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ACADEMIC CALENDAR 2013-14

Fall 2013 Semester

Sept 9  
First day of classes
Oct 3-5  
Pchum Ben Festival—campus closed
Oct 15  
King Father’s Commemoration Day—campus closed
Nov 9  
Independence Day—campus closed
Nov 16-18  
Water Festival—campus closed
Nov 28  
Thanksgiving—campus closed
Dec 21  
End of Fall Semester
Dec 21  
Final grades due from Program Coordinator to Registrar

Winter 2014 Semester

Jan 6  
New faculty orientation
Jan 8  
All-faculty meeting
Jan 8  
Student registration
Jan 9  
First day of classes
Mar 8  
Midterm grades due to Program Coordinator
Apr 13-16  
Khmer New Year—campus closed
May 2  
Last day of instruction
May 5-9  
Final examinations
May 10  
Final grades due to Registrar

Spring 2014 Semester

May 16  
New faculty orientation
May 16  
Student registration
May 19  
First day of classes
May 19  
All-faculty meeting
June 18  
Queen Mother’s Birthday—campus closed
July 4  
American Independence Day—campus closed
July 12  
Midterm grades due to Program Coordinator
August 16  
Last day of instruction
August 18-22  
Final examinations
August 23  
Final grades due to Registrar
MISSION, VISION AND VALUES FOR AUPP

Mission

The American University of Phnom Penh (AUPP) is an independent higher education institution offering a quality and rigorous American-style education that offers students a strong theoretical foundation and practical skills to prepare them to further their studies and be competitive in the global marketplace. AUPP provides an educational environment in which students achieve competency in their areas of study, demonstrate effective critical thinking and communication skills, and utilize sound problem-solving strategies. AUPP educates students to be contributing global citizens who have a strong knowledge base, are committed to lifelong learning, and demonstrate high ethical standards and behavior.

Vision

The American University of Phnom Penh will be a leader in higher education known for its academic rigor, teaching excellence and innovation, and high ethical standards. The university partners with universities and colleges in the United States and other institutions of higher education to offer opportunities and access to ensure that our university’s graduates are among the best educated in the world.

Values

Educated Citizenry
AUPP believes that knowledge is essential to the advancement of Cambodia and global society and is committed to academic excellence.

Lifelong Learning
AUPP subscribes to the belief that individuals should be invested in a lifelong learning process, and seeks to instill that belief in its graduates.

Social Responsibility and Global Perspective
AUPP is committed to addressing the challenges of today’s global society and takes seriously its responsibility to prepare students and graduates to be good global citizens.

Integrity
AUPP believes that ethical behavior is critical to societal well-being; high ethical standards are foundational to the university and to the student experience.
ORGANIZATIONAL STRUCTURE

Board of Trustees

AUPP is governed by a Board of Trustees. This board currently consists of four members with two or three additional appointments pending. The board meets on a regular schedule and is responsible for appointing and evaluating the university President, approving policies of the institution, approving the budget, and reviewing the reports of institutional effectiveness and the financial statements of the institution.

Members of the Board of Trustees are:

Sok Ly, Chair. Managing Director, Angela Real Estate Co. Ltd. B.A., LiaoNing University of China; MBA, State Academy of Management, Moscow.

Ket Sophann, Minister Plenipotentiary and Deputy Permanent Delegate of Cambodia to UNESCO, Paris. B.A., Royal University of Phnom Penh.

Puy Kea, Correspondent of Kyodo News. B.E., Royal University of Phnom Penh; M.A., Political Science, University of Cambodia.

Soeng Reth, Senior Lecturer, National University of Management; member of the Deputy Prime Minister’s cabinet. B.A., Science in Mathematics, Royal University of Phnom Penh; Ph.D., Economics, University of Antwerp, Belgium.

Advisory Board

The Advisory Board consists of 15 members who advise the Board of Trustees and the President on educational issues.

The members of the Advisory Board are:

Jacquelyn Armitage, Higher Education Consultant; Senior Advisor to the American University of Phnom Penh. B.S., University of Massachusetts, Amherst; M.S., Boston University; Ed.D., University of Massachusetts, Amherst.

Sichan Siv, Former Deputy Assistant U.S. Secretary of State and former U.S. Ambassador to the United Nations. B.A., Phnom Penh University; M.S., Columbia University.

Katsuhiro Shinohara, Former Japanese Ambassador Extraordinary and Plenipotentiary to Cambodia; Vice Chairman and Representative of CIESF (Cambodia International Education Support Foundation) to Cambodia. Yokohama City University.

Okyu Kwon, Former Deputy Prime Minister and Minister of Finance and Economy of the Republic of Korea. B.A., Seoul National University; M.A., University of Minnesota; Ph.D., Chun-Ang University.
Mark E. Bamford, Attorney. B.S., Tufts University; M.S., Massachusetts Institute of Technology; J.D., Boston University.

Dona M. Cady, Dean of Global Education, Middlesex Community College, Massachusetts. B.A., University of the Pacific; M.A., University of Notre Dame; Diploma, Somerville College, Oxford University.

Judge John C. Cratsley (Ret.), B.A., Swarthmore College; J.D., University of Chicago; LL.M., Georgetown University.

Richard G. Doud, Professor of Economics, Middlesex Community College. B.S., Aurora College; M.S., Southern Illinois University.

Kenneth A. Dunn, Professor of Legal Studies, Middlesex Community College, Massachusetts; Director, Massachusetts Community College Law Center, Massachusetts Office of Attorney General. B.A., Boston University; J.D., New England School of Law.

Thomas F. Goldman, Professor Emeritus, Bucks County Community College; Computer and Educational Consultant. B.S., Boston University; J.D., Temple University School of Law.


Jeffrey Lamb, Head of the United Kingdom Trade & Investment for the British Embassy in Cambodia. B.A., University of Texas at Dallas; M.A., University of Texas at Dallas.

Kurt S. Olson, Professor, Massachusetts School of Law; Attorney, Olson & Olson, P.A. (Massachusetts & New Hampshire); Court Investigator & Guardian ad Litem, Juvenile Courts of Essex and Middlesex counties, Massachusetts; Climate Leader, Climate Reality Project. B.A., Colby College; J.D., Massachusetts School of Law.


Administration

The responsibility for administering AUPP rests with the President, who implements the policies approved by the board and proposes new policies or modifications to existing policies for the board’s consideration. The university President is responsible for proposing the annual budget to the Board of Trustees, for appointing and evaluating all administrators, and for the development of the institution’s long-range, strategic and annual plans. The university President has overall responsibility for reviewing the institutional effectiveness of AUPP and its programs and keeping the Board of Trustees apprised of these developments. In addition, the university President has the responsibility to ensure that there are adequate resources to meet the academic and student support objectives of AUPP.

The members of the administration are:

President. To be announced
Interim Vice President for Academic and Student Affairs. Margaret J. Hartman. B.S., California Polytechnic State University; M.A. and Ph.D., Oregon State University.

Interim Vice President for Finance and Administration. Peggy Poling. B.S., New Mexico State University; M.S. University of Tennessee, Knoxville; Ph.D., Pennsylvania State University.

Program Coordinator, English Preparatory Program. Caryn Voskuil. B.A., University of Dallas; M.B.A., University of Dallas; M.A., University of Texas at Dallas; Ph.D., University of Texas at Dallas.

Director of the Writing Center. Melvin Sterne. B.A., University of Washington; M.A., University of California, Davis; Ph.D., Florida State University.

Library Director. Lim Saing Chou. Diploma of Teaching Primary Schools, Mt. Lawley College of Advanced Education, Western Australia; Diploma of Teaching English (High School), Royal University of Phnom Penh; Graduate Diploma in Library Studies, Western Australian Institute of Technology.


FACULTY APPOINTMENT POLICIES

Recruitment of Faculty

Faculty positions are described in terms of the courses that will be taught by the incumbent, which determines the academic and professional preparation required. The description of the faculty position must be approved by the Vice President for Academic and Student Affairs (VPASA) prior to recruitment. All hiring practices promote the mission, vision, and core values of AUPP.

Recruitment for faculty positions will occur internationally through advertisements in professional publications and locally on the AUPP website.

Appointment of Faculty

Persons who are interested in teaching at AUPP should submit a letter of application, a current curriculum vita, copies of their collegiate transcripts, and the names of three individuals who may be contacted to provide reference letters. Such materials will normally be submitted in response to a specific position advertisement.

After screening of the initial pool of applicants, a selection committee will identify candidates who appear to be best qualified for the position. These finalists will be asked to submit letters of recommendation and will be interviewed by the Selection Committee. The Selection Committee will conduct appropriate reference checks and will recommend final candidates to the VPASA, who will make a recommendation for appointment and initial salary to the President. The president will make a recommendation to the Board of Trustees, which will make the final decision. Prior to issuance of a contract, potential faculty must provide information about any concurrent employment (See Policy on Outside Employment).

