



# FACULTY HANDBOOK



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## **PRESIDENT MESSAGES**

If you are reading this faculty manual, the chances are real that you will be an instructor at our institution, and what that means is that you, more than meeting some basic requirements to be a teacher, exceed in other areas, qualities that go beyond mastery of skills or abilities. You represent and share our philosophy of providing students with a learning experience that will leave a mark on their lives, you will create better people in students. The guidelines in this manual are important, and legally carry very important weight, but they cannot go beyond providing our students with added value in our programs. Let's go back to making education something valuable and fun; enjoy your classes, share experiences, suggest advice based on your experiences, always lead by example, be patient, kind, do different things, take them out of the classroom if it is relevant to what you are teaching, always in an atmosphere of discipline and I respect our students. I assure you that in this way Password Technical College is and will be the best college because it has the best teachers.

*Javier Irizarry*

Javier P. Irizarry Riveiro  
Executive Director  
Password Technical College

## **INTRODUCTION**

**Password Technical College (PTC)** is an institution that provides educational services, and which goal is to offer the students, the quality and excellence in the practice of the field that they attained, and in this way, contribute effectively to the social and cultural development of the Island, particularly, the southwestern geographical area.

The projected image of PTC in our community depends on our well-trained personnel, which as the same time is the loyal reflection of the contribution of each one. PTC recognizes that the most valuable resource is the personnel that work within, so our employees are the ones that makes the day to day of this institution.

PTC recognizes the importance of the existence of fair and equitable rules within the personnel management, which evolves in an effective climate, which at the same time supports in our personnel the highest levels of satisfaction and productivity. For this reason, is why we have been careful in developing operational systems that provide uniformity, consistency, and excellence toward the educational and administrative services that we provide.

The purpose of this manual is to make possible that all information is consistent and uniform, in order to facilitate the compliance of our rules and regulations and at the same time to provide us a guide in the performance and compliance of our jobs. Is the responsibility of all our employees to carefully read this handbook, so this way we make sure that they understand the meaning and the importance of all the rules. Each employee, without any exception, is obligated to make sure they comply with all our institutional rules.

The content of this handbook is susceptible to be modified, accordingly to the changes that the laws and new trends that PTC could require in the future.

## **SECTION ONE – MEET PASSWORD TECHNICAL COLLEGE**

### **HISTORICAL OVERVIEW**

*Password Training Center, Inc.* was founded and incorporated on the year 2000 as a computer information system training center specialized in information technologies professional certifications, such as the ones from CompTIA (Computer Technology Industry Association), Pearson Vue Testing Center and Microsoft.

After recognizing the need to create a postsecondary institution in the south-western geographical area of the Island that base its curriculum on postsecondary occupational programs in the industry standards, a new division was established in 2004 with the name of *Password Technical College* with a license to operate at the postsecondary non-degree level with technical,

vocational, and high skills programs. The License Number is V 51-06 and was issued by the Council of Education of Puerto Rico.

Currently, PTC offer programs in the information technology (IT), electricity with photovoltaic systems and refrigeration using instructor lead classroom meetings supported by distance education methodologies. Recently, PTC expanded their partnership as a Cisco Networking Academy, Mile2 Academic Partner, Oracle Academy, EC-Council Academia, Palo Alto Cybersecurity Academy, and Fortinet Academy.

Since its inception, we have worked hard our offer of vocational program for adults in order to develop occupational trained people and encouraged them to improve the quality of their life in their family and communities' environments. As an educational institution we have grown, currently our facilities meet favorably with our offer. We are highly motivated to continue working as we have done since the year 2000.

Since its foundation, the school have been managed by its current President and Executive Director, Mr. Javier P. Irizarry Riveiro.

## **MISSION**

*Password Technical College's* mission is the development of skilled professionals, capable and resilient in a dynamic academic environment of excellence, using mechanisms of social and ethical skills to create a competent workforce.

## **VISION**

Use innovative educational techniques in a highly technological environment in order to create highly competitive, adaptable professionals with strong ethical foundations.

## **INSTITUTION OBJECTIVES**

To develop the maximum human potential in each of our students through an accessible, avant-garde, and cheerful education, through the following premises:

1. Direct efforts to provide students with the basic skills necessary to achieve a post-secondary certificate in a technical or vocational area and compete effectively in the job market.
2. Establish professional learning goals to explore and apply pedagogical approaches made possible by technology and reflect on their effectiveness.

3. Pursue professional interests by creating and actively participating in local and global learning networks.
4. Update with research that supports improving student learning outcomes, including science learning outcomes
5. Shape, advance and accelerate a shared vision for technology-empowered learning by engaging with education stakeholders.
6. Advocate for equitable access to educational technology, digital content, and learning opportunities to meet the diverse needs of all students.
7. Develop the identification, experimentation, evaluation, curation and adoption of new digital resources and tools for learning.
8. Create experiences for students to make positive, socially responsible contributions and exhibit empathetic behavior online that build relationships and community.
9. Establish a learning culture that encourages curiosity and critical examination of online resources and fosters media literacy and fluency.
10. Promote the management of personal data and digital identity and protect the privacy of student data.
11. Encourage students to practice safe, ethical, and legal with digital tools and protection of intellectual rights and property.
12. Provide planning to collaborate with colleagues to create Authentic Learning Experiences that leverage technology.
13. Collaborate and co-learn with students to discover and use new digital resources and diagnose and troubleshoot technology issues.
14. Utilizing collaborative tools to expand students' authentic real-world learning experiences by virtually interacting with experts, teams, and students, locally and globally.
15. Develop cultural competency between communicating with and interacting with students, parents, and colleagues as partners in student learning.
16. Apply technology to create, adapt, and personalize learning experiences that encourage independent learning and accommodate student differences and needs.

