

DAU 1-9 Policy on Policies

Policy Code	Policy Name		
DAU- 1-9	Policy on Policies		
Responsible Executive	Current Revision Date	Next Revision Date	
- General Director of Planning, Development and Quality Assurance. - Directorate of Quality Assurance	10/2023	10/2027	

1. Purpose of Policy

This policy ensures consistency, transparency, and quality in the process of developing, reviewing, approving, amending, or withdrawing University policies. The adopted process is consistent with best practices and would ensure that DAU policies are systematically developed, periodically reviewed, and broadly circulated.

This Policy **does not** apply to governance documents such as the Board of Trustees Bylaws. Also, it does not apply to operational policies and procedures that may be approved following the application of an approved University Policy.

2. Policy Scope

All Academic and Administrative Units at DAU.

3. Policy Statement

All DAU policies shall be developed, approved, and published in accordance with the standards outlined in this Policy and shall be published in both Electronically (Website) and in Hard copy in DAU Policies and Procedures Manual.

Policy Standards

- DAU policies will be written and maintained in a standardized format to ensure uniformity.
- It is the Policy Owner's responsibility to designate the appropriate responsible University office charged with the tasks of implementing and enforcing the policy.
- DAU policy should be written clearly with sufficient information on the subject without being excessive in length or complexity.
- DAU reserves the right to amend, modify, delete, or add any policy at any time to meet the needs of DAU community, to comply with applicable laws and standards of accrediting agencies, or for any other reason the University may determine.
- Nothing in this Policy on Policies interferes with the ultimate right of the University's Board of Trustees to adopt, rescind, modify, amend, or replace any University policy related to any topic or subject.

4. Policy Procedures

A. Procedures for Development, Review and Approval of Policies

- Any individual or unit may identify the need for a new policy, a revision of an existing policy. However, **only** the Policy Owner can initiate the development of a new policy or request a revision of an existing policy.
- Before proceeding with drafting a new policy or requesting a revision of an existing policy, the Policy Owner shall complete and submit the "[Request Form to Develop-Revise-Withdraw an DAU Policy.docx](#)" to the General Directorate of Planning, Development Quality Assurance.
- After getting the approval of the directorate and the legal advisor (if deemed necessary), the Policy Owner shall start developing a draft policy or revising a current policy using the Policy Template published by the Quality assurance Directorate and in consultation with key stakeholders. At any time in the drafting process, the Directorate is available for consultation.

- The General Directorate of Planning, Development and Quality Assurance shall act as a central unit to ensure quality control and that all policies are developed in conformity with applicable standards, without any overlap or contradiction, and are regularly revised to keep them current.
- Once the draft of a new policy is prepared using the specified template or modified version of an existing policy is completed, the Policy Owner will forward an electronic copy to the Directorate for review. The Directorate will provide a copy to the legal advisor for review and approval if deemed necessary.
- Once the policy assessment is completed by the Directorate and legal advisor (as applicable), it will be provided to the Policy Owner to incorporate suggested changes, if any.
- The revised version of the new policy or the substantially revised policy, received, and reviewed by the directorate shall be submitted to the University Council for approval and then approved by the Board of Trustees (BOT).
- Policies with minor revisions Only require the approval of the Policy Owner and the General Directorate of Planning, Development and Quality Assurance. A minor revision is one that does not affect the basic requirements, principles, scope, or intent of a policy. It could consist of technical corrections, updates, or clarifications.
- A proposed new, substantially revised policy becomes an official policy of the University and goes into effect after its approval by the University Council and subsequently by the BOT in its next meeting. A substantial revision is one that introduces a significant change to the scope or consequence of a policy.
- Following the approval of a new policy or major revision in an existing policy:
 - The General Directorate of Planning, Development and Quality Assurance shall maintain copies of signed University policies and policy revisions.
 - The General Directorate of Planning, Development and Quality Assurance Directorate shall update the Policies and Procedures Manual and ensure that the updated Manual is published on DAU's website.
 - The Policy Owner shall ensure that the policy is appropriately announced and communicated to the University community.

B. Periodic Review and Amendment of Policies

- DAU has set the general review process of the policies every 5 years with the new strategic plan, but if any new requirements raised or changed so the policy shall be reviewed regarding the change, or the new requirements and then the policy can be modified.
- Each responsible in DAU units shall periodically review the policies related to the unit and determine whether a policy requires revision, replacement, or withdrawal because of a change in applicable law, standard, or business process. It is the responsibility of the Policy Owner or the responsible office to ensure that the review dates mentioned in the policies are strictly observed.
- The responsible office may deem it appropriate to retain or withdraw an existing policy or consolidate Two or more policies.
- For the retained policies and/or policies with minor changes, the Policy Owner shall notify the General Directorate of Planning, Development and Quality Assurance. The Directorate shall update the Policy Manual and reflect the review and/or the minor revisions in the policy history and dates to ensure that the updated Manual is published on DAU's website.

C. Withdrawal of Existing Policies

- The responsible office can initiate the request for withdrawal from an existing policy. Any individual or unit who determines the need to withdraw from an existing policy shall coordinate with the office responsible. The Policy Owner or the responsible office shall complete and submit electronically the withdrawal request using the "Request Form to Develop/Revise/Withdraw a DAU Policy", along with the copy of the policy to be withdrawn. The General Directorate of Planning, Development and Quality Assurance shall provide a copy to the legal advisor for review and approval if deemed necessary. Once the policy withdrawal assessment is completed by the directorate and legal advisor (as applicable), it shall submit the request form with the attached policy to the University Council for approval. It will be subsequently submitted to the Board of Trustees (BOT) for approval in its next meeting.

- Following the approval to withdraw a policy:
 - The General Directorate of Planning, Development and Quality Assurance will maintain copies of signed University policy withdrawal.
 - The General Directorate of Planning, Development and Quality Assurance shall remove the withdrawn policy from the Policies and Procedures Manual and ensure that the updated Manual is published on DAU's website.
 - The Policy Owner or responsible office shall ensure that the withdrawn policy is appropriately announced and communicated to the University community.

5. Related Policies/ Documents/ Forms

[Request Form to Develop-Revise-Withdraw DAU Policy.docx](#)

All DAU's Policies

6. Document History

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