



Akamai University

Faculty Compensation System 2015

Course Instructors

Distance Learning Instructor Honorarium All degree levels \$50 per credit

This honorarium is intended to compensate the instructor for directing and evaluating the learning activities of the student at all levels of study. Compensation is payable upon receipt of the course grade report, updated syllabus, and related documents. Note: There is no special compensation assigned for the doctoral tutorials, but the Chair honorarium is provided to cover this element of the doctoral programs.

Instructor Expense Reimbursement Maximum to \$20 per credit

Instructors may submit copies of receipts reflecting out-of-pocket expenditures up to \$20 per credit provided the request is related to conduct of an Akamai course for which a student is enrolled under the instruction of the faculty member. Reimbursement is payable following receipt of documents, review of appropriateness and completion, and approval of the faculty submission for reimbursement.

Course Syllabus Development Honorarium All degree levels \$50 per course

Course instructors who create an approved course syllabus are compensated on a one time basis at the time the first student enrolls and pays tuition. Compensation is payable upon receipt and approval of the course syllabus in electronic format.

Undergraduate Faculty Advisor

Undergraduate Primary Faculty Advisor Honorarium \$500 per student

Each Associate's and Bachelor's student is assigned a single faculty advisor to provide program oversight, direction, and advisement during the degree program. The primary faculty advisor is called upon to guide the student in the design of the study plan, to approve transfer credit within the program, to conduct the final examination, and guide issues related to the senior project, field studies, and outside training. The primary faculty advisor provides the final approval relative to degree completion.

First Installment	\$200 payable upon student Registration
Second Installment	\$150 payable upon completion of Final Examination
Final Installment	\$150 payable upon Program Completion

Primary Faculty Advisor Expense Reimbursement \$35 maximum per student

The primary faculty advisor may submit copies of receipts reflecting out-of-pocket expenditures up to \$35 maximum per student related to conduct of an Akamai undergraduate program for which a student has been assigned. Submission for reimbursement should be made at the conclusion of the student's program, payable following receipt of documents and approval of reimbursement.

Master's Thesis Committee

Master's Committee Chair

\$1000 maximum per student

The duties and responsibilities of the Thesis Committee Chair for Master's degree programs include oversight and coordination of the student's study plan, coordination of the written and oral components of the student's comprehensive examination, research proposal process, research project and manuscript preparation, physical and oral review of the research manuscript. Provide final approval for the student's dissertation and degree completion and gather appropriate archival records for the University. The Committee Chair is compensated a total of \$800 for each Master's student served. The honorarium is payable in four installments across the various phases of the student's program, as follows:

First Installment	\$250 payable upon student Registration
Second Installment	\$250 payable upon completion of Comprehensive Exam
Third Installment	\$250 payable upon approval of Research Proposal
Final Installment	\$250 payable upon Program Completion

Committee Chair Expense Reimbursement

The Committee Chair may submit a request for reimbursement reflecting out-of-pocket expenditures up to **\$50 maximum per student**. Submission for reimbursement should be made at the conclusion of the student's program.

Secondary Committee Member

\$375 maximum per student

The duties and responsibilities of the Secondary Member of the student's Committee include supporting the Committee Chair in the conduct of the student's comprehensive examination, research proposal process, research project and manuscript preparation, physical and oral review of the research manuscript. The secondary Committee member is called upon to provide guidance as needed during the conduct of the student's research project. The Secondary Committee Member is compensated a total of \$375 for each Master's student served. The honorarium is payable in three installments across the finishing phases of the student's program, as follows:

First Installment	\$125 payable upon completion of Final Examination
Second Installment	\$125 payable upon Approval of Research Proposal
Final Installment	\$125 payable upon Program Completion

Secondary Committee Member Expense Reimbursement

Committee Members may submit copies of receipts reflecting out-of-pocket expenditures up to **\$25 maximum per student** related to conduct of Akamai programs.

Doctoral Dissertation Committee

Committee Chair

The duties and responsibilities of the Primary Advisor include:

- Directing the preparation and approval of the student's study plan
- Providing instruction covering the student's doctoral tutorials and research project
- Providing leadership by integrating needed research preparation coursework within the Study Plan, distributing the coursework to the primary and Secondary Advisor, as most appropriate
- Providing leadership for the written and oral components of the student's comprehensive final examination
- Providing oversight, direction, and mentorship during the conduct of the student's research project and manuscript preparation
- Providing leadership for the physical and oral reviews of the research manuscript
- Providing final approval for the students/dissertation and overall degree program and overseeing building the appropriate archival records for the University.

