

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 034/R/SK/ACD/I/2022
NUMBER: 034/R/SK/ACD/I/2022

TENTANG
CONCERNING

KEBIJAKAN PRINSIP DASAR FAKULTAS
FACULTY CODE POLICY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : 1. Bahwa untuk menciptakan iklim yang baik untuk mendukung para administrator maupun dosen dalam proses belajar mengajar, penelitian, dan pengabdian kepada masyarakat yang efektif, perlu ditetapkan sebuah Kebijakan Prinsip Dasar Fakultas;

Whereas to create a climate suitable for effective teaching and learning, scholarship and community service both for administrators and faculty, it is necessary to stipulate a Faculty Code Policy;

2. Bahwa Senat Universitas Sampoerna telah menyetujui Kebijakan Prinsip Dasar Fakultas pada Rapat Senat Universitas pada tanggal 20 Januari 2022;

Whereas the Senate of Sampoerna University has approved Faculty Code Policy in University Senate Meeting on 20 January 2022;

3. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of of 2012 No. 158, Supplement No. 5336);

2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

3. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 regarding the Change of Name of Universitas Siswa Bangsa Internasional of South Jakarta Municipality to Universitas Sampoerna of South Jakarta Municipality;

4. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021.

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021.

**M E M U T U S K A N:
D E C I D E D**

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
TENTANG KEBIJAKAN PRINSIP DASAR FAKULTAS,
SEBAGAI BERIKUT:

*DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY
CONCERNING FACULTY CODE POLICY, AS FOLLOWS:*

Kesatu
Firstly : Menyetujui Kebijakan Prinsip Dasar Fakultas,
sebagaimana terlampir dalam Lampiran 1 Surat
Keputusan ini.

*Approved Responsible Faculty Code Policy as attached in
attachment 1 of this Decree..*

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan.
Apabila di kemudian hari terdapat perubahan dan/atau
hal-hal yang belum diatur, maka akan dilakukan
perbaikan sebagaimana mestinya.

*This Decree is valid from the stipulation date. If there are
matters that are not provided in this Decree, it shall be
added, amended, and stipulated accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 20 January 2022 / *On 20 January 2022*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016

Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Universitas Sampoerna;
2. Para Dekan, Universitas Sampoerna;
Deans, Universitas Sampoerna;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Universitas Sampoerna;
4. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Universitas Sampoerna.

Lampiran 1
ATTACHMENT I

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
RECTOR DECREE OF SAMPOERNA UNIVERSITY

NOMOR: 034/R/SK/ACD/I/2022
NUMBER: 034/R/SK/ACD/I/2022

THE FACULTY CODE OF CONDUCT

Sampoerna University Code of Faculty Rights and Responsibilities

Policy Number:	1.4.900	Date Approved:	November 11, 2021
Approving Authority:	President/Rector	Effective Date:	November 11, 2021
Responsible Executive:	VRAA	Next Review:	November 11, 2024

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	Draft-02	November 11, 2021
		Click to enter a date.

A. Purpose

To create a climate suitable for effective teaching and learning, scholarship and community service both for administrators and faculty.

B. Scope

This code is applied to administrators and all faculty members at Sampoerna University.

C. Policy Statement

Article I. Title

This code shall be known as the Code of Faculty Rights, Responsibilities, and Conduct. This code is based on the premise that both administrators and faculty share responsibility to create a climate suitable for effective teaching and learning, scholarship and community service. Except as otherwise specified by law or government regulation, no policy or action by the University or its faculty and staff may violate the rights, responsibilities, and standards of conduct established by this Code. Substantive changes to this Code will be made only after approval by the Vice Rector of Academic Affairs and the University Senate, subject to the authority of the Office of the President.

Article II. Definitions

1. The term “University” means Sampoerna University, and collectively, those responsible for its control and operation.
2. The term “student” includes all persons taking courses at the institution, both full-time and part-time, pursuing academic or non-credit studies.
3. The term “faculty member” includes all persons with appointment as a lecturer and any person hired by the University to conduct teaching/learning activities. Determination of a person’s status as a “faculty member” in a particular situation will be determined by the surrounding context.
4. All other terms have their conventional meaning unless the text dictates otherwise.

Article III. Faculty Rights

The following enumeration of rights will not be construed to deny or disparage others retained by faculty members as members of the University community. Subject to and to the extent permitted by law, faculty will have the following rights:

