



## **RULES AND POLICIES FOR ACADEMIC PERSONNEL OF CETYS UNIVERSITY**

### **CHAPTER I GENERAL ASPECTS.**

**ARTICLE 1.-** Academic personnel at the undergraduate level are comprised by professors, researchers and academic technicians, in accordance with the definition stated in the CETYS University Statute. With regards to this document, we will refer to academic personnel at the undergraduate level as professors.

**ARTICLE 2.-** The CETYS University professor must be a person with a vocation for teaching and who appreciates the value of service and the formative aspects of a human being.

**ARTICLE 3.-** All persons who accept being a CETYS University professor is obliged to watch after the fulfillment of the Institutional Mission, and to apply with his or her students the educational model, as well as to respect and apply the academic rules and policies that apply to students as well as the ones described in this document.

**ARTICLE 4.-** In the instant a professor is incorporated as a faculty member of CETYS University, he or she accepts being a promoter of the integral formation of the student as well as the achievement of the exit profile of the student, as well as to actively participate in the integration of the university community.

**ARTICLE 5.-** Professors of CETYS University are people who have demonstrated having the knowledge and qualities described in article 1, and are designated by the corresponding School Director, and ratified by the corresponding College Director, and hired according to the procedure that is described as part of this document.

**ARTICLE 6.-** All professors of CETYS University are obliged to meet the objectives that are established in the academic programs that correspond to the courses he or she teaches.

**ARTICLE 7.-** All professors of CETYS University must participate in an induction course, which covers the profile of the CETYS University professor and student, the History, Mission, Educational Model, and CETYS posture regarding academic Freedom, as well as aspects pertaining to his or her training and development.

## **CHAPTER II REGARDING ETHICAL ASPECTS**

**ARTICLE 8.-** The professor who exchanges Money or goods for grades will be dismissed immediately and indefinitely from the Institution and may not be hired in any other Campus of the Institution.

**ARTICLE 9.-** Whenever a professor harasses a student of the Institution (either physically or psychologically), he or she will be dismissed immediately and indefinitely from the Institution and may not be hired in any other Campus of the Institution.

**ARTICLE 10.-** The CETYS University professor must be distinguished by a conduct in which words and actions are congruent, honest, dignified and credible, promoting an education of quality, based on the Institution's value system.

**ARTICLE 11.-** The CETYS University professor must have the self motivation to participate actively in his or her own development in the professional as well as academic aspects, with the intention of being a continuously better professor.

**ARTICLE 12.-** The CETYS University professor will act always without preference or privilege regarding the gender, race, creed, socio-economic level or political tendencies of the students.

## **CHAPTER III REGARDING CLASSIFICATION AND CATEGORIZATION OF THE CETYS UNIVERSITY PROFESSOR**

**ARTICLE 13.-** The CETYS University professors, besides fulfilling the institutional profile requirements, and those established by the Human Resource Department, may be distinguished according to their classification, category and designation in the following manner

**SOLIDARY PROFESSOR:** Professor who, besides having the qualities described in article 2, is distinguished for being a successful professional, with high human and technical quality, who in turn participates as a professor essentially motivated by vocation, without receiving an economic stimulus for his or her services.

**COURSE PROFESSOR:** Professor who, besides having the qualities described in article 2, is hired under the salary regime, to offer academic services for a determined number of hours a week that does not exceed 22, and for a finite period.

**ASSOCIATED PROFESSOR:** Course Professor who acquires additional commitments with the Institution and therefore is hired for additional hours relating to a specific project.

**HALF-TIME PROFESSOR:** Professor who, besides having the qualities described in article 2, is hired to cover a 20 hour a week workload for a finite or indefinite amount of time and receives a salary according to the Institution's labor policies.

**FULL-TIME PROFESSOR:** Professor who, besides having the qualities described in article 2, is hired to cover a 40 hour a week workload for a finite or indefinite amount of time and receives a salary according to the Institution's labor policies.

**EQUIVALENT FULL-TIME PROFESSOR:** Professor who is hired as an Associated Professor whose activities are equivalent to those of a Full-Time Professor during the semester for which he or she is hired. The difference with the Full-Time Professor is the amount of class hours.

**VISITING PROFESSOR:** Professor who comes from another institution to teach a specific course that may or may not be part of an academic program the Institution offers, and is part of an academic exchange agreement.

**ARTICLE 14.-** The category of COURSE PROFESSOR has four levels (I, II, III & IV), whose requisites are the following:

Level I.-

- Bachelor's degree
- Up to three years teaching experience

Level II.-

- Specialization degree
- Bachelor's degree and four to six years teaching experience.
- Bachelor's degree with two to four years teaching experience and more than four years of professional experience.

Level III.-

- Master's degree
- Bachelor's degree and more than six years teaching experience.
- Bachelor's degree with four to six years teaching experience and more than four years of professional experience.
- Specialization plus more than four years teaching experience.

Level IV.-

- Doctoral degree
- Master's degree with more than six years teaching experience and more than four years professional experience.
- Specialization plus more than four years teaching experience.

