INTERAMERICAN
UNIVERSITY
OF PUERTO RICO

PART-TIME FACULTY

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Preface

The Part-Time *Faculty Handbook* contains, among other things, information about Inter American University of Puerto Rico, as well as rules, regulations, and procedures related to part-time professors. It is the product of the joint effort of the faculty, the administration, and the Board of Trustees of the University.

In this edition, the amendments approved by the University Council and by the president of the University that received the approval of the Board of Trustees until January 2026 were incorporated. The amendments that are approved as of February 2026 will appear in the electronic version of the Part Time Faculty Handbook, which is found on the portal www.inter.edu.

This is not the only document that defines the relationship between the University and its part-time faculty. Other documents, such as the general catalog, the catalog of graduate studies, the catalogs of professional schools, the official communications issued by the university administration and the normative documents issued from time to time by the president of the University, also create rights and obligations and impose responsibilities on teachers. The document that formalizes this relationship is the employment contract signed between the professor and a representative of the University. Part-time teachers should be aware of these documents and keep abreast of their content.

This Part-time Faculty Handbook is published in Spanish and English. If any conflict arises regarding its interpretation, the Spanish version will prevail.

Part-time Faculty Handbook

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PART I

The University: Historical Background, Governance and Organization

1.1 Vision

The Inter American University of Puerto Rico is a higher-quality higher education institution in search of academic excellence, with emphasis on the formation of people with democratic and ethical values, framed in an ecumenical Christian context.

1.2 Historical Background

The Inter American University of Puerto Rico is a private, nonprofit, Christian and ecumenical institution that provides university education to people of both sexes. It was originally founded under the name of the Polytechnic Institute of Puerto Rico in 1912 as an elementary and high school by Rev. J. Will Harris on the land occupied by the San Germán Campus. In 1921, the first college-level courses were offered, and in 1927 the first bachelor's degrees were conferred. In 1944, the Institution was accredited by the Middle States Association of Colleges and Secondaries Schools and was the first four-year liberal arts college to receive such accreditation in Puerto Rico and outside the continental United States. This accreditation has been maintained through the years. Until 1956, the Institution functioned as a small liberal arts college, linked to the Presbyterian Church. In that year, the name of the Institution was changed to the Interamerican University of Puerto Rico. During the decade from 1956 to 1966, educational centers were established in more than 15 towns and cities on the Island. Eventually, these were consolidated into what are now known as campuses. In 1961, the University established its first professional school, the School of Law, in the San Juan metropolitan area and its second professional school, the School of Optometry, in 1981.

In 1974, because of the reorganization of the Presbyterian Church in the United States that began in 1969, and the reorientation of its policy on higher education institutions related to churches, the charter of the Inter American University of Puerto Rico was changed. This became a private and independent institution of post-secondary education, with an ecumenical orientation. However, the University treasures its historical relationship with the Presbyterian Church and reserves a seat on its Board of Trustees for a representative of the Synod of that Church in Puerto Rico.

1.3 Purpose and Mission of the University

The main purpose of the Inter American University of Puerto Rico is the development of the talent of men and women, regardless of their race, color, creed, sex, age, nationality, social status, condition of veterans with disabilities, veteran of the Vietnam Era, physical, mental, or sensory impairment. This development is fostered through post-secondary education of wide and varied scope, including, but not limited to, liberal, graduate, professional, and occupational education, leading to degrees, diplomas, and certificates that are usually awarded in post-secondary or higher education institutions, recognized and accredited by public agencies.

In keeping with its main purpose, the Inter American University of Puerto Rico, committed to democratic and Christian principles, has the mission of contributing to ethical, social, and cultural endeavors. Likewise, to prepare occupationally and professionally trained human resources, with a sense of civic and social responsibility, who can exercise effective leadership in the different fields of human activity, and who can adapt to various activity scenarios, including foreign ones.

1.4 Goals of the University

The goals that guide Inter American University are to:

a. To promote, in the university community, an environment oriented towards a culture of peace, based on ethical, democratic and institutional Christian-ecumenical values, directed to the integral development of the student.

b. To promote an integral education that leads to the formation of an educated person, well-versed in the different fields of the human knowledge, by means of the development of the capacity for critical thinking, the adequate use of the communication skills in Spanish and English, ethical and civic responsibility, environmental awareness, skills of social integration, and the knowledge of science, the arts and religious education within a Christian-ecumenical context.

c. To respond to the needs of the student population and society by offering a variety of both in-campus and online education programs, within and outside Puerto Rico, at the different educational levels.

d. To foment academic excellence by means of the continuous development of the teaching staff in the mastery of their discipline, as well as in the application of techniques, modalities and teaching methods, in harmony with the nature of the student population.

e. To foment the development of knowledge through research and creative activities in the academic community.

f. To promote efficiency and effectiveness in the teaching, administrative and student processes and services, in harmony with the provisions in the applicable laws and regulations, as well as in the standards of the accrediting agencies.

g. To cultivate leadership of the university community so that it may contribute to social and cultural enrichment of our country and to its economic development, by means of participation in communitarian, business and professional projects.

1.5 Program Offerings

The Inter American University of Puerto Rico offers undergraduate, graduate, and professional programs to obtain technical and professional certificates, associate degrees, bachelor's degrees, master's degrees, and doctorates.

The University's academic programs are based on the principle that students must develop broad intellectual knowledge and skills so that they can achieve personal success in life and make valuable contributions to society. These objectives will be achieved by satisfying the specific requirements of a general education in the arts,

sciences, and humanities and by studying for a concentration. Religion is studied as an academic discipline to maintain a fruitful dialogue with all other university disciplines. All campuses offer the general education requirements and the requirements for various concentrations to complete the associate and bachelor's degrees.

1.6 University Governance

The governing body of Inter American University is the Board of Trustees, which is self-perpetuating and whose members are freely elected without the intervention of any external authority. The government of the Institution, as well as the disposition of its properties and the management of its affairs, resides in its Board of Trustees. It has all the powers consonant with a non-profit post-secondary institution of higher education.

The Board of Trustees also has the authority to attend to the management, regulation and control of its affairs and properties, the election of its employees and other matters pertinent to the achievement of its objectives.

1.7 The President

Article III of the University Statutes describes the functions of the President of the University, who is appointed by the Board of Trustees as the main academic and administrative executive officer of the Institution. The President must act in accordance with the Certificate of Incorporation, the Bylaws and with the practices, policies and limitations determined by the Board of Trustees. By delegation of the Board, the President of the University will be responsible for directing the university system and will represent the University before organizations, accrediting bodies, individuals, and the public, in accordance with the provisions of these statutes.

1.8 Systemic Bodies of the University

The Systemic Managerial Council and the University Council are the two systemic bodies in the University offering counsel to the President.

1.8.1 The Systemic Managerial Council

The Systemic Management Council is the executive body of the President. Its main purpose is to collaborate with it in making strategic decisions of the system regarding the implementation of the institutional policy approved by the Board of Trustees. This body advises the President in the direction of institutional policy and in the preservation of the integrity of the university system.