17. Provide authentic learning activities that align with content area standards and use digital tools and resources to maximize deep learning.
18. Explore and apply instructional design principles to create innovative digital learning environments that engage and support learning.
19. Foster a culture in which students take ownership of their learning goals and outcomes in both independent and group settings.
20. Manage students' use of technology and learning strategies on digital platforms, virtual environments, hands-on makerspaces, or in the field.
21. Create learning opportunities that challenge students to use a design process and/or computational thinking to innovate and solve problems.
22. Model and encourage creativity and creative expression to communicate ideas, knowledge, or connections.
23. Provide alternative ways for students to demonstrate competence and reflect on their learning using technology.
24. Use technology to design and implement a variety of formative activities and summative assessments that are tailored to student needs, provide timely feedback to students, and inform instruction.
25. Use assessment data to guide progress and communicate with students, parents, and educational stakeholders to build self-direction.

## **GOVERNMENT AND CONTROL**

Password Technical College is owned and operated by Password Training Center, Inc., a Puerto Rican corporation duly registered in the Commonwealth of Puerto Rico. The current president is Mr. Javier P. Irizarry, and his office is in 44 Calle Dr. Veve, in San Germán, PR 00683.

The government of Password Technical College is composed of a Board of Directors as a governing body. This Board is responsible for establishing institutional policies and monitors the fulfillment of the mission, vision, and organizational goals. Also, analyzed, and weighted recommendations submitted to the Board through its Chairman.

The Board of Directors is self-perpetuating, and members are selected without any intervention of outside authorities. The Board of Directors, as the



highest governing body, also has final authority to develop the resources necessary to achieve the objectives and management, regulation and control of its affairs and property activities, the selection of its members and officials and other matters inherent in achieving the school mission.

## **BOARD OF DIRECTORS**

Mr. Javier P. Irizarry President  
Ms. Joan Feliciano Vice-president & Secretary  
Dr. Edrick Ramirez Treasurer  
Mr. Juan P. Irizarry Board Member  
Dr. Anabelle Paz Board Member

## **ADMINISTRATION**

Mr. Javier P. Irizarry-Riveiro – President and Executive Director  
Mr. Joel Vargas – Academic Coordinator  
Ms. Belinda González – Administrative and Student Services Director  
Mr. Juan P. Irizarry – Officer for Financial Affairs and Accounting  
Vacant - Admissions Representative / Receptionist

## **APPROVALS**

Password Technical College is postsecondary proprietary schools authorized to operate at this level by the former Council of Education of Puerto Rico, now Board of Postsecondary Institutions (State Department Building, Old San Juan, PR) license number V61-05. The school is approved by the Puerto Rico State Approving Agency to provide academic and occupational training to the students under the various GI Bill® programs, and the American Job Center Southwest Region under the Work Innovation Opportunity Act (WIOA). "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## **AFFILIATIONS**

- Asociación de Educación Privada de Puerto Rico (AEPPR)
- Asociación de Oficiales Certificadores de Estudiantes Veteranos (PRIVAOC)

## **PHYSICAL FACILITIES**

All programs are offered at facility located at 44 Veve, San Germán, Puerto Rico. This is a comfortable facility fully equipped with air conditioning and easy accessibility. The classrooms are spacious, allowing students to maximize their learning experience. PTC, being authorized Academic Partner of several companies, must ensure that facility meet their partners strict quality standards. The benefit for students is that they can be sure of the quality of education, knowing that we have the support of industry leaders to offer educational programs and the latest technical versions of the market.

The programs include a practical approach, which is, by laboratory work and a student externship at the end of most of our programs. PTC has modern computer labs and electricity, refrigeration laboratories as well. The size of a group is determined according to the available resources in each laboratory.

- Parking is available close to our premises. A municipal parking is just minutes away, totally free and the parking facilities of near stadium just steps away from our facilities.
- Equipment: The facilities and classrooms are equipped with modern equipment (projector, sound system, and Internet access) required for some of our courses.
- Learning Resources: Accessibility on the Internet and remote information resources in our on-line platform <http://passwordtech.edu20.org>.
- Virtual Library: We have computers with digital encyclopedias, dictionaries and virtual texts in English and Spanish.
- A snack area with vending machines and seats where students can rest between the meeting breaks.

Classroom and Labs capacity:

Description	Maximum of
Bill Gates classroom	8-10
1Ghz classroom	8
2Ghz classroom	9
Edison classroom	10-12
Carrier classroom	10-12
Digital Library	2

## **SECTION 2 - GENERAL POLICIES AND INFORMATION**

### **INSTITUTIONAL POLICY ON EQUAL OPPORTUNITIES**

PTC ensures equal opportunities to its applicants for admission and employment, as well as to current students and staff, both in regard to education and employment opportunities, as in the enjoyment of the services, academic programs offered and terms and conditions.

The institution does not exclude from participation, deny benefits, or discriminate against any person because of age, race, sex, color, birth, social origin, or condition, physical or mental disability; or political or religious beliefs.

This policy protects every employee and does not matter the position occupied by the employee and should be executed by everyone, independently of the position or title that is performed. Any employee that understands that has been or is being object of discrimination and in violation to the nature of this policy, should bring to the attention of the situation to the immediate supervisor or bring the situation to the immediate attention to the human resource department.

Our institution is committed to take immediate and adequate action in order to guarantee a work environment free of illegal discrimination.

### **INSTITUTIONAL POLICY ON USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON THE PREMISES.**

Aware of its responsibility to contribute to the preservation of the physical and psychological welfare of the student community, faculty, and administrative staff, as well as the society it serves, PTC has established a program designed to prevent and criminalize the use, possession and distribution of drugs and alcohol in their facilities and grounds during hours of academic instruction or their co-curricular activities.

### **DRUG ADMINISTRATION FOR ASTHMA**

In keeping with the provisions of PR Law 56 of February 1, 2006 (Asthma Patients Students) and so that the requirements of this law are met, a student may possess and use their own asthma medication (i) during your stay in our facilities, (ii) during a meeting sponsored by the Institution (iii) during and under the supervision of staff of the institution, or (iv) before and after regular activities of the institution, such as before and after activity be property operated by the institution.

