



Geneva

Faculty Handbook

Webster University Geneva

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Introduction

About Webster University Geneva

Established in Geneva, Switzerland in 1978, Webster University is an accredited American university that offers quality programs in English, to students interested in a Bachelor's or a Master's degree.

Purpose of this document

This document is intended for all faculty members, permanent or adjuncts, to serve as a reference for handling various situations around their responsibilities as Faculty. It is complemented by the employee handbook, which addresses contractual issues. It answers to common questions and summarizes good practices.

For more information, you can refer to any of the documents mentioned at the end of this section. Please note that none of the information included in this handbook may supersede information given in any of these documents.

Programs

As a student-centered institution, the mission of Webster University Geneva is to ensure high quality learning experiences that transform students to become global citizens and reach individual excellence. Our mission distinguishes us from our competition. We offer personalized learning through small classes (averaging 15 students) so that interactions between faculty and students are maximized. Small class size encourages teaching methods that increase class participation, team work, and problem-solving approaches.

Webster University Geneva offers both undergraduate and graduate programs. The details of the programs offered are accessible through the following link: <http://www.webster.ch/academics>. Program details are available on the home campus website (<http://www.webster.edu> ; section "Academics"). Webster University Geneva operates on a semester credit-hour system (the academic year is divided into five terms: summer, fall 1, fall 2, spring 1 and spring 2). At the undergraduate level, students are expected to spend between 7 and 12 hours per week (for 16-week and 8-week courses, respectively) studying for a specific class. At the graduate level, the study load per course is 12 hours per week, not including class time.

An undergraduate degree from Webster requires the successful completion of at least 120 credit hours (i.e., 256 ECTS). Each bachelor program combines three components. The first component (30 credit hours) is the Global Citizenship Program (GCP), i.e., Webster's globally-focused liberal arts component, which is the set of common courses required of all undergraduates. The Global Citizenship Program ensures that undergraduate students receive training in critical and ethical reasoning, oral and written communication, as well as cross-cultural competencies. To complete their core general education requirements, students will take ten courses distributed across different knowledge areas. The program also oversees academic minors in Philosophy, French, and Professional Writing. For a listing of all courses in the Global Citizenship Program, see Appendix E.

The second component of an undergraduate degree (between 36 and 53 credit hours) is the core courses of each major (degree) and the third component (between 35 and 62 credit hours) is composed of electives courses. Additionally, students can pursue double majors or a major and a minor. Compared to the European system, the US system gives more space to student's choices because of the relative emphasis on majors and electives. The list of majors, minors and certificates offered on campus is reported in Appendix D.

Reference/available resources

Academic Policies

Undergraduate Catalog: <https://www.webster.edu/catalog/current/undergraduate-catalog/>

Graduate Catalog: <http://www.webster.edu/catalog/current/graduate-catalog/>

Students Handbook

<http://www.webster.ch/currentstudents/studenthandbook.pdf>

Webster University Policy Handbook

http://wsapps.webster.edu/portal/handbook/university_handbook-03April2015-CORRECTED.pdf

Webster University Geneva Staff Resources

<http://www.webster.ch/staff/>

Webster University Geneva Student Resources

<http://www.webster.ch/currentstudents/>

Webster University Geneva Health & Safety Procedures

<http://www.webster.ch/humanresources/safetyprocedures.html>

Contractual and Legal Aspects

All faculty members must respect conditions written in their individual contracts and are hired under the Swiss employment law. In case of inquiry, please contact the human resources office.

Copyright/Intellectual Property

All Webster University employees hereby assign to the Employer the exclusive right of use or exploitation, unlimited as to term, territory and content, to any and all work results which Employees initiate or produce during their terms of employment during their working hours or – to the extent they are related to their duties under the Employment Agreement – also outside of their working hours, and which are eligible for protection under copyright, industrial design, utility model or trade mark law and/or any intellectual property law.

The granting of rights and the waiver of rights relating to this provision are fully covered by the remuneration stipulated in the employment contract. The employee/permanent faculty member is entitled to the right to use and exploit all her/his copyrights if she/he does not use the logo or symbol of Webster University in general or Webster University Geneva in particular.

Academic Freedom

The faculty members, administration and students of Webster University Geneva agree to uphold and abide by the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP) with 1970 Interpretive Comments and the statement of Johns Hopkins University that further defines academic freedom.

The information on Tenure does not apply to Webster University Geneva in the Swiss legal context, where permanent contracts are standard. Webster University Geneva Academic guidelines address promotion issues in a comprehensive way.

The faculty members, administration and students of Webster University Geneva agree to uphold and abide by the Statement of Professional Ethics of the American University of American Professors (AAUP) as long as it is in compliance with Swiss law.

For all details, refer to the AAUP website: <https://www.aaup.org>

Community meetings

Webster University Geneva holds three community meetings per year, in the fall and in the spring. Participation in these evening meetings is mandatory, unless explicitly agreed upon with the head of the department/program.

Faculty Development

Faculty development at Webster University Geneva takes a practical approach to building teacher knowledge across the disciplinary spectrum. It targets new and seasoned faculty who seek to update their instructional practices in order to maximize student learning. The faculty development program builds on what teachers identify as their areas of need and responds with ongoing group and individual coaching. These draw on internal and external expertise to cover the range of pedagogical, technological, sociocultural and research driven issues that faculty development targets. Sessions are organized weekly as a 60 minutes seminar at lunch time.