1.8.2 University Council

The University Council is the institutional body authorized to articulate the academic policy of Inter American University of Puerto Rico; harmonize the academic policy of the different academic senates, ensuring that it does not deviate from institutional policy; to ratify the norms and academic guidelines related to the faculty and to the students, proposed by the different academic senates once their compatibility with the institutional policy has been confirmed. The Council advises the

President of the University on broad educational, administrative, and research policy, such as: (a) budget priorities; (b) general planning; (c) establishment and dissolution of campuses, schools, divisions, institutes, and similar educational units; (d) affiliations and special programs; (e) regulations that affect the faculty and students related to academic freedom and equal opportunities; (f) establishment of personnel policy and procedures. The Council fulfills this advisory function at the request of the President of the University, on its own initiative and at the request of the academic senates. All normative action of the Council is subject to presidential approval before taking effect. The Chairman 's veto can be appealed to, according to the procedure established in the Board Regulations.

The University Council is made up of the presidents of the Academic Senates of the units (in the case of the Faculty of Law and the School of Optometry, one (1) member of the faculty, elected by their Senate, respectively, will represent said unit); one (1) Vice President of the Academic Senates; three (3) students, one (1) from the graduate and/or professional programs and two (2) from the undergraduate programs, selected in accordance with the provisions of the Regulations of the University Council; the three (3) vice presidents of the University; two (2) main executives of the units; one (1) representative of the administration; the President of the University and the person who occupies the Executive Secretariat. These last two will have a voice, but without a vote.

1.9 Organization and Management

1.9.1 System Central Office

The offices of the Board of Trustees, the President, the Vice Presidents, as well as certain general services of the University are in the Central Office of the System. Among these are the Office of Systemic Human Resources and the Office of Systemic Legal Advice.

One of the functions of the Systemic Human Resources Office is to develop and establish the necessary standards to implement the Institution's policies related to the areas of human resources and payroll.

The Systemic Legal Advice Office is responsible for advising and guiding the President and the main executives of the teaching units on compliance with state and federal laws and regulations that are related to the Institution. The legal advisors of this Office have the function of keeping all the Institution's executives informed about actions, procedures and forms of prevention aimed at avoiding risks that lead to litigation. In case the University is part of a litigation or any other situation that warrants, the Office will determine the need to hire specialized legal advice.

1.9.2 Vice Presidencies

In the Central Office of the System there are three vice-presidencies: the one for Academic and Student Affairs, the one for Management, Finance and Systemic Services and the one for Religious Affairs.

The academic leader and main executive of the system is the President of the University, who is assisted by the vice presidents. They represent, advise, and respond to them for the results of the systemic functions that have been delegated to them. They interpret and promote institutional policies, develop the general rules and guidelines to direct and facilitate their implementation throughout the entire university system, and monitor and evaluate the results of these policies.

In their respective areas of responsibility, the vice presidents advise, collaborate, and support the main executives of the teaching units.

1.9.2.1 Vice Presidency for Academic and Student Affairs

The Vice Presidency of Academic and Student Affairs is responsible for directing institutional policy in everything related to program aspects, student, faculty, research, and academic computing aspects. It is also responsible for preserving the university's systemic integrity, seeking unity, and achieving coordination, articulation, and communication among its components in the areas included in the Vice Presidency.

The Vice Presidency of Academic and Student Affairs advises the President of the University, develops, and establishes the necessary regulations to implement the institutional policies pertaining to programmatic development and articulation, assessment, evaluation, and accreditation of academic programs, matters faculty, including recommendations to the President on the evaluation of faculty and students. This Vice Presidency also directs and coordinates external resources, programs of consortiums and educational innovations and the systemic strategic planning process.

The Vice Presidency of Academic and Student Affairs offers technical support and advice to teaching units and monitors and evaluates the results of the implementation of academic standards and policies.

1.9.2.2 Vice Presidency for Management, Finance and Systemic Services

The Vice Presidency of Management, Finance and Systemic Services is responsible for directing institutional policy regarding finances, economic assistance, and general services. This Vice Presidency assumes the responsibility of ensuring the integrity and economic solvency of the University, ensuring efficient and effective management of its fiscal resources. Develops and establishes the necessary standards to implement institutional policies related to the areas of investment management, systemic strategic budgeting, systemic finance and accounting, economic assistance, related auxiliary companies, and materials management.

1.9.2.3 Vice Presidency for Religious Affairs

The Vice Presidency for Religious Affairs was created with the objective of strengthening and renewing the different components that support ecumenical Christian formation at the Inter American University of Puerto Rico. It is responsible for coordinating the University Ministry in the system. It oversees articulating the chaplaincies of the teaching units, as well as offering chaplaincy services to the Central Office of the System. It encourages the incorporation of activities and projects that allow students and the academic community in general to experience Christian experiences more directly. Coordinates the Puerto Rico Social and Moral Infrastructure Revitalization Project. It oversees supervising the work of the Center for the Promotion of the Christian Faith. It manages external funds aimed at the development of academic-religious activities and supports the development of social service consortiums. Articulates, with the Vice Presidency of Academic and Student Affairs, academic-religious developments and offers advice on these. Its functions also include promoting the image of the University as a Christian institution among the university and external community, both inside and outside of Puerto Rico, and advising the President on matters of participation in religious organizations.

1.9.3 Academic Units

The University system has among its components eleven teaching units that oversee teaching-learning activities. These units are Aguadilla, Arecibo, Barranquitas, Bayamón, Fajardo, Guayama, Metropolitano, Ponce, San Germán, the Faculty of Law and the School of Optometry.

1.9.3.1 Structure of the Academic Units

The rectors in the campuses and the deans in the professional schools are the main executives of the academic units and answer to the President regarding the operation and development of the units they direct, in accordance with the established goals and objectives and in harmony with the policy, rules and procedures adopted by the University. Among their more specific functions, which they can attend personally or delegate to other members of their staff, are the following: take the initiative in the development of new academic programs that respond to the needs of the communities served by their teaching units; take the lead in verifying that current academic programs meet the objectives for which they were designed; develop an academic and intellectual environment for the faculty and students and provide internal rules and procedures that ensure the effective operation of the unit.

The development of academic unit budget proposals and unit fiscal vitality, as well as student recruitment and student support services, are other areas of his responsibilities.

1.9.3.2 Other Employees under the Chief Executive Officers of the Academic Units

The titles of the employees who serve under the Chancellors and deans vary slightly from one teaching unit to another. In general terms, the responsibilities of these are similar, namely: academic affairs, student affairs and administrative and fiscal affairs. The function assigned to each official and the specific functions for which each one is responsible may also vary from one teaching unit to another.

1.9.3.3 Dean of Academic Affairs

The dean of academic affairs carries out a variety of activities related to academic affairs, under the direction of the chief executive. Acts with a certain degree of independence in the execution of functions that require leadership and coordination from an integrating academic perspective to help teaching. He answers to the main executive about the execution of the academic normative policy.

