



# UPC FACULTY HANDBOOK





**DEAR FACULTY:**

Since its foundation, UPC has been striving to keep its promise of reaching and continually innovating academic excellence.

For more than two decades, we have been educating professionals who are upstanding and innovative leaders with the ability to transform their environment and with the motivation to be agents of change, so they can contribute to the country's development.

For this purpose, the entire faculty acts as mediators between learning and our students, as providers of life experiences, as builders of learning scenarios and also as education process guides.

In my view, the University has a huge responsibility that is assumed with conscience, pride and happiness, which certainly make us a great team.

The following handbook has been made so as to be a useful tool to get to know what it entails to be part of the UPC faculty as well as to facilitate the academic work and the administrative management.

WELCOME TO UPC  
**EDWARD ROEKAERT**  
RECTOR



**AT UPC** we are looking to reach academic excellence in all the University's activities, guided by our fundamental Mission, Vision and Values.

Our quality concept is centered in our students, their academic performance and their professional and personal success. To this end, there are a number of pillars that support this goal. One of the pillars of UPC education quality is our faculty, who is responsible for the guidance of the learning experiences and for the management of the academic settings in which our students learn and execute continuous improvement processes.

The University facilitates the faculty's development and academic work by establishing a framework of action structured by policies, rules, regulations, procedures, performance standards, etc. In this sense, the UPC Faculty Handbook is a document that gathers the most important information that will help the faculty get the results expected in all their activities at UPC.

I invite you to read and become familiar with this handbook, and also to keep working with the same dedication so as to reach our Mission.

**JOSÉ PEREYRA**

VICE-RECTOR FOR ACADEMIC AFFAIRS AND RESEARCH

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This handbook aims at providing you with the necessary information for the development of your academic and administrative activities, as well as at sharing the essence of our Values and at guiding you towards excellence through our history, processes and benefits of being part of the UPC family.

# CHAP 01

▶▶ UPC

CONTENT

## ▶▶ HISTORY

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Universidad Peruana de Ciencias Aplicadas (UPC) was founded in 1994 as an educational institution based on creativity and innovation that aims to train future professionals who will be leaders of change. Nowadays, UPC is the first global university in Peru, offering 52 undergraduate study programs within the **schools of Hospitality and Tourism Administration, Architecture, Modern Arts, Health Sciences, Human Sciences, Communication, Law, Design, Economics, Education, Business and Engineering**. Furthermore, UPC offers 25 current graduate study programs. UPC was founded under Law No. 26276, dated January 5, 1994. Since September 2004, UPC has been a member of Laureate International Universities (LIU), the world's most important private university network.



### UPC

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## ▶▶ LAUREATE INTERNATIONAL UNIVERSITIES

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As a member of Laureate International Universities, all UPC students and alumni have the chance to complete their education studying at any of the network universities in Europe, the Americas, Asia and Oceania. LIU is the world's largest private university network, with over 1,000,000 students globally. Students and faculty will be able to access countless possibilities for exchange and academic study programs at top foreign universities. Additionally, they will be able to learn from renowned

experts and world leaders who visit UPC periodically. Students will also have the great opportunity to share knowledge and experiences with students from other countries around the world.

UPC faculty has the possibility to enroll in training courses that are free of charge, provided by the Faculty Development network platform. In these courses, the University's faculty can interact with other network institution professors from around the world and exchange experiences. Access to Laureate courses for all UPC faculty is through our intranet: <http://intranet.upc.edu.pe/LoginIntranet/loginUPC.aspx>

## ▶▶ UPC MISSION AND VISION

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### ▶ MISSION

To educate upstanding and innovative leaders with a global vision, who will transform Peru.

### ▶ VISION

To be at the forefront in higher education for academic excellence and innovative capability.

