

FACULTY HANDBOOK

2012-2013

Table of Contents

INTRODUCTION 3
UNIVERSITY MISSION, GOALS, & OBJECTIVES 4
FACULTY RECRUITING PRINCIPLES & PROCEDURES 5
FACULTY 6
- FACULTY RIGHTS AND RESPONSIBILTIES 6
- ACADEMIC PROBITY 9
- ADJUDICATION 9
- FACULTY MEETINGS 9
- PAY ROLL AND PAY ROLL DEDUCTIONS 10
- PAY PERIOD FOR HOURLY FACULTY 10
- WORKER'S COMPENSATION COVERAGE 10
- ABSENCE FROM TEACHING 10
- JURY DUTY 10
- FACULTY GRIEVANCE PROCEDURES 11
- ACADEMIC YEAR 12
- COURSE UNITS 12
- COURSE SYLLABI AND CLASS SCHEDULE 13
- FACULTY PERFORMANCE APPRAISAL / ASSESSMENT 13
- INDEPENDENT STUDY 13
- ATTENDANCE 14
- TARDINESS AND EARLY DEPARTURE 14
- AUDITING CLASSES 14
- CLASSROOM ANNOUNCEMENTS 15
- STANDARD OF INSTRUCTION 15
- GRADE INFLATION 15
- TUTORING 16
- GRADING SYSTEM 16
- REPRODUCTION OF COPYRIGHTED MATERIALS 16
- TEACHING LOAD 17
- USE OF LIBRARY RESOURCES 17
- MALPRACTICE INSURANCE 19
- ACUPUNCTURE TREATMENT AT THE UNIVERSITY FACILITIES 19
- BUYING AND SELLING ON CAMPUS 19

UNIVERSITY STATEMENT ON SEXUAL HARASSMENT 19
STATEMENT ON A DRUG-FREE WORKPLACE 20
FERPA and the Privacy/Security of Information and Data 21

INTRODUCTION

The purpose of this handbook is to define and explain the roles, responsibilities, rights and benefits of the faculty of Alhambra Medical University. This Handbook is a joint publication of the AMU faculty and administration, with the goal of providing a compilation of the policies and procedures relevant to the faculty which have been approved by the President and/or the Academic Dean. The Academic Dean and the faculty shall share responsibility for amending the Handbook.

Although this handbook delineates many of the rules that govern the faculty of the University, underlying these rules are the fundamental convictions that shape the life of the modern university above all, an abiding commitment to the free inquiry essential to the creation and dissemination of knowledge. As John Dewey, the first president of the American Association of University Professors said at the turn of the twentieth century, "Any attack, or even any restriction, upon academic freedom is directed against the university itself. To investigate truth; critically to verify fact; to reach conclusions by means of the best methods at command, untrammeled by external fear or favor, to communicate this truth to students; to interpret to them its bearing on the questions they will have to face in life is precisely the aim and object of the university. To aim a blow at any one of these operations is to deal a vital wound to the university itself." AMU is committed in word and deed to the protection of unfettered inquiry and the academic freedom of its faculty. In truth, while each faculty member has the freedom to determine how to make contributions to his or her field, each is expected to adhere to the ethical standards and evidentiary criteria for that field, and to discharge responsibly his or her obligations to the University as a teacher, scholar, and citizen.

Alhambra Medical University

UNIVERSITY MISSION, GOALS, & OBJECTIVES

Alhambra Medical University's mission is

- To provide the highest quality education available in acupuncture and Oriental medicine in a progressive learning environment.
- To provide the community with a highly competent and readily available source for complementary and alternative healthcare.
- To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.
- To assist acupuncture and Oriental medicine professionals to achieve their appropriate place within mainstream healthcare.

Institutional Goals

- To educate and train students of acupuncture and Oriental medicine to competently enter the mainstream healthcare system as primary healthcare providers.
- To teach the theory and practice of Oriental medicine while simultaneously developing critical thinking and problem solving skills.
- To provide students with both the historical context and modern applications of Oriental medicine.
- To develop an open academic environment and support the cultural diversity of our students.
- To simultaneously provide quality care in acupuncture and Oriental medicine to the community and a rich clinical experience for our students.
- To foster communication between practitioners of Oriental medicine and Western medicine.

Educational Objectives

Alhambra Medical University has established a series of measurable competencies or qualities as the school's educational objectives. These objectives are consistent with the institutional mission and goals, giving general guidance for the development of the curriculum. Graduates of AMU will:

- practice Oriental medicine competently by assessing patients skillfully, making accurate diagnosis, and performing appropriate treatment using the various modalities of Oriental medicine.
- integrate traditional Oriental medicine and Western medicine in order to provide optimum patient care.
- be capable of critically reading research reports on Oriental medicine and Western medicine.
- provide appropriate recommendations and referrals to patients for maintaining health and preventing disease.
- demonstrate professionalism in communication and demeanor with other healthcare professionals, patients, and the larger community.
- demonstrate an understanding of ethics and the legal environment for the practice of medicine.

FACULTY RECRUITING PRINCIPLES & PROCEDURES

Faculty Recruiting Principles:

1. The minimum requirement for all instructors is a Master degree;
2. For basic science classes, experienced instructors with a Ph.D. are preferred;
3. For Western medicine classes, experienced instructors with an MD degree, in the USA or in their home country, are preferred
4. For Asian medicine classes, instructors with college level experience in teaching Chinese medicine, either in the USA or in China, are preferred
5. Clinic supervisors must have a valid California acupuncture license with a minimum of five years of clinical experience.

