

Introduction

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INTRODUCTION

Message from the President

Dear Faculty,

In the spirit of shared governance at AUK, the Faculty have the right and obligation to serve as active members in the institutional decision-making process. The text that follows functions as a template for policies and procedures that govern the work life of Faculty at AUK. As the University further builds its infrastructure and hires more Faculty, I am sure there will be a parallel growth in content to be included herein, especially in the areas of teaching load, research, and service to the institution. I believe that working together, we will be able to create a productive and stimulating academic life at this University.

I wish the Faculty good luck in its professional and scholarly pursuits.

Randall Rhodes
President

Message from the Provost

Dear Colleagues,

Our Faculty are the foundation of AUK, their dedication to education and serving the community in Kurdistan and beyond is incredibly valuable for the transformation of society that we all aspire. We are proud of our Faculty who are serving the common good, and upholding the fundamental societal values of respect and civility, equity, integrity, fairness, academic honesty, and academic freedom. We have high expectations for our Faculty's exertion in high caliber classroom interactions and innovative pedagogy, university service and adherence to our policies and procedures. The successful operation of AUK depends to a very large extent on the professionalism and collegiality of the Faculty and Staff.

This Faculty Handbook is meant to be a guide to AUK's most relevant policies and procedures that are pertinent to our Faculty's responsibilities and requirements. Periodic revisions of this Handbook by the Faculty Senate will update it with new AUK policies and procedures. In the case the Board of Trustees changing any of the existing AUK policies or approves a new policy, the Provost's Office will inform the Faculty of the change/s which will take effect from the time of the l updinsee eoePTjE43.50culty of the cha

appoints the Provost. The powers and duties of the Provost are assigned by the President. In the absence of the President, all the President's powers and duties will be exercised by the Provost. If the position of Provost is not filled, the President may delegate the position's duties and responsibilities among other senior members of the Administration. The Provost is considered a Faculty member, a member of each academic unit, and every committee. The Provost may therefore attend Faculty meetings, academic unit meetings, or Faculty committee meetings. The Provost receives recommendations developed by the Faculty or academic administration for the consideration of the President.

3.2.3 The University Cabinet

The University Cabinet serves as the President's leadership team to provide the President with consultation on the quality, integrity and sustainability of AUK. It operates to provide the President with candid discussion and recommendations regarding the monitoring of results of operation and application of policies to determine whether they meet the intended outcomes. The University Cabinet consists of representatives of AUK's stakeholders.

3.2.4 The Academic Council

The Academic Council ensures high quality and fair policies and practices affecting University Faculty such as formulating academic policies and regulations, making recommendations in regards to the academic budget, and setting instructional standards for the University. The Council represents the interests and the collective and individual well-being of all Faculty members. The Provost, as the official leader of the Faculty, is the Chair of Academic Council meetings. The members of the Academic Council include all the Deans and Department Chairs, the Director of CELT, and the Department Chair of CPHS. Depending on the agenda of the Academic Council meeting, the Director of ARD, the Director of Students Affairs, Director of CAPA, and the Director of IT may be invited to the AC meetings.

3.2.5 The Faculty Senate

The Faculty Senate is the voice of the Faculty on all matters of the University in which Faculty play a role. The Faculty Senate is considered "advisory" to the Deans, the Provost and the President. It is the responsibility of the Faculty Senate to keep the AUK Faculty Handbook up to date and reflective of their current roles and positions within the university. The Faculty Senate can form sub-committees to address specific q to

The Faculty Senate Department Chair will be elected yearly from the entire Faculty. This election will be based on a simple nomination or in the case where there are multiple candidates, a vote. The candidate with the most votes will be elected.

The term of the Faculty Senate will be from August 1 until July 31 of the following year.

3.2.6 Deans of Colleges

The Provost appoints Deans as the academic leaders of their Colleges. The Deans report to the Provost and make recommendations for Faculty hiring, continuing appointment/reappointment and promotion. Deans, in collaboration with Department Chairs, establish the study plans and the course catalog content for their Colleges.

3.2.7 The Director of the Center for Peace and Human Security (CPHS)

The Provost appoints the Department Chair of CPHS. The Department Chair of the Center for Peace and Human Security (CPHS) reports to the Provost and is responsible for the research activities of the Center. The Department Chair of CPHS is also the supervisor of researchers working at the Center and visiting scholars associated with the Center.

