International Technological University

Faculty Handbook

2012-2013

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1. Welcome

Faculty members play a key role in the central mission and success of International Technological University (ITU). This Manual is designed to provide the information about academic policies and procedures and administrative matters that is most relevant to the work of adjunct and core faculty. Information about other aspects of ITU can be found in the ITU Student Handbook and other Staff Policy Manuals. These publications are available on the University’s website. If you have questions about ITU policies and procedures, you should direct them to the chair of the department in which you are teaching.

2. Our Mission, Purpose and Outcomes

2.1 Mission

The mission of International Technological University (ITU) is to provide superior graduate education programs in the fields of engineering, business administration, media/entertainment, interdisciplinary sciences, health and individual performance.

ITU provides graduate degree programs at the master’s level (M.S.) in Software Engineering/Computer Science, Electrical/Computer Engineering, Digital Arts and Engineering Management. ITU also offers the Master’s of Business Administration (MBA) with concentrations in areas of: Accounting, Finance, Human Resources Management, Information Systems Management, International Business, Management, Marketing, Hospitality & Tourism Management, Bio-Management, Health Care Management, and Industrial Management. In addition ITU offers a General MBA and a Green MBA. The University offers a Ph.D. program in Electrical Engineering. Ph.D. Programs in Computer Science and Interdisciplinary Sciences are in the
developmental stages as is a Doctorate of Business Administration Program.

2.2 Purpose

The purpose of ITU is to foster excellence in education for students particularly interested in the hi-tech entrepreneurial field. All our programs have an applied nature with emphasis on a few specialty areas tailored to the market needs of Silicon Valley companies. Students are actively encouraged to affiliate or intern with relevant local industry firms from the very beginning of their academic studies as an integral part of ITU’s academic pedagogy. The institutional outcomes of ITU are to ensure the following:

- Relevant internships integrated into academic programs from the beginning of a student’s tenure
- A special focus on practical engineering, business, biotech, and media arts research projects
- Programs and courses designed to support full and part-time students
- Courses created at the speed of newly developing Silicon Valley technological innovations
- Systemically designed, competency-based courses that utilize innovative instructional methods
- Public speaking and technical writing proficiency as integral to degree requirements
- Curriculum emphasizing environmental protection technologies
- An Advisory Board consisting of Silicon Valley industry leaders that shapes the nature and content of ITU’s programs
- An international exchange of students

2.3 Outcomes

The institutional outcomes of International Technological University are designed to assure the following:
1. Close linkages between ITU’s offerings and the current needs and technologies of industry through active involvement with Silicon Valley leaders.
2. Courses are created at the speed of technological innovation in the Silicon Valley with special emphasis on strong application for students to achieve competency in their respective fields of study.
3. Proficiency in public speaking, technical writing, and critical thinking are integral parts of degree requirements.
4. That the curriculum emphasizes technologies and studies pertaining to sustainability and environmental protection.
5. Promotion of international exchange of scholars and students from locations around the globe.

3. Philosophy & Vision

3.1 ITU Global Vision

International Technological University is a materialization of the educational ideals of the 21st century. ITU embraces the belief that technological advances in communication, transportation, and trade have made cross-cultural interaction and cooperation inevitable and desirable. The University plays a special international role by attracting international talent (students, professors, industry innovators and entrepreneurs), identifying their particular cultural strengths and needs, and matching those elements together into optimally functional teams to push forward technological advancement on a global basis.

3.2 Silicon Valley Leader

Silicon Valley has changed the face of the world with technological innovation married with startup funding. We are the world’s capital for microelectronics, software development, internet & computing industries, biotechnology as well as the financing of these entrepreneurial ventures. Now, with the exploding growth of the $20 billion world-wide game development industry and the establishment
of Lucas Films in San Francisco, Hollywood-styled media entertainment and game creation are powerful forces injected into Silicon Valley’s landscape. ITU’s founders, executive team and faculty are the pioneers and top innovators in all of these fields. These technology, business, media and venture capital leaders have gathered together with a shared vision for globalization and created ITU, a model of educational excellence that defines the hi-tech, media and business future for the Silicon Valley and the rest of the world.

3.3 Innovative Education

ITU recognizes that the engineering profession has outgrown the existing model of academic education. The present academic model is based on the classical science curriculum. This model sets a solid foundation of theoretical knowledge, but it is slow to innovate and lacking in practical application. Classical academic curriculum requires only a limited exposure to laboratory work. However, like biotech research, medicine and law, engineering is a profession requiring a significant level of hands-on experience for competence. In the industry, engineers are very often confronted with problems characterized by a lack of complete information, as opposed to the neatly defined textbook problems taught in schools.

3.4 Application Oriented Training

There is a “relevance gap” between the theory taught in present day engineering education and the practical realities of industry. As a result, the tremendous resources typically found in educational institutions—intellectual excellence, a virtual “think-tank” research environment, an abundance of low-cost and highly innovative talent, a captive “test-bed” population of students— is wasted. Thus, a new
model for engineering and business education is required, where a marriage between theory and practice is achieved. ITU has introduced this model based on a flexible, cross-disciplinary curriculum designed to meet the needs of top-caliber engineering, business and digital arts students interested in the hi-tech entrepreneurial environment.

3.5 Consilience: The Convergence of Disciplines

The Silicon Valley has observed the merger of expertise across engineering fields and seemingly unrelated industries. No hardware chip is created today without absolute dependence on CAD software programs. The best hardware development companies are thus housed with electrical engineers who possess a deep understanding of the nature of software design. Similarly, biotech and pharmaceutical companies now invent drugs and new molecules using computer-based bioinformatics programs that efficiently replace the test-tube process of laboratory experimentation. Life science students interested in a career in biology are therefore best served with at least a minimal dose of software engineering theory and application. The film entertainment field, well-known for flashy special effects, has pushed the envelope of computer simulation technology, crossing over to pioneer real-time, non-intrusive 3D heart modeling for cardiac hospital patients. Heart attacks are now prevented and lives saved by discoveries made by Hollywood special effects engineers and artists. These dramatic developments reflect the Consilience of knowledge across disciplines in the new world in which we now live.