New Faculty

Joining Webster University Geneva

New faculty must meet with different people and services according to the orientation checklist presented in Appendix A. In particular, the human resources office and the IT department shall provide support for administrative aspects and digital resources.

Faculty ID

All Webster employees need a 7-digit ID number that uniquely identifies them in information systems, as well as in the Library. Human resources will send new faculty members an information form, in order to ask for the creation of this number.

Webster ID Card

Faculty members will have their photo taken and an ID card made at Reception. The ID card should be in your possession at all times while on campus.

Email Addresses

Faculties will be given two e-mail addresses: one in the webster.edu domain, whose creation happens with the creation of the faculty ID, and one in the webster.ch domain.

To obtain the webster.ch e-mail account, faculty members must visit the IT department. This e-mail, usually lastName@webster.ch, will act as the primary e-mail for local communication.

The webster.edu e-mail will receive all important messages coming from the US campus. Make sure to check it regularly. Note that this e-mail can be forwarded to another email address.

Orientation for New Faculty

New faculty must complete training on the different information systems See Appendix B for a list of the systems and contact names.

WorldClassRoom (aka Canvas) is the resources for managing course materials, taking attendance and communicating with students. The use of this tool is mandatory for all faculty. New faculty should schedule a training session to learn how this can enhance their teaching.

Department/program heads are responsible for training their new faculty regarding academic issues specific to their programs.

A mandatory online training on sexual harassment and sexual assault is required for all new employees within the first month of employment and completion must be reported to the human resources office by the employee (i.e., by providing a signed copy of the last screen of the online training).

Before Term – Course Preparation

Teaching Assignments

Faculty should receive, before the term, an invitation to teach. The first invitation to teach is sent by e-mail and begins a 10-days period during which it is possible to discuss on the proposed days and hours.

Then, a confirmation letter is sent to the faculty member. At this stage, it is still possible for the course to be cancelled or converted into a directed study, depending on the number of students enrolled until the first week of the term.

If the course is cancelled, the faculty member will receive a compensation equal to 10% of the salary they would have received for an 8-week course. If the course is converted to a directed study, the number of expected contact hours, as well as the faculty member salary will be reduced depending on the number of students. Please note that once a faculty member has committed to give a course, the conversion to a directed study does not entitle the faculty member to cancel the class. Class cancellation can only be decided by Webster University Geneva.

Selecting a textbook

Faculty need to select the textbook(s) for their class in advance so that the orders can be placed. Faculty may order one or more textbooks per course for their students, as long as the overall cost for textbooks for the course does not exceed 150 CHF.

Before ordering a course textbook, faculty members should make sure that the selected book has been approved by the faculty's department/program head and (if required) by the Webster University St. Louis school/department chair. Some schools (e.g., WSBT) require faculty members to select the textbook from a pre-defined list. If a faculty needs to change the textbook, the department head shall provide a request, including a justification, sent to the international library managers through the bookstore for approval.

Once the faculty member gets the invitation to teach by e-mail, he/she will have 10 days to complete the corresponding section in the syllabus (see below) and to submit the book order form (bookstore@webster.ch). He/she should include in the request the following information: book title, author, publisher, and ISBN number, or for a case study, product title and reference number.

Photocopying textbooks or chapters must be performed only under exceptional circumstances in order to avoid copyright and abusive use of resources issues.

Guest Speakers

Guest speakers are welcome to give testimonies in classes. The policy regarding reimbursement of travel expenses of guests and compensation depends on each department/program and require approval.

Prerequisites & Incoming Competency

Courses numbered 2000 and above assume increasing competency in the area in the incoming students. Prerequisites for courses are set by the University and are given in the course catalog. It is important to know the indicated prerequisites in order to keep the course at the appropriate skill level for the incoming students. Most courses have pre-defined learning outcomes that the course must comply to.

Academic advisors will ensure that prerequisites of a course are fulfilled before students are allowed to register into it.

Writing the Syllabus

Syllabi must be entered 2 weeks before the term begins through the Concourse Syllabus Management System, accessible from the connections portal. Faculty have access to Concourse through the Faculty tab in connections. Faculty needing assistance with syllabus construction should contact their department head.

Meeting Times and Contact Information

This includes the faculty member's email, phone number and office hours. Faculty members must make themselves available to students, either by specifying explicit per-course office hours, or on a per-appointment basis. In this later case, the faculty member commit to answering students requests within a reasonable limit (typically one or two business days).

Catalog Description

This is the description of the course as it appears in the undergraduate or graduate catalog. Faculty members may not edit or amend this description in any way.

Course Description

This section shall complement the catalog description and give details about any local specificity.

Study Trips and Lab Fees

Lab fees and study trip fees need to be approved by the department/program head beforehand. Faculty then need to include this information in the description section of the syllabus and to inform the business office so that students accounts can be charged accordingly.

Objectives (Learning Outcomes)

Objectives should outline the learning outcomes of the course. For the most part, these are predefined across the entire Webster network. All assignments and activities in the course must relate to these learning objectives.

Materials

Faculty shall provide full, correct bibliographical information on the Syllabus, including author, title, publisher, and place and date of publication.

Evaluation

The syllabus shall mention the different planned exams with their respective weights in the final grade. Please note that no exam or group of assignments shall compose more than 40% of the final grade.

