

How to Do Everything

A practical guide for new and returning AUBG faculty

August 2018

Published by the Dean of Faculty's Office

Intended as a Guide Only and Subject to Change

Table of Contents

CONTACTS.....	6
MOVING TO BLAGOEVGRAD.....	7
MOVING YOUR BELONGINGS.....	7
YOUR AUBG E-MAIL ADDRESS.....	7
ARRIVAL IN BLAGOEVGRAD.....	7
MONEY.....	7
WHAT TO BRING?.....	7
<i>Books, DVDs, Netflix, iTunes, and Amazon Prime</i>	8
<i>Clothing and Linens</i>	8
<i>Credit/Debit Cards and Personal Checks</i>	8
<i>Driving</i>	8
<i>Electronics</i>	8
<i>Medications</i>	9
<i>Mobile Phones</i>	9
YOUR ACADEMIC DIPLOMA OR TRANSCRIPT.....	9
LIFE IN BLAGOEVGRAD.....	10
ABOUT BULGARIA.....	10
ABOUT BLAGOEVGRAD.....	10
ABOUT AUBG.....	10
AIRPORT ARRIVAL.....	10
BULGARIAN ID CARDS.....	11
CURRENCY, BANKING, AND FINANCE.....	11
HEALTH CARE.....	11
HOUSING.....	12
SERVICES.....	13
<i>Entertainment</i>	13
<i>Food</i>	13
<i>Shopping</i>	13
<i>Hairdressers, Dentists, Vets, etc.</i>	13
TRANSPORTATION.....	14
<i>Air Travel</i>	14
<i>Ground Transportation</i>	14
SETTLING IN AT AUBG.....	16
EXECUTIVE LEADERSHIP TEAM.....	16
DEPARTMENT STRUCTURE, LEADERSHIP, AND DEGREES.....	16
EMERGENCY CONTACTS.....	17
FACULTY OFFICE ASSISTANTS.....	17
FACULTY OFFICES.....	18
<i>Assignment</i>	18
<i>Changing</i>	18
YOUR MENTOR.....	19
OFFICE 365.....	19
E-SIGNATURES.....	19
AUBG APP.....	19
YOUR WEBSITE PROFILE.....	19
GOVERNANCE.....	20
<i>Committees</i>	20
<i>Department Chairs</i>	20
<i>Faculty Assembly</i>	20
<i>Faculty Representatives to the Board of Trustees</i>	20
HOURS.....	20

<i>Classroom Buildings</i>	20
<i>Computer Labs</i>	20
<i>Library</i>	20
HOLIDAYS.....	21
MAIL.....	21
FAX.....	21
SECURITY	21
<i>AUBG ID Cards</i>	21
<i>Building</i>	22
SMOKING	22
TECHNOLOGY	22
<i>Campus Computing</i>	22
<i>Course Learning Packages</i>	23
<i>Home Internet Service</i>	23
TELEPHONE.....	23
TEACHING	24
BASIC RESPONSIBILITIES	24
CLASS LISTS	24
CLASS MEETINGS	24
<i>Expectations</i>	24
<i>Missed or Canceled Classes</i>	24
<i>Rescheduling</i>	25
CLASSROOMS.....	25
<i>Assignment</i>	25
<i>Etiquette</i>	25
<i>Maintenance</i>	26
<i>Reserving Rooms</i>	26
COURSE CAPS SETTING	26
<i>Adjusting</i>	27
COURSE REGISTRATION	27
<i>Pre-Registration</i>	27
<i>Special Permissions</i>	27
<i>Senior Thesis</i>	27
EXAM POLICIES	27
<i>Exams Outside Regular Class Hours</i>	28
<i>Final Exams</i>	28
FACULTY OFFICE TEACHING SUPPORT	28
GRADES AND GRADING	29
<i>Exclusion of Students</i>	29
<i>Grade Changes</i>	30
<i>Grade Distribution</i>	30
<i>Final Grades</i>	30
<i>Incompletes</i>	30
<i>Thesis Grades</i>	30
PRESENCE ON CAMPUS.....	30
<i>Orientation Day</i>	31
<i>Faculty Retreat</i>	31
<i>Add/Drop Week</i>	31
<i>Regular Semester</i>	31
SYLLABI.....	32
EVALUATIONS OF TEACHING	33
TEACHING MATERIALS.....	34
<i>Case Study Downloads</i>	34
<i>Copying and Printing</i>	34

<i>Course Management Software</i>	35
<i>Desk Copies of Textbooks</i>	35
<i>Fair Use and Copyright Issues</i>	35
<i>Ordering Books for Classes</i>	37
PROFESSIONAL DEVELOPMENT	38
SCHEDULE OF CLASSES	38
TURNITIN.COM.....	39
ACADEMIC RULES, PROCEDURES, AND POLICIES	40
AUBG COMMUNITY VALUES.....	40
ACADEMIC INTEGRITY	40
<i>Preventive Measures</i>	41
<i>Procedure for Violations</i>	42
ADVISING.....	42
ATTENDANCE	42
COPYRIGHT.....	42
DISABILITIES	42
INCOMPLETE GRADES.....	43
INDEPENDENT STUDY	43
INTERNSHIPS.....	43
LATE-ARRIVING STUDENTS	44
MID-SEMESTER EVALUATIONS OF STUDENTS.....	44
STUDENT ENROLLMENT STATUS.....	44
<i>Add/Drop</i>	44
<i>Withdrawal</i>	45
<i>Exclusion</i>	45
SUPPORT FOR TEACHING, RESEARCH, AND SCHOLARSHIP.....	46
FACULTY INSTRUCTION AND RESEARCH ENHANCEMENT (FIRE) ACCOUNT	46
<i>Account Use</i>	46
<i>Account Rollover</i>	47
FACULTY RESEARCH FUND	47
INTERNATIONAL CONFERENCE TRAVEL FUND (ICTF)	47
<i>Application</i>	47
<i>Deadlines</i>	47
<i>Activity Report</i>	48
<i>Travel Arrangements</i>	48
TEACHING DEVELOPMENT FUND	48
TRAVEL.....	48
<i>Travel Advances</i>	48
<i>Travel Expenses</i>	48
<i>Personal Travel</i>	49
STUDENT ASSISTANT POSITIONS.....	49
<i>Contracts</i>	49
<i>Limitations</i>	49
<i>Pay Rates</i>	49
CURRICULAR INFORMATION	50
COURSE NUMBERS AND OBJECTIVES	50
GENERAL EDUCATION COURSES.....	52
<i>Course Requirements</i>	52
<i>Approval of Courses for General Education Credit</i>	52
<i>Approval of Courses for Writing-Across-the-Curriculum Credit</i>	53
CURRICULUM CHANGES	53
<i>New Major/Minor Programs</i>	54
SENIOR THESIS/SENIOR PROJECT/CAPSTONE PROJECT.....	54

<i>Enrollment in Senior Thesis</i>	54
SUPERVISOR COURSE RELEASES	54
CO-CURRICULAR ACTIVITIES AND UNIVERSITY SERVICE	56
BASIC RESPONSIBILITIES	56
GUEST SPEAKERS	56
<i>Inviting Guest Speakers or Lecturers</i>	56
<i>Entertainment Expenses</i>	56
FIELD TRIPS	56
<i>Guidelines and Requirements</i>	57
<i>Scheduling</i>	57
SPONSORING STUDENT CLUBS	57
THE COSMINA TANASOIU EXCELLENCE IN TEACHING AWARD	58
PURPOSE	58
ELIGIBILITY	58
THE AWARD	58
PROCEDURE	58
CRITERIA THAT THE COMMITTEE WILL USE TO DETERMINE THE RECIPIENT OF THE AWARD	58
MAKE-UP OF THE COMMITTEE	59
THE QUESTIONNAIRE	59
EMERITUS/EMERITA PROFESSOR STATUS	60
PRIVILEGES OF EMERITUS/EMERITA PROFESSORS	60
PROCESS FOR APPLYING FOR EMERITUS/EMERITA STATUS	60
DOCUMENTS REQUIRED TO APPLY	60
PRIVACY OF STUDENTS AND OTHERS	61
STUDENTS	61
FACULTY SEARCH COMMITTEES	61
FACULTY EVALUATION COMMITTEES	62
PRIVACY OF FACULTY	63
LIBRARY POLICIES AND RESOURCES	66
ACCESSING SERVICES	66
<i>Library Card</i>	66
<i>Online Account</i>	66
BORROWING PRIVILEGES	66
<i>Checking Out Materials</i>	66
<i>Hold Requests</i>	66
<i>Interlibrary Loan Services (ILL) and Document Delivery Services (DDS)</i>	66
<i>Lost/Overdue Materials</i>	66
<i>Renewal</i>	67
COLLECTION DEVELOPMENT PROCESS	67
<i>Ordering Materials for a New Course</i>	67
CONTACTING A LIBRARIAN	67
GIFTS	67
HOURS	67
INFORMATION LITERACY TRAINING	67
REFERENCE SERVICES	68
AUBG FACULTY BIBLIOGRAPHY	68
RESERVE SERVICES	68
<i>Procedures for Placing Materials on Reserve</i>	69
<i>Removing Items From Reserves</i>	69
SERIALS SELECTION PROCESS	69
INDEX	70

CONTACTS

Emergency

Police: 112

Fire: 112

Ambulance: 112

Health Services

Health Center: 888 207 or 888 210

Ventsislav Daskalov (Doctor): 888 207

Veneta Petkova (Nurse): 888 210

Senem Konedareva (Administrative Assistant): 888 208

Human Resources

Ruska Atanasova

Faculty on the Bulgarian Payroll

888 328 (MB 103a)

Elena Bardarova

GeoBlue Health Insurance, Visas, and Faculty on the American Payroll

888 309 (MB 103a)

Office of Communications and Computing (OCC)

Latchezar Filtchev (Director): 888 346 (MB 118)

Purchasing, Customs, Mail, and Travel Office

Zdravka Bojinova (Manager): 888 320 (MB 106)

Security

Emergency: 888 100

Ilko Vangelov (Director): 888 106

Faculty Office Coordinators

Stoyan Stoyanov: 888 408 (MB 219)

Stefka Atanasova: 888 327 (BAC 327)

Provost

Emilia Zankina: 888 410 (MB 105)

Assistant to the Provost

Yulia Pechanova: 888 305 (MB 105)

Dean of Faculty

Robert White: 888 420 (BAC 105)

Assistant to the Dean

Evgenia (Jenny) MacDonald: 888 409 (BAC 105)

MOVING TO BLAGOEVGRAD

Moving Your Belongings

If you are moving here from outside the European Union, and the value of your shipment is more than €15, your shipment will be stopped by Bulgarian customs. You can find the customs information [here](#). Please consult with our customs office before shipping. You can e-mail them [here](#).

Goods shipped from within the European Union do not go through customs.

If you want to ship your belongings before you arrive in Blagoevgrad, then someone who is already here will need to agree to receive the shipment in their name.

Your AUBG E-mail Address

On signing your contract, you are given the option of having your password couriered to you or collecting your password on arrival in Blagoevgrad. We recommend having your password couriered so that you can access your AUBG e-mail account before you arrive on campus, and so you can access your office computer and other electronic resources as soon as you arrive.

For a faculty member with the name of “Firstname Lastname,” the user ID/email address would be “lastname@aubg.edu.”). Email can be accessed off-campus through [AUBG Outlook Web Access](#), or you can configure Microsoft Outlook to access the exchange server. More detailed information can be found online at [Outlook Anywhere](#).

Arrival in Blagoevgrad

If you are a full-time faculty member, your contract starts from 1 July. However, you do not have to be physically present at the university until the first day of faculty orientation. As this will be your first semester with us, we recommend that you arrive two weeks before faculty orientation to settle into your office and apartment. The Dean of Faculty will let you know the date of faculty orientation; it will not be earlier than 31 August.

We will arrange for a university driver to collect you from the airport and take you to a hotel in Blagoevgrad. We will cover the costs of your transportation from the airport to the hotel and your first two nights at the hotel. Please let [Stoyan Stoyanov](#), in the Faculty Office, know when you will be arriving.

Money

The local currency is Bulgarian leva. Though the leva is pegged to the Euro, shops only accept payment in leva. Businesses do not normally accept Euros or dollars. The easiest way to obtain leva is to withdraw money from an ATM. There are ATMs scattered throughout the city. All have menus in English. There is an ATM next to the front door of the Main Building and inside the America for Bulgaria Student Center (to the right of the guard station and behind the café). Most restaurants and grocery stores accept credit cards, though many do not.

What to Bring?

There are very few items that cannot be purchased in Bulgaria, so one need not be overly conscientious about bringing all life’s comforts along. The cost of shipping or carrying extra items on flights can easily offset their usefulness. Employees should consult with the staff in the [Purchasing, Customs, Mail, and Travel Office](#) for advice and instructions on shipping goods to or from Bulgaria.

Books, DVDs, Netflix, iTunes, and Amazon Prime

English-language books are not commonly sold in Blagoevgrad, but the AUBG library has a good collection of books and DVDs, and colleagues can share books through a “recreational reading” bookcase located in the Main Building Conference Room. Online merchants, such as Amazon, will ship books and DVDs to Bulgaria. Faculty are recommended to use [Amazon.co.uk](https://www.amazon.co.uk) or [Amazon.de](https://www.amazon.de), rather than [Amazon.com](https://www.amazon.com), to avoid customs charges. Additionally, Sofia has many bookstore chains that stock English-language books and one second-hand bookstore, [Elephant Bookstore](https://www.elephantbookstore.com), dedicated to English-language books.

Keep in mind that DVDs and DVD players purchased in Europe are coded “Region 2,” while the US is coded “Region 1,” so locally purchased DVD players will not read US DVDs. You may want to consider purchasing a multi-region DVD player if you intend to bring your DVD collection.

Similarly, Blu-ray discs purchased in Europe are coded “Region B,” while the US is coded “Region A,” so locally purchased Blu-ray players will not read US Blu-ray discs. Multi-region players are not an option for Blu-ray discs.

Netflix is available in Bulgaria for streaming English-language movies and television programs. Your home country’s Netflix subscription will work in Bulgaria, though you can only access the Bulgarian Netflix library.

iTunes is also available in Bulgaria. You need to have a local credit card to access the Bulgarian store. You can stream English-language movies; however, the Bulgarian iTunes store does not stream television programs.

Amazon Prime is available in Bulgaria for watching movies and television series, though the selection is limited.

If you would like to watch Netflix, iTunes, or Amazon Prime on your television, you can purchase an AppleTV in Sofia from an [iStyle](https://www.istyle.com) store, which is the premium reseller of Apple products in Bulgaria.

Clothing and Linens

Bring clothes suitable for a generally-moderate, four-season climate. Landlords will generally provide blankets, bed linens, tablecloths, and similar items.

Credit/Debit Cards and Personal Checks

Do bring your checkbook and credit/debit cards. Checks may be needed to settle bills originating from your home country. Personal checks can also be cashed at several local banks (see [Currency, Banking, and Finance](#)). Credit and debit cards work in local ATMs dispensing Bulgarian currency (leva), which is the simplest way to obtain cash. Credit card acceptance is less common in local shops than in the US or Western Europe, so be prepared to keep cash on hand, though the acceptance of credit cards has increased in recent years.

Driving

If you have a foreign driver license and plan on driving in Bulgaria, consider obtaining an international driver’s license. More information on international driving is provided by the US State Department Bureau of Consular Affairs’ website, [Travel.State.gov](https://travel.state.gov).

Electronics

Keep in mind that Bulgaria uses the European standard of 220-volt electricity, with two round prongs

on the plugs. Consequently, you cannot plug US electrical appliances into Bulgarian sockets, and, if you could, most would burn out instantly. Some computers and peripherals have built-in power adaptors. For those items, you will only need an inexpensive adaptor plug, which is available locally. However, you may want to order a new European-standard power cord from your manufacturer.

Medications

If you take prescription medicines, check with the AUBG [Health Center](#) to see whether the medicine is available in Bulgaria; bring your prescription information for ordering and/or for insurance purposes. Most prescription medications are available in Bulgaria, but if your medicine is not available locally, you will want to make sure your supply is adequate before you arrive. If you participate in the expatriate health insurance plan, you may want to (after the starting date of your coverage) access the pharmacy service in your home country and obtain a 6- or 12-month supply of prescriptions to bring with you. Even if your prescriptions can be filled in Bulgaria, you will still want a supply ample enough to last until you arrange a local supplier.

Mobile Phones

Mobile phones from the US use different SIM card technology from those in Europe, so there is no need to bring a mobile phone with you. Mobile phones and phone services are easily (and compared to the US, inexpensively) available locally.

Your Academic Diploma or Transcript

Please leave a copy of your academic diploma or transcript at the Provost's Office when you arrive in Blagoevgrad. You should do this before the start of faculty orientation.

LIFE IN BLAGOEVGRAD

About Bulgaria

Bulgaria is located on the Balkan Peninsula, bordering Serbia and Macedonia on the west, Romania on the north, the Black Sea on the east, and Turkey and Greece on the south. Its land area is 111,000 sq. km (about the size of Virginia), and its population is about 7.3 million. AUBG's undergraduate campus is in Blagoevgrad, which lies at the foot of the Rila mountains about 100 km (60 miles) south of the capital city, Sofia, and 1.5 hours south of the international Sofia airport.