### **USES OF THE SOCIAL SECURITY NUMBER RESTRICTIONS**

In keeping with the provisions of Law 186 of September 1, 2006 (Restrictions on the use of Social Security Number) and the requirements of this Law are met:

- Our Institution will not display or display the Social Security number of any student or employee in a place or object visible to the general public in order to identify, place or publish lists of evaluations, lists of students enrolled in courses or any other list delivered to instructors; nor included in student directories or any similar, except confidential list for internal use; nor made accessible to any person or authority does not need access to this data.

- When is due to publish a document that contains a Social Security number outside the context of academic confidentiality, it will be edited so that the data is partially or completely unreadable, without alteration of the content of the document is considered.
- These protections may be voluntarily waived by students of legal age or legally emancipated or parents with custody and custody of the children by written consent, more such waiver shall be imposed as a condition of enrollment, graduation, transcription of notes or credits or services.
- This provision shall not apply in the use of Social Security numbers in those cases where it is required or authorized by federal law or regulation or use for internal purposes of identity verification, validation, employment, contributions or assistance economically, while preserving its confidentiality.

## **"BULLYING" PREVENTION**

In keeping with the provisions of PR Law 37 of 10 April 2008 (Bullying Prevention) and in order that the requirements of this law are met:

*PTC* recognize the right of students and employees to their personal safety ,free from harassment and intimidation ( bullying or cyberbullying); to study in a healthy environment ; to privacy and personal dignity ; to promote the formation of student organizations ; a fair assessment of their academic work ; which may be contained due to the documents related to your academic record and student life; to choose their trade or profession freely; to receive career guidance services and other services; to an education that allows them to pursue higher education or provide them access to the labor market within and outside Puerto Rico; and organize and participate in the activities of your study center .

For purposes of this policy, the definition of the act of harassment and intimidation (bullying or cyberbullying) is any act intentionally performed by any act, whether verbal, written or physical, that has the effect of intimidating students and interfere with children's education, their educational opportunities and performance in the classroom.

## **POLICY OF REASONABLE ACCOMMODATION**

*PTC* is an institution committed to academic excellence and welfare of the student community. As such, it has a responsibility to promote healthy living and harmonious exchange of students, faculty, and administration members. The attentive discrimination against human dignity is in conflict with our mission, philosophy, and organizational objectives.

PTC also is firm believer that everyone can be successful. The work of an educational institution is to facilitate students to successfully achieve their academic goals being based on their strengths and not their "limitations". It is to this end that the Institutional Policy on Reasonable Accommodation was established.

PTC, in accordance with current legislation establishes a policy prohibiting discriminatory attitudes that prevent, hinder, limit or exclude any of its employees or students qualified to participate, join or enjoying your favorite activities or physical or mental disability organized, sponsored, operated, managed or conducted by the institution. Institutional policy is reasonably accommodated employees and eligible students under the statutory provisions.

So, it does not allow or tolerate methods or discriminatory practices in recruitment, compensation, benefits, facilities for reasonable accommodation or access to, participation in training programs, promotion or any other condition or privilege of employment against persons with some type of disability physical or mental and ensure equal opportunities for them.

Similarly, it will not allow or tolerate methods or discriminatory practices in the admissions process, re-admission, access, reasonable accommodation, participation in programs, classes, activities or educational needs against students with some type of physical disability, mental, emotional or sensory impairment that limits them equal opportunities enjoyed by people without disabilities.

This policy includes the responsibility to manage for people with disabilities, within the scope of reason, reasonable accommodation, i.e. make adjustments or changes necessary for the employee or student with a disability can perform their own employment or studying functions.

## **POLICY TO PREVENT PLAGIARISM**

The institution encourages all students to develop creative and research work to promote their growth and professional development. The violation of this policy may result in suspension of the offender.

Technological advances and the dissemination of knowledge, together with the information available to all, require efforts to secure the protection of intellectual work. The student is responsible for the prudent use product of creativity, research, and knowledge of those who contribute their work for the benefit of all.

In order to ensure copyright, the institution has developed an institutional policy that promotes appropriate guidance rights sheltering protection, publication, and dissemination of the product of intellectual work, which includes technological work.

The policy promotes the following objectives:

1. To guide students on the rights protected by the Copyright Laws applicable.
2. Encourage the development of creative work, whether literary, artistic, scientific, or technological or other means of intellectual expression.
3. Guides teachers to not allow duplicate material whose origin is protected by copyright.
4. Guide teachers to not consider any job that is literally taken from copyrighted material.

## **RECORDS MANAGEMENT**

The rules and procedures set forth herein are applicable to all personnel records of active or inactive staff members and aspirants to an employment.

Personnel records are confidential, and the release or handling of information contained in them is limited to concerned administrative personnel in the ordinary course of their duties.

All records are in the custody of Executive Director, who is the only person who can authorize access to a record. Disclosure of the information contained in the personnel records of PTC employees to third parties, be made only by written consent of the employee or in the faithful fulfillment of an order or judicial proceedings.

## **EMPLOYEES'S POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT**

If a staff or faculty member understand that their rights are being violated or not attending to the extent and commitment that has been agreed in the employment agreement, he or she can complain directly to the Executive Director. To understand the situation or has not been corrected approach and understand that the institution still does not comply with their claim, the employee may request in writing a hearing before the President of the institution.

The employee, after file a complaint with officials of the institution, must have an answer in a period no longer than the next ten (10) working days.

If the student is still not satisfied with the findings of institutional officials, he or she can contact any governmental agency that deal with labor regulations.

## **SECTION 3 - THE FACULTY**

### **DEFINITION**

The faculty consists of the personnel that agree upon contract to teach courses to the students. The members of the faculty maintain their classification of faculty members even if they are performing administrative responsibilities.

### **RULES AND REGULATIONS TO BE OBSERVED**

The strict compliance of the rules and regulations presented in this handbook are to be observed as a requirement to be part of our faculty. Is a responsibility of every member of the faculty to know all the institutional policies that are presented in this handbook, and they must know and understand the function of the institution in which they work.

A copy of this faculty handbook and a catalog of the institution are made available electronically to every faculty member at the moment they engaged in a contractual compromise with the institution. The no fulfillment of the rules and regulation is enough to engage in sanctions and even to the termination of employment.