3.6 Cross Disciplinary Curriculum

ITU’s founders pioneer these changes, both in academic research and in the hi-tech startup creation of the Silicon Valley. ITU’s curriculum
therefore actively promotes cross-disciplinary study for all students. Business students are encouraged to take computer engineering courses (like IT Security), furnishing the knowledge base every corporate business must have to “secure” their bottom line. Electrical Engineering students are encouraged to take performance art courses (like acting) to raise their communication skills. These “soft skills” are absolutely essential to their future success in breaking into management positions from their technical engineering roots. In Silicon Valley, the failure of most startup hi-tech companies is due to a lack of effective marketing expertise, despite advanced proprietary technology. At ITU, our hi-tech entrepreneurial MBA program offers a focus in multimedia marketing, which includes optional production classes in animation, digital film and e-commerce production. By combining the best of modern application technology and the newest thinking in Consilience science, the structure of ITU’s curriculum facilitates cross-fertilization among engineering, business marketing, media production and individual performance excellence.

3.7 Silicon Valley Based Global Focus

The Silicon Valley sits on the Pacific Rim and has long served as America’s window to China and other Asian as well as European countries. Many of the founding members of ITU are hi-tech entrepreneurs with Chinese origins who continue to influence and do business in Asia. ITU thus has a natural connection and strong desire to bring the most advanced technology and the American educational model to benefit international emerging cultures and economies. Within the next few years, ITU will expand its program offerings to other countries and contribute to the quickly changing educational infrastructure there, reflecting the best of both the international and
American traditions. With this open invitation, we invite you to join ITU in this noble and exciting mission.

3.8 ITU Nondiscrimination Policy

ITU is a non-profit organization incorporated in the State of California under International Technological University Foundation. It is treated as a publicly supported organization and is governed by its Board of Trustees. ITU does not discriminate on the basis of race, color, national and/or ethnic origin, sex, marital status, sexual orientation, handicap/disability, religion, veteran’s status, or age in the administration of any of its educational policies, admission policies and programs, as well as employment-related policies and activities.

4. Administrative Offices

4.1 Administration Team

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name &amp; Contact</th>
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</thead>
<tbody>
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4.4 Admissions and Student Records Department

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5. ITU’s Management Structure

5.1 Dean of Faculty

The Dean of Faculty is responsible for supervision of Department Chairs, faculty, faculty activity, policies, hiring, development and evaluation.

5.2 Department Chairs

The Chair of a Department is appointed by the President of the University, with the advice of the faculty members of the Department and the Chief Academic Officer. The Chair holds office at the discretion of the Dean of Faculty.

The Chair is responsible for the orderly administration of the Department, the quality of its educational program, and high standards in teaching and scholarship on the part of its faculty. To achieve these ends, the Chair recruits new faculty members; evaluates faculty members every year in the areas of teaching, scholarship, and service; makes recommendations on applications for promotion; plans and coordinates the instructional program; assigns courses and teaching schedules to faculty members; prepares and administers the Departmental budget; and conducts the general business of the Department. On decisions of importance to the Department and the University, the Chair is expected to consult other faculty members of the Department.
5.3 Faculty

Faculty are administrative officers of the University in relation to their students regarding academic regulations set up for the proper conduct of their classes. Responsible to their respective department chairs, they shall be guided in their administrative, instructional and counseling capacities by the regulations published in the Faculty Handbook, the official Bulletin and periodic official notices. In their capacities on various committees and councils of the University, they shall exercise advisory or voting functions in the administration of the institution.

Since the principal academic function of the faculty is the formation of truly intellectual and practical students and the furtherance of its own competence in this regard, the faculty member is expected to be assiduous in promoting the regular meeting of classes; the preparation of effective courses of instruction by the use of syllabi and other means; the development of dynamic methods of presentation and discussion which stimulate intellectual curiosity and initiative; and, finally, seeking the means and opportunity for his/her own research, which will result in greater personal competence and the occasion for contributing in larger measure to the education of his/her students.

ITU’s adjunct faculty who are mostly full-time engineers or professors at other institutions will be also assigned to different programs. Lecturers are responsible for evaluating students at the end of each semester. They are expected to commence classes on time and teach during the entire scheduled period. In addition, they should hold reasonable and regular office hours on a weekly basis for students in their classes.
5.4 Student Records Office

The Registrar’s Office has responsibility for all student academic records of the University and the timely acquisition, evaluation, and preservation of these records.

5.5 Academic Quality Committee (AQC)

The AQC described below is created or dissolved at the discretion of the Chief Academic Officer. The purpose of this committee is to establish and maintain all academic standards, including those for admissions, evaluation, and retention. The AQC makes recommendations on policy and yearly recommendations for promotion of staff and faculty, and allocates available scholarship funds to those students most deserving of them. The committee is organized by the Chair, Chief Academic Officer and includes such members as the Executive Vice President, Dean of Faculty, Department Chairs, and other members as may be required. The meeting schedule is weekly or as required.

6.0 Faculty Appointment

6.1 Faculty Orientation

At the beginning of each new academic term, the Center for Faculty Development conducts a mandatory faculty orientation to welcome new and returning faculty to the campus. The orientation provides a means for faculty to learn about any new or changed policies, procedures and practices. Academic faculty are also introduced to the culture of the university and its students. During the orientation, faculty hear from a variety of speakers and are exposed to ITU's teaching methodology and best practices. Faculty may also participate in workshops or attend extensive training on our EMS and other
teaching tools. Faculty are also given the opportunity to meet and network with other faculty members and staff.

