



# CHARISMA UNIVERSITY

## Faculty Handbook

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## *Introduction*

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This faculty handbook has been arranged, in cooperation of the different departments and the administration of Charisma University, for the purpose of providing the faculty and staffs a wide-array of information regarding the institution's policies, laws, procedures and other matters that are of interest of the said individuals. All the information presented are aimed towards providing the faculty and staffs opportunities for the advancement of their potentials as educators. However, it is noteworthy that while this faculty handbook contains a vast amount of information, it merely serves as a concise reference of the already established statute of the institution's legislative body; thus, the information is only cited from these existing bylaws. As such, this faculty handbook may not cover all circumstances involving the faculty and staff. Some procedures, laws and policies that are specific to certain academic units may only be mentioned in passing in this handbook; hence, further reading may be necessary for the detailed understanding. Therefore, the faculty handbook does not, in any way, intended to replace the bylaws set forth by the University's legislative body. Nevertheless, in line with the University's principle of diversity among its employees, these existing regulations and bylaws are products of the consensual decision of all the parties involved and not solely of those in the top hierarchy.

Furthermore, as an advocate of liberal education, the University recognizes the changing needs of its employees. For this reason, it commits itself in enhancing the policies through research and consultation with the staff. The University reserves the right to review and revise the contents of this faculty handbook at any time as deemed necessary. Such amendments remain in line with promoting the best interests of its faculty members. Should these changes take place, all departments, faculty members and other academic units will be duly notified.

### ***Charisma University's Mission Statement***

Charisma University offers American style of education and is committed to molding and training students to become highly skilled professionals in any business industry. The graduates are competent, caring, and qualified professionals who exceed the requirements of their profession, as well as those of their families and communities.

### ***Charisma University's Vision Statement***

Faculty and students of Charisma University will continually engage in continuous learning, improving professional practice, and self-assessment in order to provide the highest form of service to the community. The graduates of this academic institution will provide proactive professional services that would promote dynamism in teamwork.

### **Charisma University's Goals and Objectives**

- to prepare graduates (Associate through Doctoral degrees) for competent practices coupled with superior communication skills (both verbal and written).
- to develop graduates with well-rounded skill sets so that one's own practice can be evaluated.
- to present online degree programs that are comprehensive, easy to use, efficient and effective.
- to function within the organizational structures and, if necessary, seek and implement appropriate organizational modifications so that our graduates are recognized as outstanding business leaders and superb educators.
- to pursue courageously innovative educational programs and high value services anchored in truth, established practice and founded science.

- to promote and accelerate leadership as well as encourage professional development through continuing education and intensive curricular formation.
- to facilitate the development of learners towards transformation through a synergistic utilization of current researches, relevant curricular offerings and responsive extension services.
- to relentlessly generate a new breed of self-directed, competitive business and educational leaders.
- to support one another, both faculty and students, in sustaining the shared mission.

To achieve these goals, Charisma University is committed to provide its students the best and most modern education. Through the use of our innovative on-line modules, we hope to equip our students and graduates with the latest information and learning in their respective fields. With excellence at the heart of our goals, the university is intent on utilizing and optimizing research in the fields of business, technology, legal studies and education for the advancement of its students, faculty and services. The university will also be responsible for the enhancement of a well-rounded, research oriented academe; and thus, encourages research building among its populace. Through faculty members that are highly experienced in diverse fields, the university also plans to produce alumni that are internationally competitive. Additionally, the university aims to develop a network that spans globally to help establish its graduates anywhere in the world.

## *Learning Outcomes Assessments*

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The university's curriculum is a result of hundreds of hours of dedicated work on curriculum development coming from Charisma distinguished faculty. As a team of experts, the university professors first reviewed state frameworks and curriculum standards that Charisma needs to comply with. These frameworks were the basis for the selection of the assessment through which students may be able to show their mastery of the standards. Moreover, these frameworks were subsequently broken down to the particular skills that our students will be required to accomplish as identified in each of the University's course/program learning outcomes.