Successful applicants will be required to submit official transcripts and copies of their degrees. Once a contract is offered, the individual must sign the contract indicating that the terms and conditions are acceptable; only then is the individual to be considered an AUPP employee, pending verification of degrees by AUPP. If the degrees cannot be verified, the contract is null and void.

Criteria for Appointment

- All faculty must be native or near-native English speakers and have at least three years’ experience teaching in the United States at the university level;
- All faculty must have the academic training and professional experience necessary to teach the courses they are assigned;
- All faculty teaching upper division courses (numbered 300s and 400s) must have an earned Ph.D. or other terminal degree;
- All faculty teaching in lower division courses (numbered in 100s and 200s) must have a minimum of a master’s degree and three years’ experience in the field in which they are teaching, or they must have a terminal degree; and
- All faculty teaching in the preparatory semester must have a minimum of a master’s degree and three years of teaching experience.
Employment Contracts

Each prospective faculty member is provided with a contract that states explicitly the nature and term of appointment. All faculty members will be hired with a binding, mutually agreeable and executable written contract that specifies starting and ending dates. AUPP is not obligated to give any additional notice of the date of termination of the employment contract.

The Faculty Handbook will be available on the AUPP website to assist faculty in understanding AUPP’s expectations of their responsibilities, as well as the criteria for their recruitment, appointment, evaluation, and promotion. The Handbook also provides policies and procedures for the redress of grievances, which are periodically reviewed and modified as necessary.

Modification of Part-Time Faculty Contracts

Because of the vagaries of enrollment, it is possible that course sections may be added or deleted from the scheduled offerings in any semester, requiring modification of the contract of part-time faculty in terms of number of units to be taught.

Contract Extension

Faculty members may be offered a new contract prior to the expiration of a current contract. This process may be initiated either by AUPP or by the faculty member. If the extension is initiated by AUPP, the Program Coordinator or the VPASA will request a discussion with the faculty member to determine his/her interest. If the Program Coordinator does not initiate a discussion with a faculty member, that faculty member may ask to be considered for a contract extension. This request should be made in writing to the Program Coordinator. The Program Coordinator will make a recommendation to the VPASA who will make a recommendation to the President. The President will make a recommendation to the Board of Trustees for contract renewal or extension. The Board of Trustees will make the final decision.

Although the performance of the individual faculty member will be an important factor in potential contract renewal, the needs of the AUPP programs will also be considered.

Outside Employment

Only a part of the educational process occurs in the classroom. Faculty are required to devote significant amounts of time to preparing lectures and in-class assignments, grading papers and exams, and other details related to the teaching process, research, scholarly and creative activity, and service to AUPP and the greater community. AUPP must ensure that individuals hired as faculty members have sufficient time to adequately fulfill their obligations to AUPP students. A faculty member must submit a written request and receive approval from the VPASA prior to undertaking outside employment, including self-employment. Failure of a faculty member to receive permission prior to engaging in outside employment is grounds for disciplinary action. Violations should be reported to the VPASA.
Academic Ranks for Teaching Faculty

Instructor
The minimum requirement for the rank of Instructor is an earned master’s degree in the discipline of instruction and three years of experience teaching and/or working in the field of instruction. A minimum of 18 credits hours of completed academic credit beyond the master’s degree in the field of instruction or an internationally recognized professional certification in the area of instruction (e.g., Certified Public Accountant) may substitute for the three years of experience.

Assistant Professor
The minimum requirement for the rank of Assistant Professor is a doctoral degree in the field of instruction or a master’s degree and five years of university level teaching experience.

Associate Professor
The minimum requirements for the rank of Associate Professor are a doctoral degree in the field of instruction, the equivalent of at least five years of full-time teaching experience in postsecondary education, and evidence of scholarly activity beyond the terminal degree.

Professor
The minimum requirements for the rank of Professor are a doctoral degree in the field of instruction, the equivalent of at least 10 years of full-time teaching experience in postsecondary education, and evidence of substantial scholarly activity over an extended period of time.
FACULTY SALARY AND BENEFITS

Faculty Salaries

Initial salary for all faculty members is negotiated based on the degree held and the number of years and type of teaching experience. The salary for part-time faculty will be based on the number of credit hours taught. Periodically, the university President may propose a salary increase for faculty to the Board of Trustees.

Faculty Benefits

Medical Benefits
Medical benefits will be available to faculty members and paid for by AUPP. Specific information about coverage will be made available to faculty members prior to employment.

Paid Sick Leave
A faculty member accumulates sick leave at the rate of six hours per month. Unused sick leave will be reimbursed at the daily per diem rate at the conclusion of the faculty member’s contract.

Sick leave may be taken when the faculty member is ill or injured, or when his or her spouse/partner spouse or dependent(s) is/are sick or injured in Cambodia.

When a faculty member is ill or injured and cannot be present for or carry out scheduled work duties, the faculty member must inform the Program Coordinator as soon as possible, preferably before the start of the workday.

If a faculty member is absent for more than three consecutive days, the Program Coordinator shall require that the faculty member bring a statement signed by a medical doctor certifying that the faculty member is fit to resume duties before returning from sick leave.

Faculty members must notify AUPP of the need to take extended medical leave as far in advance as possible. AUPP may require production of a physician’s written explanation regarding a request for any extended medical leave.

A faculty member who has exhausted all of his/her sick leave may be terminated or may be placed on unpaid sick leave at the discretion of the President or designee.

Vacation
Faculty members do not accumulate vacation, but they are not expected to be on campus during semester breaks. Faculty who wish to take time off during scheduled class periods must request permission from the VPASA. Such leave will be approved only in extenuating circumstances.

Bereavement Leave
Faculty will be allowed one business week, including both weekends, upon the death of spouse, parent, grandparent, sibling, or child, including an adopted child. Request for bereavement leave must be submitted to the Program Coordinator prior to commencing such leave.
**Public Holidays**
When the campus is closed for a public holiday, faculty will not be required to be on campus.

**Professional Leaves of Absence**
Faculty who wish to take time off during the semester to participate in a professional meeting or program must request a leave of absence in advance. Faculty should make the request to the Program Coordinator. Faculty will be allowed up to five days leave per academic year for such professional development, subject to the availability of alternate coverage of assignments.

**Faculty Professional Development**
Faculty must remain current in their areas of expertise specifically and in the area of higher education generally. To this end, AUPP will plan and implement enrichment events. These events may include development opportunities for faculty in the areas of effective instruction and effective use of technology. The internal professional development programs will be based in part on the results of evaluation of faculty need.
FACULTY ROLES AND RESPONSIBILITIES

Faculty Teaching Collegiate Courses
Faculty members have the following responsibilities:

• Teach 12 credit hours per semester as assigned by the Program Coordinator. Projects may be assigned to faculty members by the Program Coordinator in lieu of some teaching assignments;

• Hold six office hours outside of class per week at times convenient to the students and approved by the Program Coordinator;

• Serve as academic advisor to students as assigned by the Program Coordinator;

• Attend faculty meetings;

• Participate in the Systemic Course Evaluation and Student Outcomes Assessment Review every semester;

• Participate in curriculum development;

• Participate in the program review process;

• Fulfill specific additional assignments as determined by the Program Coordinator. Additional assignments may include but are not limited to serving on specific committees, working on student assessment measures, evaluating faculty, and serving as advisor to student clubs and organizations. Additional assignments for each full-time faculty member will be given to the faculty member at the start of each semester;

• Remain current in the field; and

• Engage in scholarly research or creative activity.

Faculty members are expected to work on site at AUPP 40 hours per week. Working off-campus during normal business hours requires the approval of the Program Coordinator, in consultation with the VPASA.

Faculty Teaching in the English Preparatory Program
Faculty teaching the English Preparatory Program will engage in 20 contact hours per week plus office hours.

Faculty Attendance Policy
All faculty members are required to be on duty from the first day of instruction until their final course grades are submitted to the Registrar, except for holidays during which the campus is closed. Newly employed faculty members are required to attend new faculty orientation prior to the start of the semester (The Academic Calendar is located at the front of the Faculty Handbook).
All faculty members are expected to meet all of their assigned classes and engage students for the complete class period. They are required to hold final examinations at the time and place designated in the Schedule of Classes. Faculty who are ill should inform the Program Coordinator as soon as possible so that arrangements to cover their classes can be made.

**Faculty Availability to Students Outside the Classroom**

All faculty are required to hold office hours weekly at times convenient for the students taking their classes and for general advisement purposes. Faculty are required to hold six office hours per week. Part-time faculty are required to hold a pro-rata number of office hours. Every faculty member must submit a schedule of preferred office hours to the Program Coordinator prior to the start of the semester. The Program Coordinator may request faculty to modify the times of their office hours in order to meet the intent of having faculty available to meet with students throughout the week. Once approved by the Program Coordinator, office hours must be publicly posted and listed on the course syllabi.

