UNIVERSIDAD POLITÉCNICA DE PUERTO RICO

Purpose of the Handbook

This handbook was prepared to provide orientation about the Universidad Politécnica de Puerto Rico to all Faculty employees. It serves as a general guide to employee benefits, policies, and procedures that govern the performance of their duties.

The Administration may extend, modify, or change the personnel policy or benefits described herein according to the needs of the institution. The guidelines, limitations, or penalties established in Act 180 of July 27, 1998, as amended, do not apply to exempt employees.

IT IS UNDERSTOOD THAT WHENEVER NAMES (EMPLOYEES, DEANS, PROFESSORS, ETC.) OR THEIR ADJECTIVES ARE USED OR MENTIONED, WE ARE REFERRING TO PERSONS OF ALL SEXES.
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UNIVERSIDAD POLITÉCNICA DE PUERTO RICO

Meet your University!


Recognition

We recognize that the professors at the Universidad Politécnica de Puerto Rico are committed to the development of quality education and excellence. They are the ones who manage to meet the expectations and achieve the success of the university through the execution of their work.

It is the University's policy to provide adequate and stimulating working conditions for all staff. At the same time, it develops and maintains an organization that makes maximum use of human potential to maintain the best service to its students.
**Brief History**

The Universidad Politécnica de Puerto Rico was founded by Professor Ernesto Vázquez Torres and began operations in 1966. At present, it is the largest private, non-profit university in the United States offering services to Hispanic students in engineering. It is also the largest private engineering university in Puerto Rico and the only one located in the city of San Juan, the capital of Puerto Rico. UPPR is dedicated to the preparation of professionals in engineering, geomatics, architecture, business administration, and computer science.

It currently offers the following programs:

**Bachelor of Science**

- Computer Science
- Electrical Engineering
  WITH EMPHASIS ON:
  - Electronics
  - Electrical Power
  - Computers
- Computer Engineering
- Mechanical Engineering
- Industrial Engineering
- Civil Engineering
- Chemical Engineering
- Environmental Engineering
- Geomatic Sciences

**Baccalaureates**

- Architecture
- Business Administration
  WITH FOCUS ON:
  - Accounting
  - Marketing
  - Information Systems (Postponed)
  - Management
  - Industrial Management (Postponed)
  - Construction Management
  - Finance (Postponed)
Graduate Engineering Programs

▪ **Master in Competitive Manufacturing**  
  WITH AREAS OF INTEREST IN:  
  - Pharmaceutical Products  
  - Medical Devices  
  OPTION OF DEGREES TO BE OBTAINED:  
  - Master of Science in Competitive Manufacturing  
  - Master in Competitive Manufacturing

▪ **Master’s Degree in Manufacturing Engineering**  
  WITH AREAS OF INTEREST IN:  
  - Industrial Automation  
  - Pharmaceutical Processes  
  OPTION OF DEGREES TO BE OBTAINED:  
  - Master of Science in Manufacturing Engineering  
  - Master’s Degree in Manufacturing Engineering

▪ **Master’s Degree in Civil Engineering**  
  WITH AREAS OF INTEREST IN:  
  - Structures  
  - Geotechnics  
  OPTION OF DEGREES TO BE OBTAINED:  
  - Master of Science in Civil Engineering  
  - Master’s Degree in Civil Engineering

▪ **Master’s Degree in Computer Engineering**  
  CHOICE OF GRADES TO BE OBTAINED:  
  - Master of Science in Computer Engineering  
  - Master’s Degree in Computer Engineering

▪ **Master’s Degree in Electrical Engineering**  
  WITH AREAS OF INTEREST IN:  
  - Telecommunications  
  - Digital Signal Processing  
  OPTION OF DEGREES TO BE OBTAINED:  
  - Master of Science in Electrical Engineering  
  - Master’s Degree in Electrical Engineering

Graduate Programs in Management

▪ **Master's Degree in Engineering Management**  
  WITH EMPHASIS ON:  
  - Manufacturing Management  
  - Public Management  
  - Environmental Management  
  - Construction Management

▪ **Master’s Degree in Environmental Management**

▪ **Master of Business Administration**  
  WITH AREAS OF INTEREST IN:  
  - General Management  
  - International Business Management  
  - Computerized Information Systems

▪ **Landscape Architect Graduate Program**

▪ **Master of Science in Computer Sciences**

All UPPR programs are authorized by the Puerto Rico Council on Higher Education, and the Institution is accredited by the *Middle State Association of Colleges & Schools* (MSACS 1995). The Bachelor of Science programs in Civil, Environmental, Industrial, Mechanical, and Electrical Engineering are accredited by the *Accreditation Board of Engineering & Technology* (ABET). The Bachelor of Architecture is accredited by the *National Architecture Accrediting Board*. 
Official University Symbols
ALMA MATER

LET US FIGHT ON WITH
DETERMINATION UNTIL
WE WIN, WILL IS POWER
THE GOAL IS GRADUATION.

POLYTECHNIC,
POLYTECHNIC IS OUR
UNIVERSITY THE FRUIT
ACHIEVED IN IT
HUMANITY WILL GET IT.

POLYTECHNIC,
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UNIVERSITY THE FRUIT
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HUMANITY WILL GET IT.

Miguel Anadón Irizarry

November 3, 1980
Mission

The Universidad Politécnica de Puerto Rico is an institution of higher education that provides educational opportunities to people from diverse backgrounds and in different locations using multiple teaching methods with the purpose of developing their leadership potential, productivity, and competitiveness. In addition, its purpose is to develop in students a deep sense of social responsibility by cultivating an awareness of intellectual, humanistic, and technological advances.

Vision

To be recognized as a leading Hispanic institution in multiple disciplines of study, meeting social and industry standards, in partnership with public and private companies, characterized by an empathetic relationship between faculty and students, and with a culture oriented to quality customer service, empowerment, and teamwork. The Universidad Politécnica de Puerto Rico reflects the partnership of the two main cultures within our hemisphere, Hispanic and American, and provides a cultural and linguistic bridge.

Goals

▪ To contribute to the socio-economic development of Puerto Rico with engineers, architects, surveyors, business managers, and computer scientists who have comprehensive training and education.
▪ To provide access to Higher Education to traditional and nontraditional students.
▪ To provide students with the skills to continue graduate studies.
▪ To create a partnership between the Universidad Politécnica de Puerto Rico (UPPR) and industry, government, commerce, and professional associations.
▪ To utilize the latest advances in technology to provide, facilitate, and administer UPPR's academic offerings.
▪ To develop in students a deep ethical commitment and a strong awareness of social responsibility.
▪ To promote the partnership between the university and communities at large.
▪ To encourage and promote a culture of applied research.
▪ To develop critical thinking and scientific approach in the analysis and solution of professional and social problems.
▪ To promote the dissemination of knowledge through the education-learning process and publication.
▪ To achieve long-term sustainable development of financial resources.
▪ To increase cultural diversity outside the geographical limits of the UPPR.
Laws, Policies and Procedures
Employee Protection Laws

For information purposes, the following is a list of the legislation that must be observed and kept in mind within the institutional sphere.

Equal Employment Opportunity Policy

The Universidad Politécnica de Puerto Rico is committed to the principle of equality and opportunity in employment and education.

The University does not discriminate on the basis of race, color, sex, sexual orientation, religion, physical or mental disability, age, veteran status, or national origin, in the administration of its educational policies, admission policies, employment policies, scholarship programs, loans, other programs and activities of the University. Any employee or visitor who believes that this policy has been violated and has been discriminated against may file a complaint according to the procedure established for these purposes.

HIPPA Privacy Standard Act

The purpose of this law is to protect individuals' medical records and all of their identified health information. This includes the past, present, and future health status of the employee.

