



Sakl viTüal វ័យ kmCa
UNIVERSITY OF CAMBODIA

**GUIDELINES FOR
ALL EXISTING AND NEW INSTRUCTORS
(PART-TIME AND FULL-TIME)**

September 2006

Introduction All new and continuing instructors need to be aware of our Faculty Code of Conduct (Addendum I). They must meet the requirements of this in order to honor the contracts which they sign.

The following are the measures we have found that we have to implement in order to try and ensure that instructors fulfill the minimal requirements of these contracts. For the benefit of our students and our goal of promoting academic excellence in Cambodia to a level comparable with our neighbors, at least, we have no choice but to take such steps.

- Bitter experience with various previous instructors has shown how irresponsible many of them were.
 - Such unprofessional attitudes and behavior are completely inappropriate for a university, and reflect badly on our reputation – we want to attract students, not drive them away (this is obviously for the benefit of future teachers!).

We thus require you to read the following, clarify any uncertainties, and then sign the receipt form. This will go a long way towards ensuring that:

- you fully understand your responsibilities;
- our students will have the learning experience for which they have paid; and
- you will get the teaching experience for which you will be paid accordingly.

Background You must realize that we are a private university. This means that our funding is from students' fees and the generosity of our other supporters; and we are answerable to these for our performance. Thus, in particular:

- the students – and our other supporters – expect responsibility and value-for-money from the University;
- and we, in turn, are bound to expect the same from the people who agree to work with us.

Therefore, the University and our students expect that an instructor will fulfill the contracted number of contact hours for formal teaching, together with other implicit obligations (preparation of lectures and assessments; marking of the latter).

- A failure to do so means that you have betrayed our trust, and are cheating the University and our students out of what you have promised, and are thus being irresponsible and unprofessional.
- This means that you are violating two of the most basic principles of being a good teacher –
 - i. to set a good example to your students; and
 - ii. to inspire them to achieve their utmost.

We should not need to state the obvious: that our instructors are expected to be role models for what students should strive for, rather than mere bad examples who reinforce existing negative traits.

Implications Based on the foregoing, we consider that we are justified in implementing the following measures.

1. Each instructor must submit a completed, acceptable course syllabus within the first week of starting the course
 - a. This is to ensure that both the University and the students know what the instructor will be doing.
 - b. Failure to do so will mean that the instructor will not receive their pay until they produce a satisfactory syllabus.
2. For our records with ACC and MoEYS, and so that we can better evaluate differences between the same class for different teachers, all hand-outs are required to be deposited with us.
 - a. The required number of copies will be prepared in advance by the University for sale to the class.
 - b. Failure to do so will require that the instructor must twice pay us the cost of the circulated materials, to be deducted from the monthly pay.
3. As is standard practice elsewhere, the teaching performance of instructors will be assessed. This will be in two ways, to try and ensure balanced feedback.
 - a. The students can fill out an evaluation form (Addendum II).
 - i. The results of this will be used as one rating of the instructor's performance, on a scale from 0 to 5, to help us decide whether to re-employ that individual in the future.
 - b. In addition, full-time University faculty will sit in on one or more classes to monitor ongoing performance and adherence to the syllabus.
4. All classes will be monitored for the attendance of the teacher.
 - a. This is again based on past experience with those who have abused our trust.
 - b. The results will be used as an additional way of rating instructors (see Addendum III).
5. Each instructor must submit grades and other relevant information at the end of the term; and also return library books and any other borrowed materials.
 - a. Too often, instructors have betrayed the confidence of the University - and our students - by leaving without fulfilling these essential commitments.
 - b. Such irresponsible and unprofessional behavior has meant that, henceforth, we will only give our instructors their last payment when they have completed these, the last of their duties.

Appendix I

UNIVERSITY CODE OF CONDUCT AND RULES OF CIVILITY

The University of Cambodia expects all its members, students, staff, faculty and guests, to abide by its Code of Conduct and Rules of Civility based on a collective commitment to mutual respect and a “social contract” with one another so that we may become a true community of seekers for knowledge, truth and excellence.

In order to provide an environment conducive to optimum learning, the University of Cambodia has issued the following guidelines for students, faculty, staff and guests. All students, upon registration, must be familiar with and adhere to these rules: any failure to do so must be reported to the University of Cambodia Disciplinary Committee

- Every member of this community is to be treated with respect and dignity. Differences in opinion are evidence of independent thinking: this is to be encouraged in a learned community to aid broadening of the mind. However, such differences should be shared in a civil manner, with respect and understanding, and so a healthy dialogue: insults, threats and assaults have no part in a learned community and will not be tolerated.
- An ethical, open and honest code of behavior is expected of all members of the UC community: propagating false or unfounded rumors, lying and cheating are examples of conduct that will not be tolerated.
- Discrimination based on age, color, disability, ethnicity, gender, marital status, national origin, race, religion or sexual orientation will not be tolerated.
- Harassment, sexual, racial or otherwise, is unacceptable behavior, and must be reported by victims or witnesses.
- All individuals are required to dress appropriately when on campus.
- The sale and/or use of alcohol and illicit drugs is strictly prohibited on University premises. Smoking is prohibited inside all University buildings.
- Weapons of any kind, whether they are carried for self-defense or otherwise, are strictly prohibited on University premises.
- Other animals are not allowed on University premises without permission.
- The distribution of religious, political or other unauthorised documents and all types of solicitation are strictly prohibited on the University premises. Likewise, political gatherings and rallies are not allowed on campus.
- Any act of theft, robbery, or vandalism, graffiti or any other damage on University premises will be reported to the local authorities and subject to criminal charges according to the laws of the Kingdom of Cambodia.
- For security reasons, students, faculty and staff are required to produce their ID cards on demand.