The dean of academic affairs at campuses and the associate dean at professional schools receive, review, and discuss all recommendations related to faculty selection and faculty contract decisions before forwarding them to the chief executive officer of their unit.

1.9.3.4 Associate Dean - School of Law and School of Optometry

The associate dean works directly with faculty members on issues of curriculum, programs, and teaching effectiveness and student assessment.

1.9.3.5 Area Deans and Department Directors

Some units have a structure of deanships and departments, and others operate solely with departments. Where deanships exist, the academic authority is the dean. In academic departments, the academic authority is the department director. If there are no deanships or departments, the faculty reports directly to the deans of academic affairs or, for certain matters, to the associate deans.

1.10 Faculty Participation in Institutional Governance

The Board of Trustees delegates to the President the responsibility of directing the university system and he, in turn, shares that responsibility with the faculty, according to established policies and regulations. The full-time faculty participates in matters related to academic offerings, norms, and academic standards that pertain to students and faculty. The policy that includes the participation of the faculty in the government of the Institution appears in documents such as the *Manual of the Faculty,* the *Constitution and Regulations of the University Council* and the *Constitution and Regulation of the Academic Senates*.

PART II

The Faculty

2.1 The Part-Time Faculty and the Commitment of the University

The Inter American University of Puerto Rico is committed to offering its students the best possible education and to serving the country in solving its many problems. This commitment demands from the university administration the recruitment, training and retention of an ideal faculty committed to those ends.

The part-time faculty is an important part of the university faculty and represents an effective means to provide a varied program in tune with the socioeconomic needs of the country. The flexibility offered by the part-time faculty for the establishment of new programs and the participation of many of these professors in other non-academic social and professional activities makes it easy to meet the needs of society and provide a current educational program.

Being able to hire people who have excelled in their respective professions to teach on a part-time basis; to professors from other universities; knowledgeable about the latest developments in the academic world; already retired teachers with a good background of experience and knowledge; it facilitates the diversification of programs, allows a quick and efficient response to demands for new offerings and gives students the opportunity to continue studies in disciplines that the University would not otherwise be able to offer.

Selection for appointment is based on the candidate's ability, qualifications, and experience, without regard to race, creed, color, national or ethnic origin, age, sex, or political belief. The persons selected for appointment, in addition to their academic, professional and moral qualifications, should demonstrate an interest in the intellectual, cultural and moral development of the students and be persons who can be trusted to work together with the full-time professors and with the university administration in a harmonious manner, that they will support the academic programs of the University, that they will work constructively for their improvement and that they will conduct themselves at all times in a university style.

Administrative employees of Inter American University who are eligible for this may be appointed as part-time professors. In these cases, the hiring of the official and his relations with the University will be governed by *the Faculty Manual* or by the *Manual of Administrative Regulations for Non-Teaching Personnel,* depending on the status of the official and not by this Handbook.

PART III

Duties of the Faculty

3.1 Part-Time Faculty and the University

The quality of teaching is one of the main concerns of this Institution; therefore, there should be no distinction between the demands regarding teaching placed on the part-time professors and those the full-time faculty is expected to fulfill. In the same manner, as full-time faculty, part-time faculty members must demonstrate competence in their disciplines and keep up to date in their knowledge; acquire teaching skills; demand achievement from their students; clarify their doubts and attend to their queries; prepare themselves properly; participate in the academic processes; honor the profession; feel respect for the Institution; and be willing to have their performance evaluated periodically.

The professor will not be alone in this endeavor. Since this is a mutual commitment, the University will assist the professor to achieve these expectations. In order to achieve these, the University is committed to:

a. Provide information so that professors are acquainted with the Institution they serve.

b. Offer opportunity for the development of teaching abilities. This implies assistance in the acquisition of knowledge and skills in the subject taught, as well as in teaching methodology.

c. Maintain a suitable atmosphere so that professors may carry out their tasks without anxiety.

d. Provide the necessary resources so that professors may perform their functions.

It is the responsibility of each department to maintain a pool of suitable personnel with the necessary competence to form part of the part-time faculty of this University. This pool will contain the candidates recommended by full-time faculty members; teaching and administrative personnel from other educational institutions with interest in teaching at this Institution; professionals from industry, business, and the Government; retired professors from this and other educational institutions; administrators from this University; and any other personnel appropriate for teaching at the higher education level. The search for personnel must be ongoing. No name will be placed in the register of eligible candidates unless the person has submitted his study credentials and all other necessary document for his evaluation and unless he has had an interview with the director of appropriate department.

3.2 Teaching

The Inter American University recognizes that the intellectual development of its students is the primary responsibility of its faculty members. This responsibility is fulfilled through teaching and academic advising. Every faculty member is expected to strive for excellence in the classroom. Excellence in teaching requires that faculty members demonstrate mastery of their discipline, remain current with

developments in their field, incorporate assessment activities in accordance with the assessment plan established by the department or academic program to which they are assigned, carefully select instructional strategies appropriate for the courses they teach that promote student learning, communicate course content effectively, encourage student inquiry, and address differing viewpoints openly, honestly, and respectfully. Faculty members are expected to begin each class fully prepared to teach. This expectation presumes that they have devoted sufficient time to studying the subject matter to be presented and to planning the instructional strategies appropriate for its delivery.

Faculty members must also be professionally prepared to teach through the various instructional modalities offered by the University. Such preparation is essential in order to meet the diverse instructional needs of academic departments and to respond effectively to changing instructional demands during emergencies. Faculty members are expected to be prepared to adapt their instructional activities to educational conditions that may arise due to force majeure or other extraordinary circumstances requiring sudden changes in instructional delivery, thereby ensuring the continuity and quality of the educational process.

3.3 Academic Load

If the professor has another job equivalent to full-time employment, the academic load will not exceed a six-hour load in each part (August to December and January to May). In the case of a professor who does not have another full-time job, up to an eleven-hour load, when justified, may be authorized. In no case will more than a 22-hour load per academic year in undergraduate, graduate or Optometry programs be authorized. In the School of Law, the part-time teaching load will be determined in agreement with the norms of the American Bar Association. When due to very special circumstances, and always in consideration of the University needs, it is necessary to hire a professor for a workload greater than that indicated, the department director must request authorization of the Dean of academic affairs or Academic Affairs of the unit and justify the need for appointing a person with a load above the normal one.

3.4 Faculty Availability and Academic Advisement

As a complement to teaching, professors will devote one hour for every three hours of teaching to give individual attention of their students. The office hours will be determined by the professor with the approval of the department director, by considering the interests of the professor as well as those of the students. The professor must announce his office hours to the students during the first day of class and a copy of this must be placed on the bulletin board of the academic unit during the first week of class. Academic advisement of students is part of teaching, and the professor must offer it with the greatest degree of responsibility.

