



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Procedure Number: UNI-GEN-01-01

Supporting Policy Number: UNI-GEN-01

Date Approved: March 26, 2005

Effective Date: March 26, 2005

Date Last Revised: March 26, 2005

Responsible Office: Vice Chancellor

Policy on Policies Implementation Procedure

Major Procedural Changes in This Release

The following applies to the development of new University policies, amendments to existing policies and policy approval and distribution.

Procedure

Development of New University Policies and Amendments to Existing Policies

- New policies or changes to existing University policies may be proposed by any operating unit through the management structure.
- The proponent of the new policy or changes to an existing policy must ensure that the division(s) most directly affected by the policy has(ve) reviewed it.
- The policy recommendation will be discussed at the Provost's weekly staff meeting.
- If the policy recommendation is accepted for consideration by the Provost, the policy is written in the appropriate format (in both English and Arabic).
- If the policy recommendation is not accepted for consideration, it will be returned by the Provost to its proponent along with the rationale for the decision.

Policy Approval

- The Office of the Advisors to the Chancellor is to review with the Provost.
- The policy will be reviewed by the Vice Chancellor.
- If approved by the Vice Chancellor, he will review the policy with the Chancellor to request his approval.

Policy Distribution

- Once approved by the Chancellor, the Quality Assurance unit assigns a number to a new policy and sends out the new policy or the updated policy to those units that have a permanent By-law and Policy Manual (numbered red binder).
- The Quality Assurance unit provides the Office of the Chief Information Officer with the new or amended policy – and a revised Table of Contents, if necessary – in Arabic and English, for the purpose of updating the University By-law, Policy and Procedure website.