Schedule

The weekly description of classroom and homework activities helps students plan their studies and stay abreast of coursework. They should give clear descriptions of the topics to be covered each week with chapters, assignments and any assessment activities indicated for each session. For each assignment faculty members should provide students with a handout detailing the requirements of the assignment and how their work will be assessed.

Institutional Policies

This section contains prewritten paragraphs on academic policies, grading, academic honesty policy, statement of ethics, academic resources information, drops/withdrawals, student handbook, IRB, course evaluations, tech information.

Campus information

This section includes prewritten paragraphs on attendance, absences, special services, contact hours, study load, WorldClassRoom, learning center, campus library, grading.

Course Policies

You may include in this section course specific policies that are not mentioned in the institutional policies or campus information sections.

During the term

Attendance policy

Because of the intensive nature of Webster University Geneva's programs, attendance is mandatory. Regular attendance is also required to maintain student residence status in Switzerland. The students should be reminded at the beginning of term that excessive absences will lower their grade or potentially lead to course failure according to the following policy.

Sanction	Possible downgrade 1 full letter (A→B; A- →B-; etc.)	Class failed (faculty choice) (F)	Class failed (mandatory) (F)
8-week class; 3 CR course	1 to 2 classes	3 classes	4 classes or more
16-week class; 3 CR course	1 to 4 classes	5 to 7 classes	8 classes or more
1 CR course	1 class	2 classes	3 classes or more
2 CR course	1 to 2 classes	3 to 4 classes	5 classes or more

A student who misses a class is responsible for making up the work missed before the next class session. The student gets an F for any graded exercise missed on the day of their absence. The teacher is not obliged to provide a make up for such missed work unless explicit prior agreement. Arriving late for class or leaving early will be considered a partial absence and can also affect the grade for the course.

Attendance must be taken by faculty and reported through WorldClassRoom on a weekly basis (no later than the Friday of the week the class occurred), as attendance lists are transmitted to St. Louis for processing. Exam attendance is particularly important and makeup exams are strongly discouraged, unless in major situations. Makeup exams are not provisioned in the schedule and faculty shall not request compensation for the additional hours if they agree to schedule one.

Drop/Add and Withdrawal

Students need to register for classes before the term starts.

They have the option to drop a class they are registered to until the end of the first week of the class. Past this limit, they cannot drop the class anymore and must withdraw from the class.

Students may withdraw from classes after the official drop/add period up to and including the Friday of the sixth week of an 8-week course and the Friday of the twelfth week of a 16-week course. To withdraw, a student must complete a withdrawal form, which is signed by the student's advisor. After this date, students must receive a grade that will impact their GPA. Faculty may suggest and discuss withdrawal with students before the deadline if necessary.

Students may exceptionally register for a class until the end of the first week, but they need permission of the faculty to enter the class as soon as the first class has occurred. They should fill in an add form, have it signed by the faculty if the term has begun, and submit it to the registrar. A student whose name has not been added to the class list by the beginning of the third week of term should not be allowed to stay in class. Please tell the student to see the Registrar or their Academic Advisor immediately.

Grading

Faculty are encouraged to use several different assessment tools to calculate final grades. The evaluation tools may include active participation (10% of final grade), a midterm exam (25%), a final exam and/or final paper (25%), short papers and/or presentations (20%), and homework (20%). Academic grading at Webster University Geneva takes the form of letter grades.

Grading follows a strict scale that is included in the syllabus and in the courses catalogue. The grading scale makes letter grades correspond to fulfilment of teaching faculty expectations and give a corresponding GPA. The correspondence between percentage of achievement and letter grades cannot be changed in any situation. A grade of *A* should be reserved to outstanding performance, beyond the professor's expectations.

Final grades shall be entered through the Connections portal by one week after the end of the term. Other grading systems (e.g., grading in WorldClassRoom) are only indicative and are not reported on the student's degree.

For information on how to enter grades through the Online Grade Entry system, follow this link: https://www.webster.edu/faculty/faculty_resource_guide/course-administration/web-grading-instructions.html

Special Grades: Pass/Fail

During the first week of class, faculty are expected to make the requirements for each course clear to the students. If the faculty agrees, the student may choose to be graded by (1) a letter grade or (2) a pass/fail system. Note that in some departments (e.g., computer science) pass/fail is not permitted.

Students choosing the pass/fail option must do so by the end of the second week of class. In some courses, pass/fail is the official grading system, and in any particular semester, faculty may designate the pass/fail system as the grading system for their course. In such instances, a student may petition the faculty for a letter grade to be recorded on the transcript. A pass grade generally corresponds to a C-level work, works that would be graded D or below are considered as fail.

Special Grades: Incomplete

An incomplete (I) grade may be assigned by faculty in situations where the student has satisfactorily completed major components of the course, and has the ability to finish the remaining work without re-enrolling.

The faculty determines the appropriateness of a grade of I, establishes the remaining requirements and determines a deadline for course completion. The deadline cannot exceed one year from the end of the course.

These requirements for resolution of the "I" grade must be documented with an Incomplete grade form, available through connections (in the grading section). Upon completion of this form, the faculty will receive an e-mail containing a PDF form that he/she must transmit to the registrar.

Once the student has completed the required work, the faculty must fill in a change of grade form through connections and submit the PDF file to the registrar.

Classroom Etiquette

Disruptive or unruly behavior of one or two students in class can be enough to create a negative learning atmosphere. Unacceptable conduct such as arriving late or using a cell phone is best handled at the onset of the behavior.