The Human Resources Department maintains all employee health information in strict confidence, separate from the employee's personnel file, and access to this information is restricted.

All health information of our employees is confidential, and they are not required to report it in their work area. From now on, if an employee is absent three (3) days or more, a medical certificate duly signed by the medical practitioner with their signature and license number may be required, but it must be submitted to the Human Resources Office in a sealed envelope to the Benefits Officer. The Benefits Officer will, in turn, issue a notice indicating that absence is excused. The supervisor cannot request information about the employee's medical condition from the employee, as this is a confidential matter.

Keeping our employees' health information confidential is our responsibility, and violating this law carries severe penalties. If you believe your rights have been violated, please file a complaint.
The Americans with Disabilities Act (ADA).

Prohibits employment discrimination on the basis of physical or mental impairment. Any employee or applicant for employment who understands that he or she needs reasonable accommodation, as defined by law, because of an impairment and is otherwise able to perform their job, may apply to the Human Resources Office.

Affirmative Action Plan

It is the Institution's commitment to comply with the intent of current legislation and to offer equal opportunity conditions to all employees or applicants for employment. This purpose is achieved through the implementation of a detailed set of objectives and plans. These are designed to achieve full and prompt utilization by minorities, women, people of all ages, people with physical disabilities, and Vietnam War veterans, at all levels and in all areas of the Institution's workforce.

The Affirmative Action Plan builds on the achievements of previous years, incorporates plans and objectives for future years, and is designed to eliminate the discriminatory effects of the past against protected groups in the present. It is available from the Human Resources Office.

Domestic Violence

The Universidad Politécnica, in accordance with Law No. 217 of the Commonwealth of Puerto Rico, repudiates all acts of domestic violence in the workplace. These acts will not be tolerated because they constitute an aggression and a criminal act against the affected person.

Institutional Sexual Harassment Policy

The Universidad Politécnica de Puerto Rico has the affirmative responsibility to prevent, discourage and avoid sexual harassment in the workplace or in the Academy. It also has the responsibility to take such measures as may be necessary to achieve this purpose. The practice of sexual harassment in the workplace or in the Academy, in any of its manifestations, violates the inviolability of the dignity of the human being and constitutes clear discrimination against the person who suffers it.

The University has a moral and legal obligation not to discriminate on the basis of sex and to take affirmative action to prohibit any practice that is conducive to sexual harassment and will not tolerate employees, regardless of rank or position, who engage in sexual harassment. The University has an affirmative duty to keep its workplace free from sexual harassment and intimidation with respect to the following individuals or groups of individuals:

1. Applicants or applicants for employment
2. University employees in all capacities
3. Students
4. Suppliers
5. Customers

Any employee or visitor who believes that this policy has been violated and has been discriminated against may file a complaint in accordance with the procedure established for this purpose.

Drug and Alcohol-Free Work Environment

The use and handling of drugs and alcohol is prohibited.

The Universidad Politécnica de Puerto Rico prohibits the illegal manufacture, distribution, sale, possession, transportation, or use of any drugs and alcohol by its employees within the work areas and physical facilities, including the grounds and parking areas of the institution. Every employee of the University is committed and required, as a condition of employment, to observe and abide by this policy.

Health Risks Associated with Drug and Alcohol Use

Moderate or excessive consumption of alcohol and controlled substances can result in personal problems, acts of aggression, and impair mental functions, such as the ability to learn or remember information. Other related consequences include respiratory problems, depression, and death. Habitual or prolonged use of alcohol, tobacco, or other legal or illegal drugs may result in physical and/or psychological addiction.

Pregnant women who consume alcohol may cause irreversible physical damage and/or intellectual disabilities to the infant.

Sanctions

All employees, as a condition of employment, must abide by the University's Drug and Alcohol-Free Work Area policy and notify their supervisor no later than five days after being convicted of a violation under the Controlled Substances Act or the PR Vehicle and Traffic Law occurring in the work area. When a supervisor is notified by an employee of such a conviction, he or she shall immediately notify the Director of Human Resources.

An employee who violates the policy herein established by the University or who is convicted under the Controlled Substances Law or the Vehicle and Traffic Law of PR, occurring in the work area and/or university campus will be subject to the disciplinary process of the University that may entail according to the severity of the violation from a written reprimand to suspension and/or dismissal. Any employee who violates this policy may be required to participate in an employee assistance program or rehabilitation program.
Drug and Alcohol-Free Workplace Program

The Universidad Politécnica de Puerto Rico has established a program to inform employees about:

1. The dangers of drug and alcohol abuse in the work area and/or any other area of the university campus through the policy printed in the Administrative and Faculty Employee Handbook, the newsletter and bulletin board of the Human Resources Office, and training programs for supervisors and faculty.

2. The delivery (with acknowledgment of receipt) of a copy of the University's policy on a Drug and Alcohol-Free Work Area.

3. Drug, alcohol, and rehabilitation counseling is available through the Employee Assistance Program ("EAP"), which is offered free of charge under the current health plan. This program offers professional help to you and your family when personal problems affect your ability to function in society, at home, or at work.

For additional information you may call the following telephone numbers:
- (787) 763-6708, metropolitan area
- 1-800-981-5070 outside the metropolitan area
- (787) 763-9693 service for the audio impaired

In addition, there are public and private treatment and support services such as:
- Addiction and Mental Health Services Administration (787) 763-7575 Alcoholism Emergency Unit 787-763-5305
- Narcotics Anonymous (787) 763-5919
- San Juan Residential Treatment Center for Adult Women with Substance Dependency (787)-764-1920/ (787)765-2050
- San Juan and Ponce Residential Homes for Substance Dependent Adult Males (San Juan (787) 767-0892/ Ponce (787) 840-6835)

The University, through this program, will proceed in good faith to continue its policy of a drug and alcohol-free workplace through the continued implementation of this program.
General Policies

Security

The Security Office of the Universidad Politécnica de Puerto Rico has the task or responsibility to maintain an environment free of acts of violence to develop the peaceful coexistence of all sectors of the university community that proposes a healthy teaching-learning process.

Access Control Policy

It is the policy of the Universidad Politécnica Security Office to take the following steps to maintain adequate control:

- Issue an identification card to each employee, student, and faculty member.
- Everyone should remember that this card is an official UPPR ID and may be required at any time.
- Issue access permits which must be visible on the driver's side front window.

Parking

The Institution offers free access to the parking area at the user’s responsibility, whether they are employees or visitors within the existing facilities while spaces are available. The University is not responsible for any theft or damage caused to the motor vehicle as well as to articles and/or property left in the vehicle. All parking lot users are responsible for observing the traffic laws established by the Institution and must park in the designated areas. To have access to the parking lot, all employees must register their motor vehicle at the Security Office and visitors must identify themselves properly with the security officer, in addition to observing the policy and responsibilities established herein.

CCTV Surveillance and Electronic Monitoring Policy

The Universidad Politécnica de Puerto Rico adopted a policy for CCTV (Close Circuit Television) surveillance in all common areas, including all hallways of all buildings, entrances, exits, access areas, all computer rooms, Library, Multipurpose Building, 24-hour Room, Architecture, Finance, Integrated Services, Educational Technology Center Rooms, Parking, and the areas of the Quinto Centenario Plaza. This policy is available at the Security Office of the Institution.
In Case of Emergency

When a medical condition occurs that is not related to work, you or the person accompanying you should contact the Security Office and the Department where you work so that your personal effects can be collected, and you can be sent to the nearest hospital.

In the case of an accident at work where the employee is conscious, they must go to the Human Resources Office and fill out the State Insurance Fund form. If the employee is incapacitated or if their life is in danger, they should immediately contact the Safety Office so that they can take the appropriate action.