Faculty are required to be in their offices during office hours whether or not students have made appointments to meet with them. If students have personal problems that they wish to discuss with a faculty member, this meeting should take place in a more private location on campus.

**New Faculty Orientation**

Prior to the beginning of each semester, AUPP holds an orientation program for all faculty who will be teaching at AUPP for the first time. All new faculty, both part-time and full-time, are required to attend the program. The orientation will include but not be limited to an overview of the AUPP academic program model, a review of AUPP policies and procedures, an introduction to the library and information technology systems used at AUPP, and general information about living in Cambodia. In addition, there will be a meeting of all faculty on the first day of the semester.

**Course Syllabi**

Each course in the curriculum must have a course syllabus developed by the faculty member teaching the course and tailored specifically to the semester in which the course is being taught. The syllabus must include the name of the faculty member teaching the course; his/her office hours; goals and objectives of the course; credit hours for lectures and laboratories (if any); pre-requisites and co-requisites for the course (if any); topics that are covered and the approximate time devoted to each topic; dates that all assignments are due and tests are scheduled; the textbook(s) and/or other instructional materials, including the reading assignments to cover each topic; the criteria upon which course grades will be based; including the proportional distribution of points for each evaluation method; and the expected student learning outcomes for the course. Each syllabus must also include a list of at least three additional topical references available in the AUPP library.

All syllabi must be submitted to the Program Coordinator for review and approval prior to the beginning of the semester. The syllabus must be distributed to the students at the first class meeting of the semester. The syllabus represents a contract between the student and AUPP as to what materials are to be covered, what the students are to learn, and how the students’ grades are to be determined.
**Course Evaluation and Student Assessment**

Evaluation of courses is an ongoing process and is a primary responsibility of the faculty. Each course has specific student learning objectives listed in its syllabus. The assessment measures are designed to ensure that they measure students’ mastery of those learning objectives. Therefore, the grade assigned to students for each course should be a reflection of how well they have met the learning objectives of the course. In addition, students are required to maintain an electronic portfolio of their work in each of their courses.

At the beginning of each semester, the faculty of a program will assess the progress of all students who have completed 30 semester units, those who have completed 60 semester units, those who have completed 90 units and those who have completed the entire baccalaureate degree program. Faculty will make an independent assessment of the progress the students have made in meeting the student outcome measures for the general education program and for the major. Assessments will be based on demonstrated improvement in student work, comments from faculty teaching advanced courses, and student evaluation of instruction, which is administered in every course every semester. For each of the degree programs, the evaluation of the curriculum will also include information gained from review of student work in the capstone course.

The result of the above review process will be a holistic approach to an understanding of the strengths and weaknesses of the curriculum. Based on this understanding, the individual courses may be revised to build on strengths and eliminate weaknesses in the curriculum. This could involve redesigning the individual course assessments so that the students’ grades better reflect their attainment of the course learning outcomes; changing the content of individual courses to better meet student needs; and/or changing the student learning outcomes of individual courses to more appropriately reflect different learning styles.

In addition, the entire curriculum will be reviewed through the Program Review Process and will be subject to modification for improvement, which could involve, for example, changing prerequisites for courses so as to ensure that students have mastered elementary material thoroughly before going on to advanced material; moving material between courses; and developing new courses.

**Faculty Professional Activities**

Good teaching requires that faculty remain current in their professional fields as well as stay abreast of developments in higher education generally. However there is also an expectation that faculty engage in scholarly activity.

**Intellectual Property Policy**

Any original work, process, design or other material produced or published by faculty members and arising from the employment with AUPP shall remain the property of AUPP which shall have full rights to such work, process, design or other material whether those rights are exercised in any form or not during the employment or after cessation of the employment. Creative writing, academic writing and professional writing of any length up to and including books, textbooks and teaching manuals will remain the exclusive property of the author.
Academic Freedom

Faculty members are entitled to freedom of discussion in the classroom, assuming that the discussion is relevant to the subject matter taught. In discussing controversial issues, faculty members must make sure that students feel free to express alternate points of view. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the requirement of adequate performance of duties. AUPP faculty members are citizens and members of learned professions. When speaking or writing as individuals, they must make it clear that they are speaking for themselves and not for the university.
FACULTY EVALUATION, SALARY INCREASES AND PROMOTION

Criteria and Procedures for Evaluation of Faculty

Criteria
Faculty will be evaluated based on their performance in their assigned responsibilities.

- Evaluation of instruction will be based on numerous factors including but not limited to input from students (see Student Participation in the Evaluation of Instruction below), demonstrated student achievement in meeting student learning outcomes, review of course syllabi and exams, grades given in courses and direct observation of instruction.

- Evaluation of academic advisement will include but will not be limited to accuracy of advice to students.

- Evaluation of curricular review will include but not be limited to participation in course evaluation, student learning outcomes assessment, curriculum development, and program review.

- Evaluation of additional assignments will vary depending upon the nature of the assignment.

- Evaluation of scholarly and creative activity will include review of work by experts in the field (for promotion only).

Calendar
The calendar for the evaluation of faculty will be announced annually by the VPASA. Faculty whose contract is for more than one semester must be evaluated at least once every year. Faculty on a one-semester contract will be evaluated at the end of the semester.

Procedures
Every faculty member will be required to submit to his/her personnel files, within a stated timeline, a written statement describing the work they have accomplished over the year (See Appendix 1).

There will be two levels of review. The first level of review is an evaluation completed by the Program Coordinator in the field in which the faculty member teaches. The Program Coordinator will prepare a draft evaluation that will be given to the faculty member for review and comment. The faculty member will have one week to respond, in writing. A faculty member who disagrees with the evaluation is allowed to append a rebuttal statement to the evaluation, which will remain in the faculty member’s personnel file with the evaluation report. The Program Coordinator may choose to revise the draft evaluation based on the faculty member’s response. The final evaluation report will be signed by the Program Coordinator as the preparer, and by the faculty member to verify that he/she has received a copy of the final evaluation. The original will be placed in the faculty member’s personnel file (See Appendix 2).

The second and final level of review is an evaluation by the VPASA. The evaluation by the VPASA will indicate the level of the faculty member’s performance. Faculty members’
The overall performance will be rated and reported by the VPASA as: highly meritorious, meritorious, satisfactory, marginal, or unsatisfactory. The VPASA will prepare a draft evaluation that will be given to the faculty member for review and comment. The faculty member will have one week to respond, in writing. A faculty member who disagrees with the evaluation will be allowed to append a rebuttal statement to the evaluation, which will remain in the faculty member’s personnel file along with the evaluation report. The VPASA may choose to revise the draft evaluation based on the faculty member’s response.

One copy of the final report, signed by the faculty member to indicate it has been read and he/she has received a copy, will be placed in the faculty member’s personnel file; a second copy will be given to the faculty member.

**Procedures for Student Opinions in the Evaluation of Faculty**

Student opinion surveys of instruction are mandatory and are conducted using a standardized questionnaire. Every semester, students will be asked during the last week of instruction (but not during the final examination) to provide information about faculty in every class they have taken. Students will be asked to provide perceptions of the instruction received using a standardized list of instructional practices to be rated. At the time student opinion surveys are conducted, students also will have the option of writing comments on the reverse side of the form. A copy of this survey is found in the Appendix 3 of this Handbook.

It is the policy of AUPP that every attempt will be made to insure that the students’ confidentiality is protected and that students may feel free to make comments without fear of reprisal. Therefore, although the survey is administered at the end of each semester, the results are not shared with the faculty member until after the faculty member has submitted grades for the semester. Also, the VPASA shall appoint a proctor to administer the questionnaire. The proctor is responsible for distributing the survey to all students attending the class, collecting the surveys after the students have completed the forms, placing them in an envelope, sealing the envelope, and handing the sealed envelope to the Registrar.

**Criteria and Procedures for Faculty Promotion**

Annually, faculty who believe that they meet the requirements for promotion to the next rank may ask to be considered for promotion by submitting a letter of application, an updated curriculum vita, and a teaching and research portfolio. The VPASA will distribute a timeline on which each step in the review process will occur. The VPASA will notify applicants for promotion who do not meet the minimum requirements that they will not be considered.

The Program Coordinators will review the personnel files of all candidates being considered for promotion in their programs and write written reports evaluating the quality of each faculty member’s performance in each category of evaluation at AUPP and make a recommendation for or against promotion. The overall performance of each faculty member must be rated as highly meritorious, meritorious, satisfactory, marginal, or unsatisfactory. Only faculty whose performance has been rated highly meritorious or meritorious may be recommended for promotion. The faculty member will be given a copy of the Program Coordinator’s draft report and allowed seven calendar days to submit a rebuttal statement before the evaluation is placed in the faculty member’s personnel file. Any rebuttal statement submitted also will be placed in the faculty members’ personnel file. The Program Coordinator may revise his/her draft evaluation based on the faculty member’s response.
The second level of review is by the Faculty Promotion Committee. The committee will review the file of each candidate for promotion, prepare a written report and evaluation of the quality of each faculty member’s overall performance at AUPP, and make a recommendation for or against promotion. The overall performance of each faculty member must be rated as highly meritorious, meritorious, satisfactory, marginal, or unsatisfactory. Only faculty whose performance has been rated highly meritorious or meritorious may be recommended for promotion. The faculty member will be given a copy of the Faculty Promotion Committee’s draft report and allowed seven calendar days to submit a rebuttal statement before the evaluation is placed in the faculty member’s personnel file. Any rebuttal statement submitted also will be placed in the faculty member’s personnel file. The Faculty Promotion Committee may revise its draft evaluation based on the faculty member’s response.