6.2 Core Faculty

The ordinary educational requirement for all members of the core Faculty is a Doctorate or other appropriate terminal degree.

ITU has designated a small group of deeply involved faculty members as core faculty. While specific time commitments and responsibilities of core faculty members may vary depending on teaching and research interests of the core faculty members and the needs of the university.

Generally core faculty members devote the equivalent of half time or more (25 – 35 hours per week) of teaching, advising, curriculum development and research in one or more of ITU’s current graduate programs. ITU is their principal academic affiliation, though some individuals do adjunct teaching at other institutions.

The workload responsibilities of core faculty members generally consist of ten assignable working units, equivalent to the time commitment of ten 3 credit hour graduate courses. Typically core faculty members assume three assignable working units each trimester of Fall, Spring, and Summer terms. One unit of assignment is generally assigned to program coordination, or leadership activities in one or more programs. Other units are generally assigned as courses, typically two or three courses per trimester. Other non-teaching duties, such as advice and assessment of student learning in CPT courses/work experiences, may be assigned in lieu of one of the classes. Generally core faculty members take on one additional assignable unit in one of the three trimesters. Some core members will have research laboratory supervision as a principal assignment with reduced teaching responsibilities.

6.3 Adjunct Faculty

Adjunct faculty members are screened to include individuals who meet ITU’s standards for cutting edge industrial experience and leadership and when appropriate to include traditional academic qualifications.
6.4 Faculty Assignment Policies

All faculty share in the total program of instruction and extra-curricular activities that have been established to encourage the all-round development of the University. Advisory responsibilities associated with officially recognized student organizations are important to the attainment of the University’s overall educational objectives and are given due weight in the assignment of faculty loads. The appropriate Department Chairs and/or Chief Academic Officer make all faculty assignments.

All members of faculty of the University will be expected to teach day, evening, and weekend courses that are part of the programs leading to the degrees offered by the University as an integral part of their service load for the University. Appropriate consideration will be given to the schedules of faculty members who are to teach both day and evening classes to ensure the total load is reasonable.

6.5 Criteria for Retention

Retention is not automatic, but based on merit, professional industrial participation & leadership, and superior intellectual achievement, as indicated in teaching and by industrial accomplishments, scholarship, research creative ability, and university and public service, are indispensable qualifications. Presenting evidence of these attainments is the responsibility of the candidate.

Teaching or inducement to learning is the primary concern of the University. It comprehends not only lecturing and allied classroom procedures but the broad range of activities which provide an example to students and brings recognition to the University and make a contribution to industry & society.
Effective teaching has many manifestations. The three areas that are important to the University and on which judgment of performance can be made would include:

(a) Student feedback  
(b) Professional or scholarly accomplishments  
(c) Peer or supervisory reviews

6.6 Faculty Grievance Procedure and Problem Resolution Policy

ITU strives to establish policies, guidelines, and day-to-day practices to ensure mutual trust and respect as well as overall fairness. Clear and open channels of communication in both directions between faculty, department chairs, staff and students are paramount to positive faculty relations. The key to early resolution of problems lies in the attitude of everyone as they reflect the attitude and philosophy of ITU.

ITU’s complaint resolution procedure allows faculty to air their complaints and seek relief when a matter cannot be resolved on a normal, informal basis with their department chair. The goal of this program is not to eliminate complaints but to provide all faculty with a communication vehicle to voice questions or concerns about their jobs or work situations, knowing they will receive a fair and timely response. It also assists management by early identification of employee relations problems before they become serious.

The fact that an employee has raised a complaint will not result in any discrimination toward that employee in conditions of work, advancement, etc. Should the findings indicate adverse treatment of a faculty member did occur, corrective action will be taken.
PHASE I: This is the first and most direct way for issues to be raised about the job or work situation. The faculty member should go to his or her department chair and ask to talk over problems or questions. The department chair is committed to listen and give a fair and honest answer. If the chair disagrees with the faculty member and cannot correct the situation, or is unwilling to change an earlier decision, Phase II offers another step.

PHASE II: At the faculty request, the supervisor will arrange an interview(s) with additional levels of management. The faculty will be invited to present the concerns, and every effort will be made to resolve the issue. A faculty member may be dissatisfied with the course of action taken or feel the matter is too delicate to go through a department chair in the first place, such as in a sexual harassment situation. Phase II provides another audiences, someone not directly involved in the situation. It is important to note that this phase is normally not a replacement for Phase I, faculty/department chair discussions.

In Phase II of the program, the identity of the faculty will be protected and the issue reviewed impartially by the Executive President of ITU. Only the Executive President of ITU will know the faculty's identity, if the faculty so desires. To initiate Phase II, a faculty member may send a written request for review of the Executive President of ITU, who will investigate and send a prompt response to the faculty member.

Phase III: This is the final step if the faculty member isn’t completely satisfied with the decision. This phase provides direct access to the President of ITU. If after Phases I and II, the faculty member is not satisfied with the decision about the situation, written notice fully stating the issue may be sent to the President of ITU. The situation will
be immediately reviewed, and the faculty will be informed promptly of the final resolution of the appeal.

Phase IV: In the event that the matter has not been resolved satisfactorily by the President of ITU, the faculty member or ITU may request that the matter be decided by an arbitrator in a nonbinding arbitration proceeding according to the rules of the American Arbitration Association.

6.7 Termination
The employment of any faculty member is “at will.” The University or the faculty member may terminate the relationship at any time, with or without cause.

7. Faculty Responsibilities

7.1 Professional Responsibility to the University
The acceptance of a core appointment involves a commitment that is inclusive in that: the appointee is expected to accord the University his/her professional loyalty and to arrange outside activities and obligations in a way that will not interfere with this overriding professional commitment

8. General Academic Procedures

8.1 University Functions
All faculty members are requested to be present for all university or departmental functions. Among these are commencement exercises, special convocations, university and departmental meetings, and teacher orientation meetings
8.2 Office Hours
All faculty members must keep the minimum of office hours specified by the department chairs each week at times when it will be convenient for students to contact them. Please be available for student consultation 30 minutes before and 30 minutes after class. Faculty may, at their discretion, make available their home phone numbers. If you do not wish to make your phone number available, please notify your department chair and have students contact the department office to leave messages. Students may want to contact you by e-mail. Please use your ITU email account and provide this e-mail to your students.

8.3 Faculty Absences
Faculty members unable to be present for classes, due to illness or other reasons should inform their department chairs or the Chief Academic Officer at the earliest opportunity. If you must be absent for any reason, the appropriate department chair must be contacted and appropriate arrangements made. The University also reserves the right to substitute a core faculty member for the adjunct faculty member, prior to the third class meeting. There are no provisions for the payment of partial services in the event the class is cancelled or transferred to a core faculty member.

8.4 Faculty Evaluations and Performance Reviews
Your department chair may review your job performance with you periodically. Performance reviews may include classroom visits as well as mentorship, peer review and other faculty development activities. Faculty evaluations may also include student survey of the class, department chair review and general public feedback if available. Performance evaluations and reviews are intended to be used in a
positive way to identify your strengths and identify areas that require improvement. We encourage supervisors to regularly discuss your progress toward achieving your goals and, at the same time, to resolve any misunderstandings about work performance or expectations.

8.5 Student Evaluation of Faculty
ITU faculty members should know that evaluations of their work from all of their students will be done on a semester basis. Students write the Student Evaluation of Faculty at the end of the course. The Faculty Handbook requires all Student Evaluations of Faculty received to be kept on campus for three years. Each faculty member will be evaluated at least once in every academic year.

8.6 Attendance of Students
Student attendance is MANDATORY. It is imperative that the attendance policy be clearly stated in the Course Syllabus. Attendance records must be kept to comply with all regulations and should be kept and submitted with grades at the end of each term.

8.7 Addition of a Course
A student may not enroll in a course after the posted date for adding a class.

8.8 Final Examinations
Final Examination should be given during the official ITU Final Exam Week at the end of each term. The week or timing should not to be changed. Exceptional situation are to be addressed with the Department Chair.
8.9 Syllabi

Each faculty member in the presentation of his/her courses should follow a syllabus approved by his/her department chair. The instructor who teaches a course is responsible for the preparation and/or updating the contents of the syllabus for the course. The Department Chair must approve of the final version of the syllabus for its use in that course.

8.10 Development of Course Rubric

A rubric is an assessment means utilized to evaluate students’ learning. The course rubric is developed using the Course Student Learning Outcomes. Rubrics are usually organized in two measurements: they recognize the qualities or the factors of the outcomes being evaluated, and they recognize and explain the levels of performance for each outcome. An excellent rubric illustrates the levels of quality for each CSLO. These levels of performance will be written as different rankings (e.g., Initial, Emerging, Developed, Highly Developed). A rubric is an effective guide for students and professors, and should be prepared and uploaded on the LMS before the start of each trimester in order to help the students to reflect on the criteria, which will be used to evaluate their work. Rubrics improve the students’ works and as a result enhance their learning.

8.11 Proctors and Substitute Teachers

No one may secure the services of a proctor for examinations or as a substitute teacher, unless his/her Department Chair or Chief Academic Officer approves the proctor or substitute for that purpose.
8.12 Punctuality

Since punctuality and responsibility are traits we strive to achieve in our students, instructors should make every effort to be in their classrooms a few minutes before the signal for the start of classes and should not dismiss them, except in case of prior approval or emergency, before the appointed time.

9. University Commitment to Faculty & Faculty Resources

9.1 Course Load

Limits may be placed on Adjunct Faculty course load per semester to alleviate overload issues. Adjunct Faculty are usually limited to teaching only four classes per term. Core Faculty members have set number of courses assigned to them based on their contracts.

9.2 Class Size Limits

Class size limitations may be placed to balance out students among all offered classes per term. Classes of less than 7 students may be canceled. Classes are limited to 75 students per weekday course and 100 students per weekend course.

9.3 Teaching Assistants

Upon request, faculty can be assigned a Teaching Assistant (TA). The TA is allowed to work a certain number of hours per week determined by the University. A TA can help assist with course material upload into the course management database. The TA may create quizzes, PowerPoint Slide presentations, assignments and other course materials. A TA may grade work using a rubric or grading key provided
by the instructor. A TA is NOT allowed to administer final or other exams or grade work without an “answer key.” TA may NOT assign final grades or handle grade disputes. A TA may NOT teach the class or substitute for the faculty in his/her absence. If you have questions about the role or what work you can assign to a TA, please consult with your department chair.

9.4 ITU Email
Upon request, faculty will be given an ITU email address when they begin teaching. You must check this on a regular basis as most communication and information is transmitted through this method.

9.5 Academic Freedom
The University’s policy on academic freedom is that of the 1940 Statement on Academic Freedom and Tenure of the American Association of University Professors and the Association of American Colleges, with the understanding that ITU has no tenure program for faculty.

9.6 Additional Instruction Materials
Instructional material for the conduct of classes and laboratories may be obtained by purchase orders through the Department Chair.

9.7 Travel
A faculty member or administrator attending a meeting as an official representative or as an actively participating member, wherein his/her attendance notably benefits the University, may be given travel allowances to include “per diem” expenses, if deemed appropriate in writing, at a rate determined by the University. The phrase, “actively participating,” should be interpreted as being a member or an officer of the association, acting on a committee or delivering a paper. When
computing their budgets and when applying for travel expenses, department chairs and faculty should indicate the association meeting involved, its site, the number of days of the meeting or convention and the number of people making the trip.

9.8 Faculty Development - Retreats and Training
Faculty and staff retreats offer instructional resources for team building, behavior, motivation, and physical health development. These resources are intended to improve teaching skills and student learning outcomes. Additionally, ITU offers pedagogy training, database training, and course material development training for faculty. Department Heads also participate in WASC functions to learn through best practices.

10. Faculty Teaching Policies and Regulations
10.1 Class Schedule
Classes should follow the college academic calendar as presented on the University website. Please observe carefully the dates for the beginning and ending of the semester. Classes must meet for the entire time scheduled throughout the semester. Final exams should only be offered during the University scheduled final exam week. Any departure from the schedule must be approved in advance by the appropriate department chair.

10.2 Cancellation of Classes
The University reserves the right to cancel courses having insufficient enrollment. Classes are cancelled at the end of registration if enrollment is less than 7 students for weekday classes and 25 for weekend classes. In some rare situations the small class may still be
offered. You need to check with your department chair if you are a very low enrolled class to see if your class is going to be cancelled.

10.3 Student Evaluations
Student assessment of instruction survey forms (End of Course Surveys) will be processed for all classes at the end of each term. Class visitation may also be made periodically by administrative staff.

10.4 Final Grade Entry
Final grades must be entered in the LMS system by the deadline for Final Grades. Directions for entering grades can be obtained from the Learning Resources department. Instructors should print, sign, and submit their grade roster & grades as well as grade book showing how grades were derived. The LMS must be used for all classes. Assignment, exam and final grades are required to be shown in the LMS grade book for all classes. Faculty who are not familiar with how to use the LMS can seek help from a TA, the Learning Resource Department and their department chair. TA are not allowed to enter assignment grades or issue final grades and do not have access to the LMS grade book.

10.5 Change of Grades
No grade may be changed by anyone once it has been received in the Student Records office, except in the case of error, as judged by the instructor and/or the Academic Quality Committee.

When it is desired to change a grade, under the condition above noted, the form for change of grade, obtainable in the Registrar’s Office, must be filled out and, in addition, a written statement must accompany it, indicating the error committed and approved and signed by the
instructor and the chair of the department and/or Chief Academic Officer.

10.6 Grade Change Policy
The evaluation of student academic performance is normally the sole responsibility of the instructor in charge of a class. Occasionally an error in grade recording may occur. Students should review grade reports carefully and report any errors to the Office of Admissions & Records immediately. Challenges to grade records must be made within one term of the alleged error.

After a grade has been assigned by the instructor, any change of the grade has to follow the Grade Change Policy below:

A) The application for a grade change must be received by the instructor not later than the end of the trimester following the one in which the course was taken.
B) The assignment of the contested grade is due to a clerical error of the instructor, for example: wrong summation of points, or clerical oversight of any student work that is used in the grade computation.

Grade change requests that contest the instructor’s judgment of the academic quality of the student’s work or achievement are disallowed. Grade change requests that are based on makeup work of any type performed after the trimester in which the course was taken are disallowed. Grade change requests that are based solely on the student’s desire to have a better grade are disallowed. If the above conditions A) and B) are met and the instructor decides to change the grade, the request must be submitted to the department chair for final
approval. After this approval the registrar will effect the grade change in the student’s records.

If a student decides to take the same course again and achieves a better grade, the better grade will be entered in addition to the former grade in the student’s record, but will not count as additional credit units toward the student’s degree.

10.7 Incomplete Grade policy

Incomplete grade is student initiated.

1. The purpose of an “incomplete” (I) grade is to give a student the chance of receiving at a later time a letter grade for a course for which the student has not finished all necessary work during the course time, or was prevented by special and unforeseeable circumstances from making proper progress.

2. A student who fulfills the conditions of 1) is entitled to ask the instructor for a grade of “incomplete” for the course. If the student so requests, the instructor can, but is not required to issue an I grade. Without such a request the instructor must not issue an I grade. (An I grade cannot be issued for Independent Study and for any class that has not been sufficiently attended by the student).

3. The student makes the request by filling out the Incomplete Grade Request (Petition) form and submitting it to the instructor before the date when the grades for the course are due. The form must contain the names of student and instructor, the number and name of the course for which the I grade is requested, and the description of the work, that must be
completed to receive a letter grade. The form must be dated and signed by student and instructor and is filed with the registrar.

4. A student who receives an I grade for a course must complete and submit the missing work within the following trimester to the instructor of the course or the instructor’s TA.

5. If the missing work is submitted in time, the instructor’s TA will check the submitted work for completeness and, if complete, will forward it to the instructor. The instructor will review the submitted work and will make the decision which letter grade the student should receive. This letter grade must not be higher than B+. This letter grade is considered the final course grade and cannot be contested by the student.

6. If the student does not submit the missing work in time, the I grade changes to F.

7. Whatever the I grade changes to will replace the I in the student’s record.

8. As long as a course grade is in the student’s record as an I, it counts toward the student’s credit hours, but is ignored in the calculation of the student’s GPA.

9. A student must not have more than 2 I grades on his/her record at any time.

Students should be aware that the change of an I grade to an F can impact the student’s status with respect to their visa.