# CHAP 02

## ▶▶ EDUCATIONAL MODEL

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UPC has established an Educational Model which summarizes its academic philosophy and guides the educational process based on the pedagogic principles expressed in the University's main functions: teaching and research. These principles are: competency-based learning, student-centered learning, independent and self-regulated learning, learning in diversity with a global vision and learning towards sustainability.

UPC recognizes that successfully finishing a university study program means not only to accumulate courses and credits, but also to be capable of displaying competencies aligned with social and labor expectations and needs. Our Educational Model establishes seven core competencies developed in all the University's academic programs. These competencies empower students to be able to transform their environment as upstanding and innovative leaders.

As members of the UPC faculty, we have the great task and responsibility of educating our students in the seven core competencies stated in the University's Educational Model, since they are the distinctive feature of our alumni: to lead, innovate and transform the environment. This means, to reach our Mission and Vision.

### **Core Competencies**

▶ **Written Communication:** The ability to create messages with relevant content and solid arguments that are clearly connected and appropriate for different purposes and audiences.

- ▶ **Oral Communication:** The ability to efficiently convey oral messages geared toward different audiences, using different tools that facilitate their understanding and purpose attainment.
- ▶ **Citizenship:** The ability to value human coexistence in plural societies, reflecting on the moral dimensions of their own actions and decisions, taking the responsibility for the consequences within a framework of respect for citizen rights and responsibilities.
- ▶ **Information Management:** The ability to identify, search for, select, assess, and ethically use the required information in order to solve a problem.
- ▶ **Critical Thinking:** The ability to explore problems, ideas or events thoroughly in order to draw strongly justified conclusions or opinions.
- ▶ **Quantitative Reasoning:** The ability to interpret, represent, communicate and use diverse quantitative information in real context situations. This implies calculating, reasoning, judging and making decisions based on this quantitative information.
- ▶ **Innovative Thinking:** The ability to detect needs and opportunities to generate projects or proposals that are innovative, viable and profitable. Students plan and make efficient decisions toward the project objective.

In addition to these core competencies, each academic program states the specific competencies that students develop through their program-specific courses. These competencies integrate the study programs' abilities, knowledge, attitudes and values that students must reach upon completion of their studies.

Therefore, UPC is involved in a process that goes beyond the transmission of knowledge. The University is committed to providing a comprehensive education through a teaching and learning process that allows students to reach their learning goals progressively, understood as a set of abilities, knowledge and values that will allow them to effectively face diverse real situations in their personal and professional life.

Guiding efforts to achieve the learning goals implies that the experiences are designed to offer students different ways to acquire and connect what they learn with their previous experiences and to recognize their value for their professional and personal development, by additionally

providing them opportunities to implement their knowledge in various strategies and methodologies. At UPC, evaluation has a competency-based approach and is oriented to provide students with proper and continuous feedback so as to make decisions that ensure their constant learning progress. This process requires that the faculty takes strategic decisions that facilitate knowledge on the current social needs so as to exercise leadership in diverse projects that generate sustainable changes. Also, the faculty must take into account the students' different learning styles during the design and implementation of each part of the process, as well as with regards to the strategies that enable students to reflect on their own learning, deciding when and how to learn.

The use of technologies in physical and virtual classrooms complete, facilitate and simplify the teaching and learning process, responding to the students' diversity. They also promote learning autonomy, broaden access to higher education and respond to advances in this knowledge society. You can access the full document of the UPC Educational Model on the following website:

<http://sica.upc.edu.pe/sites/sica.upc.edu.pe/files/EYA-M-01%20MANUAL%20DEL%20MODELO%20EDUCATIVO%20ver01.pdf>

## ►► ACADEMIC FREEDOM

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It is the freedom to research, teach, learn, express and discuss ideas, or publish, without restrictions or fear of censorship or reprisal due to religious, political, ideological, economic or any other reasons. This freedom implies rights and responsibilities, among which respect is of great significance. Similarly, academic freedom is not limited by any sort of external pressure.

