

DAU 1-10 Proactive Policy

Policy Code	Policy Name		
DAU 1-10	Proactive Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- General Directorate of Planning, Development and Quality Assurance. - All DAU's Units.	10/2023	10/2027	

1. Purpose of Policy

The purpose of this Policy is to establish a framework for proactive planning, decision-making, and action-taking at DAU. Moreover, it promotes a proactive approach for identifying and addressing potential issues, risks, and opportunities, to enhance the university's ability to achieve its strategic goals, mitigate risks, and adapt to changing circumstances in a proactive and timely manner.

2. Policy Scope

This policy applies to all departments, employees, and stakeholders of DAU, and encompasses all aspects of the university's operations, including academic, administrative, financial, human resources, and other relevant areas. It encourages a proactive mindset and approach in all levels of the university's decision-making and action-taking processes.

3. Policy Statement

In the context of DAU, proactive policy refers to the adoption of strategies and measures aimed at anticipating and addressing challenges, promoting innovation, and improving the overall quality of education and research. Proactive policies at DAU typically focus on several key areas:

- **Academic Planning and Curriculum Development:** Universities can take a proactive approach to align their academic programs with emerging fields, industry needs, and societal demands. This involves regularly reviewing and updating curricula, introducing new programs or disciplines, and integrating interdisciplinary approaches to education. By being proactive in curriculum development, universities can ensure their graduates are equipped with relevant knowledge and skills for the future job market.
- **Research and Innovation:** Proactive policies in research and innovation involve identifying emerging research areas, promoting interdisciplinary collaboration, and providing support for faculty and students to engage in cutting-edge research. Universities can establish research centers or institutes, foster partnerships with industry and other institutions, and provide funding opportunities to encourage proactive research endeavors.
- **Student Support and Success:** Universities can implement proactive policies to support student success and well-being. This may involve offering academic advising and mentoring programs, providing resources for career development and internships, promoting student engagement in co-curricular activities, and implementing early intervention strategies to identify and support students who may be at risk of academic or personal challenges.
- **Diversity, Equity, and Inclusion:** Proactive policies in universities promote diversity, equity, and inclusion by implementing initiatives that ensure equal opportunities and representation for individuals from underrepresented groups. This may involve developing recruitment and retention strategies, creating inclusive campus environments, and providing resources and support for diverse student populations.
- **Technology and Infrastructure:** Proactive policies in the use of technology and infrastructure can enhance teaching, learning, and administrative processes. Universities can invest in up-to-date technology infrastructure,

provide training and support for faculty and staff to effectively utilize technology, and adopt innovative digital tools and platforms to improve efficiency and accessibility in education and administrative operations.

DAU is dedicated to embracing a proactive stance towards planning, decision-making, and taking action to accomplish its strategic objectives, mitigate risks, and improve its performance and adaptability. DAU acknowledges that proactive planning and action-taking are crucial in identifying and resolving potential issues, risks, and opportunities before they escalate into significant challenges or problems. DAU actively encourages all employees and stakeholders to adopt a proactive mindset and approach within their individual roles and responsibilities. Furthermore, DAU ensures the provision of essential resources, support, and training to facilitate proactive planning, decision-making, and action-taking at all organizational levels.

1- Proactive Planning:

- Every **department** and unit within the university must actively participate in proactive planning to detect potential issues, risks, and opportunities within their specific areas of responsibility.
- Proactive planning entails examining past performance, present trends, and future projections, while also taking into account external factors and incorporating feedback from stakeholders.
- As a result of proactive planning, action plans will be formulated, outlining precise strategies, goals, objectives, timelines, and individuals responsible for addressing the identified issues, risks, and opportunities.

2- Proactive Decision-making:

- The university is committed to employing a proactive approach for all decision-making processes, considering potential issues, risks, and opportunities alongside current circumstances.
- Decision-makers are responsible for actively seeking input and feedback from relevant stakeholders, and they must carefully consider the potential long-term effects and consequences of their decisions.
- Timely decision-making is essential to facilitate proactive actions in an efficient and effective manner. Therefore, decisions should be made promptly to ensure the timely implementation of proactive measures.

3- Proactive Action-taking:

- All departments and employees are required to proactively carry out the action plans developed through proactive planning and decision-making processes.
- Proactive actions encompass a range of activities such as implementing preventive measures, mitigating risks, capitalizing on opportunities, and adapting to evolving circumstances.
- Regular monitoring and evaluation of proactive actions shall be conducted to assess their effectiveness and make any necessary adjustments.

4- Reporting and Accountability:

- All departments and employees shall report on their proactive planning, decision-making, and action-taking activities to designated university officials, as required.
- Reporting shall include updates on the progress and results of proactive actions, as well as any challenges, lessons learned, and recommendations for improvement.
- Departments and employees implement proactive plans, making proactive decisions, and taking proactive actions in their respective areas of responsibility.

5- Training and Support:

- The university should provide training and supports employees to develop proactive planning, decision-making, and action-taking skills.
- Training may include workshops, seminars, online courses, or other forms of professional development opportunities.
- Employees shall be encouraged and supported to continuously improve their proactive mindset and approach, and to share the best practices and lessons learned with their colleagues.

6- Continuous Improvement:

- The university shall regularly review and update its proactive policy, procedures, and practices to ensure their effectiveness and relevance.
- Feedback from employees, stakeholders, and external sources shall be sought and considered in the review and improvement processes.

4. Related Policies/ Documents/ Forms

[Decisions Evaluation Form.docx](#)

[Follow-up Decisions Form.docx](#)

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy