

## DAU 1-6 University Council Policy

Policy Code	Policy Name		
DAU 1-6	University Council Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
University Council	10/2023	10/2027	

### 1. Purpose of Policy

The purpose of this policy is to define the responsibilities of the University Council at DAU and the controls for the council formation and its meetings.

### 2. Policy Scope

DAU Top Management Level.

### 3. Policy Statement

According to the regulations of the Private Universities (chapter 4, page 6): Each University must have a University Council headed by the University President.

#### Composition of the University Council

**The University Council is chaired by the President of the University and consists of the following members:**

- Vice President or Vice Presidents of the University.
- Deans of Colleges and Support Deanships.
- Three experienced, competent, and specialized individuals who have worked in the field of higher education are nominated by the University Council, and a decision is issued to appoint them by the Board of Trustees for a period of three years, subject to renewal.

#### University Council Secretariat

The University council shall have a secretary from its members, to be named by a decision of the council based on the nomination of the council president for three years term, subject to renewal.

- The Secretary of the Council prepares for the meetings of the Council.
- Supervises the recording of the minutes of its sessions.
- Sends meeting agenda to the members well in advance of its meetings.
- Receives members' suggestions regarding the meeting agenda.
- Prepares a draft agenda for each meeting and submits it to the Chairman of the Board of Trustees for approval and attaches them in the invitation of the meeting.

#### Meetings of the University Councils

- The University Council meets at the invitation of its chairman at least once a month in the academic year.
- The Chairman may call the University Council to a meeting if the need arises, or if One Third of the Council Members submit a written request.
- The meeting is not valid if fewer than two-thirds of the Council members are not attending; provided the president of the council or whomever he/she delegates is among the members.
- The Council decisions are issued by most votes of the present members, and in case of equality, the side with which the Chairman of the meeting voted shall prevail.

## University Council Roles and Responsibilities

### The University Council of DAU undertakes the following tasks:

- Proposing the university's vision, mission, and objectives, as well as its academic, financial, and administrative policies, and submitting them to the Board of Trustees.
- Approving the contracts of the faculty members.
- Approving the admission policies and criteria and determining the student numbers based on DAU capacity.
- Approving the regulations governing the scholarship and training of faculty members and submitting them to the Board of Trustees.
- Approving the regulations governing support for scientific research, innovation, authorship, translation, and publication and submitting them to the Board of Trustees.
- Awarding academic degrees to DAU graduates.
- Recommendation to approve the academic programs for various degrees offered by the university and submitting them to the Board of Trustees.
- Approving the details of the academic calendar according to the general framework for the start and end of the academic year in the Kingdom of Saudi Arabia.
- Proposing financial compensation for the academic programs and submitting it to the Board of Trustees.
- Recommendation to approve the formation of the Scientific Council and submit it to the Board of Trustees.
- Proposing the establishment, merger, cancellation, or modification of colleges, institutes, scientific departments, and centers, and submitting it to the Board of Trustees.
- Recommendation to approve the establishment of scientific chairs and submit it to the Board of Trustees.
- Recommendation to approve the formation of advisory councils and determining their competencies, establish their operating rules, and submitting it to the Board of Trustees.
- Recommendation to approve scientific and technical cooperation agreements, memoranda of understanding between the university, local and foreign institutions, and submitting it to the Board of Trustees.
- Recommendation to approve the social responsibility plan.
- Approving the providing services of faculty members to the public and private sectors and civil society institutions through secondment or contracting.
- Approving of faculty members' dedication and scientific communication, as well as their external scientific and academic engagements.
- Approving the academic promotions for faculty members based on the recommendation of the Scientific Council.
- Approving issuing scientific journals and publications.
- Recommendation to approve the university's annual report and submit it to the Board of Trustees.
- Recommendation to approve the university's final accounts and submit it to the Board of Trustees.
- Proposing the annual budget of the university and submitting it to the Board of Trustees.
- Studying the matters referred to by its president or proposed by any of its members.

#### 4. Related Policies/ Documents/ Forms

DAU 1-4 DAU Organizational Structure policy  
DAU 1-5 Board of Trustees Policy

#### 5. Document History

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