



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Procedure Number: UNI-GEN-01-01

Supporting Policy Number: UNI-GEN-01

Date Approved: 8 November 2006

Effective Date: 8 November 2006

Date Last Revised: 26 March 2005

Responsible Office: Vice Chancellor

Procedure for University Policy Creation and Revision

Major Procedural Changes in This Release

This procedure corrects the title, incorporates guidelines and definitions, and modifies the procedure steps.

Guidelines

- The University Policy Template is the standardized format for all University policies maintained by the Office of the Vice Chancellor (VC). A soft-copy can be downloaded from the University By-Law, Policies and Procedures website.
- There are four (4) sections of the policy template to be completed before the proposed policy is submitted to the Provost:
 - I. **Policy Statement:** Should include the following:
 - Statement of desired standard or action of a specific activity, individual(s), or University resource
 - Reason for the policy
 - Responsibility for developing any resulting procedures
 - II. **Application:** The members of the University community the policy will apply to.
 - III. **Compliance:** When the procedure is to be in compliance with another entity's laws or regulations (e.g. Minister of Finance, UAEU Law, etc.), reference should be made to that law or regulation.
 - IV. **Related Policies and Procedures:** Reference other University policies that are directly or indirectly effected by or effect this policy.
 - V. **Revision History:** Lists effective date of previous versions of the policy noting 'New' or the 'Major Procedural Changes' in that version.
- In assigning responsibilities, use department or office names, or titles of individuals instead of their names.

- When revising an approved policy, obtain the soft-copy of the policy from the VC's Office; this will ensure the last approved policy is used for revisions.
- The header of new policies is completed by the VC's Office. For revised policies, the VC's Office completes the 'Date Approved' and 'Effective Date.'
- The footer should include the policy number so it appears on each page of the policy.
- Policies are maintained in two languages, English and Arabic. The Vice-Chancellor's Office will review all translations.

Procedure

1. The proposer of a policy (revision or new) takes his suggestion to his dean or director.
2. The dean or director will discuss the proposed suggestion with his division head.
3. If the division head is in agreement with the proposed suggestion, he will assign responsibility for drafting the proposed policy or revision to an existing policy.
 - If the division head does not agree with the proposal, the dean or director is advised of the rejection.
4. The division head distributes the draft proposal to the Provost and his executive staff for review and comment.
5. The division head will request the proposed policy or revision be on the next Provost's executive staff meeting agenda for discussion and action.
 - If the policy is not accepted, it will be returned by the Provost to the division head with explanation for the decision.
6. Following approval by the Provost's executive staff, the soft- and hard-copies of the approved versions of the proposed policy will be forwarded to the Vice Chancellor (VC) by the Provost .
7. The Vice Chancellor reviews the proposed policy, both English and Arabic versions.
 - If the Vice Chancellor rejects the proposed policy, it is returned to the Provost and his executive staff.
8. The Vice Chancellor forwards the proposed policy, both English and Arabic versions, to the Chancellor.
9. Once approved by the Chancellor, the VC's Office will ensure that the policy header and footer are completed, and publish and distribute the approved policy.

Publication

Upon receipt of the approved policy, the VC's Office will:

- ♦ Publish the policy (Arabic and English versions) on the web-based Procedure and Procedure Manual
- ♦ E-mail the approved version, soft-copy procedure (Arabic and English versions) to the management team (deans, directors, and managers)

Definitions

Header: Appears before the first section of the policy, the 'Policy Statement.' This includes:

- Section
- Policy Number
- Date Approved
- Effective Date
- Date Last Revised
- Responsible Office
- Chancellor Decree Number/Year (when applicable)
- Title