Freedom is understood in two ways: as discretion and as autonomy. Discretion (in the sense of a choice) is the actual capacity to choose between two or more options. On the other hand, autonomy is the capacity to develop potentialities inherent to the individual, based on the reality of their self and their environment, so that they can be what they are through their personal professional quest. According to this

perspective, academic freedom is understood not only as the ability to choose among several possible academic options (discretion), but also as the ability to search for knowledge (autonomy).

UPC is committed to and has stated a policy on Academic Freedom, which is available on our website: <http://sica.upc.edu.pe/publico/politicas-upc>

## ▶▶ DIVERSITY AND NON-DISCRIMINATION POLICY

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UPC is committed to creating an environment free from discrimination or any type of harassment due to race, gender, sexual orientation, religion, age, disability or marital status. The diversity of thinking, gender, sexual orientation, race, marital status, nationality or religion is perceived as a pillar of the University's fundamental activities. Students selection, faculty and administrative staff recruitment, as well as their acknowledgment and any other benefit or obligation established, must not be biased on any of the above characteristics.

UPC reinforces its commitment to obeying the Peruvian Constitution and legal regulations, the Laureate and UPC Code of Conduct and Ethics and all its internal regulations. Discrimination, harassment and any other inappropriate behavior will not be tolerated and will be subject to investigation, following the institution's procedures and regulations. The Diversity and Non-Discriminatory Policy is available on the following website: <http://sica.upc.edu.pe/publico/politicas-upc>

## ▶▶ EDUCATIONAL QUALITY DEPARTMENT (EQD)

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The Educational Quality Department is responsible for the quality of education at UPC. It is composed of three areas:

- The Curricular and Assessment Development Area, which ensures the quality and effectiveness of the design of the curricular plans and the students' learning experiences.
- The Psychopedagogic Counseling Area, which seeks to provide students with a socio-emotional support in order to ensure their well-being.

- The Faculty Development and Management Area, which manages processes such as evaluation, training, monitoring and faculty acknowledgment.

## ►► QUALITY ASSURANCE DEPARTMENT (QAD)

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This Department seeks to guarantee the compliance of the University's academic quality. Therefore, it is composed of:

- The Standards and Self-Assessment Area, which assesses and co-leads the study program accreditation processes and works along with the Department and VRAI in the institutional accreditation process.
- The Program Review Area, which leads the self-assessment process of each academic program and of academic support.
- The Design and Implementation of Processes Area, which manages the Integrated Academic Quality System (SICA, in Spanish), under the model of the ISO 9001:2015 standard.
- The Institutional Research and Effectiveness Area, which generates institutional information and research, providing tools to the University's senior officers for decision making. This area includes the evaluation office which is in charge of the 360° degree evaluation and the academic surveys.

## ►► DIGITAL AND ONLINE LEARNING DEPARTMENT (DOLD)

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The Digital and Online Learning Department is responsible for the design and implementation of innovative experiences that facilitate the learning process, using the Information and Communications Technology. This Department was created in 2015 so as to strengthen the Digital University strategic pillar, through the design of courses under the blended modality that make the most of online education through the provision of self-learning contents and tools. This will enable the faculty to offer an enriching experience during the physical sessions.

This Department manages the Virtual Classroom and supports faculty in the creation of multimedia content that helps and supports the learning

process. Additionally, it is responsible for ExpertICE (<http://tice.upc.edu.pe/>), a space that allows faculty to share their experiences on the use of technologies in the classroom; and also organizes the Annual Online Faculty Meeting to recognize the faculty's commitment and innovation on this field.

## ►► KNOWLEDGE MANAGEMENT DEPARTMENT

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The Information Center provides services to the students and faculty. Every site has its own Information Center where students will be provided with the following services:

- Access to the library's book collection and online catalog (<http://aleph.upc.edu.pe/F>)
- Access to an exclusive room for faculty with meeting rooms, computers, and a printer
- Access to research support digital collections (<http://recursosinvestigacion.upc.edu.pe/>)
- Faculty iPad Loan Service

The Information Center services are managed by the Academic Department of each site. You can contact each site's team on the following website (<http://ci.upc.edu.pe/0/centro-informacion.aspx/acerca-de-nosotros/staff>).

