

**Policy of organizing the functioning of college and department committees**

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College Council	تمت الموافقة عليه من قبل: Approved by:
Academic Policy Committee	صادر عن: Issued by:
(1)	رقم الإصدار: Version No:
2022/1/20	تاريخ الموافقة: Date Approved:
2Years	تاريخ المراجعة التالي: Next Revision Date:
Dean	موقعة من قبل: Signed by:

## Policy of organizing the functioning of college and department committees

The policy of organizing the functioning of the college and departments committees includes the following:

1. Forming committees and reviewing their work
2. Holding meetings
3. The role of committee members
4. The roles of the chairman and the rapporteur of the committee

### 1. Forming committees and reviewing their work:

- a. Committees must be formed in accordance with the mechanism set by the college so that it clearly describes the purpose and functioning of the committee, and determines how the members of the committee, its chairman are selected. It also describes its mechanism of action, how decisions are made and the channels of the administrative hierarchy, its quorum, and the manner in which its meetings are held and their number.
- b. Committees must find a system to review their work to include the timing and nature of the review process and determine the responsibility for the review process and the mechanism for its implementation.

### 2. Meetings

- a. Committee meetings cannot be held unless its specified quorum is complete, and if there is a subject that calls for a committee's decision, a decision may be taken in an off-meeting manner provided it is ratified at the next meeting of the committee.
- b. Committee meetings must be held in accordance with the policy of forming the Committee. However, the Committee may not hold a meeting unless important points are discussed, even if the meeting is specified in the decision to form the committee. In case the subject matters to be discussed are not of great importance, items at hand can be looked into off-meeting instead of postponing them to another meeting.
- c. The items before the committee for decision or for information only must be relevant to the work or roles of the committee. A joint meeting of two or more committees may be held in the event that the subject matter has a common relationship between two or more committees. If it becomes clear that the committee invited to the meeting does not have sufficient knowledge of the subject, the chairman of the host committee may terminate the joint meeting without making a decision.

- d. When the committee's decisions are referred to other college committees, the dates of joint meetings must be scheduled in sufficient time so that other committees can know the subject extensively to ensure the effectiveness of the joint meeting and achieve its desired objectives.
- e. At the beginning of each meeting, the chairman of the committee must ask each member to declare any potential conflict of interest in any of the topics discussed, allowing them to miss the discussion of that subject or leave the room while considering it.
- f. The work of the committees, including their meetings, must be documented accurately, clearly, concisely and specifically.
- g. The committees may create a team on MSTeams or any other recognized electronic platform by the college which can be guided by the college's Academic Policies Committee. The committee can conduct the meetings virtually on this platform.
- h. The agenda of committee meetings must include any necessary materials to assist committee members in decision-making. Any topics previously discussed must be attached if their updates are presented at the meeting.
- i. The agenda of committee meetings is divided into three parts:
  - Part 1:** Topics that do not require decision-making but only for information or discussion, but are relevant to the work of the Committee or help it to make its decisions in the future, or require that they be circulated by members to staff in each in his area of work.
  - Part 2:** Topics requiring decision-making and a clear recommendation from the chairman of the committee. They do not require to be deported to other meetings for discussion.
  - Part 3:** Topics for discussion and decision-making.
- j. The agenda must include a list of the latest developments in topics that have been taken since the last meeting, wherever the nature of the subject requires.
- k. At the discretion of the chairman of the committee, topics may be added in the 'further work' section provided that the chairman of the committee is notified in advance and that the subject at hand is not a major policy topic and does not require action that would change existing academic policies or practices.
- l. The agenda must be distributed to members at least three working days before the date of the meeting, identifying topics that the chairman considers key issues. The chairman of the committee must set deadlines for the inclusion of any topic on the agenda.

- m. The agenda must be posted on the College's website, with all attachments included as much as possible so that it is available to all staff on the university's internal network, unless agenda topics are confidential.
- n. The minutes of the meetings should:
  - Be a summary of what was discussed at the meeting, in the form of points wherever possible, rather than a detailed account of each topic or item. Names of members taking part in the discussion are, generally, not disclosed.
  - Include all decisions or what has been agreed upon, whether formally reached through draft proposals or through a general consensus, with the actions to be taken in relation to each item, including the person responsible for implementation and the timetable for completion, wherever possible.
  - Disseminated to members of the Committee within 10 working days after the date of the meeting.
  - It is published on the college's network and is available to all staff on the college's internal network, unless the topics of meeting minutes are confidential.

### 3. The role of committee members

- a. Committee members must abide by the laws and regulations of the college and abide by the rules governing the formation of committee members at the college.
- b. Members must actively participate in the work of the committees and contribute to the decision-making process to ensure the development of the college in general.
- c. College staff should nominate themselves to committees within their interests to contribute to the development of the work of that committee.
- d. Staff representing their departments in some committees should do their utmost to convey the views and directions of their departments to the committee and to transfer the decisions taken by the committee to their department councils.

### 4. The role of the chairman of the committee

- a. Committee chairmen are responsible for ensuring that the policy of regulating the functioning of committees is implemented, including the recording of decisions taken by the committees and the actions taken to implement them.
- b. Committee chairmen must hold formal meetings of the committee as specified in the decision to form them. The meetings of committees with large numbers of members, including the main committees, must be formal.
- c. Committee chairmen must be aware of the topics at hand so that committee members can understand the issues at hand, enriching the debate process,

ensuring that voting processes are conducted and decisions are made properly and that all members of the committee are actively involved.

- d. It is the responsibility of the chairmen of the committees to ensure that the work of the committee is referred to the relevant committees for decision or referred to the specialized departments of the college.
- e. The decision to form committees must include a text in which the chairman of the committee is authorized to make certain decisions while ensuring accountability for his decisions.
- f. The chairmen and rapporteurs of the committees must meet to determine and discuss the draft agenda before sending it to the members of the committee so that the purpose and outcome of the meeting can be understood.
- g. Committee chairmen should be briefed on the system of work of the college committees as a whole, and work as much as possible with the chairmen of other committees to ensure that the committees work in accordance with the policy of organizing the work of the college and department committees.
- h. Committee rapporteurs must work with the chairmen to introduce all new members to the mechanism and policy of the work of the committees, to ensure that the new members know about the committee on which they belong. This should be prior to the first meeting at the beginning of the academic year and includes the following:
  - The structure of the committee, including information on the committee's location in the organizational structure of the college committees.
  - Principles and laws of the work of committees.
  - Responsibilities of committee members
  - Committee meeting dates.
  - Key items of the committee's work in the previous year.

For further inquiries about the policy of organizing the functioning of college committees and departments, you can contact the Academic Policies' Committee.