Bulgaria is a parliamentary democracy and entered the European Union in 2007. The national language is Bulgarian, a Slavic language similar to Russian. The language is written in the Cyrillic alphabet, but highway signs and commercial signs are frequently in both Cyrillic and Roman script. English is an increasingly common second language, especially among young people; older people frequently speak Russian as their second language.

Expatriates who want to keep up with the news in Bulgaria can refer to the dual-language news site Novinite.com. To explore more of Bulgaria online, visit the [Official Tourism Portal of Bulgaria](#).

About Blagoevgrad

Blagoevgrad is a small city of about 77,000 people and is located in the Struma River Valley south of Sofia, along the main highway and railroad routes between Sofia and Greece. Blagoevgrad is located at the boundary between the Mediterranean climate zone and the Central European climate zone. Sofia, though only 100 km away, is noticeably cooler and wetter than Blagoevgrad. Winters are generally cool and damp, but some periods of bitter cold are possible. Summers are hot and dry, and fall is usually glorious.

Blagoevgrad is home to both AUBG and Southwest University (a Bulgarian state university). It has a shopping area with an abundance of cafés, restaurants, and nightclubs many of which have English menus and English-speaking staff. The city is very compact – nearly everything in the city is within walking distance of everything else. Blagoevgrad is surrounded by mountains, so hiking is popular and good skiing is available at reasonable prices in the resorts to the east, north, and south. To learn more about life in Blagoevgrad, visit the online tourism site VisitBlagoevgrad.com.

About AUBG

AUBG was the first private university in Bulgaria, opening its doors in 1991. It was co-sponsored by the United States Agency for International Development, the Open Society Institute, and the University of Maine. It is not funded directly by USAID at this time and is no longer officially affiliated with the University of Maine. Instead, AUBG is now an independent institution supported by a small endowment and student tuition.

AUBG's American-style liberal arts curriculum attracts highly-qualified students from more than thirty countries, and all instruction is in English. AUBG is accredited both by the [National Evaluation and Assessment Agency in Bulgaria](#) and by the [New England Association of Schools and Colleges in the United States](#).

Airport Arrival

Guests of the University and new employees arriving in Bulgaria for the first time are met at the airport by a University car and driver. The driver will wait outside the customs clearance area in the arrivals hall and will be holding a sign saying "AUBG" with the name of the individual. The driver will drop off a new employee at the appropriate hotel in Blagoevgrad or an apartment if that has

already been arranged. Arrangements for airport pick-up are coordinated by [Stoyan Stoyanov](#) in the Main Building Faculty Office.

Do not feel obligated to change currency immediately at the airport. The exchange desks there do not offer good rates, and all ATMs throughout Bulgaria will accept debit/credit cards. If you decide to obtain currency at the airport, however, there is an ATM on the left as you exit the Customs Clearance area and enter the Arrivals lobby.

Bulgarian ID Cards

With the assistance of the [Human Resources Office](#), expatriate employees receive a Bulgarian ID card. This card is required for long-term stay in Bulgaria. It must be renewed annually and surrendered before leaving the country permanently. It cannot be taken home as a souvenir.

Currency, Banking, and Finance

Bulgaria's currency is the lev (plural: leva; international abbreviation BGN). The exchange rate between the leva and the euro is fixed at 1.95 BGN = 1 euro by a currency board arrangement until Bulgaria adopts the euro. The value of the leva relative to the US dollar depends on the dollar-euro exchange rate (BGN 1.66 = USD 1.00 as of July 2018).

American (but not US-Bulgarian dual citizen) employees are currently paid in US dollars, and their pay is deposited directly into their US bank accounts. All other employees sign a Bulgarian labor contract, and their salaries are distributed in Bulgarian leva to their local bank accounts. This difference comes from American employees being covered by an agreement between the US and Bulgarian governments which exempts them from Bulgarian taxes unless they become permanent residents of Bulgaria. If the legal position of American employees changes at some point (something we have no control over), they may also have to sign a Bulgarian labor contract and receive their salaries in Bulgarian leva.

For new US faculty, the first paycheck is always a paper check. The check can be cashed locally at [Postbank](#) or [Raiffeisenbank](#) (both close to AUBG Main Building) for a fee of US\$5. Checks up to US\$3,000 can be cashed. The University does not give salary advances.

Maintain your US or European bank accounts if you have them. Your paychecks will be direct-deposited there on the last day of the month, and your US-based debit and credit cards work in the ATMs common throughout Bulgaria. You might want to have more than one debit or credit card account in case the first card is lost, stolen, misplaced, or deactivated by your bank when it decides to replace the card. Be sure to place a long-term travel advisory on any cards before leaving your home country.

Health Care

AUBG maintains a [Health Center](#) in the Skaptopara I Residence Hall. The Health Center usually is open from 8 am to 5 pm, Monday through Friday, and is staffed by a doctor, nurse, and assistant, all of whom speak English and can be contacted in an emergency 24-7. The [Health Center Director](#) serves as the primary care physician for expatriate employees and as a reference point for persons needing access to medical specialists in Bulgaria. Some specialist doctors in Blagoevgrad speak English, but when an English-speaking specialist is not available, the [Health Center Administrative Assistant](#) can arrange for a staff member to accompany the expatriate to provide translation services. The Health Center staff can also provide information on the local availability of prescription medicines.

Housing

Unlike some other overseas institutions, AUBG does not provide faculty housing. There are many furnished rental apartments within walking distance of the University at prices that are modest by comparison to the US and most European cities. After your arrival in Blagoevgrad, [Stoyan Stoyanov](#) in the Faculty Office can make appointments with prospective landlords for you to visit several available apartments, or you can use English-speaking real estate agents. Most apartments will have two bedrooms, one bathroom, a living room, a kitchen/dining area, and one or two balconies. Some landlords offer additional services such as cleaning, laundry, shopping, and/or cooking. Some other amenities—bathtubs, clothes dryers, and dishwashers—are less common.

It is up to you to choose the combination of location, size, furnishings, and cost that most suits you. Stoyan will help interpret for you, but any agreement is ultimately a matter for the tenant and the landlord. When inspecting apartments, some points to consider are:

- Are the utilities (electricity, heat, phone, water) paid by the tenant or landlord?
- Is the apartment wired for cable television, satellite TV, and/or high-speed internet?
- Does the apartment have enough electrical outlets?
- Is the water heater large enough to provide a sufficient supply of hot water?
- Does the bathroom have a tub or only a shower stall (or only a shower head on a wall)?
- Is the building adequately insulated against the cold? Do the windows shut tightly?
- Is there a washing machine in the apartment?
- Are the apartment and the building secure?
- Is the landlord willing to upgrade the furnishings, if necessary?
- If you own (or intend to own) a car, is there a garage available? (On-street parking is not recommended if you have a late-model car.)

If possible, check with other faculty members to see if previous tenants were satisfied with the apartment and/or landlord.

Most faculty can find a suitable apartment without undue difficulty. There are plenty of apartments available in Blagoevgrad, so you do not need to start looking until you arrive unless you prefer the comfort of sorting out an apartment in advance. As of July 2018, most apartments cost between US\$300 and US\$600 per month (utilities are extra). Some landlords prefer to be paid in euros while others prefer Bulgarian leva. They may or may not require deposits.

Blagoevgrad Properties can also help you find an apartment. You can view apartments [here](#). You can also contact [Desi Katarska](#), one of their real estate agents, who speaks English and has worked with AUBG faculty before.

Expect to pay your landlord in cash and do not expect to receive a receipt. This can be unnerving at first; however, problems with landlords are rare.

Services

Entertainment

Blagoevgrad has one cinema, [Cinemax](#), located directly across the plaza from the AUBG Main Building, that shows current Hollywood fare (with Bulgarian subtitles) at prices much lower than those of US cinemas. It is a single-screen theatre, so each movie is shown at a different time each day.

One can also see live plays in the theater, or concerts of various types at the opera house, all located in the city center near AUBG's Main Building. Throughout the semester, AUBG students put on plays, which are usually performed in the ABF. There is a bowling alley directly below the AUBG Main Building.

There are many and varied outdoor entertainment options in Blagoevgrad and the surrounding countryside. Sporting facilities for tennis are available around the city, and skiing and hiking are available in the surrounding mountains. The city is also home to a professional soccer team. Near the center of town, there is an [aqua-park](#) with a large outdoor pool, smaller pools for children, and a water slide. A paved walking path alongside the river runs from the center of town to the municipal park, [Bachinovo](#), which is good for jogging, bicycling, or walking. The Bachinovo park also offers paddleboats (shaped like swans!) on its pond and a tree-climbing obstacle course.

Food

Most restaurants in Blagoevgrad have menus that are in both Bulgarian and English, and prices are very reasonable compared to the US or western Europe. The servers may or may not know some English. Tipping is becoming more common, though is not required, and the staff are usually happy to receive a tip of around 10%.

Small grocery shops are [all over the city](#), and there will be one within a few blocks of any apartment an AUBG faculty member is likely to rent. There are two supermarkets ([Billa](#) & [Lidl](#)) located in the center of town, and two large hypermarket, or "superstore," chains ([Metro](#) and [Kaufland](#)) have opened stores at the western edge of Blagoevgrad, making shopping more similar to that in Western Europe or the US. Metro is a "members only" store similar to Costco in the US.

Fresh fruits and vegetables can be found at the farmer's market in the center of town near AUBG's Skaptopara campus and in small neighborhood shops. Local produce is excellent in season, particularly Bulgarian "rose" tomatoes, cucumbers, cherries, plums, and (near Christmas) seedless mandarin oranges. Chicken and pork dominate the meat selection in restaurants and butchers' shops. Frozen and fresh fish is available at Kaufland and Metro. Trout is raised locally, and other fish generally arrives frozen. Vegetarians can find a good selection of food in restaurants, but vegans may be more challenged.

Shopping

Small clothing shops are all over the city, with trendier places downtown. The new [Largo Mall](#), near the AUBG Main Building, also offers a variety of stores, including H&M. There are two electronics/appliance ("white goods") stores, [Technomarket](#) and [Technopolis](#), and a home improvement store, [Mr. Bricolage](#), on the south end of town near the Skaptopara campus, but many small shops selling appliances, furniture, hardware, etc. can be found throughout the city. Keep in mind that larger stores do not necessarily mean a wider variety of goods or lower prices, so it is good to explore.

Hairdressers, Dentists, Vets, etc.

Feel free to consult with [Jenny MacDonald](#), in the Dean of Faculty's office, for recommendations on

hairdressers, dentists, vets, etc. The staff in the [Faculty Offices](#) can make reservations for you.

Transportation

Air Travel

The nearest international airport is in [Sofia Airport](#), approximately 100 km north of Blagoevgrad. All air travel for University business must be arranged through the AUBG [Purchasing, Customs, Mail, and Travel Office](#). Personal travel should be arranged through a conventional travel agent or online. Currently, US carriers do not directly serve Sofia, but many European carriers and some low-cost airlines operate regular flights, including budget airlines like [Wizz Air](#), [EasyJet](#), and [RyanAir](#).

Ground Transportation

Buses

Blagoevgrad is served by several private bus companies with service to Sofia and other cities in Bulgaria and neighboring countries. A one-way ticket to Sofia is BGN11 (BGN18 round-trip) as of July 2018. The main bus stations are located next to the train station, 1 km from the AUBG Main Building and close to the Skaptopara campus. One bus station is for intra-city travel, the other for buses connecting to other towns and countries. Bus schedules for routes through Blagoevgrad are available online at [Avtogari.info](#).

Owning cars

Many expatriate faculty find it unnecessary to own their own cars in Bulgaria. Others purchase cars locally. Bringing a car into Bulgaria can be complicated, so please consult with the [Purchasing, Customs, and Travel Department](#) for advice.

Rental cars

Rental cars are available from local suppliers. Faculty Assistants can assist if necessary.

Taxis and private drivers

Taxis in Bulgaria are easy to find and inexpensive. Fares are generally less than BGN3 (approx. US\$1.72) for trips within Blagoevgrad. You can expect taxi fares to rise whenever there is a spike in the price of fuel. Private drivers or taxis can be arranged through the Faculty Office for longer trips. The rates vary, but generally a trip to Sofia costs around BGN100 (US\$57).

All bonded taxis are yellow, have driver and company information posted on the interior dashboard, and rate information on the passenger windows. If you choose to take a taxi from Sofia Airport or the Sofia Central Bus Station, note that those locations are serviced by the bonded taxi company [OKTaxi](#). Do not accept offers from non-bonded taxi drivers at these locations. You can also [pre-book](#) a taxi pickup through OKTaxi.

You can download an app for OKTaxi in Blagoevgrad, which you can use to order taxis without having to speak to an operator. The app gives you the location of your taxi and the license plate number. You still have to tell the driver where you want to go and you have to pay in cash. (Search for “Taxi Blagoevgrad” on the app store.)

You can download an app for Yellow Taxi in Sofia, which you can use to order taxis without having to speak to an operator. The app gives you the location of your taxi and the license plate number. You can enter your destination into the app, so you do not have to explain to the driver where you want to go. The app gives you an estimate of the fare, though you still have to pay in cash. (Search for

“Yellow Taxi 9119” on the app store.)

Both apps are in English.

Trains

Blagoevgrad is served by the national train service, [BDZ](#), with service to Sofia and connections to other cities in Bulgaria and neighboring countries. The round-trip train fare to Sofia is BGN12 (US\$7) as of July 2018.

University cars

AUBG also has cars and drivers for ground transportation through the [Transportation Office](#). Trips on University business must use AUBG transportation unless the Transportation Office cannot provide the service at the same price available through an outside supplier. (This may occur during a weekend or holiday period.) The AUBG Transportation Office can also provide cars and drivers for persons traveling on personal business. Reservations are made with the Transportation Office (or with the assistance of the Faculty Assistants). The user pays the cost at the Business Office in the Main Building.

SETTLING IN AT AUBG

Executive Leadership Team

At AUBG, the following individuals are members of the Executive Leadership Team:

Steven Sullivan	President
Emilia Zankina	Provost
Robert White	Dean of Faculty
Lydia Krise	Dean of Students
Dimo Kolchev	Director of Operations
Boriana Shalyavska	Director of Admissions
Irena Macheva	Director of Development
Alexander Alexandrov	Director of Finance and Accounting
Albena Kehayova	Director of Marketing
Peter Ivanov	Director of the Elieff Center

Department Structure, Leadership, and Degrees

AUBG faculty members are divided into departments that offer a number of programs and degrees. The Department Chairs are elected for a two-year term by the faculty members within each department and are confirmed by the Dean of Faculty, the Provost, and the President.

Department of Arts, Languages, and Literature (Co-Chairs: Sean Homer and Krastanka Bozhinova)

Film Studies (minor)
 Fine Arts (minor)
 Literature (major and minor)
 Modern Languages (minor)
 Writing

Department of Business (Chair: Marenglen Berisha)

Business Administration (major)
 Entrepreneurship (minor)
 Executive Master in Finance, Banking & Real Estate (Graduate program)
 Executive MBA Program (Graduate program)
 Integrated Marketing Communication (minor)

Department of Computer Science (Chair: John Galletly)

Computer Sciences (major and minor)
 Information Systems (major and minor)

Department of Economics (Chair: Georgi Kalchev)

Economics (major and minor)
 Public Policy (minor)

Department of History and Civilizations (Co-Chairs: Markus Wien & Rositza Gradeva)

Anthropology (minor)
 Film Studies (minor)

History and Civilizations (major and minor)
 Philosophy and Religion (minor)
 Southeastern European Studies (minor)

Department of Journalism and Mass Communication (Chair: Lynnette Leonard)

Film Studies (minor)
 Integrated Marketing Communication (minor)
 Journalism and Mass Communication (major and minor)

Department of Mathematics and Science (Chair: Alexander Ganchev)

Mathematics (major and minor)
 Science

Department of Political Science and European Studies (Chair: Jean Crombois)

Political Science and International Relations (major and minor)
 European Studies (major and minor)
 Psychology (major and minor)
 Public Policy (minor)

Interdepartmental

Self-Designed Major (major)

Emergency Contacts

Bulgaria has a nation-wide emergency response telephone number – 112. This number applies to police, fire, and ambulance.

For AUBG-related emergency situations, the [Security Office](#) has information and instructions. In brief, the contacts for emergencies are:

<u>Type of Emergency</u>	<u>Contact Person</u>	<u>Telephone</u>
Medical	University Physician	888-207
Physical Safety (assault, bomb threat, fire)	Security Director	888-106
Technology Failure	Office of Communications and Computing	888-333

Faculty Office Assistants

Each of AUBG's two academic buildings contains a Faculty Office staffed by a Faculty Assistant. Each of the Faculty Offices contains copying and printing facilities, mailboxes, supply cabinets, etc. The Offices are staffed during normal working hours (8.30 am – 5.30 pm) but may be unstaffed during the lunch hour. Faculty members receive keys to the Faculty Office in their respective building for after-hours use. (Keys should never be given to Student Assistants.)