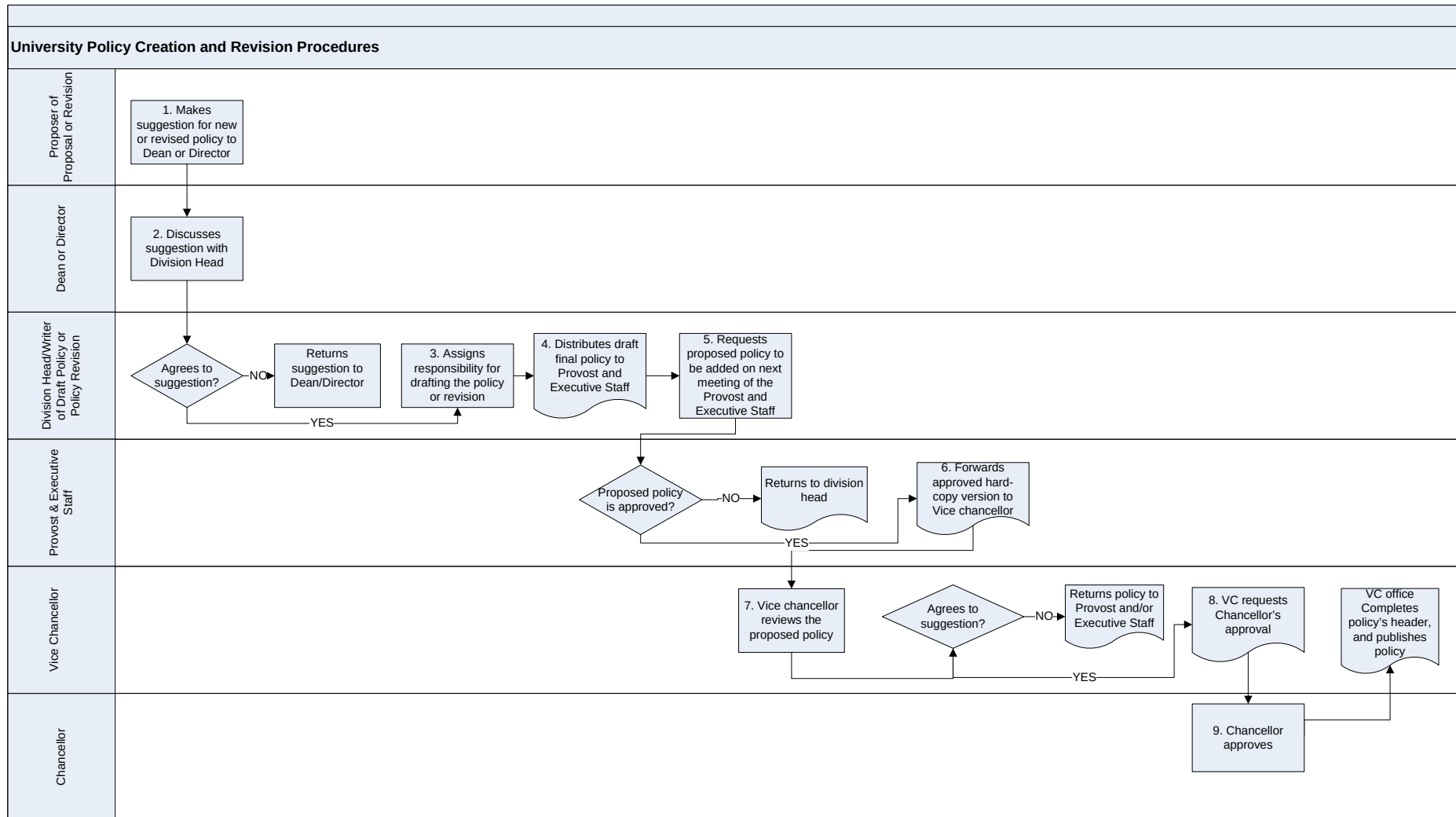
Section: A two-part code assigned by the Office of the Vice Chancellor that categorizes the policy by a) Responsible Division and b) Type of Policy. New codes are generated by the Office of the Vice Chancellor.

Date Approved: The date the Chancellor signed the policy. The VC's Office completes this information.

Effective Date: The date the policy becomes effective. If procedures are necessary to implement the policy, the last effective procedure or by-law will apply until the procedure has been developed and approved.

Date Last Revised: The date that the last revision of the policy became effective. This provides a cross-reference for the purpose of auditing, compliance, and policy history.

Responsible Office: The office that has responsibility for implementation of and changes to the policy, and the development of any resulting procedures.



POLICY TEMPLATE



UNITED ARAB EMIRATES UNIVERSITY

Section: AAA-AAA

Policy Number: AAA-AAA -##-##

Date Approved: dd Mmm yr

Effective Date: dd Mmm yr

Date Last Revised: dd Mmm yr

Responsible Office:

Title

Major Changes in This Release (*for revisions only*)

I. Policy Statement

II. Application

III. Related Policies and Procedures

IV. Revision History