



FACULTY MANUAL

The Professional University Dr. Carlos J. Borrero Ríos Faculty Manual, is the current general regulations of the institution authorized by corporate resolution # 01.

Rev. 2023

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Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR)

FACULTY MANUAL

Statement of Principles

The Professional University Dr. Carlos J. Borrero Ríos, as an Institution of Higher Education, has a responsibility to promote the creation of a new professionals, for the Puerto Rican population and outside.

General Provisions

Title

These rules shall be known as the "Faculty Manual of the Professional University Dr. Carlos J. Borrero Ríos".

Legal Base: Corporate Resolution December 9, 2009

Resolution of December 9, 2009.

Severability

The provisions of this Manual are severable from each other. The invalidity of one or more sections or items shall not affect the other that can be applied regardless of the void.

Effective

This Manual entered vigor on December 9, 2009. The effective date of any amendment adopted after December 9, 2009, will be the same for its approval, or may be specified in the amendment itself.

Scope

This Manual shall apply to the Professional University Dr. Carlos J. Borrero Ríos and prevail over all rules, regulations, and procedures in the University.

Amendments

This Manual may be amended from time to time by Professional University Dr. Carlos J. Borrero Ríos.

II. Procedures for Individual Amendments

Any amendment must be submitted to the Professional University Dr. Carlos J. Borrero Ríos presidency for approval. The Program Director is the person authorized to submit the amendment for consideration at the presidency. This will consider recommendations of the PUDCJBR faculty.

III. Procedure for General or Partial Regulations Revision

The President will establish the necessary mechanisms for the review of the manual by ensuring the participation of PUDCJBR Program Faculty members and Director (s).

IV. Special situations

The President reserves the authority to, in special cases that justify their urgency, consider, and adopt amendments to this manual without using the consultation procedure established.

Compliance with Fundamental Duties of the Professional University Dr. Carlos J. Borrero Ríos

All directors and personnel of the PUDCJBR must ensure strict compliance with these regulations.

Academic Freedom Policy

I. Academic Freedom

The Professional University Dr. Carlos J. Borrero Ríos understands the importance of academic freedom and guarantees and protects this right. Academic freedom is the freedom of the faculty members and students to pursue knowledge, write and speak without unreasonable restrictions.

Faculty members have the freedom to teach the content stipulated in the course syllabus using reasonable teaching methods without restrictions and conduct research, all with objectivity, ethics, knowledge and honesty.

Faculty members and other members of the academic community can be judged based on professional criteria, but not on political views, personal or religious beliefs. With fair consideration, members of the academic community may be subject to procedures. These procedures will be uniform, consistent with this policy, and fair. If it is evidenced that there are unfair procedures, then this policy is violated, and the affected individual can complain.

II. Responsibilities:

a. Faculty – faculty members have the responsibility of teaching and research. They should continuously seek new knowledge through the development of different scholarly competencies. Also, they should practice academic honesty and seek to be an effective educator and researcher. Faculty members should reflect that they are prepared to offer the subjects of their courses. It is inappropriate to include material not related to the course in a frequent manner or fail to present the material as approved by the institution and as presented in the syllabus.

b. Students – students should be part of a teaching-learning process in a fair and effective environment. They should not be restricted from enrolling in a course or be neglected by a faculty member because of their beliefs. They should not be harassed or discriminated against by their sexual orientation, gender, color, race, handicap, religion, or political view. The

evaluation of the students is conducted based on their academic performance not on other irrelevant aspects, such as race, religion, politics, or sexual orientation.

c. Academic Community – all members of the academic community (faculty, students, and administration) have an obligation to respect the dignity of others, to acknowledge the right everyone must express their opinions and their ideas. Every member of the academic community must foster where honesty is important. The activities held at the institution should not promote discrimination at any level or interfere with others' rights.

Duty of PUDCJBR

The PUDCJBR will protect academic and research freedom of their professors.

Correlative Right

The exercise of academic and research freedom will not undermine the fundamental right of students for the professor to cover the essential elements of the course as stated in the course syllabus.