The support staff for 2018-19 are:

BAC Faculty Office	Stefka Atanasova	888 – 471	BAC 327
MB Faculty Office	Stoyan Stoyanov	888 – 408	MB 219

Faculty Offices

The Dean of Faculty assigns offices during the summer break. He will let you know your office number as soon as office allocations for next semester have been finalized. We do not assign offices by department. Though we try to keep departments in the same building, this cannot be guaranteed due to the limited office space in the Balkanski Academic Center. There is no guarantee that your office will be in the same building as your classes.

All full-time faculty have their own office with a computer. Adjunct faculty usually share offices. New faculty are assigned offices based on availability. Returning faculty may request a change of office during the winter or summer breaks if a preferred office becomes available. Such requests are accommodated at the Dean of Faculty's discretion, usually on the basis of seniority.

If your office is in the Main Building (MB), you can collect your keys from Stoyan Stoyanov in the MB Faculty Office (room 219). If your office is in the Balkanski Academic Center (BAC), you can collect your keys from Stefka Atanasova in the BAC Faculty Office (room 327).

We recognize that being an academic is not a 9 to 5 job. You are not expected to be physically present in your office during work hours. On the contrary, to be a productive academic, some days it can be better to stay away from your office and work from home. You are expected to be easily reachable by e-mail or phone, however.

Faculty are expected to be available four days per week, Monday to Thursday, or Tuesday to Friday. This does not mean that you have to be in your office four days per week. It means that if someone (a student, a faculty member, or an administrator) needs to see you over this four-day period, you must be available.

Each office is equipped with a desk, a desk chair, two or more chairs for visitors, a telephone, a desktop or laptop computer connected to the University server (see [Technology](#) below), one or more bookcases, and one or more file cabinets. Some offices are nicer than others by virtue of floor space and/or the presence of windows.

Assignment

Assignment of faculty to offices is the prerogative of the Dean of Faculty. The initial assignment of offices is done starting with the most desirable offices and progressing to less desirable offices according to the general rule that vacant offices are assigned to full-time faculty according to rank, years of service to AUBG, and type and length of contract.

Re-assignment of offices takes place over the summer and winter breaks.

Faculty members on leave or sabbatical cannot reserve, re-assign, or reclaim their office. If the office is re-assigned when the leave or sabbatical begins, then an office will be assigned to the faculty member when s/he returns. The Dean will often re-assign the office of the person on leave to a temporary faculty member so that the incumbent can return to her/his original office, but this is not always possible and is not guaranteed.

Changing

During the annual re-assignment of faculty offices over the summer, full-time faculty in interior offices will be re-assigned to more desirable offices in accordance with the priorities above, if space is available. No special request is needed. If a faculty member would prefer to change offices from a windowed office to a different one, or from a non-windowed office to another non-windowed office, inform the Dean of Faculty in writing of the request before Commencement, and he will try to honor the request.

Computers are assigned to offices rather than to people. Faculty who change offices also change computers. Faculty are strongly encouraged to store all vital files on Office 365 OneDrive.

Your Mentor

During your first year with us, you will have a mentor. This is someone you can ask for advice about teaching at AUBG and who can provide you with assistance with navigating academic life here. The mentor will be assigned by your department chair. You are also welcome to ask your department chair or the Dean of Faculty questions at any time.

Office 365

All faculty members have a subscription to Office 365. This gives you access to 1 TB of online storage, online versions of the Microsoft Office suite, and the ability to install up to five copies of the Microsoft Office suite on your home computers.

Once you have your AUBG e-mail address, you can create an AUBG Office 365 account [here](#). Once your account has been created, you can access Office 365 [here](#).

E-Signatures

Most of the forms that we use at this university are e-forms which need to be signed electronically.

You will need Adobe Acrobat Reader to view them. Go to [Adobe's website](#) to download Acrobat Reader. It is available for several desktop platforms at no cost. We recommend that you install the latest version. You need to download the forms to your computer before filling them out. They do not work properly in a browser.

You need to sign the documents using a digital signature. Please see the [Digital Signatures Guide](#) for more information about creating digital signatures and signing the forms. There are different types of digital signatures. For legal reasons, you need to use the type of digital signature described in this guide.

AUBG app

AUBG has an app for iOS and Android devices. The app lists university events, student clubs, the ABF Restaurant's dining menu, and emergency contact information. We can use the app to send notifications to the entire university community, to a group within the AUBG community, or to a specific person. Please install the app on your phone, if you have a compatible device because we use the notification system in emergencies. You can find instructions on how to download the app [here](#).

Your Website Profile

The Assistant to the Dean of Faculty, Jenny MacDonald, will create your profile on our website. You can review the profiles of other faculty [here](#). Jenny will contact you to request a photo and profile. The content of the profile is at your discretion. Typically, faculty list their academic qualifications, their teaching and research interests, and their publications.

The Panitz Library also maintains a [list of publications](#) by AUBG faculty.

Governance

Committees

Faculty members serve on a variety of committees, including Faculty and University [Standing Committees](#) and University [Ad Hoc Committees](#). Membership is established early in the fall semester.

Department Chairs

Department Chairs are elected from within the individual departments and serve two-year terms. They are responsible for staffing, scheduling, and the logistics of departmental activities. They work together as the Dean's Council, which meets monthly with the Dean of Faculty.

Faculty Assembly

Faculty members at AUBG are organized into departments for logistics and operate as a complete Faculty Assembly for governance purposes. The Faculty Assembly usually meets once per month (third Wednesday of the month, 4 – 5.15 pm) to conduct Faculty business. The Faculty Assembly is headed by an elected Chairperson, who is assisted by an elected Parliamentarian and an elected Secretary. The co-chairs for 2018-19 are Jeffrey Nilsen and Dimitar Christozov, and the Secretary is Asli Goksoy.

Faculty Representatives to the Board of Trustees

The Faculty Assembly elects one Faculty Representative to the Board of Trustees and one Alternative Faculty Representative to the Board of Trustees. These individuals are elected to serve two-year terms. The current representatives are Bobby Phillips (Faculty Rep.) and Evelina Kelbetcheva (Alternate Faculty Rep.).

Hours

Classroom Buildings

Generally, the Main Building is open 24 hours, seven days per week, and the Balkanski Academic Center is open from 8 am to 11 pm every day throughout the academic year, although classrooms are locked after instructional hours are over for security reasons. The Library and some computer labs have more restricted hours.

During breaks and summers, the buildings are open during regular working hours but may have weekend and evening-hour restrictions. Faculty members should refer to the holiday schedule on the [Academic Calendar](#) for days on which buildings may have limited, or no, access. The buildings are closed between Christmas and New Year's Day.

Computer Labs

[Computer labs](#) are open as posted outside the various labs. Faculty members should not assume that students will have access to specialized labs during breaks, between semesters, or during or after final exam periods.

Library

See [Library – Hours](#).

Holidays

All holidays recognized by the University (when classes are canceled) are listed on the [Academic Calendar](#), published in the [Academic Catalog](#).

Mail

Incoming

Each faculty member has a mailbox in the Faculty Office to receive internal and/or external mail. Students are not permitted to add or remove any item from any faculty mailbox. The Faculty Assistant should be asked to distribute all mail to faculty boxes.

Incoming mail to faculty can be sent to:

Faculty Member Name
c/o American University in Bulgaria
1 Georgi Izmirliiev Sq.
Blagoevgrad 2700
Bulgaria

Outgoing

There is a tray in the Faculty Office for business-related outgoing mail. Postage will be charged to the faculty member's [FIRE account](#) as long as it is job-related.

For mail of high importance or sensitivity, there is a tray in the Office of Purchasing, Customs, and Travel through which mail can be included in the weekly express mail shipment to the US. The contents of the express mail shipment are remailed once in the US. All items in the express mail tray must carry correct US postage and be used only for official University business. The staff in the office can weigh any items for mailing and assess proper postage, either US or Bulgarian.

For personal mail, the staff in the Office of Purchasing, Customs, and Travel can sell sheets of Bulgarian postage stamps. Items with proper postage can be deposited there and included in the regular shipment of mail to the local post office. The main post office is located near the restaurant Pizza Napoli, and the clerks can handle routine mail.

Fax

There is a fax machine in the Faculty Office in the Main Building, and its number is +359 73 888 153. The fax machine is for University business only. Charges will be billed to the [FIRE account](#) of full-time faculty members.

Security

AUBG ID Cards

AUBG ID cards are issued at the Security Office (the office to your left after you enter the Main Building). Lost cards must be reported immediately to prevent unauthorized users from gaining access to the Main Building, the Balkanski Academic Center, and/or the residence halls. Replacement cards are subject to a fee to cover the cost of printing.

Building

The AUBG Security Office is responsible for creating and maintaining a safe environment in classroom buildings, the student center, and residence halls and for protecting the personal security of students and employees.

ID cards provide AUBG employees with electronic access to the Main Building, the river entrance to BAC, and the residence halls. Visitors must sign in with the security personnel upon entering any AUBG building. All entrants to the Main Building must pass through the metal detector and turnstiles. (The only exceptions are those supported by medical documentation in advance.) Classrooms are locked outside of regular teaching hours. The security officer on duty can unlock a classroom for a faculty member, if necessary.

Questions about security can be referred to the [Security Office Manager](#) at 888-106.

Smoking

Smoking is prohibited within all AUBG facilities under Bulgarian law and by University policy. Any person – student, employee, faculty member, or visitor – violating this policy is subject to fines.

Technology

Campus Computing

Classrooms

All regular classrooms are equipped with a classroom technology package (“media cube”) that includes a computer connected to the AUBG server, a keyboard and mouse, a DVD player, and a multimedia projector. Remote controls are in a box inside each locked cabinet. There are instructions available with each cube. Faculty members can obtain keys to unlock the media cubes in both of the academic buildings from the Faculty Assistants. (Sign-off when you finish but do NOT shut down the media cube upon exiting the classroom as it will take considerable time to reboot and update.)

Any faculty member may log into the computer using his/her AUBG username and password. Files saved on the university H-drive are available on all classroom computers. Training on the use of the classroom equipment is available through the Office of Communication and Computing (OCC). Regular training sessions are organized by OCC personnel at the beginning of each academic year.

Faculty offices

All full-time faculty are provided with a computer in their offices, and all part-time faculty are provided access to a computer.

When a full-time faculty member on a multi-year contract is due to receive a new computer under the OCC replacement policy, the faculty member can choose between a desktop and a laptop. The laptop has the advantage of portability and can be plugged directly into the USB socket located at the multimedia cube in each classroom; the desktop has advantages in terms of interfaces.

Full-time faculty can also choose one of three options for administrative control over their computer. The level of administrative control affects the degree of security and privacy of the computer and its protection from external threats (e.g., viruses, malware, spyware). These options will be explained to the faculty member by the Office of Communications and Computing (OCC).

OCC provides all faculty with the hardware and software support for the computer supplied by AUBG and its standard packages. AUBG provides support for PC-based platforms and software. AUBG does

not provide support for, or access to, Apple products as part of our faculty package. Further details are available from OCC.

Internet telephone

AUBG does not provide the IT infrastructure to support internet telephone (such as Skype) using the University network. While many faculty can use such services on their office computers, the staff at OCC are not responsible for installing or troubleshooting such programs.

Personal laptops

Unregistered computers may not be connected to the AUBG network to maintain network security. Faculty who wish to connect their personal laptops must register the laptop with the Office of Communications and Computing (OCC). This can be done online. Instructions can be found [here](#). General information on Faculty computing is available at [Computing @ AUBG](#).

Course Learning Packages

See [Course Management Software](#)

Home Internet Service

It is possible to obtain high-speed internet access, combined with internet telephone service, at home from a variety of local suppliers. Faculty Assistants can assist with signing up, if necessary. Often your landlord will arrange for this service.

Telephone

To make calls outside the University phone system from a faculty office, dial “0” for an outside line. To make international calls, dial “0” for an outside line, then “00” + country code + number.

Long-distance telephone calls made from the offices of full-time faculty members are automatically billed to the faculty member’s FIRE account and should be made for University business only. Faculty members can check their office phone bills online at www.aubg.edu/pcalls (logging in under AUBGIN\ with system username and password). Expenditures for personal calls must be reimbursed to the University.

TEACHING

Basic Responsibilities

Faculty members have basic responsibilities to the students and AUBG. These are outlined in the [Faculty Handbook](#) and include (but are not limited to):

- Teaching courses in the faculty member's area of expertise according to the needs of the institution;
- Maintaining appropriate office hours for student consultation;
- Upholding University policies and AUBG academic policies, including those related to academic honesty and copyrights;
- Providing the timely assessment of student work and feedback to students in their classes;
- Participating in Faculty, departmental, and University governance activities and other service activities;
- Participating in Orientation Week, Honors Convocation, and Commencement activities; and,
- Conducting research and scholarship in the faculty member's area of expertise.

Class Lists

Official class lists are distributed by the [Registrar's Office](#) and can also be viewed [online](#) from networked computers. Each faculty member receives an ID and password that provides access to his/her class enrollment lists and photographs of the enrolled students. Faculty members are encouraged to alert students and the Registrar's Office when the official class list contains students who never appear and when regular class attendees are not included on the official class list. Faculty may also wish to notify the [Academic Advising Center](#) and/or the [Counseling Center](#) as appropriate when students are repeatedly absent from class.

Faculty are required to report to the Registrar's Office students who do not attend the classes during the first week.

Class Meetings

Expectations

Class meetings are scheduled according to a template that is designed to minimize scheduling conflicts for students and to make complete use of classroom spaces. Faculty members do not have unilateral authority to reschedule class meeting times, even with unanimous student consent. Faculty members are expected to meet their classes at all regular meeting times.

If you need to change classrooms, you need the approval of the Dean of Faculty, and you need to inform the Registrar's Office.

Missed or Canceled Classes

Faculty members are expected to meet all classes promptly as scheduled. They are required to provide the Department Chair a copy of the syllabus, and it is good practice also to provide the Department Chair with a detailed course lesson plan, along with suggestions for lectures, films, or activities that a

colleague could deliver should the instructor of record need to miss a class.

Faculty should minimize planned absences from classes to no more than once per term. Acceptable reasons for absences include professional conferences and related activities. The faculty member must notify the students in advance (in the syllabus, if possible) and provide students and the Department Chair the agreed upon plan for making-up the classes and assignments. These plans can include scheduling additional classes at a time convenient to all students or arranging to have a colleague cover classes. (Having another student monitor a classroom activity is not an acceptable alternative.)

In the case of unanticipated absences (e.g., illness, family emergency), the faculty member should notify the Department Chair immediately and the Faculty Assistant before the scheduled meeting time of the class so that students can be informed.

Faculty absences of more than two regularly scheduled, 75-minute classes, or the equivalent, during a single semester create a serious detriment to students' abilities to master the subject matter. For this reason, if more than two 75-minute classes, or the equivalent, are to be missed (or are missed) during a semester, the faculty member should discuss possible alternatives with the respective Department Chair and, with the Chair's agreement, submit a written plan to the Dean of Faculty.

Rescheduling

If a faculty member must cancel one or more classes (with notification to the Department Chair), the faculty member may schedule make-up classes. Consideration should be given to the disruption this can create in student schedules. Make-up sessions should be given at times that minimize possible scheduling conflicts for students; good judgment should be used if students are unable to attend the make-up sessions due to schedule conflicts. Students should never be asked to choose between attending their regular classes and attending a make-up class session. Wednesdays from 4:00 pm until 5:15 pm is the University meeting hour and may not be used for any classes, rescheduled or otherwise. (This is time set aside for Faculty and University committee meetings, department meetings, etc. Student Government meets during this hour as well.) Classrooms for make-up sessions should be reserved through the Faculty Office.

Classrooms

For information about classroom building security, please see [Building Security](#).

Assignment

The Registrar's Office assigns classrooms according to class size, pedagogical need, and availability. Faculty who teach courses that require special facilities (e.g., computer labs, particular furniture arrangement) should inform the Dean of Faculty during the preceding semester when course schedule planning is underway in order to ensure appropriate room scheduling. Faculty may sometimes be asked to change classrooms at the beginning of the semester in order to improve the match between class sizes, class requirements, and available facilities. Classrooms are located in the Main Building and the Balkanski Academic Center. Faculty offices are also in these two buildings, but it is not possible to guarantee that all classes will be scheduled in the building in which a faculty member's office is located. If you are unsatisfied with your classroom for some reason, forward your request to the [Dean of Faculty](#).

Etiquette

Please leave the classroom as you would like to find it: ready for class. This includes erasing the whiteboard, logging off media, returning all media remote controls to the locked media cabinet, turning off the AC/heating unit (in MB), returning chairs and tables to their original configuration, leaving no bottles or food sitting around the room, and leaving no papers on tables. In particular,

please adhere to the following guidelines for operating the classroom computers and returning them to their appropriate stand-by status:

1. Make sure the computer is logged off when you leave the classroom and that all the components (e.g., mouse, remote control) are back inside the cabinet. If you do not log off, the next person who happens by the computer has access to all files in your computer.
2. Do not shut off the computer. It often takes a significant amount of time to reboot, and it can interfere with your colleagues' subsequent classes.
3. Never, never, never unplug or manually shut off the projector! The bulbs inside the projector are easily damaged if they overheat – a likely result of unplugging the projector (and disconnecting the cooling fan). Use the power button on the projector remote.