Because Inter American University provides other specialized guidance and counseling services to help students, faculty members should concentrate their efforts on fulfilling their unique role in academic advisement which usually takes the following four forms:

a. Advisement of students regarding their work in classes taught by a faculty member.

b. Departmental advisement in the discipline in which students major. The idea is to assist them in setting their academic and professional goals as well as understanding and meeting the major and graduation requirements of the University. In this advisement, students may plan for their elective courses so that they coincide with their personal and career objectives.

c. Recognition of student needs for professional assistance with problems of a personal nature or resulting from academic skill deficiencies and referral of said problems to the office or person from whom the needed assistance may be obtained.

d. Commitment to collaborate with the retention efforts and other initiatives endorsed by the University to support students.

3.5 Course Contents

Except in the courses that usually consist of multiple sections whose content is determined by departmental committees, the faculty member is responsible for planning and presenting the subject matter of the course in consonance with the catalog description. The faculty member is also responsible for establishing the course objectives and requirements and making them known to students; for submitting to his department director a course syllabus prior to the beginning of classes; for selecting and ordering texts and supplementary materials; for advising the librarian of the list of books to be put in reserve and the audiovisual materials needed; and finally, for preparing, administering, and grading papers and examinations and for assigning grades.

3.6 Participation in Faculty Meetings

This Institution recognizes that part-time professors are normally involved in other activities outside the Institution; therefore, a total and complete participation in the affairs of the University is not expected of them. But the commitment of the University with an education of uniform quality, without regard to the condition of the professor offering it, requires that part-time faculty members be informed of the affairs discussed and the agreements taken in the faculty meetings of the department to which they belong. Attending these meetings, although not compulsory, is highly desirable, and absence does not exempt professors from their responsibility for knowing what was discussed therein or of their obligation to abide by the decisions agreed upon. The director of the department will meet with the part-time professors, as frequently as determined to inform them of these matters and the professors have an obligation to attend these meetings.

Part-time professors may attend all academic, cultural, or social activities held in the unit to which they belong, under the same conditions as the full-time faculty.

3.7 Other Tasks

The department director, in consultation with the professor, may assign faculty members several hours weekly for tasks other than teaching, when he understands that the professor can make a genuine and effective contribution to the University. This participation will be voluntary, since due to their commitments to other professional endeavors, part-time professors are limited with respect to the time they can dedicate to the University. It is desirable, nevertheless, that the greatest

number of professors possible participates in these tasks, because of the effect this may have on the quality of education. The department director has an obligation to encourage this participation.

The main areas of participation for part-time professors are special committees, which from time to time are created in the academic units for specific purposes, the study and analysis of new programs and the evaluation of existing programs; the organization of academic activities; the development of technical courses especially designed for interested groups, student recruitment and the search of economic resources for the University.

Part-time faculty members may serve as faculty advisors to student organizations, in accordance with the provisions of the General Student Regulations.

3.8 Faculty Absences and Making up Classes

Faculty members must notify their department director in advance, whenever possible, when they will be unable to meet with their classes. In case of an emergency or unexpected illness which makes advance notification impossible, faculty members must notify their department director as soon as possible and never later than three days after the onset of the emergency or the beginning of the illness. When a faculty member does not offer his classes, he has the obligation of seeking alternatives to make up for those classes and notify his supervisor of the way the course material will be made up.

3.9 Preparation of the Syllabus

Faculty members may recommend revisions to the syllabus for any course they teach by submitting their recommendations to the Department Chair, in accordance with the Guidelines for the Review and Evaluation of Unique and Shared Academic Programs of the Inter American University of Puerto Rico. At the beginning of each academic term, faculty members shall update the course syllabus to reflect the following information: instructor's name, office hours, email address, academic term, grading criteria, and bibliography.

For courses offered in multiple sections, faculty within the discipline may develop a common syllabus for use by all faculty members teaching those sections.

Department Chairs shall maintain on file the syllabi for all courses offered within their departments and shall provide copies to their respective Deans of Academic Affairs.

3.10 Orientation to Courses

At the beginning of each academic term, faculty members should present the appropriate course syllabus to the class with the following information:

a. Description of the course according to the catalogs in effect

b. Course content

c. Objectives of the course and benefits derived from it
d. Learning activities for the attainment of objectives

e. Complete requirements of the course including textbooks and other required material, number and nature of the reports required, notebooks or journals required, bibliographies and reading lists, type and number of quizzes and tests or other evaluation instruments to be administered

f. Method of determining the final grade and weight assigned to each requirement of the course

Students shall receive or have access to a course syllabus, in either printed or electronic format, on or before the first two class meetings of each academic term, as provided by the course instructor through the University's official communication channels. Course syllabi shall be prepared in accordance with the University's Institutional Guidelines for Syllabus Preparation.

3.11 Evaluation of Learning

Inter American University requires that all students enrolled for credit in credit-bearing courses be given at least a mid-term evaluation and grade, as indicated on the academic calendar, and a final exam or equivalent evaluation. Other tests or assessment instruments should also be administered.

3.12 Final Examinations or Equivalent Evaluations

Final exams or equivalent evaluations, such as portfolios, reflective diaries, presentations, etc., are offered at the end of each academic term in accordance with a published schedule. The authorization of the dean of the division or the dean of academic affairs of the unit is required to administer an exam or any equivalent evaluation before the scheduled date.

3.13 Information to Students on Evaluation

Faculty members must make students' grades on tests, exams, essays, and other evaluation instruments available to them within a reasonable time, preferably not later than two weeks after the date they were administered**.** Students are entitled to examine these evaluation instruments during the six months following the corresponding official grade report.

3.14 Student Class Attendance and Student Grading

It is the responsibility of the faculty to prepare an official electronic gradebook (Inter web Gradebook), hereinafter electronic registry, within the established dates. In case the student has never attended (AW) or has stopped attending classes (UW), the teacher must make the corresponding note. In the case of the UW annotation, the professor must include the date on which the student completed the last academic activity or stopped attending, according to the evaluation criteria established for the course and the regulations promulgated by the Administration.

The faculty will enter all grades, including the final grade, into the electronic register. Since students can change courses or sections during the first days of each term, errors may be reflected in the official list of students registered. To correct such errors and to avoid difficulties in informing final grades rapidly and correctly, the faculty must check the names of the students registered in the electronic lists of the

courses they offer. If there are discrepancies, these must be notified to the Registrar. The date for entering the final grades in the electronic register will be published in the academic-administrative calendar and in official bulletins for each term.

3.15 Deadlines

Each faculty member is responsible for meeting the deadlines established to submit his grades, making book requisitions, reserving, or asking for materials needed and for handing in reports required by the department director or his equivalent.

3.16 Recommendations for Educational Materials

The faculty has the major responsibility for maintaining the quality of collections, since librarians depend upon their recommendations for the acquisition of educational materials in the areas in which they are specialists. Faculty members form part of the educational resources committee which, together with the librarian or librarians, make decisions regarding Information Access Center priorities and book acquisitions. Faculty members are expected to familiarize themselves with the Information Access Center of the unit where they teach to take full advantage of the services it offers, not only to them but also to the students they teach.