The third level of review is by the VPASA, who will review the file of each candidate for promotion and prepare a written report and evaluation of the quality of each faculty member’s overall performance at AUPP and make a recommendation for or against promotion. The overall performance of each faculty member must be rated as highly meritorious, meritorious, satisfactory, marginal, or unsatisfactory. Only faculty whose performance has been rated highly meritorious or meritorious may be recommended for promotion. The faculty member will be given a copy of the VPASA’s draft report and allowed seven calendar days to submit a rebuttal statement before the evaluation is placed in the faculty member’s personnel file. Any rebuttal statement submitted also will be placed in the faculty member’s personnel file. The VPASA may revise his/her draft evaluation based on the faculty member’s response.

The fourth level of review is by the university President. The President will make a recommendation to the Board of Trustees. After the Board has taken action, the President will send a letter to the faculty member announcing the decision. A copy of that letter will be placed in the faculty member’s personnel file. The final promotion decisions will be reported as an information item to the Board of Trustees.

Faculty who are promoted should receive a salary increase effective at the start of the next academic year.

**Personnel Files**
The VPASA maintains the faculty personnel files. All materials used in the evaluation process must be retained in the personnel file of the individual concerned. Faculty members may submit materials that they wish to have included in their own personnel files to the office of the VPASA. The personnel file will include the results of the mandatory student opinion surveys as well as all documentation from all personal reviews.

Other individuals may submit materials to the VPASA for inclusion in faculty members’ personnel files. Prior to placing the materials in the files, the VPASA will give a copy of the material to the faculty member in question. The faculty member will have five working days to respond to the materials before the materials are added to the files.

Faculty have access to their own files at any time during normal campus operating hours.

If faculty members wish to have material deleted from their personnel files, they must request that action in writing to the VPASA, who will determine whether or not to grant the request.
FACULTY ROLE IN ACADEMIC POLICIES AND PROCEDURES

Student Attendance Policy
Students are required to attend all classes, to be in their seats at the beginning of the class period, and to remain in class until dismissed by the faculty member. Students may be declared absent if they are not in their seat when the faculty member begins class for the day.

In the English Preparatory Program, attendance is taken daily. Students who have more than five days’ absence in a semester will fail the course. Students are responsible for making up all work when they miss classes.

In the collegiate curriculum, attendance is taken daily. Students who miss more than 10% of the classes in any one course will receive a failing grade in that class. Students are responsible for making up all work when they miss classes.

When absences are due to situations beyond the control of the student, the VPASA will review the student’s record and may assign a grade of W rather than a grade of F. The VPASA will discuss the issue with the instructor of the course prior to making a decision.

Final Examination Policy
All final examinations will be held during the last week of the semester. A schedule of final examinations will be published each semester.

Faculty who wish to make alternate arrangements for the final examination in courses they teach must receive prior written approval for such arrangements from the VPASA, and those arrangements must be disclosed in writing to all students registered in the affected courses, with sufficient notice for the students to adjust their personal and study schedules.

University Grading System
Course grades are to be based on examinations and assessment, class participation, projects and homework assignments. The syllabus for each course must provide a detailed explanation of the basis for grades in the course. All students must receive preliminary assessment of academic performance in each course on a weekly basis and a final grade at the end of the semester.

Course Grades
AUPP uses the following grading scale:

- A = 93-100%
- A- = 90-92%
- B+ = 87-89%
- B = 83-86%
- B- = 80-82%
- C+ = 77-79%
- C- = 73-76%
- C- = 70-72%
- D+ = 67-69%
- D = 63-66%
- D- = 60-62%
- F = below 60%
Grading Policy
Letter grades will be reported on the students’ transcript and used to calculate the students’ G.P.A. as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA Point</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(4.0)</td>
<td>Outstanding Attainment of Course Goals</td>
</tr>
<tr>
<td>A-</td>
<td>(3.67)</td>
<td>Superior Attainment of Course Goals</td>
</tr>
<tr>
<td>B+</td>
<td>(3.33)</td>
<td>Very Good Attainment of Course Goals</td>
</tr>
<tr>
<td>B</td>
<td>(3.0)</td>
<td>Good Attainment of Course Goals</td>
</tr>
<tr>
<td>B-</td>
<td>(2.67)</td>
<td>Well Above Average Attainment of Course Goals</td>
</tr>
<tr>
<td>C+</td>
<td>(2.33)</td>
<td>Above Average Attainment of Course Goals</td>
</tr>
<tr>
<td>C</td>
<td>(2.00)</td>
<td>Average Attainment of Course Goals</td>
</tr>
<tr>
<td>C-</td>
<td>(1.67)</td>
<td>Below Average Attainment of Course Goals</td>
</tr>
<tr>
<td>D+</td>
<td>(1.33)</td>
<td>Weak Attainment of Course Goals</td>
</tr>
<tr>
<td>D</td>
<td>(1.00)</td>
<td>Poor Attainment of Course Goals</td>
</tr>
<tr>
<td>D-</td>
<td>(0.67)</td>
<td>Very Poor Attainment of Course Goals</td>
</tr>
<tr>
<td>F</td>
<td>(0.00)</td>
<td>Unsatisfactory Attainment of Course Goals</td>
</tr>
<tr>
<td>I</td>
<td>--</td>
<td>Incomplete</td>
</tr>
<tr>
<td>SP</td>
<td>--</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>CR</td>
<td>--</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>(0.00)</td>
<td>No Credit</td>
</tr>
<tr>
<td>FN</td>
<td>(0.00)</td>
<td>Failure for Non-Attendance</td>
</tr>
<tr>
<td>W</td>
<td>--</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>--</td>
<td>Audit</td>
</tr>
<tr>
<td>NR</td>
<td>--</td>
<td>Not Reported by Instructor</td>
</tr>
</tbody>
</table>

Explanation of Non-Traditional Grades
I  A grade of I (Incomplete) is an interim grade given to students who are passing but who, through extenuating circumstances, are not able to complete all or part of the work of the last four weeks of the course. An Incomplete (I) grade will be removed from a student’s transcript and replaced by an earned letter grade if the student completes the outstanding work by the end of the semester following the semester in which the grade of I was assigned.
A grade of Incomplete (I) will be given only when a student cannot complete all of the course assignments because of extenuating circumstances. In order to receive a grade of I, the student must meet with the faculty member responsible for the course prior to the end of the semester and explain the circumstances requiring such a grade. If the faculty member agrees to assign a grade of Incomplete, the faculty member will prepare a written report indicating in detail what the student must do to remove the incomplete, the timeline by which it must be completed (no more than one semester after the semester in which the grade of I was assigned), and the effect that the material to be submitted will have on the final grade. Both the student and the faculty member must sign the report.

The faculty member will forward the signed report to the Program Coordinator. If the Program Coordinator agrees that a grade of incomplete is warranted, he or she will also sign the report and provide a copy of the report to the student, one to the Registrar and one to the faculty member. Only upon receipt of the report signed by the Program Coordinator will a grade of I be allowed. If the Program Coordinator decides that a grade of incomplete is not appropriate, the faculty member may not assign a grade of I. The Registrar is responsible for ensuring that a signed report is on file prior to recording a grade of I on the student’s transcript.

The student must submit the required materials to the faculty member within the timeline specified in the report. The faculty member is responsible for assessing the newly submitted materials and assigning a final grade to the student based upon the agreement contained in the report. The faculty member must notify the Registrar of the new grade. If the faculty member originally involved is not available, the Program Coordinator must find a faculty member to assess the work and assign the grade. The Registrar will then replace the Incomplete grade on the transcript by the letter grade earned, followed by an explanation indicating that the original grade was an Incomplete and specifying the date that the Incomplete was removed.

If the student fails to submit the required work in the time allowed, the Registrar will change the grade from an I to an F.

**SP**  A grade of Satisfactory Progress will be given to students in the English Preparatory Program who have made progress but have not reached the skill level necessary to move into collegiate coursework.

**CR**  A grade of Credit is given only in classes that are listed in the catalog as CR/NC. A grade of CR is given to students who pass the course. CR grade is not used in the calculation of the grade point average.

**NC**  A grade of No Credit is given only in classes that are listed in the catalog as CR/NC. A grade of NC is given to students who fail the course and is counted as an F in the calculation of the grade point average.

