PL-ACADEMIC-012: Policy of Policies

Contents:
- Source / Authority
- Purpose
- Who Should Know This Policy
- Policy Description
- Policy Statements
- Procedures

Version Number: 1.0

Effective Date:

Reviewed by EMC on: June 13th 2010

Approved by President on:

Policy Description

The purpose of this policy is to regulate the process of initiating, updating and terminating any policy at QU.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees
12.1 Definition

It is the policy of Qatar University (QU) to govern the development, distribution and maintenance of all internal policies on the university level.

The process of developing any policy at QU is decentralized and based on many inputs and feedback mechanism within the different QU divisions such as: academic, administrative, students' affairs, research and others directly reporting to the President. However, the approval process for any new policy, modification of an existing one or termination is centralized at the highest level. The QU Board of Regents (BOR) must approve all policies before being applied. In addition, proposals for new policies, modifying an existing one(s) or termination of an existing one(s) must be reviewed by the EMC.

12.2 Policy Statements

General Rules

- Policies are written to regulate the core operations at QU related to: academic, administrative/financial, students, research or any other operations.
- The Executive Management Committee (EMC) must review all policies before seeking the approval of the Board of Regents (BOR).
- Any approved policy by the BOR remains in effect until replaced by a newer version or revoked.
- All policies must be reviewed at least annually, or following an appropriate revision calendar. This action should be done by the appropriate policy originating office, and a review report must be submitted to the Office of the EMC.
- Most recent versions of approved policies by the BOR must be indexed, numbered and archived at the Office of EMC (OEMC).
- Files containing policy statements must be named according to the following naming convention: QU-source_title_date_ver#_language.X (X= doc, docx or pdf)
  (refer to QU Academic Management Handbook)
- The Office of the EMC must maintain a working (editable) copy of all recent policies' versions at any time.
- All policies must be written in a clear, concise way such that policy statements are following the straight order (subject \to verb \to object) style whenever it is possible.
- Statements representing procedures are preferred to be written using the present tense whenever it is possible.
- Procedure embedded within policy documents must represent the necessary actions needed to be done in order to execute the policy statements.
- Statements representing procedures must represent the processes involved within the policy in a clear, concise straight-forward format.

Format
All QU policies must follow a unified format, and presented in similar styles. (refer to the example presented in Appendix-A for current format)

All policies must consist of the following sections:
- Cover page presenting the following information:
  - Policy code and title with the coding system (refer to the QU practice presented in Appendix-B) to differentiate between the relevant QU divisions, and according to QU Organizational Structure (OS).
  - Version number
  - Effective date
  - Date of EMC approval
  - Date of President's endorsement
  - Target parties
- Header showing date of current version
- Footer showing policy title & page numbering
- Overview or Introductory section(s)
- Policy description, definitions and policy statement(s).
- Procedures whenever it is applicable
- Responsibilities whenever it is applicable

Initiation/ Revision /Termination

- Any new policy must be reviewed by the EMC before being presented to the BOR for final approval.
- Any changes of an existing policy must be reviewed by the EMC before being presented to the BOR for final approval.
- The development of a new policy or change in an existing one could be triggered by the following:
  - Changes in the local statute or local laws.
  - A request made by the Board Of Regents (BOR).
  - A request made by the President
  - A request made by any of the Vice Presidents at QU such that the proposed changes are deemed necessary for their relevant colleges, units and/or departments.
- Sufficient rational must be presented to the Executive Management Committee (EMC) for newly developed policies, major updates required for existing one(s) or termination of existing one(s).
- The QU President must endorse all policies before going into action. This step must be done after the BOR approval.
- Policy active period is assumed to start from the day of the BOR’s approval until it is being updated or revoked.
- Any policy with financial implications may require the BOR approval before going into action.
- Any new policy, updates, or termination must be announced by the originating office through the Office of External Relations.
- Whenever it is applicable all policies must include a section for roles and responsibilities for the different policy’s stakeholders.
12.3 Procedures