3.17 Textbooks, Electronic Materials, Audio-visual Materials and Laboratories

Faculty members are responsible for making recommendations for the purchase of textbooks, laboratory materials, and other similar instructional items that students in their classes need to fulfill the requirements of the course.

In most cases, faculty members are at liberty to use the textbooks and electronic and audiovisual materials of their choice in the classes they teach. However, in some cases, certain books and materials are prescribed for specific courses taught throughout the University system, or for other multi-section courses. The faculty teaching a course at a given unit may select the textbook to insure a measure of uniformity in the basic subject matter of the course.

3.18 Manuals and Laboratory Materials

Faculty members should consult the department directors to become aware of their responsibility for reordering manuals and laboratory materials, and the lead time necessary to ensure delivery by the dates needed.

3.19 Identification Cards

Faculty members must always carry them in a visible place and when they are within the University premises a duly validated card that identifies them as members of the faculty.

3.20 Compliance with Faculty Regulations

The responsibility to adhere to Faculty regulations is evident. The material in this *Faculty Handbook* and its Appendixes is intended to enhance academic freedom, stimulate excellence, enthusiasm, and dedication and loyalty to the Institution.

PART IV

Faculty Rights

4.1 Academic Freedom

Inter American University is guided by the ideal that all members of its faculty, whether permanent or not, have the right to academic freedom; as established in the Declaration of Principles of Academic Freedom and Tenure of 1940 formulated jointly by the American Association of University Professors and the Association of American Colleges. The following excerpt from that statement defines what is meant by academic freedom:

a. Institutions of higher education operate for the common good and not to further the interests of either the individual teacher or the institution. The common good depends upon the free search for truth and its free exposition.

b. Academic freedom is essential to these purposes and is applied both to teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher while teaching, and of the rights of the student to freedom in learning. It carries duties that correlate with the rights.

c. The teacher is entitled to complete freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for a financial return should be based upon an understanding with the authorities of the institution.

d. The teacher is entitled to freedom in the classroom while discussing his subject but should be careful not to introduce into his teaching controversial matter that has no relation to his subject.

e. The college or university teacher is a citizen, member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline. His special position in the community, however, imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his words. Hence, he should always be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesperson.

The privileges listed above should not be construed as a license for the teacher to use the classroom for proselytizing purposes or discriminatory expressions on the basis of race, color, religion, sex, national origin, disability, age, marital status, political affiliation, or any other protected classification under the provisions of Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other laws or applicable state or federal regulations.

4.2 Faculty Orientation

Faculty orientation will begin after the contract with the University has been formalized and shortly before the beginning of the academic term for which the

professor was contracted. The orientation program will be designed by the dean of academic affairs or of academic affairs of each academic unit. This program will aim to provide the following activities:

a. Personal interview with the department director where the orientation schedule will be discussed and the activities in which the professor will be required to participate, depending on his academic preparation, experience with the University and professional background.

b. Visit to the physical facilities of the unit, such as classrooms, laboratories, library, bookstore, and cafeteria.

c. General orientation—here the part-time faculty will meet other people with whom they will be working and the functions that these persons perform. The content of the *Part-time Faculty Handbook* will be discussed, and its provisions will be explained. Identification cards, parking permits, examination models and course syllabi will be given to the part-time faculty. The professors will also receive information on the University; the teaching resources available and how to request them, syllabi, and their use; student attendance; examinations; student evaluations; grades; secretarial services; academic calendar; and office hours.

d. Specific orientation meeting – this will consist of a meeting of the part-time faculty members of a particular department with the department director and those full-time professors that the director determines, to discuss the exigencies of the department. Upon a part-time faculty member's request, the department director may arrange for a full-time professor to be available to serve as a contact between the part-time professor and the department to counsel and orient him when necessary.

4.3 Professional Development

It has been indicated before that the greatest concern of this University is the quality of teaching. Students pay to receive a good education and Inter American University has the commitment to provide it. A good education demands the existence of a good faculty with the best academic preparation, trained in the art of teaching and properly motivated. Every university professor must possess these conditions.

4.4 Faculty Training

Inter American University of Puerto Rico aspires to have a part-time faculty that compares, in terms of competency and teaching ability, with the full-time faculty. To this end, the University maintains a training program, available for the part-time faculty and aimed at correcting deficiencies and to give to the professors the necessary skills so that they may offer an education of the best quality. In the program for the development of pedagogical skills activities will be included such as course design, syllabus preparation, motivation of students, preparation of examinations and others that develop to the maximum the potentialities of the professor.

Participation in this program, which consists of formal courses with or without credit, and informal activities (seminars, clinics, workshops, and lectures) is voluntary and must be requested by the professor. The program will be designed by

the director of the corresponding department, after having analyzed the needs of the concerned professor.

The performance of the professor in this program, as well as his interest in participating in it, will form part of the professor's evaluation.

4.5 Support Services for Faculty

For part-time professors to contribute to the advancement of the Institution and to offer an education of quality equal to that of the full-time faculty, they need certain resources and educational facilities. Even though professors do not make maximum use of these resources and facilities, because their commitment to this University is limited, the University will make them available, since that limitation does not release professors from fulfilling their obligations.

To this end, the following services will be available for the use of part-time professors in harmony with the resources of each academic unit. Among these are the following: office space, library resources, audio-visual resources secretarial and copying services, the Information and Telecommunications Center, bookstore, professional and academic counseling, office, and laboratory supplies.

Each academic unit will establish the procedures to provide these services. The procedure will indicate the manner of requesting them, the person in charge of handling the request and the responsibilities of each person with respect to the use of those services. A copy of these procedures will be given to the professor during the orientation process.

4.6 Faculty Pay

There is a salary scale for part-time faculty that takes into consideration the faculty member's academic preparation and the level of courses taught. The salary scale indicates the pay per workload hour in each category.

4.7 Grievance Procedure

When a faculty member believes that his rights and prerogatives recognized in this *Handbook* have been violated, he may present a grievance to that effect following the procedure detailed below:

The faculty member will present grievance in writing to the dean of academic affairs of the instructional unit, offering specific details on which the grievance is based and including any evidence supporting his claim. The Dean will evaluate the grievance presented by the faculty member to determine its merits and must:

a. Offer a solution to the matter through a conciliation or dialog with the faculty member affected or

b. Answer in writing the complaint presented by the faculty member notifying him of his decision regarding the merits of this and what actions, if any, he intends to take regarding the complaint presented.

If the faculty member affected does not agree with the decision made by the dean of academic affairs, he may appeal this to the Faculty Appeals Committee in his

instructional unit. To do this, he must present an appeal in writing, no later than fifteen days after receiving the decision of the dean of academic affairs.

The appeal must present in detail all the reasons for which the faculty member differs from the decision taken by the dean of academic affairs of the corrective actions proposed by him. The appeal must be accompanied by all the documents that, in the faculty members' judgment, are relevant to consideration of the merits of his appeal.