PUDCJBR Officers**President**

Dr. Carlos J. Borrero Ríos

Chief Executive Officer/Dean of Academic Affairs and Accreditation

Dr. Noraida Domínguez Flores

Administrator

Prof. Denisse Rivera Meléndez

Financial Aid Director

Prof. Jelitza Cintrón

Nurse Administrator/Dean of Nursing

Dr. Joseline López

Sciences of Anesthesia Program Director

Dr. Rafael Moreno

Nursing Program and Clinical Area Coordinator

Prof. Yosneil Serrano

DNAP Program Director

Dr. Carlos J. Borrero Ríos

DNAP Assistant Program Director / Continuing Education Coordinator

Dr. Anthony J. Chipas

Arts Department

Mr. Adalberto Rivera

Mrs. Juliette Lanauze

Registrar

Mrs. Katelin López

Bursar and Administrative Assistant

Mrs. Florence Trabal

Professional Counselor

Mrs. María Santiago

Accounting Officer

Mrs. Marilia Méndez

Marketing Officer

Mrs. Michelle Maldonado

Librarians

Prof. Carlos Crespo

Prof. María Ledesma

The Board of Directors of Anestesia Al Día.

Mrs. Myrna Sánchez, President

Mr. Hiram Nieves, Member

Dr. Erik Torres, Member

Dra. Gloria Ortiz

Mrs. Idalia Domínguez

Dr. Gloria Ortiz

Recruitment

A. Appointments and Recruitment of Personnel

The Chief Executive Officer of the PUDCJBR will be the one which authorizes the recruitment and appointment of new personnel.

B. Proceedings of the Chief Executive Officer

Before the Chief Executive Officer authorizes the hiring of any new personnel for the program a recommendation must be issued by the Program Director.

The candidates will be selected using, among others, the following criteria:

- Compliance with the minimum requirements outlined in the job description
- Official evidence of relevant credentials as applicable (diploma, license, certification, etc.)
- Quality of academic record and executory in the universities where he/she studied.
- Dominance of the matter to teach and ability to integrate with related areas.
- Interview and recommendation by the Program Director.

Evaluations of Professors by Students:

At the end of each academic semester, the program should provide students with the evaluation tool for evaluation of the professor.

Evaluations of Professors by Program Director:

Through the evaluations, the following will be considered:

1. Teaching quality
2. Service and duties dedication
3. Compliance with the faculty duties stipulated in the job description.
4. Professional improvement
5. Cooperation in faculty work (including committees)
6. Made creative or research works.
7. Publications and other analogous activities
8. Acknowledgements received.
9. Evaluations of their mates related to their work.
10. Professional attitude: fairness, tact, wisdom, discretion, and objectivity in handling situations in which he/she participates.
11. Provision of professor to participate in professional activities.

Evaluations of Professors by the Faculty Evaluation Committee

Through the evaluations, the following will be considered:

1. Professional Role as Educators
2. Knowledge about the discipline
3. Demonstrate the necessary professional skills.
4. Oral and Written Communication
5. Evidenced-based Practice.

Permanence of Personnel

The probationary period will last as stipulated by the current legal regulations of the Department of Human Resources of the Commonwealth of Puerto Rico. Upon completion of the probationary period an evaluation of the employee performance will be made. If a satisfactory result in the assessment is obtained, the correspondent Chief Executive Officer will recommend the contract renewal.

Renewal of Contract:

Each personnel contract will be renewed annually, by semester or as stipulated, but not automatically. Contracts may be canceled at any time if the faculty does not meet the standards of the PUDCJBR. To this end, a system of promotion is not set due to contractual service classification.

Academic Load, Contact Hours, Functions of the Director, Clinical Director, and Faculty

A. Course Load

The academic load of a part-time faculty member of graduate program will be a maximum of nine (9) contact hours per week for one semester. For a faculty member full-time academic load would be 15 contact hours per week, 15 hrs. of preparation (1: 1), 5 hrs. of office (1hr.: 3crs), and 5 hrs. of committees and related tasks for a total of 40 hrs. a week.

B. Total Credits

A part-time faculty member may not have in his schedule more than nine (9) credits during an academic semester.

C. Direct Contact Hours

The actual task of each professor depends on the assigned credits in the academic semester; for example: if the professor has a three (3) credits course, it is expected for him/her to have three (3) contact hours per week with the students during the academic semester. An hour of preparation is recommended for each hour of direct contact.

D. Number of Related Preparations

A part-time faculty member may offer up to three (3) courses that require similar preparations.

E. Number of Different Preparations

A part-time faculty member may offer only two (2) subjects requiring different preparations.

