose of this evaluation is for a co-faculty member to give feedback in the teaching environment to a fellow faculty member for self-improvement. These evaluations are intended for self-improvement and not seen by anyone other than the reviewer and reviewed. Full-time faculty members who have worked at the University for at least one year are expected to obtain two peer evaluations each year. It is recommended that at least one be obtained from members teaching in other departments. Part-time and per-diem faculty have no requirement in this area, however, are strongly urged to get at least one peer review annually.
- Student Evaluation of Preceptor – the purpose of this tool is for the student to evaluate a preceptor in the clinical/experiential environment.

In addition, included in clinical and experiential syllabi are evaluation tools for individual student evaluation of their performance compared to the expectations for the course. These are considered under specific program outcomes criteria and as such are solely controlled by each program according to their individual needs.

University and Program Evaluation

There are three tools in the University and Program evaluation category.

- Student Satisfaction Inventory – the purpose of this tool is for students to evaluate their satisfaction with their educational program and the services provided by the University. This evaluation takes place once per year in the fall.
- Graduate Survey – the graduate survey is given to student in the last 2 weeks of their programs and is intended to be a comprehensive questionnaire of the student's overall satisfaction with their program.
- Alumni Survey – this survey is given to graduates working in the fields from one to three years post-graduation.

Clinical/Experiential Behavioral Tool

The Clinical/Experiential Behavioral Tool is an additional assessment for reviewing the progress students are making related to professionalism and professional behaviors in the clinical experiential area. It is to be completed at the end of the clinical experiential course to the program administrative assistant.

SYSTEMATIC EVALUATION PLANS(SEP)

School-Wide

Systematic Evaluation Plan (Programmatic per School)

Currently the *AUHS Schools* have developed systematic evaluation plans to routinely assess the processes and outcomes of these programs. Some programs have developed specific plans to further their development and improvement as well as assure quality on the programmatic level. The current process includes collaboration with faculty, students, and administrators to develop a plan that is comprehensive and based upon certain criteria or standards expected within the discipline. As such, developing the evaluation plan is a collaborative process in which faculty work closely with program staff to craft and implement an evaluation design that is responsive to the needs of the program. For example, during program implementation, faculty can provide formative evaluation findings so that program staff can make immediate, data-based decisions about program implementation and delivery. In addition, evaluators can, towards the end of a program or upon its completion, provide cumulative and *summative* evaluation findings, often required by accreditation agencies, and used to make decisions about program continuation or expansion. Program evaluation is the systematic assessment of the processes and/or outcomes of a program with the intent of furthering its development and improvement.

SECTION VI – HEALTH & SAFETY

SECTION VI- HEALTH & SAFETY

EMERGENCY PLAN

AUHS has an Emergency Action Plan as well as a Fire Prevention Plan. The following represent AUHS's emergency planning program.

Purpose of Emergency Action Plan

The Emergency Management Response Plan will be the basis to establish procedures which will assure maximum and efficient utilization of all resources on the campus, minimize the loss of life and/or injury to the population, and protect and conserve resources. The purposes of this plan, "disaster" shall be defined as any condition – man-made or natural which results in a significant disruption to the academic mission of the University. The on-set of most disasters is very rapid, allowing a minimum of time for preparation. The scale of a "disaster" is determined by the potential for loss of life, damage to facilities, and the amount of external resources necessary for the University to return to its normal academic mission. Therefore, it is of upmost importance to understand what to do in an emergency.

The senior management team members will have the responsibility of emergency management in case of an emergency and will organize an Emergency Command Center in the event of an emergency. These members need to be notified immediately in case of emergency and include:

- President/CEO
- VP/COO & Provost/Chief Nursing Administration
- Director of Student Services
- Program Deans

Emergent Medical Intervention

Sudden Illness of Student or Employee Requiring Emergent Medical Intervention

Administer first aid and/or CPR or assign someone to do this. Call for emergency help or assign someone to do this. From house phones dial 7-911. From Cell phones dial 911. State the nature of the emergency calmly giving information on where the person is the address of the institution, the nature of the problem as you understand it and what is being done to assist the person ("someone is giving CPR"). Stay with the person and assign someone to guide the emergency response team from the front door to the area where the ill person is located.

Psychological Crisis or Intruder Threat

AUHS is committed to providing a safe environment for its students, faculty, and employees. The University maintains a campus security plan to provide guidance for community members during an emergency that might threaten the physical safety of its students, faculty and staff, the general public, and the resources of the University. If a situation becomes threatening and loss or anticipated loss of control occurs, the following are recommendations for dealing with the crisis:

1. Attempt to deescalate the issue as much as possible.
2. Phone and/send another student or coworker for help from an administrative management response team.
3. Phone for help from police (if off hours).
4. In the case of gunfire or discharged explosives, take cover immediately using all available concealment.
5. Give as many details as possible relative to location, number of assailants, means of aggression and other pertinent information.
6. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when attempting to evacuate the building.
7. Be aware of alternate exits if it becomes necessary to flee.
8. Persons should lock themselves in classrooms and offices as a means of protection.
9. Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
10. If possible, cover any windows or openings that have a direct line of sight into the hallway.
11. Students and staff should not attempt to leave the building until told to do so by Public Safety or police personnel. The only exception to this is when, given the specific circumstances, a person is certain beyond any doubt that they are in more danger in staying in the building than in attempting to escape.

