

Contents

Teachers' Code of Conduct..... 1

Regulations of Teaching Accidents Penalties.....6

Procedures for Class Cancellation and Rescheduling 11

Nanjing Audit University Faculty Negative Behaviors...14

TEACHERS' CODE OF CONDUCT

Rules of Professional Conduct for International Teachers at Nanjing Audit University

1. Introduction

To promote the quality of education and enhance an orderly school environment, the Academic Committee of Nanjing Audit University has codified certain norms that guide and help international teachers to achieve a high standard of teaching competence and teaching quality. This code of conduct, drawn up for the guidance for practice and ethical conduct in the teaching profession, serves as a reference when it becomes necessary to initiate disciplinary actions.

2. Application and Implementation

2.1. This code applies to all the international teachers at Nanjing Audit University.

2.2. It shall be implemented under the coordinated supervision of School of International Exchange, Academic Committee, School of Liberal Arts, Department of Applied Foreign Language Studies and other related departments & offices.

- **School of International Exchange (SIE):** administrative body, contract management, non-teaching affairs
- **Academic Committee (used to be GDO):** administrative body for all teaching affairs
- **School of Liberal Arts (SLA):** teaching activity organizer for English major
- **Department of Applied Foreign Language Studies**

(DAFLS): teaching activity organizer for non-English majors

3. Rules and Regulations

International teachers shall:

3.1. Professional Ethics

3.1.1. Commit themselves to their own learning and develop professionally by studying their subject matter and understanding how students learn.

3.1.2. Regulate their behaviors and conduct themselves in an honest and respectable manner, so as to set a role model for students to follow in respect of pursuit of truth, devotion to excellence, acquisition of knowledge and democratic principles.

3.1.3. Accept assigned teaching tasks willingly and conduct a quality performance in accordance with requirements set up respectively by Academic Committee, School of Liberal Arts, Department of Applied Foreign Language Studies and other related departments & offices.

3.1.4. Demonstrate interest in teaching and concern for students' academic achievement; help students stimulate their interest in learning, explore their potentials, bring out their abilities and foster their intellectual / emotional / social development.

3.1.5. Collaborate, through mutual respect and understanding, with colleagues and other professionals in the interest of student learning.

3.2. Teaching Practices

3.2.1 Teaching Preparation

3.2.1.1 Acquaint themselves with specific requirements for each course and target students' proficiency so as to nurture

healthy development of the students.

3.2.1.2. Specify up-to-standard textbooks and reference books for each course or utilize up-to-standard textbooks as specified by School of Liberal Arts, Department of Applied Foreign Language Studies or other related departments & offices.

3.2.1.3. Define teaching objectives for each course and accordingly work out course syllabus / teaching outlines, which shall guide the teaching process consistently.

3.2.1.4. Prepare for lessons and keep teaching notes, presenting the theories in a systematic / logical way and designing a range of proper teaching methods to fulfil the teaching objectives and address differences among students.

3.2.1.5. Communicate to students the following information at the beginning of the semester:

- a. Course objectives and requirements;
- b. Marking criteria /grading procedures (mark breakdown details);
- c. Assignment deadlines;
- d. Expectations for students;
- e. Classroom disciplines.

3.2.2 In-class Lectures and After-class Guidance

3.2.2.1. Never spread obscenity, pornography or any ideas of splitting China or undermining the Chinese Constitution / laws.

3.2.2.2. Maintain a climate of mutual respect and dignity to promote students' confidence to learn.

3.2.2.3. Impart knowledge in an accessible way, stimulate students' active thinking, develop their professional skills

and cultivate their abilities of application and innovation.

3.2.2.4. Teach in accordance with the teaching outline and the syllabus; playing movies at discretion is not allowed.

3.2.2.5. Switch off cell phones or keep phones in mute state in class.

3.2.2.6. Start and dismiss classes on schedule.

3.2.2.7. Employ modern teaching means (e.g. computers and projectors) to promote teaching quality and enhance teaching efficiency.

3.2.2.8. Leave assignments (no less than 2 times per credit for each course) and grade / mark them in accordance with requirements.

3.2.2.9. Give necessary guidance to students' after-class study.

3.2.2.10. Collect students' feedbacks / suggestions on teaching and work on problematic aspects.

3.2.3 Class Rescheduling

3.2.3.1. Reschedule classes ONLY AFTER going through formalities and/or obtaining permission.

3.2.3.2. Any cancellation of classes on any reasons should be made up within the next 2 weeks.

3.2.4 Assessment

3.2.4.1. Specify the means of assessment in the syllabus and evaluate students accordingly.

3.2.4.2. Design quality exam-papers, which shall cover main points in teaching / learning and adopt a proper form to check students' command.

3.2.4.3. Mark / grade papers in accordance with requirements and deliver them duly. Both oral and written exams should

provide suitable and detailed marking criteria.

3.2.4.4. Submit the exam scores via the school web system in time. Give quantitative and qualitative analysis on students' exam performances and submit them to the co-teachers to the Academic Committee before deadline.