The team also identified what the students have to be taught or trained, as identified in each of the University's course/program description, to do so that they excel in our assessments. As a result of this process, university professors then constructed their activities, lesson plans and smaller assessments in such a way as to benefit both the instructors and the students.

Other procedures, such as final course examinations/pre/post-tests/project papers/ course survey, are in place so that students are assessed and examined so that plans for further instructions or individual support may be provided if necessary. Because of the coherent curriculum development exercised by the university, it can measure and determine the effectivity of its curricula. If need be, the professors' team re-convenes to study which aspects of the university's curricula need modification. As a result of these efforts, our students gain knowledge progressively, and at the same time, learn how to master life skills to equip them in their entry into professional life.

The university consistently innovates to stimulate the intellect of its students, while allowing them to have fun in their classes at the same time. The University also conducts testing to assess students' personalities and choice of careers to discern their aptitude and future professional accomplishments.

The services offered by Charisma are products of intensive research and evaluation, all geared towards enhancing students' education.

## *BOARD GOVERNANCE*

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The Governing body of Charisma University is its Board of Directors. The Board is responsible for the leadership and control of the University. This includes, but is not limited to, Board appointments, Strategic Plan approvals, Budget and Funding approvals, significant expenditure approval, and annual review of the University's policies, procedures, and internal controls.

The Board has delegated responsibility for the management of the University to the President/Chief Executive Officer.

The Board is composed of persons who are interested, informed, and active in overseeing the University finances and work. It is the policy of the Board to quarterly review and adopts a clearly articulated mission statement which serves to guide the University work. This statement describes why the Charisma University exists and what it hopes to accomplish. The Board also develops business and strategic plans that describe the activities that the University will undertake, where, and for whom.

The Board reviews the performance achieved by the University management and instigates change if necessary.

### *Board Members*

#### **Board Members**

[James Chiew DBA](#)

*Chair, Board of Directors*

[Dr. Kasey Kalleichelven](#)

*Vice-Chair, Board of Directors*

[Dr. Andy Ng](#)

*Secretary, Board of Directors*

[Prof. Dr. Ian Mackechnie](#)

*Treasurer, Board of Directors*

## *Faculty Role*

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Charisma University promotes a student-centered online education, deviating away from the traditional education, which is professor-centered. A faculty member facilitates each class for a maximum of 8 weeks. The role of our faculty is to choose and filter information for our online student consideration. In our online classroom, the faculty provides thought-provoking questions and also facilitates well-considered discussions. In the traditional professor-centered education, the roles of the students and instructors are highly regimented – the instructor disseminates knowledge, while the students only reflect that information. On the other hand, in the student-centered online education, the faculty and the student body are a community of learners. Our faculty serves as mentor, coach, and counselor; our students actively participate in their own learning. In the teacher-centered classroom, the instructor lectures while students passively take notes. In our online class environment, our faculty serves as the facilitator, while the students actively collaborate with one another to develop deeper understanding of the course content. Our faculty provides emotional and instructional support to our students and author online courses. Due to the nature of online education, the role of our faculty is more of a moderator or facilitator. The academic role of our faculty shifts from being teacher and intellect-on-stage towards a learning catalyst due to the changes in the level of interaction in online delivery. Thus, in addition to becoming facilitators, the role of the faculty at Charisma University is also being an instructional designer.

## *Faculty Job Descriptions*

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1. Manages the classroom to an appropriate level for students
2. Provides individualized instruction to students who require additional assistance in their Individual Forum.
3. Maintaining and submitting accurate and timely reports for student grades.
4. Reporting concerns regarding student academic progress to the appropriate person.
5. Uses the materials provided by the University without alteration.
6. Creates a classroom environment that is focused on course content and detailed, timely feedback.
7. Facilitates weekly discussions relating to course content.
8. Responds to assignments within 5 days of the assignment deadline or within 5 days of submission if late.
9. Responds within 24 hours of receipt to all direct questions posted by students to any class forum or personal e-mail.
10. Actively assisting the University in retention efforts which will include telephoning students who are not engaged in the course or absent.
11. Participating in institutional assessment activities as assigned.
12. Regularly attending and participating in faculty meetings and continuous improvement sessions.
13. Completing no fewer than 8 hours of formal/active professional development activities each year.
14. Remaining current with trends, techniques, and advances in technology that are applicable to the program.

