

## DAU 1-8 Decision Making Policy

Policy Code	Policy Name		
DAU 1-8	Decision Making Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Decision makers at DAU - General Directorate of Planning, Development and Quality Assurance	10/2023	10/2027	

### 1. Purpose of Policy

The purpose of this policy is to identify levels of decision-making, follow up on their implementation, and evaluate their effectiveness.

Quality decision making underpins the long-term effectiveness of DAU processes, activities, and services, so that Different Decision Makers with the co-operation of the General Directorate of Planning, Development and Quality Assurance will have the following goals and objectives:

- Achieving strategic goals,
- Maximizing DAU family involvement,
- Enhancing the morale, well-being, and productivity of staff,
- Enhancing the students' learning.

DAU is committed to decision making process that is consultative, participatory that enhances collaboration and relationship-building within DAU community's internal and external stakeholders. Accordingly, structures and processes must be in place to ensure all members of DAU community are authentically involved in shaping the decisions that have impact on them. This ensures that all decisions are purposeful, efficient, effective, and democratic.

### 2. Policy Scope

All academic levels at the university start with the Departments Councils, College Councils, Standing and Temporary Committees and the University Council with the participation of all stakeholders through Suggested opinions, Surveys, Performance reports and Quality reports.

### 3. Policy Statement

#### A. Decision Making Principles at DAU:

- Good decision making requires and fosters a culture of trust, openness, and honesty.
- Any person or group involved in DAU community has the right to raise an issue for consideration.
- All stakeholders who are affected by a decision should be involved in making this decision, and sufficient time should be given for the process to be carefully worked through.
- People who are unable or choose not to attend the decision-making meetings may pass their views on to the meeting via a proxy, but they must be committed to the decision taken.
- Decisions must be communicated as soon as taken, practicable to all who are affected by the decision.
- Not everyone will agree with every decision, but once a decision has been taken through correct procedures everyone has the responsibility to make the decision.
- All members of DAU community are regularly updated regarding their knowledge about DAU Decision Making Policy and Procedures.

#### B. Decision Makers Responsibilities:

Decision makers, according to decision-making levels, should adhere to the principles of decision-making at DAU and circulate the decision to all beneficiaries and stakeholders after its official approval, follow up on the

implementation of decisions and evaluate the effectiveness of the taken decisions in accordance with the procedures specified in this policy.

#### 4. Policy Procedures

##### A. Decision Making Protocols

All collective decisions are documented in the minutes of the meeting of the Committee meeting. When the decision is officially approved, the responsible authorities must start implementing the decision. It must be communicated and published to all stakeholders in a timely manner from the following methods of communication adopted at DAU:

- Direct personal notification
- Formal circular via the electronic communication system.
- Official Circular via E-Mail of DAU.

##### B. Decision-Making Levels and procedures

###### B1. Standing and Temporary Committees:

The Standing committee: is a committee established with the approval of the university President on a permanent basis to assist him in carrying out his duties in a specific set of issues according to its tasks and responsibilities.

As for the temporary committee: it is formed temporarily to carry out certain tasks entrusted to it by the University President. The assignment of the committee ends when the purpose for which it was formed ends.

In both cases, the committee applies the following procedures for taking decisions and following up their implementation and evaluating their effectiveness as per the following procedure:

- The Committee shall document its decisions in the minutes of the committee meeting after the approval of the absolute majority of the members' votes. In case of equality, the side in which the Chairman of the committee has the upper hand over the decision.
- The Committee must provide justifications for the decision to be taken. Determine the sources of information on which the decision was based.
- The decision must be made in clear and understandable terms for all stakeholders, and it shall be measurable and achievable.
- The committee shall submit the minutes of the meeting, including the decisions taken, to DAU President.
- When the University President agrees to the decisions, these decisions become effective or unless there is an objection to the decisions from the University President within Fifteen days from the date, they reach him.
- If the University President objects to the decisions, he returns them to the committee with his point of view to study it again. If the committee maintains its opinion, the objected decision is referred to the University Council for decision in the first ordinary or exceptional session, and the University Council has the right to ratify, amend or cancel the decision and finalize the decision taking.
- When the decisions enter into force, the committee that made the decision and the body responsible for implementing the decision are officially informed.
- The body responsible for implementing the decision shall start implementing it and inform all concerned bodies.
- The committee follows up the implementation of the decision through the form prepared for that (Follow-Up Decisions Form).
- The committee must evaluate the effectiveness of the decision after its implementation and take One of the following actions:
  - Continues to implement the decision.
  - Improving the procedures for implementing the decision.
  - Suspending the implementation of the decision through the form prepared for this [Decisions Evaluation Form.docx](#)

## B2. Deanships:

DAU organizational Structure includes One Deanship: Deanship of Admission, Registration and Student Affairs. The Deanship applies the following procedures for taking decisions and follow up on the implementation and evaluating their effectiveness:

- The Deanship shall document its decisions in the minutes of the Deanship meeting.
- The Deanship must provide justifications for the decision to be taken, clarifying the sources of information on which the decision was based.
- The decision must be made in clear and understandable terms for all stakeholders, and it shall be measurable and achievable.
- The Deanship shall submit the minutes of the meeting, including the decisions taken, to the University President.
- When the University President agrees to the decisions, these decisions become effective or unless there is an objection to the decisions from the University President within Fifteen days from the date, they reach him.
- If the University President objects to the decisions, he returns them to the Deanship with his point of view to study it again. If the Deanship maintains its opinion, the objected decision is referred to the University Council for decision in the first ordinary or exceptional session, and the University Council has the right to ratify, amend or cancel the decision which is the final verdict regarding this decision.
- When the decisions enter into force, the Deanship that made the decision and the body responsible for implementing the decision are officially informed.
- The body responsible for implementing the decision shall start implementing it and inform all concerned bodies.
- The Deanship follows up the implementation of the decision through the form prepared for that (Follow-Up Decisions Form).
- The Deanship must evaluate the effectiveness of the decision after its implementation and take One of the following actions:
  - Continues to implement the decision.
  - Improving the procedures for implementing the decision.
  - Suspending the implementation of the decision through the form prepared for this (Decisions Evaluation Form).