4. Evaluations, Rewards and Penalties

4.1. International teachers' general performance shall be evaluated by their students' feedback, co-teachers' assessment from related teaching department & offices, as well as by School of International Exchange at the end of each semester.

4.2. Those with excellent performance shall be rewarded on policies issued by School of International Exchange after we get the evaluation of the students' feedback, co-teachers' assessment from related teaching department & offices, as well as by School of International Exchange.

4.3. Those who fail to follow the regulations shall be admonished or reprimanded according to relative policies; those who broke the regulations intentionally will result in financial penalties or even the termination of contract.

5. Supplementary Articles

This code takes effect on the first day the semester begins in August 2016, and thereafter.

Regulations of Teaching Accidents Penalties

Article 1 These rules are hereby enacted to guarantee the normal order of teaching in the university, to enhance the teaching quality in an all-round manner, to perfect the teaching quality monitor system, to reduce and eliminate the occurrence of various teaching accidents and to make it possible for teaching accidents to be handled promptly, seriously and properly.

Article 2 According to the difference of nature and the extent of influence, teaching accidents may be classified into three types of various degrees:

1. Grave teaching accidents
2. Major teaching accidents
3. Ordinary teaching accidents

Grave teaching accidents are “Grade I Teaching Accidents”; Major teaching accidents are “Grade II Teaching Accidents”; Ordinary teaching accidents are “Grade III Teaching Accidents”.

Article 3 Upon certification of the teaching accident, the following penalties shall be meted out according to the rating of the accident and the concrete circumstance:

1. In the case of Grade I Teaching Accident, the liable person shall be levied a penalty of termination of contract.

2. In the case of Grade II Teaching Accident, the liable person shall be levied a penalty of the full salary deduction of the due month when the accident occurs, as well as the total international airfare subsidy and the travel allowance.

3. In the case of Grade III Teaching Accident, the liable person shall be levied a penalty of 50% salary deduction of the due month when the accident occurs. Where a Grade III Teaching Accident

occurs twice a year, the case shall be viewed as one occurrence of Grade II Teaching Accident.

Article 4 The teaching accidents certifying and handling results shall be used as important references for the university to evaluate the foreign teachers' yearly performance and whether to renew the contract.

Appendix: Classification and Ratings of Teaching Accidents

Teaching Accidents Grade I (Grave Accidents)	In-class teaching & submission of teaching documents	1	In teaching process, spread ideas and remarks that go against China's constitution, laws, guidelines, directives, policies and hence cause severe negative influence.
		2	In teaching process, spread obscene, violent or religious ideas and remarks that go against China's territorial integrity and social stability and hence cause severe negative influence.
		3	Reject or refuse to accept the teaching tasks assigned by Academic Committee without acceptable excuses.
		4	Fail to submit course syllabi, teaching outlines, teaching notes or other requested teaching documents throughout the whole semester.
		5	Absent oneself from classes, cancel classes or ask other teachers to substitute classes at discretion.
		6	Make discriminating, satirical or humiliating public remarks against students; Apply corporal punishment or accept students' bribery in class and hence result in severe consequences.

	Exam paper making & marking & grade submission	7	Fail to make or submit exam papers and other relevant exam documents on time according to the requirements of Academic Committee; Change form of exams at discretion without communicating in advance and obtaining permission from Academic Committee and hence cause severe negative influence.
		8	Intentionally leak exam questions to students; Grade students against fixed marking criteria; intentionally raise or lower students' marks; give similar or even same marks to students' daily performance in large scale; lose students' exam papers, resulting in the loss of exam records and failure of documents filing.
		9	Make severe calculation mistakes during the marking and grading process (more than 10 points involved) and fail to make timely correction upon the mistakes, hence negatively influencing students' credits and GPA calculation.
Teaching Accidents Grade II Major Accidents	In-class teaching & submission of teaching documents	1	Fail to arrange teaching contents based on the teaching outlines and syllabi; Randomly arrange teaching contents in class, causing the unfulfilment of teaching objectives; present poor teaching effects and teaching quality.
		2	Fail to keep any records of students' presence and absence throughout the whole semester.
		3	Fail to make up the rescheduled or cancelled classes after going through the application procedures, resulting in

			the unfulfillment of the teaching plan.	
		4	Fail to assign or check any form of homework throughout the whole semester. (2 homework per credit each semester)	
		5	Fail to revise or correct obvious and severe mistakes in exam papers according to the feedback from Academic Committee, resulting in students' inability of completing the exams.	
		6	Fail to evaluate students' daily performance properly with sound marking criteria; Irresponsibly grade students at discretion, resulting in large scale of indistinctive marks or even same marks.	
	7	Fail to submit all the exam evaluation documents at the end of the semester, including score sheets(with teacher's signature), exam papers, class exam performance evaluation, end of semester class survey, self-evaluation on teaching, marking criteria for daily performance, etc.		
	Exam paper making & marking & grade submission			
Teaching Accidents Grade III Ordinary Accidents	In-class teaching & submission of teaching documents	1	Fail to be punctual for class. Be late, end class earlier or be away from class for personal affairs for over 10 mins.	
		2	In teaching process, use personal electronic devices for purposes irrelevant to class teaching, affecting regular class order.	
		3	Fail to assign or check homework 50% less than what is required in teaching outline and syllabus throughout the whole semester. (2 homework per credit each semester)	