3.2.8 The Director of the Center for Academic and Professional Advancement (CAPA)

4 Faculty Roles, Ranks, and Titles

AUK employs full-time regular Faculty and part-time adjunct Faculty under temporary arrangements as per institutional need and as negotiated with the candidates.

4.1 Faculty Roles and Ranks

The Faculty Roles are based on the standard workload and expectations of Faculty members with no other appointments at AUK. The workload will be adjusted for Faculty members who also have administrative or research roles (e.g. Deans of Colleges, Department Chairs of Departments, CPHS Researchers). This workload adjustment involves a partial reduction in the teaching workload and an equivalent increase in administrative or research workload.

Teaching:

The teaching workload of Lecturers is 8 courses (24 credits) annually. Lecturers are expected to demonstrate strong evidence of teaching effectiveness.

Scholarship:

Lecturers are encouraged to develop their research and other scholarly output as part of their scholarship and capacity building that will reflect on the overall pedagogy and student performance and would support their promotion to higher ranks.

Service:

Lecturers are expected to participate in Service to AUK and the academic community, such as sitting on committees or organizing events.

4.2 Adjunct (Part-Time) Faculty:

Adjunct Faculty members are hired on a part-time basis at AUK. They can be of any rank mentioned for full-time Faculty based on their experience and qualifications, preceded by 'Adjunct'. For example, a new lecturer working part-time at AUK would be an 'Adjunct Lecturer', while an Associate Professor employed full-time at another university who works part-time at AUK would be an 'Adjunct Associate Professor'. The specific terms of employment for Adjunct Faculty are negotiated on an individual basis between AUK and the candidates. It is to be understood that Adjunct Faculty positions are often temporary arrangements based on the needs of AUK and typically do not imply long term employment.

Teaching:

The teaching workload of the Adjunct Faculty is negotiable and should typically vary between 1 to 6 courses (3 to 18 credits) annually. Adjunct Faculty members are expected to demonstrate evidence of teaching effectiveness.

Scholarship:

Adjunct Faculty members do not have a research workload, but are free to pursue research given their expertise and interests.

Service:

Adjunct Faculty members do not have a Service workload.

5 Faculty Contracts**5.1 Other Contractual Considerations**

Initial appointments, contract renewals, and promotions are separate actions. Within all notifications of actions, the University shall state in writing the following:

- The rank of initial appointment;
- The rank to which the Faculty member has been promoted;
- The renewal or non-renewal of an existing contract; and/or
- Any action taken in regard to an existing contract during its term.

5.7 Search and Appointment for Term Faculty

5.7.1 Emergency Hires

An emergency hire occurs when a vacancy opens up unexpectedly or too late for the typical recruiting and hiring process. These emergency hires will be offered one year or shorter appointments; longer terms need to be justified by exceptional circumstances.

Upon being notified of the vacancy, the Department Chair or Dean will submit a request to the Provost to begin a search for an emergency hire(s). The Dean will then inform the Department Chair as soon as possible once the position has been filled.

5.7.2 Visiting Professors

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6.1.1 Non-Discrimination Policy

The AUK maintains a strong non-discrimination policy, offering equal opportunity to all individuals regardless of race, gender, sexual orientation, religion, national origin, age, ethnic group, or disability. No employee of AUK shall discriminate against any person on these bases when carrying out University duties. Likewise, the University shall not discriminate against any person on any of these bases when performing or undertaking any action.

6.1.2 Academic Freedom

The ideals of free inquiry and open expression are non-negotiable at AUK. All Faculty members are free to pursue scholarly inquiry, research and study without undue and unjust restrictions, constraints or interference. They are free to voice and publish their individual conclusions regarding the results of their inquiries, research or studies. Additionally, scholarly and academic disagreement with University community members is fully permitted, protected, and often encouraged. Further, Faculty members are entitled to the right to criticize and seek revision of University regulations, norms, and ideas. Freedom in the classroom when teaching relevant material is encouraged within the bounds of acceptable, professional behavior. Faculty members are entirely free from institutional censorship in their speaking, writing, or acting when they are not speaking on behalf of the University, and in venues outside of AUK. However, all works and deeds should be considerate of their responsibility to their profession and the norms of Kurdistan and the greater Iraq.

7 Workload & Responsibilities

7.1 Workload

The following section is intended to ensure the following:

- Academic development of Faculty members in all aspects of teaching, research and fieldwork;
- Workload equity among Faculty members in distributing teaching loads and other academic activities; and
- Incentives for additional teaching, research and funded projects.

