

HR Office

Orientation guide for new faculty

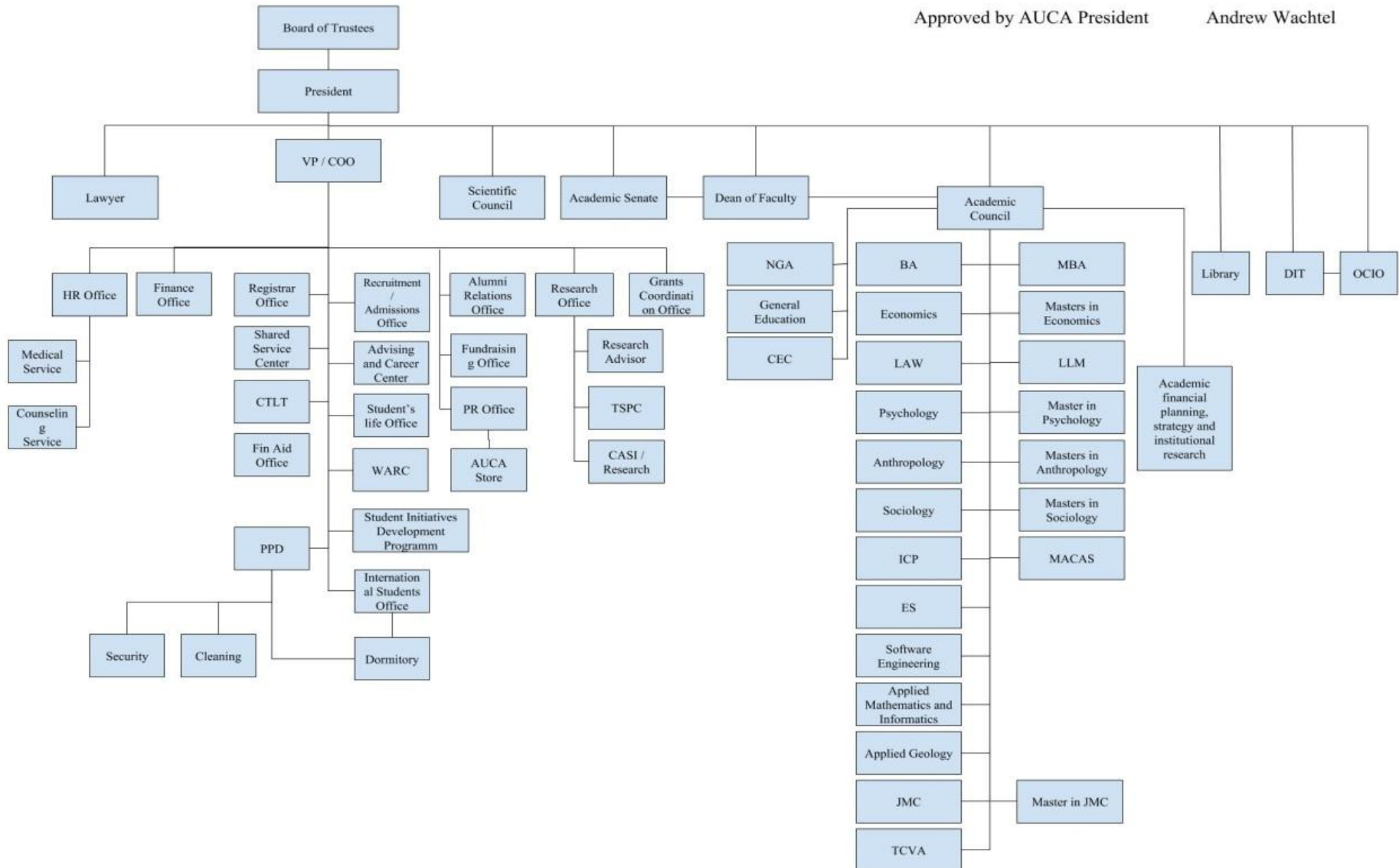
AUCA facts

- * Founded in 1993
- * The only US accredited university in Kyrgyzstan, Bishkek (through partnership with Bard College)
- * Organization Chart

Organization Chart

Approved by AUCA President

Andrew Wachtel



Academic Divisions

- * **Division of Social Sciences**

- Anthropology/MA in Anthropology
- Psychology/MA in Applied Psychology
- Sociology/MA in Sociology
- Journalism and Mass Communications/ MA in JMC
- Television, Cinematography and Visual Arts

- * **Division of Law**

- International and Business Law/Master of Laws

- * **Division of Politics and International/Area Studies**

- European Studies/American Studies
- International and Comparative Politics
- MA in Central Asian Studies

- * **Division of General Education**

- Liberal Arts and Sciences
- General Education Program

- * **School of Entrepreneurship and Business Administration**

- Business Administration / Masters of Business Administration

- * **Division of Economics and Environmental Studies**

- Economics/MSc in Economics
- Environmental Management & Sustainable Development
- Applied Geology

- * **Science Division**

- Applied Mathematics and Informatics
- Computer Science

AUCA students

- * AUCA students - 1300
- * Up to 350 are international students, coming from USA, France, Latvia, Germany, Netherlands, Norway, Japan, South Korea, Russia, China, India, Iran, Pakistan, Canada and Central Asian countries.

AUCA faculty

- * AUCA faculty members – **256**
- * International faculty:
 - 40** in 2015-2016
 - 46** in 2016-2017
 - 55** in 2017-2018
- * USA, Canada, France, Great Britain, Germany, Moldova, Latvia, Poland, Bulgaria, Turkey, Mexico, Venezuela, Croatia, Spain, Singapore, India, CIS countries and other countries.

HR Services

- * Organization and ensuring of hiring process of AUCA (recruitment, job offers)
- * Issue of Contracts
- * Issue of Decrees
- * Organization of necessary trainings for faculty and staff
- * Organization of annual staff and faculty evaluation (KPI)
- * Full information related to holidays and events
- * All kind of support for employees
- * Coordination of business processes of AUCA
- * Payroll
- * Control of maintenance of:
 - Kyrgyz Legislation
 - AUCA internal policies and regulations such as:

AUCA Policies

- * Employee Handbook
- * Guidebook for International Faculty and Staff
- * Anti-Harassment Policy & Complaint Procedure, and others
- * which are available on the AUCA web-site.

Key Points

- * **Contracts**

Only after getting work permit you will be able to sign an annual contract in accordance with the legislation of the Kyrgyz Republic.

- * **Salary**

Only after getting work permit you will be able to get your salary and other payments.

- * **Medical Checkup**

Upon arrival at AUCA it is obligatory to pass a medical checkup! It includes: *blood test for syphilis, fluorography and dermatologist checkup.*

Office manager of your department will assist you on it.
Medical books will be provided.

Medical Office

Medical Office provides:

- * The first aid
- * Medical counseling and checkup
- * Recommendations and information about hospitals, labs, and medical specialists in Bishkek
- * Physiotherapy

Staff members:

Amandykova Elmira Lenarovna, Therapist

Toksanalieva Sharipa Sheyshenovna, Physiotherapist

Masaeva Gultuz Masaevna, Nurse

Location: room T-13

Your requests should be addressed to:

- * **HR Office:** in terms of Contracts, Salary, Air ticket/Visa Reimbursement , Housing allowance (only for International Employees)
- * **SSC:** in terms of Work permit, Visa/Registration, Workplace certificates, Housing, RFID
- * **Office manager:** in terms of Check List, List of documents, Applications, Medical Checkup, Filling AUCA forms

If you have any other questions not indicated in the list above please contact **the HR Office.**

HR staff

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Thank you for attention!

HR team