The faculty member must also include a copy of the decision taken by the dean of academic affairs. He must send the dean of academic affairs a copy of the appeal, as he will make his presentation to the Faculty Appeals Committee. The dean of academic affairs will submit in writing to the committee the information that, in his opinion, should be considered by said committee when evaluating the merits of the appeal.

The Committee may dispose of the appeal with the information presented or may require additional information that it deems necessary and, in addition, may hold a hearing to receive such information.

After evaluating the appeal considering the information available, the committee will render a written decision on the merits of the appeal within 45 business days. The committee will communicate its decision simultaneously, within a period of 20 working days, to the faculty member and the dean of academic affairs. Any of these may appeal the committee's decision to the chief executive of the unit, which must be done in writing no later than 15 days after notification of the committee's decision.

The main executive of the unit will take into consideration the decision of the Appeals Committee of the Faculty and will issue the decision that, in his opinion, corresponds. The decision of the main executive of the unit will be notified in writing to the parties. If the faculty member is not satisfied with the decision, he may appeal directly to the president. The decision of the chief executive of the unit can only be reviewed by the president of the University.

The chief executive officer of the unit may uphold or modify the decision of the Faculty Appeals Committee or make the decision that, according to his judgment, is appropriate. The decision of the chief executive officer of the unit will be communicated to the parties in writing. This decision may only be revised by the President of the University.

4.8 Fringe Benefits

4.8.1 State Insurance Fund

The University is covered by the unemployment compensation program through the Department of Labor of the Commonwealth of Puerto Rico. In case of disability, the State Insurance Fund of the Commonwealth will provide medical assistance, medicines, and will pay compensation. Faculty members are protected against work related accidents and occupational diseases under this law.

4.8.2 Unemployment Insurance

The University is protected by the unemployment compensation program through the Department of Labor of the Commonwealth of Puerto Rico. If upon the expiration of the work contract of a part-time professor a new contract is not given and the professor does not have another job, he could be eligible to receive the benefits of the program. The details related to Unemployment Insurance may be requested in the Office of the Director of Human Resources of Inter American University of Puerto Rico.

4.8.3 Social Security

The University is under the Federal Social Security law and part-time professors are eligible to the benefits that this law grants.

4.8.4 Holidays

Part-time professors are entitled to all official and authorized holidays observed in Puerto Rico, without this affecting their salary in any way. Nevertheless, the University reserves the right to conduct classes and other activities on holidays to meet the requirements of its academic-administrative calendar.

4.8.5 Christmas Bonus

The University pays a Christmas bonus to all its personnel, including part-time professors, who are eligible for it in agreement with the Christmas Bonus Law of the Commonwealth of Puerto Rico.

Since some of these benefits are restricted by law, the professor should consult with the human resources officer of his academic unit to ascertain the scope of the law.

4.8.6 Maternity Leave

Part-time faculty members who are pregnant are entitled to maternity leave in accordance with the applicable law. To take advantage of the provision of this law, the faculty member should present a medical certificate at the beginning of the eighth month of pregnancy indicating the expected date of birth. Directors from the Office of Human Resources of the units may provide further orientation on the benefits and options available under this kind of leave. If complications occur during the pregnancy, the faculty member may take advantage of accumulated sick leave, or the medical family leave according to the terms provided under these leaves.

In the case of adoption, these benefits are also granted. The application for this leave should include the resolution from the court granting the adoption.

PART V

Contractual Norms

5.1 Academic Preparation

Generally, an academic degree in the discipline taught, higher than the level being taught or an equivalent title conferred by an accredited university is required to hold a position of part-time professor in this Institution. The accreditation of the university in reference must be granted by an agency accepted by Inter American University of Puerto Rico. When circumstances justify, either because there is no candidate with greater academic preparation or because of the nature of the subject, the academic preparation of the professor is not a determining element of the teaching of the course, or because the interest of the University is served better, exceptions may be made. In these cases, the department director must justify the exception to the dean of academic affairs of the corresponding unit, who will make the final decision and place a copy of the justification in the professor's file.

The evidence of the degrees held must be submitted with the application for employment to the Human Resources Office of the corresponding academic unit. The Human Resources officer must make sure that:

a. The submitted evidence is official, free of erasures or strikeouts that may invalidate it.

b. The evidence indicates the degree conferred.

c. The university where the candidate studied has proper accreditation.

In case of doubts on the accreditation or equivalent titles, the Vice President for Academic and Student Affairs and Systemic Planning will make the corresponding determination. Equivalences will be determined solely based on academic preparation.

5.2 Work Contract

All appointments will be made by means of a work contract. The contract is the document that formalizes the relations between the professor and University. This work document will clearly specify the period for which the services of the professor are contracted; the number of hours that the faculty member must devote to teaching and other tasks; the payment to be received; and the method of payment. The term of appointment may be extended based on the University's needs or the availability of funds to support the appointment. No employment contract shall be valid unless it has been signed by both the faculty member and an authorized representative of the University.

Once executed, the employment contract may not be amended except through a written amendment expressly setting forth the agreed-upon changes and signed by both parties. Any subsequent correspondence or discussions shall be deemed preliminary negotiations and shall not be binding on either party. The employment contract shall terminate automatically upon its expiration date, and no further notice of termination shall be required.

When considering the quality of the faculty member's teaching for his hiring, the following elements, among others, are considered:

- mastery of the subject
- ability to organize the subject matter and to present it clearly, logically, and imaginatively
- knowledge of the latest developments in the discipline
- ability to relate the discipline to other areas of knowledge
- ability to promote and broaden student interest in the subject matter
- ability to develop and use effective teaching methods and strategies
- availability for and effectiveness in academic advisement of students
- possession of the attributes of integrity, diligence, liberality, and objectivity in teaching

The documentation of many of these criteria is found in the professor's periodic evaluation reports.

Part-time faculty, notwithstanding the time they may have served the University, do not have right to tenure in their employment. The period of service will be stipulated in the work contract signed by the professor and a representative of the University acting by delegation of the President. With the expiration of the contract the relations between the professor and the University are terminated and these may only be renewed with the formalization of a new contract.

5.3 Pre-Employment File

The pre-employment file contains all documentation required or received by the Institution in connection with a faculty member. This file is available only to the academic officers and their executive personnel of the unit to which the application for employment is made and for faculty members on the Faculty Appointments Committee. It is also available to the President of the University, the Vice President for Academic and Student Affairs and Systemic Planning, and their professional staff. After appointment, the items in the file which are not of a confidential nature (e.g., academic transcripts, application forms, reprints, certificates of honor, titles) are transferred to the personal file of the faculty member. The rest of the material (e.g., letters of recommendation and other confidential material), will be available only to the administrative officers of the academic areas of the unit, their staffs, the President, the Vice President for Academic and Student Affairs and Systemic Planning, and their professional staff.