12. After the disturbance, seek emergency first aid if necessary.

CRIMINAL ACTIVITY

AUHS is committed to providing support and or assistance (i.e., counseling, police assistance, protection, etc.) to any member of the University who has become a victim of a crime on AUHS property. Some examples of crimes are sex crimes (other than sexual harassment), aggravated assault, robbery, larceny, hate crimes, vandalism, threatening/harassing, stalking, hostile intruder, etc.

If you see suspicious activity or need to report an intruder, first call the police department. If you are able, help others to evacuate the affected area and wait for emergency response personnel. Any victim of a crime is encouraged to promptly report the incident to the local police department.

FIRES, EARTHQUAKES AND OTHER NATURAL DISASTERS

Fire or Fire Drill

1. Know where nearest fire extinguisher is and how to use it.
2. Know the location of fire alarms and how to manually activate the alarms.
3. Know where the nearest exits are from offices, classroom, and meeting rooms.

The University is equipped with fire protection equipment such as hand-operated fire extinguishers and emergency fire notification stations. Each faculty member is an important part of our fire protection system. He/she must know where fire extinguishers are located in his work area and how to use them. Further, he/she must know how to turn on a fire alarm, and he/she should know the nearest exit from his work area or classroom so that he/she can leave quickly in an emergency.

- For fire or unknown fire drill – Immediately activate or direct someone else to activate the emergency fire pull station. Direct students and others who are not helping to evacuate the building to assemble in the lower parking lot – make sure someone has the class roster if you are in charge of a class. If small fire, utilize fire extinguisher to attempt to control the fire. **Do not put yourself in undo jeopardy.** If fire is unmanageable, attempt to close off the area (close doors) and exit the building via the nearest exit and assemble in the lower parking lot. Call names to ensure that all students are present if you are the faculty member. Ask students to remain in group until further assistance is given. When safely outside, use cell phones to dial 911 with details of the fire if known. In case of fire, it is important that faculty members remain safely away from the scene of the fire unless they have been assigned fire-fighting duties.
- If you hear fire alarm - Close doors and exit the building via the nearest exit and assemble in the lower parking lot. If in charge of students (class) take roster and ask students to leave in an orderly fashion exiting the nearest safe exit. Have students assemble in the lower parking lot. Call names to assure that all students are present if you are the faculty member. Ask students to remain in group until further assistance is given. When safely outside, use cell phones to dial 911 with details of the fire if known (only one person should do this). In case of fire it is important that faculty members remain safely away from the scene of the fire unless they have been assigned fire-fighting duties.
- For a known fire drill – close doors (and windows if any) upon exit from classroom or office, if a classroom situation, take class roster. Direct students to leave orderly via nearest exit to lower parking area to assemble in group and await further instructions. Leave yourself to assemble in the lower parking area and await further instructions if a fire drill is called. Call names to ensure that all students are present. Ask students to remain in group until further assistance is given. It is important to treat all fire drills as if they were real.

EARTHQUAKE

What to do During an Earthquake (adapted from FEMA)

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- **Stay away from glass, windows, outside doors and walls**, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- **Stay inside until the shaking stops and it is safe to go outside.** Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use elevator.

When safe – exit building into open area of back parking lot to await further instructions. If teaching, take roster and ask students to meet you in back area of parking lot. Await further instructions from disaster team.

If outdoors:

- Stay there. Seek shelter of your car if you have one.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

OTHER EMERGENCY SITUATIONS

It is impossible to cover all potential emergency situations therefore it is important to understand that disasters can happen naturally by weather, fire, earthquake, or other means as well as unnaturally. Being prepared and thinking logically through a situation is important for the best outcome.

List of emergency telephone contact numbers:

Overall emergency – In-house line 7-911 / Cell – 911

Animal Control:

P.D. Pitchford Companion Animal Village

7700 East Spring Street

Long Beach, CA 90815

24 HOUR EMERGENCY SERVICE:

562-570-7387

Fire Department:

L.A. County Fire Department

Signal Hill Station # 60

2300 E. 27th Street

Signal Hill, CA 90755

24 HOUR EMERGENCY NUMBER - 911

Non-emergency Number

562-989-7371

Police Department:

Signal Hill Police Department

1800 East Hill Street

Signal Hill, CA 90755

24 HOUR EMERGENCY NUMBER -911

Non-Emergency Number

562-989-72061123

Battered Woman:

Battered Woman's Hotline

6615 E. Pacific Coast Highway

Long Beach, CA

714-891-8121

Homeless Shelter:

Long Beach Rescue Mission

1335 Pacific Ave

Long Beach, CA 90813

(562) 591-5116

SECTION VII – FACULTY JOB DESCRIPTIONS

SECTION VII – FACULTY JOB DESCRIPTION

TITLE: ADJUNCT FACULTY SERIES

DEPARTMENT: ACADEMICS

JOB STATUS: ADJUNCT

FSLA STATUS: EXEMPT

REPORTS TO: PROGRAM DEAN

GENERAL STATEMENT OF DUTIES:

