STARDOM UNIVERSITY

Academic Freedom Policy

Policy Code: SA-ACAD-POL-001 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose

This policy protects responsible academic freedom in teaching, research, publication, and scholarly discussion, supporting educational quality, academic integrity, evidence-based inquiry, and respect for .diverse viewpoints

2- Scope

This policy applies to faculty members, researchers, academic supervisors, and students participating ,in University academic activities, including online courses, learning platforms, virtual meetings .research, and scholarly events, subject to applicable law

3- Principles

The University respects intellectual independence and scholarly judgment, encourages open inquiry and fair consideration of differing viewpoints, and protects research integrity, publication independence, privacy, intellectual property, and student rights. Academic freedom shall be exercised .fairly, without discrimination or unlawful retaliation, and in accordance with legal and ethical duties

4- Teaching and Assessment

Within the approved course description, curriculum, learning outcomes, program requirements, and quality standards, faculty may select relevant examples, readings, and supplementary activities; use academically appropriate teaching and assessment methods; discuss relevant theories and scholarly .perspectives; and assess student work according to published criteria and University rules

5- Research, Publication, and Freedom of Expression

,Faculty and researchers may select appropriate research topics and methods, analyze findings participate in scholarly discussion, and seek publication. They must comply with ethical review and required approvals, data protection, intellectual property requirements, funding conditions, and conflict-of-interest disclosure. Personal views must not be represented as the University's official .position without authorization

6- Responsibilities and Limits

Academic freedom does not permit disregard of learning outcomes, required content, assessment ,rules, professional conduct standards, or applicable law. Changes to a program title, credit hours required content, or learning outcomes are subject to approved curriculum-review procedures. Faculty ,must distinguish evidence from opinion, present viewpoints fairly, respect students' right to disagree .and follow relevant University policies

7- Protection from Retaliation

The University shall not take adverse action against a person solely for exercising academic freedom in good faith and consistently with this policy. Proportionate action may be taken where a violation of policy or law is established, provided that such action is not used as a pretext to suppress protected .academic activity

8- Complaints and Review

Anyone who believes this policy has been breached may submit a written complaint to the senior academic officer or designated academic channel, with relevant information. The complaint shall be reviewed impartially, affected parties shall have an opportunity to respond, and a reasoned outcome shall be communicated within a reasonable period. Conflicts of interest shall be avoided. An appeal may be made to the President or another body designated under governance procedures. Retaliation .for good-faith complaints is prohibited

9- Administration and Review

Academic Affairs coordinates implementation and reviews this policy at least every three years or as needed. The current public version shall be made available through the policy repository or the .University's official website

10- Related Documents

Related documents include the Faculty Handbook, research ethics requirements, curriculum-review procedures, assessment and grading policies, student complaint procedures, the Data Protection and .Privacy Policy, and relevant faculty agreements

General Provisions

Academic Affairs coordinates this policy's implementation, and the current version is made available through approved institutional channels. References to an office or officer mean the role authorized .under the University's actual organizational structure

STARDOM UNIVERSITY

Faculty Participation and Credential Evaluation Policy

Policy Code: SA-ACAD-POL-002 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose

This policy establishes a consistent framework for faculty participation in academic governance and for evaluating credentials before assigning duties, supporting academic standards, professional .suitability, and ongoing effectiveness

2- Scope

This policy applies to academic leaders, program directors, academic committees, authorized Human ,Resources personnel, and anyone involved in faculty recruitment, appointment, assignment .evaluation, or support

3- Governing Principles

Academic decisions shall be made through approved governance arrangements and documented procedures. Credentials shall be evaluated against the duties, level, discipline, and program requirements. Decisions must be fair, consistent, evidence-based, and documented. Confidential faculty files may be accessed only by authorized persons for legitimate institutional purposes. The University remains responsible for curricula, academic standards, assessment, and academic .decisions