If a student's behavior is disrespectful or disruptive, the faculty should speak to the student in private during the break or after class. Faculty shall describe the behavior and explain how he/she and the rest of the class feel about it. He/she shall tell the student to stop the behavior and explain

that if he or she does not, a referral will be filled and sent to the relevant department/program head.

If the behavior persists, the faculty fills out the Disciplinary Referral forms (available through <https://goo.gl/UQKdAZ>) and sends them to the relevant department/program head who will ask the Student Services Officer to contact the student to discuss the above-mentioned behavior.

If there is no improvement in conduct, the faculty tells the students that he or she will not be allowed to continue in the class and indicates, in writing, to the relevant department/program heads the situation. The student will be withdrawn from the class.

Academic Honesty/Integrity

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

- Cheating — Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment or assessment, or copying or colluding with a fellow student in an effort to improve one's grade.
- Fabrication — Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.
- Plagiarism — Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. Plagiarism includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse. Self plagiarism -- submitting work to a course that was previously submitted to the same or a different course -- is also considered a form of plagiarism.
- Facilitating Academic Dishonesty — Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

Academic Honesty and Integrity is addressed during orientation sessions by the library at the beginning of every term, reinforced at a later stage in the freshman seminar and writing courses. Students are encouraged to take advantage of the Learning Center for support.

In most cases, the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student of the course. Students may appeal the decision by bringing the case to the academic integrity committee (see below).

Independently of the sanction, faculty must report the case through the form on the website (available through <http://www.webster.ch/currentstudents/>). As to keep a historical record.

In cases where formal judicial process is needed, an Integrity Committee will be put in place. The committee includes a minimum of three faculty from different departments/program, including a chairperson. All pertinent information is collected for evaluation and audience is given to the faculty and student if so they request it. Once a final decision is reached, the committee's recommendation is submitted to the Campus Director for final approval. Cases are archived and expunged upon graduation.

Course Evaluations

At the end of each term, students are asked to evaluate their courses and faculty members. The evaluations help to improve faculty member effectiveness and help department/program heads ensure that a high-quality learning experience in the classroom is maintained. Evaluation concerns mainly pedagogical aspects and not the learning outcomes or courses objectives which are defined in the catalogue.

Evaluation questionnaires are distributed to faculty members during week 7 of term for 8-week classes and week 15 for 16-week classes, either in the form of a paper evaluation, or as a link to the <http://evaluation.webster.edu> website. Faculty members bear the responsibility of the response rate and should dedicate 15 minutes in one of their classes to let students answer these surveys.

For 16-week classes, intermediate evaluations are also scheduled at mid-term. This evaluation shall be communicated to the faculty member for possible improvement during the second half of the module.

After the term is completed, tabulated summaries of the evaluations are distributed to the department/program head who informs the faculty member of the results.

Program Assessments

All programs at Webster University have learning outcomes that are listed in the catalogue. These learning outcomes used as a scale to measure students progresses throughout the programs and serve as a tool to evaluate the programs appropriateness. The exact evaluation procedure and the use of the results from these assessments depends on the department:

- The Media Communications BA is assessed with '1010 (Introduction to Mass Communications), MEDC 4620 (Senior Overview) or MEDC 4950 (Internship) and the Portfolio Review¹. The data requested by the program administrators in St. Louis are firstly collected by faculty, gathered by the head of the department/program and then sent to St. Louis. The program administrator at the Webster University St. Louis inserts all the data on the software Tk20.
- The Photography BA is assessed with PHOT 0100 (Portfolio Review) and PHOT 4700 (Professional Development in Photography).
- In the International Relations department, the assessment at the graduate level is realized on the basis of the capstone courses. A sample of the papers produced by students in these classes are sent to St Louis for analysis with respect to the programs learning outcomes.
- In WBSU, a sample of the courses of each program is selected every term to enrich the program outcomes evaluations base. The calendar is available through connections, under the faculty tab (Look in *WBSU Faculty Course Information* box; then in the *Course Information* section). Faculty whose course is selected to be assessed when they teach should prepare to fill in a form that reports, after the course is finished, how many students that meet certain learning outcomes and at which level.

Printing/Photocopies Policy

As a sustainability effort, printing and photocopies should be strictly limited. Photocopies of copyrighted material (book chapters, research articles) is forbidden for non-personal usage unless explicit permission from the editor is granted.

¹ <http://www.webster.edu/communications/student-resources/portfolio-review.html>

Academic Resources

Webster University Geneva provides students with a set of academic resources that can help them succeed in their studies.

Advising

Appointments: <http://websterch.mywconline.com>

Students at Webster University have a great deal of freedom to choose their courses. This can be daunting when looking at all the choices available and figuring out what is best. Students come to Webster from countries all over the world and may not be familiar with the American university system. Students may need help getting and staying on track for a timely graduation. Therefore, academic advising plays a major role in the student's academic career at Webster and provides students with individualized academic program planning.

On acceptance to the university, students are put in touch with their advisor to discuss their academic plans and to register for classes. Throughout their academic careers at Webster, students work with their academic advisor to plan their university courses. The advisor helps the student choose coursework to meet individual educational and career goals, informs students about academic policies and procedures, and helps solve a variety of academic problems. Students shall be directed to advising for most issues related to scheduling, choosing classes, administrative help or discipline.