1. Faculty members will have the legal rights and privileges accorded by the laws of the Republic of Indonesia. Faculty members have the right to academic freedom and the right to freedom of inquiry, expression, and assembly.
2. Faculty members will have the right to impartial application of any departmental, Faculty and University policies.
3. Faculty members will have the right to participate in the determination of departmental, Faculty and University policies consistent with the principles of shared governance. Faculty members have the right to impartial treatment in the application of departmental, Faculty and University policies and decisions.
4. Faculty members have the right to negotiate the distribution of their workload between teaching, administrative assignments, research and community service subject to applicable Faculty and University policies. This right recognizes that the proportions of time and energy devoted to teaching, administration, research, community service, and other responsibilities may vary from individual to individual, and for the same individual over time. Faculty members have the right to impartial treatment in the application of Faculty and University policies for the evaluation of their performance of these responsibilities, including the right to participate in that evaluation.
5. Faculty members have a right to be informed about personnel files that contain information about them. Faculty personnel records may be maintained in various administrative units including Academic Affairs, Human Resources, and the Faculty to which the faculty member is assigned. Faculty members have the right to examine the contents of such files and should notify the Vice Rector of Academic Affairs of any inaccuracies or missing information in the files.
6. Faculty members have a right to due process in all disciplinary matters. Faculty members have the right to peer judgment through an adjudication process. Sanctions may not be imposed upon a faculty member without notice of the charges against him or her and the opportunity to request a hearing before the Faculty Adjudication Committee. If the faculty member requests a hearing, the University will stay imposition of the sanction pending disposition of the request.

7. University facilities will be made available for assignment to faculty members, individually or in groups, even though not formally organized, subject to University policies. Preference will be given to programs designed for audiences consisting of members of the University community.
8. Faculty members are encouraged to pursue opportunities for improving their skills and developing their talents related to their responsibilities as teachers and scholars contingent upon the availability of resources and compliance with University policies (e.g., travel, conflict of interest, leaves, class schedules, etc.).
9. Faculty members have the right to engage in a limited amount of outside work, for pay or without pay, in accordance with University policies related to disclosure of outside employment, commitment of time/effort, and conflict of interest.
10. Faculty members have the right to be evaluated annually according to University policy. Each faculty member will receive from the Head of Program or Dean a written statement evaluating his/her performance during the preceding year. The faculty member will be evaluated on teaching, scholarship, community service, and professional performance consistent with Faculty and University expectations.

Article IV. Faculty Adjudication Committee

1. The adjudication process provides for actions to address disputes through formal clarification and evaluation of the issues surrounding the complaint and information obtained during any investigations of the complaint for those disputes that have not been resolved through reasoned discussions and decisions of the involved parties.
2. A “complaint” is any action or decision that a faculty member feels has adversely affected his or her professional capacity as an SU employee that appears to have occurred or been decided unfairly, improperly, or in violation of University policy or has caused hostile or intolerable work conditions. The complaint will be considered a grievance when the Faculty Adjudication Committee agrees to accept the complaint as a grievance and begins committee activities related to the complaint. Misapplications of University policies, but not dissatisfaction with existing University policies, may be considered as grievances. Violations of academic freedom, negative evaluations not based on objective criteria, continuing intolerable conditions, and continuing behavior or conduct unbecoming a faculty member may be considered as grievances.
3. If the Faculty Adjudication Committee agrees to hear a grievance, it will hear the complaint of faculty members regarding decisions that are believed to be due to inappropriately applied policies and procedures or allegations of other unfair treatment. The Faculty Adjudication Committee will advise administrators on redress and alterations of decisions when it determines that prior judgments have been made unfairly or with such bad practice and negligence as to be improper and invalid. The Faculty Adjudication Committee should, to the extent possible, seek to bring about a settlement among the involved parties with or without a formal investigation of the situation.
4. If an amicable resolution is not possible, the Committee will hold hearings and investigate the matter according to processes established by the Committee. Within five (5) days of the conclusion of the Committee’s investigation into a matter, the Chair will provide, in writing, the findings of the Committee to the Vice Rector of Academic Affairs and the Chair of the University

Senate. The findings should be reported in accordance with University policy, including policies related to individual privacy.

5. Within five (5) days of receiving the Committee's recommendations, the Vice Rector of Academic Affairs will:
 - a. Accept the recommendations of the Committee and redress the grievance of the faculty member;
 - b. Accept portions of the recommendations of the Committee and reject others, providing a written explanation to the Chair of the Committee and the Faculty member; or
 - c. Return the recommendation to the Chair of the Committee with a request for clarification or more information.
6. If the recommendation is returned to the Chair for clarification, the Chair of the Committee will meet with the Committee and provide a written response to the Vice Rector of Academic Affairs providing clarification within ten (10) business days.
7. Upon receiving clarification, the Vice Rector of Academic Affairs has five (5) business days to address the complaint by accepting all or part of the recommendation or rejecting it in its entirety and providing a written response.
8. Membership of the Faculty Adjudication Committee. Three full-time faculty members will be elected each year by the University Senate to serve annual terms. A fourth person (among full-time faculty members) will be elected as an alternate. Heads of Study Program, Deans and higher administration personnel are ineligible to serve on the Committee. At the beginning of each academic year, will elect a Chair. The Committee will meet within the first month of the Academic Year to review operating guidelines and then on a regular basis to discuss pending complaints or accepted grievances.

Article V. Faculty Responsibilities

The responsibilities of the faculty as a whole are multiple and are not to be construed as limited to any specific list. The same is true of the responsibilities of individual faculty members. Nonetheless, the major responsibilities are traditionally divided into teaching, scholarship, community service and professional performance consistent with Faculty and University expectations and policies. Each faculty member is expected to meet academic responsibilities at an acceptable level in all areas over time.