## **SECTION 4 - SALARY ADMINISTRATION**

### **METHODS AND FREQUENCY OF PAYMENT**

Salary payment is due every two weeks (biweekly). Deductions are required by the labor laws, and by other by judicial order as alimony and other deduction authorized by any law and is required by the employee, the deduction will have deducted from the paycheck, and it will be reflected in the stub payment.

If the employee understands that is an error in the salary deduction it must be informed to the supervisor immediately. The staff member responsible for the payroll calculations will verify the observation and will proceed to make the proper adjustment. Payroll checks are not handed out to a third person, if there is not a written authorization by the employee in case that the employee cannot pick up his check.

## **SECTION 5- FACULTY RIGHTS**

### **ACADEMIC FREEDOM**

*PTC* respects the professional integrity of every member of the faculty. The administrative decisions, under any circumstance is targeted to restrict the rights of the faculty members and respecting the appropriate methodology to

teach and to comply with the curriculum objectives presented in the course syllabus.

Every member of the faculty has the right to teach the course with a fair respect and objectively. Faculty members will not engage in any restriction only the one that moral and intellectual responsibility requires to cover all the essential elements of the syllabus.

## **NOMINATIONS, PROMOTIONS AND TERMINATION**

The President of the institution has the authority to evaluate, know the recommendations of the supervisors, and evaluate the institutional needs in order to decide in regard to any nomination, promotion, and termination. The recommendations will be canalized through the Executive Director Office in coordination with the supervisor.

## **CONFIDENTIAL PERSONNEL FILE**

Every information that is in the personnel file of a faculty member is strictly confidential and it is only revealed to any accrediting agency or to any governmental agency authorized by law if the information is required with the appropriated procedure through a judicial order or by a written communication presented by the employee authorizing to reveal any information that is maintained in the personnel file.

## **ACADEMIC OBLIGATION**

The institutional normative about the academic obligation assigned to each instructor of *PTC* is established under the following parameters:

1. Academic Obligation – a member of the faculty has a limited academic load of no more than forty (40) contact hours during the week. With the exception of special situation that justifies the delivery of additional course hours during a term or a semester.
2. Amount of Credits – a member of the faculty is not allowed to have more than eighteen (18) credits during a term or a semester
3. Amount of Similar Preparation – a member of the faculty can prepare up to five (5) courses that requires similar preparation.
4. Amount of Different Preparation – any member of the faculty can prepare up to three (3) courses that requires different preparation.

## **EVENING DIVISION**

The priority to teach during the evening is given to the faculty that is part of the full-time faculty based on academic experience and seniority with the institution, before considering other professionals.



## **PUBLICATIONS**

In addition to the publication of this Faculty Handbook, we also published the Student Manual, and the Institutional Catalog. The purpose of these publications is targeted to amplify the information that is offered to the students regarding the norms, procedures, and institutional policies they must observe.

## **STUDENT SERVICES AND ACADEMIC ORIENTATION**

*PTC* is aware of the needs and circumstances that sometimes affect the students in their personal and familiar surroundings. The institution engages in the process of providing academic advisement to students in order to help them through their academic life. We engage in several activities targeted to help student to have a better understanding of themselves as personas and as students. We engage in individual as in group activities such as workshops, group dynamics and orientation. We also are engaged in cases in which students have academic probation, course repetition, readmissions, change sessions, transfers, absenteeism, and any other situation that affects the academic progress of students. We also offer vocational orientation.

## **COMPLAINTS AND HEARINGS**

The faculty members can present a complaint that is in accordance with the following procedures:

1. The complaint must be presented through a conversation with the immediate supervisor.
2. If for any reason the faculty member understand that the complaint presented to the immediate supervisor did not produce the expected attention on the proper way, the faculty member has the right to present in writing the complaint to the executive director.
3. Together with the written communication, the faculty member can request a hearing to discuss the complaint.
4. The complaint will be worked out in accordance with the procedures and the available time of the executive director.

## **SECTION 6- FACULTY RESPONSABILITIES**

The objectives of this institution to impose administrative responsibility for formulating and enforcing the rules of conduct that are appropriate and necessary for the progress of its educational programs and its normal and essential activities. The staff, faculty members and students, upon enrollment or contract, accepts these rules and the authority of the institution to exercise its disciplinary powers.

A faculty member or student is responsible for compliance with all existing regulations and policies applicable in this handbook and any other document it

has been enacted. It is also the faculty responsibility to stay informed of all regulations affecting their "status".

*PTC* reserves the right to review and change the salaries, stipends, teaching loads or any other rules or regulations affecting the institutional operations, if circumstances warrant.

## **PROFESSIONAL DEVELOPMENT**

Faculty members are responsible by their own, to be aware of the updates and development of their respective professions or disciplines that taught. Every faculty member must present evidence at least of two (2) professional activities in which was engaged during a year. This can be by memberships and participation of educational activities, continuing education, research, and the acquisition of new and updated techniques targeted toward professional growth.

## **ATTENDANCE AND PUNCTUALITY**

Every faculty member must comply strictly to the work hours. They must present and sign the attendance sheet that is in a designated area to which they pertain. They must fill the day and the hours of work schedule for each day. They must notify previously to the school if he or she have any situation that do not enable them to go a specific day of work and must present evidence that justifies their absence.

Faculty members must be punctual at their classrooms, faculty meetings, seminars, curricular review meetings, commencement exercise or any training that the institution requires. Faculty members will also be responsible to attend any meeting that they are required by the departmental director or by any other institutional administrator.

## **COURSE ASSIGNMENTS**

It must be responsibility of every faculty member to comply with their daily course program. They must inform to the academic director any change the affects the day, hour, session, classroom of the course and must be approved by the immediate supervisor.

## **REPORTS**

Every faculty member must submit every report that has to do with their academic responsibility and handed by the due date appointed by the registrar's office, orientation office, and by the campus director.

These reports include the following: Absence report of students with more than two (2) consecutive absences, evaluation or grade reports, and the weekly student attendance report.