**FN**  A grade of Failure for Non-Attendance will be given if a student does not attend the class and fails to withdraw from the class in the appropriate manner and is counted as an F in the calculation of the grade point average.
W A grade of W will be assigned if a student officially withdraws from the course with the permission of both the instructor and the program coordinator after the first three weeks of the semester.

X A grade of X will be assigned if the student officially registers for a course by Audit.

NR A grade of NR will be assigned by the Registrar if the instructor fails to assign a grade to a student. This grade will be replaced by a traditional grade (A-F) once the faculty member assigns the grade.

Repeating Courses
Students may repeat a course in which they earned a grade of C- or lower only once. Both grades will remain on the transcript, but the GPA will be calculated based on only the higher grade.

Cheating and Plagiarism
Cheating and plagiarism are violations of the Student Code of Conduct. It is the responsibility of the faculty members to explain the meaning of those terms at the beginning of every semester and to monitor student work to ensure that any cases of cheating or plagiarism are dealt with immediately.

The following is adapted from the Modern Language Association's MLA Handbook for Writers of Research Papers. New York: MLA, 1999: 30-34. Plagiarism: repeating another's wording as your own; adopting a particularly apt phrase as your own; paraphrasing someone else's argument as your own; presenting someone else's line of thinking as your own. In short, plagiarism is "intellectual theft." To plagiarize is to give the impression that you have written or thought something that you have in fact stolen from another. Although a writer may use another person's words or thoughts, they must be acknowledged as such.

Sanctions for Cheating and Plagiarism
Sanctions for cheating and plagiarism are as follows:
• For the first offense, failure on the assignment;
• For the second offense, failure of the course;
• For the third offense, suspension for the semester (or the following semester if the cheating or plagiarism occurs on the final exam);
• For the fourth offense, administrative dismissal from AUPP.

Confidentiality of Student Records
All student records are confidential. Only the student and authorized AUPP personnel may access such records. Faculty members may have access to confidential student records only as required to fulfill their duties as academic advisors. Other individuals may review student records only with the written permission of the student.

The use of any student record by any employee for a purpose other than that authorized by AUPP or the sharing of any information from student records with any individuals that are not authorized by AUPP to have access to such information will be considered to be unprofessional conduct.
Student Conduct
It is important that the rules governing conduct at AUPP be widely understood by students, faculty, and administrators and that everyone works together to ensure that the rules are followed. When appropriate, AUPP will practice progressive student discipline. That is, students will receive a lesser sanction for a first offense and progressively heavier sanctions if the same offense is repeated. There are some offenses, however, particularly those involving criminal activity, for which the first sanction may be immediate dismissal from AUPP.

Possible sanctions in a student disciplinary action are:

- Written warning;
- Administrative Probation (Defined as the suspension or termination of a student’s right to specific privileges for a specific period of time. For example, a student on Administrative Probation might be barred from participating in co-curricular activities for six months or might be barred from using the computer lab for two weeks);
- Suspension from AUPP for one or more semesters;
- Dismissal from AUPP.

For falsifying records, sanctions may include any of the above as well as cancellation of an awarded diploma or degree.

All members of the university community have a role to play in ensuring that the Student Code of Conduct is followed.

Students
It is the responsibility of every student to understand and follow the rules of conduct, including those related to academic integrity and behavior. Ideally, students who observe fellow students violating the code will remind their classmates of the appropriate behavior.

Faculty
It is the responsibility of every member of the faculty to know the rules for student conduct, to remind students at the beginning of the semester of the rules of conduct, and to report violations of the code of conduct to the VPASA. The Student Code of Conduct is found in Appendix 4 of this handbook.

Vice President for Academic and Student Affairs (VPASA)
The VPASA or designee will be responsible for initiating investigations into any allegations of violation of the Student Code of Conduct. In addition, when the VPASA learns that specific rules for student conduct are being broken, it will be his/her responsibility to publicize those rules in an effort to remind students of the requirements of the Student Code of Conduct.
WORKPLACE POLICIES

Alcohol and Drug Policy

Under no circumstances may a faculty member arrive or remain on campus under the influence of alcohol or drugs, unless medications are prescribed by a physician and do not interfere with the faculty member’s ability to carry out work duties. No alcohol or illicit drugs are to be brought onto the premises of AUPP. The only exception is alcohol for consumption at a pre-arranged social function or formal university event authorized in advance by the President.

Smoking Policy

All grounds of AUPP are smoke-free. All staff and visitors must comply with this regulation.

Anti-discrimination/Harassment/Sexual Harassment Policies

It shall be considered a violation of policies and procedures to use threatening, abusive or insulting behavior or language likely to result in ill will against any person or group, regardless of religion, color, race, creed, age, sexual orientation or ethnic origins.

Sexual harassment will not be tolerated and disciplinary action will be taken if allegations of sexual harassment are substantiated. When meeting with students, faculty should do so when others are present. Generally, it is a good idea to keep one’s office door at least partly open when meeting with students to show awareness of, and protect faculty and staff from, accusations of impropriety.

Professionalism

Professional behavior and demeanor are required of faculty members in all dealings with the management, students, staff, visitors, and clients of AUPP.

Because AUPP wishes to project a professional atmosphere at all times, faculty members must adhere to the dress code whenever they are on campus, except when authorized by AUPP for informal gatherings. Although AUPP exists in a tropical climate, the dress code takes into consideration that the classrooms and common work areas are air-conditioned.

Men shall wear dress-collared shirts, ties and dress pants with belts and footwear designed to be comfortable and dignified.

Women shall wear dresses, skirts with blouses or shirts or long pants with blouses or shirts and dress shoes designed to be comfortable and dignified.

All faculty members shall avoid clothing that is torn, stained, revealing or provocative. Short pants, jeans, polo shirts, T-shirts, flip-flops and casual sandals are not acceptable.
Appropriate Conduct in Cambodia

Faculty members should remember that they are guests in Cambodia. As guests, they should refrain from written or oral criticism of Cambodia or its government, refrain from supporting any cause or political organization, and refrain from participating in political debate or any political demonstrations.

Health and Safety

Faculty should take all appropriate steps to ensure their own safety while in Cambodia. Moreover, faculty members shall ensure that their action or inaction at work does not cause harm to any other person. Faculty members are required to ensure that safety procedures are followed at all times.

Faculty members shall immediately report any hazard, work-related accident, incident, or illness to their Program Coordinator.

Security of University Equipment

No materials, tools or equipment of any description may be borrowed or removed from the premises without the prior consent of the Operations Manager.

Weapons

Faculty members shall not bring weapons, incendiary devices, or other hazardous materials onto the AUPP campus at any time.

Building Security

All faculty members are expected to secure doors and windows and turn off any equipment or machinery, including room air conditioners, before leaving the building. Exceptions are made for equipment such as refrigerators that must remain in operation.

Those faculty members who hold keys or passcodes to AUPP buildings or rooms have a special responsibility for overall security of the campus. Lost or mislaid keys must be reported to the Operations Manager. A replacement fee of a $25 per key shall be paid at the time a replacement key is provided.

Key holders entering the premises outside normal working hours must ensure that exterior doors are locked while they are in the building and when they leave.

Personal Property

Faculty members are responsible for the security of their own personal property and are advised not to leave money, valuables or irreplaceable items unattended or in places where they could be stolen or tampered with.

Private Mail

The AUPP address shall not be used under any circumstances for private mail delivery. The only exception is that the AUPP address may be used for courier mail delivery service.
Media Statements

No statements shall be made nor interviews given to media representatives without prior written permission of the President.

Confidential Information

Faculty members agree not to disclose to any person, or make use of, any information or material regarding personal details of any other employee or student that has been obtained during the course of a faculty member’s employment with AUPP.

Faculty members shall not copy any private information or remove it from the AUPP premises without the written authorization of the President of AUPP. This includes client, employee, or student information.

The restrictions cited above do not apply to the use or disclosure of such information disseminated in the normal course of faculty members’ duties. The restrictions apply both during the term of their contract and subsequent to its expiration.

Faculty members shall not at any time or for any reason, whether during the term of their contracts or after their termination, use or disclose to any person any confidential information or trade secrets of AUPP.

Faculty members shall not disclose any confidential information to any other employee who is not authorized to receive it.

During the course of employment or after termination of employment with AUPP, faculty members shall not directly or indirectly make a record of or communicate to any other person any information regarding AUPP’s business operations.

Equal Opportunity Policy

AUPP is an equal opportunity education institution. The university ensures equal employment opportunity consistent with the legal requirements of Cambodia and upholds U.S. employment practices when they are not in conflict with Cambodian law.

AUPP aims to provide a safe, equitable, and fair learning environment for all. The university also seeks to ensure that the program design, curriculum content, classroom environment and assessment procedures provide an equal educational opportunity to all. This means that AUPP is committed to ensuring that everyone, regardless of background, gender, religion, marital status, sexual orientation or age, is treated fairly and is not discriminated against. However, it also means that students and employees have the responsibility not to harass or discriminate against each other.