Faculty Recruiting Procedures

1. Prospective instructors should complete an application form and submit a curriculum vitae
2. Prospective instructors may be asked to provide a sample lecture or supervise treatment prior to hiring.
3. Prospective instructors must provide valid residency documentation, ID, social security card, required licenses, diplomas or transcripts, and continuing education documentation.
4. Instructors are asked to sign quarterly contracts for classes or clinic shifts.
5. Instructors are evaluated quarterly by students
6. Instructors may be evaluated by the administration (Academic Dean or Clinic Director) every two quarters.

FACULTY

The University is devoted to assembling a professional and diverse faculty to achieve the highest level of education and instruction in acupuncture, Oriental medicine, and Asian bodywork therapy. Faculty members are selected on the basis of dedication, experience, competency, and ability for scholarship, providing education, and clinical supervision.

FACULTY RIGHTS AND RESPONSIBILTIES

1. Rights

Academic Freedom for Faculty

In the context of the mission and purpose of the University, it is the policy of AMU to foster and maintain full freedom of discussion, inquiry, teaching and research. Every member of the University faculty is entitled to organize her or his course as he or she deems appropriate with respect to content, support materials, and methods of evaluation, but in accordance with the goals and objectives of the University's published course description and with the highest academic standards.

In research and publication, a faculty member is entitled to discuss freely those subjects in which he or she feels competent, pursue inquiry into any area of academic interest, and present and argue for those ideas and conclusions arising from such inquiry. While free to express those ideas which seem justified by facts, each faculty member is expected to maintain standards of sound scholarship and competent teaching. Further, while the pursuit of academic excellence sometimes demands challenging established ideas, the denigration or disparagement of individuals or ideas is considered to be inconsistent with professional etiquette.

Every faculty member, outside the fields of instruction, research and publication should conduct her or himself in a manner that does credit both to her or himself and to the University. When speaking or writing as a citizen, a faculty member shall be free from institutional censorship or discipline; However, in accordance with the principles of scholarship, he or she should be accurate, exercise appropriate restraint, show respect for the opinions of others and, where appropriate, clearly indicate that he or she is not a spokesperson for the University.

Continuing Education Courses

In order to maintain faculty's knowledge, AMU offers free continuing education courses and credits to its full time and part time faculty members.

2. Responsibilities

Every AMU faculty member is encouraged to enjoy their academic freedom and shall be protected from any undue harassment in carrying out his or her academic performance with the following duties and responsibilities in didactic teaching and clinical supervision:

a) Arrive on time for classes and clinic with a proper appearance and conduct. Arrive early enough to set up any equipment or make copies of handouts or test before class, so class can start on time.
b) Utilize instructional and clinical materials and equipment appropriately.
c) Take attendance at the beginning of each class or clinic shift; and tally up time cards for intern clinic hours, making proper deduction for tardiness.

d) Inform students/interns that the maximum amount of absence allowed is 20% of the schedule class or clinic hours and inform the Academic Dean or Clinic Director when students exceed that maximum.
e) Schedule an adequate assessment standard to evaluate the students' learning outcome for didactic classes or clinical supervision. This shall include, but is not limited to, final exams and quizzes for each class, and individual or group supervision for clinical internship.
f) Offer academic and clinical counseling to any students or interns requesting it.
g) Prevent academic dishonesty in the classroom and clinic to ensure the academic integrity of the University.
h) Return signed class and clinic rosters to the University with accurate student grades and attendance for each course.
i) Attend faculty meeting and commencement programs scheduled by the University.
j) Cooperate with the University to allow the administration of evaluations by students of faculty and/or supervisors at the end of each quarter.
k) Demonstrate a cooperative attitude towards students, interns, and colleagues.
l) In accordance with the University course outline, write course syllabi for assigned classes, discuss these course syllabi with other faculty members teaching the assigned classes, finalize the course syllabi, and offer syllabi to the students at the beginning of each class.
m) Become involved in the school's academic development by working with the Academic Dean to design curriculum, academic planning, and academic policy related to school's missions, goals and objectives.
n) Keep abreast of developments in the field of expertise

3. Professional Ethics

Faculty members are expected to adhere to the ethical standards adopted by their respective professional associations as well as to those of the academic community. Intentionally representing the work of other faculty members or of students as one's own will not be tolerated.

4. Academic and Non-academic Advising

Alhambra Medical University considers academic and non-academic advising to be very important. To further assist students in reaching their full professional and individual potential, the faculty must be prepared and willing to advice and counsel them. As such, each faculty member will establish, post, or make students aware of regular and adequate office hours.

Although students may be directed to other offices for specialized counseling, a faculty member has a special and unique mentorship role which may be all that is required in a given situation. Certainly, faculty is in the best position to advise students regarding their work in class and to recognize when a student requires professional assistance with problems of a personal or academic nature so that professional help can be obtained.

The goals of the advising system are to help students

a) Make sound, informed choices about academic programs and courses
b) Identify and clarify individual needs, and help match personnel and resources to meet those needs.

c) Understand the relationship between specialized training for work and broad-based education for life.
d) Understand the relationship between academic studies and the preparation for a career.