Additionally, each study program has a specialized librarian who will help you with the search and selection of bibliography and supplementary material for your classes. The list of librarians is available on the following link: [http://info.upc.edu.pe/hemeroteca/Directorio\\_Bibliotecarios\\_por\\_Carrera.pdf](http://info.upc.edu.pe/hemeroteca/Directorio_Bibliotecarios_por_Carrera.pdf)

UPC Publishing House is in charge of editing and publishing academic texts. The catalog is available on the following link <https://tienda.upc.edu.pe/231-editorial-upc#>.

As a member of UPC faculty, you have special discounts at Libun Bookstore. If you wish to publish with us, please contact the UPC

Publishing House Office, located on the second floor of the Information Center at Monterrico site.

The UPC Institutional Repository gathers all academic work developed by students and faculty. It is an essential tool for the diffusion of knowledge produced by the University as it is the sixth largest repository in Peru and is among Latin America's top 100. Please check the following video tutorial for further information on how to post on the repository <https://www.youtube.com/watch?v=beYVoqHvf5Q> or contact [repositorioacademico@upc.edu.pe](mailto:repositorioacademico@upc.edu.pe)

## ►► INTEGRATED ACADEMIC QUALITY SYSTEM (SICA)

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UPC has established a Quality System that seeks to regulate, supervise and assess the academic quality in all UPC programs, and to implement continuous improvement actions. This is known as the Integrated Academic Quality System (SICA).

Therefore, SICA is the organizational area that arranges, assesses and shows the results, promoting the continuous application of better management practices and indicators. This intangible value is the result of the entire institution's commitment to academic excellence, following the University's own Educational Model guidelines, which have gradually become a distinctive feature of UPC.

# CHAP 03

## ▶▶ ADMINISTRATIVE INFORMATION

## CONTENT

**FACULTY IS** a very important and valuable part of the team within the University's Educational Model. Following the benefits they receive for being part of the University, faculty also has the following specific teaching responsibilities: to stay up to date on their subjects and courses, to teach as planned or authorized according to their assigned level and with the appropriate regulations. In order for the faculty to comply with their work, a series of activities that complement teaching and research and also contribute to the University have been included. The service can be done in any role assigned by the Study Program Director or Dean.

UPC has established the internal complaint procedures, which are a mechanism for procedure investigation and for getting a quick, fair and equitable solution to the complaints. Faculty has different phases and channels to make a complaint. First of all, they will have to notify their Coordinator or Study Program Director. If necessary, faculty can make their complaint or inquiry to the School's Dean. Also, faculty can opt for the formal channel to present a formal complaint to the Educational Quality Department, which may take it to a committee

### ▶▶ FACULTY PROFILE

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UPC faculty members are professional leaders in their specialties with academic accreditation and tested competencies, as well as with a successful professional career that ensures their knowledge transfer to our students and, therefore, are committed to continuous improvement and to the University's Values, Mission and Vision.

## ►► LAUREATE CODE OF CONDUCT AND ETHICS

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As a member of Laureate network, one of the distinctive features of UPC is the recognition of our integrity and ethical principles that, along with our academic excellence, have positioned us as a reliable institution in our country for both other institutions and society. For more information on the ethical principles of UPC's behavior, you can access Laureate Code of Conduct and Ethics through this link: <http://www.laureate.net/Legal/CodeofEthics.aspx>

## ►► FACULTY DISCIPLINARY REGULATIONS

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UPC has established a regulation on the faculty's discipline. This document specifies the absences, sanctions as well as the sanction procedures.