Classroom Equipment

All classrooms are fully equipped and verified at the beginning of each term. Teachers are expected to enforce respect of the equipment and furniture during and after the end of the class, including cleanliness. In case of problem, faculty may send requests to the facility manager (see Appendix for contact details).

Learning Center

- Location: Jura 14
- Hours/appointments: <http://websterch.mywconline.com>
- Contact: learningcenter@webster.ch

The Learning Center offers tutoring services and workshops to students at Webster University Geneva. Faculty mentors are available to help students with writing, quantitative, and oral communications skills. Please refer students who are experiencing difficulties to this service. Faculty may also request follow-up on appointments through reports from the Learning Center.

Media Services

- Contact: media technician

The Media Department is responsible for upgrading and maintaining equipment for the department such as cameras or fine art printers (Alps 24).

Media faculty members can, when sufficient demand is demonstrated, conduct workshops on the use of equipment and software. Media faculty members, upon request, may also provide technical and theoretical assistance to students doing production work or theory work.

Technology Services

- Contact: IT department

Webster University Geneva provides computer labs (Alps 2nd floor) and computers in the library for student use. These computers are maintained by the IT department. Lab assistants are available to assist students and faculty members according to a schedule displayed at the entrance of every building to assist students and faculty members.

Career Services

Career Services provide services to prepare the student for their professional life. They can be solicited to work on CVs or to conduct job interviews, for example, or to build career plans. They connect with companies to provide internship offers to the students who hold the correct permit. For the faculty members, they can also conduct market surveys to understand the professional trends and to align the learning outcomes with the market demands.

Library

- Website: <http://library.webster.edu/>

The Webster University Geneva Library provides information services to support the courses offered by the University. These services include a reference and loan collection of 27,000 books, 100 journals and newspapers; audio-visual material; and online databases, including an online research database, which gives access to over 13,000 full-text journals, indexing and abstracting services, and a growing electronic book collection.

All library services require a valid Webster ID (faculty or student). A Library starter pack, comprising a brief guide to the library, information on Webster's Online Library is sent to new faculty members by the librarian.

Webster University Geneva depends on its faculty members to help build a library collection that will reflect high academic standards. As subject specialists, faculty members should recommend the purchase by the library of appropriate material in their respective fields.

For any supplementary reading material that is listed on the syllabus, and is not already in the collection, purchase orders must be placed with the library well before the start of each term.

A reserve collection of books in demand is created each term. Books on the reserve shelf are for consultation in the library, not for loan. In order to place books on reserve under the relevant course title, faculty members should notify the librarian before the start of term, of titles that will be listed on the syllabus for that term. As many textbooks as possible are automatically placed on the reserve shelf.

During exam weeks, opening hours are extended.

Disability Accommodations

Some students have registered documented disabilities and are entitled to classroom or testing accommodations. They need to submit approved paperwork through Admissions or the Academic office, and they should approach faculty members regarding special accommodations at the beginning of term.

Faculty members may get confirmation of the validity of the request by notifying the student's advisor. Once the disability has been confirmed and depending on the type of disability, it is up to the faculty member to arrange the support and accommodations needed for the student's academic success in the course. Support may also be requested through the Learning Center but should be scheduled well in advance.

Counseling Service for Students

The Counseling Center is a free of charge service offered by graduate students from the MA in Counseling (under supervision) to undergraduate and graduate students at Webster University Geneva dealing with a range of adjustment difficulties, relationship problems, anxiety, etc. University life often presents students with difficulties and challenges requiring support, help and a listening ear. The Counseling Center appreciates that this can be a time where students can struggle emotionally, when far from home and away from family and other support systems. We provide a safe, confidential and non-judgmental space to speak about and work on issues that can be difficult to manage alone. The Counseling students themselves come from a variety of cultural backgrounds and work in a way that is respectful of diversity in culture, gender, religion and class.

Typically based on self-referral, clients of the Center make contact through the Counselling Center email. Each year, a counselling intern manages the Counseling Center's email for that year and with the help of the Internship Coordinator matches the client with a Counseling student. When a client has been assigned to a Counseling student, they meet to assess how the client can best be helped. All cases are supervised by Faculty in the Psychology and Professional Counseling Department. As a Faculty member, when dealing with a student who experiences difficulties, you are encouraged to refer them to the Counseling Center.

Research and Scholarships at Webster University Geneva

General Principles

It is expected that an effective faculty member will be continually engaged in study and research, and that some of these activities will result in academic publications. Achievements in this domain are part of the recruitment and promotion criteria for permanent faculty members. Although publication of scholarly work is normally regarded as proof of its worth to the scholarly world, a faculty member's publications must not be evaluated merely by their number or volume. In academia, quality counts more than quantity. When a publication appears in peer-reviewed journals, the caliber of such work is automatically recognized. At Webster University Geneva, we target publications in journals refereed by the Social Science Citation Index (SCI). Yet, in case of publications for which there is no evidence of extensive critical review prior to publication, the discipline of the faculty member concerned will have a clear responsibility for an especially careful review.

The emphasis in evaluating a faculty member's performance in research should be on determining whether it shows evidence of truly original, scholarly activity. One given piece usually improves over steps:

- 1) The working paper (i.e., the very first attempt to make a contribution);
- 2) The same working paper submitted to an academic conference, which will be revised after the conference on the basis of comments from reviewers and attendees, and transformed into an article or essay;
- 3) A submission to a journal, which hopefully will turn into a published article after a few rounds of revisions and resubmissions.