Faculty members are not authorized to make representations or commitments on behalf of the University which are contrary to or not supported by authorized policies, regulations or procedures.

5. Academic Freedom for Students

Alhambra Medical University believes that students should have the right to freedom of expression, proper academic evaluation, and protection against improper disclosure:

a) Protection of Freedom of Expression: Students should be free to take reasoned exceptions to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
b) Protection against Improper Academic Evaluations: Students should have protection through orderly procedures against prejudiced or capricious academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
c) Protection against Improper Disclosure: Information about student views, beliefs, and political associations which faculty acquire in the course of their work as instructors, advisers and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

In keeping with the above, faculty shall provide the course content and objectives in the course outline, as well as the methods by which students will be evaluated.

6. Citizenship

The faculty is in a unique position to serve because of the vast diversification of talent it offers. Citizenship takes many forms, depending upon individual interests, and all faculty members are encouraged to lend their talents to benefit the University community, the professional and/or academic community, and the local community. Citizenship may involve areas not related to an individual's field of expertise. However, cases of non-reimbursed professional activities may also be considered a form of citizenship.

Flexibility and freedom of choice are granted a faculty member for participation in those areas of service to the professional and/or academic and local communities. A faculty member's participation in such service is valued by the University. To this end, the institution may grant released time from teaching and other responsibilities, when feasible, allowing a faculty member to participate in outside community service.

7. Practice and Professional Activities

The faculty members of Alhambra Medical University have the opportunity to apply their abilities and expertise in venues outside of the University environment. In doing so they can

enhance the University's academic reputation, receive recognition for making professional contributions to society and further enhance the learning environment for the students.

Each faculty member is encouraged to contribute and develop in these areas as is applicable to his or her particular discipline. These activities can be done in association with agencies, groups, or individuals and are beyond the usual work done for the University. This includes evaluation and consultations; participating as members of professional boards and organizations and in other partnerships with outside agencies; disseminating knowledge to various groups in society; performing special project work (including developing new products or procedures); and participating in the various types of clinical practice.

8. Academic Dishonesty

It is the responsibility of each faculty member to maintain standards of student academic honesty in accordance with the University's principles regarding academic integrity and school policy. Individual cases of alleged student academic dishonesty are handled by the Academic Dean or Director of the appropriate program. Each faculty member is responsible for promptly reporting cases of suspected academic dishonesty to the appropriate individual in charge of the program in which the course is offered. A written statement of policy assuring fair consideration of students in cases of alleged academic dishonesty, specified hearing procedures, possible sanctions, and routes for appeal of decisions can be found in the office of the Academic Dean or program Director.

ACADEMIC PROBITY

The educational process shall be a multifaceted establishment which enlists the cooperation of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort in fair evaluation on the part of faculty and the ethical academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for students use and shall make clear those standards by which students will be evaluated. The fulfillment of their study will be in the full interest and responsibility of the students and their courses.

ADJUDICATION

The legal and personal rights of all individuals shall be protected. No student or faculty member shall be subject to an unfavorable decision that he has committed an offense related to academic integrity and no such sanction shall be imposed without proper grievance procedure having been followed by the appropriate institutional committees. If an adverse decision is given, the published standards of enforcement will be executed. Appeal procedures shall be in keeping with the standard operating procedures of the University.

♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫

FACULTY MEETINGS

Faculty meetings shall be held approximately once every two quarters to review the results of didactic education and clinical supervision, to discuss and resolve the problems found in the

classroom and clinic internship if any, to exchange the instructional experience by the faculty members and clinical supervisors, and to review and decide the curriculum or course outlines if there is any substantial changes. All faculty members and clinical supervisors are required to attend the meetings. Repetitive absences will appear on administrative evaluation and may affect continuation of contract. The Academic Dean shall take charge the faculty meeting.

PAY ROLL AND PAY ROLL DEDUCTIONS

Alhambra Medical University employees are paid bi-weekly. As required by law, Alhambra Medical University deducts Federal Social Security and Income Tax from the payroll check each pay period.

PAY PERIOD FOR HOURLY FACULTY

All hourly faculty members are paid on a bi-weekly schedule. Each paycheck will include earnings for all work performed through the end of the current payroll period. In the event that a regularly scheduled payday falls on a day the business office is closed such as a weekend or holiday, employees will receive payment on the next work day after the regularly scheduled payday.

WORKER'S COMPENSATION COVERAGE

Through Worker's Compensation, Alhambra Medical University compensate for illnesses or injuries an employee suffers while working on University premises, traveling on official University business, or attending an activity officially sponsored by the University. If a faculty member becomes ill or injured, he or she should get medical attention at once.

The faculty member must also report the details to the Academic Dean as soon as possible and complete a report for every injury, no matter how small, in order to maintain coverage and to receive any benefits or compensation to which he or she may be entitled.

ABSENCE FROM TEACHING

If a faculty member must miss a scheduled class or clinic shift due to illness or unpredicted emergency, he or she shall immediately notify the University by phone, email, or fax. If the faculty member needs to reschedule one or more class, he or she shall post advanced notice of the rescheduled time for students, or arrange for a qualified substitute approved by the Academic Dean. The compensation for missed class(es) shall be deducted from their paycheck.