## ►► FACULTY REGIME REGULATIONS

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UPC faculty is subject to the regulations of the private activity labor regime. The faculty contracts are also governed under the principles of contractual freedom.

## ►► 360° DEGREE EVALUATION

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This evaluation measures the faculty's performance. It is also part of the Integrated Academic Quality System (SICA) and is aligned with the University's quality objectives. The 360° degree evaluation offers the faculty a comprehensive perspective of their annual performance. It also allows academic authorities to take into account this relevant information source for the selection of the study program or area's best professor, as well as for promotions or renewals and, if necessary, to establish corrective actions.

The evaluation structure is divided in five dimensions corresponding to each evaluator: the students, the study program directors, the Educational Quality Department, the Registrar's Office and the professor himself.

For more information on the regulations above, please access the following link: <http://sica.upc.edu.pe/publico/reglamentos-upc>

## ►► BENEFITS

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### **Essalud**

UPC faculty is treated at ESSALUD after their third month of contribution. For more information on this benefit, please contact the Social Well-Being Office through the extension 2391.

### **Medical Leave**

Faculty is entitled to be paid while taking a medical leave. In order to activate this benefit, an original physical document (Medical Certificate) must be delivered personally or by a third person within 48 hours, starting on the day in which the medical leave begins. For any doubt or inquiry on this benefit, please contact the Social Well-Being Office through the extension 2391.

### **Sick Leave**

This leave is for diseases where medical leave is larger than 20 days. In order to have access to this benefit, an original physical document (Medical Certificate) must be delivered personally or by a third person within 48 hours, starting on the day in which the leave begins. If issued by a private doctor, the certificate must be replaced by the Certificate of Working Temporary Disability (CITT, in Spanish) issued by Essalud. During this period, faculty must not perform any paid work in another institution. For more information, please contact the Social Well-Being Office through the extension 2391.

### **Maternity Leave**

In order to access this benefit, faculty must carry out the same Sickness Leave procedure. During this period, faculty must not perform any paid work in another institution. For more information, please contact the Social Well-Being Office through the extension 2391.

### **Breastfeeding**

Faculty is entitled to get the breastfeeding bonus (Essalud) upon each child's birth. For more information on this benefit, please contact the Social Well-Being Office through the extension 2391.

### **Burial Benefit**

Faculty receives a benefit payment (covered by Essalud) for funeral and burial expenses (holder). For more details on how to access this benefit, please contact the Social Well-Being Office through the extension 2391.

### **Vida Ley Insurance**

After 4 years of work at UPC, the Vida Ley Insurance will be activated. Please contact the Social Well-Being Office through the extension 2383.

### **UPC Faculty Clinical Discounts**

- In Dentistry: 20% discount in all treatments. Also for direct family members.
- In Physical Therapy: After 4 sessions, the fifth is free. The cost of the physiotherapeutic evaluation is S/.20.00 and the cost of the treatment varies according to the pathology.
- You can contact the Faculty's Clinic by calling 631-0600 extension 7616 or by writing an e-mail to [clinaupc@upc.edu.pe](mailto:clinaupc@upc.edu.pe)

### **Gym Access**

UPC faculty has access to the gym at the Villa and Monterrico sites, for up to 3 hours per week and 1 hour per day. Registrations must be done at each gym's reception desk or by phone, at the following extensions: Monterrico site 2836 / Villa site 2631.

### **Pool Access**

UPC faculty has access to the swimming pool at the Villa site for up to 3 hours per week and 1 hour per day. Registrations must be done at the pool's reception desk or by phone. Also, faculty must use a swim cap, goggles and a towel every time they use the pool. Please contact the pool's reception desk through the extension 2631.

