in a world of many languages; to read well, listen carefully, and write intelligently in a voice of their own; to become critical thinkers about history and human societies, economics, culture, literature, the arts, science, politics, psychology, business, and communication; to develop creative interdisciplinary solutions to contemporary global challenges; to be digitally literate in a world of swift-paced change; to understand the ethical imperatives of living in such a world; and to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University achieves its mission by providing to its students a curriculum combining liberal arts inquiry, preparation for professional life, and student-centered, active learning in small classroom settings.

AUP brings together all the best elements of the American university model   small, discussion-based classes; a collaborative relationship between students and faculty; a special emphasis on critical thinking and clear communication   with the cultural, social
cosmopolitan cities.

The sections of this guide most relevant to you depend on whether you are working at AUP part-time or full-time, on a temporary or a permanent contract, or as a teacher or a teacher-researcher. Your employment contract should already alert you as to which areas of faculty life concern you.

; its only purpose is to provide a brief overview of the workings of the university.

For contractual information please see the _____ for faculty, which legally defines the duties and rights of faculty. The Faculty Manual, officially approved by the faculty, the President and the Board of Trustees, addresses faculty rights and responsibilities within the context of the governance structure of the university. The Academic Handbook, released by the Registrar Office, provides information on academic policies.

Table of Contents

Your Department is Your Reference

Faculty is organized in [academic departments](#) offering a variety of [majors](#) and [minors](#) as well as courses for the [Global Liberal Arts Core Curriculum program](#). You may be teaching courses that serve several different programs, but you will be housed in a single department.

The chair of your department is your main reference person and the interface between the department and the Academic Affairs Office.

If you are a new permanent member of faculty you will be assigned a faculty mentor who will be able to address your questions and introduce you to the AUP culture and governance structure as well as to colleagues.

Enseignants and **Enseignants-Chercheurs** are expected to attend at least two departmental meetings per semester. While both **Enseignants** and **Enseignants-Chercheurs** are members of the Faculty Senate and welcome to all of its meetings, **Enseignants-Chercheurs** are expected, every semester, to attend at least two of these meetings that generally take place on Wednesday evenings. Departmental meetings are organized by the chair and announced during the semester, Faculty Senate meetings are set for the following academic year during the spring semester.

Practical Information

When you join AUP you will receive an . Make sure you keep it with you all the time as you will need it to access all AUP buildings as well as using the printers. In case of problems, contact Nassima Bernaoui nbernaoui@aup.edu.

Office Space

is very limited, but you will have a desk to work at when you are at the university, and where you can see students (please contact the chair of your department if you are unsure about which desk you should use). You can use your own laptop with Wi-Fi, but we also provide laptops to new CDI hires and there are some desktop computers. For work purpose, you can print black and white or color, make or scan documents with your AUP ID card; if you encounter problems you should contact the ITS helpdesk

helpdesk@aup.edu. For including printer toner and paper, please ask your chair who you should contact (different people are responsible depending on the building where your office is located). Departments are located in several different buildings and please note that you may teach classes in buildings different from the one where your office is located. Your will be located in the same building as your office. Next to your mailbox you will also find a box for outgoing mail (both internal to AUP and external). You should also have a available (most likely shared with the people in your office), for all information and to have a user manua reW'ħBT/F1 9.93iG[(us)-5(e)-7( )3(p0.000008/F1 9.9

AUP Classrooms

The   has a projector or TV screen, DVD player, computer, audio and Internet. You can also book a classroom if you need to meet with your students outside your normal course hours for make-up classes, special events, or speakers. All room bookings should be made through the [online room reservation tool](). Your booking will be confirmed and you will be asked about any special room requirements. For equipment requirements or troubleshooting, please contact Mathieu Motta ([mmotta@aup.edu]()) or Anthony El Ghazal ([aelghazal@aup.edu]()) from the [Multimedia Office]().

Under some circumstance (such as the Covid19 pandemic), you may be asked to teach in a hybrid form, where some students join the course remotely. Classrooms are equipped with cameras and microphones which are designed to allow remote learners to observe and hear the contents of classes.

The classrooms assigned to your courses are listed on your [faculty portal]() under My Schedule   A [campus map]() is available online.

Students' Right to Privacy

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education. FERPA applies to all educational agencies and institutions that receive funding under any

visit with your class, the [cultural program office](#) will be able to provide support and guidance.

Diversity

AUP is committed to supporting a diverse and inclusive environment for Students, Staff and Faculty. As of Spring 2020, the institution has reinforced these efforts through a number of initiatives including the creation of a Diversity Council and anti-racist and diversity training for faculty and staff. For more information, please see: https://www.aup.edu/student-life/support/aup-blm.