JURY DUTY

Alhambra Medical University does not pay for the time the faculty members are away from work serving jury duty. In accepting jury duty, a faculty member must discuss its impact on the class schedule with the Academic Dean, so that a substitute can be arranged. If possible, jury duty should be scheduled during the break between quarters.

FACULTY GRIEVANCE PROCEDURES

1. Purpose
The grievance procedures for AMU faculty outlined below is designed to provide a method for resolving differences when less formal measures have failed. Informal settlement of disagreements at an earlier stage is encouraged. All avenues of deliberation should be utilized before a grievance is filed.

2. Grievance Defined
A grievance is a complaint or allegation on the part of a faculty member against a member(s) of the faculty, staff, or administration of the University. Examples of faculty grievances include such things as violations of procedures or policies set forth in the Faculty Handbook, infringement of established or inferred rights of faculty members; issues related to compensation, appointment, reappointment, promotion, and violation of academic freedom or ethical conduct.

3. Grievance Committee
A grievance committee shall decide which grievances will be heard. The committee shall consist of four members: one senior staff member, one faculty member, the Academic Dean and the President. Individuals who are a party to the grievance or who have been involved in previous attempts at informal resolution are not eligible for selection to the committee. The committee shall be autonomous in its organization and operation. All members shall be present during the hearing of every case. In extenuating circumstances, when a member cannot serve, a replacement shall be made.

4. Filing a Grievance
If all informal efforts toward resolution prove unsuccessful, a faculty member wishing to file an official grievance must do so in writing, to the Academic Dean, within 90 days of occurrence of the precipitating action. If a grievance is filed after 90 days, reason(s) for the delay should be indicated in the grievance complaint. The acceptance or rejection of a delayed filing shall be in the decision of the grievance committee. The grievance complaint should be a concise statement outlining the basis for the complaint or allegation and include such details as identity of parties involved, description of the alleged violation(s), actions and statements made by involved parties, presentation of evidence supporting the grievance, and a description of all measures taken in an attempt to resolve the dispute informally.

5. Procedures for Handling Grievances

a) Academic Dean will collect appropriate documentation from the complainant and all other parties concerned. If the Academic Dean is party to the grievance, the President will take over this function, and
b) the Academic Dean will select a Grievance Committee. If the Academic Dean is party to the grievance, the President will take over this function.

Once the grievance committee is formed, members shall study all documentation. The grievance committee will ordinarily convene within ten working days from receipt of a grievance. The committee will decide if the grievance has merit and should be heard. If the committee chooses not to hear the grievance, all decisions reached or actions taken prior to the filing of the

grievance shall stand. If the committee decides to hear the grievance, it shall, within three working days of its meeting, provide all parties concerned with copies of all documentation regarding the grievance. Concerned parties will have at least five working days in which to review this documentation before the hearing.

Grievance hearings are private and all participants are bound to confidentiality throughout. Within seven days of the hearing, the grievance committee shall send its decision to the President of the University, including the rationale(s) for its decision and any recommendations. The President, after careful consideration of the committee's decision and in a timely manner, shall notify all parties to the grievance and the grievance committee, of his or her decision. This notification shall be communicated in writing and contain the reasons for the decision.

6. Rights and Responsibilities during Grievance Proceedings
All parties to any grievance are responsible for substantiating their claims with appropriate evidence, documentation and witnesses. The grievance committee, and ultimately the President, shall consider all evidence presented before reaching a decision.

Any action(s) taken by the University that may have formed the basis for the grievance shall remain in effect during grievance proceedings. The President may, as part of any final decision, reinstate retroactively any and all right and/or privileges removed as a result of the action(s).

Faculty members of Alhambra Medical University shall have the opportunity to file grievances. A faculty member with a grievance shall discuss it with the Academic Dean. If he or she is not satisfied with the results, he or she can describe the matter in writing to the President. In the event a grievance cannot be resolved to the faculty member's satisfaction through these steps, the President shall make the final decision.

♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫

ACADEMIC YEAR

The Academic Year of Alhambra Medical University shall begin with the Fall Quarter (early October) and shall end with the Summer Quarter (early July). The Academic Year is divided into four (4) quarters each eleven weeks in length. For educational purposes, the Summer Quarter is optional. An academic calendar shall be published every year, including the date of the beginning and ending each quarter, the break periods, legal holidays observed, and the dates of final exam week.

COURSE UNITS

In the Alhambra Medical University, one quarter unit equals ten (10) didactic hours (one didactic hour per week for ten weeks). The final exam is given at the eleventh week. One quarter unit equals twenty (20) clinical internship hours (two clinical internship hours for ten weeks).
For supervising clinic interns, two quarter unit equals (40) clinic hours. Supervisors are contracted for specific shifts for a period of 10-13 weeks.

COURSE SYLLABI AND CLASS SCHEDULE

Faculty members with class assignments shall submit a syllabus in accordance with the course outline offered by the University. The syllabus shall be submitted before the beginning of the class. In order to follow the philosophy of "Faculty-Based Education," faculty members have the complete right to decide what shall be taught in the class.