In the event of a work-related emotional incident, you should contact the Human Resources Office as soon as possible to complete the State Insurance Fund (SIF) form.

Property of the Institution

All work tools provided by the Universidad Politécnica, such as computers, cell phones, calculators, keys, motor vehicles, and any other office equipment owned by the employer. There should be no expectation of privacy, as these items are the property of the employer and are subject to audit at the discretion of the University.

Computer Equipment Use Procedure

The Institution's Computer Use Procedure is intended to outline the proper use of computer equipment within the Universidad Politécnica by employees, students, visitors, or consultants. This procedure also lists prohibited activities and uses that are not acceptable by the Institution. Violations of this procedure may result in disciplinary action.

E-mail cannot be used for personal use, especially not to access pornographic materials. The computer is the property of the Institution and may be audited at the request of university management. The policy for the use of computers is available from the Information Systems Department.

Environmental Compliance, Safety, and Occupational Health

The purpose of the Environmental Compliance, Safety, and Occupational Health Office is to educate, raise awareness, and create safety practices so employees work in an environment that is safe for their physical and emotional health. It also establishes controls for safe practices in the use, handling, and disposal of non-hazardous and/or potentially hazardous materials, as well as complying with the rules, regulations, and provisions of regulatory agencies at the State and Federal levels.
Meetings at the University

Meetings within the Institution's premises that are not directly related to work require the prior authorization of the President or his designee. This restriction also applies to sales and collections.

Seminars/Lectures/Workshops

All lectures or workshops held at the Institution that are directed to the student body must be directed to the Student Community and must be approved by the Vice-Presidency of Enrollment Management. Activities that are directed towards employees must be part of professional development and be related to the areas of work in which the employee works. They must be previously authorized by the President of the Institution through the Human Resources Office.

Children's Visit

The University does not have the facilities, insurance, or specialized personnel to care for infants or children.

When it is necessary to bring children to the workplace, the parent will be responsible for their behavior and safety. Supervisors will be responsible for verifying that the presence of children in their work areas corresponds to an emergency and ensuring that these visits are brief and sporadic.
Employment Application Policy

Procedure for handling employment applications:

1. All inquiries regarding employment positions, resumes, letters, forms, or any other form of application for employment will be handled through the Human Resources Office.

2. Only job applications and resumes for available positions will be accepted.

3. Letters, resumes, and incomplete applications for "any position" will not be accepted or considered.

4. Applications and resumes that do not meet the minimum requirements of the vacant positions will not be accepted or considered.

Management of Vacant Positions:

1. The Director of the Area in which the position is vacant shall apply for the position by submitting a salary slip accompanied by a Call for Applications. These must be accompanied by their Duty Sheet.

2. The Recruitment Process and selection of vacant positions will be approved by the President and VP of Finance (budget) and processed through the Human Resources Office.

3. The Human Resources Office will participate in the process, ensuring that applicable laws are complied with and that the necessary information is obtained. The candidate will not be able to start working until the required documents have been submitted to the Human Resources Office.

4. No offer is official until all required approvals are in place.

5. The Human Resources Office will be responsible for:
   a. the registrations of all candidates for the position are filled out.
   b. summaries and applications are classified and ordered subject to the minimum requirements of the position.
   c. suitable people are interviewed.
   d. interviews and the selection of the recommended candidate for the position are documented.

Application for Vacancies by Internal Staff:

Only those employees who have one (1) year of service in the current position, with a favorable evaluation and who have not had a reprimand on their record in the last 6 months may apply for vacant positions.
Official Personnel File

The official file of each employee begins with the filing of their employment application accompanied by academic credentials, resumes, and other official documents related to their employment, such as letters of promotion, evaluations, notification of changes in salary, leave requests, notifications of disciplinary measures, acknowledgments, etc. The same shall record any changes made during their tenure at the Institution. Only memos or letters initiated by the employee in response to an evaluation or reprimand will be allowed.

It is the employee's responsibility to inform the Human Resources Office of any change that affects their family situation (marital status, dependents, etc.), changes of address, telephone number, social security, among others, since their rights and benefits may be affected by these changes. Likewise, it will be the employee's responsibility to inform the Human Resources Office of any change that improves their academic credentials (professional certifications acquired, new university degrees, etc.). In this way, the employee will help to keep the data system in their official file up to date.
Faculty Evaluation

Evaluation is a continuous process and constitutes a means to promote the professional development of the faculty in all facets of their teaching duties, which will result in a better functioning of the institution.

The director of each academic department is responsible for conducting the evaluation of the faculty in accordance with established criteria and procedures.

The results of these evaluations will be used, among other purposes, for retention, promotions, leaves-of-absence, and other decisions aimed at achieving academic excellence of the faculty.

Promotion in Rank

Promotion in rank is based on faculty members' fulfillment of their duties and evaluation. Candidates for promotion in rank must satisfy the minimum criteria established in the section Faculty with Academic Rank. However, promotion in rank is not automatic even if the candidate satisfies these minimum requirements. Promotions in rank are subject to the availability of financial resources of the institution.

The Dean of each academic unit shall evaluate and recommend promotions in rank submitted to them by the directors of the academic departments and to the President, who authorizes the promotions.

The promotion of a faculty member shall be to the rank immediately above the rank to which they belong, except in cases of recognition of exceptional work in the academic, research, or dissemination field. The years required for promotion in rank are determined by the academic preparation of the professors. Mandatory or discretionary consideration shall be observed as follows:

<table>
<thead>
<tr>
<th>PREPARATION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Auxiliary Professor to Associate Professor</td>
<td>4 years</td>
</tr>
<tr>
<td></td>
<td>Associate Professor to Professor</td>
<td>6 years</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>Instructor to Auxiliary Professor</td>
<td>4 years</td>
</tr>
<tr>
<td></td>
<td>Auxiliary Professor to Associate Professor</td>
<td>6 years</td>
</tr>
</tbody>
</table>

Promotion in rank may be considered before the time indicated for each of the established categories due to exceptional merit.

Exceptional Merit occurs when the staff member exceeds the normal and ordinary duties or responsibilities of their position.
Resignation

Any employee has the right to resign from their employment. However, they must notify their intention to resign by written communication addressed to the President, no less than 15 consecutive days in advance to facilitate the transition. The procedure includes the liquidation of assets, delivery of property of the Institution, orientation regarding the continuation of the benefits that apply in each case and completion of the required forms. In addition, an interview will be conducted with an official from the Human Resources Office for the exchange of ideas that promote institutional development.
Faculty Position Categories and Ranks

Faculty

Faculty is defined as personnel hired to serve on a full-time and part-time basis in the teaching of students. Other duties in which faculty may be engaged include scientific research and administrative assignments.

The full-time faculty is composed of professors who hold academic rank granted by the University.

The Universidad Politécnica de Puerto Rico is the principal employer of all full-time faculty. Any other paid work performed by a professor for the UPPR must have the express consent of the Institution.

Full-time professional librarians are members of the faculty. The policies and procedures that apply to these professional librarians are found in the Administrative Employee Handbook for leave, benefits, and work schedule purposes and for all other policies and procedures.

The policies and procedures in this Handbook apply to full-time and part-time faculty members.

Faculty Categories and Ranks

The optional rank classifies teaching staff in one of the following categories:

<table>
<thead>
<tr>
<th>FULL-TIME LOAD</th>
<th>PART-TIME LOAD</th>
<th>LIBRARIANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Lecturer I</td>
<td>Librarian I</td>
</tr>
<tr>
<td>Auxiliary Professor</td>
<td>Lecturer II</td>
<td>Librarian II</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Lecturer III</td>
<td>Librarian III</td>
</tr>
<tr>
<td>Professor</td>
<td>Lecturer IV</td>
<td>Librarian IV</td>
</tr>
</tbody>
</table>
Faculty on Partial Assignment

The rank of Partial Assignment professors will be determined taking into consideration their academic degrees. Professors coming from other duly accredited university institutions will be ranked according to their merits.