Syllabi

Course syllabi should be submitted in a timely manner. If you are just joining AUP at the beginning of the semester, either you will be provided with existing syllabi for the courses you teach or you will be asked to provide syllabi as soon as possible. Faculty are responsible for the education of students in their courses through appropriate methods, such as lectures, seminars, discussions, labs, excursions and for the preparation, administration, and evaluation of assignments, quizzes, papers, reports, projects and examinations. All teaching faculty are free to use whatever materials and methods can be demonstrated best to accomplish the educational learning objectives of the course.

AUP syllabi are uploaded [here](#). For each course offering a variety of actions are available: Create syllabus; if no syllabus exists for this offering. Edit & View Syllabus: if a syllabus exists for this offering. View PDF Archive: if an archived PDF exists for this offering. The students will be able to access the syllabus in the course [catalog](#).

Please consider the [academic calendar](#) when planning your classes. More information about your courses that you may need when filling in your syllabi (e.g. room allocation, pre-requisites, etc.), is available on the [faculty portal](#).

Your syllabi need to contain a clear indication of the course s learning outcomes (for standard courses, these have been approved by the Curriculum Committee and will be pre-filled

In addition, submissions can be checked for plagiarism using the Turnitin plagiarism tool integrated into Blackboard (and soon, you'll be able to flag AI usage). There are also a range of tools in Blackboard, which you can use to set up and organize online discussions, give feedback on student work, hold online video discussions or lectures, and even record live lectures to upload them to your course material.

Please remember that copyright rules apply when you upload material for students to access through Blackboard. If you need to include copyrighted material in your course content on Blackboard, you can obtain a properly licensed link via the AUP Library.

Office Hours

Meetings with individual students often play an important role in your teaching experience. During

hesitate to contact them whenever you have the impression that someone in your class might need help or if you need advice on how to deal with a student with apparent problems.

Students with Learning Disabilities

Academic Integrity

As in all other institutions, plagiarism and cheating happens at AUP and requires vigilance on the part of both faculty and administration to deter, detect, and when necessary discipline this behavior. We have plagiarism detection software (SafeAssign) that is available through the Blackboard course management software, which requires that you have an electronic version of student work. We also have an Office of Academic Integrity to support you in resolving issues if you are unsure of what happened or it becomes uncomfortable to continue conversations with the student. The procedure for violations is detailed in the

sure to follow their instructions so as not to jeopardize insurance claims.

In case of illness, you must provide a **certificat médical**, which also indicates the duration of your absence. AUP employees must provide such a **certificat** from the first day of absence (even when you yourself will make up the class).

Classes will have to be made up since AUP has a legal obligation to provide the full 37.5 contact hours to the students, but if you are sick for a longer time than three days, it is AUP s obligation to find someone to teach the class sessions for you.

Grading

Grading policies are in the [Academic Handbook](), and grading practices are discussed at departmental level; however you are solely responsible for your grades. Make sure your students know what and how you grade; your syllabus should contain a clear indication of how the final grade is calculated. It is important that you return graded assignments to students promptly so that they can learn from your corrections and comments. You should have some graded assignments due early in the semester in order to give students an idea of their performance. Some of your assignments should be designed to demonstrate satisfaction of the formal course learning objectives. Submissions of mid-term grades and final exams have very strict deadlines, and timely submission of final grades is a contractual obligation. All Grades are Submitted via the Faculty Portal.

Grades are reported for all students at the end of each semester. Students whose work is unsatisfactory at the midpoint of each semester receive warnings (mid-semester warning grades are an important signal to offer to students, which can help them make decisions about whether to work harder, seek help, withdraw from the class, or choose to take the Credit/No-credit option). Grades are neither discussed over the telephone nor given out by e-mail.

The following grading system is used, based on the 4.00 system:

A = 4.0 A- = 3.7	Excellent

B+ = 3.3 B = 3.0 B- = 2.7	Good
C+ = 2.3 C = 2.0 C- = 1.7	Satisfactory
D+ = 1.3 D = 1.0 D- = 0.7	Unsatisfactory
F	Failure
CR	Credit: Student has selected the CR/NC option and received a C grade or above
NC	No Credit: Student has selected the CR/NC option and received a C- grade or below
W	Official Withdrawal
IN	Incomplete: Incomplete (IN) grades are not included in the GPA calculation. They are offered when there was a legitimate reason for non-completion of course work. The IN grade appears on the student transcript until work is completed by the agreed deadline (before mid-semester of the following semester), and the grade is replaced with a permanent grade. Where no changed grade is submitted by the professor, the IN grade reverts to an F. See details on [Academic Handbook]()
AU	Audit: student has enrolled as an auditor (this will show in your roster)