FACULTY PERFORMANCE APPRAISAL / ASSESSMENT

The University will file a faculty performance assessment annually for the purpose of faculty and clinic supervisor employment consideration, retention and promotion, and for improvement of the educational quality of the University. When writing faculty performance assessment, the Academic Dean will consider some or all of the following areas based on the previous four quarters:

1. Syllabi and handouts of each course taught (if applicable);
2. Copies of the rosters with final grades and student evaluations of each courses taught; or the intern evaluations for clinical supervision;
3. Academic achievements such as publications, articles, published articles, speaker for symposia, professional seminars, continuing education, report of research projects, etc.
4. Evidence of participation at faculty meetings scheduled by the University;
5. Evidence of participation at University-sponsored events such as commencement, health fairs, orientations, open house, etc.
6. Any overall comments from the Academic Dean or the Clinic Director

The faculty performance assessment shall be placed in the faculty file and submitted to the President of the University as a reference for faculty and clinic supervisor employment, retention and promotion. It shall also be released to the faculty or clinic supervisor.

♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫

INDEPENDENT STUDY

The University does not usually offer Independent Study due to inability to properly assess learning outcomes provided by such courses. It is strongly recommended that students meet with the Registrar or the Academic Dean at least three quarters prior to their graduation date to verify that they will be able to complete the program on time and schedule the needed courses for graduation. It is the student's responsibility to stay on track with required courses and to complete all necessary didactic and clinical requirements in a timely fashion. The University tries its best to offer courses needed for the student's timely graduation. If for any reason classes required for graduation are not be available to the student during the last three quarters prior to graduation, it is of utmost importance that the student meet with the Academic Dean to plan a course of action and seek a possible remedy. In the event that a student is close to graduation and a required course will not be available at AMU, the student may take it concurrently in another accredited school. If this is not possible and only as a last resort, Independent Study may be allowed, according to the following procedures:

1) Students must submit an application for Independent Study to the Academic Dean.
2) The Academic Dean will approve or deny the application.

3) If approved, the Academic Dean will assign an instructor to the student for Independent Study and a tuition fee will be assessed for thee class.

ATTENDANCE

Attendance of at least eighty (80) percent of the scheduled class is required to obtain credit for a course. The student must re-register and re-take a course if he or she has been absent more than twenty (20) percent of the course hours, regardless of the reason for the absence. It is the faculty's duty to inform a student who has been absent for more than twenty (20) percent of the course hours that they are in violation. The faculty must also inform the Academic Dean. The Academic Dean will notify the student of the need to re-take the course. If the absenteeism has been due to an unavoidable reason, the Academic Dean may recommend a waiver of tuition for re-taking course to the President. In any case, the student must repeat the course.

Faculty must record attendance for each meeting of each class on the roster provided by the school, using the following symbols:

√ or P	present
T	tardy or early departure
X or A	absent

At the end of each quarter, the grade for each student in the class is recorded, rosters are signed and dated by the instructor, and the roster is turned in to the registrar at the end of each quarter. The class syllabus and tests should also be turned in at this time for each class, each quarter.

TARDINESS AND EARLY DEPARTURE

Students are expected to attend each class in its entirety in order to receive full benefit in their academic learning. In addition, tardiness and early departure can disrupt the class and the concentration of the faculty and the students. Therefore, the University considers this a serious matter which may affect a student's grade. The faculty is responsible to report students' excessive tardiness and early departure to the University.

Clinic supervisors are expected to tally the interns' time card at the end of each shift. Please refer to the Clinic Handbook for the clinic policy on absences and tardiness.

AUDITING CLASSES

During the first two weeks of each quarter, students registered at AMU may audit classes without registering for the class. However, before the last day of the second week of the quarter, students must officially register for all classes they wish to take for credit. After that, students may only attend their registered class(es).

Auditing means taking a class without receiving credit. The University encourages students to audit non-elective classes they have already completed to consolidate knowledge. There is no tuition charge for this type of auditing, but students who want to audit must register, follow attendance and other classroom policies, and must take the quizzes and exams even though the grade will not be recorded. Auditing students will not receive class handouts unless they pay a

copying fee. At this time, AMU does not allow people who are not current students or graduates of AMU to audit classes.

The faculty shall not allow students whose names are not on the roster to audit a class. The faculty also is responsible to report students who audit but do not take quizzes and exams. Such students will no longer be qualified to audit classes unless or until he or she makes up the quizzes and exams. Payment of an audit fee is required for auditing elective classes.

CLASSROOM ANNOUNCEMENTS

The class instructor must consent before anyone (including administrators, staffs, faculty, students, or visitors) is allowed to make an announcement during scheduled class, lab, or clinic time.

STANDARD OF INSTRUCTION

To attain a high instructional standard, the University encourages faculty members to design various methods of assessing the outcomes of classroom instruction and clinical internship. For basic courses in every category of the curriculum, multiple choice questions are the standard format for quizzes and exams. In advanced courses in every category of the curriculum, the University encourages faculty to design different assessment methods such as projects, reports, group research, topic presentation, essays, etc., to measure student learning outcomes.