<table>
<thead>
<tr>
<th>RANK</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer I</td>
<td>Instructor with Master's degree</td>
</tr>
<tr>
<td>Lecturer II</td>
<td>Auxiliary Professor with Master's</td>
</tr>
<tr>
<td></td>
<td>degree or PhD</td>
</tr>
<tr>
<td>Lecturer III</td>
<td>Associate Professor with Master's</td>
</tr>
<tr>
<td></td>
<td>degree or PhD</td>
</tr>
<tr>
<td>Lecturer IV</td>
<td>Professor with PhD</td>
</tr>
</tbody>
</table>

To hold a rank in any of the teaching ranks, at least a Master's degree or an equivalent degree in disciplines that especially qualify for the subjects they teach is required.

In exceptional circumstances, the President of the UPPR, at the request of the Administrative Board, may grant a rank without the established term requirement to distinguished professors recruited from other recognized universities and to persons of exceptional merit who have distinguished themselves in the practice of their profession, in scientific research and who are interested in joining the University to teach. The cases to which the above exception rule applies must conform to the criteria established for these purposes.

Faculty Academic Ranks

Instructor

To hold the rank of Instructor, the faculty member must hold a master's degree or a professional degree or its equivalent in the subject area they teach. These degrees must have been conferred by an institution accredited by local accrediting bodies or by a regional accrediting association in the United States.

Auxiliary Professor

To hold the rank of Auxiliary Professor, the faculty member must hold a master's and/or doctoral degree. These degrees must have been conferred by an institution accredited by local accrediting bodies or by a regional accrediting association in the United States.
Associate Professor

To hold the rank of Associate Professor, the faculty member must hold a master's or doctoral degree. These degrees must have been conferred by an institution accredited by local accrediting bodies or by a regional accrediting association in the United States.

The faculty member must have equivalent teaching experience at the rank of Assistant Professor, Associate Professor, or Professor at a postsecondary institution accredited by local accrediting bodies or by a regional accrediting association in the United States.

Professor

To hold the rank of Professor, the faculty member must hold a doctorate or professional degree or its equivalent in the subject they teach. These degrees must have been conferred by an institution accredited by local accrediting bodies or by a regional accrediting association in the United States.

In cases where the professor holds the academic rank of Professor at the University of Puerto Rico, the Universidad Politécnica de Puerto Rico will honor this position.

The rank held at another institution will be taken into consideration when a professor is recruited to join the UPPR.

Professional Ethics

Faculty of the Universidad Politécnica de Puerto Rico are expected to conduct themselves, both inside and outside the institution, in accordance with the moral and ethical values that enhance the institution and the profession.

The Universidad Politécnica de Puerto Rico endorses the Statement of Professional Ethics of the American Association of University Professors which cites:

"Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."
As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own.

Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as a private person, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Teaching

The Universidad Politécnica de Puerto Rico recognizes that the intellectual development of its students is the primary responsibility of its faculty members. This responsibility is fulfilled through teaching and academic mentoring. All faculty members must strive for excellence in the classroom, mastery of the subject they teach and keep abreast of new developments, carefully select teaching strategies appropriate to the courses they teach, and facilitate the learning of their students.

Teaching Load

The work year of a full-time faculty member consists of three academic terms beginning in August and ending with the graduation exercises. The summer session is not part of the regular work of the academic year, except when the faculty member has not been able to complete their academic load in the previous terms. The academic director may require the professor to work as a mentor during the registration process or any other required task during the two (2) weeks between terms.
Academic Load of the School of Engineering and Geomatics Sciences

- All full-time faculty will have a contract for 36 credits per year, which in the faculty of Engineering and Geomatics Sciences consists of 30 teaching credits and 6 credits for administrative duties, assigned by the department chair.

- Faculty without administrative duties will be required to teach 36 credits during the academic year.

- The director of the academic department to which the professor is assigned must coordinate with the professor the courses and activities necessary to comply with the 36 annual credits distributed in the three regular academic periods.

- Faculty who have completed their academic load during the three previous school terms and teach during the summer will receive additional pay according to the part-time faculty scale.

- A faculty member who does not complete teaching credits during the regular academic year must complete them during the summer.

- The Department Director will make the selection of professors for such courses in the summer, taking into consideration, among others, specialization, offerings, and time of service in the institution. Priority will be given to those professors who have not completed their academic load.

- Individual study courses require prior authorization, and compensation is not the same as the full-course scale.

Academic Load of the School of Business Administration and the School of Arts and Sciences

- All full-time faculty will have a contract for 36 credits per year.

- The director of the academic department to which the professor is assigned must coordinate with the professor the courses to comply with the 36 annual credits distributed in the three regular academic periods.

- Faculty who has completed their academic load during the previous three school terms and teach during the summer will receive additional pay according to the part-time faculty scale.

- A faculty who does not complete teaching credits during the regular academic year must complete them during the summer.

- The department chair shall make the selection of faculty for such courses in the summer, taking into consideration, among others, specialization, offerings, and length of service in the institution. Priority will be given to those professors who have not completed their academic load.
• Individual study courses require prior authorization, and compensation is not the same as the full-course scale.

Academic Load of the Graduate Program

• All full-time faculty will have a contract for 27 credits per year.

• The director of the academic department to which the professor is assigned must coordinate with the professor the courses and activities necessary to comply with the 27 annual credits distributed in the three regular academic periods.

• Faculty who have completed their academic load during the previous three school terms and teach during the summer will receive additional pay according to the scale for part-time faculty.

• A faculty who does not complete teaching credits during the regular academic year must complete them during the summer.

• The Department Director will make the selection of professors for such courses in the summer, taking into consideration, among others, specialization, offerings, and time of service in the institution. Priority will be given to those professors who have not completed their academic load.

• Individual study courses require prior authorization, and compensation is not the same as the full-course scale.

Academic Load for the Faculty of Architecture:

• All full-time faculty will have a contract for 30 credits per year.

• The director of the academic department to which the professor is assigned must coordinate with the professor the courses and activities necessary to comply with the 30 annual credits distributed in the three regular academic periods.

• Faculty who have completed their academic load during the previous three school terms and teach during the summer will receive additional pay according to the scale for part-time faculty.

• A faculty who does not complete teaching credits during the regular academic year must complete them during the summer.
• The Department Director will make the selection of professors for such courses in the summer, taking into consideration, among others, specialization, offerings, and time of service in the institution. Priority will be given to those professors who have not completed their academic load.

• Individual study courses require prior authorization, and compensation is not the same as the full-course scale.

Special Appointments

Assistant to the Academic Director for Special Affairs

Professor who will have an academic load of 24 teaching credits per academic year and the duties assigned to the position.

Engineering Laboratories Coordinator

Professor with academic rank who will coordinate all engineering laboratories. They will have an academic load of 18 teaching credits per academic year and the duties assigned to the position.

Research Professor

The research professor contract will be a one-year contract, renewable according to availability and performance. Research professors must comply with a series of requirements in order to remain in the position. These annual requirements are:

1. Level 0 researcher: one proposal and one peer-reviewed publication.
2. Level 1 researcher: two proposals and one peer-reviewed publication.
3. Level 2 researcher: one proposal and two peer-reviewed publications.

The performance of researchers will be evaluated by the University's Research and Development Committee. Information related to this type of contracting is available at the Proposals Support Office.