Student Code of Conduct

In addition to the University code of conduct and rules of civility, all students are expected to be familiar with and follow the classroom code of conduct:

- Class attendance is of prime importance for students' learning; it is taken in all courses and is included in the student's final grade in the class. Students are expected to be present throughout for all courses for which they are registered. Otherwise, permission to be excused from a class must be obtained from the faculty member in charge of that class.
- Students are expected to arrive in class on time. Repeated tardiness or leaving classes early will be penalized: it cannot be tolerated because it disrupts the class and distracts others from learning.
- The use of hand phones, beepers and pagers is strictly prohibited in the classroom (as well as in the Toshu Fukami Library, the Virtual Library, the Computer Lab, the Multimedia Lab and the IT Center).
- Disruptive behavior in the classroom will be reported to the University of Cambodia Disciplinary Committee.
- **Cheating and plagiarism cannot be tolerated.** Faculty members will be responsible for enforcing the rules and for disciplinary actions. They may also refer the student to the University of Cambodia Disciplinary Committee for further actions that may lead to probation, suspension and/or expulsion.

Faculty Code of Conduct

In addition to the University code of conduct and rules of civility, all teachers are expected to:

- come prepared for the lesson;
- be properly attired, and both start and stop on time;
- refrain from taking the easy option of merely spoon-feeding the students;
- motivate and encourage students to be active learners, by facilitating participation in class-room activities, challenging them to think for themselves and thereby develop an understanding of the underlying principles;
- show humility, respect for the students, be aware of their cultural sensitivities and be positive in making criticisms;
- treat all students fairly, both face-to-face and in marking their assessments;
- nurture each student's self-respect and self-confidence (where necessary), and thus encourage their increasing independence in thought and action;
- gain the confidence of class and maintain confidentiality;
- not accept any gifts from students, to avoid misunderstandings;
- not sell anything to the students; and
- coordinate with other teachers and support staff to ensure that things flow smoothly for students and everyone else at the University of Cambodia.



Sakl vItual kkmCa

University of Cambodia

Instructor Evaluation

Academic

2005 – 2006

Course Code: Instructor: Date:

Days: Time: Room: Session:

We continually strive to improve the quality of teaching and our teacher's effectiveness. Please take a few minutes to complete this anonymous survey: for each statement circle or tick on the number that you choose from 1 to 5.

1 Very Poor 2 Satisfactory 3 Good 4 Very Good 5 Excellent

1- My instructor has a good knowledge of English.

1 2 3 4 5

2- My instructor is easy to understand

1 2 3 4 5

3- My instructor makes the subject interesting.

1 2 3 4 5

4- My instructor seems to be well prepared before each class session.

1 2 3 4 5

5- My instructor uses the course book.

1 2 3 4 5

6- My instructor has many activities to help me practice what I study.

1 2 3 4 5

7- My instructor encourages me to learn.

1 2 3 4 5

8- My instructor assigns me homework regularly.

1 2 3 4 5

9- My instructor gives me regular tests so I can check my progress.

1 2 3 4 5

10- My instructor encourages us to share our ideas and opinions on the subject.

1 2 3 4 5

Note: Please be constructive and responsible: remember that we take your comments into account when evaluating the teacher's performance for giving feedback and continuing employment.

Any Comments:

Addendum III

Instructor's Time -Keeping

All classes will be monitored for the attendance of the teacher. This may sound patronizing and inappropriate for a university, but past experience unfortunately gives us no choice but to assume the worst of our instructors.

Teachers who maintain a perfect attendance – they arrive for class on time for each time-tabled session, and do not depart early – will maintain a perfect Attendance Score of 5.

However, defaulting instructors will earn the following demerit points, to be deducted from the Attendance Score:

Misdemeanor	Demerit Points to be deducted
Spending less than 40 minutes in a scheduled class	0.5
Absence from one scheduled class without <i>adequate</i> * prior permission	1.0

* prior permission should be obtained *at least three hours* beforehand, to be fair to all other parties concerned

When an instructor cannot make an appointed class, but has briefed a substitute to stand in for that class, they must still seek permission *at least one hour* prior to the start of the class.

- The substitute must normally have previously been approved by the University as a potential teacher.
- A full-time member of the faculty may sit on all or part of the class to monitor that things are running smoothly (if they are not, then the appropriate demerit points will be deducted from the Attendance Score).

Attendance Score Thresholds	Implications
5.0	Perfect attendance: this will be viewed most positively if the instructor seeks re-employment in the future, or a letter of recommendation
4.0	The instructor will receive a verbal warning that continuing employment (and re-employment) by the University may be jeopardised.
3.0	The instructor will receive written warning; and the University will look into finding a replacement in case this will become necessary.
≤ 2.5	The instructor will be considered to have irretrievably broken the contract and their employment will be terminated; a replacement will be instated.