GRADE INFLATION

Grade inflation occurs when higher grades are assigned for work that would have received lower grades in the past. Some educators feel pressured to give higher grades for fear of students complaining and receiving bad course evaluations, or causing them to face lower enrollment in their classes. Course evaluations produced by the students in a class are often used to make decisions regarding the continued employment of an instructor. A teacher may improve evaluations by improving their teaching, possibly by 'teaching to the test', or by giving higher grades for assignments and exams (grade inflation). A comprehensive study by Valen Johnson shows a statistical correlation between high grades and high course evaluations [Grade Inflation: A Crisis in Education, Springer-Verlag, 2003]. In a separate analysis of grades at Pennsylvania State University, the onset of grade inflation in the 1980's corresponds with the onset of mandatory course evaluations. In 2004, Princeton University announced it would combat grade inflation by proposing that A-minuses, A's and A-pluses be awarded to no more than the top 35 percent of students in any course. If every instructor would accept a measure of personal responsibility to refuse to inflate grades, then the grade-inflation problem would solve itself.

Because of the issue of grade inflation, AMU is experimenting with the requirement that in classes with more than five enrolled students, faculty cannot give A's or A-'s to all students. Late in 2012, the Academic Dean has given notice to faculty requiring that evaluation of students be such that the final grades for their class resemble a bell curve, effective as of the Winter 2013 quarter. The Academic Dean has also notified faculty that he reserves the right to refuse final grades for a class in which are all A's are given; instructors will be asked to reassess the students

in such cases. Lower student evaluations of faculty due to stricter grading will not held against a faculty member.

TUTORING

AMU students may request tutoring services on campus from the Academic Offices without charge. However, if a student is placed on academic probation, he or she is required to receive tutoring and must pay for this on-campus tutoring.

GRADING SYSTEM

The AMU's grading system is:

1. Excellent Achievement
   - A 94 – 100% (GPA 4.0)
   - A- 90 – 93% (GPA 3.75)
2. Very Good Achievement
   - B+ 87 – 89% (GPA 3.25)
   - B 84 – 86% (GPA 3)
   - B- 80 – 83% (GPA 2.75)
3. Acceptable Achievement
   - C+ 77 – 79% (GPA 2.25)
   - C 70 – 76% (GPA 2)
4. Unacceptable Achievement (Failure)
   - F Below 69% (GPA 0)
5. Pass (For Pass-Fail classes)
   - P Recorded as a grade without GPA
6. Unsatisfactory / Failure (For Pass-Fail classes)
   - UF Recorded as a grade without GPA
7. Incomplete Learning
   - I The Grade of "I" may be awarded only at the end of a quarter when all but a minor portion of the course work has been satisfactorily completed. The grade of "I" is not to be awarded in place of an "F". If the student does not make arrangements with the instructor to complete the course within one quarter of receiving the "I" grade, the "I" grade will changed to an "F".
8. Withdrawal (without penalty)
   - W Recorded as a grade without GPA
9. Withdrawal Failure (with penalty)
   - WF Recorded as a grade without GPA

Faculty should remain present in the classroom during quizzes and examinations to prevent cheating. Faculty should stay alert for cheating during quizzes and exams. If a teacher suspects cheating or plagiarism, he or she should discuss the situation with the Academic Dean.

REPRODUCTION OF COPYRIGHTED MATERIALS

Faculty members may duplicate copyrighted materials only for non-profit educational purposes, and must be sure a copyright notice is on each copy.

TEACHING LOAD

All part time faculty members have a maximum teaching load of five courses or fifteen hours total. When total teaching and clinic supervision hours are beyond 32 hours per week, the faculty member is considered full time.

USE OF LIBRARY RESOURCES

In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides a library containing a sizable collection of Asian medical books, journals, newsletters, and periodicals. Also included in the library collection are Western medicine and science books, periodicals, and journals. In addition, AMU makes available to the campus community an active interlibrary loan program with Western University.

The student computer lab (SCL) is adjacent to the library. The AMU/SCL contains two PC work stations with Microsoft Office and Internet access; both computers are connected to a printer. Several databases are available to search for acupuncture and Western medical information.

When using the library and/or computer lab, please follow the posted policies to ensure an optimal experience.

Library Circulation Policy
The faculty of Alhambra Medical University can borrow four books or other materials at the same time from the library by signing a "Faculty Library Borrowing Receipt."

All circulating books and materials may be checked out for a period of 21 days, and can be renewed for up to six weeks. The renewal option may be denied in the event that another borrower requests a book or other material that is checked out.

Overdue and Lost Materials
In the interest of all library users, the library has instituted procedures to insure the proper and timely return of library books and materials, and to seek reimbursement for lost items. The library charges a daily fine of $.20 per day per item overdue. Two overdue notices will be sent to borrowers. If no response is made to overdue notices, the library will issue a charge equivalent to the cost of replacing the materials borrowed.

Library Code of Conduct
The Alhambra Medical University Library Code of Conduct brings together particular provisions for behavior within the library. Violations of this code may result in the loss of library privileges, or further disciplinary actions from the University.

- **Food and beverages:** No food and drinks may be consumed in the library, except bottled water.
- **Smoking:** No smoking or use of any tobacco products is allowed in the library.