## B3. Department Council

The Department Council holds its periodic meetings in accordance with the approved regulations for organizing departmental council meetings at the university. The Department Council applies the following procedures for taking decisions, following up on their implementation and evaluating their effectiveness through the following procedures:

- The Department Council documents its decisions in the minutes of the Department Council's meeting after most of the Department Council Members approve the decision.
- The Department Council must provide justification for the decision to be made, clarifying the sources of information on which the decision was based.
- The decision must be formulated clearly, understandable to all stakeholders and achievable.
- The Department Council submits the minutes of the meeting, including the decisions taken, to the College Council. When the College Council approves the decisions, these decisions become effective.
- If the College Council rejects the decisions taken by the Department Council, the minutes of the meeting are kept, and these decisions are considered ineffective.
- When the decision is approved by the College Council, the Department Council that made the decision and the authority responsible for implementing the decision will be officially informed.
- The authority responsible for implementing the decision must start implementing it and inform all concerned parties.
- The Department Council must follow up on the implementation of the decision through the form prepared for this (Follow-up Decisions Form).

- The Department Council must evaluate the effectiveness of the decision after implementing and taking one of the following actions.
  - Continue the implementation of the decision.
  - Improving decision implementation procedures.
  - Suspending the implementation of the decision, through the form prepared for this (Decisions Evaluation Form).

Note: Some of the department's decisions must be approved by the University Council. Therefore, when approved by the College Council, the procedures for approving the College Council's decisions from the University President, which are mentioned below, must be applied to these decisions.

#### B4. College Council

The College Council holds its periodic meetings in accordance with the approved regulations for organizing college council meetings at the university. The College Council applies the following procedures for taking decisions, following up on their implementation and evaluating their effectiveness:

- The College Council shall document its decisions in the minutes of the College Council meeting after the approval of the absolute majority of the members' votes. In case of equality, the side in which the Chairman of the Council voted has the upper hand over the decision.
- The College Council must provide justifications for the decision to be taken, clarifying the sources of information on which the decision was based.
- The decision must be formulated in clear and understandable terms for all stakeholders, and it shall be measurable and achievable.
- The College Council shall submit the minutes of the meeting, including the decisions taken, to the University President. When the University President agrees to the decisions, these decisions become effective, or unless there is an objection to the decisions from the University President within fifteen days from the date, they reach him.
- If the University President objects to the decisions, he returns them to the college council with his point of view to study it again. If the council maintains its opinion, the objected decision is referred to the University Council for decision in the first ordinary or exceptional session, and the University Council has the right to ratify, amend or cancel the decision which is the final verdict regarding this decision.
- When the decisions enter into force, the College Council that made the decision and the body responsible for implementing the decision are officially informed.
- The body responsible for implementing the decision must start implementing it and inform all concerned bodies.
- The College Council follows up the implementation of the decision through the form prepared for that (Follow-Up Decisions Form).
- The College Council must evaluate the effectiveness of the decision after its implementation and take one of the following actions:
  - Continues to implement the decision.
  - Improving the procedures for implementing the decision.
  - Suspending the implementation of the decision through the form prepared for this (Decisions Evaluation Form).

#### B5. University Council

The University Council holds its periodic meetings in accordance with the approved regulations for organizing university council meetings at the university.

The University Council applies the following procedures for taking decisions, following up on their implementation and evaluating their effectiveness:

- The University Council documents its decisions in the minutes of the University Council meeting after the approval of a two-thirds majority vote of the attending members.

- The decisions of the University Council shall be presented to the Chairman of the Board of Trustees and shall enter into force after the approval of the Board of Trustees, unless there is objection from the Chairman of the Board of Trustees within Fifteen days from the date of his notification.
- If the Chairman of the Board of Trustees does not agree, the decision is re-submitted again. If the Board remains in its opinion, the decision is presented to the Board of Trustees.
- When the decision enters into force, the body responsible for implementing the decision is officially notified.
- The body responsible for implementing the decision must start implementing it and inform all concerned bodies.
- The University Council follows up the implementation of the decision through the form prepared for this (Decisions Follow-up Form).
- The University Council must evaluate the effectiveness of the decision after its implementation and take one of the following actions:
  - Continues to implement the decision.
  - Improving the procedures for implementing the decision.
  - Suspending the implementation of the decision through the form prepared for this (Decisions Evaluation Form).

Note: after the decisions have been taken, [Follow-up Decisions Form.docx](#) shall be reviewed on regular basis to ensure effective implementation of the decisions.

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

DAU 1-4 DAU Organizational Structure Policy  
DAU 1-7 Standing Committees  
DAU 1-6 University Council Policy  
DAU 1-5 Board of Trustees Policy  
[Follow-up Decisions Form.docx](#)

#### 6. Document History

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