15. Maintaining open communication with students and the University.
16. Providing students with appropriate guidance regarding academic excellence and attendance.
17. Other duties as assigned by the college deans.

## *Grievance Procedures*

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Grievances appeal by any Faculty member at Charisma University must be addressed according to their gravity. Faculty sends out their concerns to the Faculty Lead. In order to gauge the level of seriousness and urgency of the complaints or grievances, the complaints should be sorted out according to the kind of concern the faculty has. The Faculty Lead will schedule an online chat with the faculty in order to better address and hear the concerns he/she may have. If concerns are too serious for it to be done online, it will be the only time personal meetings will be scheduled. Otherwise, those that could be solved through online chat would be done so.

## *American Disabilities Act of 1990*

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Charisma University is committed to providing an education that does not discriminate and promotes ethical use of the computer technology. We strictly implement the requirements of the American Disabilities Act of 1990, which has a direct impact on the usage of media, technologies, and materials for online learning courses, especially with respect to our hard-of-hearing and deaf students. All online course media and materials with an audio component are either transcribed or captioned before we assign them (usually before the classes start) to provide

practical accommodation for hard-of-hearing and deaf students. Since instructors may not know whether they have a hard-of-hearing or deaf students enrolled in their class until the end of the Drop/Add period, they are required to choose and develop accessible materials when they design their courses. Reasonable accommodations for students with hearing disabilities currently do not exist when instructors use synchronous audio communication technologies within a course. For example, we do not use online learning telephone conferencing systems when students with hearing disabilities are registered in a course, even when the participation of the student is not needed.

## *Affirmative Action Policy*

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Charisma University recognizes the need for Affirmative Action and pledges its commitment to take on positive actions to address the effects of past practices or barriers to equal education opportunity and also to achieve the fair and full participation of people with disabilities, women, minorities, and older persons. The University also further states that it will conform to the anti-discrimination provisions of the Federal regulations and laws. We recognize the education difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, we have set program goals to overcome the present effects of past discrimination, if any, to achieve the full and fair teaching and learning of such persons. In order to implement affirmative action policies, our staff has prepared an Affirmative Action Plan that includes programs aimed at eliminating discrimination and promoting fairness. The Affirmative

Action Plan incorporates specific objectives, goals, actions, timetables, as well as a complaint procedure.

## *Sexual Harassment & Gender Discrimination of 1974*

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According to the U.S. Equal Employment Opportunity Commission, “Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment”. Charisma University has zero tolerance on sexual harassment from any staff, faculty members, and or students. Appropriate law enforcement agencies must be notified in the event the University believes that sexual harassment has occurred.

## *Ethical Computer Use*

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Charisma University upholds ethical computer use. Everyone within the community who uses the University communications and computing facilities is responsible to use them in a professional, legal, and ethical manner. This means that every user agrees to the following conditions: Users must respect the integrity of the systems and must recognize that some data are confidential. They must also respect the rules and regulations that govern the use of equipment and facilities and they must not obtain unauthorized access to the accounts and files of others. Users must also respect the intended use of all accounts and they must follow the guidelines for and familiarize themselves with appropriate usage for the systems they access.

## *Copyright Policy and Procedures*

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Charisma University has a strict policy regarding copyrights and patents. Any student who makes a research project which involves significant use of facilities, equipment, funds, or materials of the University, or one that is subject to terms and conditions of a sponsored project or other contract between the University and another party shall assign this project as well as all its patents and applications to the University, unless the project has been released to the researcher in accordance with the patent policy provisions.