## **INSTRUCTIONAL MATERIALS**

Every faculty member must be responsible to obtain the material assigned and necessary to teach the course. They must have the material available at any time, once provided to them.

## **SECTION 7 – FACULTY EVALUATION PROCEDURE**

The evaluation process for the faculty is based on observation method, self-evaluation, student evaluations and the evaluation made by the immediate supervisor who visits the classroom during a course offering. These evaluations are part of the reliable process and under the presumption of the capabilities of the instructor. We recognize and promote the professional integrity and the sense of responsibility that must be inherent in each instructor.

Every faculty member must go through the evaluation process, which starts with the auto evaluation that the instructor undergoes in each academic year. The academic director must have the opportunity to express any comment, if any, about the job that the instructor had been realizing within the institution.

The faculty member will receive a copy of the evaluation realized and has the opportunity to accept or refuse any point of the evaluation. If the faculty member does not agree in a point, there is opportunity to appeal in front of the evaluation committee.

The self evaluation made by the faculty member will be part of the personnel file, located at the Office of the Executive Director.

## **PROCEDURES FOR THE ADMINISTRATION OF EVALUATION INSTRUMENTS**

### Faculty Evaluation

The faculty evaluation in our institution is based on the participation of those persons that maintain an active relation with the instructor. This process takes into consideration the evaluation made by the students, peers, supervisors, and themselves.

This evaluative process made to the instructor has a formative meaning engaged in a relationship evaluator and evaluated that is based in the mutual trustworthy in with the intention is to provide the instructor the perception that others have about the performance realized by them and to search continuous improvement.

The institutions have designed and validated two (2) evaluation instruments or methods for the faculty members. The first one is used by the

professional that will be visiting the classroom, and the second instrument is the one that is presented to the students to recollect the impression of them. Both instruments measure the following aspects of the instructor: knowledge of the material being taught, attitude, teaching abilities, responsibility, professional and institutional commitment.

In order to implement these evaluative instruments, the following indicators were considerate:

1. Every faculty member must be advised about the measurement indicators contemplated in the evaluation instrument.
2. Every faculty member must be evaluated at least once a year.
3. The evaluation process begins after sixty (60) days the faculty member has been appointed.
4. The executive director and the academic director will establish the evaluation period within the academic calendar, and it will be announced previously to the faculty members.
5. Once the evaluation instrument is completed the documents will be delivered to the academic director to proceed with the final analysis and tabulation.
6. The Academic Director or Coordinator will select a representative sample of students in order to administrate the student evaluative instrument. Once the process of student evaluation is completed, the evaluations will be analysis and tabulated by the Academic Director or Coordinator.
7. Once the faculty member has been evaluated, they must be notified about the obtained results in both evaluations.
8. The evaluation report must be signed by the instructor and must be handed a copy of the report. The campus will retain the original evaluation report and will be kept in the instructor's file.
9. The evaluation results will be utilized as a primary source to elaborate a faculty professional growth plan.

### **INDIVIDUAL FACULTY PROFESSIONAL DEVELOPMENT PLAN**

Findings obtained by the results of internal auditing within the institution and made to the academic areas and with the opinion of the academic director and held by meetings, the decision has been to change the content and structure of this document. Institutional policy to be followed for the implementation of professional development plan:

1. The professional development plan is of individual nature and must be completed by the academic director according to the instructor's professional development needs.
2. The sources of information to be used to complete the professional development request will consider the following criteria's: the academic director will interview the instructor, results obtained within the students' evaluations and any other evidence gathered in the instructors' file in

- regard to the certification and other documentation that validates the compliance of the in-service training and the professional growth policy.
3. The Academic Coordinator must discuss with each Instructor the purposes, content, and expectations of the professional development plan and will be in use for one year. After discussed and arranged with the instructor, copy of the document will be handed to the Instructor and the original document will be kept in the instructor's file.
  4. The academic coordinator is the professional responsible to advice and to verify the compliance of the actions and activities recommended in the professional development plan, and to assure the continuous improvement within the academic task.

## **SECTION 8 - INSTITUTIONAL POLICY FOR THE REQUEST AND DISTRIBUTION OF INSTRUCCIONAL MATERIAL**

(TEXTBOOK, EDUCATIONAL MANUAL AND BIBLIOGRAPHICAL REFERENCES)

1. The academic coordinator makes sure that all books and practice manuals arrives on time at the beginning of each term and must make sure that the material and books ordered are the correct ones for the academic session.
2. The executive director will authorize the request of textbooks and manuals through the official form and in writing to the staff member in charge to buy the books and other instructional material.
3. The Academic Coordinator will verify that the material requested is completed at the arrival and will distribute the books and material to every pertaining unit.
4. Requisition made for educational references will be submitted in writing to the executive director. These will be reviewed by the academic coordinator to make sure that any material requested is in accordance with the appropriate curriculum. After approval, all reference material will be delivered to the LRC assistant who will make sure to deliver the material to each academic program, for the correct distribution and sale.

## **SECTION 9 – OTHER RESPONSABILITIES**

### **INSTITUTIONAL NAME**

Under any circumstance the institutional name will be used to take personal financial advantage of any kind.

### **WORK ATTITUDE**

Every faculty member should provide services with efficiency and effectiveness and should treat with respect and courtesy to every student,

supervisors, peers, subordinates, and any other person, and must comply with all institutional values and morals stipulated in verbal or written communication.

## **FIRE WEAPONS**

It is strictly prohibited to guard, carry, or use fire weapons or any other kind of artifact regulated by law within the institution and without the proper legal authorization and by the authorization of *PTC*.

## **COURTESY**

We the people of *PTC* have a job because we have a client to whom we provide service, and these are the students. It is expected that every instructor treats with courtesy and respect every student, maintaining a climate of respect and consideration. Instructors must display proper behavior in accordance with the moral and the proper decency of the institution, avoiding always and situations the use of obscene language, offensive gestures or mistreat to any student, peers, supervisors or any other person, and any misbehavior that will affect the image and good name of the institution.

## **POLITICAL AND RELIGIOUS ACTIVITIES**

Any kind of religious or political activity will not be patronized within the dependencies of the institution at any moment unless a previous authorization by the executive Director.