Academic Resource Center (ARC) and the Writing Lab

The

Course Scheduling

Academic Affairs maintains a three-year plan with all departments. This three-year plan lists the courses that are expected to be taught over the coming three years in order to ensure proper course sequencing and to allow students to graduate in a timely manner. Further to this three-year course plan, Academic Affairs builds the schedule (which courses will be taught when and by whom) one year out. This means that fall 2023 is scheduled mid-Fall 2022; Spring 2024 is scheduled mid-Spring 2023; etc.

With respect to the time of teaching, while Academic Affairs and department chairs will work with faculty regarding preferences, it is important to understand that AUP has the right to schedule full-time faculty members across the available class periods. AUP will be as accommodating as possible when scheduling part-time faculty who have employment elsewhere.

The standard course is scheduled for two periods a week, Monday and Thursday or Tuesday and Friday in the same period. Some courses are better suited to be taught once a week for a double period. Double period courses are scheduled Wednesdays or late afternoon. This manner of scheduling is to allow maximum possibilities for students working to build schedules. This also helps us to make the best and most efficient use of our space.

All department members are expected to help support the curriculum. In most cases, this means helping to teach the core courses While department chairs do work closely with faculty it is ultimately the chairs responsibility along with Academic Affairs to ensure appropriate scheduling for the benefit of the students and the department. It is the University s responsibility to ensure that a faculty member is scheduled to load. The Registrar s Office will make a call for schedule proofreading prior to publication, please make sure you verify that all information about your courses is reported correctly at this time. Once the schedule is published and students are registered, we rarely make any changes to course scheduling.

Teaching Load

A full-time research faculty member (**Enseignant-Chercheur**) is expected to teach 6 courses between the fall and the spring semesters. If a faculty member would like to teach part of the course load in the summer, a formal request must be made. A full-time research faculty member would normally be expected to teach 3 courses in the fall and 3 courses in the spring. A full-time teaching faculty member (**Enseignant**) is expected to teach 8 courses between the fall, spring and summer semesters. Part-time faculty members are expected to teach their loads between the fall, spring and summer semesters at the request of the departments and academic affairs. Some courses, normally those that meet more than two periods a week, may count for 1.5 load.

Over-teaching

Although it is better to avoid this, if needed, a full-time faculty member may teach a maximum of 1 course above the contractual load and a part-time faculty member may over teach at the request of the department and Academic Affairs, however, the over-teach may not reach that of a full-time load. When a full-time faculty member over teaches, the faculty member will have the choice of either banking the course or requesting the course payment as overtime Overtime is paid out in July. A communication will be sent out in May confirming faculty load balances and to request confirmation on whether courses are to be banked or paid When a course is banked it is with the idea to request a course or courses off in the following academic year. When a part-time faculty member over teaches, an **avenant** to her or his contract must be signed to temporarily increase her or his load.

Buying-out Classes with Research Funds

If you succeed in securing a research grant, you may buy out classes. However, this is again a consultative affair, and you will need to inform your Department Chair at least one semester ahead of time so that he or she has time to find someone else to teach the classes that you would like to buy out. Please ensure that you have the approval of the Provost and any other relevant official if your grant application engages the university in a formal contract (in most cases you will need their signatures anyway).

Curriculum Development

The American University of Paris was founded in as an American style liberal arts college The liberal arts derived from the ancient Greeks study that liberates and including languages, literature, philosophy, history, science and math, and social science make up a crucial part of the curriculum.

es offered as part of our regular
re subject to a rigorous approval
same approval process is required
cations to the curriculum (new
stments to majors, pre-requisites,
lum proposals are submitted via
Guidelines and checklists are found
Resources on the [Faculty Support]
also [Faculty Governance] and the
ion of the [Faculty Manual] for more
on the Curriculum Committee
composition.

osals of new courses or new
courses are subject to
l approval as well as the Council of
esent a course-proposal to your
you need to write up a full syllabus
ed topic list for each week and a
rally during a department meeting;
casion for explaining your course
lleagues, for noting such feedback
sting the proposal in line with the
sdom of the department. The
then forwards the proposal to
fairs and uploads it on the site.

or Research at AUP

ports faculty research and career
through Faculty Development
se releases for research, special
ter funding, and, if applicable,
ontinue (see the linked HR pages for

Faculty Governanc

Academic Affairs Committee, Chairs of standing committees, and previous winners.

The Academic Affairs Team

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