

1.b. Organization

Subject	Governance and Management	Effective From	Sep - 2011
Policy #	1.b.	Latest Revision	Dec - 2023
Title of The Policy	Organization	Next Review	Dec - 2024
Responsible Entity	University Management	Policy Pages	8
Definitions	AAU: Al Ain University		
Purpose	Illustrates the, lines of authority, reporting structure, and brief job descriptions of the principal administrative and academic officers of the university.		
Scope	AAU principal administrative and academic officers.		
Statement	The organizational chart illustrates the structure and hierarchy of principal administrative and academic jobs responsible for the governance and management of the university. The organizational structure depicts the line and staff functions that serve as guide in the flow of responsibility and authority within the university.		
Procedures	<p><u>Board of Trustees</u></p> <p>The Board of Trustees shall meet at least twice annually. The responsibilities of the Board of Trustees are to:</p> <ul style="list-style-type: none"> • Maintain official records of all meetings. • Establish broad institutional policies. • Approve the institution's by-laws. • Approve the institution's mission and goals. • Secure financial resources to adequately support the institutional goals. • Approve the annual budget. • Ensure that the institution is subject to an annual audit. • Approve the selection of an external auditor. • Receive the report of the external auditor. • Approve major facilities, contracts, and campus plans unless otherwise delegated. • Establish new colleges, deanships, and centers. • Appoint the President. • Evaluate the performance of the President and approve his or her contract and continuance in office. <p><u>University President</u></p> <p>The University President is responsible for:</p> <ul style="list-style-type: none"> • Supervising the implementation of the University laws and by-laws and representing the University at public and private occasions. • Overseeing work at colleges and student services. • Approving appointments of faculty members, technicians, administrators and other personnel. 		

- Preparing the University's budget.
- Submitting academic plans and research agenda to the Deans' Council;
- Overseeing plans for community service, research and cultural relationships with other universities.
- Presiding over the University's Council meetings and overseeing the implementation of its recommendations.
- Presiding over the Deans' Council meetings and overseeing the implementation of its recommendations.
- Overseeing the implementation of the University Appointment and Promotion Committee's recommendations.
- Assuming other responsibilities authorized by the Board of Trustees.
- The President may delegate some of his/her responsibilities to the Vice-President(s).
- Submitting a detailed annual report to the Board of Trustees summarizing the University achievements and future plans.
- Monitoring the progress of assessment, and quality assurance in the University.
- Issuing necessary decrees for faculty promotion upon recommendation from the Appointment and Promotion Committee.
- Overseeing the effectiveness of the University functions.
- Appointing the University Council Members.
- Approving the appointing, renewal, and termination of appointment of the College Deans.

Vice President (Abu Dhabi Campus)

The responsibilities are,

- Manage, oversee, and coordinate campus-specific academic and administrative activities at Al Ain University's Abu Dhabi Campus.
- Approve and coordinate community engagement activities conducted by colleges, units, and centers within the campus.
- Providing recommendation regarding the renewal of contracts for academic staff at Al Ain University's Abu Dhabi Campus
- Handle delegated academic and administrative duties as assigned by the university president.
- Serve as a member of the University Council, Deans' Council, and the appointment and promotion committee.
- Chair the University Risk Management Committee, leading efforts to identify, assess, and address risks at the university level.

Vice President (Accreditation and Quality Assurance)

Report to the University President, and Member of the University Council and Deans Council, with the following responsibilities:

- Develop and implement policies and procedures, related to academic quality, accreditation, and compliance, to maintain and enhance the quality of education and academic programs.
- Contribute to the university's strategic planning process, ensuring that accreditation and QA goals align with the overall mission and objectives of the institution.

- Oversee the preparation and submission of required reports and documentation to accrediting agencies: National (CAA, ADEK) and International (QAA, ABET, ACPE, HCERES, CAEP, AACSB, and AQAS).
- Maintain accurate records related to accreditation and QA activities.
- Serve as a liaison between the university and accrediting bodies, communicating effectively to address any concerns or requests for information.
- Collaborate with academic departments, administrators, and other stakeholders to ensure a comprehensive approach to QA and accreditation.
- Lead efforts for continuous improvement in academic programs and support services based on feedback from accreditation reviews and internal assessments.
- Monitor the university rankings and devise strategies to improve the institution's standing in relevant global and regional rankings.
- Collaborate with academic departments, research centers, and administrative units to gather data and information that positively impact rankings.
- Manage the collection and submission of accurate and relevant data required for rankings evaluations.