### **Information Centers at the Monterrico, San Isidro, Villa and San Miguel sites**

The country's most modern university library offers the following services:

- Access to a collection of more than 86,000 book titles on open shelves. Loans are available at all sites.
- Access to magazines, digital books and databases with complete articles from academic journals
- Book loans for up to 30 days
- Access to the collections of Universidad San Ignacio de Loyola, Universidad Privada del Norte, Universidad del Pacífico, Universidad de Lima, Instituto de Estudios Peruanos, Universidad ESAN and other institutions, through library loan agreements
- Specialized counseling on information and bibliography research
- Global visibility of the academic production through the UPC Institutional Repository
- Training workshops on the use of digital resources and other teaching and learning process tools
- Training in the use of other technologies, such as:
  - UPC's Virtual Classroom
  - Access and use of the UPC Institutional Repository
  - Special workshops on information abilities for students
  - Virtual workshop on copyright use and book publications

### **Digital Education Resources Room (RED Room, in Spanish)**

All Information Centers at each site have a Digital Education Resources Room (RED), exclusively for the University's faculty. This space has been equipped with computers, a printer, a scanner and a teamwork room. Faculty is also provided with guidance on the research and consultation

of face to face and virtual contents, as well as with counseling on the creation of class materials and other digital education resources.

This includes the following benefits:

- Comfortable and modern work space
- Free Internet access
- Number of printed pages per professor: 100 free pages per month

Please contact the Information Centers:

- Monterrico site: extension 2444
- San Isidro site: extension 2490
- Villa site: extension 2431
- San Miguel site: extensions 2471 and 2472

### **Libun Bookstore at all sites**

For more information on credit for book purchase, please contact the Knowledge Management Department through the extension 2400.

### **Faculty Lounge**

It offers a working, reading and resting environment for all UPC faculty.

Please contact the Faculty Lounges:

- Monterrico site: extension 1440
- San Isidro site: extension 2755
- Villa site: extension 1445
- San Miguel site: extension 7469

### **Graduate Scholarships and EPE Study Programs**

Scholarship percentages on extension courses, graduate courses and EPE study programs, according to their time of service at UPC:

**10%**

► 1 YEAR

OF SERVICE

**20%**

► 2 YEARS

OF SERVICE

**30%**

► 3 YEARS

OF SERVICE

**40%**

► 4 YEARS

OF SERVICE

Please contact the Human Resources Development and Training Area through the extension 2389.

### **Discounts at Alliance Française Institute**

Available discounts at any of the Alliance Française teaching programs by showing their ID badge.

### **Discounts at Universidad Europea de Madrid**

Graduate academic costs at UEM for UPC students: Laureate special discount of 25% over the teaching cost for all programs, with a price that is equal or higher to €8000 + €1000 of place reservation. Restrictions on the programs are applied. For more information, please contact the International Office through the extension 7186.

### **English course discount abroad**

Intensive English course at Nazareth College in New York for 5 weeks in July. International Office – extension: 7185

### **Publications at UPC Publishing House**

Faculty has the opportunity to publish academic works or research papers. To this end, they must complete the publishing application. Once approved and selected, the Royalty payment amounts to 10% of the sales inside and outside of UPC. UPC Publishing House - extension 2450

## **ECONOMIC BENEFITS**

### **► Profit sharing**

Faculty has the right to a percentage of all profits UPC generates throughout the year. Extensions 2375 and 2371

### **► Cafeteria credit**

Credit for consumption at the cafeterias inside UPC.  
Extension 2371

## **FAMILY BENEFITS**

- Undergraduate reclassification (children) and preferential tuition at EPE (spouse) for part time faculty
- Children reclassification to a lower scale from the one assigned by their school of origin (undergraduate)

- Lower tuition for spouses (EPE)
- Scholarships, Credits and Collection Services Office - extension 2871

### **Discounts at UPC Graduate Study Programs**

20% discount in all graduate study programs for part time faculty children and spouses. Development and Training Office – extension 2389

## ►► SERVICES

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### **Disabled Students Access:**

UPC complies with the current regulations on assisting disabled people and provides constant support for their transportation needs. To this end, it provides clear ways, ramps, elevators, wheelchairs and qualified staff, as well as a mechanic device to adapt the wheelchair to climb up the stairs. For more information on access ways for each site, please access the following link: <http://www.upc.edu.pe/acerca-de-upc/sostenibilidad/acceso-para-discapacitados>

### **Transportation Services:**

UPC offers students, faculty and administrative staff an alternative bus service for rides to/from sites, for academic, extracurricular, or administrative purposes. The bus goes from Villa site to Monterrico site, to San Isidro site and San Miguel site, and vice versa. Also, approach routes towards Monterrico site can be used.