When a student completes a research project that does not involve significant use of facilities, equipment, funds, or materials of this University, and one that is not under the terms of a

sponsored research project or other contract between the University and another party, the University will waive its rights and the research project will be the exclusive property of the student, provided that his or her rights in the project are not changed by the terms of financial aid received, such as scholarships, external sponsorship, traineeships, fellowships, or any other financial aid, whether or not the project is administered by the University. The Provost or his designee is the one responsible for administering intellectual property matters that are related to patents, inventions, trademarks, publications, and copyrights. The Provost shall represent the University in any matter regarding intellectual property that may substantially affect the institution's relationships with the public, government, and industry. It is the responsibility of the Patent Committee to advise and make recommendations to the Provost relating to intellectual property matters that arise from the activities of the students, conducting research, the determination of rights between the researchers and the University, as well as the disposition of patent rights that the institution does not wish to exercise.

### *Faculty Recruitment, Development, and Evaluation*

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Charisma University only considers qualified candidates. We consider those who have Master's or Doctoral degree from accredited institutions related to the field they are considered to teach. For those potential candidates who obtain a position, the University provides attractive faculty development. Successful candidates may choose to teach either part-time or full-time without interrupting their full-time career. The University offers a competitive salary for both part-time

and full-time positions. A part-time position is classified as teaching one class per quarter, while a full-time position is classified as teaching more than one class per quarter. As an instructor, you will have the satisfaction knowing that many students are benefitted by their experience and wisdom. In addition, by reading various texts, developing course materials, participating in class discussion, and reviewing student research, they expand their own depth of knowledge. They can also join any class they want at significant faculty discounts of 50% per course fee and even pursue additional degree. The University also provides its faculty with a wide range of training and assessment programs to further enhance their skills.

All faculty members at Charisma University who are not on leave are evaluated annually. One of the primary goals is to review accomplishments as compared to the previously set specific

objectives for and by the faculty member and the department head consistent with departmental bylaws, the Manual for Faculty Evaluation, and this Faculty Handbook. Another goal of such evaluation is to create new objectives for the future using clearly understood standards consistent with departmental bylaws, the Manual for Faculty Evaluation, and this Faculty Handbook. The evaluation aims to provide the needed support to achieve these objectives and also to recognize and reward faculty members for their outstanding performances.

## *Faculty Policies*

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Research institutions have for centuries maintained a tradition of objectivity and integrity. Charisma University is very pleased with the overall support given by our administrators, faculty, staff, students, and volunteers in upholding this tradition and wants to ensure that the highest level of integrity in all academic activities is continued. Faculty members at Charisma University make creative and intellectual contributions through the scholarship of discovery and application, within and across disciplines. They disseminate their work through many channels respected in their disciplines and beyond the academe, secure funding for their academic endeavors through disciplinary opportunities and organizations, and mentor students in the scholarly experience.

We uphold high standards of scholarship and we do not tolerate plagiarism. In this Faculty Handbook, plagiarism is defined as the act of taking the writings of another person and passing

them off as one's own. The University views this fraudulence as a form of piracy and forgery and piracy—practices that generally infringes copyright laws. Faculty members who are caught plagiarizing will be brought to the Disciplinary Tribunal. If honest error or judgment is found, the member will be reprimanded by requiring him or her to attend a training that would ensure he or she would not repeat the same mistake. On the other hand, if the Tribunal finds that the member consciously plagiarized, he or she will be expelled from the University.

Allegations of misconducts by faculty members must be dealt with thoroughly and carefully and with properly defined procedures if the University is to merit continued public trust and confidence. It is with the intent of formally defining the proper procedures for addressing

allegations of dishonesty or misconduct in service and research that the University has adopted the Statement of Policy on Misconduct in Research and Service.

## *Teaching Assignments*

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Teaching assignments are made based on the students' enrollments. Classes with less than five enrolled students will not hold. The maximum number of enrolled students per class is twenty. Faculty members are assigned classes based on their availabilities and areas of expertise. Faculty members assigned to teach any class are required to either accept or reject such assignment within 72hrs. Such acceptance or rejection must be indicated in writing. Unless under unforeseen circumstances, accepted teaching assignments that were not carried out by faculty members is ground to termination of any teaching privilege at this University. The University provides free textbooks and other study materials (if applicable) to each faculty member. While the University makes every effort to assign classes to faculty members, the University makes no promise that classes will be available at every quarter. Class assignments are made 21 days before the resumption of the new session. Teaching assignments are also based on the areas of expertise of the faculty members and their credentials.