Thesis Advisors (graduate students)

Professors who direct master's degree students through their thesis or project. The compensation to the professor is per student, up to a maximum of eight (8) students per quarter. It will be done at the end of each quarter on a case-by-case basis following the established guidelines. The professor will be required to submit a progress report per student at the end of each quarter. The Department Director and the corresponding Dean must approve these reports.

Academic Task

This is the work performed by faculty that covers, among other things, individual attention to students, participation in committees, attendance at department and faculty meetings, participation in meetings for the
preparation, coordination, or review of courses, preparation for assigned courses, preparation and correction of exams, clerical work related to teaching, research, and any other activity necessary for the development of teaching.

**Faculty Duties**

The regular academic load for a full-time faculty shall be 38 hours per week.

For the planning, organization, and control of the teaching task of each full-time faculty, five (5) categories of time use are defined as follows.

Due to the nature of his work, the professor has a fluctuating work schedule. This is determined each quarter, based on the needs of the UPPR. To carry out their teaching duties and responsibilities that require their presence on campus, the following are quantified: direct teaching hours in the classroom (category 1), office hours for individual attention to students during the quarter (category 2), office hours to attend to teaching-related tasks, including, among others, department, faculty and faculty meetings, course coordination meetings, participation in committees, faculty improvement and development, special tasks assigned by the corresponding director and/or Dean, etc. (category 3).

Hours dedicated to course preparation, making and correction of exams, laboratory reports, special assignments, and other similar tasks related to teaching do not necessarily require presence on campus (category 4). Additional work with teaching assignments, which are detailed in Table III (category 5).

The 38 hours of work and presence on campus will be determined based on the following formula:

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Four (4) hours per week per section in three (3) credit courses and four (4) hours per section in laboratory courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2:</td>
<td>One (1.0) hour per section, per week for enrolled students in the faculty’s courses.</td>
</tr>
<tr>
<td>Category 3:</td>
<td>Three (3) to thirteen (13) hours per week for teaching-related duties - the greater the academic load, the fewer the number of hours for this category.</td>
</tr>
<tr>
<td>Category 4:</td>
<td>Two (2) hours per section per week for exam preparation, grading, etc.</td>
</tr>
<tr>
<td>Category 5:</td>
<td>Four (4) hours per week per equivalent credit (see Table III).</td>
</tr>
</tbody>
</table>
Table I illustrates three (3) possible alternatives or examples of the distribution of the weekly schedule to meet the 38 hours required.

**TABLE I**

**THREE (3) EXAMPLES OF POSSIBLE ALTERNATIVES FOR WEEKLY TIMETABLE DISTRIBUTION**

**THREE (3) CREDIT COURSES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Sections</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL** | 38                 | 38           | 38

Categories 1, 2, 3, and 5 shall be conducted on a schedule prepared by the department head according to the needs of the class schedule and the department's work program. The schedule must be completed in its entirety on the university campus.

Category 4 may be conducted on or off campus and on a schedule at the faculty's discretion.

In developing the class schedule, the Department Director shall be guided by Table II to determine the number of contact hours per week.

**TABLE II**

<table>
<thead>
<tr>
<th>Contact Hours per Course Credit/Course</th>
<th>Weekly Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>
TABLE III
EQUIVALENCE NUMBER OF CREDIT HOURS
PER SPECIAL WORK ASSIGNED

<table>
<thead>
<tr>
<th>TASK</th>
<th>NUMBER OF CREDITS EQUIVALENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local and federal proposal writing - one per quarter, 4 hours per week.</td>
<td>1</td>
</tr>
<tr>
<td>Counseling (Mentoring) 30 students/quarter - 4 hours per week.</td>
<td>1</td>
</tr>
<tr>
<td>Essays, monographs, articles, and technical lectures. One article per quarter to be published in a professional journal or give one lecture per quarter.</td>
<td>1</td>
</tr>
<tr>
<td>Research - 4 hours per week.</td>
<td>1</td>
</tr>
<tr>
<td>Consulting groups in institutional projects 4 hours per week.</td>
<td>1</td>
</tr>
<tr>
<td>Advice on design projects for every 20 students - 4 hours per week Counseling</td>
<td>1</td>
</tr>
<tr>
<td>Special tasks</td>
<td>The Dean shall recommend to the President, who shall determine the number of credits to be awarded and the number of hours per week to be dedicated.</td>
</tr>
</tbody>
</table>

In all cases, the faculty will submit a written report to the Department Director at the end of each quarter presenting in detail the work done as additional work.

Academic Day for Part-Time Professors

Part-time faculty teach no more than two (2) sections per trimester. They may be assigned a greater academic load if the need arises. Their schedule will consist of the number of direct contact hours per week assigned to the courses they teach (Category 1). They shall also dedicate one (1) hour of individual attention to their students for each section taught (Category 2), two (2) hours of course preparation, preparation, and correction of exams, assignments, and projects, per section (Categories 3 and 4), four (4) hours per week of additional work (Category 4). Table V illustrates the relationship of the Categories. Category 4 carries additional compensation for courses taught in accordance with Table III.

Part-time faculty, like full-time faculty, shall be subject to regulations, administrative orders, and institutional rules pertaining to faculty functions and duties.
TABLE IV
EXAMPLE OF POSSIBLE ALTERNATIVES
WEEKLY SCHEDULE DISTRIBUTION
THREE (3) CREDIT COURSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Weekly Hours

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>14</td>
</tr>
</tbody>
</table>

Category 3 may be conducted on or off campus and on a schedule at the faculty's discretion. While Categories 1, 2 and 4 must be conducted on campus. (During the summer term, the minimum number of students in the course will be eight (8) students. Any faculty who has eight (8) students will receive full compensation according to the scale. Those with less than eight (8) students will receive pro-rated compensation according to the number of students).

Faculty Absence and Make-up Classes

Faculty members must notify their department chair, in advance, whenever possible, when they are unable to teach their classes. When a faculty member is unable to offer their classes, they are required to seek alternatives to make-up classes and to inform their supervisor how they will make up the course material.

Availability of Faculty and Academic Counseling (Mentoring)

Full-time faculty are expected to be fully committed to the Universidad Politécnica de Puerto Rico and to the students they teach. One of the most important aspects of this commitment is academic counseling (mentoring), especially during pre-enrollment, matriculation, and exam periods. The faculty of the Universidad Politécnica de Puerto Rico should concentrate its efforts in academic counseling in the following ways:

- guidance to students regarding their work in the courses they teach.
• guidance in planning enrollment in elective courses to match the student’s personal and career goals.

• recognition of professional help needed by the student, both personal and academic, and refer the student to the corresponding office or persons in the institution so that they can obtain the necessary help.

• course content.

• preparation of the résumé.

• learning assessment.

• final exam or equivalent evaluations.

• information to students on evaluations.

• recording of student attendance and grades.

• due dates.

• academic freedom.

Courses Offered by Persons in Administrative Positions

Courses offered by administrative personnel during regular working hours shall be compensated at 50% of the corresponding scale for part-time faculty.

Courses offered after regular hours (8am-5pm), will be paid according to the scale for part-time faculty.

Administrators’ working hours will not be extended to accommodate courses during regular hours. All will be paid as stated above.

Multi-Year Contracts

The Board of Trustees, at a meeting held in August 2001, approved the multi-year contracts. The Board of Trustees determined that effective June 21, 2001, prospective tenure-track appointments of the faculty ended. Some professors holding tenure-track status prior to that date will continue with their permanent faculty appointment for as long as they remain at the Institution.

Beginning in August 2005, the Universidad Politécnica de Puerto Rico will use multi-year contracts for its full-time faculty, which are based on their annual evaluation.
This procedure will apply to regular active professors without tenure and to new professors (recruited after August 2005). This Policy is available at the Human Resources Department and the Academic Departments, respectively.