An adjunct series faculty member is responsible and accountable for ensuring the fulfillment of the nursing, pharmacy or GE program assigned course and its educational goals and objectives. All faculty members are also expected to support the University's mission which includes a strong belief in God and Christian values. The adjunct faculty member may work in didactic, clinical-experiential areas or a combination of both. Faculty members are expected to provide excellence in teaching/learning.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES

In alignment with the AUHS mission, vision and pillars, the FACULTY accomplishes the following essential duties:

- Teaches assigned courses; maintains class documents as required including preparing course outlines and syllabi
- Provides mentoring and remediation to students as warranted
- May make recommendations for course improvements
- Communicates appropriately within the department and within the University
- Participates in regulatory and accreditation activities as required
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program (in particular course assessment activities)
- Evaluates the educational class using data results and makes recommendations for positive change
- Continuously foster student development and promote student learning
- Other duties as assigned

RESEARCH/SCHOLARSHIP:

Faculty members are expected to pursue scholarly growth on an ongoing basis. Adjunct faculty members are not required to engage in research/scholarship activities related to the quadripartite mission other than continuous scholarly growth (faculty development).

SERVICE:

Other than the service activities related to one's teaching load, adjunct faculty members are not required to provide additional services to the University however are welcomed at all University sponsored events.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The adjunct faculty member is expected to work assigned hours each quarter
- Maintains agreed a minimum academic workload

MINIMUM QUALIFICATIONS:

- Master's degree in specialty field, terminal degree specialty field or a closely related field preferred
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards.

- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Experienced in college level teaching or ability to remediate and acquire excellent teaching skills
- Innovative problem-solving critical thinker
- Ability to lead and motivate students
- Ability to perform above job description.

TITLE: CLINICAL SERIES FACULTY

DEPARTMENT: ACADEMICS

JOB STATUS: FULL TIME / PART TIME

FSLA STATUS: EXEMPT

REPORTS TO: PROGRAM DEAN

GENERAL STATEMENT OF DUTIES:

A full-time or part-time faculty member is responsible and accountable for ensuring the fulfillment of the nursing or pharmacy and its educational goals and objectives. Faculty members are also expected to support the University's mission which includes a strong belief in God and Christian values. The Clinical Series Faculty member works in the clinical-experiential or simulation laboratory areas or a combination of both. Full-time Clinical Series Faculty members are also expected to provide excellence in teaching/learning in the clinical/experiential arena as well as contributing to the University quadripartite mission including research/scholarship.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES:

In alignment with the AUHS mission, vision and pillars, the FACULTY accomplishes the following essential duties:

- Teaches assigned clinical/experiential courses; maintains class documents as required including preparing course outlines and syllabi as requested by the course lead instructor **(FT)**.
- Provides mentoring and remediation to students as warranted **(FT & PT)**
- Assists in curriculum development as related to clinical/experiential **(FT & PT)**
- Attends and serves in meetings and councils **(FT)**
- Assists in the hiring and on boarding process of new faculty members **(FT)**
- Communicates appropriately within the department and within the University **(FT & PT)**
- Participates in regulatory and accreditation activities **(FT)**
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program **(FT & PT)**
- Evaluates the educational program (related to area of expertise) using data results and makes recommendations for positive change **(FT & PT)**
- Advises students and maintains a load of student advisees **(FT)**
- Posts offices hours and maintains office hours each week **(FT)**
- Continuously foster student development and promote student learning **(FT & PT)**
- Other duties as assigned **(FT)**

RESEARCH/SCHOLARSHIP:

Faculty member is expected to pursue scholarly growth on an ongoing basis. Full-time faculty members are expected to engage in scholarly activities including grant writing, professional presentations and/or publishing. Examples may include but are not limited to development of research initiatives; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; and contributing to the scholarly growth of one's peers.

Full-time faculty members are expected to engage in scholarly activities including grant writing, professional presentations and/or publishing. Examples may include but are not limited to development of research initiatives; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; textbook reviews, and contributing to the scholarly growth of one's peers.

SERVICE:

Full-time faculty members are expected to provide AUHS service on an ongoing basis by contributing professionally to department. Additionally, service activities include participation in AUHS sponsored events such as Santa Cause; Lamp Unto my Feet; Giving Thanks and similar activities. Examples include but are not limited to: participation in or leadership of program, department, college, and University committees; development of new courses, keeping on-going courses current, programs, colloquia, lectures, and consultations; voluntary membership or holding office in professional and community-based organizations reasonably related to the discipline; lectures, consultations, professional uncompensated consulting with agencies and organizations, especially those who the University has agreements with; and support of and participation in student organization activities. Participate in co-curricular activities as appropriate.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The full-time faculty member is expected to work a minimum of 40 hours each week
- Full-Time undergraduate faculty member maintains an academic workload of 48 - 52 credits hours annually

MINIMUM QUALIFICATIONS:

- Master's degree in specialty field, terminal degree specialty field or a closely related field preferred
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Experienced in college level teaching or ability to remediate and acquire excellent teaching skills
- Innovative problem-solving critical thinker
- Ability to lead and motivate students
- Ability to perform above job description.