4- Faculty Participation

Faculty may participate through approved committees, program reviews, consultations, and mechanisms formally established by the University. Participation may include scholarship, curriculum ,development and review, academic planning, review of learning outcomes and quality standards assessment and grading, academic integrity, and input on appointment criteria and academic .suitability

5- Curriculum and Academic Quality

Faculty proposals concerning courses or programs are subject to the relevant academic approval procedures. No individual may unilaterally change an approved program title, credit hours, required content, learning outcomes, admission conditions, or award requirements. Quality reviews may

,consider learning outcomes, assessment results, course surveys, academic review findings .academic-integrity reports, and documented program-review recommendations

6- Recruitment and Credential Evaluation

Before appointment or assignment, the academic officer and authorized personnel shall assess .whether a candidate's qualifications and experience suit the subject, level, and proposed duties Evidence may include a current CV, degree certificates, official transcripts, professional licenses or certifications, teaching, research, professional or supervisory experience, verification with the issuing institution, credential evaluation where needed, and any applicable legal, regulatory, contractual, or .program-specific requirements

7- Decision Records and Assignment of Duties

,The evaluation record shall identify the reviewer or approving body, review date, evidence examined ,proposed course or duties, and decision or conditions. Concerns about credential authenticity equivalency, licensing, or professional suitability must be escalated before assignment. Assigned courses must align with verified qualifications and experience. For foreign credentials, the University shall determine whether equivalency evaluation or additional verification is needed under applicable .requirements

8- Professional Development and Evaluation

The University may use orientation, professional development, peer review, student feedback, course review, and other proportionate methods to support faculty effectiveness. Evaluation shall relate to ,duties and relevant academic standards and shall be conducted fairly. Development objectives evaluation frequency, performance thresholds, and mandatory training hours become binding only .when approved through the appropriate institutional procedures

9- Records and Confidentiality

Credential and assignment records shall be stored securely, with access limited to authorized persons. Records may include credential evidence, verification notes, appointment or contract documents, course assignments, evaluations, and professional-development records. Retention and ,disposal shall follow the applicable records schedule, privacy requirements, contractual obligations .and law. Personal faculty files shall not be published on the public website

10- Responsibilities and Review

Academic Affairs coordinates academic review and professional-suitability decisions. Human Resources or another authorized unit may support credential collection and verification, contract .documentation, and secure files. Responsibilities shall follow the approved organizational structure .This policy shall be reviewed at least every three years or as needed

General Provisions

Academic Affairs coordinates this policy's implementation, and the current version is made available through approved institutional channels. References to an office or officer mean the role authorized .under the University's actual organizational structure

STARDOM UNIVERSITY

Faculty Recruitment and Appointment Policy

Policy Code: SA-ACAD-POL-003 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose and Scope

,This policy governs faculty recruitment, selection, appointment, and assignment of duties through fair .documented processes appropriate to the University's approved academic activities

2- Recruitment Principles

Recruitment decisions shall be based on academic qualifications, relevant experience, teaching ,ability, scholarly activity, professional suitability, and role requirements. Selection must be fair consistent, non-discriminatory, and supported by records. An appointment or course assignment is not .complete until required approvals and documents are in place

3- Position Definition and Authorization

Before recruitment, the relevant academic unit shall define the discipline, level, duties, required qualifications and experience, expected workload, delivery mode, and reporting line. Appointment and .any material change in duties or compensation require approval by the authorized institutional body

4- Credential and Reference Verification

The University reviews CVs, degree certificates, transcripts, licenses, experience, and relevant references. Credentials may be verified with issuing institutions or qualified credential-evaluation ,providers where appropriate or required. Unresolved concerns about authenticity, equivalency professional licensing, or suitability must be referred to the appropriate authority before appointment .or assignment

5- Selection and Appointment

Selection may include structured interviews, teaching demonstrations, work samples, reference checks, or other role-related assessments. The selection rationale and approving authority shall be documented. Written appointment or contract documents shall specify duties, course assignments where applicable, term, compensation, reporting line, confidentiality, intellectual property, applicable .policies, and termination provisions