Regular Salary

It is the monthly or annual salary of a teaching employee of the Universidad Politécnica de Puerto Rico fixed in the salary scale corresponding to the faculty where they teach.

Additional Compensation

It is the remuneration granted to a faculty member for additional courses taught that exceed the regular teaching load, according to the faculty to which they belong. For the payment of additional teaching loads, Part-Task Scales are used.

Academic Freedom

It is the right of every faculty member to teach objectively and honestly the subject they teach, with no other restrictions than those imposed by the intellectual and moral responsibility to cover all the essential elements of the course, as approved by the corresponding authority, respect for dissenting criteria, and the duty to impart their knowledge through pedagogical procedures identified with the ethics of teaching and the search for truth.

Freedom of Investigation

It is the right of all faculty members engaged in research work to perform their work free from restrictions that limit objectivity, intellectual honesty, or dedication to the pursuit of truth in their work.
Employee Leaves and Benefits Applicable to Full-Time Teaching Staff
Faculty Employee Benefits

Below you will find a summary of each of the benefits that Universidad Politécnica offers to its teaching employees.

Institutional Breaks

Employees shall enjoy the institutional breaks approved by the President with or without charge to vacation, as the case may be. However, based on institutional needs, employees may be required to work on any day during such breaks.

The Registrar's Office distributes an academic calendar of institutional holidays and breaks to be observed each academic term.

Life Insurance

The University provides Life Insurance to its full-time faculty members. In case of death, the benefits of this insurance will be paid by the insurance company to the designated beneficiary. The amount of this benefit will be equivalent to the annual salary in case of natural death, and in case of accidental death, double the annual salary. Family members should contact the Human Resources Office immediately, as there is a statute of limitations period to apply for this insurance.

Employer Contribution to the Medical and Dental Plan

The Universidad Politécnica de Puerto Rico offers to all full-time professors the benefit of participating in the Medical Plan. Said benefit will depend on the coverage selected by the employee.

Parking

The Institution offers access to the parking area within the facilities as long as spaces are available. The University does not charge for the use of these facilities. The University is not responsible for any theft or damage to your car, articles and/or property left in the vehicle. Faculty and staff, as well as administrative personnel. They must observe the traffic regulations established by the Institution and must park in the assigned areas according to their classification.

Christmas Bonus

Act No. 148 of June 12, 1969, as amended, provides that every employer shall pay each of its employees who have worked 700 hours or more between October 1 of one year and September 30 of the following year, an annual bonus of 6% of the first $10,000.00 earned by each employee.
Library

The use and enjoyment of the resources and facilities of our Library are available to all our employees. This benefit can be received as long as all the rules established for these purposes are complied with.

Study Benefits

Faculty who are interested in studying at the institution have the benefit of a tuition waiver of 50% of the cost of credits, up to 12 credits per quarter. Fees and charges will be the responsibility of the employee. This benefit is extended to the employee's children and spouse. To learn more about the Study Policy, please visit the Human Resources Office.

Direct Deposit

Full-time employees interested in receiving payment directly to their bank account must request it on the form assigned through the Human Resources Office.

Non-Occupational Disability Insurance (Sinot)

Act No. 139 of June 26, 1968, as amended, establishes a Non-Occupational Disability Insurance. This Law provides weekly benefits and benefits for death, dismemberment, and total loss of vision.

Long-Term Disability Insurance (LTD)

The University provides Long-Term Disability Insurance to its full-time employees. This insurance pays an amount to those employees who become disabled for six months or more and lose income.

Unemployment Compensation

Act No. 74 of June 21, 1956, as amended, known as the Puerto Rico Employment Security Act, establishes, among other things, the unemployment compensation system. All workers in Puerto Rico are covered by this Act. For purposes of the Act, a worker may receive benefits even if they work partially during the week if they satisfy the requirements established by law. It is understood that they have worked partially if they work less than 32 hours per week. The maximum of benefits during a year shall be twenty (20) weeks.
Workers' Compensation

Act No. 45 of April 18, 1935, as amended, establishes the Workers' Compensation program. This insurance is compulsory and covers all employees. The Law provides for total medical care, payments for temporary disability, permanent disability and pensions for widows and children in case of death.

Cobra Law

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of July 1, 1986, provides that every employer with 20 or more employees who provides a group health plan must offer an extension of coverage for employees and/or their beneficiaries. To obtain the benefits of the Extension, please contact the Human Resources Office.

Employee Assistance Program (PAE)

Staff interested in the program's services should request information from the Human Resources Office. The program provides professional assistance in the management of personal problems that affect the ability to function adequately. The service will be available according to the resource available at the time of request.

Retirement Plan (401k)

Every full-time employee is eligible to participate in the Retirement Plan. The employee can contribute from 1% to 8% of salary, up to a maximum of $9,000 per year, for 2011 $10,000 per year, and for 2013 $12,000 per year, combined with an IRA account. The Institution contributes $0.35 for each $1.00 of the employee's contribution.

Employees over 50 years of age may make additional contributions to the above-mentioned limit by reducing their salary by up to $1,000 per year.

Faculty Leaves of Absence

Below you will find a summary of each of the leaves of absence that Universidad Politécnica offers to its teaching employees. Leave-of-absence must be requested in advance and in writing on the form established by the institution for this purpose. The employee must then submit it to their supervisor for evaluation, who in turn will send it to the Human Resources Office for processing.
Illness

Full-time Professors, Dean, Associate Dean, Academic Director, Associate Director, and Master's Degree Coordinator shall be entitled to sick leave at the rate of 18 days per year. This balance does not accrue or transfer and in the event of termination of employment this leave is not liquidated.

Vacations

All full-time faculty who have completed their annual academic load shall be entitled to enjoy two months of vacation during the months of June and July and the Christmas break.

Every Dean, Associate Dean, Academic Director, Associate Director, and Master's Degree Coordinator who fulfills the academic load established in their contract shall be entitled to 22 days of vacation leave to be used during the year. This balance will be available at the beginning of each year. It does not accrue or carry over and in the event of termination of employment the current year’s balance will be prorated. Christmas Break will be fully compensated, without charge to vacation.

Federal Sick or Family Leave-No Pay (FMLA)

An employee who has worked for the institution for a minimum period of one (1) year and a minimum of 1,250 hours during the previous twelve months is entitled to request sick leave or family leave (without pay).

If eligible, you will be allowed twelve (12) weeks of unpaid leave during any twelve (12) week period. (12) months. The reasons for granting leave are for the birth and care of a newborn child, adoption of a child, or receiving a foster child. For the care of a spouse, child, or parent with a serious health condition, or a serious condition of the employee that renders them unable to perform their duties.

Military Family Leave, Eligible employees are entitled to up to 12 weeks of leave to meet certain qualifying exigencies of the spouse, children, or parents of an employee who is on active duty or who has been advised of an impending call to active-duty status, in support of a contingent operation.

An eligible employee who is the spouse, child, or parent of a servicemember, who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to 26 weeks of leave in a single 12-month period to care for the servicemember. If both spouses work for the institution, they are entitled to a total of 26 weeks between them.

Maternity Leave

Any female employee who is pregnant is entitled to request maternity leave. She must indicate the probable due date. The request shall be submitted to the immediate supervisor as soon as she becomes aware of her pregnancy. The supervisor must make the necessary arrangements for the work schedule that will be pending during the period of childbirth.
Act No. 3 of March 13, 1942, as amended, establishes that pregnant employees working in private enterprises shall be entitled to a four (4) week break before and four (4) weeks after childbirth. At the employee's option, she shall be entitled to a rest of one week prior to the birth and seven (7) weeks of postnatal rest and shall be paid the full salary. The enjoyment of this leave is not considered as time worked. Therefore, it does not accrue leave, vacation, or sick days.