## **CONFIDENTIAL INFORMATION**

Whatever situation occurs in the institution, it should not be commented outside the institution, or should not be commented with other persons that do not have inheritance regarding the situation. Any information that can be reasonably interpreted as confidential, or that has been acquired by job relations, should not be divulgated to any other person. Within the premises of the institution the information will limited to the officers or employees that are in need to know about it and because of its job relatedness.

## **FLYERS AND ANNOUNCEMENT DISTRIBUTION**

The procedure to be used to announce any public message of interest to the faculty must be the following:

1. Any person that wishes to provide any kind of information or announcement of interest will seek the approval and authorization of the executive director.
2. The executive director will approve the announcement or information that any person wants to display, and this will be in accordance to the best interest of the institution and employees, and it will be posted in the official bulletin board.

3. It is not permitted the distribution of flyers or any kind of announcement within the premises of the institution to any unknown person.
4. It is not permitted the collection of any kind and of any kind of organization within the premises of the institution.
5. It is no permitted the distribution of literature of any kind during work hours or at any time within the premises of the institution.
6. Persons that are not employees cannot request permission for announcement of any kind within the premises of the institution.
7. It is prohibited to instructors out of service to distribute any kind of literature within the premises of the institution at any time.

## **PROFESSIONAL ATTAIRE**

Faculty members should take good care of their appearance, dressing limpidness and correctly and in accordance with the place and the nature of the work that is going to be realized. The hair and nails should be clean and discrete makeup should be used in the case of female Instructors. The use of sport attire like shoes, sneakers, jeans, t shirts and any other sport attire or accessories are prohibited. The general appearance should be one that shows good hygiene and proper clothes.

## **SECTION 10- RESPONSIBILITY WITH THE STUDENTS**

### **PREPARATION AND PLANING**

The faculty member is responsible to prepare and plan for their courses, in a reasonable time before the class is delivered. Plans should always be available to be examined and verified by the immediate supervisor, the academic director, academic vice president or any other person in authority related to the course offering.

### **COURSE CONTENT**

The faculty member should adjust the cathedra to the curriculums format, programs, and course main objectives, and should adjust the cathedra to the institution official academic calendar. The faculty member should utilize the course syllabus as the guide to impart the teaching material and should be handed to the students at the beginning of the academic session.

### **ABSENCE RECORD AND GRADES**

The faculty member should maintain an attendance record of each student updated and presented and a clear and accurate and precise way, and in accordance with the established procedures. Every faculty member should call the students every day and the absences should be posted the same day in which the student was not present. Every grade that is obtained by the

student through different types of evaluation should appear in writing in a roll book.

## **EVALUATIONS**

The faculty member should administer, at least a minimum of three (3) exams for each academic session and one (1) grade for daily attendance. The instructor should inform the students the results of the evaluations no longer than one (1) week after the date the evaluation was offered.

Every instructor should maintain the exams, projects or special works requested to the students for a period of two terms after the actual term is terminated. This will help in any given situation in which the student has any claim in the future.

## **CLASSROOM NORMS AND PROCEDURES**

The faculty member should know the disciplinary philosophy of the institution in regard to the students and should be aware of the student services that are provided in the institution.

It is necessary that the instructor maintain a disciplinary equilibrium within the classroom, making the environment receptive to the respect for each other, and to promote respect and the rights between students.

Every faculty member should establish consistent norms and procedures for all students as equal. The instructor should be rigorous with the hours in which the course is established to be offered.

## **TUTORING**

Instructors should provide individual academic support to those students that need to be helped; this should be out of regular lecture time.

## **INSTITUTIONAL POLICY ABOUT THE PRIVACY AND CONFIDENTIALITY OF EDUCATIONAL FILES**

*PTC* guarantees the equal opportunities to every person that applies for a job and admission to the school, to any student or employee, referring to academic and work opportunities as well. They have the right to enjoy the services and academic programs that are offered in terms and working conditions.

*PTC* does not exclude any person for participation, neither refuse benefits; neither discriminates against any person for reason of gender, age, race, birth, origin, or social condition, physical or mental impairment, political or religious ideas.



Any candidate to admission or student, as any other person soliciting employment or and employee that understand that has been object of discrimination for the reasons mentioned above could raise a dispute or complaint in written to the designated civil servant. The establishment and compliance of this institutional policy as the publication in consonance with the federal regulations for the implementation of Title IV of the Federal Superior Education of 1995 as amended, and in compliance with Section 504 of the Rehabilitation Act of 1973.

## **SECTION 11 - SEXUAL HARASMENT**

### **INSTITUTIONAL POLICY TO FORBID SEXUAL HARRASSMENT IN THE WORKPLACE**

Our institution recognizes the right of their employees to work in an environment free of sexual harassment.

This is the reason why our institution does not support, neither tolerate that any of our employees will be subject of sexual harassment no matter what position occupies the harasser.

For the same reason, is our institutional policy that none of our employees should be subject of sexual harassment by any client or visitor.

To achieve the precise fulfillment of this policy, is imperative that our employees comprehend in what consist of the behavior of sexual harassment in the workplace, and this will let them know how to identify this type of incident or situation of sexual harassment. For this purpose, we have created a procedure to carry out a sexual harassment complaint, and which is available to all our employees.

### **DEFINITION OF SEXUAL HARRASSMENT**

Sexual harassment in the workplace is manifested when an employee or an applicant to a job is exposed to sexual advancements, requisition of sexual favors or any other verbal or physical behavior of sexual nature, and which is not desired. Sexual harassment occurs in any of the following circumstances.

- When accepting sexual advancements or rejecting them, explicitly and implicitly are the reason or condition to obtain or maintain a job.
- When the employee who is being harassed rejects the sexual advancement and is affected regarding the terms and conditions of the job, like salary raise, transfer, promotion, evaluation, task assignments, etc.