Faculty Conduct with Students

AUPP requires that all employees maintain the highest standards of ethical and professional behavior in all relationships with students. In order to protect the nature of the learning environment, dating or sexual relations between students and faculty, whether consensual or not, are strictly prohibited.
Cash Handling

Under no conditions should faculty collect cash from students for any purpose. If students are required to purchase something for a class, they should give the money to the cashier at the front desk, who will give them a receipt for the money deposited.

Field Trips and Off-campus Activities with Students

Advanced permission from the Program Coordinator and the VPASA is required before faculty can take students off campus. This rule applies equally to class-related events and co- or extra-curricular activities.

Use of Information Technology Resources

AUPP information technology resources are to be used only for university business. To that end, the following uses of computers are prohibited:

- Playing computer games other than those assigned as part of a specific course learning process.
- Downloading or sharing copyrighted materials such as music.
- Participating in Internet chat rooms other than those set up by faculty for specific courses or by AUPP for specific work-related issues.
- Viewing, soliciting, or distributing pornographic materials.

The IT Technician is responsible for monitoring the use of all AUPP information technology resources and reporting violations of this policy to the appropriate administrator for disciplinary investigation and/or action (Faculty violations should be reported to the VPASA).
GRIEVANCE PROCEDURES

Student Grievance Procedures

Grade Appeal Process

AUPP students may seek resolution of a grade dispute or disagreement on a final class grade only for reasons described below:

• an error was made by the instructor in calculating or recording a grade;
• the grade was based on factors other than the academic performance of the student; or
• all students were not judged by the same standards.

The procedure and timeline for grade appeal are as follows:

• Before attempting to initiate a formal grade appeal, it is incumbent upon the student to meet with the faculty member to discuss the basis on which the faculty member assigned the grade. This step must be completed by the end of the first week of the semester following the award of the disputed grade.
• If the student is not satisfied with the results of the meeting, the student may submit a written appeal to the Program Coordinator no later than the end of the second week of instruction in the semester following the award of the disputed grade. The written appeal must detail the justification for the appeal. The Program Coordinator will review the grade grievance and respond in writing within one week of receiving the appeal.
• If the student is not satisfied with the decision of the Program Coordinator, the student may file a written appeal with the VPASA. The appeal must detail the justification for the appeal and must have attached to it the response from the Program Coordinator. Within one week of receiving the appeal, the VPASA must convene an Appeals Review Panel, which consists of two faculty members and an administrator appointed by the VPASA. The members of the Appeals Review Panel must not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation to the VPASA within two weeks of being convened. The VPASA will make the final determination of the grade and will inform both the student and the instructor of the final determination in writing within one week of receiving the report from the Appeals Review Panel.

Other Student Grievances

If a student feels that the actions of any AUPP faculty, staff, or administrator are unauthorized or unjustified and adversely affects the student, he/she has the right to seek redress by filing a grievance. Although no grievance policy should substitute for open, honest communication, such a policy may be the best method for addressing some problems.

Steps toward redress must begin with informal discussion between the concerned parties. Attempts to establish open communication and understanding should always precede the initiation of the formal grievance process.

If attempts to resolve the problem at the informal level fail, the student shall file a written grievance with the VPASA. The grievance must include all essential information and be sent
within two weeks of the occurrence of the incident or within two weeks of the time that the student became aware of the actions that caused the grievance. The VPASA will determine if grounds for a grievance exist.

If the VPASA determines that grounds for a grievance do not exist, he/she will so inform the student in writing within one week of receiving the grievance letter. Otherwise, the VPASA will convene a Grievance Review Panel consisting of two faculty members and one administrator appointed by the VPASA. The members of the Grievance Review Panel must not have been involved in the case prior to their appointment to the panel. The Grievance Review Panel will review the grievance and make a written recommendation regarding its disposition to the VPASA within two weeks of being convened. The VPASA will make the final determination about the grievance and inform both the student and the person against whom the grievance was filed of the final determination in writing within one week of receiving the report from the Grievance Review Panel.

Faculty Grievance Procedures

If a faculty member feels that any action of AUPP or of any of its students, faculty, staff or administrators is unjustified and adversely affects them, they have the right to seek redress by filing a grievance. Although no grievance policy should substitute for open, honest communication, a written procedure may be the best method for addressing some problems.

Steps toward redress must begin with informal discussion between the concerned parties. Attempts to establish open communication and understanding must always precede the initiation of the formal grievance process.

If attempts to resolve the problem at this level fail, the faculty member shall file a written grievance with the VPASA. The grievance letter must include all essential information and must be sent within two weeks of the incident or within two weeks of the time that the faculty member became aware of the actions that caused the grievance. Many who file grievances fail to distinguish between negative judgments with which they disagree and negative judgments that have been rendered on bases that are illegitimate. Only the latter may be remedied through the grievance procedure. The VPASA will determine if grounds for a grievance exist.

If the VPASA determines that grounds for a grievance do not exist, he/she will so inform the faculty member in writing within one week of receiving the grievance letter. Otherwise, the VPASA must convene a Grievance Review Panel, consisting of two faculty members and one administrator appointed by the VPASA. The members of the Grievance Review Panel may not have been involved in the case prior to their appointment to the panel. The Grievance Review Panel will review the grievance and make a written recommendation regarding its disposition to the VPASA within two weeks of being convened. Within one week of receiving the panel’s recommendation, the VPASA will make a final determination regarding the grievance and inform, in writing, both the faculty member and the person against whom the grievance was filed.

If the grievance is against the VPASA, the President will take the role of the VPASA in the grievance process.
TERMINATION OF EMPLOYMENT AND DISCIPLINARY ACTION

Termination of Employment

Resignation
Faculty members may terminate their employment before the expiration of their contract by providing to the President no less than four weeks’ notice of resignation in writing, provided that a replacement instructor is in place. In such an event, AUPP may exercise its rights under any of paragraphs below at any time during the period of notice:

- Direct the faculty member to continue to perform duties directly or indirectly related to AUPP during the notice period.
- Direct the faculty member not to report for work.
- Terminate the faculty member’s employment earlier than the expiration of notice by making a payment in lieu of the faculty member’s remuneration for the unexpired period.

If a faculty member leaves before the contract is completed, the faculty member shall be responsible for the consequences. AUPP will have the discretion to require repayment of payment made for the faculty member’s first half of airfare. When AUPP terminates the agreement under this clause, AUPP will provide a one-month notice and may elect to pay wages/salary in lieu of the faculty member working for the remainder of the notice period.

Up to the time of termination of the faculty member’s employment, the faculty member and AUPP shall remain bound by their mutual obligations of trust and confidence.

Termination for Medical Reasons
AUPP may terminate a faculty member’s employment after proper assessment on the grounds of incapacity due to mental or physical illness, injury or other infirmity.

AUPP may terminate the contract of a faculty member when AUPP believes that the faculty member is incapable of the proper performance of the faculty member’s duties. AUPP will give written notice of terminating the faculty member’s contract.

Severance
Severance refers to a situation in which the faculty member’s employment is terminated because the faculty member’s position is, or will become, superfluous to the needs of AUPP. AUPP will give written notice to the faculty member indicating the date of termination. Severance pay will be calculated in accordance to Cambodian Labor Law (Section 89C).

Disciplinary Action
Disciplinary action may be taken against a faculty member for unethical or unprofessional conduct.

AUPP requires that all employees maintain the highest standards of ethical and professional behavior. Following are some specific examples of unprofessional conduct that may result in administrative sanctions, including immediate termination of the employee’s contract.

- Failure to carry out professional responsibilities;
• Accepting bribes or unauthorized additional payment for services for which they are already compensated;

• Inappropriate behavior with students, including consensual sexual relationships or sexual harassment;

• Being under the influence of alcohol or illicit drugs while on duty or on campus;

• Furnishing false or fraudulent information to AUPP;

• Violation of the criminal code of the Kingdom of Cambodia;

• Violation of AUPP policies;

• Absence without leave for more than five working days;

• Unauthorized possession of AUPP’s property/equipment;

• Unauthorized use of AUPP’s property/equipment;

• Failure to account for AUPP property/equipment;

• Failure to follow proper cash handling procedures;

• Falsification or being party to falsification of any AUPP document or record;

• Disclosure of confidential information;

• Deliberate misconduct likely to result in harm to fellow employees, customers, clients or members of the public;

• Possession, distribution, sale or use of illicit drugs or stimulants. Failure to cooperate with a registered medical practitioner in being tested for illicit drugs, stimulants or alcohol;

• Engaging in the following behaviors: arson, burglary, extortion, bribery, fraud, larceny, malicious destruction of property, counterfeiting, tax evasion, assault, kidnapping, lewd and lascivious behavior, mayhem, pandering, prostitution, criminal conspiracy, or rape;

• Providing false or misleading information or suppressing material facts in a resume or at a formal job interview(s);

• Physical assault;

• Harassing or discriminatory behavior; or

• Possession of weapons or incendiary devices on campus.
Disciplinary Sanctions
Depending on the severity of the offence, appropriate sanctions for unprofessional conduct include: oral warning, written warning, suspension without pay for a specified period of time, or immediate termination of employment. In addition to any sanctions imposed by AUPP, violations of the criminal code of the Kingdom of Cambodia will be reported to the appropriate authorities. Although AUPP practices progressive discipline in many cases, there are some violations of the professional code that will lead to immediate termination.