Faculty should also vacate the classroom within 10 minutes of the end of class time so that other faculty members can prepare the room for the next class. If students want to speak with you after class, you should move the conversation to your office, or, if your office is in the other building, to some other convenient location, such as the seating on the second floor of the BAC.

For information about classroom technology, see [Campus Computing](#).

Maintenance

The [Facilities Office](#) is responsible for the general cleaning and upkeep of classrooms. Faculty who observe problems with upkeep or repair should report the problems to the Facilities Office using the [Repair Request Procedure](#) outlined on the Facilities Office webpage.

Reserving Rooms

Reservations of classrooms for tutorials, make-up classes, and other out-of-the-ordinary events can be made through [Asya Tsvetkova](#) for the MB, [Stefka Atanasova](#) for the BAC, and the [Events Office](#) for the Aspire Hub. Do not assume that a particular classroom will be available if you have not reserved it.

Course Caps Setting

AUBG strives to provide its students with a liberal arts environment, offering the opportunity to receive individualized attention from faculty members. Our obligation to spend students' tuition money wisely requires careful matching of the size of courses with the objectives and pedagogy of the course, balanced with the overall financial limitations of the University.

Our goal is to keep the average section size across the University between 23 and 26 students. Not every section fills to 100% capacity; as a result, each section capped at 20 or below must be offset by another course within the program that has higher caps, in order to manage enrollments relative to other programs. The management of course caps is primarily the responsibility of the Department Chair in consultation with the Dean of Faculty.

Curricular efficiency can be managed at the course level, the instructor level, or at the program level. Each level implies a willingness to balance the courses/instructors with fewer enrolled students with courses/instructors with more students. At AUBG, the Department Chairs have recommended managing course caps at the program level, so programs can offer courses with small enrollments, provided that enrollments in other sections of the program are high enough to keep average section sizes within the program appropriate. The Dean of Faculty can provide enrollment histories to help departments plan their course offerings.

Adjusting

Faculty members may ask – or may be asked – from time to time to adjust the cap on the number of students permitted to enroll in a course. Usually, this is in response to pre-registration data that suggests a significant unmet demand for a course, which the institution cannot meet by offering another section. A request to adjust the course cap and admit additional students can be initiated by the instructor but must be approved by the Department Chair and the Dean of Faculty.

Course Registration

Students register for courses online at <http://reg.aubg.bg/> from a networked computer. Faculty should never assume responsibility for enrolling or dropping a student from a class. The student's course registration is the student's responsibility.

Pre-Registration

Students pre-register for fall semester classes in April and for spring semester classes in November. Pre-registration proceeds according to class standing (seniors first, then juniors, and so on) so that priority is given to students closer to graduation. Students wishing to repeat a course to improve a passing grade are given the lowest priority.

Pre-registration is limited to 17 credit hours per student in course rosters and/or waiting lists. The Dean of Faculty and Department Chairs review pre-registration data before the beginning of the semester. Sections may be added or canceled, in consultation with the faculty member(s) affected, in order to achieve a better match of Faculty resources with student demand.

Special Permissions

At the beginning of the semester, and before the beginning of add/drop week, faculty will receive an e-mail from the Registrar's Office with a list of passwords. Each password represents the instructor's permission to enroll a student in a full class, enroll with incomplete pre-requisites, or enroll in a course requiring instructor's permission. Each password can only be used once. Some faculty reserve their "permission to enter a full class" codes for students who need to repeat a course to fulfill degree or major requirements.

There is a waitlist for heavily enrolled classes and students who need courses generally sign-up for the waitlist. Please note that those students who receive special permission for a "closed class" will be jumped over those who did use the system correctly to sign-up for the waitlist.

Faculty members should consult the Department Chair about the most appropriate use for (or departmental policies and preferences about) these "exceptions." Generally, students should not be given exceptions for completing course prerequisites, and the Department Chair should be part of any such decision.

Senior Thesis

Students taking Senior Thesis credits must submit a description of the thesis/research project with approval signatures before the end of the Add/Drop week (see [Senior Thesis](#)).

Exam Policies

Faculty members are encouraged to make use of multiple assessments of student learning throughout the semester. Students want to know what kind of progress they are making relative to faculty expectations, and faculty should have some basis for providing mid-semester evaluations to all first-year students and students on academic probation.

Exams Outside Regular Class Hours

Faculty who have multiple sections of the same course and want to give an exam outside of regular class time may do so, but the exam should be scheduled in such a way as to minimize disruption to student schedules. Students should be consulted about the scheduling of exams outside of regular class time and have ample notice in writing. The exam:

- must not conflict with any student's other scheduled class meetings;
- should be announced at least two weeks in advance; and
- may not be held between 3.40 pm Friday and 8 am Monday or Wednesday between 4 pm and 5.30 pm.

A regular class meeting may be canceled whenever an exam is held outside of the regular class meeting time. Evening exams should be held after 7.30 pm to allow sufficient time for students to get to the exam from the last class of the day. Arrangements for such exams should be made with the Faculty Assistant and must be approved by the Dean of Faculty.

Final Exams

Final assessments are required for all courses and are scheduled according to the class meeting time. This schedule is included in the [Academic Catalog](#). For irregularly-scheduled courses, final exam times are assigned by the Registrar's Office at the beginning of the semester. Final exams may not be given during the final week of classes, nor may they be given outside of the published schedule. Courses with multiple sections can have group exams scheduled by the Registrar's Office if the request is submitted to the Dean of Faculty before the end of the first week of classes.

For some courses, another type of culminating activity may be appropriate and can be scheduled for the exam time.

Final exams (or other cumulating activities) must be held for one year after the conclusion of the academic year, after which they should be disposed of. Faculty leaving the university should deposit their final exams with the respective Faculty Office before leaving.

Students who have more than two final examinations on one day may consult with one of their instructors; faculty may agree to schedule the final exam on a different day for the student if the student requests the change in writing at least three weeks before the beginning of final exams. The rescheduling of one of the exams requires the written agreement of the Department Chair and the Dean of Faculty.

Faculty Office Teaching Support

The Faculty Office provides a variety of support services for Faculty, including:

- copying;
- binding copied materials provided that copyright regulations are satisfied;
- sorting mail;
- transmitting faxes and express mail for official business;
- reserving classrooms and computer labs;

- arranging for repairs of offices and classrooms;
- providing general office supplies;
- maintaining and scheduling A/V equipment (e.g., TVs, DVD players, overhead projectors, multimedia projectors, portable screens and whiteboards, CD players);
- making reservations for University transportation;
- making hotel arrangements for faculty candidates;
- assisting newly-arriving faculty with finding housing; and,
- providing miscellaneous support functions.

Faculty Assistants can assist with translation services for liaising with landlords, setting up mobile phones and the internet, and with making appointments. Otherwise, they are not to be used to carry out personal tasks unrelated to faculty members' professional responsibilities.

Grades and Grading

The University has adopted the following grading scale:

<u>Letter Grade</u>	<u>Grade Points</u>	<u>American Scale (%)</u>	<u>British Scale (%)</u>	<u>Description</u>
A	4.0	94-100	85-100	Excellent
A-	3.67	90-93	80-84	
B+	3.33	87-89	75-79	
B	3.0	84-86	70-74	Good
B-	2.67	80-83	65-69	
C+	2.33	77-79	60-64	
C	2.0	74-76	55-59	Satisfactory
C-	1.67	70-73	50-54	
D+	1.33	65-69	45-49	
D	1.0	60-64	40-44	Unsatisfactory
F	0	0-59	0-39	Fail
X	0			Excluded

This University-wide scale is a tool that allows us to better differentiate student performances. Individual faculty cannot unilaterally decide to omit the use of the “plus” or “minus” grades.

Faculty may use the American or British scales when assigning grades; however, they should ensure that their grading is consistent between the two systems. For instance, a faculty member marking on the British scale should assign 70% for an assignment that a faculty member marking on the American scale would assign 84%.

Faculty should specify in their syllabi how they are grading students.

Exclusion of Students

The grade of “X” is reserved for students who fail a course as a result of failing to follow written course guidelines, often related to Academic Integrity. For the purposes of GPA calculation, “X” counts as an “F.” For more information on the exclusion of students from courses, see the [Academic Catalog](#).

Grade Changes

If a faculty member makes a computational error or fails to record materials submitted during the semester, the faculty member may petition the Dean of Faculty to change an already-reported grade by filling out a Grade Change Form available online [here](#). Grade change forms (including assignment of Incomplete grades), should never be sent by a student; the forms must be e-mailed by the faculty member to the Department Chair and Dean of Faculty for signatures and submission.

Grade Distribution

The University has no official policy on the desired distribution of grades. Faculty are expected to record grades that are appropriate to the expectations and level of each course and the performance of each student. The average grade for all students in all sections each semester is generally between 3.0 and 3.1. Somewhat lower averages may be customary for introductory-level courses, Foundation courses, and General Education courses, and somewhat higher averages for upper-level electives enrolling self-selected students in the major.

Grade changes should be limited to correcting genuine errors in reporting the original grade or to resolving an [Incomplete](#) grade. Reported grades cannot be changed based upon additional work assigned after grade submission, including assignment revisions, re-takes, or make-ups. Note that any grade change that results from lobbying, work submitted after the end of the semester, or similar post hoc activities increases the pressure applied to other faculty members to agree to similar changes. It also opens the door to other students who will claim the right to do the same. Grade changes also complicate the work of the Academic Standing Committee, which must make decisions regarding probation, suspension, dismissal, financial aid, and scholarship eligibility based on reported grades at the end of the semester.

Final Grades

Final grades must be submitted within 48 hours of the scheduled final examination. The process guidelines for submitting grades will be distributed during each semester. The deadline for submitting final grades is stated in the Important Dates for Faculty, distributed by the Dean of Faculty before the start of the fall semester. Do not ignore this deadline. Do not unilaterally change this deadline.

Incompletes

The work for each semester must be completed within that semester, except under unusual circumstances (e.g., family emergency, hospitalization) when a grade of “Incomplete” can be assigned. Faculty can use the same Grade Change Form to report the resolution of a grade earlier reported as “Incomplete” through the formal process. Grade changes for Incompletes must be reported no later than the end of the sixth week of the following semester. For more information, please see [Academic Policies – Incomplete Grades](#). Students on Academic Probation may not receive Incomplete grades.

Thesis Grades

Incomplete grades for Thesis credits must comply with the usual six-week deadline. Faculty members cannot wait until the completion of Thesis II to grade Thesis I.

Presence on Campus

Full-time faculty are employed by the University full-time and are expected to be available for a minimum of four days per week during the semester, as per their contracts. Given the nature of academic work, full-time faculty are not expected to be on campus over these four days, except to attend classes and meet with students; however, they are expected to be available for meetings when needed and to be contactable by their colleagues via mobile phone or Skype.

Orientation Day

All full-time faculty members are obligated to be on-campus for Orientation Day (usually, one or two days before the start of fall classes) and to attend faculty development activities during this period. There is no orientation week in the spring semester.

Faculty Retreat

A retreat for faculty is usually held in the fall semester. The retreat consists of professional development and social activities. Spouses and children are welcome to attend, though their expenses must be covered by the faculty member.

Add/Drop Week

During Add/Drop week (the first week of classes of each semester), students are required to execute many transactions through the registration system. Many of these transactions require the signature of a faculty advisor or the instructor of a course.

When faculty members are not on campus throughout the first week, it becomes difficult or impossible for students to comply with academic regulations. It also places an undue financial burden on the student as any student who adds or drops a class after the first week of classes must pay a US\$100 late fee per add or drop. Please be considerate of our students, as the late fee cannot be waived because a faculty member's signature was not obtained during the first week of classes.

During the first week of classes, to avoid creating such problems for students, faculty members should:

- post on the office door the hours that they will be on campus and in the office during the first week of classes;
- be in the office during those hours;
- direct students in desperate need of a colleague's signature or authorization to the appropriate Department Chair;
- give the Department Chair
 - contact information (including a cell phone number);
 - guidelines for permitting students to add, drop, and/or register over the course cap for each course, and guidelines for registering students for Independent Study or Senior Thesis credits (if applicable);
 - assume that the Department Chair can and will use his/her judgment to act, on the faculty member's behalf, regarding any registration or advising form, permission, or petition if the Chair cannot contact the faculty member and has not been given prior guidance; and
 - assume that the Dean of Faculty can and will use his/her judgment to act, on the faculty member's and chair's behalf, regarding any registration or advising form, permission or petition, if the faculty member and Chair cannot be contacted and if the Dean has been given no prior guidance.

Regular Semester

All full-time faculty members are expected to be available on-campus when needed at least four days

per week from Orientation Day in the fall until after Commencement in the spring, excepting university holidays and breaks.

General availability

Faculty members should be reachable through the Faculty Office Monday – Friday, 8.30 am – 5.30 pm. Contact information should be left with the Faculty Assistant.

Faculty must also provide a class schedule with office hours and location to the Department Chair and post the same on their office doors.

Office hours

Faculty must hold 1-2 weekly office hours per week, with additional office hours at peak times, such as in the week leading up to a test or exam. Faculty must post a schedule of office and class hours on their office doors and attend those hours. Faculty should also try to be in their offices as often as possible during regular university working hours to facilitate access by students.

Email

Many students expect to be able to consult with faculty by email. Faculty should discuss how and whether they will meet student expectations in this regard. Be clear with students. Also, realize that administration and other faculty expect all faculty members to correspond regularly via email for various professional matters.

Scheduling meetings

Faculty members should be available for scheduled meetings when not in class or holding office hours, during the four-day period they are on campus. All faculty must be available for governance meetings every Wednesday from 4 – 5. 15 pm. No classes are scheduled on this day/time.

Syllabi

Faculty members must distribute a written syllabus during the first week of classes for each course offered. The distribution of course syllabi may be done by e-mailing the syllabus as an attachment or as a link. Copies of the syllabus must also be forwarded electronically to the Office of the Provost for institutional record-keeping, as many students and alumni request syllabi copies for graduate school applications and other purposes.

Each syllabus must contain the following information:

- Name and number of the course
- Name and contact information of the instructor
- Office hours
- Prerequisites necessary for the course
- Learning Outcomes expected of the course
- How the course meets General Education or Program objectives
- Statement of Policy on Academic Integrity

- Statement of Policy on Attendance
- The manner of assessment of student performance (e.g., exams, quizzes, term papers, homework) with percentages used in determining grades
- Identification of required texts or course materials
- Identification of suggested texts or course materials
- Chronological outline of topics or materials to be covered (i.e., a “Course Schedule”)

It is good practice to include on the syllabus an “invitation to learn” – an explanation of why the student will find the course stimulating, useful, and/or important. It is good practice to include on the syllabus a guide for “how to take the course,” such preparation for class discussion and the importance of outside reading, note-taking, homework assignments, term paper topics, outlines, and/or drafts. If the course includes tutoring or practice hours, include this information on the syllabus.

Evaluations of Teaching

At AUBG, students complete an online evaluation for each course section every semester. The evaluation form is available approximately one month before final exams begin, and the student evaluation process ends before the start of final exams. The evaluation consists of a standard set of multiple response questions plus open-ended items to which students can submit written comments regarding the course itself and the instructor.

The online evaluation process guarantees student anonymity; evaluation responses cannot be traced to a particular student. AUBG encourages students to fill out the evaluation forms by allowing those students who complete the evaluation to check their end-of-semester grades online and/or receive them by email, rather than await the paper copy in the post.

Faculty receive the evaluation results the following semester (once grades are final). Evaluation results are sent from the Office of the Provost to each faculty member electronically, along with cumulative results from all AUBG sections for the given semester and all sections from the same department. In some cases, faculty will receive cumulative results of similar sections (e.g., ENG 101, ENG 102, STA 105).

Student evaluations are part of the materials made available to the Faculty Evaluation Team (FET) or Department Evaluation Team (DET) when the effectiveness of the faculty member’s teaching is routinely assessed. Faculty members should know that there is generally no correlation between the average grade given in a section and the overall level of student evaluation results.

Students are asked to rate faculty in response to the following statements and questions:

1. The professor presents the course material clearly.
2. The professor is enthusiastic about the subject.
3. The professor is helpful.
4. The professor makes good use of examples and illustrations.
5. The professor stimulates thinking.
6. The professor encourages discussion.
7. The professor considers students’ point of view.
8. The professor is available for academic consultation.
9. Consider everything, how would you rate this professor?
10. Quizzes, exams, written assignments and graded class projects are consistent with the material covered.
11. The text and course materials are valuable learning aids.

12. The structure and goals of the course were clear.
13. Assignments complemented class instruction.
14. Adequate time was allowed for exams, papers, or projects.
15. I would recommend this course to other students.
16. Considering everything, how would you rate this course?

In addition, students are asked to answer the following open-ended questions:

1. If this course were offered again, what improvements would you recommend?
2. What are the three most interesting things you learned in this course?
3. What do you think was the most valuable activity used to promote learning in this course?
4. Is there any topic that should be removed from the course?