- When the behavior described above is so intense or persistent that the work environment is intimidated, hostile, and offensive, interferes and is difficult to deal with the work performance of the affected employee.
- Within this institutional policy it is strictly forbidden to make any comments and or jokes of sexual nature or implications. It is also, forbidden to ask or allude in regard to the privacy, intimacy, sentimental or sexual life of any employee.
- Sexual harassment could manifest if the affected employee and the harasser were engaged previously in any kind of sentimental relationship.
- Sexual harassment is forbidden by this policy, and is a motive of any behavior to occur if just the employee does not desire the sexual advancement
- It will constitute sexual harassment if an employee is treated differently by a supervisor or manager just because this one is maintaining an affective relationship with another employee.
- Sexual harassment could be manifested between people of the same sex and is equally forbidden by this policy.

To make sure this policy is being fulfilled the institution has considered the following measures:

1. Every supervisor has been advised about their obligation to observe this policy and be aware that all employees follow the policy.
2. A procedure has been established to carry out a sexual harassment complaint, and which is available to all employees, and have the opportunity to immediately notify about sexual harassment in the workplace.
3. Once the institution is advised of a case of sexual harassment it will proceed immediately to investigate the situation, and at the same time protecting the confidentiality of the information provided.

The institution will take the best course of action and necessary to reestablish a work environment free of sexual harassment. Every employee that engages in a violation of this policy will be exposed to disciplinary sanctions and which severity will depend on the circumstances and according to the case, and which will include immediate termination of employment.

This same policy and the corrective measures apply in cases in which the nature of the harassment is not sexual, but is motivated by reason like age, race, color, national origin, social condition, gender, pregnancy, political ideas or

beliefs, religious ideas or beliefs, veteran condition, and physical and mental impairment.

It is also, strictly forbidden that an employee gets into the practice of sexual advancement, soliciting sexual favors and any other behavior of sexual nature that is not desired by any employee, student, clients, or visitors.

Any employee that violated this current policy is exposed to be immediately terminated of employment.

### **PROCEDURE TO CARRY OUT A SEXUAL HARRASSMENT COMPLAINT AND OR ILEGAL DISCRIMINATION IN THE WORKPLACE**

The responsibility to maintain a work environment free of sexual harassment and other types of illegal discrimination in the workplace is shared by the institution and our employees.

In order to take immediate action in a possible situation that implies sexual harassment and or illegal discrimination in the workplace, it is necessary that our employees take action to notify of any type of incident in which any employee is being object of sexual harassment or illegal discrimination. Employees affected by this situation should use the following procedure:

1. If the behavior is coming from a peer employee, the affected employee should notify his supervisor.
2. If the behavior is coming from a supervisor, the affected employee should notify to the campus director.
3. If the behavior is coming from a director, the affected employee should notify to the human resource department.
4. If the behavior is coming from a client or a visitor, the affected employee should notify the supervisor or the executive director.

In any case, the employee that has been exposed to a sexual harassment situation or an illegal discrimination, this should notify immediately. This applies if an employee knows about another employee that is being affected by this adverse situation, it should be notified immediately.

Once the institution has been notified about a sexual harassment or illegal discrimination complaint in the workplace, the institution will proceed to do the following:

1. Will engage in a responsible and complete investigation about the complaint and will interview every person that is involved and that can provide relevant information about the situation.

2. Will maintain strict confidentiality about the gathered information about the investigation.
3. Will take all provisional measures during the investigation, to prevent the occurrence of sexual harassment and or illegal discrimination in the workplace.
4. Will keep a record of the investigation and will take any necessary corrective measures to reestablish a workplace free of sexual harassment and any other type of illegal discrimination in the workplace.

The institution will not engage in retaliation, neither permit that retaliation will be taken toward an employee that presents a complaint or that participate in an investigation of this nature.

### **INSTITUTIONAL POLICY TO FORBID DISCRIMINATION FOR REASON OF PHYSICAL OR MENTAL IMPEDIMENT**

It is a firm policy of our institution, to provide to people with physical or mental impairment equal opportunities of work and benefits as same as people with no physical or mental impediment.

In order to achieve this, the institution is committed to eliminate, through reasonable accommodations, and eliminate those barriers that impede or limit a person with physical or mental impediment of the enjoyment of the same benefits and opportunities of employment and benefits that enjoy persons with no impediment.

Considering the above explanation, our institution forbids discrimination toward a person for reason of physical or mental impediment which is defined below. It is equally forbidden the discrimination against a person with physical or mental impediment and qualified to the need of provision of a reasonable accommodation that will allow the person to perform the essential duties of a position or to participate in any program that provide benefits from the institution.

This forbidden policy is extended to all personnel decisions including recruitment, promotion, placement, transfers, compensation, benefits, evaluations, and the opportunity to participate in programs of continuous improvement or professional development patronized by the institution.

1. Who is a person with physical or mental impediment regarding this policy?
  - A person with a physical or mental impediment regarding this policy is:
  - Any person that is subject of a physical or mental impediment and that substantially restricts the ability to perform the day-by-day activities such as: walking, breath, view, listen, work, pick up objects, sleep and any other activity that commonly a person do by his own without help.

- A person with an history or record of physical or mental impediment.
  - A person who the institution considers like to be affected by a physical or mental impediment.
2. Who is a person with physical or mental impediment that qualify for this policy? It is understood that a person qualifies under this policy if is a person that is affected with a physical or mental impediment and that with or without reasonable accommodation could perform the essential task of a job that occupies or that is applying for one.

The current policy forbids the discrimination against people with no physical or mental impediment that sustains a relationship with a person with physical or mental impediment. For example: a spouse, a son or daughter.

The reasonable accommodation that the institution can carry out to provide the person with physical or mental impediment to perform the essential task of the job could include the following:

1. Modifications, alterations, or adjustments to the procedures in recruiting and examination prior employment that will allow the candidate to demonstrate if is qualified to occupy the position that is applying for and in the same terms and conditions as the candidates with no physical or mental impediment.
2. Modifications, alterations or adjustments to the work environment or the form and or circumstances in which is regularly performed a task and that allow a person with physical or mental impediment to perform the essential task of the position that occupies or that is applying for.
3. Modifications, alterations and adjustments that allow a person with physical or mental impediment to participate in the benefit programs that the institution provide under the same equal conditions to those who not have physical or mental impediment.

