

GENERAL_POLICY ON POLICIES_12

Contents: <ul style="list-style-type: none">• Purpose• Who Should Know This Policy• Policy Description• Definitions• Responsibility• Policy Statements• Procedure	Version Number:
	Effective Date: May 26th/2015
	Reviewed by EMC on: May 26th/2015
	Approved by President/Board of Regents on: May 26th/2015

Purpose

To ensure compliance and consistency in the process of initiation, modification, termination and approval of QU policies.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

The purpose of this policy is to regulate the process of initiating, updating and terminating any policy at QU.

1. Definitions

1. Board of Regents (BOR): The Board of Regents is appointed by Emiri decree and is the supreme authority within the University. It is charged with setting out the overall policy of the University monitoring its implementation, as well as providing general oversight of all its activities and systems. It shall exercise ultimate institutional authority as set forth in its Bylaws and in such other policy documents it deems to be appropriate.
2. Executive Management Committee (EMC): The Executive Management Committee shall be comprised of the University's President (who serves as its Chairperson), and all Vice Presidents. Other individuals may be incorporated within the Executive Management Committee at the request and discretion of the President.
3. Impact Statement: A section of the request form for initiation, modification or termination of a policy that describes the background, rationale, and likely impact of the new/modified/ or terminated policy.
4. Interim Policy: A policy that consists only of the cover page and impact statement, and which may be approved by the president when an urgent need occurs. Such a policy is valid for up to a period of one year from the approval date, by which time the normal process described in this policy document should be completed.
5. Institutional Policy: Any policy that has university-wide scope and impact.
6. Non-institutional Policy: A specific policy applicable for unit activities.
7. Office of EMC Affairs (OEMCA): Part of the President's office and in charge of coordinating EMC affairs.
8. Office of the VP for Institutional Planning & Development (OIPD): Facilitates the collection, analysis, planning, integration of assessment, and accreditation of the institution. The Office responds to information requests from internal members and external clients, as well as conducts research on topics of interest to the decision-making process at QU, with the view to enhancing institutional effectiveness.
9. Ownership /Policy Owner: The QU unit that is the custodian (owner) of the policy. Usually it is the unit who is most directly affected/involved policy owner in the execution of the policy.
10. Policy Statements: A section in the policy document that describes policy provisions and requirements.
11. Procedures: Steps and actions to be followed to fulfill the general guidelines identified in the policy. Where the EMC deems appropriate, these actions could be tailored to a unit's requirements.
12. Related Documents: Any document that impacts the content of one or more sections of a policy.
13. Responsibilities: Designated tasks for each entity involved in the process of initiation, modification, and termination of a policy.
14. Sponsor: EMC member who sponsors a request for initiation, modification, or termination of a policy.

15. University Policies Committee (UPC): A permanent committee formed by QU President.

2. Responsibility

BOR

- Approve policy proposals.
- Terminate an existing policy.
- Approve any modifications to an existing policy that was previously approved by the BOR.

EMC

- Review/propose modifications to an existing policy.
- Propose termination of an existing policy.

External Relations Department (ERD)

- In coordination with OEMCA, announce any new, modified or terminated policy.

OEMCA

- Maintain records of all documents related to QU policies.
- Conduct initial reviews of policy requests
- Coordinate with OIPD and ERD.

OIPD

- Collaborate with OEMCA on evaluation of policy requests.

President

- Approve policies drafts.
- Request initiation/modification/or termination of a policy.
- Declare effective date of policy.

Stakeholders

- Provide input on drafts to initiate, modify, or terminate a policy.

UPC

- Review all effective academic and non-academic policies.
- Set up a plan to periodically review all approved policies.
- Review all policies requests and give input prior to their approval by QU President.
- Provide guidance, directional framework, and other resources to facilitate initiation/modification/or termination of a policy.
- Coordinate efforts related to maintaining policy documents and oversee their organization and indexing to facilitate effective archiving and retrieval.
- Coordinate directly with departmental policy committees.
- Prepare an annual report for submission to QU President.

Vice President (VP)

- Execute policies relevant to his/her division.
- Disseminate relevant policies to staff in his/her division.
- Set policy review calendar for his/her division.
- Submit a request for initiation/modification/or termination of a policy.