### ► **Conditions of Use:**

#### Purchase of Bus or Flat-Rate Card

You can buy it in the following places:

- Monterrico, San Isidro and Villa sites: at the cash offices
- San Miguel site: at the cafeteria

You can buy different types of Bus Cards: Simple (from 5 to 10 trips), Platinum (unlimited trips during the academic term) or Gold (unlimited trips for a month).

**► The use of the Student ID card is mandatory.**

- You must always present your Bus or Flat-Rate Card along with your Student ID card or ID badge.
- If you do not have any of these documents, you will not be able to use this service.
- You must be aware that if buses or minibuses are full, they will not be able to stop at authorized pick-up points.

**► Routes**

## a) Direct Routes

Route 1: Monterrico site-Villa site

Route 2: San Isidro site-Villa site

Route 3: San Miguel site-Villa site

## b) Approach Routes

Route 4: Óvalo Higuiereta-Monterrico site

Route 5: Óvalo Santa Anita-Monterrico site

**► Capacity**

UPC has buses (51 passengers) and minibuses (27 passengers). All passengers must be seated. Schedules may be subject to vehicular traffic. For further information on schedules, please click on the following link: <http://www.upc.edu.pe/servicios/contacto-upc/servicio-de-buses/servicio-alternativo-de-buses-upc>

**► Locations**

UPC wishes to ensure a similar experience to all its community members at all sites. Therefore, the Educational Quality Department, Information Center and LIBUM services are available at the following buildings of each site

**Educational Quality**

- Monterrico site: Building L, 2nd floor
- San Isidro site: Building A, 4th floor
- Villa site: Building B, 1st floor
- San Miguel site: Building C, 2nd floor

**Information Centers**

- Monterrico site: Building I
- San Isidro site: 1st floor (plaza), 2nd floor (computer lab) and 3rd floor
- Villa site: Currently at Building D and, in approximately a month, there will be another Information Center at Building I.

**UPC Center Information - LIBUN**

- Monterrico site: Building I, 1st floor
- San Isidro site: Building B, 1st floor (inside the Information Center's plaza)
- Villa site: Building D, 1st floor

# CHAP 04

## ▶▶ FACULTY DEVELOPMENT

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The Development and Faculty Management Area of the Educational Quality Department seeks to line up the faculty performance with the University's Educational Model. To this end, the following processes are carried out:

### **Institutional Faculty Induction Workshop:**

The Faculty Induction process aims at providing the necessary information so that new faculty members can start working at UPC, both on the administrative and academic settings. This workshop consists of one face-to-face and one virtual session.

### **Internal training:**

The purpose of this process is to develop the faculty profile through competencies that allow the compliance of our Mission and Vision: to educate upstanding and innovative leaders with a global vision, who will transform Peru and to be at the forefront in higher education for our academic excellence and innovative capability.

### **At UPC, we have defined a faculty competency profile:**

"Faculty at UPC manage class dynamics to optimize the student's learning outcomes, value the student's diversity and learning styles and ensure his or her comprehensive development. To do this, they make strategic decisions to improve the learning experience by managing times, resources and course contents. They facilitate and assess the

competency-achievement oriented learning processes and seek to incorporate strategies and tools efficiently in their classes through a continuous review and improvement process of their practice."

