

# Akamai University Faculty Handbook

## Table of Contents

Available online for faculty access

<http://www.akamai-ecampus.com/policy.htm>

Akamai University

Dr. Douglass Capogrossi

Revised 19 September 2015

- Item #01– Record of Access to Faculty Handbook
- Item #02 – Quality Standards for Faculty Appointments
- Item #03 – Faculty Applications and Contract Stipulations
- Item #04 – Code of Ethics and Professional Behavior
- Item #05 – Code of Non-Discrimination
- Item #06– Faculty Biography Sheet
- Item #07 – Faculty Affidavit of Agreement
- Item #08 – Faculty Selection and Agreements
- Item #09 – Standards for Faculty Appointments
- Item #10 – Quality Standards for Faculty Conduct
- Item #11 – Responsibilities of Faculty Members
- Item #12 – Appointment of the Faculty Advisors and Committees
- Item #13 – Intellectual Property Rights
- Item #14 – Permissions Relative to Faculty Participation
- Item #15 – Policies on Conflict of Interest
- Item #16 – Nature of Faculty Agreement
- Item #17 – Handling Disputes and Cancellation
- Item #18 – Faculty Mentorship Responsibilities
- Item #19 – Options for Instruction
- Item #20 – Akamai Model of Distance Education
- Item #21 – Assurance of Academic Excellence
- Item #22 – Selecting and Structuring Programs of Study
- Item #23 – Akamai Degree Program Approval
- Item #24 – Class Assignments and Invigilation
- Item #25 – Quality Requirements for Non-English Graduate Programs
- Item #26 – Faculty Compensation System
- Item #27 – Invoicing Codes for Faculty
- Item #28 – Responsibilities of Primary Faculty Advisors
- Item #29 – Committee Chair – Getting Started
- Item #30 – Committee Chair Instructions for Comprehensive Examination
- Item #31 – Research Mission and Philosophy
- Item #32 – Parts of Research Proposal
- Item #33 – Approval of Research Proposals involving Human Subjects
- Item #34 – Akamai Manuscript Guidelines
- Item #35 – Notes on Research Standards
- Item #36 – Thesis and Dissertation Sample Pages
- Item #37 – Physical and Oral Reviews of Student Research
- Item #38– Committee Chair Instructions for Oral Defense of Thesis or Dissertation
- Item #39 – Bindery and Finishing Activities
- Item #40 – Akamai Instructional Theory

## Akamai Faculty Handbook Table of Contents

- Item #41 – Teaching and Assessment at Higher Levels of Cognition
  - Item #42 – Syllabus Guidelines and Sample Syllabus
  - Item #43 – Scoring Rubric for Scholarly Papers
  - Item #44 – Akamai Grading System
  - Item #45 – Class and Course Limits
- Item #46 – Student Honor Code: Avoiding and Detection of Plagiarism
  - Item #47 – Information about Student Withdrawal
  - Item #48 – Institutional Review Board
  - Item #49 – Academic Council Bylaws
  - Item #50 – Academic Council Membership
  - Item #51 – Faculty Leadership- Program Directors
  - Item #52 – Faculty Bios
  - Item #53 – Faculty Grievance Procedures
- Item #54 – Policy on Peer Observation of Online Teaching
  - Item #55 – Policy of Faculty Appraisal
  - Item #56 – Maintaining Records of Staff Development
  - Item #57 – Staff Development Summary Report Form
- Item #58 - Guidelines for Approval of Credits by Transfer, Challenge and Portfolio
- Item #59\_ Faculty Communication Expectations