Doctoral Level Honorarium

The Primary Advisor is compensated a total of \$1500 for each Doctoral student served. The honorarium is payable in four installments across the various phases of the student's program, as follows:

First Installment	\$375 payable upon student Registration (covers tutorials)
Second Installment	\$375 payable upon completion of Final Examination
Third Installment	\$375 payable upon Approval of Research Proposal
Final Installment	\$375 payable upon Program Completion

Secondary Advisor

Primary duties and responsibilities of the Secondary Advisor include:

- Participating in the written and oral components of the student's comprehensive examination under leadership of the primary advisor and Program Director
- Providing direction and approval concerning the research proposal
- Providing guidance as needed during the conduct of the student's research project
- Participating in the physical and oral reviews of the research manuscript and providing a final recommendation on the dissertation.

Graduate Level Honorarium

The Secondary Advisor is compensated a total of \$375 for each Master's or Doctoral student served. The honorarium is payable in three installments across the finishing phases of the student's program, as follows:

First Installment	\$125 payable upon completion of Final Examination
Second Installment	\$125 payable upon Approval of Research Proposal
Final Installment	\$125 payable upon Program Completion

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Tertiary Committee Advisor

Primary duties and responsibilities of the Third Doctoral Committee Member include:

- Providing direction and approval concerning the doctoral dissertation proposal, especially the methodology section
- Providing consultation as needed during the conduct of the student's research project
- Participating in the physical and oral reviews of the research manuscript and providing a final recommendation on the dissertation.

The Tertiary Advisor is compensated a total of \$250 for each doctoral student served. The honorarium is payable in two installments during the research phase of the doctoral program, as follows:

Doctoral Level Honorarium

First Installment	\$125	payable upon Approval of Research Proposal
Final Installment	\$125	payable upon Program Completion

Graduate Committee Expense Reimbursement

Committee Members may submit copies of receipts reflecting out-of-pocket expenditures up to **\$50 maximum per student** related to conduct of Akamai programs.

Senior Faculty Administrators

Chief Academic Officer (Vice President)

The duties and responsibilities of the Chief Academic Officer include:

- Assist the President with tasks of general oversight of the University
- Assist the President in the implementation of academic and research programs which support the University's mission
- Assist the President in matters of faculty and staff administration.
- Provide guidance for the Program Directors concerning quality of curriculum and instruction
- Lead the University regarding matters of accreditation and recognition
- Oversee effective operation of the University's Recruitment Plan
- Encourage improvement of University programs, standards and guidelines
- Represent the University with the public, as needed
- Guide Program Directors in working effectively with primary advisors concerning student study plans, comprehensive final examinations, research proposals, and physical and oral reviews of the research manuscript
- Oversee the quality assurance measures related to the final approval for the student's degree program
- Assure the gathering of needed archival records for the University.

The Vice President is compensated a total of \$100 for each new student served (full time standard degree students). The honorarium is payable in a single installment following the student's formal registration.

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Single Installment \$100 payable upon new student Registration

Vice President Expense Reimbursement

The Vice President may submit copies of receipts reflecting out-of-pocket expenditures up to \$20 maximum per student related to conduct of Akamai programs.

Program Directors

The duties and responsibilities of the Program Director include:

- Providing approval concerning the assignment of approved faculty within the Program's operations, including course instruction, and leadership of graduate student committees
- Providing approval of degree programs, degree requirements and research standards within the Program
- Providing direction to faculty as needed during the conduct of the student's program
- Participate in quality assurance measures related to academic quality of the institution
- Oversight and quality management of the Program's program and curriculum
- Responding to inquirers and applicants and referring as appropriate
- Building and operating a Recruitment Plan for new students
- Development and improvement of programs of the Program
- Representing the University with regard to the Program
- Generally managing the Program faculty and programs, as the situations require
- Providing final approval for the student's study plan including special assessment of the student's proposed core subjects and research preparation coursework
- Providing guidance to primary advisors concerning the written and oral components of the student's comprehensive final examination
- Providing guidance to primary advisors concerning approval of student research proposals and the conduct of the student's research project
- Providing guidance to primary advisors concerning effective conduct of physical and oral reviews of the research manuscript
- Monitor the quality assurance measures related to the final approval for the student's degree program
- Assure primary advisors effectively build the appropriate archival records for the University.

The Program Directors shall be compensated on a student-by-student basis in the amount of \$300 per student.

Payments are made:

First Installment following Student Registration	\$150
Final Installment following Completion of the Comprehensive Examination	\$150

Program Director Expense Reimbursement

The Program Director may submit copies of receipts reflecting out-of-pocket expenditures up to \$20 maximum per student related to conduct of Akamai programs.