Student evaluations are released to faculty once all faculty members have submitted their final grades. When there is a delay in the release of student evaluations, this is usually because a faculty member is late submitting their final grades.

Teaching Materials

Case Study Downloads

Some faculty use case studies in their courses as supplemental texts or foundation readings. The publishers of many cases (such as Harvard) make these materials available for download under a “one-user-one-use” copyright restriction. Faculty must never

- photocopy such cases for distribution,
- post the material on eLearn-Blackboard, or
- put a copy on reserve in the Library.

These actions violate copyright restriction!

For cases that are required reading, and thus necessary for success in a course, the Bookstore will execute the downloads and assign appropriate costs to the accounts of all students registered in the course to ensure that copyright restrictions are respected. Faculty intending to use case materials that will be billed to student accounts in this way must include a statement on the course syllabus and inform the Dean of Faculty that such cases will be used. The course registration website will also alert students to these fees.

Please understand that students are cost-sensitive. If you intend to assign such cases, be mindful of the total cost you are imposing on students through your selection of materials. As a general rule, do not exceed US\$70 (BGN120) in total fees per student for downloads and other course materials and be sure that all materials you require students to purchase are used in the class.

Copying and Printing

Faculty are provided resources for copying and printing, including access to copiers and printers in the Faculty Offices, a copy/print allowance each semester, and [FIRE account](#) funds for research and teaching expenses (full-time faculty only). Because the FIRE account is for professional development, or support of faculty teaching or scholarship, personal copying or printing using University resources is inappropriate. Student Assistants may not have access to the copy machines in the Faculty Office without the permission of their supervisor.

Copy/Print allowance

Each faculty member has a copy/print allowance for each semester. The allowance is based on student enrollment. Copies and prints are tabulated by the network system automatically.

To determine a faculty member's copy/print allowance, calculate the total number of credit hours taught in a semester by multiplying the number of students enrolled in each course section by the number of credit hours of the course, and then sum across all. The total number of credit hours taught is then multiplied by 17, and an additional number of miscellaneous copies/prints added (for full-time faculty, 1250 miscellaneous; for part-time, 450). For example,

- a full-time faculty member teaching three 3-credit courses, each with 24 students, would have a copy/print allowance of 4,922: $[(3 \text{ credits} \times 24 \text{ students}) \times 3 \text{ courses}] \times 17 + 1250$;
- a part-time faculty member teaching two 4-credit courses, each with 24 students, would have a copy/print allowance of 3,714: $[(4 \text{ credits} \times 24 \text{ students}) \times 2 \text{ courses}] \times 17 + 450$.

Faculty can direct-print jobs to the color printers located in each Faculty Office; each color page "costs" the equivalent of 8 black-and-white copies from the semester print allowance due to the expense of operating color printers. Copies over this allowance will be billed to the faculty member's [FIRE account](#) at the rate of US\$0.05 per page.

Personal desktop printer

If a faculty member has a desktop printer in the office, prints made on the desktop printer do not count against the regular copy/print allowance. The purchase of printers and/or the cost of supplies for desktop printers is billed to the faculty member's FIRE account.

Course Management Software

The university uses a Blackboard learning platform, [eLearn](#), to support classes offered. Elearn is maintained under the auspices of the Dean of Faculty by the [Education Technology and Integration \(ETI\) Coordinator](#). On eLearn-Blackboard, faculty can post syllabi and other course materials and utilize a variety of instructional support applications. Courses are automatically created on eLearn-Blackboard at the beginning of each term under each faculty member's account.

The ETI Coordinator works with faculty to fully utilize this package, and the Coordinator's Student Assistants can also help faculty members with the platform. If you have multiple sections of one class and would like to merge them into a single course site, please contact the ETI Coordinator.

Desk Copies of Textbooks

The [Bookstore Manager](#) can try to obtain free desk copies of required texts if requested to do so at the time of a book order. Some publishers will comply; some will not. Some publishers will provide the copies free if contacted by the faculty member personally. Otherwise, full-time faculty can purchase desk copies for their courses from the Bookstore and charge the cost against their FIRE account. The University provides adjunct faculty with desk copies of texts for their courses.

Fair Use and Copyright Issues

AUBG strives to comply fully with both EU and US copyright laws. Faculty members are responsible for knowing what permissible uses of copyrighted material are and what uses violate copyright standards. The restrictions on the use of copyrighted materials also apply to items placed on [Reserve](#) at the Library or stored and/or distributed electronically using email or the eLearn-Blackboard course management system.

There is no blanket “educational exception” from copyright law. There are limited exceptions for “fair use” of copyright materials. The use of copyrighted materials that is within the fair use guidelines does not require permission from the copyright holders.

Single copying for faculty members

A single copy of copyrighted material may be made by a teacher, faculty member, or researcher if the material is to be used for scholarly research or teaching if the material copied is limited to:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, essay, or poem; or
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.

Multiple copies for classroom use

Multiple copies (no more than one copy per student) may be created for classroom use or discussion if the use meets the tests of (1) brevity and (2) spontaneity, and (3) meets the cumulative effect test, and (4) includes a notice of copyright.

(1) Brevity

- Poetry: a complete poem if less than 250 words and if printed on not more than two pages, or an excerpt of not more than 250 words from a longer poem.
- Prose: a complete article, story, or essay of fewer than 2,500 words or an excerpt of not more than 1000 words or 10% of a work (whichever is less).
- Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

(2) Spontaneity

- The copying is at the instance and inspiration of the individual teacher.
- The inspiration and decision to use the work and the moment of its use are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

(3) Cumulative Effect

- The copying is for only one course in the school in which the copies are made.
- Not more than one short story, poem, article, story, essay, or two excerpts can be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- There shall be no more than nine instances of such multiple copying for one course during one class term.

Prohibitions

Use of copyrighted material – even one meeting the guidelines above – is prohibited if:

- The copying is used to create or to substitute for anthologies, compilations, or collective works.
- The copying is from “consumable” works such as workbooks, exercises, standardized tests or answer sheets.
- The copying is a substitute for the purchase of books, publisher’s reprints, or periodicals.
- The copying is repeated with respect to the same item by the same teacher from term to term.
- The students are charged for the work beyond the actual cost of the copying.

The guidelines above are from the US Copyright Office Circular [Reproduction of Copyrighted Works by Educators and Librarians](#).

Ordering Books for Classes

Around the sixth week of the semester, the Bookstore will request faculty textbook orders for the following semester. Faculty can order books for lease, for regular sale, or as ebooks, provided that such are available. Books for a new faculty member’s first semester classes have probably been pre-selected due to the lead-time necessary to ensure on-time delivery. New faculty should check with their Department Chairs for information.

Cost awareness

Students are frequently reluctant to purchase books if/when they believe they can complete the course without having to make the purchase. This resistance is sensitive to the price of the book, but also the reputation of the course, the faculty member, and the emphasis placed by the faculty member on the student’s access to the text. The Bookstore Manager must balance expenses with revenues, and returning unsold books is very costly. Consequently, the Bookstore Manager orders books in quantities that will approximate – based on the Manager’s experience – the number of books that will be sold, rather than the number of students in the class.

Because shipping and customs clearance is time-consuming, book orders must be placed on time. Late book orders can create demands for express shipping that drives up costs to students.

Leasing Program

To minimize book costs for students, the AUBG Bookstore operates a leasing program for some books used in frequently-offered courses. Under the leasing program, the faculty in a discipline must commit to reusing the same text for at least three semesters. The Bookstore then leases the books to students at approximately one-third of the retail sales price. Students must return the books at the end of the semester. Faculty should check to see whether books for their course(s) are already on the leasing program. Decisions to place books on the leasing program must also be made early as the decision has implications for the Bookstore regarding the number of books to stock.

E-books

Faculty members may order e-books for their courses and use them through the [elearn-Blackboard](#) platform. Students must pay the full individual cost of the e-book authorization. E-books contrast with the lowered cost of printed books through the leasing program, where costs are spread over three semesters, so consider this price difference when determining whether to order an e-book or a hardcopy eligible for the leasing program.

Library Reserves

Some faculty members choose to put copies of texts on [Reserve](#) to ensure that all students have access, but this practice undermines book sales and often copyright laws. The Library Staff may refuse to place items on reserve if they feel such use is not in compliance with Library policy or copyright law. If the book is necessary for a course, students should buy it. The Library acquisition budget may not be used to purchase required textbooks for classes.

Professional Development

As part of the integration of new faculty members into the university community, seasoned faculty members attend the classes of new faculty members to provide formative feedback, and new faculty members are expected to attend the classes of other faculty members so they can observe how other faculty members approach their classes. The Dean of Faculty attends the classes of all new faculty members so they can receive formative feedback on their teaching. Even if a new faculty member has been teaching for many years, this gives them an opportunity to understand how we approach teaching at this university, which can be different from what they are used to, especially if they have not previously taught in a liberal arts university.

New faculty members meet with the Dean of Faculty and their department chair throughout the semester to review their progress.

New faculty members also meet with the Dean of Faculty and their department chair in their second and third semesters, to review their student evaluations from the previous semester.

The Dean of Faculty is not involved in the evaluation of faculty for the purposes of contract renewals, so he can be a useful source for advice and formative feedback.

Schedule of Classes

Faculty typically teach three days per week over four days. For example, Monday, Tuesday, and Thursday, or Tuesday, Wednesday, and Friday. Some faculty prefer to teach four days per week. Faculty do not typically teach two days per week, though may be granted permission under special circumstances, such as when completing a research project.

You are entitled to have either the Monday or Friday free of classes, meetings, etc. as your “research day.” The expectation is that you spend this day focused on your research. Though in practice, faculty find that their most productive research time is over the summer months.

As a new faculty member, you have no choice about when your classes are scheduled in your first semester here. However, you will be consulted about future semesters. Your Department Chair will ask you to propose a class schedule for the following semester. For the spring schedule, chairs will ask you to propose a class schedule in early October. For the fall schedule, late February. Department Chairs compile everyone’s requests and then resolve conflicts between classes within their program. Department Chairs then submit their proposed schedule to the Dean of Faculty. He looks for conflicts across programs.

Classes are scheduled according to a template. Thus, if you are teaching a class that meets on Monday at 9 am, the second meeting time of this class has to be Wednesday at 9 am.

If you have a room preference, you should make this request at this time. Some faculty, for instance, prefer to teach in small seminar rooms, because this promotes discussion.

Our primary goal in scheduling is to avoid conflicts between classes to maximize enrolment in each class. To achieve this goal, we have adopted the following guidelines:

1. Required courses should be scheduled at “unpopular times” (such as Mondays at 9 am or Fridays at 4 pm).
2. Courses should be distributed across all the teaching times.

We do not promise to give you your proposed schedule. The final decision over scheduling rests with the Dean of Faculty, and you can have your classes unilaterally scheduled at any time within the scheduling template. We ask for your preferences as a courtesy and while we attempt to provide you with a schedule that suits your preferences, this is not always possible.

Turnitin.com

AUBG subscribes to [Turnitin.com](https://www.turnitin.com), a plagiarism prevention software system. Faculty members are strongly encouraged to use this software to help deter plagiarism in written assignments.

There are online [instructional videos](#) for new users, and workshops for new users are organized on campus from time to time. New faculty will receive passwords and login instructions for using Turnitin.com from the Dean of Faculty at the beginning of the academic year.

Turnitin software scans material that is uploaded by the instructor or student and checks for strings of matching words found in its database. The system checks the submission against a variety of sources, including magazines, journals, internet sources, and previously-submitted student papers. The system does not “detect plagiarism” per se, but rather provides a report that highlights all unoriginal material that it has found. A “clean” report from Turnitin does not “prove” that there is no plagiarism since the system’s library of sources is extensive but not comprehensive. Similarly, a properly-referenced paper will still show a high percentage of “unoriginal” text whenever the student includes quoted material from sources. The software does raise the level of vigilance against plagiarism, but it is the instructor’s responsibility to check the Originality Report to determine whether the matching text is indeed plagiarized.

ACADEMIC RULES, PROCEDURES, AND POLICIES

This section provides a brief overview of academic rules, procedures, and policies of particular interest to faculty. Please review the AUBG [Policy Manual](#), [Academic Catalog](#), [Faculty Handbook](#), and [Student Handbook](#) for exhaustive information.

AUBG Community Values

As part of the ongoing [mission](#) of AUBG, the University community is based upon mutual respect, civility, and professional behavior. All members of our community – students, faculty, staff, and administration – are expected to uphold at all times these ideals, plus other standards of behavior that reflect well upon, and bring credit to, themselves, the University, and the greater community.

Academic Integrity

The University's academic integrity policies and procedures are designed to ensure the fair and equitable resolution of all academic honesty issues across our community.

The transparency and rigor of these academic honesty standards is integral to academic engagement and intellectual freedom; promoting democratic values across the region of Southeast Europe and the world; and preserving the international reputation and recognition of the degrees granted by this University, and thus the reputation and value of the achievements of its students, faculty, staff, and alumni.

Creating and maintaining an institution that values and adheres to the highest standards of academic integrity is the responsibility of the entire academic community. At AUBG, all students, instructors, and staff are expected to promote and engage in academic honesty by actively and rigorously upholding academic integrity policies and procedures.

Responsibilities

Students are expected to:

- take responsibility for understanding, upholding, and acting in accordance with all academic integrity policies and procedures and for avoiding all acts of academic dishonesty;
- learn, review, and continually employ appropriate citation processes to distinguish their own work, ideas, and language from that of others; and
- act within the bounds of the University's academic integrity violation and appeals processes, treating with respect the processes, the involved members of the University community, and the members of the Academic Integrity Panel as these processes are implemented.

Definitions

The University's academic integrity policies and procedures are predicated upon the concepts of academic honesty and academic dishonesty.

The University defines academic dishonesty as any action or activity intended to achieve academic gain through deceit, misrepresentation, or the inappropriate use of unauthorized materials or assistance. Any act or attempted act of academic dishonesty constitutes a violation of academic integrity.

Examples of academic dishonesty include, but are not limited to:

- *Plagiarism.* The term “plagiarism” includes, but is not limited to, the use-by summary, paraphrase, or direct quotation-of the published or unpublished work of another person (including those on the internet) without full and explicit acknowledgment. It also includes the unacknowledged use of materials prepared by another agency.
- *Incorrect Reporting of Data.* In any project involving the collection of data, students must accurately report the data observed and not intentionally alter or falsify data for any reason.
- *Destruction of Resources or the Work of Others.* Students must not destroy or alter either the work of other students or of the university's educational resources and materials. These materials include, but are not limited to, computer accounts, papers, textbooks, and course notes.
- *Violating Course Policies, Rules, and Regulations.* Students may not deliberately disregard course policies, rules, and regulations in their classroom behavior or the development and submission of course requirements.
- *Use of Work in One Course from Another.* Students must not represent work completed for one course as original work for another course or deliberately disregard course rules and regulations. Violations include not only similar papers but also any work stemming from the same basic research.
- *Altering Academic Records.* Students must not alter, or attempt to alter, any records of their academic performance. Such alterations include, but are not limited to, altering official transcripts or other registration materials; altering the grade on any course assignment; or reporting a false GPA.
- *Cheating.* Unless directed by a faculty member, students should neither give nor receive assistance on assignments or examinations. The term “cheating” includes, but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and, the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- *Talking in a Test or an Exam.* Any unauthorized communication during a test or exam is prohibited regardless of what is said.

Preventive Measures

Faculty members have obligations to uphold standards of Academic Integrity and to treat students accused of violations in a manner that is fair and equitable. Most students will not violate standards that the faculty member is seen to value highly. Preventive measures help establish that visibility and also prevent circumstances in which opportunistic cheating can occur. Preventive measures include, but are not limited to, the following:

- explicit statements about policies and consequences for Academic Integrity violations, included in the syllabus and discussed during the first week of class
- careful control of access to exam copies or exam drafts, including computer files
- careful proctoring of exams, including the use of multiple proctors (trusted [Student Assistants](#) and/or colleagues) in large classes

- randomly assigned seating for large classes during exams
- multiple versions of exams in large classes
- assignments that make plagiarism self-defeating or difficult, such as in-class writing assignments and individual conferences with students with a review of source materials
- use of plagiarism prevention software (see [Turnitin.com](https://www.turnitin.com)).

Procedure for Violations

When violations occur, each faculty member has the authority to impose sanctions within the context of the course, up to and including assigning the student an “X” or “F” for the course (see [Exclusion](#)). It is recommended that faculty consult the Dean of Faculty regarding procedures and sanctions in such cases. When an Academic Integrity violation affects the student’s grade, both the student and the Dean of Faculty must be notified in writing, specifying the nature of the evidence for the violation. Violations of Academic Integrity serious enough to warrant consideration of greater sanctions (i.e., suspension or expulsion) must be forwarded to the [Dean of Faculty](#). Procedural details can be found in the [Academic Catalog](#).