Duties of the Program Director

The Program Director is selected by the Chief Executive Officer of the PUDCJBR and the Dean of Academic Affairs. The Program Director, under the supervision of the Dean of Academic Affairs, is responsible for directing, managing, planning, coordinating, and supervising the operational activities of the academic program/area to which the institution subscribes. Establishes and implements work plans to achieve academic goals established in the Strategic Plan.

Duties of the Clinical Director

The Clinical Director is selected by the Chief Executive Officer of the PUDCJBR with the participation and/or recommendation from Program Director and Dean of Academic Affairs. This position, under the supervision of the Program Director, is responsible for planning and coordinating clinical affiliations, and formalizing contracts of practice centers in compliance with the educational guidelines and guides. In addition, instructs and supervises students in the administration of anesthesia in their clinical practice.

Duties of the Faculty

Under the supervision of the Program Director, the faculty is responsible for providing the students the knowledge and skills of the course that is in charge. By imparting the courses, the faculty should cover the areas and objectives of the subject in accordance with the syllabus of the class. Also, make recommendations and/or referrals to Counseling or Library services as applicable.

1. Governed by the standards established by the accrediting and licensing bodies of programs in higher education and the health professions in the performance of their duties.
2. Compose agendas with the contents of the syllabus.
3. Give the student the handbook or syllabus at the beginning of class.
4. Implement varied learning experiences to achieve the objectives.
5. Promote active learning and use teaching and learning strategies that promote critical thinking.
6. Starts class on the assigned schedule.
7. Discuss effectively all topics listed in the syllabus.
8. Make assessment of student learning.
9. Examine the students on the topics covered and tell the grades as soon as possible.
10. Keep track of grades and scores of students and deliver the grades to the Register's Office at the end of the academic term.
11. Is available to answer questions from students in indicated office hours.
12. Keeps abreast of the performance and progress of students.

13. Keeps the student informed of their academic performance and advises on areas for improvement.
14. Recommends resources and educational materials for teaching-learning process to the student and program management for purchase.
15. Refers students in need of assistance to librarian, counselor, or the proper resource.
16. Meets with the committee's assigned responsibilities.
17. Participate in licensing and accreditation processes.
18. Participate in curricular implementation, evaluation, and revision processes.
19. Submits recommendations for the improvement of the syllabus courses that teaches.
20. Submits the information required about the assigned course or related to his/her functions as an educator.
21. Participate in activities of professional improvement of the specialty, in computing, and in the educator role.
22. Maintains updated about the changes and developments of the profession.

Office Hours for Individual Attention of Students

As part of the professors' tasks, he/she will dedicate (weekly) time for the individual attention of students. The office schedule will be arranged by the professor, with the approval of the Program Director, taking into consideration the hours that will be more beneficial for the students.

Office Hours for the Course Preparations and Other Related Necessities with the Occupation

The professors can enjoy time for the preparation of his/her course(s) and other necessities related to the classes. It is the same professor who will select the time that he/she understands appropriate to achieve the objectives.

General Responsibilities of the Faculty towards the Students

- A. The faculty members must meet the classes regularly in time and indicated place. Any change of classes must have the approval of the Program Director.
- B. The faculty must be at complete disposition for the students maintaining the office hours and in special situations, making special appointments at another convenient time.
- C. The faculty will not take advantage of the students for professional or personal benefit.
- D. The faculty will be attentive to the academic and personal necessities of the students and will refer them to the library or counseling services as necessary.

Faculty Development/Improvement Plan

The Professional University Dr. Carlos J. Borrero Ríos has the commitment of maintaining its faculty updated in their respective academic specialties and in the associated disciplines; for that reason, the following is stated:

The Professional University Dr. Carlos J. Borrero Ríos sets a policy for the *Professor Development Plan* with the principal purpose of offering the faculty a continuous process of (a) professional improvement, (b) discipline update, (c) and exposition to development opportunities that propitiate the proficient clinical practice, critical thinking, academic excellence, personal development as the PUDCJBR.

Policy of Ownership and Copyright

All documents to be drawn up on behalf of the Professional University Dr. Carlos J. Borrero Ríos will belong to it. The PUDCJBR will have copyright documentation arising from the work of the various committees.

Job Opportunity

There will be a single form for job applicants to the Professional University Dr. Carlos J. Borrero Ríos. By completing a form, each applicant shall include the needed personal data, evidence of academic preparation and job experience and the courses of interest.

Any person appointed will meet the academic and experience requirements of the position described in the job and must demonstrate authentic interest in the realization of the institutional purposes. The required academic degrees will be validated through the official transcription and or diploma.