Military Leave

Military leave shall be granted to teaching and non-teaching personnel in accordance with Act No. 62 of June 23, 1969. This Act provides that military leave without pay shall be granted to employees belonging to the Puerto Rico National Guard, the Active Military Service, or the Reserve Corps in case of service, military training, activation of the National Guard by the Governor, and/or in cases of National Emergency.

The employee requesting this leave without pay must submit their request in writing at least one (1) week in advance. It must also include official evidence of the order or subpoena to the supervisor and the Human Resources Office.

Witness in Criminal Cases Leave

Any staff member who is required to leave the Institution to appear as a witness in a criminal case before any court of justice in Puerto Rico, whether state or federal, shall be entitled to Witness Leave in Criminal Cases (with pay), with a prior subpoena from the prosecutor's office or the court. The employee must submit evidence of their attendance to the court to justify their absence.

Jury Duty Leave

A person employed by a private employer who is summoned as a juror in a court of law shall be entitled to enjoy a leave of absence with pay from the employer up to a maximum of 15 working days as the above-mentioned compensation for appearance. If the situation arises that the summoned person appears as a juror for a longer term than that provided for, they may charge the time absent to their regular vacation leave or the compensation fixed by regulation.

Every employee shall inform the employer of the need for jury duty at least five working days before the date for which they were summoned, except if the employee is prevented from fulfilling their obligation by the late receipt of the notice or for good cause. At the conclusion of the court appearance, they shall be issued a certificate indicating the time spent in days and hours, which shall be delivered to the employer upon their return to work.
Unpaid Leave

Leave without pay is granted by the President of the institution upon recommendation of the appropriate supervisor. The teaching or non-teaching employee must be employed on a full-time basis and their work must be satisfactory. This leave shall be granted only for study or service in educational or cultural organizations, or for personal purposes. It shall not be granted to try other employment opportunities.

Graduate Studies Leave

To achieve optimal levels of excellence and effectiveness, the faculty must have full mastery of the subject matter and skills in the use of instructional strategies to enable them to perform their teaching role. Similarly, faculty engaged in research, scientific and technical outreach, and professional library services must have the knowledge and skills that will enable them to perform their functions and tasks with excellence and thus remain current in their field.

In the consideration and granting of leave of absence and financial aid to teaching personnel, the academic needs and institutional teaching development, as well as the benefits to be derived by the institution, must be taken into account.

The appointing authority may authorize leave of absence for qualified faculty selected by the Graduate Studies Committee in the following ways:

1. Full-time studies for those who wish to obtain their advanced degree in academic institutions outside of Puerto Rico.

2. Part-time studies for those who will take courses in institutions located in Puerto Rico or in institutions outside Puerto Rico that offer programs on the Island. This modality entails an administrative or academic task parallel to graduate studies. The Institution will discharge in the Graduate Studies Committee the responsibility of defining the portion of the academic or administrative burden to be discharged to each participant.

For the full-time modality, as a general rule, a maximum of two (2) years of leave of absence or financial aid will be granted, after the Bachelor's Degree, to obtain the Master's Degree and a maximum of three (3) years, after the Master's Degree to obtain the Doctorate, including the preparation of the thesis in both cases. In the partial assignment modality, the maximum periods established above will be doubled.

Any person who enjoys the benefits of the program for faculty development will sign a contract committing to reintegrate and present services to the University, upon obtaining the degree for a period of time not less than 1.5 times the duration of the study program.
The professor with part-time or full-time studies, participant of the benefits of the development program, shall not perform academic tasks in other university institutions during the term of the contract.

Faculty members participating in the professional development program who are interested in accepting a fellowship must obtain certification from their program director that the fellowship will not distract them from their program of study and must notify their Dean, with a copy of such certification, so that the Dean may submit the matter to the Graduate Studies Committee for consideration if they deem it appropriate.

The minimum requirements to be met by all candidates to be considered for participation in the faculty development program are as follows:

1. Minimum time of service to the institution before application - three years
2. Highest grade point average - above 3.00/4.00 or equivalent
3. Professional license when applicable
4. To have the letter of acceptance to the program of studies requested by the candidate.
5. Candidate's work experience
6. Need of the Institution in terms of academic degrees required, priority areas of study, diversity of university institutions where candidates propose to complete their programs of study, proportion of bachelors, masters, doctors, and others.

Unpaid Leave without Financial Assistance

Leave without pay may be granted for study or service in educational or cultural organizations or for personal purposes. It shall not be granted for the purpose of trying other employment opportunities.

Faculty members enjoying this leave of absence shall separate from their position and transfer to another university institution in or outside of Puerto Rico to pursue master's or doctoral studies. The period covered will be 1.5 years with the possibility of extension for an additional year in the case of a master's degree. The participant will be responsible for their support, lodging, transportation and other expenses during the leave of absence.

Unpaid Leave with Financial Assistance

Full-time faculty members enjoying this leave of absence shall separate from their position and transfer to another university institution in or outside of Puerto Rico to pursue master's or doctoral studies. The period covered shall be 1.5 years with the possibility of extension for an additional six months in the case of a master's degree and an additional 1.5 years in the case of a doctorate. Under this leave of absence, the institution covers initial and final travel costs, required textbooks, and a stipend. Employees who receive this benefit must continue to hold a full-time professorship at the Institution and serve the Institution for a minimum period of 1.5 years for the period in which they received the benefit.
Complaints and Discipline
Complaints

Procedure to Facilitate the Filing of Complaints for Employees or Visitors of the University

Any employee or visitor who believes that their rights have been violated or that they have been discriminated against by an employee of the Universidad Politécnica de Puerto Rico has the right to file a written complaint.

The same shall contain a concise account of the facts that occurred and the conduct allegedly incurred by the complained party that violates its rights as an employee or as a citizen, and the remedy required by the complainant.

The complaint shall be investigated by the Director of the Human Resources Department or by the officer to whom the President delegates the investigative function to make the appropriate recommendation based on the findings.

This officer will interview all parties involved and inspect all documentation related to the facts under investigation.

Upon completion of the investigation, the outcome of the investigation will be shared only with the relevant members of management to make decisions applicable to the case under investigation.

Once this stage is concluded, the complainant, the investigating officer, and a member of university management meet to evaluate the results of the investigation and possible actions for this case, to whom the employee or employees involved are accountable.

If dissatisfied with the outcome, either party may file a written appeal to the President of the University which shall be filed within 10 working days of being informed of the outcome of the investigation.

If during the investigation process the complaining party freely and voluntarily withdraws the complaint, the proceeding shall be terminated.

Once the appeal is submitted and if the President deems it necessary, he may convene an administrative hearing where the parties involved may bring their own defense.

If the President does not reply to the complainant within 20 working days of the filing of the appeal, it shall be understood that the appeal is dismissed.
Procedure for Handling Complaints and/or Grievances

An employee, faculty, or supervisor who receives a verbal or written complaint that may constitute sexual harassment or that their rights have been violated should channel it as follows:

Student Cases

1. The person in charge of handling and processing these complaints is the Associate Vice-President of Enrollment Management and Student Services.

2. In the event that the student does not wish to go to the Associate Vice-President of Enrollment Management and Student Services or is not available, the student will be referred to the Director of the Counseling Office.

3. If the Director of the Counseling Office is not available, the employee, faculty, or supervisor will contact the Director of Human Resources, who will channel the complaint in strict confidentiality.

Faculty Member Cases

1. The person in charge of handling and processing these complaints is the Vice President for Academic Affairs.

2. If the Vice President is not available, the employee, faculty member, or supervisor will contact the Director of Human Resources who will channel the complaint in strict confidentiality.

Visitor Cases

1. The person in charge of handling and processing these complaints is the Associate Vice President for Administrative Affairs.

