

## DAU 1-2 DAU Mission Development, Approval and Review Policy

| Policy Code  | Policy Name   |                    |  |
|--|---|--------------------|--|
| DAU 1-2  | DAU Mission Development, Approval and Review Policy |                    |  |
| Responsible Executive  | Current Revision Date                               | Next Revision Date |  |
| General Directorate of Planning, Development and Quality Assurance | 10/2023   | 10/2027            |  |

### 1. Policy Purpose

This policy outlines the coordination process undertaken by the General Directorate of Planning, Development, and Quality Assurance for reviewing the DAU mission statement. The objective of this policy is to establish the procedures, processes, and responsibilities involved in the regular review and revision of the University's mission statement and overall strategic plan, as and when necessary due to changing needs or circumstances.

### 2. Policy Scope

This policy is applied to all stakeholders of DAU, including university leaders, faculty members, administrative staff, students, alumni, employers, parents, and the external community associated with the University.

### 3. Policy Statement

Dar Al Uloom University (DAU) is dedicated to conducting regular reviews and updates of the University's Mission Statement and Strategic Plan as necessary to align with the evolving environment and needs. It is crucial to effectively communicate all changes to all stakeholders. To ensure that the DAU Council is adequately informed of any proposed modifications to the DAU Mission Statement, this section defines the distinctions and requirements for the proposal, including "modification," "expansion," and "new" Mission. The proposed changes should adhere to the comprehensive Mission Statement requirements outlined below.

#### Types of Mission Changes

**A. Modification:** refers to a change to the text of the Mission statement, proposed solely for revisions for clarity and grammar use, rephrasing (e.g., minor word changes), editorial changes, and restatement that would not alter the institution's nature/character, purpose/function, type, and degree levels offered or curricular offerings.

**B. Expansion:** refers to a change to the text of the Mission Statement including the addition of text, proposed solely to expand the institution's focus (e.g., to increase research or outreach efforts), that would not alter the institution's nature/character, purpose/function, type, and degree levels offered or curricular Specification.

**C. New:** refers to a substantive change to the current Mission statement that results in a new mission that would alter the institution's nature/character, purpose/function, type, or degree levels offered or curricular Specifications (e.g., adding medical education or changing the focus from undergraduate education to graduate education).

#### DAU Mission Review Time Frame

The DAU mission undergoes a regular review cycle, typically spanning from three to five years. However, if there are significant developments at the national, regional, or global levels that necessitate an earlier review, the time frame may be adjusted accordingly.

#### Stakeholder Participation

The participation of all internal and external stakeholders is encouraged to express their opinions during the formulation of the Mission if it undergoes modification or changes. This involvement is facilitated through appropriate means such as surveys, representative groups, personal interviews, and other suitable methods.

### DAU Mission approval

The updated wording of the Mission statement is subject to approval by the University Council. This approval may involve either approving the Mission statement alone or approving it as part of the university's strategic plan if the strategic plan is being updated and approved concurrently. Once approved by the University Council, the Mission statement and strategic plan are then submitted to the Board of Trustees for final approval.

### DAU Mission Publicization

The mission, vision, and goals of the university are announced on the university's official website, flyers, newspaper, or any media based on the approval of the DAU President in both Arabic and English. The Mission is circulated independently or within the strategic plan to all university units.

### Alignment of the Mission to the organizational structure

The mission, vision, and goals of the university are officially announced through various channels, including the university's official website, flyers, newspapers, and other media platforms. These announcements are made with the approval of the DAU President and are provided in both Arabic and English languages. The Mission statement is disseminated independently or as part of the strategic plan to all university units.

### Justifications for Changing DAU Mission

Any changes made to the Mission statement (whether it involves modification, expansion, or creating a new statement) must be accompanied by sufficient justifications or rationale for the following aspects:

The Vision, Mission, and Values statement should be appropriate for DAU within the community it operates in.

The Mission statement should provide practical guidance for planning and decision-making across all units and departments within DAU.

The Mission statement must be developed through consultative processes, formally adopted, and subjected to periodic reviews.

The Mission should serve as a consistent foundation for planning and significant policy decisions within the institution.

The Mission should serve as a basis for establishing goals and objectives for the development of all units within DAU.

## 4. Policy Procedure

- Proposals to modify or expand the Mission statement must be submitted to the University Council at least 6 months prior to the proposed change, following the established policies and procedures. For proposals involving "Modification" of the Mission statement, the following forms shall be used for submission:
  - A cover letter from the General Director of Planning, Development and Quality Assurance outlining the proposed change.
  - A detailed narrative explaining the mission change to include rationale, justification, and impact on resources.
  - Text of current and proposed Mission statement.
  - Impact on academic program and curricular Specifications.
  - Additional supplemental documentation as needed.
- Every five years, the DAU University Council convenes a meeting to review the mission of DAU.
- The General Director of Planning, Development, and Quality Assurance is responsible for implementing a mechanism to collect and analyze stakeholders' feedback regarding the development to update of the vision, mission, and values. The results will be presented to the University Council within two months.
- The Institutional Research & Statistics Unit will submit the assessment results of stakeholders' feedback on the Vision, Mission, and Values statement to the Planning, Development, and Decision Support Directorate within a span of two months.
- The DAU University Council holds the ultimate authority to approve any changes made to the Mission statement of DAU.
- The DAU University Council reports the approved Mission statement of DAU to the Board of Trustees.

- Following approval, the Marketing and PR department will disseminate any updates to the Vision, Mission, and Values statement of DAU to all stakeholders. The announcement may be made through various channels, such as email, the DAU website, flyers, newspapers, or other approved media platforms, under the endorsement of the DAU President.

#### 5. Related Policies/ Documents/ Forms

DAU 1-1 DAU Vision, Mission, and Values Policy.  
DAU 1-3 Planning Policy  
DAU 1-4 DAU Organizational Structure Policy

#### 6. Document History

| Version | Date     | Updated Information/ Summary of Changes                                  |
|---------|----------|--|
| 1       | Dec 2016 | 1 <sup>st</sup> issue of the policy                                      |
| 2       | 10/2023  | -Modify the new mission of DAU<br>-procedures for changing DAU's mission |