- **Disruptive behavior:** Behavior that is distracting or disruptive to others is prohibited. This includes excessive noise, prolonged conversation, and abusive behavior. As much as possible, silence should be observed.
- **Defacing library materials, equipment, furniture and facilities:** Cutting, tearing, or defacing by underlining or marking library materials or tampering with computers, software, or other equipment, furniture and facilities is prohibited.
- **Cell phones:** Cell phones must be either switched off or set to "Silent" while in the library.
- **Removing library materials without authorization:** No books, journals, videos, DVDs, or any other library materials may be removed from the library without compliance with the established lending procedures.
- **Courtesy and responsibility – respecting the rights of others:** It is forbidden to prevent or postpone timely access to library resources by deliberately hiding or misplacing library materials.
- **Book bags:** Library users are responsible for their personal belongings and should not leave them unattended. Book bags may be brought into the library, but should not block the area between the book stacks and the reading/computer table.
- **Refusal to abide by regulations:** Penalties for lost or damaged items or for late returns must be paid before the end of the quarter during which they have been incurred. If these regulations are not followed, student transcripts and/or grades will be withheld until payment is received. Returning students will also face loss of library privileges.
- **Copyright:** Library users should comply with established library and University practices with regard to fair use and copyright law compliance.

Student Computer Lab (SCL)

In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides computer, networking, and information resources to the campus community consisting of students, faculty, and staff.

All users are encouraged to learn the proper use of information technology through individual learning, training sessions, or attending classes. Users of the SCL should keep in mind the limited nature of its resources and act accordingly. This includes not wasting paper and using work stations for the minimum time possible.

Guidelines for Computer Lab Usage

1. The use of University computing and network systems and equipment is for academic and administrative purposes only.
2. You may not attach any computer, equipment, peripheral without prior permission.
3. The computer lab is for the use of current AMU students, staff, and faculty.
4. You may not run or install any program on any university computer system. This is directed at preventing the class of programs known as computer viruses, Trojan horses and worms.
5. You may not perform acts that are wasteful of computer resources or that unfairly monopolize resources to the exclusion of others.
6. University equipment must be treated with care. Thus, there is no eating, drinking or smoking allowed in the SCL.

7. Electronic equipment is offered for use "as is." Software and hardware may not be the most current. Users are responsible for determining program compatibility.
8. Use resources efficiently. Accept limitations or restrictions on computer resources.
9. Obey copyright law. AMU expects users to know, understand and apply copyright law.

Alhambra Medical University information technology resources may be used for lawful purposes only. Non-compliance with any of the university guidelines may subject the user to disciplinary and/or legal action.

MALPRACTICE INSURANCE

All clinic supervisors and instructors teaching acupuncture techniques classes must carry malpractice insurance, the same as all interns and observers in the AMU University Clinic.

ACUPUNCTURE TREATMENT AT THE UNIVERSITY FACILITIES

All treatments by interns in the University clinic must be overseen by clinic supervisors who are licensed practitioners; all treatments must be recorded in the official patient file and kept in the University clinic. Interns are not permitted to treat students, other interns, friends, or relatives without following the procedures outlined in the Clinic Handbook.

BUYING AND SELLING ON CAMPUS

AMU employees (staff, faculty, supervisors) are not allowed to purchase or sell any products or services in the University Clinic or on AMU property. Any sales must be done through the main office of the University, the reception office of the University Clinic, or the University Bookstore.

♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫ ♫

UNIVERSITY STATEMENT ON SEXUAL HARASSMENT

Alhambra Medical University is committed to the maintenance of an environment free of discrimination and all forms of coercion that impede academic freedom or diminish the integrity of any member of the University community. The University emphasizes this policy specifically as it pertains to the prevention of sexual harassment and to the obligations of students, faculty, administrators, and staff in this regard, regardless of gender or preference.

It is the policy of Alhambra Medical University that no member of the AMU community - students, faculty, administrators, or staff – may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute harassment when

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;

- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

The University will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The University will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly and has adequate opportunity to respond to such allegations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment should be handled confidentially, with facts made available only to those who need to know in order to investigate and resolve the matter. Both the person who complained and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including the separation of the offending party from the University.

STATEMENT ON A DRUG-FREE WORKPLACE

Alhambra Medical University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on AMU premises. Violation of this policy will result in the imposition of employment discipline. At the discretion of the University, any employee convicted of a drug offense involving the workplace shall be subjected to employee discipline and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students, and members of the general public. Therefore, the University urges employees engaging in the illegal use of controlled substances to seek professional advice and treatment. Anyone employed at Alhambra Medical University who has a drug problem is invited to contact the President to obtain information about available assistance.

FERPA and the Privacy/Security of Information and Data

For AMU Staff & faculty

FERPA (Family Education Rights and Privacy Act) is a federal law (enacted in 1974) that was designed to safeguard the privacy of student records. FERPA was written specifically for students and guarantees them the right to:

1. Inspect and review their education records
2. Seek to amend their education records
3. Limit and control the disclosure of information from their education records.

Educational institutions that receive funds under any program administered by the U.S. Secretary of Education are required by law to comply with FERPA.

All AMU employees are considered **school officials** and are required by law to maintain the **confidentiality of student education records.** Access to student education records is based on a demonstrated need to know basis. At Alhambra Medical University, the University Registrar is the official custodian of education records, but any school official who maintains specific records is also considered a record custodian under the guidance of the University Registrar.

An **education record** is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key distinction for education records is that education records are shared. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others high tech. mediums.

Directory information is information contained in the student record that generally would not be considered harmful or an invasion of privacy if shared. At AMU, this information includes:

> Name, email address, dates of attendance, degree/honors earned, full/part time status, last institution attended.

Students have the right to request that the University NOT release their directory information. Currently enrolled students may withhold disclosure of directory information by submitting written notification to the Admission/Registrar's Office. Students who choose to exercise this option are required to conduct all of their University business in person with photo ID.