Vice President (Development and Follow-up)

The responsibilities are,

- Establishing agreements and memoranda of understanding with external academic and non-academic entities.
- Developing and monitoring the update of university Handbooks and the AAU website.
- Enhancing student exchange programs and overseeing the implementation of student training programs.
- Monitoring scientific conferences and academic developments in various fields.
- Improving academic and non-academic services.
- Representing the university in the Association of Arab Universities.
- Monitoring the activities of the secretariats of councils and committees chaired by the university president.
- Monitoring the implementation of recommendations and decisions of the University Council and the Deans Council.

University Council

The University Council is chaired by the AAU President. It comprises the AAU Vice President(s), the Deans of Colleges, the Dean of Student Affairs, the Dean of Scientific Research and Graduate Studies, Deputy Deans (Abu Dhabi Campus), a Representative from each college, the Head of the Quality Assurance Unit, the Financial Manager, Registrar General, Center of Information Technology Manager, the Director of the English Language Center, and two students: one from Abu Dhabi Campus; the other from Al Ain Campus. The Council meets at least once every semester.

The main task of the Council is to prepare the budget of AAU and discuss the financial position of the University. The Council also sets policies regarding the University's involvement in community service. In addition, the Council sets plans for relations with other academic institutions on an international level.

Deans' Council

The Deans' Council is chaired by the University President. It comprises the AAU Vice President(s), the deans of colleges, the Dean of Scientific Research and Graduate Studies as well as the Dean of Student Affairs. The Deans' Council meets once a week.

Responsibilities:

- Implementing the University policies.
- Approving plans which secure the appropriate infrastructure to execute University objectives.
- Approving by-laws that govern organizational, financial, and executive University affairs.
- Approving by-laws to govern employment and punitive measures that apply to all University personnel.
- Approving new University study plans.
- Conferring University academic degrees.
- Setting terms and conditions regarding students' admission and number of accepted students in light of the Ministry of Higher Education overall plans.
- Directing and overseeing studies aimed at establishing new colleges and new programs.
- Following-up the implementation of college plans for teaching and research.
- Approving admission policies.
- Making policies regarding the size and quality of student enrollment.
- Applying for approval of new academic programs and new non-academic units.
- Making the final decision regarding faculty promotion upon recommendation from the Appointment and Promotion Committee.

College Dean

A College Dean is appointed by the University President. The Dean holds a PhD degree and usually holds the rank of Professor. The duration of the appointment for a Dean is two renewable years. The College Dean is responsible for the following:

- Overseeing the preparation of the college academic plan and following-up its implementation.
- Coordinating between the academic and administrative units in his/ her college.
- Submitting proposals regarding recruiting faculty members, technicians and others.
- Overseeing and monitoring the teaching/learning process in his/her college.
- Submitting reports at the end of each academic year about the college academic, administrative and financial affairs showing activities, level of performance, study issues, examinations and results; identifying the points of strength and weakness.
- Preparing and submitting annual budget for his/her college.
- Monitoring issues related to student affairs and directing activities for the enhancement of student learning.
- Proposing and implementing policies that enhance research activities in his/her college
- Coordinating with Deans of other colleges to enhance University research projects.
- Recommending faculty members in his/ her college for promotion.

Dean of Student Affairs

The Dean of Student Affairs is responsible for the following:

- Directing services offered to students at the University.
- Setting up centers or units to better help students overcome their social, psychological, and financial problems.
- Overseeing work at the student counseling offices.
- Supervising and monitoring services such as: restaurants, transportation, housing, etc..., and preparing regulations that govern such services.
- Organizing various activities for the University's students.
- Forming and managing newly established clubs and societies.
- Organizing seminars, celebrations, academic, and extra-curricular activities.
- Organizing specialized workshops and training programs to improve modern administration facilities system.
- Establishing various databases for student affairs.
- Implementing University decrees regarding his/her directorship.