TITLE: PERMANENT PART-TIME SERIES FACULTY

DEPARTMENT: ACADEMICS

JOB STATUS: PART-TIME

FSLA STATUS: EXEMPT

REPORTS TO: PROGRAM DEAN

GENERAL STATEMENT OF DUTIES:

A permanent part-time faculty member is responsible and accountable for ensuring the fulfillment of the nursing, pharmacy or GE assigned program course(s) and its educational goals and objectives. All faculty members are also expected to support the University's mission which includes a strong belief in God and Christian values. The permanent part-time faculty member

may work in didactic, clinical-experiential areas or a combination of both. Faculty members are expected to provide excellence in teaching/learning, typically work less than 30 hours per week and have met the 90 day- probation requirements.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES

In alignment with the AUHS mission, vision and pillars, the FACULTY accomplishes the following essential duties:

- Teaches assigned courses; maintains class documents as required including preparing course outlines and syllabi
- Provides mentoring and remediation to students as warranted
- May make recommendations for course improvements
- Communicates appropriately within the department and within the University
- Participates in regulatory and accreditation activities as required
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program (in particular course assessment activities)
- Evaluates the educational class using data results and makes recommendations for positive change
- Continuously foster student development and promote student learning
- Other duties as assigned

RESEARCH/SCHOLARSHIP:

Faculty member is expected to pursue scholarly growth on an ongoing basis. Full-time faculty members are expected to engage in scholarly activities including grant writing, professional presentations and/or publishing. Examples may include but are not limited to development of research initiatives; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; and contributing to the scholarly growth of one's peers.

SERVICE:

Other than the service activities related to one's teaching load, permanent part-time faculty members are not required to provide additional services to the University however are welcomed at all University sponsored events.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The permanent part-time faculty member is expected to work assigned hours each quarter
- Maintains agreed a minimum academic workload

MINIMUM QUALIFICATIONS:

- Master's degree in specialty field, terminal degree specialty field or a closely related field preferred
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Experienced in college level teaching or ability to remediate and acquire excellent teaching skills
- Innovative problem-solving critical thinker

- Ability to lead and motivate students
- Ability to perform above job description.

TITLE: REGULAR ACADEMIC SERIES UNDERGRADUATE FACULTY

DEPARTMENT: ACADEMICS

JOB STATUS: FULL-TIME

FSLA STATUS: EXEMPT

REPORTS TO: PROGRAM DEAN

GENERAL STATEMENT OF DUTIES:

A full-time faculty member is responsible and accountable for ensuring the fulfillment of the nursing, pharmacy or GE program and its educational goals and objectives. All faculty members are also expected to support the University's mission which includes a strong belief in God and Christian values. The full-time faculty member may work in didactic, clinical-experiential areas or a combination of both. Faculty members are expected to provide excellence in teaching/learning, as well as contribute the University quadripartite mission including research/scholarship and service.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES:

In alignment with the AUHS mission, vision and pillars, the FACULTY accomplishes the following essential duties:

- Teaches assigned courses; maintains class documents as required including preparing course outlines and syllabi
- Provides mentoring and remediation to students as warranted
- Assists in curriculum development
- Attends and serves in meetings and councils
- Assists in the hiring and onboarding process of new faculty members
- Communicates appropriately within the department and within the University
- Participates in regulatory and accreditation activities
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program
- Evaluates the educational program using data results and makes recommendations for positive change
- Advises students and maintains a load of student advisees
- Posts office hours and maintains office hours each week
- Continuously foster student development and promote student learning
- Other duties as assigned

RESEARCH/SCHOLARSHIP:

Faculty member is expected to pursue scholarly growth on an ongoing basis. Full-time faculty members are expected to engage in scholarly activities including grant writing, professional presentations and/or publishing. Examples may include but are not limited to development of research initiatives; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; and contributing to the scholarly growth of one's peers.

SERVICE:

Faculty members are expected to provide AUHS service on an ongoing basis by contributing professionally to department. Additionally, service activities include participation in AUHS sponsored events such as Santa Cause; Lamp Unto my Feet; Giving Thanks and similar activities. Examples include but are not limited to: participation in or leadership of program, department, college, and University committees; development of new courses, programs, colloquia, lectures, and consultations; voluntary membership or holding office in professional and community-based organizations reasonably related to the

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discipline; lectures, consultations, professional uncompensated consulting with agencies and organizations, especially those who the University has agreements with; and support of and participation in student organization activities. Participate in co-curricular activities as appropriate.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The full-time faculty member is expected to work a minimum of 40 hours each week
- Maintains a minimum academic workload of 48 credits hours annually or equivalent activity devoted to research/scholarship, professional development, practice, and/or service (SOP)

MINIMUM QUALIFICATIONS:

- Master's degree in specialty field (Instructor, SOP; PhD or PharmD for Assistant/Associate/Full Professor), terminal degree specialty field or a closely related field preferred
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Experienced in college level teaching or ability to remediate and acquire excellent teaching skills
- Innovative problem-solving critical thinker
- Ability to lead and motivate students
- Ability to perform above job description.