The public, oral presentation of a paper in a conference, or the existence of papers completed, but not yet published (working papers) may be taken as proof of scholarly activity, but such proof should be considered only as supplemental to works actually published. If works have been accepted for publication but are not yet in print, conclusive documentation must be required to support commitments for publication. Participation in professional organizations of a scholarly nature and editorial duties for scholarly journals, including service as a referee, should be attested to by copies of relevant correspondence, statements in the journal (e.g., in the masthead), or programs indicating the nature of one's participation in conferences, etc.

Writings outside of one's professional scholarly field should be evaluated on the basis of their impact on the general intellectual community and on the basis of evidence they give of the author's intellectual vitality and knowledge. "Professional research" includes both writing within a particular discipline and writing of a multi- or interdisciplinary nature. It should be recognized that the professional interests and expertise of many faculty members may not be limited to the area of their official academic appointments, and that original research may often challenge what are presently accepted as "the boundaries of a discipline."

Review articles of other works should be considered indicative of research only if they demonstrate the breadth of the reviewer's knowledge and make a contribution to scholarship in the area. For example, writing textbooks or original reports (e.g., encyclopedia articles) may, in some fields and in some instances, be regarded as scholarly activity, especially if one is asked to perform such work because of his/her reputation as a scholar.

A faculty member's activities in the field of creative arts may also count toward promotion. Every effort will be made to evaluate creative activities rigorously. A painter or filmmaker may be

evaluated in the light of the types of exhibitions (e.g., juried, nationwide, one-person, sponsored) in which the works appear and, again, through critical reviews of such exhibitions.

Research Strategy & Output

To read Webster University Geneva's strategy, please visit:

<http://www.webster.ch/academics/research/>

To view the output of our researchers, you can consult the publications list:

<http://www.webster.ch/academics/research/publications.html>

Research Committee

The research committee is a representation of permanent research-active faculty. The list of current members can be found in Appendix C. Its missions include:

- Development of the research strategy;
- Instillation and consolidation of a research culture;
- Definition of a research communication strategy;
- Establishing and revising rules for research activities (conferences, publications, etc.);
- Building and inviting a Research Advisory Board.

Its activities include:

- Organization of meetings at the University level where faculty members explain their own research plans to their colleagues;
- Collection of references of materials produced by faculty members;
- Contribution to the revision of the Faculty handbook;
- Planning of research seminars.

Nota Bene: The allocation of research grants is not under the responsibility of the Research Committee, but under the responsibility of the Research Grant Allocation Committee.

Traveling and Presenting Papers

Webster University Geneva permanent and adjunct faculty members active in research are encouraged to submit a request for financing their participation in an academic conference. This request has to be sent to the head/chair of their school/department/program. To be considered, the request has to fulfill the following criteria:

- Existence of a working paper, or a production work supported by a written essay. If the conference organizers are judging submissions on the sole basis of papers' abstract, we assume there is a working paper. The working paper has to be attached to the request. It will be uploaded on the Webster University Geneva website if the author wants it to appear (i.e., with respect to intellectual property rules).
- Authors must also attach to their request proof of acceptance, i.e., the agreement they received from the conference organizers that the paper has been accepted after a selection process.
- The paper must appear on the program of the conference.
- The author requesting funding must include "Webster University Geneva" as a primary affiliation. The mention should appear on the paper and on the program. Contact information and e-mail have to be mentioned explicitly in reference to "Webster University Geneva."

- If the conference does not perform selection through a peer-review of the full paper, authors commit to submit the revised final working paper for peer-reviewed publication after they receive comments from the conference reviewers and participants.
- If the paper is co-authored by multiple Webster University Geneva faculty members, only one presenter will be financed.
- The authors travelling to the conference for presenting their paper must produce receipts for reimbursement.
- The head/chair has the right to refuse any proposal not found suitable for Webster University Geneva. Final approval will be done collectively by head/chair collectively based on the quality of the conference and on the destination and cost for the university. Campus Director will arbitrate if needed. The sum of allocated resources cannot exceed the total budget attributed to academic conferences. A faculty member cannot receive financing for more than two academic conferences per year.

Webster University Geneva Research Grants & Projects

Webster University Geneva issues, on a yearly basis, a call for research grants applications. Permanent and adjunct faculty members are encouraged to submit research grants proposals.

The requests must be submitted to the head/chair of their school/department/program and comply with the following criteria:

- To be in line with Webster University Geneva research strategy.
- To be in line with the researcher annual research plan.
- To be able to generate peer-reviewed materials. At least, one peer-reviewed article should be the goal of each research project.
- The proposal should list two to three names of university faculty members outside Webster University (inside and outside Switzerland) acknowledged in their academic field who can review their proposal and produce an assessment of their scientific value.

A 1 year budget ranging from CHF 2500 to CHF 7500 may be spent on eligible expenses only, which includes:

- Acquisition of data
- Field studies (e.g., participants' incentive remuneration, ...)
- Research assistance
- Outsourcing (e.g., data processing, software development, ...)

Funding is not intended to support:

- Researchers time
- Travel expenses for conferences (please refer to another budget line)
- Hardware (e.g., computer) expenses

The head/chair verifies that the proposals received are in line with requirements and give his/her own assessment of the submission to the Committee who selects and appoints external reviewers. Once evaluations are returned, the jury makes its final decision on the proposals) which will be financed. Jury members cannot submit a proposal.