Advising

Faculty members are expected to contribute to the academic advising of students. Training for First-Year Student Advisors is done through the [Advising Center](#). Advising for upper-level students is done through the students’ major department(s). All faculty contributing to a major have advising checklists to help students and advisors understand both major program and General Education requirements. The requirements for the [General Education](#) program, including the [Writing-Across-the-Curriculum](#) program, are described below and in the [Academic Catalog](#).

Attendance

Attendance policies are determined by individual faculty members for each course and should be included in the course syllabus. Faculty members have the authority to drop students from their class rosters if students miss one class meeting during the first week of classes; students should be informed in writing whenever this is done. Faculty with full sections and students on waiting lists are encouraged to use this authority but are not obligated to do so.

Copyright

AUBG supports the principle and practice of respect for copyrights for printed, visual, and online materials. Faculty must never violate or tolerate violations of copyright laws. Please see [Fair Use and Copyright](#) above.

Disabilities

Students with disabilities related to learning should notify the faculty member in advance so that appropriate accommodations may be made. Disabilities must be disclosed in advance, with supporting evidence, to the Dean of Students who is responsible for maintaining records and documentation. Faculty members should seek advice from the Dean of Students as to the options necessary and available. Support for students with disabilities is a formal, university-wide process and should not be undertaken by an individual faculty member.

Incomplete Grades

Students who experience serious health problems or other documented emergencies may request a grade of Incomplete in order to have more time to complete course requirements. Faculty members cannot assign Incomplete grades to students who have not requested such grades, nor to students who have simply failed to do the required work on time. Incompletes are not available for students wishing to redo previous quizzes, exams, papers, or similarly evaluated documents or take more time to complete a project. Incompletes are to be used only in cases of actual emergencies.

A student on academic probation may not receive a grade of Incomplete. Students petitioning for an Incomplete must have a faculty member submit a [Request for Grade of Incomplete](#), which must be approved by the Department Chair. After the beginning of the last week of classes, such requests must also be approved by the Dean of Faculty.

A faculty member may decide to approve an Incomplete request but should do so only after serious contemplation of the extremity of the situation and the impact an Incomplete will have on the student's next semester in terms of workload. Faculty members are under no obligation to accept or authorize student requests for Incompletes and should use good judgment and common sense in deciding which applications to approve. Questions to ask when considering a request for incomplete grade include:

- Did the student act promptly and responsibly when the problem leading to the request for an Incomplete first arose?
- Was the student likely to finish the course successfully when the problem leading to the request for an Incomplete first arose?
- Is the student requesting Incompletes in all other courses?

Please note that granting one student an Incomplete not related to an actual emergency necessitates considering that same option for all students to ensure equity. Faculty should also consider that such decisions place pressure on their faculty peers to do the same.

All Incomplete grades must have a final grade reported by the end of the sixth week of the following semester. Otherwise, the Incomplete will be automatically converted to an "F" (see [Incompletes](#) and Important Dates for Faculty).

Independent Study

Students may request an Independent Study course for credit. The project required for an Independent Study should be an individualized research project worthy of the academic credits proposed. The final result should be a graded academic project, which must be submitted along with the grade report. Independent Study projects contribute to the faculty member's course release credit calculation. Faculty members have no obligation to supervise Independent Study projects.

Independent Study projects cannot typically replicate courses in the AUBG catalog, nor can they typically be used for General Education or Writing Intensive Course requirements. If the project is used to satisfy a category elective for a major or minor (one that is not offered through the catalog), it must be approved by the Department Chair of the major/minor. Students can register for Independent Studies during the Add/Drop week (first week of classes). Faculty members must provide a syllabus, a list of meeting dates and times, and a full explanation of deliverables due from the student, which the student must submit to the Registrar's Office along with a signed Independent Study Contract.

Internships

Information on standards for internships can be found in the [Academic Catalog](#). Internships can be

either Academic (carrying academic credit) or Professional (no academic credit). Students must submit an [Application for Academic Internship Credit](#) to enroll in an Academic Internship, Section II of which must be completed by the faculty sponsor. Faculty overseeing Academic Internships may count those credit hours toward a course release (see [Supervisor Course Releases](#)). Academic Internships must satisfy all the academic requirements for an academic course, including:

- being registered ahead of time;
- being registered for the semester in which the bulk of the academic work takes place (even if in the summer);
- having ongoing concurrent faculty supervision; and
- resulting in a graded academic project, exam, or paper, which must be submitted to the Registrar's Office along with the grade report.

Academic Internships taking place during the summer must be registered for the summer semester. This registration means that the student must pay a part-time tuition rate for the academic supervision. Faculty members must never help students evade this responsibility. Academic internships can never be registered or approved after-the-fact, and all work must be completed and grades submitted before the [Bulgarian State Examinations](#).

Late-arriving Students

Classes begin on the first day of the semester, and students and faculty are expected to be present for the full class time.

Students sometimes return to campus after the first day of classes, particularly for the fall semester when students are returning from the US. Students are aware of the dates for the beginning of classes well in advance of any travel plans they make. Faculty members are under no obligation to accommodate late arrivals. A student who misses one class during the first week may be dropped from the course by the faculty member, who must notify the Registrar and send a copy of that notification to the student. Please do not delay beginning your course until the second week of classes to accommodate the students who are not adhering to University policy.

To ensure equitable treatment of students, and to prevent breaches of Academic Integrity, faculty should forward to the Dean of Faculty all emails from students asking not to be dropped from a class due to late arrival. The Dean will review all student claims and decide their status.

Faculty are expected to report to the Registrar's Office students who miss the first class of the semester so that registrars can confirm their presence on campus.

Mid-semester Evaluations of Students

All faculty are required to submit mid-semester evaluations for first-year students and students on academic probation. Requests for these grades will be sent to faculty members who have such students in their classes. By the end of the seventh week of the semester, all faculty members should have sufficient basis for assigning grades of "S" (Satisfactory) or "U" (Unsatisfactory) to all students, regardless of the students' academic standings.

Student Enrollment Status

Add/Drop

Students can add or drop courses without penalty during the first week of classes. During this time,

students can also register for Independent Study projects or register to repeat courses, both of which require the permission of the instructor. Faculty cannot execute an Add or Drop on behalf of a student; students are responsible for ensuring that they are properly registered in the courses they want and for obtaining, completing, and submitting the official [Add-Drop Request Form](#).

Faculty who are unavailable during the first week of classes make it difficult to enforce these academic enrollment policies equitably. In cases in which a faculty member whose permission is sought is unavailable, the Department Chair has authority to act to grant such permissions. When the faculty member and Department Chair are unavailable, the Dean of Faculty has authority. For more detailed information, see [Add/Drop \(Presence on Campus\)](#). For this year's Add/Drop dates, see Important Dates for Faculty.

Withdrawal

After the first week of classes, but before the withdrawal deadline (end of the seventh week of classes), any faculty member may remove a student from a course if the student fails to adhere to the written policies of the class syllabus or if the student's performance is so deficient that the faculty member judges that the student has no realistic prospect of finishing the course successfully. The faculty member must inform the student and the Registrar's Office in writing when taking this action. The grade appearing on the student's transcript is "W" and is counted towards the student's attempted hours, but is not counted toward the student's GPA.

Exclusion

At any time during the semester, a student with three unexcused absences may be removed from a course. The faculty member may also exclude students who do not comply with the faculty member's written guidelines, including those related to attendance and Academic Integrity. Faculty may also exclude students for disruptive behavior that detracts from the classroom learning environment. Written notice to the student must also accompany this exclusion. Exclusion will result in a grade of "X" being entered on the student's transcript. For purposes of computing academic standing, including grade point averages, the grade of "X" is equivalent to that of "F."

SUPPORT FOR TEACHING, RESEARCH, AND SCHOLARSHIP

Faculty Instruction and Research Enhancement (FIRE) Account

Each full-time faculty member who is subject to evaluation for teaching, scholarship, and service (i.e., those on multi-year contracts) receives an annual allowance through their Faculty Instruction and Research Enhancement (FIRE) account. The amount of the allowance is reviewed annually. For 2018-19, the amount for a full-time faculty member on a regular (multi-year) contract is US\$1,400. (Faculty members on one-year, full-time contracts may receive a 50% FIRE account; please check with the Dean of Faculty.)

The deposit is made into faculty FIRE accounts automatically on July 1.

Account Use

The account can be used for ordinary and necessary expenses associated with teaching, scholarship, or service to the University including, but not limited to

- Conference fees;
- Travel expenses associated with conference attendance or other professional duties (see [Support - Travel](#));
- Subscriptions to academic or professional journals;
- Book purchases for texts used for teaching and/or research purposes;
- Membership fees in professional associations;
- Software or hardware to supplement University-supplied office technology; and,
- Purchases or supplies (e.g., ink cartridges, toner) for desktop printers in faculty offices.

Additionally, the FIRE account is charged automatically for copying and printing over the allowance (see [Copy and Printing](#)), for faxes sent or received from the Faculty Office, and for telephone charges from the office telephone (see [Telephone](#)).

The FIRE account cannot be used for

- Travel not related to University business;
- Personal electronic equipment (e.g., digital cameras, home printers, scanners, PDAs, mobile telephones) that would be used solely for individual purposes (any electronic items must be purchased with prior approval for use with University-associated activities);
- Faxes or shipping expenses not related to University business;
- Telephone calls not related to University business; or,
- Any other expenses that are not ordinary or necessary to fulfill responsibilities to the University.

The FIRE account may not normally be used to pay submission fees for academic journals, except where the faculty member can demonstrate that the journal is ranked as a first or second tier journal in his or her field.

Items purchased with a faculty member's FIRE account are the property of the University and must not be taken by a faculty member when he or she leaves the University.

The Dean of Faculty authorizes all FIRE account expenditures in advance. To obtain reimbursement for expenditures from the FIRE account, the faculty member must attach the receipts for the expenditures to the [Purchase Expense Report](#) or [Travel Report](#). There must also be a statement of purpose accompanying the request.

Expenditures made after a faculty member has indicated his or her intention to leave the University will not be reimbursed.

Account Rollover

Unused funds from the FIRE account are rolled over into the next year's fund, up to a maximum rollover of one year's allowance.

Faculty Research Fund

This fund supports special research initiatives of faculty and may include support for hiring a research assistant, copying documents, mailing a survey, research-related travel, or other research-related expenses. Faculty members on regular contracts are eligible for this fund once per year, and proposals are reviewed on a competitive basis. Grants from this fund generally fall in the US\$500-800 range. Proposals for support must be submitted to the Dean of Faculty at least one week before the Dean's Council is next scheduled to meet. Follow-up reports for projects supported by the Faculty Research Fund are due by June 1 to the Dean of Faculty's and Provost's Offices. To obtain reimbursement under the grant, the faculty member should attach the receipts for the expenditures to the [Purchase Expense Report](#) or [Travel Report](#).

International Conference Travel Fund (ICTF)

The International Conference Fund (ICTF) is a competitive fund that provides grants up to US\$800 to cover part of the cost to regular faculty members participating in international conferences when presenting peer-reviewed papers. ICTF money may be used only for conference registration fees, airfare (or other transportation), and lodging. All other expenses must be covered using other funds, such as a FIRE account. The difference between actual expenditures and the ICTF grant will be deducted from the FIRE account, if appropriate for FIRE expenditures.

Priority is given to faculty who have not recently received previous grants from the fund. Funds are not available for more than one trip per applicant per year. The Dean of Faculty proposes a list of recipients to the Dean's Council for approval. After action by the Dean's Council, all applicants will be informed via email of the Council's funding decision.

Application

The faculty member should submit a brief description of proposed conference activity, with supporting documents (including a letter of acceptance), and a brief budget to the Dean of Faculty.

Deadlines

Applications must be submitted to the Dean of Faculty at least one week before the Dean's Council is next scheduled to meet. All applications for the academic year must be submitted before the last

Dean's Council of the academic year.

Activity Report

Follow-up reports are due within thirty days of the conference and should be submitted to the Dean of Faculty. To obtain reimbursement for expenditures from the grant, the faculty member should attach the receipts for the expenditures to the [Purchase Expense Report](#) or [Travel Report](#).

Travel Arrangements

All travel covered by University funds (ICTF or FIRE account) must be arranged through the AUBG [Purchasing, Customs, Mail, and Travel Office](#) (see [Travel](#) below). Ground transportation to the airport must be arranged through the [Transportation Office](#) if the cost is to be reimbursed from University funds and is for official University business. After returning from the conference, the faculty member submits a [Travel Report](#) for expenses.

Teaching Development Fund

The Teaching Development Fund supports special faculty initiatives to improve an individual's teaching or teaching generally at AUBG. This fund is intended to support faculty in learning more about teaching and learning practices, not to master additional content in their teaching fields. Funded projects may include participation in teaching conferences or workshops, purchases of teaching-related materials or technology, and special guests who will support University teaching efforts. Proposals for support must be submitted to the Dean of Faculty at least one week before the Dean's Council is next scheduled to meet. Follow-up reports for funded projects are due by June 1 to the Dean of Faculty's Office. To obtain reimbursement for expenditures from the grant, the faculty member should attach the receipts for the expenditures to the [Purchase Expense Report](#) or [Travel Report](#).

Travel

All travel covered by University funds must be arranged through the AUBG [Travel Office](#). Ground transportation to the airport must be arranged through the [Transportation Office](#) if the cost is to be reimbursed from University funds and is for official university business.

Travel Advances

Faculty members traveling on University business (including academic conferences) may receive a cash advance before the trip, with prior approval. Faculty requesting an advance should complete an [Advance Request Form](#) and submit it to the Dean of Faculty. Advances should not ordinarily exceed US\$500 unless there is a demonstrated need for a greater amount. The advance must be settled immediately upon return from the trip by submission of receipts eligible for reimbursement and the return of unspent funds.

Travel Expenses

Faculty traveling on University business can be reimbursed for travel expenses, subject to AUBG policy. Airfare must be arranged through the University [Purchasing, Customs, Mail, and Travel Office](#) to obtain the lowest possible rate. A standard per diem applies for meals while traveling, and a standard rate for reimbursement of use of personal automobiles (subject to appropriate documentation) applies as well. Receipts are needed to document other expenses. Transportation from Blagoevgrad to Sofia must be arranged through the [Transportation Office](#) if it is to be reimbursed by the University. Forms for claiming reimbursement are available [online](#).

Personal Travel

The university pays for the first trip for new faculty from Sofia airport to Blagoevgrad. After that, any personal travel must be paid from personal funds. A faculty member may arrange personal payment for university transportation if it is available.

Student Assistant Positions

Faculty can recommend hiring an eligible AUBG student on a limited contract to support instruction (tutors) and/or research (research assistants). The Dean of Faculty manages the budget for instructional Student Assistants. Students are credited for their hours of work and may use these to pay for some university expenses. A full [Student Assistant Procedure](#) document is available online from the Financial Aid Office.

Contracts

[Contracts](#) for Student Assistant positions are available online from the Financial Aid Office. For each position, there must be a job description describing the duties to be performed and an estimate of the number of hours per week or the total number of hours to complete the project. Faculty with Student Assistants will need to sign the Assistant's bi-weekly [timesheet](#). Failure to report hours and timesheets on a regular basis means that the student will not be paid. Retroactive timesheets will not be honored.

Limitations

There are some limitations on the types of work Student Assistants are allowed to perform and access that they can have to university spaces and information.

- Student Assistants are not allowed to use the copy machines or fax machines in the Faculty Offices without the written approval of their supervisor.
- Student Assistants may not have direct access to Faculty mailboxes in the Faculty Offices.
- Student Assistants may not be used to provide personal services (i.e., tasks not related to fulfilling a faculty member's professional responsibilities).
- Student Assistants may not be involved in grading regular class examinations or projects or any assessments that involve assigning a grade to a particular student. Doing so constitutes a faculty member's violation of FERPA and GDPR.

Pay Rates

Rates are set within the University (not by the individual faculty member), and the pay rate for each contract is approved by the Dean of Faculty. There are three rates credited per hour for Student Assistant work, and the type of work and qualifications determine the pay:

- \$1.00 per hour for simple support work (e.g., research, copying, sorting);
- \$1.50 per hour for general tutoring or work requiring specific software;
- \$2.00 per hour for formally trained tutors (i.e., Writing Center or Advising Center) or work requiring highly technical software skills.

CURRICULAR INFORMATION

Course Numbers and Objectives

All AUBG courses have a three-letter prefix that identifies the discipline or department offering the course and a three-digit number. The first digit indicates the course level, which corresponds roughly to the level of the majority of enrolled students (e.g., “1” for freshmen, “2” for sophomores). The Faculty Assembly’s Curriculum Committee has adopted the following guidelines for setting the expectations and outcomes of courses at the 100-, 200-, 300-, and 400-levels.

100-level

Course Focus:

- The course may build basic skills of writing, editing, citing of sources, quantitative analysis, or statistical inference that will be required in higher-level courses.
- The course introduces terms, techniques, findings, and conceptual models of the discipline, often consisting of a survey of topics and findings of the discipline.
- The focus of assessment – whether through homework, quizzes, exams, or assignments – in response to specific instructor-directed assignments whose purpose is to demonstrate that the student has learned the terms, techniques, findings, etc. of the discipline.