The release of non-directory information about a student to anyone outside the University community or to any University personnel without a legitimate educational interest violates federal law as well as university policy.

How Does This Regulation Affect You?

1. If the student has NOT restricted access to directory (or public) information you may release the following:
    - Name
    - E-mail Address
    - Enrollment status
    - Major
    - Degrees & awards received
    - Most recent previous school attended

2. If a student has blocked release of directory information, you may not release any information about that student. We recommend you say **"I have no information about that individual."**

3. Departments may not release non-directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. You may have the student fill out a consent-to-release form if the student wants you to speak with a third party. The student must sign a new form each time s/he allows you to release non-directory information. (Please request the consent form from the registrar's office.)

    Do Not Release Without Written Authorization
    - Address
    - Phone Numbers (While phone number and address may be released under FERPA guidelines, AMU policy is stricter and does not allow this.)
    - Grades/Exam Scores
    - Grade Point Average
    - Social Security Number
    - Parent Address/Phone
    - Detail of Registration information (i.e., courses, times)
    - Race, Ethnicity, or Nationality
    - Gender
    - Date of Birth
    - Total Credits
    - Number of Credits Enrolled in a Quarter

- Emergency Contact Information

4. The **Public Posting of Grades** either by the student's name or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in offices for all students.
   If an instructor wants to post grades, then a system needs to be put in place that ensures FERPA requirements are met. The student number may be used. The instructor may also obtain the student's uncoerced written permission or use code words or randomly assigned numbers that only the instructor and individual student know.

   Notification of grades via e-mail is a potential violation of FERPA. There is no guarantee of confidentiality on the Internet. The institution or individual could be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. However, if a student emails a teacher with a question about a grade, the teacher may reply as long as there is no suspicion that the email is fake. Faculty should not send grades through email without a direct request from the student.

5. The student has the right to inspect and review any departmental or college records you maintain on him/her except for 'sole possession records.' A sole possession record is a record you never share with anyone else and that is maintained solely by you. Sole possession records are not subject to FERPA.

6. **FERPA considers Teaching Assistants to be an extension of the faculty member**. Faculty members may even share their sole-possession records with their TAs. However, if other faculty and department members can inspect those notes, they are no longer sole possession and become education records. In that case, students have the right to inspect and review those records.

As an AMU staff/faculty member please remember:

1. You are considered a school official and required by law to take every precautions to protect the privacy of students.

2. Public posting of grades by name or social security number without the express written permission of the student is a FERPA violation.

3. Student papers and exams should be handled as confidential and should not be left out where there is any chance others may have access to them.

4. When preparing an email distribution list unless you have written permission of the students be certain you use blind cc (bcc) so as not to inadvertently publish an email address for a student who has requested that we not disclose his/her directory information.

5. Encourage students to submit in writing any request for a letter of recommendation and to specify what information you may have access to for this purpose.

6. Do not give a student's graded paper or exam to anyone other than the student without written permission from the student.

7. Be cautious about what information you share and with whom you share it, particularly over the phone.

8. Any anecdotal information you share with others becomes part of the student's record.

9. You are not required to, nor should you, speak to special investigators who are seeking information about students who have applied for government positions. Feel free to refer them to the Office of the Registrar in 25 Raymond #201 or contact Monica Kuo in the office of the Registrar, 626-289-7719 ext 111, mkuo@amuedu.com

If you have any questions concerning this information or about FERPA, please contact Monica Kuo in the office of the Registrar 626-289-7719 ext 111, mkuo@amuedu.com.

You may also want to review the FERPA rules:
http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf

When in doubt….don't give it out!!!

FERPA TRAINING
Understanding FERPA - What Would You Do?

Q. You receive a frantic phone call from a lady saying that she is the student's mother and must get in touch with him immediately because of a family emergency. Can you tell her when and where his next class is?

A. No. Student schedules are not directory information and you may not release the information.

Q. A lawyer calls you to request information about a student for a case. Can you answer the questions?

A. No, you should not disclose confidential information to anyone without the student's consent.

Q. Mr. and Mrs. Chen enrolled their daughter Penny as a full time student at AMU. Without her knowledge, Mr. and Mrs. Chen contact your office and demands to see Penny's education records. Should you disclose these records to her parents?

A. No. Penny's FERPA rights began when she was accepted by AMU. Only Penny has the right to inspect and review her education records. However, Penny can give permission by completing a *Consent to Release Education Record Information*.

Q. If a caller asks for information about a student who has requested confidentiality, what can you tell him?

A. You cannot provide any information about that student. You cannot even acknowledge that the individual is an AMU student.

Q. Are there any special circumstances or legal issues of Privacy pertaining to F-1 students?

A. FERPA does not distinguish between international and non-international students; the privacy of all student records is protected.

Q. A person comes to your office and retrieves information about a student from a computer you left unattended. Under FERPA, are you responsible?

A. Yes, regardless of the medium, you have the responsibility to insure all student information is secure. Leave nothing accessible or unattended including data on your computer.

Q. A student calls you and asks what grade she received in a course. Can you tell her the grade over the phone?

A. No. You should never discuss educational records over the telephone. Encourage students to log online to the AMU Portal system to see their grades.

Revised January 2013