Research Officer

Webster provides the service of a research officer to assist research faculty in the process of finding funding opportunities to conduct their work. Funding can be of different nature, from being a partner in a collaborative academic project, applying to a research grant, working with a company, or participating in a research network.

Students Research

The contribution of faculty and students to knowledge is demonstrated by the research work produced by faculty and students also in collaborative projects. Webster University Geneva students collaborate with faculty members in research projects, which might lead to peer-reviewed publications in different fields of specialization.

Webster University Geneva students also participate in and speak at the annual, institutional International Humanitarian and Security Conference. The latter is a platform, where the IR Department involves the WSBT, the PSY and MED students and faculty to cooperate in interdisciplinary projects together with diplomats, scholars, journalists and international officials.

In addition, some IR graduate students submit their capstone papers or theses to the *IR Working Papers Series* (IRWPS) to be considered for publication. The IRWPS is an online refereed journal whose editorial board is based at Webster University St. Louis.

Undergraduate students may also submit proposals to the St. Louis-organized Research Across the Disciplines conference. They will present across the network using web-enabled technology.

Every department at Webster University Geneva involves graduate and undergraduate students in research projects. Some of the top five percent graduate students/alumni, who are working on a doctoral research thesis or an independent research project can be appointed Visiting Research Fellow for a period of one to three semesters. The Visiting Research Fellowship status does entitle to office space or remuneration, but enriches the curriculum of the student.

Involving graduate and undergraduate students in research activities is highly recommended, as it contributes to the students learning experience.

Scholars program

The scholars program recognizes, supports and develops academic excellence and performance in motivated and gifted students. It provides first year and continuing scholars with opportunities to follow a challenging curriculum. In addition, the program offers merit-based scholarships to incoming students who are selected for the Scholars Program. Scholars Program awards can also be combined with need-based financial aid awards from Webster University Geneva, for those students whose families are eligible.

Students in Webster University Geneva's Scholars program are required to complete thesis or production projects in their final year. They must be supervised by a faculty member in their department, and these students may reach out to request supervision or general guidance. The department head must approve the supervisor, as well as the topic. Upon registration for the thesis course, the student must submit a research proposal signed by the supervisor, the department head, and the Scholars Program Coordinator.

Faculty ranking and promotion

Faculty at Webster University Geneva is composed of permanent faculties and adjunct faculties. Permanent faculty hold a permanent contract, with assigned objectives in terms of teaching, research and service activities. Adjunct faculty may be hired on a per-course basis, or on the basis of a 1 year contract with the responsibility of at least 3 courses per academic year.

Academic rank represents the University's recognition of a faculty member's accomplishments in academic qualifications, quality of scholarship, quality of teaching, professional experience and contribution to her/his discipline, academic department and to the University Community.

Permanent faculty are classified across 3 ranks:

- Assistant professor
- Associate professor
- Professor

Adjunct faculty are classified across 3 categories:

- Instructor
- Lecturer
- Senior lecturer

The promotion from one rank to the next is a recognition of the seniority of the faculty and of his/her accomplishments in terms of teaching and research, creative or professional activities. Research activities are evaluated through the faculty's publication record in internationally recognized journals with a definitive impact factor. Individual faculty members apply for promotion, with the support of their department head, to the campus director. The applicant has to create a portfolio with a statement on teaching, research accomplishments, contribution to service, and supporting materials. The application for promotion will be run by the Research, Review, and Promotion Committee (RRPC).

The committee appoints external and internal reviewers to evaluate the applicant's file. Based on these reviews, the committee makes a proposal to the director who takes a decision. The reviews, the committee's synthesis and the director's decision are then submitted to the Vice President for Academic Affairs for endorsement.

Eligibility Criteria

Lecturers need to have a 10-year teaching experience, or to be a recognized practitioner or professional before applying to the senior lecturer rank.

Assistant professors applying to an associate professor promotion must demonstrate a high level of competence in teaching and advising in their field. They must also demonstrate significant research, scholarship or artistic innovation, successful grant applications, and show promise of continued productivity. They must have at least 6 years of academic seniority in an assistant professor position.

Associate professors applying to a professor promotion must demonstrate international reputation for outstanding research, scholarship, or artistic innovation in the field, grant applications, service to the university, and a distinguished record of teaching. They must have at least 15 years of academic seniority in assistant/associate professor positions.

Handbook revisions

This handbook will be revised every year. All comments and suggestions shall be sent to the editorial committee (handbook@webster.ch).

Programs Catalogue

The catalogue of the programs offered is available and updated online:

Undergraduate: <http://www.webster.ch/academics/undergraduate/programs/>

Graduate: <http://www.webster.ch/academics/graduate/>

Appendix A: New Faculty Orientation Checklist

Name _____ Department _____ Date: _____

Approved for Course(s): _____

Webster ID #: _____ Webster email: _____@webster.edu

Please check off and fill in requested information when each list item is completed.