6- Readiness for Online Teaching

,Faculty assigned to online teaching shall receive appropriate orientation to the learning platform online teaching methods, student interaction, assessment, feedback, accessibility, privacy, information .security, and digital conduct relevant to their duties

7- Conflicts of Interest and Records

,Candidates and faculty shall disclose actual or potential conflicts of interest relating to selection evaluation, supervision, or academic decisions. Recruitment and appointment records shall be stored securely and accessed only by authorized persons. Retention shall comply with the records schedule .and applicable law

8- Review and Accountability

Academic Affairs oversees academic suitability and assignment decisions, with support from Human Resources or other authorized units for recruitment and records. Exceptions must be justified and approved by the competent authority. This policy shall be reviewed at least every three years or when .institutional or legal requirements change

General Provisions

Academic Affairs coordinates this policy's implementation, and the current version is made available through approved institutional channels. References to an office or officer mean the role authorized .under the University's actual organizational structure

STARDOM UNIVERSITY

Faculty Workload and Sufficiency Policy

Policy Code: SA-ACAD-POL-004 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose

This policy establishes a consistent approach to determining whether teaching and academic capacity .is sufficient to cover courses, students, academic support, assessment, and supervision

2- Scope

This policy applies to academic leaders, program directors, scheduling personnel, and anyone .involved in allocating teaching loads and academic duties

3- Workload Planning

,Workload planning considers the number of courses and sections, student numbers, delivery mode ,expected instructor interaction, grading and feedback, student advising, course development meetings, research, supervision of capstone projects, and other assigned duties. Workloads should .be reasonable, transparent, and consistent with contracts and applicable requirements

4- Assessment of Faculty Sufficiency

,Sufficiency shall be assessed at program and term level against scheduled courses and sections projected and actual student numbers, faculty availability and qualifications, workload, student-support needs, and specialized supervision requirements. The assessment and its assumptions shall be .documented and revisited when enrollment, curricula, staffing, or delivery arrangements change

5- Assignment and Monitoring

.Assigned courses must align with verified qualifications and approved program requirements Academic Affairs monitors workload, conflicting assignments, continuity of instruction, grading and feedback deadlines, and appropriate academic support. Risks shall be addressed before they .materially affect students or academic quality

6- Escalation and Records

If available capacity is insufficient, the academic officer shall document the gap and propose an appropriate action, such as reallocating duties, recruiting faculty, adjusting the schedule, or providing ,additional academic support. Records shall include workload assumptions, allocation matrices .approvals, and review decisions. This policy shall be reviewed at least every three years

General Provisions

Academic Affairs coordinates this policy's implementation, and the current version is made available through approved institutional channels. References to an office or officer mean the role authorized .under the University's actual organizational structure

STARDOM UNIVERSITY

Faculty Development and Performance Evaluation Policy

Policy Code: SA-ACAD-POL-005 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose and Scope

This policy supports faculty capability and continuous improvement through orientation, professional .development, feedback, and performance evaluation appropriate to each role

2- Orientation

New faculty and those newly assigned to duties shall receive role-appropriate orientation covering curricula and learning outcomes, online teaching systems, assessment and grading, academic integrity, student support, accessibility, privacy, information security, and relevant University .procedures

3- Development Planning

,Development needs may be identified through course reviews, student feedback, peer review .academic review, learning-outcome results, changes in the discipline, and individual discussions Activities may include workshops, professional mentoring, peer observation, scholarly activity, and .support for digital teaching

4- Performance Evaluation

,Evaluation shall be based on responsibilities and relevant evidence, such as teaching preparation student interaction, assessment quality, timely feedback, course alignment, professional conduct, and agreed development objectives. The process must be fair, proportionate, and documented where .appropriate, and faculty must be allowed to explain or respond to concerns

5- Support and Improvement

Where improvement is needed, the academic officer and faculty member shall agree on clear objectives, appropriate support, reasonable timeframes, and follow-up review. Serious concerns shall be addressed under applicable employment, academic-affairs, and conduct procedures, with due .regard to fair process, confidentiality, and privacy