The University's faculty profile is developed in four (4) competencies:

- Teaching Area Competency
- Innovation Area Competency
- Personal Area Competency
- Management Area Competency

Internal training is part of the Faculty Development Evaluation (360° Degree Evaluation) and it includes their participation in workshops of different modalities offered by UPC's Faculty Development curricular plan, which consists of courses of both UPC and Laureate's Faculty Education Center. These workshops are aligned with the UPC faculty competency profile. Additionally, they develop improvements on some topics, including suggested specialty areas, based on the role of each professor.

Internal and external trainings related to each professor's specialty (professional training) are considered in the Faculty Development Evaluation (360° Degree Evaluation) by the Study Program or Area Director. Coordination meetings, counseling and creation of materials, as well as workshops, courses, congresses, etc. in which faculty members are speakers, are not part of the internal training.

As for graduate studies, validation will be evaluated by the Educational Quality Department and will be taken into account as long as its content has a direct relation with the pedagogical topics adjusted to UPC's Educational Model.

At the beginning of each year, criteria for the accomplishment of these guidelines will be established and will be taken into account for the following year's 360° Degree Evaluation. The accomplishment of the internal training will be estimated once a year, at the end of the second academic term. For the purpose of the Faculty Development Evaluation (360° Degree Evaluation), the internal training is only valid during the current year.

**Teaching Counseling:**

The purpose of this process is to provide tools and support to the UPC faculty members who evidence this need of support in the methodological area through the academic surveys results. A teaching counselor will be assigned so as to recommend a series of strategies that will enrich the faculty's practice in class.

**Teaching Hours Regulation for UPC Staff:**

The purpose of the following procedure is to order and guide the academic and administrative staff on the obligations and payment of the teaching hours, both during and outside their workday, at UPC's different academic units, complying with the current legal provisions on the subject. This procedure is administered by the Organizational Compensation and Effectiveness Department and it is applied to all academic and administrative staff who teach at UPC's different academic units.

**►► RESEARCH PROGRAM**

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UPC promotes the development of a constant research culture in which faculty and students participate actively, articulating scientific research with solution proposals to real problems. There is an institutional commitment to promote scientific research, according to the highest national and international standards, in all the University programs, addressing the most important needs of the environment (UPC, 2014).

The Digital Journal of University Teaching Research (RIDU, in Spanish), edited by the Research Area of the Quality Assurance Department, seeks to boost an enriching academic space that promotes research and discussion surrounding university teaching and higher education. As a result, RIDU proposes to build a virtual community around a journal so as to establish connections between authors, editors and readers. The journal is indexed in LATINDEX, Dialnet, REDIB and DOAJ.

RIDU focuses on the following research areas:

- Applied research of university faculty and students
- Presentation and study of the university pedagogic models

- Methodological and teaching experiences in university teaching
- Pedagogic innovations
- Use of Information and Communications Technology (ICTs) in Higher Education
- Evaluation and measurement of the university educational quality

RIDU is a digital journal of annual publication. You can access to it through the Open Access, available at <http://revistas.upc.edu.pe/index.php/docencia/about> Hence, we encourage all researchers, faculty and people related to the university field to share their experiences.

The regulations for authors are also available at the following website: <http://revistas.upc.edu.pe/index.php/docencia/about/submissions#authorGuidelines>

## ►► FORMANDO JUNTOS PROGRAM

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Thanks to our faculty and collaborators, UPC is an innovative institution based on principles that teach, research and promote knowledge, culture and development.

The Formando Juntos program recognizes those professors who have become role models to our faculty community due to their constant effort at learning and developing professionally. To recognize them, we have established two categories: GOLD TALENT and SILVER TALENT.

### **Benefits:**

#### ► Gold Talent

- Affiliations
- National and international congresses (WOBI)
- Opportunity to train other professors
- Public recognition
- Research opportunity
- Annual Talent Congress
- Preferential parking

#### ► Silver Talent

- Annual Talent Congress