



## UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Policy Number: 03

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Vice Chancellor

Chancellor Decree Number: 128/2004

### Senior Officers

#### I. Policy

The senior officers will be responsible for the operation of the United Arab Emirates University.

##### **Vice Chancellor**

The Vice Chancellor is the chief executive officer of the University and is appointed by a Federal decree upon recommendation by the Chancellor. The Vice Chancellor must hold a PhD and be a known scholar with at least five years of experience as a university professor.

The Vice Chancellor shall be responsible for the University's academic, administrative and community affairs; supervise the execution of its By-law, regulations and policies; and represent it before the courts and other bodies.

The Vice Chancellor shall be responsible for the following:

- Ensure the implementation of the University Council's resolutions and policies.
- Monitor the overall performance of the University.

- Ensure that the University operates within its policies and procedures, recommending changes in those policies and procedures, when appropriate.
- When necessary, interpret the By-law and policies to the University community.
- Ensure that the strategic plan for the University is congruent with its mission.
- Produce an annual report of the University's achievements and needs.
- Advance the University's image and reputation in the United Arab Emirates and internationally.
- Any other duties assigned by the Chancellor.

The Vice Chancellor shall act on behalf of the Chancellor of the University in his absence.

### **Provost**

The Provost is the chief operating officer of the University and is appointed by a Federal decree upon the recommendation of the Chancellor.

The Provost shall be responsible for the following and any other duties delegated or assigned by the Vice Chancellor:

- Monitor the overall operations of the University.
- Ensure that University services are transparent and seamless to the faculty, staff and students.
- Prepare the annual University's operating plan.
- Assist the Vice Chancellor in preparing the University's budget.
- Any other duties assigned by the Vice Chancellor.

The Provost, or whoever is acting, shall replace the Vice Chancellor during his absence.

## **Secretary General**

The University shall have a Secretary General at the grade of Undersecretary, who is appointed by a Federal decree upon proposal by the Vice Chancellor and the Chancellor.

The Secretary General shall head the University departments providing financial and administrative services. He shall supervise and liaise between them and other departments of the University.

## **II. Application**

This policy shall apply to all senior officers of the United Arab Emirates University.

## **III. Related Policies**

UNI-GEN-04          Annual Report

## **IV. Revision History**

| <b>Date</b> | <b>Revision</b> |
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