7.2 Basic Faculty Workload

The Faculty at AUK engages in the following activities:

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Guidelines will be established to further develop the criteria for equivalency of various publication types and to assess and approve submission of articles and funding proposals.

- All Department Chairs may receive an additional six-credit reduction if they:
 - a. submit a minimum combination of two research article(s); and/or
 - b. submit a funding proposal(s) for the academic year.

The teaching load for a Department Chair may therefore be eighteen credits per academic year.

- All Deans will be required to teach at least the equivalent of two three-credit courses per semester, and to produce either one research article or one funding proposal per academic year. In specific situations, other arrangements equivalent to these requirements may be negotiated between the Provost and the President.
- Instructors are required to teach at least the equivalent of two three-credit courses in their first year. This amount may be increased by two additional credit courses every year until a full teaching load of thirty (30) credits has been reached.
- As a general guideline, Faculty members will teach a maximum of twelve credits in any departmental program. This policy is intended to avoid too much exposure by one Faculty member to the same students. Faculty members who teach more than twelve credits will teach the rest of their credits in electives or courses within the General Education Program. Deans and the Provost may select to override this guideline if they deem it not to be in the best interest of a given program.

7.5 Exceptional Rules for Faculty Workload

Faculty members may engage in several activities

7.9 Scholarship

Those at the rank of Assistant Professor and above are expected to be involved in scholarly research. They must also disseminate the results of their research through appropriate venues. Scholarship is understood here, in a broad sense, to include new discoveries, creative and artistic expressions, the development of new pedagogies and teaching materials, and the integration and application of new methodologies.

Faculty members should ensure that their affiliation with AUK is made clear on all work produced while employed by AUK; this includes any Faculty members on leave. Any work disseminated during the term of employ



10.2 Conflicts of Interest

A conflict of interest can be defined as, but not be limited to, situations in which an academic, consultancy, or other external non-University related work, is conducted to the disadvantage of the University and its interests. This includes situations in which activities put the University at a competitive disadvantage. This standard applies to all Faculty members, full-time and part-time.

If there is an appearance of or a j conflict of interest

10.6 Access to University Facilities

Usage of University assets and facilities is prohibited unless the individual gains the approval of the Dean and the Provost when the usage is for the purpose of outside consultancies.

10.7 Part-Time Faculty External Employment

The part-time Faculty member must make clear to the employer or client that his or her work has no official connection to the University. The individual may only use their University affiliation for identification.

11 Academic Integrity

Violations of scholarly integrity are prohibited and merit harsh disciplinary action. Violations may include the conscious violation of government laws; dishonesty in publication, academic research, or production through plagiarism, breakage of confidentiality, or fabrication; failure to report major offenses; retaliation against those who report the offenses; or any violations of commonly accepted practices when proposing, conducting, or publishing academic work. Scholarly integrity violations can be through creative, professional, and research activities. Punishable violations do not include differences in interpretation of data or honest mistakes.

Academic misconduct will be investigated by a committee appointed by the Provost and the Dean. Proven cases of Academic Dishonesty according to the definitions and clauses of the Academic Integrity Policy will be penalized according to the severity of the case, and could lead to termination of the contract.

12 Policies and Guidelines 2021-2022

12.1 Academic and Student Life

[AS001 – Conferri ng of Degrees](#)

[AS002 – Student Attendance and Classroom Behavior](#)

[AS003 – Student Code of Conduct and Grievance](#)

[Interim AS004](#)

[AS005 – AUK Library](#)

[AS006 – AUK Student Internship](#)

[AS007 – Auditing a Course](#)

[AS008 – Change of Grade](#)

[AS009 – Student Academic Grade Grievance](#)

[AS010 – Examination Procedures Policy](#)

[AS011 – Grievance and Appeal Process](#)

[AS012 – Student Rights](#)

[AS013 – Incomplete Grades](#)

[AS014 – Academic Program Review](#)

[AS015 – Course Substitution](#)

[AS016 – Curriculum Development](#)

[AS017 – Degree Audit](#)

[AS018 – Grading and Evaluation Procedures Policy](#)

[AS019 – New Academic Program Development Policy](#)

[AS020 – Enrollment – Admission Policy](#)

[AS021 – Capstone Projects](#)

[AS022 – Class Size](#)

[AS023 – Program Objectives](#)

[AS024 – Student Course Load](#)

[AS025 – Course Withdrawal Policy](#)

[AS027 – Scholarship](#)

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