## *Faculty Benefits*

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As employees of Charisma University, faculty members are entitled to certain benefits that are aimed towards promoting their welfare and interests. Faculty pay rates are as follows:

\$1300 per undergraduate class for instructor holding a terminal degree

\$1000 per undergraduate class for instructor not holding a terminal degree

\$1400 per graduate class for instructor holding a terminal degree

\$1500 per graduate class for instructor holding a terminal degree

*\*Note: Effective August 30th 2014, undergraduate class with less than 9 students enrollment will be paid at the rate of \$100 per student; graduate class (Master's) with the less than 7 students enrollment will be paid at the rate of \$125 per student; and graduate class (Doctorate's) with the less than 5 students enrollment will be paid at the rate of \$150 per student\**

## *Faculty Support*

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Faculty members must be willing to respond to students' e-mails or inquiries within 24hrs on weekdays or 48hrs on weekend and participate in the classroom discussions with minimum of eight discussion postings per week. Faculty members are also required to post each week introductory message 24hrs prior to beginning of a new week. All students' assignments must be graded, commented and returned to the students after five days of the assignments due dates. The University maintains 24 hr. support team to assist Faculty members in case of any technical problems or issues with students.

## *Academic Calendar*

Follow this link to view the University academic calendar:

<http://www.charismauniversity.org/acalender.php>

## *Grading Standards*

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The grading system of Charisma University follows a 4.0 grade point scale. Grades are assigned as follows:

Grade	Quality	Minimum	Interpretation
A	4.00	93%	Excellent Achievement
A-	3.67	90%	
B+	3.33	87%	Good Achievement
B	3.00	83%	
B-	2.67	80%	Credit
C+	2.33	75%	

C	2.00	73%	
C-	1.67	69%	Below Standard
D+	1.33	65%	
D	1.00	60%	Inferior but passing
D-	0.67	55%	
F	0.00	less than 55%	Failure
P	0.00	73%	Credit given but does not count toward GPA
NP	0.00	less than 73%	No Pass, No Credit
TR(U)	0.00	73%	Undergraduate Transfer
TR(G)	0.00	83%	Graduate Transfer
R	0.00		Repeat

Grades P and NP are not applicable to graduate programs. Undergraduate students that wish to be considered for P & NP grading option should notify their instructors three weeks before the end of their courses. In some cases, most undergraduate courses have no P & NP grading option. Students interested for P & NP grading option should check with their instructors in advance whether their courses have P & NP option.

While a grade designation of PASS [P] is defined as a grade of C or higher, credit will be granted but no GPA points are received or computed in the cumulative GPA. The designation of FAIL [F] will affect the cumulative GPA negatively. An [I] or incomplete may be given to a student who is making steady progress toward course completion but needs more time to complete the course because of unavoidable circumstances. Incompletes not removed within the following grading period will be recorded as an [F] if there is no attempt to finish the coursework.

However, if the student requires more time because of a physical or mental disability, an [X] will

be indicated as in progress. Students who cannot complete the [X] within the time specified by the instructor will receive a withdrawal. A withdrawal designation [W] indicates that the student chose to withdraw from the course prior to the end grading period, or final examination. The [W] designation will not affect the GPA.

## *Course Materials*

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The University supplies free course materials to faculty and students accessible via online classrooms; the course syllabus is prepared by the University's course specialists.

## *Course and Program Changes*

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Faculty members, with the approval of the University, have the authority to amend the course syllabus to match with their own methods of teaching. The course and the assignments/examinations dates remain unchangeable.

## *Faculty Members*

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Please see either the University Catalog or the website for a complete list of the University Faculty members.

## *Faculty Handbook Acknowledgment*

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This is to acknowledge that I have read, understood, and will adhere to the Charisma University faculty handbook. I understand and acknowledge that there is no employment agreement between Charisma University and me for any definite period of employment and that either Charisma University or I may terminate my employment at any time, with or without notice, and with or without cause.

Printed Faculty Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_