TITLE: REGULAR ACADEMIC SERIES GRADUATE FACULTY

DEPARTMENT: ACADEMICS

JOB STATUS: FULL-TIME

FSLA STATUS: EXEMPT

REPORTS TO: PROGRAM DEAN/CHAIR

GENERAL STATEMENT OF DUTIES:

A full-time faculty member is responsible and accountable for ensuring the fulfillment of the nursing, pharmacy or GE program and its educational goals and objectives. All faculty members are also expected to support the University's mission which includes a strong belief in God and Christian values. The full-time faculty member may work in didactic, clinical-experiential areas or a combination of both. Faculty members are expected to provide excellence in teaching/learning, as well as contribute the University quadripartite mission including research/scholarship and service.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES:

In alignment with the AUHS mission, vision and pillars, the FACULTY accomplishes the following essential duties:

- Teaches assigned courses; maintains class documents as required including preparing course outlines and syllabi
- Provides mentoring and remediation to students as warranted
- Assists in curriculum development
- Attends and serves in meetings and councils
- Assists in the hiring and onboarding process of new faculty members
- Communicates appropriately within the department and within the University

- Participates in regulatory and accreditation activities
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program
- Evaluates the educational program using data results and makes recommendations for positive change
- Advises students and maintains a load of student advisees
- Posts office hours and maintains office hours each week
- Continuously foster student development and promote student learning
- Other duties as assigned

RESEARCH/SCHOLARSHIP:

Faculty member is expected to pursue scholarly growth on an ongoing basis. Full-time faculty members are expected to engage in scholarly activities including grant writing, professional presentations and/or publishing. Examples may include but are not limited to development of research initiatives; delivering papers at professional association meetings at regional and national levels; regional and national awards, holding office in professional organizations; presentations; participating in panels at regional and national meetings of professional organizations; grants acquisitions; editorship of professional journals; participation in juried shows; program related projects; consulting; research project and publication record; additional graduate work; and contributing to the scholarly growth of one's peers.

SERVICE:

Faculty members are expected to provide AUHS service on an ongoing basis by contributing professionally to department. Additionally, service activities include participation in AUHS sponsored events such as Santa Cause; Lamp Unto my Feet; Giving Thanks and similar activities. Examples include but are not limited to: participation in or leadership of program, department, college, and University committees; development of new courses, programs, colloquia, lectures, and consultations; voluntary membership or holding office in professional and community-based organizations reasonably related to the discipline; lectures, consultations, professional uncompensated consulting with agencies and organizations, especially those who the University has agreements with; and support of and participation in student organization activities. Participate in co-curricular activities as appropriate.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The full-time faculty member is expected to work a minimum of 40 hours each week
- Maintains a minimum academic workload activity devoted to teaching, research/scholarship, and service

MINIMUM QUALIFICATIONS:

- Master's degree in specialty field (SON Graduate: MSN Higher Degree and Specialization, SOP: PhD or PharmD for Assistant/Associate/Full Professor), terminal degree specialty field or a closely related field preferred
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Experienced in college level teaching or ability to remediate and acquire excellent teaching skills
- Innovative problem-solving critical thinker
- Ability to lead and motivate students

- Ability to perform above job description.

TITLE: TEACHING ASSISTANTS

DEPARTMENT: ACADEMICS

FSLA STATUS: EXEMPT

JOB STATUS: FULL-TIME/PART-TIME

REPORTS TO: PROGRAM DEAN

GENERAL STATEMENT OF DUTIES:

A teaching assistant assists the assigned faculty member to ensuring the fulfillment of the nursing, pharmacy or GE assigned program course(s) and its educational goals and objectives. The teaching assistant is also expected to support the University's mission which includes a strong belief in God and Christian values. The teaching assistant may work as full-time or part-time in a didactic, clinical-experiential areas or a combination of both areas. Teaching assistants are expected to act responsible and be role-models for students and provide excellence in the work they are assigned to do.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES

In alignment with the AUHS mission, vision and pillars, the Teaching Assistant accomplishes the following essential duties:

- Assists faculty member to teaches assigned courses; maintain class documents
- Assists with the preparation of course packets as appropriate
- Assist with grading papers and examinations under the direction of the faculty member
- Provides mentoring and remediation (tutoring) to students as assigned
- May make recommendations to the faculty member for course improvements as appropriate
- May lead discussion groups
- May monitor testing
- Communicates appropriately within the department and within the University
- Participate in assessment activities and engaging in departmental activities associated with the analysis and application of those data for continuous improvement of the program (in particular course assessment activities) as appropriate
- Assists the faculty member to evaluates the educational class using data results and makes recommendations for positive change
- Continuously foster student development and promote student learning
- Other duties as assigned

RESEARCH/SCHOLARSHIP:

Teaching assistant is expected to pursue scholarly growth on an ongoing basis. Teaching assistants are not required to engage in research/scholarship activities related to the quadripartite mission however may be expected to participate in selected faculty development activities.

SERVICE:

Part-time teaching assistants are not expected to contribute to AUHS service however are welcomed at all AUHS sponsored events. Full-time teaching assistants may be expected to participate in some selected AUHS sponsored events as a condition of employment.

PRACTICE:

Currency in Professional Practice Expertise and as required by your certifying and licensing agencies.