- Meeting with your Department/Program Head on _____ (date)
- Meeting with Campus Director on _____ (date)
- Sample lecture on _____ (date), supervised by _____
- Copy of transcripts, diplomas, CV; on-boarding (compensation, benefits and services, retirement) by HR; inclusion on faculty distribution list (to HR Director) (see <http://www.webster.ch/humanresources>)
- Campus tour (Department/Program Head)
- Request Webster ID card (Reception Desk)

Faculty and Teaching policies

- Obtain copy of Faculty Handbook from Department/Program Head. (Also see: Faculty Resources Page (<http://www.webster.ch/faculty/>))
- Refer to HR page (<http://www.webster.ch/humanresources>)

Resources Training

- On-Campus computer sign-in and technology (IT Manager – Jimmy Crucerey)
- Office 365 / Connections (Librarian – Sharon Hitchcock)
- WorldClassRoom (WCR) and Turnitin training (Librarian – Sharon Hitchcock & Julianna Bark)
- Concourse (required syllabus creator) - Francisco Rivas
- Textbook procedures (Bookstore Manager – Ngonidzashe Hove)
- Tk20 training (for GCP courses) (GCP Head – Julianna Bark)
- CoursEval (evaluation process) (Maureen Gisiger)

Suggested additional training for faculty who have not worked in a US system (not yet required).

- Completion of 1 or more workshops on US education, syllabus and course creation, etc.

Approved as Completed _____ (Campus Director) _____ (date)

NOTE: ANY UNCOMPLETED AREAS MAY RESULT IN SUSPENSION OF TEACHING ASSIGNMENTS.

Please submit this completed form to the Human Resources Office for inclusion in the faculty file.

Appendix B: Information Systems and contacts

Information System	Usage	Contact
WorldClassRoom	Classroom management	Julianna Bark Sharon Hitchcock
Concourse	Syllabus management	Francisco Rivas
Tk20	Learning Outcomes Assessment	Julianna Bark
Starfish	Student success	Peter Carson
CoursEval	Courses evaluation	Maureen Gisiger
Connections	Main portal Student grading	Sharon Hitchcock
Advising tools (under connections)	Student advising	Amanda Callendrier Peter Carson Joe Pirri

Appendix C: Contacts

Campus Director	Clementina Acedo	acedo@webster.ch
Academic Affairs (syllabi, attendance)	Francisco Rivas	rivas@webster.ch
Registrar	Heidi Amores	amores@webster.ch
Librarian	Sharon Hitchcock	hitchcock@webster.ch
Bookstore	Ngoni Hove	hove@webster.ch
Student Affairs	Gaël Babloulaz	babloulaz@webster.ch
Academic Integrity	Francisco Rivas	rivas@webster.ch
Faculty Development	Holli Schauber	schauber@webster.ch
Media Technician	Tim Young	young@webster.ch
IT Department	Jimmy Crucerey	crucerey@webster.ch
Learning Center	Peter Carson	carson@webster.ch
Career Services	Beatrice von Mach	careerservices@webster.ch
	Nancy Pavanello	careerservices@webster.ch
Human Resources	Michel Pollak	pollak@webster.ch
Facilities	José Lima	lima@webster.ch
Housing	Selina Bru	bru@webster.ch
Alumni	René Schegg	rene.schegg@webster.ch
Research Officer	René Schegg	rene.schegg@webster.ch
Handbook edition		handbook@webster.ch

Academic Advisors

Head of academic resources	Amanda Callendrier	callendrier@webster.ch
	Joe Pirri	pirri@webster.ch
	Peter Carson	carson@webster.ch

Department Heads

WSBT	Dominique Jolly	jolly@webster.ch
International Relations	Oreste Foppiani	foppiani@webster.ch
Psychology & counseling	Vlad Glaveanu	glaveanu@webster.ch
Media Communications	Francesco Arese Visconti	visconti@webster.ch
Computer Science	Claude Chaudet	chaudet@webster.ch

Program Coordinators

Global Citizenship Program	Julianna Sandholm-Bark	bark@webster.ch
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Research Committee

Research Director

Dominique Jolly

jolly@webster.ch

Committee Members

Claude Chaudet

chaudet@webster.ch

Oreste Foppiani

foppiani@webster.ch

Vlad Glaveanu

glaveanu@webster.ch

Research community

The following list groups all faculty that are active researchers, which means who publish peer-reviewed outputs under Webster Geneva affiliation. The list of acceptable production outputs depends on the discipline (books, articles, chapters, exhibitions, conferences, ...), but to be included in the list, the production needs have an international visibility and a high level of quality (impact factor or equivalent).

Department	Faculty	
Business & Technology (Chair: D. Jolly)	Alain Berger Edward Boon Claude Chaudet Rouben Indjikian Dominique Jolly Fernando Lagraña	Françoise Maillard Marcello Puca Michael Sakbani Krista Jabs-Saral
International Relations (Head: O. Foppiani)	Clementina Acedo Vicken Cheterian Curtis Doebbler Lionel Fatton Oreste Foppiani Jubin Goodarzi	Carlo Maria Marengi Susanne Peters Fiorella Picchioni Oana Scarlatescu Tobias Schmitz Flavia Zorzi Giustiniani
Psychology & counseling (Head: V. Glaveanu)	Vlad Glaveanu Liza Jachens Erik Mansager	Loredana Mihalca Richard Randell Catherine Woldarsky
Media & Communication (Head: F. Arese Visconti)	Francesco Arese Visconti Sarah Grosso Nicoletta Niederhauser Schlup Kristian Skeie	Jennifer Strandberg David Veenhuys Nicoletta Iacobacci
Global Citizenship Program (Coordinator: J. Sandholm-Bark)	Maryvelma O'Neil Joe Pirri Ellen Rosskam	Julianna Sandholm-Bark Holli Schaubert