Dean of Scientific Research and Graduate Studies

The Dean of Scientific Research and Graduate Studies coordinates closely with the Deans of the Colleges in all matters relating to scientific research and graduate studies. The Dean of Scientific Research and Graduate Studies is responsible for the following:

- Overseeing the preparation of the academic plans for the graduate programs and following-up their implementation.
- Overseeing the process of setting a strategic plan for scientific research.
- Monitoring issues related to approved channels and media for publication.
- Preparing and submitting interim and end of year reports in relation to scientific achievement at AAU.
- Overseeing the implementation of the decisions of the Scientific Research Council.
- Overseeing graduate students' affairs

College Deputy Dean

A College "Deputy Dean" is appointed by the University President. The Deputy Dean holds a PhD degree and usually holds the rank of Professor. The Deputy Dean reports directly to the relevant Dean and carries out the following responsibilities:

- Representing the Dean (where the Dean is not present) at the institutional level;
- Forming the College committees and following up their activities.
- Supervising the College academic, research and extra-curricular activities.
- Chairing the College assessment-committee and following up its activities.
- Taking part in evaluating faculty and staff performance within the College.

College Council

The College Council comprises:

- The Dean – Chair.
- Deputy Dean.
- Department Heads.
- Program Directors

The College Council meets once a week or whenever needed. The College Council is responsible for the following:

- Overseeing academic plans of various programs in the college and coordinating between them;
- Approving students' grades.
- Approving students' applications for transfer to the College in accordance with the directions issued by the Deans' Council.
- Recommending conferring academic degrees.
- Approving the nomination of new faculty members or teaching assistants, or suggesting their secondment, transfer or granting them scholarships or study leaves.
- Overseeing the scientific research of the college faculty members.
- Appointing standing committees to investigate or study issues within its responsibilities.

Department Council

The department council comprises all faculty members within the academic department and is chaired by the Department Head. The Department Council meets twice a month or whenever needed.

The Department Council is responsible for the following:

- Discussing and approving department plans for teaching, scientific research and community services.
- Approving new courses/ programs and recommending them to the college council.
- Reviewing and approving suggested textbooks by faculty members.
- Reviewing and submitting nominations of applications for new faculty members and teaching assistants to the college council.
- Approving faculty course loads, lectures and field training sessions for individual faculty members and other teaching staff in accordance with the University regulations.
- Reviewing assessment results, and recommending appropriate changes and modification in the study plan, course content and teaching/learning strategies.
- Approving the formation of department committees.
- Setting the department budget.

Department Head

Department Head is appointed by the University President upon nomination from the College Dean.

The Department Head is responsible for:

- Chairing the Department Council and following up its recommendations.
- Representing the department in the College Council.
- Forming the department committees and following up their activities.
- Approving the department budget.
- Chairing the textbooks and timetable committees.
- Supervising the department academic, research and extracurricular activities.
- Chairing the department assessment-committee and following up its activities.
- Evaluating faculty and staff performance within the department.
- Being involved in a college recruitment committee by participating in evaluating the pool of the applications, interviewing the shortlisted candidates and providing the

recommendations to the College Deanship.

Program Director

Program Director is appointed by the University President upon nomination from the College Dean.

The Program Director is responsible for:

- Helping the Dean and the college administration in the planning, implementation and marketing of the program's functions.
- Serving as a liaison between students, faculty, other campuses and other departments on program-related issues.
- Coordinating activities of students, faculty, staff and administration to achieve program's objectives.
- Preparing program-related documents, such as course catalogs, promotional materials, and educational materials.
- Collecting and maintaining student and course related data, such as, registered students, graduated students, employed students, and offered courses.
- Working with college advisors to make sure the advising process runs smoothly and effectively.
- Performing any program-related duties assigned by the Dean and the university administration.
- Being involved in a college recruitment committee by participating in evaluating the pool of the applications, interviewing the shortlist

Course Coordinator

A lead course coordinator will be assigned, by the College Council, to each multi-section course taught across the two campuses or on the same campus. The course coordinator is responsible for:

- Organize a startup meeting at the beginning of the semester to develop a consensus among the instructors of each section of the course regarding syllabus, contents, learning outcomes, methods of delivery of contents and weightages and contents of assessment material.
- Make sure that the textbooks and aiding materials are available in the university library.
- Maintain the quality and the consistency of the course contents and teaching methodologies during the semester.
- Oversee the preparation of the final exam (if applicable) to make sure that it is unified between all sessions.
- Conduct a meeting with the instructors at the end of the semester to discuss any suggested update in the syllabus, course contents, textbooks and course learning outcomes.
- Oversee the preparation of the portfolio in both campuses.
- Organize professional development activities for the instructors to make sure that the faculty is abreast with the latest knowledge, tools and technologies that are part of the course.

Recent Changes