Where:

Teaching experience: Acquired by teaching courses in the same level in which the professor will teach in the current semester and it is considered only in the eight immediate years before the semester in which the professor will work.

Professional experience: Acquired by his or her work as a professional. Must be related to the courses that the professor will teach and is considered only in the eight immediate years before the semester in which a professor will work.

The Human Resources Department is responsible for assigning a category to the professor, after the review of the documentation given to the department by the professor during the hiring process.

**ARTICLE 15.-** The categories for new academic personnel will be determined by a category assignment committee in the Campus, which will be comprised of:

- ◆ A Human Resources representative
- ◆ The Director of each School.
- ◆ The corresponding College Director.

#### **CHAPTER IV REGARDING ATTENDANCE AND PUNCTUALITY**

**ARTICLE 16.-** The Human Resource Department keeps attendance records of all professors for their corresponding class hours. This is done using the following criteria:

- ◆ The professor must be in the classroom on the hour in which his class is assigned.
- ◆ CETYS University considers a class is 50 minutes long per hour of class, meaning:
  - If the class is 50 minutes long, the effective time is 50 minutes.
  - If the class is 1 hour, the effective time is 50 minutes.
  - If the class is 1.5 hours, the effective time is 1 hour 15 minutes considering a 15 minute break.
  - If the class is 2 hours, the effective time is 1 hour 40 minutes considering a 20 minute break.
  - If the class is 2.5 hours, the effective time is 2 hours 5 minutes considering a 25 minute break.
  - If the class is 3 hours, the effective time is 2 hour 30 minutes considering a 30 minute break.
- ◆ If the professor is not present at the moment the inspector passes by the classroom at the beginning of class, then the professor will have a "late" mark.
- ◆ If the professor is not present at the moment the inspector passes by the classroom at the end of class, then the professor will have a "early exit" mark.
- ◆ If the professor does not attend class or has "late" and "early exit" marks then he will have a "non-attendance" mark.
- ◆ The cancellation of a "non-attendance" mark can be done in the following cases:
  - When the professor teaches the lost class within a month of the "non-attendance" mark.
  - When the professor is participating in an activity or duty that has been assigned to him or her by the Institution, and must be authorized by the corresponding School Director and Academic Director.
- ◆ The absence of students may be reported by the professor to the Human Resources Department, when the professor arrives to teach class (within the first ten minutes) and there are no students in the classroom. The absence of students is considered as a "non-attendance" mark for the professor and is removed only when the class is taught at a later date.
- ◆ When the cancellation of a "non-attendance" by a professor is due to an external activity assigned by the Institution, then the class must be taught at a later date.
- ◆ The classes that must be taught at a later date due to "non-attendance" by the professor must be scheduled in agreement between the professor and the group, at a date and time which is convenient for each party and

must be done in the CETYS facilities with more than 50% of the students present and not be scheduled after the last day of classes for the course. It is the responsibility of the professor to inform the Human Resources Department of the date and time, as well as the classroom in which the class will be taught.

- ◆ All anomalies ("non-attendance", "late", "early exit", absence of students, class taught at a later date) will be registered by the Human Resources Department and will be indicated in the punctuality and assistance percentages, which affect the global evaluation of the professor.
- ◆ The Human Resource Department will send a punctuality and assistance report to each professor, the corresponding School and College Directors.

## **CHAPTER V REGARDING ACADEMIC ACTIVITIES OUTSIDE THE CLASSROOM**

**ARTICLE 18.-** The educational model of our institution considers the flexibility of classes being taught in different environments, not only inside the classroom. In this case, the professor must previously notify the Human Resources Department regarding the place in which the learning activity will take place.

**ARTICLE 19.-** When the professor schedules a visit to a company or any other learning activity outside the facilities, he or she must indicate the course planning and notify the Director of the School with at least a week's notice, so as to determine the required resources, as well as any other aspects that may be affected, like for example other classes. Also the Human Resources Department must be notified.

## **CHAPTER VI FIELD TRIP ASPECTS**

**ARTICLE 20.-** Any professor may organize a field trip with his or her students, with the following considerations:

- It has been considered in the course planning since the beginning of the semester.
- It is congruent with the established learning objectives and outcomes.
- It is authorized by the School Director.
- A Full-Time or Half-Time Professor accompanies the group.
- At least two professors accompany the group.

**ARTICLE 21.-** The professors that accompany a group in a field trip are responsible for the students in representation of the Institution, regardless of them being adults or minors. The professors must be vigilant of the students' compliance with the rules and policies in all learning activities, including the complete duration of a field trip.

## **CHAPTER VII**

### **REGARDING THE OBLIGATIONS OF THE PROFESSORS**

**ARTICLE 22.-** The CETYS professor must have a commitment to actively participate in the human and professional development of the students, as well as promoting culture.

**ARTICLE 23.-** The CETYS professor must do teaching, research and extension activities, according to his or her classification and categorization:

- a) Course Professors, must teach one or more courses to one or more groups with a maximum amount of 22 class hours per week.
- b) Half-Time Professors, must cover 20 work hours a week, in teaching, research, extension and tutoring, including at least 12 class hours a week.
- c) Full-Time Professors, must cover 40 work hours a week, distributed in teaching with a minimum of 16 class hours a week, as well as research, publications, extension, and tutoring activities.