Disciplinary Procedures
A faculty member accused of unprofessional conduct will receive a written letter from the VPASA indicating that charges have been filed and asking the faculty member to meet with the VPASA to discuss the charges. The VPASA will then investigate the charges and make a final determination, usually within one week. In a written letter to the faculty member, the VPASA will announce his/her determination, including the sanction, if any. A copy of both the accusation and the disposition letter of the VPASA will be placed in the faculty member’s personnel file. At the discretion of VPASA, the faculty member may be placed on a paid administrative leave during the course of the investigation.

Appealing Disciplinary Sanctions
Faculty members who wish to appeal a disciplinary sanction must submit a written letter to the university President within one week of receiving written notice announcing the final determination of the disciplinary proceeding in question. The letter must include all mitigating circumstances and/or reasons why the disciplinary sanction should be lessened. Within one week of receiving the appeal letter, the President must convene an Appeals Review Panel, consisting of two faculty members and one administrator appointed by the President. The members of the Appeals Review Panel may not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation to the President within two weeks of being convened. A copy will be sent to the faculty member. Within one week of receiving the Appeals Review Panel’s written recommendation, the President will make a final determination regarding the disciplinary sanction and will inform the faculty member of that determination in writing.
FACULTY PARTICIPATION IN AUPP DEVELOPMENT

Program and Course Modification

Faculty members have primary responsibility for the curriculum. Through the continuous institutional improvement model, faculty members will be continually involved in reviewing the results of data gathered from institutional research and from the review of student progress and using those results to make modifications in courses.

Any member of a program’s faculty may make a recommendation to the Program Coordinator for a change in the program. At a general meeting of the program faculty called by the Program Coordinator, such recommendations will be discussed. If, as a result of that discussion, the program faculty and the Program Coordinator agree on a modification to the instructional program, the original recommendation along with a statement of the modification agreed to will be forwarded to the VPASA, who will make a written recommendation to the President. If the suggested modifications involve changes in the first years of study, the President will consult with the Advisory Board and appropriate administrators at Middlesex Community College before making a final decision.

If the Program Coordinator does not agree with the recommendation of the faculty committee, the matter will not proceed beyond the program level unless the faculty members in the program, by majority vote, ask to have the issue reviewed by the VPASA. If such a request is made, the VPASA will call a special meeting at which each side will present its case and the VPASA will make a determination.

Program Review

All educational programs of AUPP will be evaluated under the program review policy. The faculty of the program have the responsibility to help develop the self study and in developing and implementing plans for improvement that arise as a result of the program review process. This policy applies to each of the majors, to the General Education/Liberal Studies program, and to the English Preparatory Program.

Evaluation of Effectiveness of Administration Units

As part of the AUPP continuous improvement process, each administrative unit will be evaluated on its effectiveness in achieving its goals and objectives. This evaluation will include a survey of faculty regarding the performance of the administrative unit. All faculty members will be expected to provide input to this process upon request of the administrator whose unit is being reviewed.
APPENDICES
Appendix 1

FACULTY PERSONNEL FORM

_________________________  ______________________  _______________
NAME                        RANK                        DATE

_____ Full Time             _____ Part Time

INSTRUCTION. In the space below, please report on the work that you have done since your last evaluation at AUPP in the area of instruction, including student achievement in meeting student learning outcomes.
ACADEMIC ADVISEMENT
In the space below, please report on the work you have done since your last evaluation at AUPP in the area of academic advisement.
CURRICULAR DEVELOPMENT In the space below, please report on the work you have done since your last evaluation at AUPP in the area of curricular development, including course evaluation, assessment of student learning outcomes, curriculum development and program review.
ADDITIONAL ASSIGNMENTS. In the space below, please list any additional assignments you have been given and a progress report on each assignment.
Appendix 2
FACULTY EVALUATION FORM

<table>
<thead>
<tr>
<th>Name of Faculty Being Evaluated</th>
<th>Unit</th>
<th>Purpose (annual review promotion, etc.)</th>
</tr>
</thead>
</table>

1. Evaluation of instruction:

2. Evaluation of academic advisement:

3. Evaluation of curriculum activities (course evaluation, student learning outcomes assessment, curriculum development and program review):

4. Evaluation of performance of other assignments:

5. Overall evaluation of this faculty member’s performance.
   __Highly meritorious  __Meritorious  __Satisfactory  __Marginal  __Unsatisfactory

Signature of Evaluator __________________________________________ Date ____________________
### STUDENT OPINION SURVEY

**INSTRUCTOR:**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRONGLY</td>
<td>STRONGLY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COURSE NAME & NUMBER:**  

**DEPARTMENT:**

<table>
<thead>
<tr>
<th>DISAGREE</th>
<th>DISAGREE</th>
<th>NEUTRAL</th>
<th>AGREE</th>
<th>AGREE</th>
</tr>
</thead>
</table>

**SEMESTER:**

Please write an X in the box under your response:

**Example:**

- **1.** Instructor set out and met clear objectives for the course
- **2.** Instructor displayed thorough knowledge of course material
- **3.** Instructor explained concepts clearly
- **4.** Instructor was well organized
- **5.** Instructor was available for consultation outside of class
- **6.** Instructor emphasized critical thinking
- **7.** Instructor demonstrated concern about whether students were learning
- **8.** Instructor inspired and motivated student interest in the course content
- **9.** Instructor explained clearly how students would be evaluated
- **10.** Instructor designed and used fair grading procedures
- **11.** I would recommend this instructor to another student
- **12.** Students were encouraged to participate in the classroom
- **13.** I learned something I consider valuable in this course
- **14.** Course topics were presented clearly
- **15.** Course assignments helped me to learn
- **16.** I would recommend this course to another student
- **17.** The overall quality of the course content was: (Circle One)
- **18.** The instructor’s overall teaching was: (Circle One)
- **19.** The facilities (classroom) provided for this course were: (Circle One)
- **20.** The technology available on campus was: (Circle One)

**Student Comments:** Is there anything else you would like to say about the instructor or course?  
(Please feel free to use the back of the sheet)
Appendix 4

STUDENT CONDUCT

Overview

All students at the American University of Phnom Penh (AUPP) upon enrollment agree to follow AUPP policies and procedures as outlined in this handbook and sign the AUPP Pledge of Academic Integrity found in Appendix C of this handbook.

Violation of AUPP official policies and procedures may result in disciplinary action, which may include but is not limited to a verbal warning, written warning, failing grade for an assignment, course failure, academic probation, suspension, or dismissal from the university.

A violation of a policy or procedure includes but is not limited to actions, intentional and unintentional, of an individual as well as an individual's actions that aid, assist, encourage, support or help others in such violations.

Promotion of Academic Integrity

Academic Integrity as defined by The International Center for Academic Integrity includes a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. The rigorous standards at AUPP uphold these five values. All AUPP faculty, staff, administrators and students are expected to abide by these values.

Cheating and Plagiarism

AUPP does not tolerate any form of cheating. AUPP students may not copy work of others or allow others to copy their work. Unless authorized to do so, they may not use any form of aids (either written or electronic) in taking quizzes or exams or in preparation of assignments.

The most common form of cheating is plagiarism. The American Modern Language Association (MLA) defines plagiarism as:

> Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism. . . .[T]o plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics. . . .Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking.

Plagiarism happens when you use any source that is not your own and treat it as if it is—whether the source was published or unpublished, on the Internet (copy and paste), from ideas of other students, from oral presentation or a professor’s lecture. To avoid plagiarism, you must state your source and offer direct quotations. Your English instructors will help you learn more about proper citations, but it is every student's responsibility to understand this important rule even in applying to a college or university. To copy another’s idea without giving proper credit is cheating and will not be tolerated.
Prohibition of Lying, Cheating, Stealing and Bribery

AUPP students, faculty and staff may not lie, cheat, bribe, accept a bribe, steal or assist others in doing so. Refraining from such behavior is expected of students, faculty and staff on and off campus and in formal and informal settings. If students, faculty or staff witness other AUPP students, faculty or staff lying, cheating, bribing/accepting a bribe or stealing, they must report such offenses to the Vice President of Academic and Student Affairs (VPASA). Students, faculty and staff have the right to a hearing if accused of such offenses and will receive due process.