10.8 Text Book Selections
The core faculty and the appropriate department chairs make textbook selections. Faculty members are required to use the approved textbooks or suggest another textbook to be used. The textbook selection is something that should be discussed with your department
chair and approved before your class begins. Desk copies and textbook orders should be handled through the appropriate department chair.

10.9 Policy for Textbook Acquisition

The instructor who is assigned to teach a course can request a copy of the textbook for the course from the Department Chair, if the requested textbook is a required book for the course as stated in the course syllabus. This request must be submitted to the Department Chair no later than four weeks before the start of the class. This request is informal and it can be made by email. The Department Chair reviews the request and, if approved, forwards it to the office that handles textbook acquisitions.

The textbook acquisition office will check the course syllabus for requirement of the textbook and request two courtesy copies from the publishing company, providing the book identification, requirement of the book by the course syllabus, and the expected number of students in the course.

Only if this request is denied, ITU will purchase at its own expense two copies of the textbook. Courtesy copies or purchased copies become property of ITU. One copy is given to the instructor for his/her personal use during the course, the other is placed in the Resource Lounge for student use. At the end of the course the instructor must return the provided textbook copy to ITU.

10.10 Audio/Visual Presentations

Faculty members are encouraged to use MS PowerPoint and other visual slide and other presentation tools for their lectures. White and smart boards are also available in each of the classrooms. Wireless and wired free internet access is available for faculty as well as
students. The ITU Media Team and Learning Resources department can help you discover the teaching aids that are available for your class. Audio and video presentations (movies, videos, television programs) should only be used as supplementary instructional materials. They make great “outside of class” sources of additional information. All of your course materials should be uploaded and made available in the ITU Learning Management System (LMS).

10.11 Course Documentation

All materials used for a class should reside in the LMS class entry. This includes all lectures, quizzes, projects, assignments, etc. Final exams can be given to students in person, outside of the LMS but the final exam scores should be manually entered into a Final Exam category in the LMS. The LMS needs to capture all of the student’s work as well as all of the grades that have been assigned for all work.

Course documentation is maintained by the faculty member and department chair for each course taught. Your responsibility will be to submit a course syllabus before your class begins each semester, submit a copy of your grade book at the end of the semester, and submit a printout of final grades with your signature as entered in the LMS. All materials are to be turned over to the appropriate department chair or Learning Resource staff prior to the completion of duties for each academic semester. This would include collected final exams and assignments that were not uploaded into the LMS. The actual exams will be saved. This course documentation is evaluated by accrediting and academic auditors to insure the course requirements and standards are met.
10.12 Course Outline
Each faculty should consult with the appropriate department chair to review the approved course outline for the course he/she is teaching before developing the syllabus. The course outline establishes the approved content for the course and is the basis for any audits that may occur.

10.13 Course Syllabus
ITU requires each instructor to follow a course syllabus. The purpose of a syllabus is so that students will clearly understand what to expect from the course. The syllabus must contain all information pertaining to assignment and scheduled examinations.

10.14 Course Syllabus Requirements
Faculty prepared course syllabi should include at a minimum:
• Course Description: Use catalog description plus other instructor details.
• Goals and Outcomes
• Course Learning Outcomes
• Course Assessment Techniques
• Assessment of Goals/Outcomes
• Instructor grading and attendance policies based on University policies
• Required college policy statements
• Topical Outline (and/or dated schedule of readings and assignments)
• Other Necessary Syllabus Information:
  • Instructor Name, campus office and phone number;
  • Textbook(s) for the course; Special Projects/Assignments;
  • Assignment descriptions; Information on tests, exams, essays, etc.
Please consult with your department chair for more specific syllabi requirements for your department.

11. Distance Education and/or Online Learning

ITU does NOT offer any form of distance learning or online classes. Students are NOT allowed to take classes without attending them in person. DO NOT design your class to be taken remotely. Attendance is required. Student ID needs to be registered at one major exam or assignment in class on the ITU campus. When a student fails your class for non-attendance he/she should not be allowed to make up the work and take the final exams and assignments after the class has ended. Attendance must be required and performed while the class is being offered in the current term. Incomplete grades should NOT be issued to students who fail to attend your class. See the “Incomplete Grade Policy” for more details on this policy.

12. Grading System and Scale

The grades of A, B, C are passing grades. Grades D and F are failing grades. Grades of I and P do not count in the student’s GPA calculation. Usually if a student transfers from another college or university, only grades of A and B will be accepted for graduate level credit in courses equivalent to those offered at ITU. The student will need to maintain a minimum grade point average at the University to stay in good standing. The following is an explanation of the common grading standard.
The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned quality points.

The following grades are used:

- **A**: 4.0 grade points per credit hour
- **A-**: 3.7 grade points per credit hour
- **B+**: 3.3 grade points per credit hour
- **B**: 3.0 grade points per credit hour
- **B-**: 2.7 grade points per credit hour
- **C+**: 2.3 grade points per credit hour
- **C**: 2.0 grade points per credit hour
- **C-**: 1.7 grade points per credit hour
- **D+**: 1.3 grade points per credit hour
- **D**: 1.0 grade points per credit hour
- **D-**: 0.7 grade points per credit hour
- **F**: 0 (failure: not accepted as degree credit hour)

Incomplete. Used only for reasons beyond student's control. An "I" that is not removed on the student's record as an "I", with no credit earned, and is not computed in the GPA.

**I** *(Pass/Not pass)-Used as an alternative grading option for students. Not available for required core courses. Passing mark earns grade points towards graduation, but is not calculated in the GPA. No grade points are
earned for the NP mark, and the grade is not computed in the GPA.

**AUD**

Auditing. No grade points are earned and the grade is not computed in the GPA.

**NR**

Used by the office of Admissions and Records to indicate no grade was reported.