Student Preparation/Expectations:

- The course assumes no previous exposure to the subject matter.
- The course assumes students have basic skills to access information related to coursework through library resources, assigned texts, instructor-assigned readings, etc.
- The course may require knowledge of grammar and vocabulary sufficient to compose a paper in response to specific assignments by the instructor.
- The course may require basic computational or mathematical skills sufficient to recognize or demonstrate relationships between entities, amounts, or forces.
- The course may require the student to understand fundamental cause-and-effect relationships between factors or elements of the discipline.

200-level

Course Focus:

- The course features the continued introduction of terms and concepts of the discipline, although often in a more precisely-defined topic.
- The course features greater emphasis on understanding connections between terms and concepts than a 100-level course.
- Students develop the ability to integrate terms and concepts from the course, introductory courses in the discipline, and/or analytical skills or communication skills from other introductory courses.
- Students develop written and oral communication skills appropriate to the discipline.

Student Preparation/Expectations:

- Students recognize and develop abilities to provide responses or create connections between concepts related to topics not specifically discussed previously in the course.
- Instructors may assume students have some familiarity with the basic terms and concepts within the discipline.
- Students should have the ability to retrieve basic information about terms and concepts related to the discipline not explicitly defined during the course.

300-level*Course Focus:*

- The course develops and uses specialized terms, concepts, and approaches specific to the discipline. The course is designed for a subset of students with shared levels of preparation, interest, and goals.
- The course includes assessment and evaluation tools such as writing assignments, projects, performances, etc. that require thoughtful selection of library or outside resources to create convergent products, with minimal direction by the instructor and with minimal reliance on material presented directly within the course.
- The course requires students to apply basic techniques and approaches of the discipline not for their own sake, but as instruments towards a discipline-related learning goal.
- Students develop the ability to recognize the relative values of different approaches within the discipline and to understand the potential biases, limitations, or intentions within the discipline.

Student Preparation/Expectations:

- Students independently create products, undertake projects, carry out assignments with minimal direction from the instructor – perhaps in collaboration with student colleagues.
- Students independently recognize and commit to time requirements for completion of divergent tasks (short-term and long-term writing assignments, multiple-stage projects, etc.)
- Students can recognize opportunities and needs to seek assistance and input at a variety of levels in carrying out complex course-related tasks.

400-level*Course Focus:*

- The course develops and analyzes the most current specialized terms, concepts, and approaches that are currently reshaping the discipline.
- The focus of the course includes analysis and assessment of divergent responses to developments within the discipline.
- The course requires students to apply basic techniques and approaches of the discipline that are potentially novel to the discipline or represent the most current approaches to the current issues of the discipline.

Student Preparation/Expectations:

- Students are willing to commit time and energy to create products, undertake projects, and carry out assignments with which the instructor has limited direct experience or whose outcome may be unpredictable.
- Students are willing to recognize and accept guidance and criticism in the form of constructive feedback from the instructor and student colleagues.
- Students independently recognize or identify the technique or approach most appropriate for solving a particular problem or developing a specific product.

General Education Courses

All students are required to fulfill the General Education requirement as a precondition for graduation. Many lower-level courses count towards satisfying the General Education requirement for all students.

Course Requirements

General education designations are noted in the [Academic Catalog](#). The General Education requirement consists of the following:

Foundations Courses

AUBG 100
 ENG 100 (may be replaced by sufficient SAT score or by placement test)
 ENG 101
 ENG 102
 MAT 100 (may be replaced by sufficient SAT Math score or by placement test)
 STA 105

Modes of Inquiry

Aesthetic Expression	1 course (or 3 credits)
Historical Analysis	2 courses
Textual Analysis	2 courses
Moral and Philosophical Reasoning	2 courses
Quantitative Reasoning	2 courses
Scientific Investigation	1 course
Social and Cultural Analysis	2 courses

Writing-Across-the-Curriculum

Finally, students must also complete at least three “writing-intensive courses” (WICs) during their academic careers. These courses can be in a student’s major, in the General Education program, or electives.

Approval of Courses for General Education Credit

Approval of a course for General Education credit depends on the Curriculum Committee’s evaluation of the course syllabus in reference to the learning objectives of the proposed General Education category. Students may ask for a course that is already underway (and that is not listed as counting toward a General Education requirement) to count for a particular General Education category or WIC requirement. The answer is always “no.” General Education credit must be approved in advance by the Curriculum Committee and Faculty Assembly. Also, Independent Study courses (designation DLL

X98) may not normally count as “writing-intensive,” nor normally satisfy General Education requirements.

New courses

Faculty proposing a new course (i.e., a course to be entered permanently into the Academic Catalog) that may satisfy the criteria for General Education credit must have the designation approved by the Department, the Curriculum Committee of the Faculty Assembly, and the Faculty Assembly in time to be included in the Academic Catalog applicable to the year in which the course is taught (generally by spring break of the preceding academic year).

Special topics courses

Faculty proposing a special-topics course that may satisfy the criteria for General Education credit must have the same approvals secured in time for inclusion in the next semester’s course schedule publication. These courses must carry the course designation of DDD L96 (e.g., ENG 296, BUS 396, POL 496) to reflect their General Education applicability (see the [Academic Catalog](#) for a detailed description).

Approval of Courses for Writing-Across-the-Curriculum Credit

Courses that have been approved for Writing-Across-the-Curriculum credit are termed “Writing Intensive” and are designated on the schedule as “WIC.” WICs are limited to twenty-four students and carry four academic credits. The course is expected to meet the following requirements:

- require at least eighteen pages of original written work from each student;
- require significant writing pre-planning and revision (e.g., submitting outlines, drafts, and revisions) with significant instructor and/or peer feedback;
- base a substantial portion of the course grade on the effectiveness of written work.

Classes from other institutions do not qualify for WIC designation, regardless of the course content or the amount of writing required.

Proposals to designate a course “writing-intensive” should be reviewed by the Director of the Writing Center for suitability and by the Dean of Faculty to assess curricular need, and must then be submitted to the Curriculum Committee and Faculty Assembly for approval.

Curriculum Changes

The curriculum of the University is a Faculty responsibility. AUBG has some set standards and requirements (e.g., class meeting times, exams, syllabi), but individual faculty members retain wide autonomy over most aspects of course delivery.

Nevertheless, this autonomy is not complete. Each course is an element of a wider academic program, and the Faculty collectively has the responsibility of maintaining the content and quality of the academic program. A faculty member who wishes to change a catalog course description, course number, course prerequisites, General Education classification, WIC classification, or major/minor program requirement classification must use the appropriate approval process.

The approval process includes

- Consultation with other faculty members in the same discipline and department;

- Consultation with faculty members in other departments whose programs are directly affected by the change;
- Presentation to and approval of the proposed change by the Curriculum Committee of the Faculty Assembly;
- Presentation to and approval of the change by the Faculty Assembly (no later than spring break for changes effective the following academic year);
- Approval of the change by the Provost;
- Inclusion of the change in the Academic Catalog.

For further details, see the 2007 [Curriculum Development](#) procedure passed by the Faculty Assembly and published by the Office of the Dean of Faculty.

New Major/Minor Programs

The University has adopted new Program Proposal forms for instituting new majors and minors. These documents are available from the Curriculum Committee. The Board of Trustees must approve all new majors.

Senior Thesis/Senior Project/Capstone Project

The Senior Thesis or Senior/Capstone Project option provides students with the opportunity to undertake an original research project under faculty supervision. Copies of all completed theses and projects must be archived in the AUBG Library for program assessment and accreditation purposes.

As of July 2018, the following programs have Senior Thesis, Senior Project, or Capstone Project options:

- Business
- Computer Science
- Economics
- European Studies
- Information Systems
- Journalism and Mass Communication
- History and Civilizations
- Mathematics
- Political Science and International Relations
- Psychology
- Self-Designed

Enrollment in Senior Thesis

During the Add/Drop week, students must submit to the Registrar's Office a thesis request form that includes a description of the project and signed approvals by the Faculty Supervisor, the Department Chair, and the Dean of Faculty. If the form is not completed and submitted, any pre-registration in the course will be withdrawn.

Supervisor Course Releases

Faculty members who supervise Academic (credit-bearing) Internships, Capstone Projects, Independent Studies, Senior Theses, or Senior Projects can count such work as a full, contractual course if it involves the supervision of thirty-six student credit-hours in a given semester. When the

total is less than thirty-six student credit-hours of supervision, the faculty member can “bank” those credit hours towards a course release when the accumulated supervision of such projects surpasses thirty-six student credit-hours. A faculty member cannot count more than eighteen student credit-hours per semester towards a course release.

Course releases need to be approved by the Dean of Faculty in consultation with the Department Chair at least two weeks before the draft schedule is sent to Student Government. The Department Chair and Dean of Faculty may not permit more than one course release per semester within a department, with priority given to the faculty member who has gone longest without a course release.

CO-CURRICULAR ACTIVITIES AND UNIVERSITY SERVICE

Basic Responsibilities

All full-time faculty members are responsible for contributing to the life and governance of the campus through participation in departmental meetings, the Faculty Assembly, Faculty Assembly committees, University committees, search committees, academic advising, and other types of service.

Guest Speakers

Inviting Guest Speakers or Lecturers

The University provides modest support for guest speakers and guest lecturers. Faculty members who wish to invite a guest speaker to campus to present a talk to a general audience (not merely a guest lecturer to a specific class) should contact the [Conferences and Events Office](#) for guidelines pertaining to the [Distinguished Lecturers Series](#). The University provides a small honorarium and limited travel expenses for such lecturers. Faculty members should consult the Dean of Faculty before inviting a guest to talk to a specific class.

Entertainment Expenses

The two biggest sources of funds for the University are (1) tuition payments from students and (2) money from donors, including governments. Therefore, guest entertainment funds should be expended in ways that are within the bounds of what is reasonable and necessary, and that could be clearly explained to students and donors. If a faculty member is asked to take a campus guest to lunch or dinner, the University will reimburse the cost of the meal for the guest and one faculty member only. Faculty members who have permission to entertain a guest (e.g., a campus speaker or job candidate) are responsible for knowing the policies for reimbursement of expenses and limitations for reimbursement.

The important points are:

- Any claim for reimbursement must be supported by an official invoice (“faktura”);
- The University does not support buying meals for students with University money. The ultimate effect of buying meals for students is to feed the students who are at the event with funds extracted from students who are not at the event;
- Multiple faculty should not be included in the expense claims;
- Reimbursement does not cover beverages, alcoholic or otherwise.

Field Trips

AUBG has donors who support faculty members wishing to connect their classroom teaching with experience by visiting relevant sites. Examples include, but are not limited to, walking tours of historical sites, visiting the stock exchange, visiting the Parliament Building, attending the theater or opera, and visiting newspaper offices. The University Transportation Office will provide vans or buses.

Guidelines and Requirements

- The faculty member must attend the entire event or trip and be the “responsible adult” representing AUBG.
- Trips must be proposed to the Dean of Faculty at least one month in advance.
- The faculty member must provide a list of all students participating in the trip to the Office of the Dean of Faculty one week before the trip for institutional assessment purposes.
- All students must sign the [Liability Form for Academic Trips](#) releasing the University from liability for injuries or damages occurring on the trip.
- If the trip involves travel outside of Bulgaria, the faculty member must ensure that all the students have legal permission to cross the borders.
- AUBG does not pay visa fees for students.
- The cost of meals and incidental expenses of students on field trips is the responsibility of the students.

For further information, see [here](#) and [here](#).

Scheduling

When planning a trip, the faculty member must be mindful of minimizing the disruption imposed on her/his colleagues by taking students away from campus on class meeting days. If possible, schedule such activities on weekends, or during parts of the semester in which students are unlikely to have exams or major assignments due in other courses. Insist that all students going on the trip inform their other instructors well ahead of time. The Dean of Faculty’s Office does not send out notices or excuses to faculty members. Faculty members are not obligated to excuse students who miss a class to attend another faculty member’s trip.

Sponsoring Student Clubs

A student club must have a faculty sponsor to receive official recognition from the University. Official recognition makes the club eligible to apply to Student Government for funding. A faculty member should only sponsor a club when he or she believes that the purpose and proposed activities of the club are consistent with the University’s mission and appropriate to a liberal arts campus. The sponsoring faculty member must be willing to attend all events and supervise the organization directly when it is using AUBG facilities or resources. We expect faculty members to be responsible for any facilities and equipment used by the club. For more information, see the policies on clubs in the [Student Handbook](#).

THE COSMINA TANASOIU EXCELLENCE IN TEACHING AWARD

Purpose

This award aims to recognize master teachers at AUBG. The process is different from and should not be confused with the FET evaluation of one's teaching. For one, the award can cover responses to nominees' teaching since the beginning of their employment at the university, whereas the FET evaluation covers only a limited number of years. Then, the criteria for selection are also significantly different in the two processes: the quality of respondents' answers is of the utmost importance, while the number of nominations is not so significant. The respondents must take time to write thoughtful answers into the online form, which means that they truly value the nominee's contribution to teaching at AUBG. This prevents the award from becoming a popularity contest.

Eligibility

All full-time faculty members who have taught for three or more years at AUBG. The previous year's recipient of the award is excluded from nomination in the current year. See make-up of the committee below for an explanation of this exclusion.

The Award

US \$ 1,500 to be added to the winner's FIRE account. The award will be presented during Honors Convocation.

Procedure

1. Nominations from colleagues, students and alumni (with a deadline).
 - a. These nominations should be filled out in a special online form that will ask nominators to explain the reasons why the nominee deserves this award. Since this is not a popularity contest, it is not only the number of nominations that will count but also the quality of answers in the nomination form. No self-nominations are accepted.
2. Acceptance of nominations and submission by nominees of a one-page cover letter explaining their teaching philosophy along the following lines:
 - a. Innovation in teaching and assessment
 - b. Contribution to the improvement of teaching at the university
 - c. Self-improvement in teaching
3. The Committee will meet as many times as necessary to study the answers to the online questionnaire, pair them with the nominees' letters and arrive at the results.
4. The committee will make a recommendation to the President.
5. Announcement of the winner during Honors Convocation.

Criteria that the Committee will Use to Determine the Recipient of the

Award

1. Evidence of learning-centered classroom.
2. Acknowledging and addressing diversity of students' backgrounds (ethnic, social, special needs).
3. Encouragement of student autonomy in the learning process.
4. Inspirational teaching style.
5. Formal or informal mentoring of other faculty in teaching.

Make-up of the Committee

The committee is made up of the Dean of Faculty, the Provost, the award recipient from the previous year (the first time around this post will be filled by the Faculty Life Chair), a member of the Faculty Life Committee and one student appointed by the Student Government.

The Questionnaire

The online form will describe the process and the eligibility of faculty for this award. It will also include a warning not to actively campaign for a faculty member.

Then it will request information about the status of the respondent (faculty, student, or alumnus/a) and how they found out about the award (for statistical and publicity purposes).

The main body of the questionnaire will have two sets of questions depending on whether the respondent is a student or alumnus/a or another faculty member. These sets of questions will pop up automatically once the respondent clicks on student, alumnus/a, or faculty.

Questions for student and alumni respondents:

1. List all courses taken under nominee and when (with the option to indicate also which campus the courses were taken at).
2. The nominee organizes and communicates subject matter effectively.
3. The nominee communicates an enthusiastic interest in the subject matter.
4. The nominee stimulates thinking, inspires and challenges students' intellect both inside and outside the classroom.
5. The nominee uses innovative teaching techniques. Supply examples.
6. The nominee understands and respects students' varied backgrounds and encourages others students to do the same.

Additional questions for faculty respondents:

1. The nominee has helped colleagues with syllabus design and revision.
2. The nominee has shared with colleagues successful teaching techniques.
3. The nominee has provided useful and thoughtful feedback to colleagues on their teaching.

EMERITUS/EMERITA PROFESSOR STATUS

The status of Emeritus/a Professor is available to faculty upon retirement from full-time teaching and service at the university. The status of Emeritus/a is an honorary status, widely practiced in American universities.

Privileges of Emeritus/Emerita Professors

- The status of Emeritus/a be available to full-time Assistant, Associate and Full Professors with at least 15 years of service to AUBG.
- Emeriti have access to office space, computer resources, selected campus facilities, with clerical assistance, as these are available.
- If the Emeritus/a desires to continue teaching and mentoring, this should be done on a part- time basis and compensation will be agreed upon with the administration.
- Library privileges be also retained, as well as access to campus mail.
- The Emeriti continue to serve on committees or attend meetings if they so desire. They cannot chair committees.
- Persons holding emeritus status elsewhere cannot also hold it at AUBG.
- There is no remuneration for emeriti, unless they continue to teach part-time.

Process for Applying for Emeritus/Emerita Status

1. The qualified faculty member applies to the Chair of his or her department or to the Dean of faculty.
2. The Department Chair or the Dean send their recommendation to the Provost.
3. The Provost recommends to the President.
4. The President confers the status.

Note: Faculty can be nominated by colleagues or nominate themselves.

Documents Required to Apply

1. A summary statement of the applicant's desire to become Professor Emeritus/a
2. Detailed faculty CV
3. Recommendation form filled out by Department Chair or Dean of Faculty
4. After approval the candidate must write a citation of no more than one page and in a style suitable for reading at the conferral ceremony. This citation should be a brief list of accomplishments and contributions to the university.