**ARTICLE 24.-** The professor must establish and communicate to the students on the first day of class, the course program, disciplinary rules and policies, teaching methodologies and evaluation methods and criteria, and also must deliver the course program and course objectives via the web based Blackboard Learning platform.

**ARTICLE 25.-** The professor must take attendance in each class session and report the attendance list, along with grades in the dates established by the official school calendar published by the School Services Department.

**ARTICLE 26.-** The professor must report attendance as well as partial and final grade lists, having as a due date the date indicated in the school calendar.

**ARTICLE 27.-** The course program may not be finished before the last day of class.

**ARTICLE 28.-** The professor must notify the School Director beforehand, whenever he or she cannot attend class or if he or she will be sending a substitute.

**ARTICLE 29.-** The professor must enrich his or her professional work as a teacher via the continuous updating of his or her pedagogical and didactical methods, as well as the development of skills and knowledge in his or her area of expertise.

**ARTICLE 30.-** The professor must attend cultural and scientific activities organized by CETYS, as well as official activities of the Institution and do the duties assigned to him or her.

**ARTICLE 31.-** The professor must be an advocate for the students to practice the values that comprise the CETYS University Value System, within the classroom and in any activity that is organized by the Institution in or outside of the Institution.

**ARTICLE 32.-** The professor must give the students all assignments and exams with enough time and opportunity for feedback, as well as informing the students of their grades before they are handed in to the School Services Department.

## **CHAPTER VIII REGARDING DISCIPLINE**

**ARTICLE 33.-** The professor must know and uphold the current rules and policies as they apply to students.

**ARTICLE 34.-** The professor must not smoke in the classroom, or in closed spaces, nor allow the students to do so.

**ARTICLE 35.-** The professor must not eat or drink inside the classroom or allow students to do so.

**ARTICLE 36.-** The professor must not use a cell phone or communication apparatus inside the classroom or allow students to do so.

**ARTICLE 37.-** The professor must intervene accordingly to avoid any actions that get in the way of academic activities in and out of the classroom.

**ARTICLE 38.-** The professor must intervene in the case of any inappropriate behavior by the students within the Campus, such as damage to property or equipment, inadequate corporal or verbal manifestations, as well as affectionate manifestations that are not socially acceptable.

## **CHAPTER IX REGARDING THE RIGHTS OF THE PROFESSORS**

**ARTÍCULO 39.-** The CETYS University professor has the right to the public acknowledgement of his or her category by the school authorities and students, according to the classification and categorization that is indicated in this document, he also has the right to be part of the jury for professional examinations, to be nominated to the charge of counselor, academic coordinator or to receive awards that he or she deserves.

**ARTICLE 41.-** The CETYS University professor has the right to participate in courses, programs and graduate programs that CETYS University offers and promotes, in accordance to the rules and policies established by the Human Resources Department.

**ARTICLE 42.-** The CETYS University professor may receive support for graduate studies from other institutions, such as CONACYT, National Researchers System (SNI), etc. in accordance to the development plan of the school or department of which he is a part of, as well as the policies regarding personnel.

**ARTICLE 43.-** The CETYS University professor may use the facilities of the Institution, as well bibliographical material, and academic support materials, necessary for his teaching activities. Said equipment (TVs, projectors, Digital Media players, etc.) are available to the professor in the corresponding learning support areas of the Institution.

**ARTICLE 44.-** The CETYS University professor has the right to be informed of the activities of the Institution and in particular to the results that are derived from the various evaluation activities.

**ARTICLE 45.-** The CETYS University professor has the right to present his opinions as well as initiatives to the corresponding School or Academic Director.

## **CHAPTER X REGARDING FACULTY EVALUATION**

**ARTICLE 46.-** All professors of CETYS University are subject to the evaluation system known as *SERP* (Evaluation and Remuneration System for Faculty), which consists of three subsystems:

- ◆ Teaching Performance Subsystem,
- ◆ Institutional Collaboration Subsystem,
- ◆ Faculty Development Subsystem,

*For more detailed information regarding each subsystem, refer to the SERP documents in the CETYS webpage.*

**ARTICLE 47.-** At the end of the semester, in addition to severance pay, the Course Professor will receive an additional compensation based upon his or her evaluation. The amount of the compensation may be up to 50% of the total salary paid during the 5.5 months that the semester period lasts, according to the following table:

Percentage obtained in the evaluation	Porcentaje de compensación
0 % to 69.9 %	No compensation and no rehiring
70.0 % to 78.9 %	No compensation and conditional rehiring
79.0 % to 84.9 %	No compensation but is rehired
85.0 % to 90.9 %	8 % compensation
91.0 % to 96.9 %	16 % compensation
97.0 % to 110 %	50 % compensation

This document is valid beginning august 2007 and will be modified in august of each year, if the paymen tabulator for professors is modified.