		4	Combine classes for make-up lessons without permission from Academic Committee after going through the rescheduling and cancellation application procedures.
		5	Refuse to or fail to show up in teaching seminar or routine meetings organized by relevant schools after accepting the invitations and notifications; Refuse or fail to show up in students' extracurricular activities after accepting the invitations and notifications.
	Exam paper making & marking & grade submission	6	Make 2 or more serious mistakes in exam papers that result in the inability for students to complete exams.
		7	Grade students' daily performance at discretion without sound marking criteria.
		8	Fail to or delay submitting exam documents at the end of the semester, including score sheets(with teacher's signature), exam papers, class exam performance evaluation, end of semester evaluation survey, self-evaluation on teaching, marking criteria for daily performance, etc.

Procedures for Class Cancellation and Rescheduling

Cancellation

1. Call your class monitor immediately to make sure that all students in the relevant class are informed of the cancellation.
2. Call your co-teacher so that he can inform the Academic Committee of the cancellation. Please make every effort to do this BEFORE your lesson is scheduled to begin.

Texting (SMS) is NOT an acceptable manner to inform of a cancellation. When you miss a lesson, your co-teacher needs to fill out formal documents which he/she will then submit to the Academic Committee, so he/she will most likely have queries about the reason and/or length of your absence. Please make an actual phone call. If for some reason he/she cannot answer your call, then you can send him/her an SMS to ask him/her to return your call as soon as possible.

Rescheduling

1. If possible, you should try to find a suitable time to make up your missed lessons with your monitor when you call them to inform of the cancellation. If, however, this is not possible/convenient then you can wait until your next lesson to find a suitable time for making up the lesson.
2. As soon as a suitable time has been found, you should then contact your co-teacher so that he/she can arrange to find a classroom for the make-up lesson. Again, it's necessary to reiterate the importance of allowing the co-teacher to arrange a classroom for you. Appropriating a classroom needs to be done formally and through the

proper channels.

3. Please note that it is against school policy to combine/join-up your classes to make up lessons. This means that if you teach the same lesson to 2 different classes, you are not permitted to join these 2 classes up for one lesson. Your missed lesson needs to be made up at a different time to the lessons in your regular timetable.

Teachers found in violation of this protocol will be subject to a reprimand from the school which could lead to disciplinary actions that may include some form of a financial penalty.

Family visits

Please note that due to the fact that teachers already get quite a lot of paid holiday time in summer and winter vacations, on top of the many long weekends that we get throughout the semester, asking for extra time off throughout the semester is frowned upon by the school. Accordingly, we ask that you ensure that family visits do not result in the need for rescheduling of your lessons.

We understand that due to your family's own commitments, it is not always possible for family to visit in your vacation-time, and therefore have strived to come up with the following compromises which we believe are fair to both the teachers and the university:

I. First and foremost, please understand that rescheduling is not an easy task. In particular, it is not easy to find free classrooms, and the students' schedules (especially for Freshman/Sophomores) are already quite full.

II. Due to above, rescheduling due to family visits is limited to 4 lessons (i.e. 4 double-periods) per week. We believe that this is very reasonable when taking into consideration all of the factors mentioned above.

III. Requests to reschedule after Week 14 will probably be rejected. Please understand that this is a particularly busy time for students as they usually have many assignments due, and are preparing for their final exams.

IV. Finally, we would like you to remember that in these situations, it is up to the teacher to find rescheduling times that suit not only him/herself, but also all students in that lesson.

Nanjing Audit University Faculty Negative Behaviors

Nanjing Audit University hereby states that the following behaviors are negative ones.

- 1.** Fabricating lies or falsifying the truth to denigrate NAU or staff.
- 2.** Showing no respect to other staff or students. Treating students with indifferent or rough manners.
- 3.** Inappropriate behaviors or dressing which are not suitable as a teacher.
- 4.** Being in love with a student.
- 5.** Doing things irrelevant to work during worktime, such as playing online games, shopping on line, buying and selling securities online, and so on.
- 6.** Over-speed driving, honking, without giving priority to pedestrians or parking in unauthorized areas on campus.
- 7.** Any behaviors destroying the campus environment such as walking on the lawn and picking up flowers and fruits.
- 8.** Accepting gifts of any kind from students' parents, taking advantage of students parents' personal relation to be engaged in any activities for personal commercial purpose.
- 9.** Breaking other rules which are defined by Ministry of Education, social ethics and other laws.