5.4 Personnel File

The personnel file will include, but is not limited to, the following:

a. Information related to the faculty member's academic and professional accomplishments submitted by the faculty member, or placed in the file at his request, as well as certificates of equivalency and of service credited towards promotion and/or tenure, if applicable, together with a copy of all the faculty member's letters of appointment or contracts of employment with Inter American University.

b. Copies of evaluations of the faculty member's professional performance made by students, academic officers, and committees of the academic unit in which he

serves. It also includes all the formal recommendations from the Committees for Promotions, Tenure and Change of Contracts, Sabbatical Leaves, and Study Leaves, and the recommendations of his supervisor or supervisors and other academic officers of the unit in which he serves.

c. Professional commendations or certificates, honorary degrees or mentions, and other distinctions or awards.

d. Other personal information.

The Systemic Human Resources Office of Inter American University maintains the personnel file. It is available only to the administrative officers of the Central Office and their professional staff, the administrative officers of the academic area of the unit in which the faculty member serves, and their professional staffs, the committees on Promotion, Tenure and Changes of Contract, and Sabbatical Leaves and Study Leaves of the unit in which the faculty member serves, as well as to the faculty member himself.

The department director under whom the faculty member serves, as well as the committee on Promotion, Tenure and Changes of Contract, and the Committee on Sabbatical Leaves and Study Leaves of the unit in which the faculty member serves, may have access to the personal file. In addition, the faculty member, upon payment of the costs, may obtain copies of his personal file and of the deliberations and recommendations of the committees. Such copies will be made by a member of the professional staff from the Systemic Human Resources Office and/or an employee from the Human Resources Office of the unit.

5.5 Faculty Evaluation

To ensure that students receive the same high quality of instruction regardless of the employment status of the faculty member teaching the course, the University has established a comprehensive evaluation system for both full-time and part-time faculty members. Faculty evaluation is an integral component of the University's faculty development program and is designed to identify areas of professional excellence as well as opportunities for improvement. The evaluation process also provides faculty members with a deeper understanding of the University's mission and objectives, the characteristics and needs of its student population, and the University's expectations of faculty performance. In addition, evaluation serves as a basis for employment-related decisions between the faculty member and the University. Accordingly, it is essential that the evaluation process be conducted objectively and in an atmosphere of mutual trust and respect. Faculty members are expected to support and cooperate fully with the evaluation process at every stage.

Responsibility for evaluating faculty members rests with the Department Chair. For part-time faculty teaching in any of the University's instructional modalities, the evaluation process shall include at least three (3) components: student evaluations of teaching, the Department Chair's evaluation, and a classroom observation conducted in accordance with the department's faculty evaluation plan. These evaluation components are described in the Guidelines for the Evaluation of Teaching Faculty, which shall be available in each academic department of the University. The evaluation procedures shall provide faculty members with a copy of the evaluation report prepared in their case.

5.6 Dismissal

The University reserves the right to annul any work contract for just cause. The cause must be directly and substantially related to the competence of the professor to continue in his professional capacity as a teacher, which must include but is not limited to the following:

a. Professional incompetence, as determined by the faculty evaluation.

b. Continuous negligence in the fulfillment of academic duties and faculty regulations, despite written warnings.

c. Improper behavior.

d. Violation of the rights of fellow faculty members, the administration, or students.

e. Non-compliance or violation of faculty regulations, institutional policies, or operational norms.

f. Conviction of a felony or of any misdemeanor involving moral turpitude.

g. Abandonment of service.

h. Insubordination.

i. Sexual assault, lascivious acts, indecent exposure, obscene propositions, or prostitution, as defined in the new Penal Code of the Commonwealth of Puerto Rico of 2004.

j. Behavior that constitutes a felony or misdemeanor on university property or a court conviction of a felony or misdemeanor.

When there are reasons to question the suitability of a part-time professor whose contract term has not expired, or when the behavior of the professor justifies the annulment of the contract, his immediate supervisor will deal with the matter with the professor in a personal conference, in which the matter may be terminated by mutual consent. In no case will this discussion take place without the knowledge and previous consent of the chief executive officer of the academic unit to which the professor belongs.

If an acceptable mutually obtained result is not reached, the matter will be referred to the highest-ranking academic office under the chief executive officer of the unit. If this officer finds cause to terminate the contract, he will notify this to the concerned faculty member in writing, and this professor will have five workdays to make allegations. When this period has passed, if the professor has not answered in writing or if he has answered and the university officer is not in agreement with the answer, he will recommend the annulment of the contract to the chief executive officer of the unit. If this officer agrees, he will annul the contract by a written communication to the professor, after consulting to the President through the Director of the Juridical Adviser's Office of the System Central Office. The decision of the chief executive officer of the unit will be final and cannot be appealed.

PART VI

Academic Organizational Norms and Procedures

6.1 Academic-Administrative Calendars

There are several academic-administrative calendars at the University: semester, trimester and bimester. Summer sessions are also offered, depending on the needs and the demands. The calendars provide the needed information with regards to registration dates, mid-term dates, last day for class withdrawals, final exam dates, dates on which final grades are expected to be in the electronic register and dates of commencement exercises. It is expected that faculty members become familiar with the calendars used in their unit and comply with the dates applicable to them in fulfillment of their duties.

6.2 Course Offerings

Course offerings are selected from among the courses included in the current official catalogs and bulletins of the University, or from those authorized afterward by the University Council and the President, or those authorized on an experimental basis for a limited time.

The departments have the responsibility of choosing the course offerings from among the disciplines and at the levels they are authorized to teach. Such selections are the responsibility of the division dean, dean of the unit or of the department director of the teaching unit, subject to the approval of their deans of studies and the chief executive officer of the unit. Such choices are usually made after consultation with faculty members. Course assignments are also made by department directors, usually after consultation with faculty members who are academically prepared to teach these courses. Course assignments, however, may not always be in accordance with faculty preferences since student needs and anticipated student enrollments are the determining factors in making course assignments.

6.3 Course Schedules

The scheduling of course offerings is the responsibility of the department director. General requirements of scheduling needed to satisfy student demand will have priority over faculty preferences. Schedules prepared by department directors are subject to changes as determined by their deans of studies or the chief executive officer of the unit in the light of an overall class schedule geared toward the needs of the unit, rather than those of an individual department.

6.4 Special Fees

Any special fee for materials or other items incidental to the course must have prior authorization of the chief executive officer of the unit. The student pays such fees through the bursar's office. Faculty members do not collect fees.

6.5 Grading System

The grading system at Inter American University is designed to indicate the student's level of achievement in each course for which academic credit is awarded, as well as to provide evidence of academic progress. The system also contains provisions to help students who, for a variety of reasons, may not be able to master the contents of a given course upon first taking it.

6.5.1 Grades for Academic Credit

Grades awarded in courses serve as an indication of the level of achievement in each course. The University has established a point system for the purpose of calculating the grade point index of the students. The system serves in determining whether students meet the minimum requirements for purposes of graduation, to continue in the program at any level, and for the conferral of special honors for outstanding students.