ADDITIONAL EXPECTATIONS:

- The teaching assistant is expected to work assigned hours each quarter
- Maintains agreed upon workload

MINIMUM QUALIFICATIONS:

- Minimum of a bachelor's degree in an area of expertise
- Hold/maintain a current license in good standing to practice in one's specialty area (if required)
- Ability to be approved by the regulatory bodies and/or meet minimum qualifications per accreditation and other selected standards (if applicable)
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written, interpersonal and electronic communication skills.
- Innovative problem-solving critical thinker
- Ability to lead and motivate students
- Ability to perform above job description.

Attachment I: Master of Science in Nursing and Post-Graduate APRN Certificate Program Public Disclosure



PUBLIC NOTICE

OPPORTUNITY FOR PUBLIC COMMENTS TO THE COMMISSION OF COLLEGIATE NURSING EDUCATION (CCNE)

The American University of Health Sciences (AUHS), School of Nursing - Graduate Programs will host a Commission of Collegiate Nursing Education (CCNE) for review of its new graduate Master of Science in Nursing (MSN) degree and Post-Graduate APRN (Advanced Practice Registered Nursing) Certificate Program. The accreditation review visit will be virtually conducted scheduled for *February 3, 4, & 5, 2021*.

The Commission on Collegiate Nursing Education (CCNE) is an autonomous accrediting agency, contributing to the improvement of the public's health. The Commission ensures the quality and integrity of baccalaureate, graduate, and residency programs in nursing. The Commission serves the public interest by assessing and identifying programs that engage in effective educational practices. As a voluntary, self-regulatory process, CCNE accreditation supports and encourages continuing self-assessment by nursing programs and supports continuing growth and improvement of collegiate professional education and nurse residency programs. For additional information about CCNE, please access (<https://www.aacnnursing.org/CCNE-Accreditation/Who-We-Are>)

The Baccalaureate of Science in Nursing (BSN) degree program at AUHS is currently accredited by the CCNE and the master's degree program and post-graduate APRN certificate program is pursuing initial accreditation by the Commission on Collegiate Nursing Education Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

As part of this CCNE accreditation process, AUHS School of Nursing Graduate Programs extend the opportunity to program constituents, faculty, stakeholders, students, and practice community to submit written and signed third-party comments concerning its programs' qualifications for accreditation status to CCNE until 21 days before the scheduled virtual visit.

Third-party comments must be received by CCNE by January 13, 2021. All comments must be written in English, consistent with the CCNE's policy on Conduct of Business in English, (<https://www.aacnnursing.org/Portals/42/CCNE/PDF/Procedures.pdf>).

Third-party comments are shared with members of the evaluation team by the CCNE prior to the visit, but at no time during the review process are these comments shared with the program, the Accreditation Review Committee, or the Board. During its review, the evaluation team will consider all third-party comments that relate to the accreditation standards.

If you would like to submit comments, please send them directly by email to:

thirdpartycomments@ccneaccreditation.org

Or, if you prefer, mail comments to:

Commission on Collegiate Nursing Education
Attn: Third-Party Comments
655 K Street, NW, Suite 750
Washington, DC 20001

Thank you in advance for your cooperation.

Attachment II: Remote Proctorio Testing Policy: Proctorio System Integration in Canvas



REMOTE PROCTORIO TESTING POLICY: PROCTORIO SYSTEM INTEGRATION IN CANVAS

Academics: Administration, Faculty, Staff, Compliance Officer, IT, and Student Services

Key Role: Faculty

Document Number: AC32

Document Owner: Quality Assurance and Compliance,
Academic: Office of VP/the Provost

Date Originally Created: May 4, 2020

Revision #:

Date Last Updated: August 12, 2020

Status: Approved

GENERAL DESCRIPTION

Purpose:

The American University of Health Sciences (AUHS) has chosen the use of [Proctorio](#) system for all course examinations. This Spring quarter 2020 trialed the Proctorio system giving solution to sustaining academic integrity.

Proctorio remote test monitoring system automatically links with AUHS' Learning Management System. Proctorio offers three different proctoring methods: through ID verification, on-screen and environment monitoring using Google Chrome as Proctorio is a browser extension.

The Proctorio has verification options that help to validate the identity of the exam participant. When the record video and/or record audio options are enabled, it is recommended to enable all three verification options. (1) Verify Audio. Verify audio confirms that the testing environment for the exam participant is quiet enough to capture ambient sound. (2) Verify Video. Verify video verifies that the exam participant's webcam is operating correctly, that the exam environment is properly lit, and the image of the exam participant is frames appropriately. (3) Verify Identity. Verify identity prompts the exam participant to scan a government or school issued identification card. AUHS has defaulted Proctorio system locked down and security tools to prevent unauthorized web surfing, pop-up notifications, and any other activities that would compromise the integrity of the examination.

Scope:

All faculty, adjunct faculty, staff, students, tutors, teacher assistants, IT, compliance officer and administrators

Responsibility

Administration, Deans, Associate Deans, IT, Compliance Officer, Student Services

APPROVALS AND SIGNATURES

Departmental Signature

Department Head _____ Date: _____

Institutional Signatures:

Vice President/Provost Signature: _____ Date: _____

President: _____ Date: _____

Chair of the Board of Trustees: _____ Date: _____

QACD-Form-AC32

August 12, 2020-Rev.00

POLICY PROVISIONS

Relevant Knowledge:

In order to comply with this policy, you should be familiar and understand the following policies: Current AUHS policy; Standards of good practice, [Student Conduct and Discipline](#).