PRIVACY OF STUDENTS AND OTHERS

AUBG is subject to the requirements of the European General Data Protection Regulation (GDPR). Faculty are expected to familiarize themselves with our GDPR Privacy Notice to Students on the AUBG [website](#) and in the [Academic Catalog](#). AUBG is also required to follow the guidelines set forth in the US Family Educational Rights and Policy Act ([FERPA](#)).

Students

To comply with their obligations under GDPR and FERPA, faculty must

- Return graded material to students in person. Graded material must not be left for students in a box where students can access the work of other students;
- Not post grades by name or by AUBG ID number;
- Not announce students' grades publicly in class;
- Not discuss with parents or other authorities students' grades or performance without the student's written consent;
- Obtain the student's written consent before complying with requests for information about a student from another faculty member, a potential employer, or a family member;
- Not discuss a student's performance over the telephone or in an email unless it is to the student's personal account at AUBG;
- Not disclose student records without the student's written consent;
- Password protect the personal information of students stored on their computers or in the cloud;
- Ensure that when they store the personal information of students in the cloud that the service is GDPR compliant;
- Dispose of students' assessment, examinations, and course records one year after the end of the academic year in which the student took your course, unless a student appeals a grade, in which case you can hold this information until the appeal is resolved;
- Delete emails to and from students enrolled in your courses one year after the end of the academic year in which the student took your course, unless a student appeals a grade, in which case you can hold this information until the appeal is resolved;
- Delete emails containing personal information about other students when there is no longer a basis for keeping this information; and,
- Printed material containing the personal information of students must be disposed of using the shredders in the faculty offices. Electronic files need to be securely deleted including all and any copies.

Faculty Search Committees

Faculty serving on search committees must dispose of all documents and emails pertaining to the search thirty days after the vacancy closes to comply with their obligations under GDPR. Printed material containing the personal information of candidates must be disposed of using the shredders in

the faculty offices.

Faculty Evaluation Committees

Faculty serving on a faculty or department evaluation team must dispose of all documents and emails pertaining to the faculty member's evaluation thirty days after their recommendation has been submitted to the Provost's Office to comply with their obligations under GDPR. Printed material containing the personal information of evaluatees must be disposed of using the shredders in the faculty offices.

PRIVACY OF FACULTY

This privacy notice outlines how and why the American University in Bulgaria (AUBG) collects, uses, and stores your personal data, and your rights in relation to the personal data we hold. We may modify or amend this Privacy Notice. The most current version will always be available on our [website](#) and, where appropriate, notified to you by email. If you have any questions about such matters, you can contact us at dpo@aubg.edu.

What personal data do we collect?

The personal information we collect from you is the following:

- details you provided through your job application (CV, cover letter, and a list of references), any supporting documents requested and additional details provided by any referees and recorded following any interview process;
- contract of employment and any amendments to it;
- correspondence with or about you; for example, letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary;
- information needed for payroll, benefits, and expenses purposes;
- contact and emergency contact details;
- records of holiday, sickness, and other absences;
- records relating to your career history, such as training records, appraisals, and other performance measures;
- peer reviews; and,
- disciplinary and grievance records.

How do we collect your personal data?

You will have provided much of the information we hold about you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The basis for processing your information and how we use it

As your employer, AUBG needs to keep and process information about you for normal employment purposes. The information we maintain and process will be used for our management and administrative use only. We will keep and use it only to enable us to operate the University business and manage our relationship with you effectively, lawfully, and appropriately during the recruitment process, while employed with us, at the time when your employment ends, and after you have left. This includes using the information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the University, and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations, and we will inform you about any implications of that decision.

We will not use your personal information to carry out any wholly automated decision-making that affects you. We will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- to assess your suitability for a particular role or task (including any relevant right to work checks);
- to administer remuneration, payroll, pension, and other standard employment functions;
- to administer HR-related processes, including those relating to performance/absence management, disciplinary issues, and complaints/grievances;
- to operate security, governance, audit, and quality assurance processes and arrangements;
- to deliver facilities (e.g., library), services and staff benefits to you, and where appropriate to monitor your use of those facilities in accordance with University policies;
- to communicate effectively with you by post, email, and phone, including the distribution of relevant newsletters and circulars;
- to support your training, health, safety, and welfare;
- to compile statistics and conduct surveys and research for internal and statutory reporting purposes;
- to fulfill and monitor our responsibilities under equalities, immigration and public safety legislation;
- to monitor and evaluate the performance and effectiveness of the university;
- to maintain and improve the academic, corporate, financial, estate and human resource management of the university; and,
- to promote equality and diversity throughout the university.

We may also process your personal data where

- it is necessary for your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, health insurance or life insurance policies, as applicable;
- it is necessary to protect your or another person's vital interests; and,
- we have your specific or, where necessary, explicit consent to do so.

Control and care over your data

We, as an institution with one of the highest rankings in Bulgaria, are striving to improve and upgrade our control systems to include pseudonymization of the collected and processed data, access controls, defined within the university, and, most importantly, applied due care by our staff and faculty members. All measures are implemented against inadvertent or deliberate manipulation, loss, or destruction, and access by unauthorized persons. Access to your personal data is limited to the academic administration, faculty serving on evaluation committees, and HR staff who use it to perform their job obligations.

Whom we share your data with

Your data may be shared with public authorities, such as Bulgarian Ministry of Education, National Agency for Evaluation and Accreditation, Ministry of Foreign affairs (for visa purposes), National Revenue Agency, etc. as part of our legal obligations. In cases we need to transfer your personal data to other third parties, such as internal and external auditors, an external payroll provider, insurance companies, etc., you will be notified, and asked for consent if the data transfer process requires us to do so. In any case, we will share your personal data with high attention to the third parties' level of technical and organizational ability to manage personal data as required by the GDPR standards.

How long we keep it

We store your personal information as part of your staff record for the duration of your employment (and it may be used as part of our assessment of any future application you make for further employment at AUBG). After you leave, certain records pertaining to your employment are retained indefinitely so that the details of your employment can be confirmed and for statistical or historical research.

Your rights in relation to the personal data we hold:

- to request access to your personal data we hold;
- to receive copies of your personal data in a machine-readable and commonly-used format, known as the right to data portability;
- to rectify or erase your personal data;
- to restrict or object to processing concerning your data;
- to request data transfer to other parties;
- to object a decision based solely on automated decision-making using your personal data;
- in certain circumstances to withdraw consent, without affecting the lawfulness of processing based on consent before withdrawal; and,
- to lodge a complaint with the supervisory authority – Commission for Personal Data Protection, address - 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592.

You may address your concerns or inquiries to our Data Protection Officer (DPO) – Margarita Petkova, email: dpo@aubg.edu; tel.: +359 73 888 337.

Please visit [AUBG Internal Rules for Data Protection](#) for more information.

LIBRARY POLICIES AND RESOURCES

Panitza Library is the chief information resource center that supports Faculty teaching and research activities. It offers a broad variety of resources supporting the institution's academic offerings. The core collection of 120,000 monographs and 270,000 eBooks, and 40,000 e-journal titles covers all subject areas and effectively corresponds to the University curricula. The Library keeps a current and regularly updated web-based online catalog and is open seven days a week, with extended hours during final exams. Please visit the [Panitza Library](#) webpage for more information and access to all services.

Accessing Services

Library Card

AUBG uses a one-card system, so the AUBG [ID card](#) automatically makes a faculty member a Library patron. Register at the Library Circulation Desk to activate your membership. Present your ID card anytime you use the Library, including leaving materials on Reserve.

Online Account

Faculty members can use their online library account to access all online library materials and resources. Login by clicking on the "My Account" link on the Library homepage. The 10-digit number on the back of the AUBG ID card is both the username and password for a faculty member's library account. The password can be changed at the Circulation desk.

Borrowing Privileges

Checking Out Materials

Faculty members may borrow up to thirty items for a period of ninety days.

Hold Requests

If a book is not available, it can be requested either online through the "My Account" webpage link or at the Circulation Desk. Once the book is returned, the patron will be notified by e-mail. Faculty requests are treated with priority.

Interlibrary Loan Services (ILL) and Document Delivery Services (DDS)

Panitza Library supports faculty and student research needs by offering a wide range of additional resources via Interlibrary loan (ILL) and Document Delivery Services (DDS). Our primary partners for ILL services are the academic libraries that are fellow members of the AMICAL consortium; the British Library Document Supply Center (BLDSC); and the SUBITO Document Delivery Service. Membership in AMICAL, in particular, allows Panitza Library to share resources easily, without paying lending fees. Faculty members can order, free of charge, up to five books or journal articles not owned by Panitza Library each academic year. Faculty members who have assigned special projects to senior students must present a list of their names to ILL librarian to authorize them for interlibrary loan service. For more information, consult the Library webpage for [ILL Services](#) or contact the [ILL Librarian](#).

Lost/Overdue Materials

Faculty members are not charged overdue fees, but professional courtesy requires the regular returning of library materials. Upon a patron's request, borrowed materials will be recalled. Faculty are notified

by email when library materials are overdue. Faculty members are expected to cover the full cost of lost materials plus US\$10 shipping and processing fees.

Renewal

Faculty members may renew items online through their Library online accounts. Directions for online renewal are available on the [Services](#) webpage. Each item may be renewed only once online. To renew them again, bring the items to the Circulation Desk or call ext. 341.

Collection Development Process

Faculty are invited to participate in the Library's Collection Development process, and recommendations for filling gaps in specific subject areas and for new acquisitions will be highly appreciated. To recommend a new title, use the [Suggest a Title](#) Form available on the Panitza Library webpage or contact the [Head of Acquisitions](#). The average delivery time is ten days after the book order is placed.

Ordering Materials for a New Course

When a new course is introduced to the AUBG curriculum, the instructor should meet with the Library Collection Development Group at least two months in advance to evaluate existing resources and decide which core titles should be purchased to support the new course. Requests for the acquisition of monographs and non-print materials for new courses can be placed via email to the [Head of Acquisitions](#) or the [Library Director](#).

Contacting a Librarian

Librarians can answer brief, factual questions, recommend search strategies and resources, explain library policies and procedures, and make referrals through a variety of mediums, all of which can be accessed through [Ask a Librarian](#). Librarians are also available via the "Chat" function on the [Library webpage](#).

Gifts

Panitza Library accepts both solicited and unsolicited library materials, as well as monetary contributions. Due to the high costs of managing the gift process, the Library's goal in accepting gifts is to acquire materials that are highly relevant to AUBG needs. Gifts of all types should be directed to the [Head of Acquisitions](#).

Hours

Mon-Thu	8:00 – 22:00
Friday	8:00 – 20:00
Sat-Sun	12:00 – 22:00

(For more information, see the Library's [Calendar](#).)

Information Literacy Training

The Information Literacy Training (ILT) program is of first priority for Panitza Library and the University as a whole. Information literacy is defined as a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the

needed information.”¹ Library staff provide ILT for students, faculty, and staff (individuals or groups), including orientation for students and faculty; in-class student training (general or discipline-specific); personal, individual training; and drop-in sessions. Faculty are encouraged to collaborate with librarians to ensure that AUBG students are information-literate, life-long learners. For more information and scheduling ILT sessions, contact the [Information Literacy Librarian](#).

Reference Services

Panitza Library Reference Services provides timely and useful information in the most relevant format (print or electronic) to faculty members, including:

- research assistance related to curriculum development and information resources support;
- library orientation tours (e.g., physical library, searching the catalog, databases);
- instruction on how to use the library informational resources;
- in-depth research assistance;
- discipline-specific LibGuides;
- print handouts that support research assignments; and
- user guides for electronic resources.

AUBG Faculty Bibliography

This service aims to offer higher visibility and increase the access to published research by the AUBG faculty members who have taught at the American University in Bulgaria since fall 2016. The [platform](#) has links to the full-text or leads to the print holdings when available, and is updated regularly. Every new professor is encouraged to send to a librarian a list with his or her scholarly publications to be added to the platform.

Reserve Services

Panitza Library provides access to both print and online Reserves. Reserve items in print form are kept behind the Reserve Desk. Generally, they are understood to be for “In Library use only.” Reserve materials in electronic format are included in the Library’s online catalog and may be searched by course number, title, and instructor’s name. The online reserves may be viewed directly following the links in the catalog record. They are available any time on the AUBG intranet.

Circulating materials are part of the library circulation collection (e.g., books, periodicals, CDs, DVDs). These materials can be placed on Reserve for one semester.

Personal materials provided by the faculty will be labeled so that our security system can control them. The library will not be able to replace any stolen or mutilated material.

Photocopied materials may be placed on Reserve, provided that the use of such materials satisfy all relevant intellectual property and [copyright standards](#). Photocopied materials will be stamped with the required warning notice of copyright. Supplying the photocopies is the responsibility of the faculty

¹ Association of College & Research Libraries, [Information Literacy Competency Standards for Higher Education](#). Accessed 13 Aug. 2015.

member.

Reference materials are housed in the reference section on the ground floor and may not be put on Reserve. If class assignments require using a specific reference book, please notify the [Head of Access Services and Reference](#).

Procedures for Placing Materials on Reserve

Print reserves

- Provide course reserve lists to [Circulation/Reserve Librarian](#) at least two weeks before each semester with bibliographic information about each item.
- Discuss the list with the [Circulation Librarian](#).
- Materials owned by the Library can be drawn from the regular collection and placed on Reserve.
- All personal copies and photocopies have to be provided at least one week before the readings need to be available to students in the course.
- There should be one photocopy for every ten students. Supplying the photocopies is the responsibility of the faculty member.
- Photocopies should have 2-cm-or-greater margins on the left. Double-sided copies are preferred.

Online Reserves

- Electronic copies of journal articles or book chapters should be emailed. PDFs are preferred.
- We recommend direct-linking to the subscribed journal articles and e-books instead of digitizing print materials.
- Library materials placed on eLearn-Blackboard are subject to the same copyright policies as the other electronic reserve items.

Removing Items From Reserves

Faculty are expected to meet the Circulation/Reserve Librarians two weeks prior the end of each semester to clarify the status of Reserve materials.

Serials Selection Process

The Serials Selection Process includes consultation with the Department Chairs regarding which titles should be canceled and which titles should be added for the following year. The Serials Librarian prepares and distributes to all faculty members (via email) lists of all subscriptions related to their subject areas, including full-text electronic journals. Department Chairs also receive materials about new journals for consideration. All faculty proposals are discussed with the Serials Librarian and the Collection Development Group. When making subscription decisions, the Library Collection Development Group takes into account faculty recommendations, the usage of the periodicals, availability in electronic databases, relevance to the university curriculum, and price.

INDEX

A	
Amazon	8
Amazon Prime	8
Apartments	12
Arrival	
Airport Pick-up.....	11
Aspire Hub	
Reservations	26
B	
Bicycling	13
Bowling	13
Buses	14
C	
Cars	
Driver License	8
Hiring a Driver	14
Owning	14
Renting	14
Cheating	40
Cinema	13
Classes	
Cancelling.....	25
Classrooms	
Changing	24
Etiquette	25
Reservations	26
Computers	
Classroom.....	22
Offices	22
Personal Laptops	23
Course Materials	
Copyright.....	35
E-learn (course management system).....	35
Library Reserves	69
Textbooks	37
Textbooks (leasing).....	37
Customs	7
D	
Dentists.....	13
Doctor (medical)	11
Doctor (Medical).....	6, 17
DVDs.....	8
E	
E-forms.....	19
Electricity Standards.....	8
E-signatures	19
Exams	
Final.....	28
Outside of Class Times.....	28
Shifting exams for particular students	28
F	
FERPA.....	61
G	
GDPR	
Evaluation Committees.....	62
Faculty	63
Search Committees	61
Students	61
General Education Credit	52
Grade	
Final	30
Grades	
Changes	30
Exclusion	29
Incomplete	30, <i>See</i>
Scale.....	29
H	
Hairdressers	13
I	
iTunes	8
J	
Jogging.....	13
M	
Media Cube (for classrooms).....	22
Mentor (for new faculty)	19
Microsoft Office 365	19
Money	
ATM	7
Credit Cards	7, 8
N	
Netflix	8
O	
Orientation (for faculty).....	7
P	
Permissions	27
Phones.....	9
Plagiarism	40
Plays.....	13

Prescription Medicines	9
Privacy	
FERPA (Students)	61
GDPR (Evaluation Committees)	62
GDPR (Faculty)	63
GDPR (Search Committees)	61
GDPR (Students)	61
Professional Development	
Faculty Research Fund	47
Faculty Retreat	31
FIRE Accounts	46
International Conference Travel Fund	47
Orientation (for Faculty)	31
Teaching Development Fund	48
<i>R</i>	
Restaurants	13

<i>S</i>	
Student Assistants	49
Student Clubs	57
Student Evaluations	33
Students	
Class Lists	24
Swimming	13
<i>T</i>	
Taxis	14
Tutors	<i>See Student Assistants</i>
<i>V</i>	
Vets	13
<i>W</i>	
Walking	13
WIC Credit	53