Grades are assigned according to the following system:

A- For excellent level of achievement: 4 points per credit.
B- For above average level of achievement: 3 points per credit
C- For average level of achievement: 2 points per credit.
D- Minimum passing grade: 1 point per credit.
F- Failure: no points awarded per credit.
P- Passing: this grade is assigned to students who satisfy the requirements of any of the non-academic courses, courses approved by passing proficiency exams, validations, and academic courses whose nature requires it. It is not considered for calculation of the academic index. The minimum grade to pass training courses in Spanish, English, and Mathematics will be equivalent to a grade of C.
NP- Not passing: this grade is assigned to students who fail course indicated under P above. It is not considered in calculating the academic index.

When calculating the academic index, courses completed at the University, and courses taken at other institutions of higher education with prior authorization from the appropriate authorities at Inter American University of Puerto Rico, will be included. This index is calculated by dividing the total number of points by the total number of credits completed with a grade of A, B, C, D, or F. All courses granting academic credit require examinations or other evaluation instruments, including a final examination or its equivalent. These should be provided so students may know their academic progress.

6.5.2 Administrative Action Symbols

The University has established the following symbols for administrative purposes:

W- Course Withdrawal: Assigned when the student withdraws from a course after the period for class changes, but no later than the date established in the academic calendar for withdrawals.

DC- Course Withdrawal: Assigned when the student withdraws from the course before the end of the period for class changes. It does not appear on the student transcript.

AD- Administrative Withdrawal: Assigned when the University drops the student for such reasons as failure to meet payments or other situations which merit it.

AW- Assigned when the professor informs in the electronic register that the student never attended class.

MW- Symbol used to indicate total withdrawal for military reasons.

I. Incomplete: When the student has not completed a requirement of the course, and the professor determines that there are reasons for it, the annotation of "I" (Incomplete) may be assigned. Along with the annotation "I", the professor will include a provisional grade, after assigning a score of zero to the work not submitted. When a teacher assigns an “I” grade, she must inform her immediate supervisor of the student's grade up to that point, the evaluation criteria with her scores, and a description of the work she must complete, if applicable. Any student who receives an annotation of "I" must remove it during the period assigned for it in the Academic-Administrative Calendar of the subsequent academic term. If the student obtains an incomplete score with a provisional grade lower than that necessary to pass the course and when said course is required for another course, the student will have to remove the incomplete and pass the course before enrolling in the other. The responsibility for removing an “Incomplete”, rests with the student. If the student does not remove it within the prescribed time frame, the student will receive the informed provisional grade. The procedure to be followed is established in the official form designated for such purposes. This regulation will apply whether the student enrolls at the University in the following academic term or not. The Faculty of Law and the School of Optometry will temper this rule to their respective needs.

UW- It is assigned in the electronic record, when a student stops attending the course, and does not qualify for the grade of incomplete (I) or F.

AU- Symbol used to indicate on the student transcript that the course was audited. It does not carry honor points, and no credit is awarded for it.

R- Symbol used to indicate the course was repeated.

T- Symbol used to indicate that the course was transferred from another institution.

6.5.3 Course Repetition

Students are entitled to repeat a course when they are not satisfied with the grade. In case a course is eliminated as a curricular offering, the course will be substituted for a new course created in the curricular revision or by an equivalent course approved by the Vice Presidency for Academic and Students Affairs and Systemic Planning. The highest grade and the corresponding credits will appear on the student's transcript, and the lower grades will be changed to "R" (repeated course). These "R" grades and the corresponding credits will not be considered when determining if the student has satisfied graduation requirements. Courses repeated after having obtained the degree will not be considered towards the calculation of the graduation index.

6.6 Information Access Center

Inter American University maintains bibliographical, electronic, and audio-visual collections in all its units. These services are offered by professional librarians and audio-visual technicians. The schedule of the Information Access Center may vary from unit to unit, in accordance with their patterns of use.

6.6.1 Reserve Collections

All Information Access Centers offer reserve services. Faculty members who wish to place printed, electronic, or audiovisual material on "reserve" for use by students in their classes should provide the head librarian or the reserve librarian, as the case may be, in the unit where they teach, with the appropriate information, including the course or course section in which the materials will be assigned, and the name of the faculty member, at least 48 hours before the class assignment. If advance notice can be given, it will be to the faculty members' advantage in those cases where the material requested is on loan and must be recalled before it can be placed on reserve.

At the end of the semester, all materials placed on reserve are released to the collection where they came from or to the faculty member. If needed for the following semester, faculty members must give appropriate notice to the center to have the materials returned to the reserve collection.

6.6.2 Acquisitions

Faculty members are expected to familiarize themselves with the Information Access Center where they teach to take full advantage of the services provided, not only for themselves but also for their students. Faculty members who want to recommend the acquisition of materials not currently in the collections of their Information Access Center should obtain from the head librarian or the acquisitions librarian in the unit in which they serve, forms to be filled out and returned to the Center.

6.6.3 Loans between Information Access Centers

Librarians will, at the request of faculty members, search among the collections at other units for specific materials not available at a faculty member's own Information Access Center, and if possible, obtain the desired materials through inter-library loans. Faculty members should consult their librarians for details on these services.

6.6.4 Loans from the General Collection

Faculty members can borrow books from the general collection of the Information Access Center of their unit, as well as from any other Center of the University system. Such loans may be made for the duration of the academic term unless repayment is claimed for reserve or other special use. All materials must be returned at the end of the academic term or fines will be charged.

6.6.5 Audio-Visual Equipment and Materials

In some cases, the audio-visual section of the Information Access Center may be able to provide personnel to operate the equipment in the classroom. If such service is not available, personnel from the section will give the faculty member training in the proper operation of the equipment and use of the materials.

The audio-visual section offers the services and facilities needed to produce certain audio-visual materials. Because the range and type of such services and facilities vary from unit to unit, it is necessary for faculty members to familiarize themselves with the services available at the Information Access Center of their unit and find out if it is feasible to use the facilities at other centers to produce materials.

6.7 Office Supplies and Support Services

The University provides paper and reproduction services for examinations, tests, and other assessment instruments. Faculty members should consult their immediate supervisor regarding the support services available within the department to assist them in carrying out their academic responsibilities, as well as the procedures and scheduling requirements for using those services.

PART VII

Amendments

7.1 Amendment Procedures

Proposals to amend this *Handbook* may be originated by the academic senates, by the University Council, by the President of the University, or by the Board of Trustees. Such amendments require the approval of the Board of Trustees. As soon as they are approved, copies of all amendments will be issued to faculty members and to the administrators who deal with matters related to the amended sections.

Amendments to the basic documents mentioned in this *Handbook* are not considered to be amendments to it. However, such amendments that affect the subject matter contained in Parts I and VI will take precedence over the contents of this *Handbook* until necessary revisions may be produced and approved by the Board of Trustees.

Inter American University of Puerto Rico reserves the right to modify, revoke, suspend, terminate, or change any one or all the policies and general terms found in this *Faculty Handbook*. This *Handbook* is not and may not be considered a contract between the University and the faculty member.