

# United International University

## Office of the Pro-Vice Chancellor

### Guidelines for Faculty Members

To maintain the quality and standard of teaching, **United International University (UIU)** authorities require that faculty members would follow the guidelines listed below:

1. A faculty member shall distribute a detailed **Course Outline** during the first week of classes preferably in the 1<sup>st</sup> or 2<sup>nd</sup> class lecture. The outline should indicate the faculty member's office hours, date-wise teaching schedule, title of the textbook(s), course objectives, course requirements, grading policy and other policy guidelines regarding quizzes, assignments, case analysis, project work, term paper and penalty for academic indiscipline, etc. A copy of the Course Outline is to be submitted to the concerned Head/Director/Coordinator of the Department/Program/Institute at the end of the trimester.
2. The official **medium of instruction** at UIU is English. So, a faculty member should deliver class lectures in English.
3. A faculty member should use **textbooks(s)** for each course. Latest available edition of the textbook(s) should be used and recommended.
4. **Students' attendance record** should be kept regularly by collecting signatures in the Attendance Sheet and must be submitted to the concerned Head/Director/Coordinator of the Dept./Program/Institute at the end of the Trimester.
5. Upon receipt of a **Class Attendance Sheet**, a faculty member shall announce the names on the sheet in the class. Students, whose names do not appear on the sheet but are attending classes, must be advised to contact the concerned Assistant Registrar immediately. A student is not supposed to attend classes without registration. A faculty member would also ensure that **no student can attend any examination after Mid-Term Exam** if his/her name is not included in the Class Attendance Sheet due to non-completion of his/her registration.
6. Classes should begin and end in the scheduled time. **Classes missed** due to unavoidable circumstances have to be made up. If any faculty member misses any class for personal inability, he/she must notify the students ahead of time. A faculty member intending to take Make-up/Extra Classes has to furnish his/her requisition for a room(s) through '**Online Room Booking System**'. For further queries in this regard, faculty members may contact Ms. Nargis Jahan, Controller of Examinations.
7. A faculty member has to be available for student counselling beyond his/her class hours. The **weekly schedule** detailing class hour and counselling hour for students must be displayed on the door of a faculty member's room and a copy of the same should be submitted to the respective Head of the Dept./Director/Coordinator of the Department/Program/Institute. However, some Faculty Members might be required to take tutorial classes of students in lieu of their Counseling Hours.
8. In addition to Final Examination, **Mid-Term Exam and Class Tests** are to be conducted in each course in a single trimester in the following manner:

School of Business & Economics		School of Science & Engineering	
No. of Mid-Term Exam to be conducted	1	No. of Mid-Term Exam to be conducted	1
No. of Class Tests to be conducted	3 (Minimum)	No. of Class Tests to be conducted	4 (of which best 3 Class Tests should have to be taken into consideration).

**Exam scripts of Class Tests/Quizzes and Mid-Term Exams** shall have to be made available to the students within 3 (three) days and 7 (seven) days respectively of holding of the Tests/Exams. Answer scripts shall have to be taken back from students and be submitted to the concerned Departmental Asst. Registrar/Sr. Executive/