6- Records and Review

Development and evaluation records shall be stored securely and used for legitimate academic and employment purposes. Mandatory training hours, performance thresholds, and evaluation schedules apply only when established through authorized institutional procedures. This policy shall be reviewed .at least every three years

General Provisions

Academic Affairs coordinates this policy's implementation, and the current version is made available through approved institutional channels. References to an office or officer mean the role authorized .under the University's actual organizational structure

STARDOM UNIVERSITY

Faculty Records, Confidentiality and Credential Verification Policy

Policy Code: SA-ACAD-POL-006 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose and Scope

This policy governs the collection, verification, access, retention, and secure handling of faculty .qualification, appointment, assignment, and evaluation records

2- Record Contents

,Depending on the role and applicable requirements, records may include CVs, degree certificates transcripts, credential evaluations, licenses, references, evidence of experience, appointment or contract documents, course assignments, performance reviews, development records, and relevant .disclosures

3- Verification

Credential evidence shall be reviewed for relevance, completeness, and apparent authenticity before the related duty is assigned. Verification with the issuing institution or a qualified credential evaluator may be conducted when needed or required. Material unresolved concerns shall be escalated and .documented before assignment

4- Access and Security

Access is limited to authorized personnel with a legitimate institutional need. Records shall be protected against unauthorized access, loss, alteration, or disclosure through appropriate physical and electronic safeguards. Faculty records shall not be published on public websites or shared externally .except with authorization or where required by law

5- Retention, Correction, and Disposal

Records shall be retained in accordance with the approved retention schedule, applicable law, and contractual obligations. Faculty may request correction of inaccurate personal data through the designated channel. Secure disposal shall be used when records are no longer required, subject to .legal holds and other retention obligations

6- Responsibilities and Incidents

Academic Affairs defines academic record requirements. Human Resources or authorized records officers may manage secure files. Suspected loss, unauthorized access, or disclosure must be reported promptly under applicable incident procedures. This policy shall be reviewed at least every .three years

General Provisions

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STARDOM UNIVERSITY

Faculty Complaints, Grievances and Appeals Policy

Policy Code: SA-ACAD-POL-007 | Responsible Unit: Academic Affairs | Review: At least every three years or as needed

This policy applies to academic activities associated with Stardom University and shall be interpreted .consistently with applicable law, governance documents, and institutional policies

1- Purpose and Scope

-This policy provides fair and confidential procedures for faculty to raise academic and employment ,related concerns, including academic freedom, assignments, evaluation, governance participation .and alleged unfair treatment. It does not replace applicable legal or contractual procedures

2- Informal Resolution

Where appropriate and safe, a faculty member may first discuss the matter with the relevant academic officer. Informal resolution is optional and does not prevent a formal complaint, particularly where the .matter involves discrimination, harassment, retaliation, serious misconduct, or a conflict of interest

3- Formal Complaint

,A formal complaint shall be submitted in writing through the designated institutional channel describing the issue, dates, persons involved, prior steps, and supporting information. Assistance may .be requested to make the complaint accessible

4- Review and Response

The complaint shall be assigned to an impartial reviewer without a material conflict of interest. The person or unit concerned shall have a fair opportunity to provide information. The review shall be .proportionate to the matter, consider relevant evidence, and document the outcome and reasons .Confidentiality shall be maintained to the extent consistent with a fair review and applicable law

5- Outcome and Appeal

,An outcome may include clarification, correction, facilitated resolution, referral to another procedure or other appropriate action. The complainant shall be informed of the outcome and available appeal route. An appeal should be based on a material procedural error, relevant new evidence, or another recognized ground. Where practicable, the appeal shall be reviewed by a body not materially involved .in the original decision

6- Non-Retaliation and Records

.Retaliation against anyone who submits or participates in a complaint in good faith is prohibited Knowingly false or malicious allegations may be addressed under applicable procedures. Complaint records shall be stored securely and accessed only by authorized persons. This policy shall be .reviewed at least every three years

General Provisions

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