1. Teaching

- a. Faculty are expected to teach courses in their Faculty in accordance with the needs, requirements and expectations of the Faculty and the general requirements concerning the conduct of classes specified in various University regulations
- b. Good teaching requires continual application and effort. Faculty who teach are expected to stay current in their field of study and maintain credentials as scholars so that they are part of the creative process by which knowledge is continually transferred and expanded.

- c. Faculty should be engaged in their discipline and should be able to convey to the students the value of the subject.
- d. Teaching duties include planning classroom and/or online activities as appropriate to the method of course delivery; preparing course syllabi; designing assignments and/or examinations; holding regular office hours or being available for consultation; supervising independent work undertaken by students; directing theses and capstone projects; evaluating students; assessing and documenting student learning; and developing and assessing curricula.
- e. Faculty are expected to treat students with professional courtesy and to respect their rights, including, but not limited to, those rights outlined in the Student Code.
- f. Teaching responsibilities include prompt and regular presence during scheduled class hours whether in a physical classroom or online, as appropriate to the mode of course delivery. In the case of online course delivery that does not involve regular meeting times, teaching responsibilities including meeting University expectations for other forms of student-teacher and student-student interaction. With the exception of illness or emergency, a faculty member must make satisfactory advance arrangements and obtain his/her Head of Program's or Dean's approval if he/she will be absent from class or unable to meet his/her online teaching responsibilities, or if he/she needs to change a class time or location. Such approval will be granted only if it is determined that these arrangements are made for sound academic reasons and do not cause undue hardship for any student and will be timely communicated to the students by the faculty member.

2. Scholarship

Faculty members should engage continuously in scholarship consistent with Faculty and University expectations consistent with their position and approved allocation of time and effort. Scholarship encompasses not only traditional academic research and publication but also the creation of artistic work or performances and any other intellectual properties accepted by the academic or professional discipline's standards for scholarly achievement. Scholarship should be subject to the critical scrutiny of peers and should expand the frontiers of knowledge and/or culture.

Faculty members have a responsibility to demonstrate ethical and responsible behavior in the design, conduct, and reporting of academic scholarship consistent with the standards of their disciplines. Faculty have a responsibility to act as positive examples of responsible scholarship for students and developing scholars.

3. Service

Service is expected of all faculty and covers activities in a number of different areas.

- a. Service to the Study Program or Faculty. It is essential that all members of academic units share in the work necessary for the effective functioning of the unit. Thus, each faculty members has the responsibility to participate regularly and fully in their respective unit.

- b. Service to the University. Faculty members are expected to serve on University committees in support of shared governance.
- c. Service to the community. The use of academic expertise and effort to help the community fulfills our obligations related to *tri dharma*.

4. Additional Faculty Responsibilities

In addition to the responsibilities listed above, faculty members will:

- a. Be aware of national/local laws and University policies and regulations and comply with them.
- b. Respect the confidential relationship between the University and its students by preserving the privacy of all records relating to students and protecting student information from improper disclosure.
- c. Use technology in a responsible manner in accordance with University guidelines and policies.
- d. Respect the rights and academic freedom of students, staff, and faculty members.
- e. Refrain from engaging in behavior in the discharge of duties that violates commonly accepted standards of professional ethics and University policy. Abusive or unprofessional treatment of students, faculty, or other members of the University falls within this category.
- f. Refrain from plagiarism, misrepresentation, and fraud in the performance of responsibilities.

Article VI. Sanctions

Sanctions constitute disciplinary action. Sanctions therefore do not include written or verbal feedback from an administrator concerning one's performance or behavior such as those resulting from annual or other University performance evaluations. Faculty who fail to fulfill the responsibilities specified in this Code may be subject to sanction. As stated in this Code, sanctions may not be imposed upon a faculty member without notice of the charges against him or her and the opportunity for a hearing before the Faculty Adjudication Committee. If the faculty member requests a hearing, the University will stay imposition of the sanction pending disposition of the request. Sanctions of censure, suspension, or dismissal will be applied only after the faculty members has the opportunity for a hearing before the Faculty Adjudication Committee.

1. Sanctions will be commensurate with the severity of the offense. Accordingly, determination of appropriate sanctions should take into account whether a faculty member intentionally and willfully failed to meet a responsibility or whether a faculty member made a good faith attempt to meet a responsibility. Repeated infractions of one's responsibilities are more serious than initial infractions of the same type.
2. One or more of the following sanctions may be imposed. Sanctions, listed below in order of severity, need not be applied serially, and a more serious sanction may be applied without a less serious one having been previously applied.

- a. Warning. Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- b. Restitution. Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or compensation.
- c. Recommendation for Censure. Recommendation to the President that a faculty member be formally reprimanded.
- d. Recommendation of Suspension. Recommendation to the President that a faculty member be excluded from teaching and other specified privileges or activities without pay for a definite period of time not to exceed one year.
- e. Recommendation of Dismissal. Recommendation to the President that a faculty member be dismissed from the University.

D. Related Policies and Procedures

Lecturers' Handbook