Terms and Definitions:

Remote Instruction – A solution to facilitating remote instruction/testing designed in a responsive manner by Instructors and delivered through the University's preferred technology in achieving students learning outcomes and sustaining academic integrity.

Canvas – This is AUHS' main learning Platform (Learning Management System) where students will be able to access course materials, assignments, and participate in forums and discussion with instructors and other students, and where Proctorio monitoring system is integrated.

Proctorio – A remote proctoring tool that helps maintain the academic integrity of online exams. It is a cloud-based system that integrates with the AUHS' Learning Management System. It is a secure monitoring platform that integrates with Canvas and ONLY works within the Chrome web browser with Proctorio Extension.

1. General Statement of Policy

- The American University of Health Sciences (AUHS) is committed to integrity in all its programs. To ensure the [security and integrity](#) of the exam process a proctored experience is required for successful completion of an AUHS Course. A Proctored exam is one in which the student is monitored while taking the exam.

2. About Proctorio

- [Proctorio](#) is a cloud-based system that integrates with the Canvas Learning Management System.
- Proctorio does not and cannot collect any [personally identifying data](#) on any user, so there is no information given to third parties.
- Proctorio [authenticates the identity](#) of the test taker and captures the entire exam session which is later reviewed by the Instructor. Proctorio uses a webcam to capture students' ID that shows, the student's face, desktop, and audio during the examination. The recording of the examination experience is available only to the dean, instructor, and LMS administrators. Proctorio strictly adheres to [FERPA compliance](#) and has established several provisions to ensure student privacy.
- Proctorio is [Voluntary Product Accessibility](#) Templates (VPAT) certified and 508 compliant and fully accessible to students with special needs. Students and faculty members with questions or concerns about how a disability should contact Student Services.

PROCEDURES AND REQUIREMENTS

1. Getting Started with Proctorio and Requirements

To access the remotely proctored examinations, the faculty and students must install and add the following requirements:

- install the [Chrome browser](#) and [Proctorio browser extension](#)
- visit the link: [Getting Started with Proctorio](#)
- watch the previously recorded [Proctorio Workshops](#).
- reliable internet connection with a speed of 2Mbps

- use only laptop or desktop to access the quiz/exam with Proctorio specifications:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome OS+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB	2 GB	2 GB	1 GB
Upload Speed	0.092 Mbps - 0.244 Mbps			
Microphone	Any Microphone, either internal or external			
Webcam	320x240 VGA resolution (minimum) internal or external			

- connect with your students via Zoom during examination
- students will only be allowed one attempt to be re-admitted back to testing after the instructor review the recorded video/activity and found no violations of testing policies
- question items will be posted one at a time and will be locked after time duration for the question items. Answer keys SHOULD NOT BE POSTED in canvas

☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Warning: Proctorio does not recommend enabling this setting.
[Learn more](#)

- ☒ Show one question at a time
☒ Lock questions after answering

- faculty and students need to review and understand the [frequently asked questions](#) and the Proctorio [minimum system requirements](#)

2. Technical Requirements

- Go to **Settings > Navigation tab > drag and drop the Secure Exam Proctor (Proctorio) on course navigation under Home**
- Review the [exam settings control](#)
- Assign the [quiz Setup with Proctorio](#). AUHS has a default Proctorio setting:

▼ Recording Options



Record Web Traffic will capture screenshots and URLs of any website visited during the exam.

▼ In-Quiz Tools



This option allows test takers to use a scratch pad on-screen

▼ Lock Down Options



Disable Right Click prevents access to the right-click menu.

▼ Verification Options



Verify ID will require the test taker to show a photo identification card before beginning the exam.

3. Proctorio

The use of Proctorio for remote testing is MANDATORY for all faculty. The faculty MUST:

- verify with your students that they have a webcam and microphone – during the first-class session and 24 hours prior to the scheduled examination. *Suggestion: Do a mock quiz.*
- continuously monitor students taking the examination throughout the testing period,
- NOT leave Proctorio testing until the last student completed the exam,
- review the recorded video of the student who got locked out before allowing him/her to re-enter the exam,
- review the [Gradebook](#)
- report to the School Dean any integrity violations and follow the steps outlined in the University Catalog.
- For students with ACCOMMODATION, the instructor MUST create a second test by [moderating the quiz page](#) with a 1 ½ time of the original quiz.

4. Commonly Reported Support Issues

- *The Incorrect browser and/or expired extension:* verify that the student is using the Chrome browser and have updated the Proctorio extension.
- *"Access Code" prompt:* uninstall and reinstall the Proctorio extension
- *Having trouble capturing ID or image:* Manually take the picture
- *Connection fails during the Systems Diagnostics Test:* Assuming that your internet is connected and working properly, simply refreshing the page can help solve this issue. If the issue persists, try closing out of and quitting Chrome, restarting your computer, and then try to access the exam again.
- *The webcam or microphone fails during the Systems Diagnostics Test:* Check your Chrome settings to ensure that your laptop/desktop and internet connection is allowed under the Site Settings for Camera and Microphone.
- *You are receiving a message that your computer does not have enough RAM or enough battery to continue* completely shut down the computer and charge it the night before an exam. If you have not had a chance to do this, you should be able to continue your exam by simply acknowledging that you have seen this message. Low RAM has not been a cause for a Proctorio computer crash.