2. If the Vice President is not available, the employee, faculty member or supervisor will contact the Human Resources Director, who will channel the complaint in strict confidentiality.
Prohibited Conduct

The following are examples of conduct or acts that justify the application of disciplinary measures. These are not intended to cover all conduct that is unacceptable in the Institution, but rather to serve as a guide to ensure fair and uniform treatment in the handling of each case. If a situation arises that is not included, the Human Resources Office will evaluate it and recommend the action to be taken, according to the seriousness of the situation.

- To extend without authorization the term of a previously authorized license.
- Careless and negligent handling of equipment, materials, or work instruments, or of subcontractors.
- Interfering with, hindering, or interrupting regular duties or the celebration of official acts or activities held inside or outside the Institution.
- Violating health and safety rules in the workplace.
- Smoking inside the institution's buildings.
- Failure to report accidents or extraordinary situations occurring during working hours or situations that may affect the operation of the institution or its image in the external community.
- Failure to comply with official orders or instructions required by the supervisor.
- Entering into a conflict of interest with the University.
- Sexual Harassment
- Violation of civil rights laws.
- The use of alcoholic beverages on university premises.
- Illegal drug use on university grounds.
- Domestic Violence
- Discriminating against fellow employees, applicants for employment, students, or visitors on the basis of race, color, sex, national origin, age, national origin, physical, mental or sensory handicap, social status, political or religious beliefs, status as a disabled veteran, veteran of the Vietnam Era, or any other basis of law.
Disciplinary Sanctions

Conduct or Acts Subject to Disciplinary Measures, Dismissal and/or Non-Extension of Contracts

When conduct or acts are incurred that result in violations of the standards of conduct established in the Institution, the application of disciplinary measures is warranted. Depending on the seriousness of the infraction, the employee's previous record, and the particular circumstances in each case, the measures may consist of a verbal or written reprimand with a copy of the file, suspensions or definitive separation from employment or not extending a contract.

The institution may terminate its contractual relationship with a permanent faculty member or a faculty member under multi-year contracts upon the occurrence of one of the following causes:

1. incompetence or inefficiency in the discharge of academic duties
2. negligence or carelessness in the performance of academic duties
3. misconduct
4. violation of the rights of their peers, administrative staff, or students
5. noncompliance or violation of institutional policies and/or procedures
6. conviction of a felony or misdemeanor involving moral turpitude
7. abandonment of service
8. insubordination
9. any other behavior of the professor that adversely affects the interests of the University.
10. Overstaffing.
11. fiscal difficulties.
12. cancellation or change of the programs of a teaching department.
13. acts of violence
14. trafficking of illegal substances
15. jeopardizing the order, safety, or efficiency of the University.
When there are compelling reasons to infer that a faculty member has engaged in any of the conduct listed above beginning with #1 through #9, the Vice President for Academic Affairs shall appoint an ad hoc committee consisting of faculty and administrative representatives to investigate the matter and advise them. If the committee determines the existence of grounds justifying termination of employment or the imposition of other disciplinary action, it shall prepare a written report setting forth the reasons which, in its judgment, justify termination of employment or the imposition of any other disciplinary sanction.

When the university is confronted with cases involving situations listed under items 10 to 12 inclusive, it will notify the affected professor(s) 60 days in advance of the action to be taken.
Policy on Academic Load and Number of Preparations
(Effective SP-08 Quarter)
POLYTECHNICAL UNIVERSITY OF PUERTO RICO

The following document sets forth the policies and norms modified and approved by the President of the Universidad Politécnica de Puerto Rico, Mr. Ernesto Vázquez Barquet, which will become effective next quarter SP-08.

1. Minimum and maximum number of students per section:

<table>
<thead>
<tr>
<th>Area</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts (^{1,2})</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Science (^{1,2})</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>General Engineering (^2)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Engineering (Specialty)</td>
<td>20</td>
<td>Except Capstone Courses</td>
</tr>
<tr>
<td>Geomatic Sciences (^2)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>20</td>
<td>Except ARCH 5020 and ARCH 5030</td>
</tr>
<tr>
<td>Business Administration</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Graduate Courses</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

1 After 70 students per section they can be consolidated by section as in the case of SOHU, ATUL, Mathematics and Physics.
2 The number of students in the laboratory sections will be determined by the laboratory capacity.

2. Sections of courses with enrollment below the required minimum and falling within the ranges of enrolled students described below should be justified in writing by the Academic Directors and submitted to the Vice President for Academic Affairs for consideration:

   a) Sections with a minimum number of students between 16 and 29 in the case of 30 being the minimum
   
b) Between 12 and 19 in the case that 20 or 25 is the minimum and
   
c) Between 7 and 4 in the case that 15 is the minimum

3. The courses that do not comply with the minimum requirements as indicated in item #2, can be offered by arrangement with the faculty and payment will be prorated using the normal course fee as a basis. This prorated course will not be part of the faculty’s normal load. Courses by arrangement with prorated compensation will be offered only when the faculty voluntarily agrees.

4. Master courses with less than 5 students can be offered by arrangement with the faculty and payment will be prorated using the normal course fee as a basis. of a normal course. Courses by arrangement with prorated compensation will be offered only when the faculty voluntarily agrees.

5. The Master’s degrees that do not meet these minimum enrollment requirements may be submitted to the Academic Council, which may consider it necessary to place them in a moratorium.

6. All deans will teach at least one course per quarter as part of their contract. They could teach two extra courses per quarter with the approval of the VP for Academic Affairs in special situations.

7. Department directors will teach at least one course per quarter as part of their contract. With the
recommendation of their Dean and authorization of the VP for Academic Affairs, they can teach up to two extra courses in special situations.

8. The academic load of Art and Science and Business Administration faculty will be 36 credits per year.

9. The academic load of Engineering and Surveying will be 36 credits with 6 credits of academic/administrative tasks. The 6 academic/administrative credits should be for specific tasks according to the department's needs as established by the Department Director. Assigned tasks must be authorized by the corresponding Dean. At the end of the quarter faculty with academic/administrative tasks must submit a report to their Directors with details of work done and results obtained.

10. All additional tasks above the full load that entail compensation must be justified and elevated by the Department Director who reports to the VP for Academic Affairs, before being granted, who will make the decision with the consent of the President. At the end of the quarter, teachers who receive additional tasks with compensation must submit a report to their Department Director detailing the work that was carried out and the results obtained as part of the assigned tasks.

11. Full-time professors can teach up to two additional courses over their full load.

12. Full-time professors whose academic work consists only of graduated courses, their academic load will be nine credits per quarter for a total of 27 credits per year.

13. Deans, department directors, coordinators or their equivalent (Honor Program) will only have 22 vacation days per year, in addition to Thanksgiving, Christmas and Easter even if they are considered faculty.
June 11, 2012

Deans
Department Directors
Human Resources

Ernesto Vázquez Barquet
Presidente

COMPLAINTS COMMITTEE RECOMMENDATIONS

In a complaint presented by Industrial Engineering students, the Committee appointed to consider said complaint recommended, among other things, the following:

1. That students be offered the courses in which they have enrolled as they appear in the official program published by the course Department and in the official Registrar Office publication.

2. That the courses are offered on the days and times published. Nobody, without official authorization, can change a course schedule.

3. That the Course is offered by the professor that is officially stated in the communications or original department director list. The professor cannot be changed without official authorization.

   **Under no circumstances** can a professor who is not hired by the University offer courses from the Institution. No one can authorize this practice, which is strictly prohibited by the Institution.

4. If the professor is not hired by the University, they cannot offer grades or participate in the process of the student’s evaluation.

This recommendations are being adopted immediately as official policies of our Institution.

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