**WF**

Failed the course at the time of withdrawal. No grade points are earned and the grade is not computed in the GPA.

**WP**

Passed the course at the time of withdrawal. No grade points are earned and the grade is not computed in the GPA.

*Incomplete grades should only be issued for unavoidable reasons. Incomplete must be completed within established time limits (the proceeding term), or the grade will convert to an “F” automatically. Once the grade is converted to an “F” the class will need to be repeated in order for the student to change this grade.*

Only courses in which a student has earned at least a grade of C- and P are counted towards the master’s degree. All registered credit hours are counted as attempted credit hours, and all grades except I, P, NP, WP, WF, AUD and NR are used in GPA computation. A student must earn a cumulative 3.0 GPA to be eligible for the master’s degree.

All courses require letter grades, except those specifically designated otherwise. For deficiency courses, a letter grade should be given, although not counted in the student’s overall GPA. A grade of C- or better constitutes a passing grade for a deficiency course. All deficiency courses can be completed at any accredited institution.
13. Student Academic Policies and Regulations

13.1 Advising
All students must have an academic advisor. Advisors assist in planning a program of study that fits the needs of the student and satisfies program requirements. Advisor approval with signature is required for registration every semester.

13.2 Auditing Classes
A student may audit almost any course offered by ITU. To audit a class means that the student registers for a class as an “Auditor,” instead of as a student who wishes to earn a grade in the class. The student is not required to complete course assignments, though he or she may do so with the permission of the instructor. The student does not receive a letter grade for the course. Instead a grade of “AUD” is entered in the student’s record.

Classes taken for “Audit” do not apply toward any academic degree and do not count as part of a student’s full or part time course load. The tuition for an audited course is the same as that for a credit course.

13.3 Registering to audit a class
Duration: A student may register to audit a course up to one week after the last day of late registration

Auditing limitations
- Registration is limited to classes with space available
- Professor’s permission is required
- Tuition and fees are the same as for taking the class for credit
13.4 Class Attendance Policy
Class Attendance for students is mandatory for all courses. All classes conducted at ITU main campus have a mandatory in class final examination or presentation. ITU discourages the use of take home or online midterms and/or final exams. You must conduct at least one exam or mandatory class activity in class. You are not required to grade attendance but class attendance must be taken.

13.5 Confidentiality of Student Records
ITU fully complies with the Faculty Educational Rights and Privacy Act of 1974. This means ITU may release directory information, including name, address, phone number, and major field of study to any person on request unless a student requests in writing that directory information be kept confidential. ITU will safely keep student records for an indefinite period. Law from inspection excludes certain records: those created or maintained by a physician, psychiatrist, or psychologist in connection with student treatment or counseling. Students may inspect their records in the Office of Admissions and Records and direct academic record complaints to the Registrar.

13.6 Credit Hour Policy
Except as provided in Federal Regulation 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to
twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

Besides:

(3) One credit hour is assigned to a part time CPT in which the student needs to get between 10 to 20 hours training a week for at least 15 weeks; three credit hours are assigned to a full time CPT in which the student takes 21 to 40 hours training per week for at least 15 weeks.”

In addition, given the nature of our school, many of our engineering classes meet in a laboratory of the subject matter these classes meet in accordance with the time requirements of the above policy. In addition to the class meeting time, which is largely lecture/didactic and discussion classes, students are required to complete additional lab work/assignments outside of their class hours. Most students take advantage of this by working hours in the specific labs, such as Artificial Intelligence, and/or AI Robotic Lab, which members of the recent WASC Visiting Team visited.

13.7 Adding and Dropping Courses

Students may not add a course after the fourth week of instruction in the trimester scheduling system unless otherwise determined by the Academic Committee. The deadline for dropping a course is no later than the fourth week of the term. Dropping a course after the fourth week of instruction will result in a grade of WP or WF (W=Withdraw, P=Pass, F=Fail), depending on whether or not the student was passing or failing the course at the time of dropping it. Tuition refund will be
issued for a dropped course according to the fee schedule stated in the Financial Obligations and Refunds section.

The deadline for dropping an On-Demand course is before the 12th instructional hour of class (or its equivalent in lab hours, practicum hours, or a combination thereof). Tuition refund will be issued for a dropped On-Demand course according to the fee schedule stated in the Financial Obligations and Refunds section.

Holders of fellowships, assistantships, tuition and fee waivers, and student visas must maintain the required number of credit hours or risk loss of their tuition and fee waiver for the term. Students who lose their waivers will be billed the full cost of tuition and fees.

13.8 Class Meeting times/days
Most ITU classes meet one day per week between 10 a.m. and 10 p.m., Monday through Friday. (Please consult the department office for details – some classes meet on weekends).

13.9 Credit Measurements
Academic credits are measured in terms of credit hours. This is a listing of how Academic Credits are measured:

1 credit hour = 1 trimester term hour
1 trimester credit hour = 15 hours of classroom lectures/30 laboratory hours/45 practicum hours

Full-time students are required to enroll for 9 to 12 credit hours. Students can speak to an advisor to determine a best-fit course schedule.

International Students: For purposes of enrollment certification to the Bureau of Citizenship and Immigration Services in the U.S.
Department of Homeland Security, ITU considers a foreign student to be full-time if s/he registers full-time for the Fall, Spring and/or Summer Semesters.

13.10 Course Student Learning Objective (CSLO Essays)
ITU students have access to an unparalleled educational experience in which theory is married with application-oriented practice. ITU’s educational program is effective due to how well it can be directly applied to present industrial demands.