Proctorio has its own 24/7 support line for students and faculty

- o email at support@proctorio.com
- o phone at 813-774-3826 or 1-844-394-1222
- o chat by clicking the Proctorio extension (small shield) on the top of the browser

Performance Evaluation

Performance Metrics:

Compliance with standard policy and procedure

Consequences:

Further training; Loss of privileges / Write-Up from warning up to suspension or termination.

Attachment III: Canvas Course Readiness Verification (CCRV)



CANVAS COURSE READINESS VERIFICATION (CCRV)

Before each new quarter start, all teaching faculty must complete Canvas Course Readiness Verification (CCRV) to help ensure a successful quarter. Canvas course must be **built THREE WEEKS** prior to the start of the next quarter and **published TWO WEEKS** prior to quarter start date.

NOTE: If faculty wish to copy a previous Canvas course into a new quarter, faculty must inform the Dean **THREE WEEKS** prior to the start of the new quarter. The Dean will request IT Department to blueprint Canvas course into the new course. Once transferred, faculty need to review and make necessary updates.

Faculty Name: _____ Department: _____ Quarter Start: _____ Year: _____
 Course No.: _____ Course Name: _____ Copy from previous CANVAS Course: ☐ Y ☐ N

GENERAL GUIDELINES AND POLICIES	Initial
Publish your Canvas Course ONE WEEK before the Quarter starts.	
Review your course by clicking the STUDENT VIEW button on the left side of your homepage.	
Make sure to follow the posted sample on the discussion board.	
Post your ZOOM link under the Home and Announcement sections.	
Inform your students to upload their official photo/picture on the Profile Account.	
Include spiritual reading that is reflective of your course on the top part first page of syllabus.	
Use Portable Document Format (.PDF) on your syllabus NOT .doc.	
Include quizzes every week and a 3-minute student & group presentation.	
Include Syllabi Acknowledgement Receipt to your Canvas class under Syllabus.	
Use Proctorio in all examinations which include your quizzes, Midterm, Final.	

CANVAS COURSE NAVIGATION	YES	NO	COMMENTS
<i>Fill in the following Course Navigation based on your syllabus. Setup your Course Navigation according to the sequence below.</i>			
Homepage			
Secure Exam Proctor (Proctorio)			
Announcement with Zoom link			
Attendance			
Syllabus in PDF			
Discussion			
Modules (Week 1 to Week 11)			
Quizzes			
Assignments with groups weight			
People			
Rubrics			
Grades			
AUHS Concourse			

EvaluationKIT Course			
Office 365			

I have verified, updated, and published my Canvas course ONE WEEK prior to the start of the quarter.

_____ Faculty Signature	_____ Date	
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Additional Information:

CANVAS is a web-based Learning Management System (LMS). It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Please visit our IT department to receive assistance and training on learning how to utilize Canvas.

Faculty members are expected to utilize the standardized University Syllabus Model provided to them by their dean or director. Certain designated areas of the Syllabus are not to be changed (university grading scale, etc.), therefore please check with your supervisor regarding what you can/should change and what you should not change. Any changes done to Syllabus must be submitted to the Dean prior to implementation for approval. Major changes will require submission to and approval from the program curriculum committee and the Campus Curriculum Council. Each faculty is responsible for keeping a “Course Portfolio” for each course that they teach. AUHS is launching the Syllabi Management via Concourse in Spring quarter 2021. In the meantime, faculty will use the CANVAS for posting syllabus(i) for the course(s) assigned. ***All course syllabi must be submitted to school dean and provost for their review and approval***

The expectation of the University is that all courses are WEB-Enhanced. A web-enhanced course is a traditional face-to-face course that utilizes the LMS for posting announcements, the syllabus and course calendar, rubrics, and other student resources. It is the Faculty’s responsibility to prepare and post syllabi, lesson plans, discussions, handouts, lecture materials, Zoom link, assignments, and student grades on **Canvas THREE WEEKS** prior to the start of the next quarter. Faculty should publish the Canvas course shell **TWO WEEKS** prior to the start of the next quarter. Should there be on the Winter break, Canvas classes must be posted during the end of quarter. This is a mandatory requirement for both part-time and full-time faculty.

QUARTER	WEEK	TASKS
WINTER	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published.
SPRING	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published.
SUMMER	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published.
FALL	Week 9 Week 10 Week 11-Week 12	<ul style="list-style-type: none"> Syllabi must be submitted to the Dean, and Dean to the Provost Complete recommendations from the Dean/Provost. Teaching materials, approved syllabus, and Zoom link must be uploaded in Canvas. Accomplish the Canvas Course Readiness Verification (CCRV) and submit it to the Administrative Assistant. Canvas Courses MUST be published.



“Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is sat down at the right hand of the throne of God.” - Hebrews 12:2