Confidentiality

Any person that receives recruitment from the Professional University Dr. Carlos J. Borrero Ríos will sign before taking the job, the oath of confidentiality that the Professional Services Corporation and the Professional University Dr. Carlos J. Borrero Ríos requires.

Personal File of Each Employee

Every file and documentation of each PUDCJBR employee that has been generated as part of the performed functions on behalf of the PUDCJBR by the employee will be kept in a fireproof archive.

Evaluation Reports

The Program Director and the Dean of Academic Affairs will perform annual assessments in accordance with the policy and procedures for the evaluation of personnel and make appropriate recommendations for renewal or non-renewal of the contract to the Chief Executive Officer. The reports of these assessments shall remain on the employee record.

Equal Job Opportunity

A. Prohibition of All Discrimination

No PUDCJBR personnel will discriminate against any faculty member or against a candidate for employment because of race, color, sex, birth, age, social origin, or condition, or political or religious ideas.

B. Necessary Affirmative Actions

The personnel in charge of recruitment will always make necessary affirmative actions to ensure that the rules, requirements, announcements, and evaluations don't meet to run the acts of discrimination, prohibited in the previous subsection, in none of the selection processes.

C. Advertising Standards against Discrimination

They will be fixed in conspicuous places available to employees and aspiring to be.

D. Procedure to Ventilate Grievances

All complaints arising from any PUDCJBR employee must be processed through the Program Director and Dean of Academic Affairs. If the complaint is against the principal, the employee can write a letter to the Chief Executive Officer to investigate the complaint.

E. Fundamental Purpose of Disciplinary Action

The primary purpose of disciplinary action is corrective and not punitive.

F. Firmness and Speed of Disciplinary Actions

Any action that results in the breakdown of constitutional order, of good administrative proceeding, or the good name of the PUDCJBR, shall be subject to disciplinary action swiftly and firmly, after the corresponding procedure.

G. Fact Finding

As soon as it is recognized any inappropriate behavior that is not in keeping with the standards set in PUDCJBR these facts will be immediately investigated.

Conduct amenable to Disciplinary Actions

It may take disciplinary action against faculty members by any of the following causes:

1. Professional incompetence or failure in the duties of the office or position, including the deliberate reduction in productivity or workflow.
2. Absence or unjustified leave of its duties.
3. Lack of intellectual integrity, manifested in the form of plagiarism or fraud.
4. Paint, print, maul or cause damage to walls, columns, floors, roofs, windows, doors or building stairs or structures of the PUDCJBR through signs, leaflets, legends, notices,

stains, rips or other marks, drawings, or writings. Everything in the above expression applies equally to statues, pedestals, benches, fences, and other structures.

5. Disruption, obstruction or disruption of regular tasks and functions of the institution's legitimate activities occurring in or out of campus.
6. Acts of assault or physical assault perpetrated against members of the community.
7. Insubordination or misconduct.
8. Measures under the prevailing canons of moral responsibility in the community are immoral behavior.
9. Malicious acts that cause damage or destruction to property, or property belonging to individuals who are within the premises of the institution.
10. Conviction of a felony.
11. The malicious alteration or falsification of qualifications, record, cards, and other official documents of the PUDCJBR with the purpose to pass them off as genuine and true, in order to obtain benefit or to achieve some illegal purpose. It shall likewise be subject to disciplinary sanction any act of passing or circulate as true and genuine any document knowing the same to be false or altered.
12. Publication and dissemination of libelous or pornographic materials or content which does not comply with the standards of expression and own responsibility of university level.
13. The commission of any act obscene, indecent, or lewd.
14. The use of, in the facilities and grounds, obscene, indecent, or aggressive language, given the nature and Puerto Rican temper, usually constitutes sufficient provocation for the average citizen and that ordinarily produces violence or disorder.
15. Formulation of complaints from known false charges, with the intention of injuring the defendant.
16. The theft and illegal occupation of property belonging to the PUDCJBR or foreign assets located within the premises.
17. Conduct which constitutes a crime under the laws of the Commonwealth of Puerto Rico and is detrimental to the good name of the Puerto Rico School of Nurse Anesthetists.

Disciplinary Sanctions

The disciplinary sanctions that will be applied and prove in the employee official record affected will be the following:

1. Oral reprimand.
2. Written reprimand.
3. Suspension without pay for a definite term not to exceed one month.
4. Dismissal with consequent disqualification to serve the PUDCJBR.