One unique feature of the ITU educational experience is the e-portfolio each student is expected to maintain while studying here. These electronic portfolios consist of video clips that capture progress in the student’s presentation ability, standard written and video resumes, education and employment history, references and CSLO essays for all of their courses. CSLO (course student learning outcomes) essays give the student the opportunity to articulate in their own words how they have met the objectives for each course they have taken. We believe that ITU students have a competitive advantage in the job market by having well-rounded, electronically available portfolios like these. Each class requires at least one CSLO essay as part of the class requirements.

13.11 Curricular Practical Training
Curricular practical training (CPT) is another integral part of ITU’s educational program. CPT provides students with an opportunity to do an internship related to their field of study from the first trimester onward, to help students gain valuable industry experiences. Student internships have ranged from business analyst positions to those in electrical engineering at highly sought after firms like Cisco Systems Inc., Lockheed Martin and Sun Microsystems.
13.12 Joint Seminar
Another outstanding feature of the ITU educational program is the Weekly Joint Seminar required of all students at our Silicon Valley campus. This seminar is designed to enrich students’ courses to ensure they achieve the expected expertise level that will be required of them in their fields of study by the time they graduate. Guest speakers from diverse industries provide lectures on current global business, engineering and political trends. This program provides students the opportunity to meet often very famous speakers, gain insight into the business industry, form connections and establish a viable network for future career endeavors.

14. Student and Faculty Support Services
The University offers a wide range of support services for faculty as well as students. Often, faculty and students do not take advantage of the services because they are unaware of them. There are a number of services or resources listed on the ITU website. If you have questions about what is available, contact the Learning Resources Department or your department chair.

14.1 Faculty Orientation Policies and Procedures
ITU offers a Faculty Orientation meeting prior to the Fall and Spring Semester of each academic year. This orientation provides an opportunity for professional development and making contacts with core faculty. It is requested that adjunct faculty members will attend this orientation. It is very important for all new faculty to attend the orientation meeting prior to the start of their first teaching term.
14.2 Commencement

Faculty members may attend commencement exercises. Academic caps, gowns, and hoods will be worn. Faculty members are provided with academic regalia if they do not own their own.

14.3 Business Cards

Upon request, faculty will be given an ITU Business card when they begin teaching.

14.4 Professional Development

Faculty members are encouraged to participate in professional development activities provided by the University. They will be notified prior to the occurrence of such events. Adjunct faculty are also encouraged to establish liaison with core faculty for the purpose of receiving mentoring in teaching techniques, academic regulations, and resource development. Opportunities may be available to take courses at ITU for no cost or for other professional development activities.

14.5 Faculty Scholarship and Creative Activity

For all faculty members, ITU provides tuition reimbursement, which can be used toward undergraduate and graduate programs. The purpose of this policy is to encourage personal development through further education. Based on their personal interests, staff and faculty can choose to enroll in any ITU conducted course to further their development. There is no fee to take classes offered by ITU. Please consult with your department chair about what other classes may be taken at other Universities to qualify for tuition reimbursement. All tuition reimbursement will need to be approved by your department chair prior to agreement to reimburse. No all classes taken at all Universities may qualify for this program. Please also check with the HR department about new and changing policies in this area. By its
very nature and mission ITU must stay closely aligned with the most current advancements in technology and with the scientific advancements that undergird these advancements.

From its inception ITU has supported and recognized scholarly achievements and technological advancements among its faculty and students. While ITU does not award tenure or academic rank, nor does it distinguish between its full-time and intensively involved part-time faculty, the annual faculty evaluation and contract review process is of critical importance in ensuring the quality of the university’s offerings. This process assesses both applied technology and basic scholarly contributions of its faculty, as well as teaching effectiveness and university/professional involvement. In determining whether faculty members, particularly those new to teaching at ITU will be retained by ITU, the process looks at performance in teaching, both classroom and directed research and independent study responsibilities. Professional Involvement of its faculty in professional associations, public presentations, dissemination of new technologies are also a component of the Merit evaluation of both full and part time faculty members. The university actively supports scholarship and technology advancement, which is core to International Technological University’s mission. It supports conference attendance/presentations, publication, technology development activities, and scholarly dissemination among both its faculty and students. The instructors, department chairs, and executives actively assess these areas in order to allocate the necessary money, time, space and equipment/IT resources to each.
14.6 Human Resources Policies and Procedures

For Human Resources issues, including but not limited to: Vacation policy, anti-harassment policy, benefits, and the like, please contact the Human Resources Manager.

14.7 Parking Lot Entry Card

Parking Lot entry cards are required for all faculty and staff. They are provided for free however there is a charge if you lose your card. Parking is provided for free in the ITU parking lot. If the lot is full or you do not have an entry card, please consult with your department chair or the HR department for a possible parking voucher. The parking lot area around the building is monitored and patrolled for your safety but please make sure to lock your cars and don't leave valuables visible in your car. ITU is not responsible for any damage or stolen property.
15. Faculty Handbook Receipt Acknowledgement

I certify that I have received a copy of the ITU Faculty Handbook. I understand and agree that it is my responsibility to read, familiarize myself with and adhere to the policies and procedures that are contained in this document. I also understand that it is my responsibility to ask questions, to my Supervisor and/or Human Resources, regarding any item in this document that is not clear to me.

I understand that the University reserves the right to revise, modify, delete or add to any policy, procedure, rule, benefit or any other part of these documents.

I acknowledge and understand that if I fail to comply with the policies and procedures that are set forth in these documents I will be subject to disciplinary action up to, and including, termination.

I also understand, and agree, that nothing contained in this Faculty Handbook creates, or is intended to create, a promise or guarantee of continued employment and does not affect my “at will” employment with the University. My signature below certifies that I have read this document and understand the responsibilities it places on me.

________________________________________
Printed Name

________________________________________
Signature

Date