Sanctions for Cheating and/or Plagiarism

Sanctions for cheating or plagiarism are as follows:
- For the first offense, failure on the assignment;
- For the second offense, failure of the course;
- For the third offense, suspension for the semester (or the following semester if the cheating or plagiarism occurs on the final exam);
- For the fourth offense, administrative dismissal from AUPP.

Anti-Discrimination Statement

AUPP prohibits discrimination based upon but not limited to national origin, color, race, creed, religion, ethnicity, gender, sexual orientation, gender identity, gender expression, age, disability or status. Favor cannot be given to anyone based upon these listed factors. If a student believes he or she has been discriminated against, the student should report these actions to the Vice President for Academic and Student Affairs.

AUPP is committed to helping individuals with disabilities or special needs to complete their educational pursuits. If a student has a documented disability, he/she should contact the VPASA for available student resources. Students who need assistance documenting their disabilities should contact the VPASA.

AUPP Civility Statement

Civility is defined as treating others with respect and dignity in public debate, conversation and interactions. Civil discourse is required of students, faculty and staff in the classroom as well as in their everyday behaviors. AUPP students, faculty and staff may not use verbal assault, defamation or harassment in their words or behaviors.

AUPP supports the concept of global civility and promotes the respect necessary to manifest such a goal. AUPP recognizes the need for academic inquiry, the respect necessary for expression and transmission of ideas, the pursuit of truth, the societal need for academic and scientific inquiry, respect for the development of logical inquiry, the development of critical thinking skills and the quest for knowledge for the well-being and the dignity for individuals, institutions, nations and our global society.

To promote a climate of civility, AUPP explicitly supports and enforces the following standards:
- Intolerance and bigotry are contrary to the values of AUPP and are unacceptable
within the AUPP community.

- The anti-discrimination policy protects all students, faculty, staff and administrators from discrimination.
- Students, faculty, staff and administrators may not verbally assault, defame or harass others.
- Violence and intimidation are not allowed. All persons associated with AUPP are encouraged to promote a climate of civility and responsibility in word, actions and deeds in and out of the classroom.

When a situation develops that violates these standards or hinders civil expression, it is the responsibility of the VPASA to initiate the following procedures:

1. The VPASA will tell the person(s) of the problem and request immediate cessation of the activity.
2. If the person(s) does not stop, the VPASA will call security, the police or appropriate authority to remove those causing the problem.
3. The person(s) may be suspended temporarily for the behavior.
4. If the person(s) wants to appeal a suspension, a hearing will be held as soon as possible before a review committee. The review committee will make a recommendation to the VPAA after the hearing.
5. After hearing the committee’s recommendation, the VPASA will make a final decision on the proper penalty, if any.

Students’ Rights

AUPP upholds American standards for educational excellence and student rights. Students have the following rights:

- to obtain the freedom afforded by education;
- to practice critical thinking skills, academic inquiry, and individual expression;
- to gain an excellent education, including, but not limited to: competent instruction in courses and programs offered by the AUPP; and access to instructor expectations: each student will receive in writing from each faculty member during the first week of each semester a written syllabus, indicating the material to be covered, course requirements, the textbook, the technical requirements (e.g., access to a computer), course objectives, and information about how grades will be determined;
- to receive fair and equitable treatment, including but not limited to instruction, evaluation, and services by faculty, staff, other students, and administrators; and
- to access due process if complaints are made or when a disciplinary hearing occurs.

Students’ Responsibilities

Along with rights come responsibilities. Students have the following responsibilities:

- to understand, have knowledge of, and comply with the rules, directions, regulations and laws set forth by the AUPP Board of Trustees;
- to respect the rights of groups and individuals to express their ideas openly and to act independently, as long as these expressions and actions do not infringe upon the rights of others or interfere with the educational goals of the university;
- to understand, have knowledge of, and comply with the rules, directions, regulations and laws set forth by Cambodian government agencies;
- to understand, have knowledge of, and comply with the rules, directions,
regulations and laws set forth by the United States government concerning visa applications and the U.S. and Cambodian mandates related to the transfer process. Each student seeking an educational visa must understand the constraints, procedure, and rules of this process as well as the requirement that AUPP defer to U.S. and Cambodian governmental regulations concerning visa acquisition.

Administrative Disciplinary Action

Offenses Leading to Disciplinary Action

A student will be disciplined for the following offenses:

1. any conduct, including physical violence, that endangers or threatens the health, safety or well-being of any person;
2. any threats, implicit or explicit, to use violence or a criminal act to bring harm to others or damage their reputation for personal gain or to acquire their property;
3. theft of university, student or employee property;
4. gambling on campus;
5. hate crimes, i.e., crimes committed against an individual or group due to their race, ethnicity, religion, sex or other belief system;
6. defamation, i.e., oral or written false statements producing hate, contempt or ridicule in order to damage the reputations of others;
7. possession of firearms, guns, explosives, dangerous chemicals, knives or other weapons on the AUPP campus;
8. unauthorized use of AUPP technology and networks. Students must abide by the technology regulations;
9. failure to follow the directions of AUPP officials, campus security or police officers who are performing their security duties. You must identify yourself when requested to do so;
10. noncompliance with AUPP policies concerning alcohol, illegal drugs and smoking on campus;
11. disorderly conduct, e.g., indecent conduct, threats of riot, unreasonable protest, breaching the peace or assisting another person to breach the peace on the AUPP campus or at events sponsored by, or participated in, by AUPP;
12. destroying, defacing, or otherwise harming AUPP property;
13. any action that prohibits normal operation of AUPP processes;
14. intimidation or harassment, either physical and verbal, of AUPP students, staff, faculty or administration;
15. dishonest acts, including but not limited to the following:
   a. forgery, alteration or misuse of any university document, record, or instrument of identification;
   b. giving false information to any university official, faculty member or office; cheating of any sort, including the use of any unauthorized assistance in taking quizzes, tests, or examinations;
   c. plagiarism;
   d. copying or depending upon the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
   e. gaining, without permission, a copy of tests, examination questions or other academic material or sharing what is on the test with a student who has not yet
taken it;
f. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or
g. taking credit for work done by another person, doing work for which another person will receive credit, copying or purchasing another’s work, or arranging for others to do work under a false name.

16. Abuse of the grievance and/or disciplinary process, including but not limited to:
   a. acting in a way that would falsify, misrepresent or distort the situation during academic or administrative grievance procedures;
   b. interfering with any AUPP judicial proceeding;
   c. discouraging an individual's proper participation in, or use of, the judicial system;
   d. attempting to influence, bribe, or sway a member of an Appeals Review Panel or a Grievance Review Panel prior to or during the course of the proceeding;
   e. verbally or physically harassing and/or intimidating any member of an Appeal Review Panel or Grievance Review Panel prior to, during or after a judicial proceeding;
   f. failure to comply with the sanction(s) imposed as a result of a disciplinary action.

17. unauthorized use of university keys or access codes;
18. unauthorized sales or solicitation on campus;
19. unauthorized activity that constitutes forgery;
20. violation of Cambodian laws not otherwise enumerated herein; and
21. violation of published AUPP rules, processes, policies, bylaws or regulations not otherwise listed above.

**Possible Disciplinary Sanctions**

The possible sanctions in a disciplinary action case are:
- oral warning;
- written warning;
- administrative probation (defined as suspension or termination of students’ rights to specific privileges for a specific period of time, for example, a student on administrative probation might not be able to participate in any co-curricular activities for six months or use the computer lab for two weeks);
- suspension from AUPP for one or more semesters;
- dismissal from AUPP.

For falsifying records, sanctions can include any of the above and cancellation of an awarded certificate or degree.

When appropriate, AUPP will practice progressive discipline; that is, a student receives a lesser sanction for the first offense and progressively heavier sanctions if the same offense is repeated. There are some offenses, however, particularly those involving criminal activity, for which the first sanction can be immediate dismissal from AUPP.

In any instance in which the offense violates Cambodian law, information about the offense will be given to the appropriate authorities.
**Procedures for Disciplinary Action**

A student accused of inappropriate conduct will receive a letter from the VPASA indicating that charges have been brought against the student and asking the student to meet with the VPASA to discuss the charges. The VPASA will then investigate the charges and make a determination. The VPASA will announce his/her determination, including the sanction, if any, in a letter to the student.

**Appeals of Disciplinary Sanctions**

A student who wishes to appeal a disciplinary sanction must submit a written letter to the President within one week of receiving written notice of the sanction. The letter must include all mitigating circumstances and/or reasons why the disciplinary sanction should be lessened. Within one week of receiving the appeal letter, the President must convene an Appeals Review Panel consisting of two faculty members and one administrator appointed by the President. The members of the Appeals Review Panel must not have been involved in the case prior to their appointment to the panel. The Appeals Review Panel will review the appeal and make a written recommendation to the President within two weeks of being convened. Within one week of the receipt of the Appeals Review Panel’s written recommendation, the President will make a final determination regarding the disciplinary sanction and will inform the student of that determination in writing.