1. A request for policy change must be submitted to the Office of EMC to initiate, modify or terminate a policy or a group of policies. A member of the EMC can only initiate this request. (Refer to the example presented in Appendix-C)

2. The request will be reviewed by the Office of EMC in direct coordination with the Vice President for Institutional Planning and Development (VPIPD) to ensure the following:
   a. Rationale for the request
   b. The overall positive impact of the request inline with QU strategic objectives
   c. Other issues such as: policy structure, language/tone and format of major sections

3. If the review process was positive, then the policy shall be scheduled for an EMC meeting; however, if major changes are required, then such changes must be communicated with the relevant party. The Office of EMC may seek internal or external consultation to review the policy and to assure that sufficient rationale has been demonstrated and relevant to the policy’s sections. This step must be carried out with direct coordination with the VPIPD.

4. If the policy approved by the EMC with no changes/remarks, the policy should be scheduled for final approval by the BOR.

5. QU President then endorses the final policy after the BOR approval.

12.4 Responsibilities

- The President is responsible for endorsing all policies at QU after being approved by the BOR.
- The Director of EMC Office is responsible for reviewing all policies according to his/her role set within the QU Bylaws and in direct coordination with the VPIPD.
- A Vice President is considered 1st degree responsible party if the policy needed to be executed and/or communicated is relevant to his/her division.
- All VPs are responsible for disseminating their sector’s policies based on EMC decisions, and communicating them with the relevant parties within QU under their relevant organization structure.
- All VPs are responsible for setting their policy review calendar. However, it is advised that an annual Policy Review Retreat should be scheduled annually to review current policies and issue the proper recommendations to the EMC.
Policy request form is submitted to OEMC by an EMC member

Policy request is reviewed by:
OEMC & VPIPD

EMC makes initial decision to proceed with the policy request or not

BOR makes final decision
12.5 Appendix-A

A typical Policy Document Format (cover page)

QATAR UNIVERSITY
Faculty Handbook

PL-ACADEMIC-001: Workload Policy

Contents:
- Policy Description
- Who Should Know This Policy
- Policy Sections

Version Number: 1.0

Effective Date:
Reviewed by EMC on the 5th meeting, 30 October 2006
Approved by the President on December 12, 2006

Policy Description
This policy and its procedures define the work loads for all faculty members at the University as well as teaching load reduction or increase to assure equitably distributing responsibilities among them.

Who Should Know This Policy
- President
- Vice President
- Legal Advisor
- Dean
- Director/Departmental Head
- Faculty
- Accounting/Finance Personnel
- Student
- All Employees
12.6 Appendix-B

Typical Policy Code & Title Format

Policy name: Program Initiation Policy
Policy code: PL-ACADEMIC-012

<table>
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<th>Policy number</th>
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<td>Policy related to academics</td>
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Typical Request Form for a Policy Initiation/Modification and/or Termination

Request Form

Policy Name: Program Initiation Policy
Policy Code: PL-ACADEMIC-012
Division: VPCAO (Academic)
Department/Unit: VPCAO Office

Initiation √ Modification Termination

Executive Summary & Rationale

This policy and its accompanying procedures set the standards and procedures for the initiation of new academic programs. The existence of this policy is very important due to SACS accreditation requirements, and to ensure proper execution of newly developed programs at QU.

Divisions /units within QU affected by this policy action and its impact

1. All colleges
2. All academic departments
3. Office of registrar (students affairs)

Change management plan for affected units (if required)

1. All colleges must follow the new Program Initiation Template set by the VPCAO Office when submitting their final proposals.
2. The Office of Registrar must be updated whenever a
new program has been approved by EMC.
3. The Office of VPCFO must be updated by any newly
developed program for financial allocations. And HR
Director must be informed through the Office of VPCFO
about newly developed programs, and the needed HR
services.

Divisions/ units other than QU (external) affected by this policy action and its
impact

- Any academic institution/program affiliated with QU

Change management plan for affected external parties (if required)

- Coordination is required for new proposals.

Parties involved in the policy execution & their role
Informed – I
Consulted – C
Responsible – R
Responsible-1st degree (executor) – E

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