## **INSTITUTIONAL POLICY ABOUT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

With a firm purpose the institution provides to our employees a safe work environment. With this in consideration the current policy forbids the use and abuse of the consumption of alcoholic beverages and consumption of controlled substances within the premises of the institution and in the surrounding of the institution during the regular hours of work.

The consumption of alcoholic beverages and controlled substances is inconsistent with the expected behavior of our employees in the measures that:

- Affects the good image of the institution within the community.
- Threat to other employees to receive any unacceptable damage causing accident in the work premises.

- Threat with damage and lost of the property and or institutional resources
- Threat the security and wellbeing of the students, employees, clients and visitors.

For this reason, any employee that will consume controlled substances or alcoholic beverages within the premises of the institution and in regular hours of duty, even if the duties are out of the premises of the institution, will be exposed to severe disciplinary actions that will include immediate termination of employment.

Regarding the current policy, it is understood that controlled substances are those that the distribution is illegal such as: cocaine, crack, heroine, morphine, marijuana and any other drug or medication which needs of a legal prescription to consume and to the distribution of the drug. The current policy does not extend the consumption of controlled substances when these have been prescribed by a legal doctor as part of a health treatment.

Any employee that works under the effects of alcoholic beverages or controlled substances will be object of severe disciplinary measures including immediate termination of employment.

## **SECTION 12- INSTITUTIONAL POLICY ABOUT THE USE OF COMPUTER SOFTWARE**

The acquisition and use of computer software is regulated by the Federal Legislation Num. 17 U.S.C. & 506 (a) and by the license agreement that is enclosed with the software. Is a requirement of law that businesses that make use of computer software establish their own policies that guarantee the compliance with the law. The purpose of this policy is to advise the employees about the abuse with the illegal reproduction of computer software. Any reproduction of a computer program, except for the one made with the purpose of security and filling, is a violation of the legislation in regard to the author's rights and the institutional policy.

Every program the institution legally acquires is for the exclusive use of:

- A computer a time, if the version is stand alone.
- For a limited number of computers
- A computer server with a limited number of users. The number of users will depend on the quantities of licenses acquired with the contract sale of the software.

Every computer recently acquired are supplied with updated licenses for Windows 7, 8 or 10 Professional version, Microsoft Office, and eventually, will be installed other new programs in accordance with our programs of studies.

The institution will not tolerate under any circumstance that an employee engages in duplicating unauthorized copies of any software. The illegal

reproduction is considered a severe fault and constitutes a sufficient motive to terminate the employment of any employee that incurs in this act.

Any employee that provides computer software to other person not related to the institution, including students, will be terminated from employment. If any employee needs a program that is property of the institution at his home, must consult prior to do so, the system information director. Fail to fulfill with this regulation could seriously bring legal problem to the institution.

The system administrator of every campus must engage in working an inventory of the computer programs installed in each computer to verify that all programs are originals, and that the documentation is complete and correct. If the original software is not found, these programs will be removed from the computers. The person to be contacted in case of any doubt is Mr. Julio Ruiz.

### **SECTION 13- INSTITUTIONAL POLICY ABOUT PROTECTED MATERIAL BY THE COPYRIGHT LAW AND INTELLECTUAL PROPERTY**

Federal and local enforcement forbids the reproduction of written material that has been registered with the appropriated author's right without the permission of the author or the publisher.

In order to comply with this law, the institution will not authorize under any circumstance the reproduction of any kind of written material that is protected under this classification. It will not be distributed or put up for sale to any student.

Any faculty member or other employee that violates this disposition will be severely admonished and will be taken disciplinary measures, including employment termination.

### **INSTITUTIONAL POLICY FOR PROFESSIONAL DEVELOPMENT**

The professional development policy responds to the educational and professional needs of our employees. The institution will establish professional resources that will provide support in the continuous professional improvement to our faculty members. Each employee will be responsible to attend and participate in seminars, trainings, conventions, workshops, investigations, continued education that will help to continue the growth specially for the effective functioning of the institution.

The institution will reimburse fifty percent (50%) of the cost for the concept of professional growth. The faculty member will seek the authorization of the campus director prior engaging in any kind of these activities. The campus director will seek the approval from the academic vice president for this purpose. After attending the professional growth activity, the faculty member

must make sure that a copy certifying the completion of the activity is provided to the campus director to proceed for reimbursement procedure.

In addition, is our policy of in-service training to provide two (2) activities per year that are necessary to strengthen our educational professional development.

### **INSTITUTIONAL POLICY FOR NO SMOKING**

In our institution is also applicable the Law No. 40 of August 3, 1993, which regulates smoking within public and private buildings including the workplace.

To comply with this law and in conjunction with other applicable regulations, and to guarantee a safe and healthy workplace environment for all our employees, students, clients and visitors, we have promulgated the current policy that must be obeyed by every employee, student, client and visitor of PTC.

In consent with this policy, it is only permitted to smoke in the designated areas to do so, and which are correctly identified and signed.

Every other area that is not designated as an area to smoke will be considered an area where is forbidden to smoke.

To smoke in areas not designated to do so, will be reason to take disciplinary action, including termination of employment.

### **SECTION 14- CODE OF CONDUCT**

Password Technical College's Code of Conduct has been established to maintain a safe, caring, and healthy learning environment.

It is the shared responsibility of students, staff, and the broader community, to demonstrate positive conduct while attending any school related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote safety
- Respect property, environment, personal space, and privacy
- Model courtesy, compassion, and respect

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is considered to be:

- Interfering with the learning and working of others



- Bullying, harassing, intimidating, retaliating, discriminating or violent
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas

All members of the school community are expected to comply with the purpose and spirit of the United States Bill of Rights, including not engaging in discriminatory conduct on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender, and age.

Every effort will be made to support individuals and to determine the root causes of behavior. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation, and restitution.

All members of the PTC have the right to be treated fairly and consistently and should know and understand this Code of Conduct.