Conflict of Interest Policy

Purpose of Policy

The purpose of this policy is to establish guidelines for Academic Conflict of Interest and Conflict of Commitment.

Scope of this Policy

This policy applies to all faculty members of PUDCJBR.

Policy

It is necessary that employees seek to avoid Conflicts of Interest. It is important to understand that a “Conflict of Interest” is any situation in which the personal, professional, financial, or other interests of an employee may potentially or actually diverge from or may be reasonably perceived as potentially or actually diverging from, his or her obligations to PUDCJBR. This includes indirect conflicts, such as benefits provided to an Immediate Family Member of an employee.

An employee must disclose any Conflict of Interest and should anticipate the possibility of a Conflict of Interest whenever possible so that the possible Conflict of Interest can be reviewed prior to occurrence. An employee must cooperate with any plan adopted by PUDCJBR to manage, reduce, or eliminate the Conflict of Interest. Where an employee is not initially aware of the Conflict of Interest but becomes aware of it later, the individual should disclose the Conflict of Interest promptly upon learning of it.

This policy applies to any circumstance that may constitute a Conflict of Interest.

The following is a list of the types of Conflicts of Interest that may arise:

- **Business Arrangements.** Participating, directly or indirectly, in the selection, approval, facilitation, or administration of any business arrangement involving PUDCJBR and an Immediate Family Member of an employee in which the employee or Immediate Family Member holds a financial interest or has an employment.
- **Competing with PUDCJBR.** Engaging, directly or indirectly, in activities that are in competition with PUDCJBR. This includes (1) holding, directly or indirectly, an ownership or other financial interest or having an employment, management, or a leadership role in an enterprise that is a competitor of PUDCJBR; and (2) appropriating or diverting a business or financial opportunity that an employee knows or should know PUDCJBR is pursuing or is considering pursuing or reasonably might be interested in pursuing if it were aware of the opportunity.
- **Gifts.** Accepting any gift or favor that is illegal under applicable law or prohibited under other applicable PUDCJBR policies. Also, accepting gifts or loans from any person or entity seeking a benefit from PUDCJBR. Where it is impracticable for the employee (or his or her Immediate Family Member) to decline a gift that would otherwise constitute a Conflict of Interest under this policy, and where it is neither illegal nor unethical for PUDCJBR itself to

accept the gift, the individual may accept the gift on behalf of PUDCJBR with the permission of his or her supervisor and then transfer it to PUDCJBR.

- **Improper Use of PUDCJBR Resources.** Unauthorized use of PUDCJBR resources, including the services of University employees, for personal purposes.
- **Confidential Information.** Obtaining, using, or disclosing PUDCJBR Confidential Information for direct or indirect personal interest, profit, or advantage; obtaining or using PUDCJBR Confidential Information for a purpose that may be detrimental to PUDCJBR; or disclosing PUDCJBR Confidential Information to a person or entity that is not authorized by PUDCJBR to receive it.
- **Compliance with PUDCJBR Policies.** Failure to comply with applicable PUDCJBR policies.

Resignation

How to submit

Any employee who desire to resign his office or position will write a letter to the Chief Executive Officer with a copy to the corresponding Program Director and Dean of Academic Affairs.

The employees will submit their resignation to be effective upon completion of a semester with at least thirty-five (35) days in advance, except in exceptional circumstances that justify subjecting them to be effective in other seasons.

Holidays or Free days

Holidays, such days will be proclaimed by the Legislature of Puerto Rico or the United States, by law.

Library Personnel

The librarian under the supervision of the Dean of Academic Affairs is responsible for managing and ensuring the good operation of the library. He/she also develops and implements work plans to offer service and educational resources to students, professors, and other personnel in accordance with the institutional objectives.

The assistant librarian under the supervision of the librarian is responsible for ensuring the good operation of the library. It also executes work plans as assigned to provide services and educational resources to students, professors, and other personnel in accordance with the institutional objectives.

In summary, the following shall be librarian responsibilities:

1. Development of library services in support of academic programs.
2. Develop services, programs, and bibliographical and audiovisual collections that reflect current curriculum trends and that support the PUDCJBR.
3. Bibliographic and audiovisual materials.

4. Select, acquire, maintain, and provide bibliographic, audiovisual, and information materials covering the different areas of knowledge.
5. Help users.
6. Assist, guide, and instruct users in locating and using library resources.