3. Policy Statements

1. Institutional policies connect the university's mission to members' conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk, regulate operations and enhance productivity and efficiency in the academic and administrative/financial environment, student affairs, research, and other activities.
2. QU institutional policies are categorized into five domains; namely: Academic, Administrative, Research, Student and General.
3. A non-institutional policy (i.e. A specific policy applicable for unit activities) should be approved by the concerned VP.
4. Non-institutional policies that apply to the operations of individual units or departments may not conflict with institutional policy.
5. Major recommendations during the process of policy review should be communicated to the stakeholders.
6. All institutional policies must be reviewed by the Institutional Policies Committee in coordination with any relevant -committees.
7. The EMC must review all institutional policies.
8. All institutional policies must be reviewed on a regular basis.
9. An interim policy, which consists of the cover page and impact statement, may be issued by VP of the relevant unit and approved by the president when an urgent need occurs - it is valid for a period no more than one year, by which the normal process described in this policy document should be completed.
10. All institutional policies must be approved by the President.
11. Any policy that meets one of the following criteria shall be forwarded for BOR approval:
 - a. Requiring approval by the BOR according to the laws of the State of Qatar.
 - b. Relating to BOR duties.
 - d. Dealing with issues of reputational significance. Relating to an important governance issue (e.g. Policy on Policies, substantial administrative/ financial implications).
 - e. Implying any direct change on the University organizational chart.
 - f. Leading to a change(s) on any policy and bylaws which was approved by the BOR, or impacting a decision that was taken by the BOR.
 - g. Deemed appropriate by the EMC for BOR approval.
12. Any policy approved by the BOR or the president remains effective until replaced by a new or modified version or is terminated.
13. All versions of policies approved by the BOR or the president must be indexed, numbered and archived at the OEMCA.
14. Working (editable) copies of all policies in effect must be retained at the OEMCA
15. All policies in effect must be available and accessible to all stakeholders.

16. All policies must follow the appropriate template that has been developed by the OEMCA.
17. All policies should adhere to the naming convention illustrated in this policy.
18. Policies are considered effective on the day of BOR or president's approval, whichever is applicable.
19. New, modified, updated or terminated policies will be announced by the OEMCA.

4. Procedure

4.1 PROPOSING A POLICY; MODIFICATION/TERMINATION OF AN EXISTING POLICY

1. An EMC member must agree to sponsor a request for new institutional policy or the modification or termination of an existing one.
2. The sponsor of the policy request will appoint a person/office (policy owner) to develop the policy in line with the policy statements illustrated in this policy document.
3. The policy owner will prepare the draft of the policy.
4. The policy owner will seek feedback from relevant stakeholders.
5. The concerned VP will approve the final draft before its submission to the OEMCA for initial evaluation.
6. The policy owner will develop an impact statement. The impact statement includes the background, rationale, and likely impact of the new/modified/ or terminated policy.
7. The OEMCA will assess the request to ensure the inclusion of:
 - I. Rationale of the proposed changes.
 - II. Impact statement outlining the likely impact of the proposed changes.
 - III. Compliance with policy statements/procedures detailed in the Policy on Policies document.
8. Following the decision to proceed, the request will be forwarded to the UPC for evaluation
9. UPC shall review the submitted policy in terms of consistency with other QU policies, appropriateness and adherence to the policy on policies.
10. UPC shall submit its recommendations to the EMC.
11. If the EMC evaluation is positive with no changes/remarks or with changes that are satisfactory to the policy owner, the request shall be forwarded to the president for initial approval if the policy meets one of the criteria listed in Policy Statement 11 for the BOR approval -- otherwise, the final approval will be made by the president.
12. If the UPC evaluation is negative, an official communication from the OEMCA will be sent to the policy owner advising re-submission of the policy with modifications or its withdrawal.
13. A policy becomes effective when it is approved by the BOR or the president.

4.2 Establishing an Interim Policy

- 1 In the event a policy is needed for reasons of urgency that do not allow for its full development, review and approval as detailed in this policy document, the VP of the relevant unit shall draft an impact statement and forward to the OEMCA for the president approval.

- 2 The OEMCA shall review the impact statement and forward the request to president or return it to the policy owner.
- 3 Once the interim policy is approved by the president, the OEMCA shall follow the procedures described in section 4.1
- 4 Within 6 months of the approval of the impact statement, the concerned VP shall ensure that all steps for the development, review and approval of the interim policy are completed.

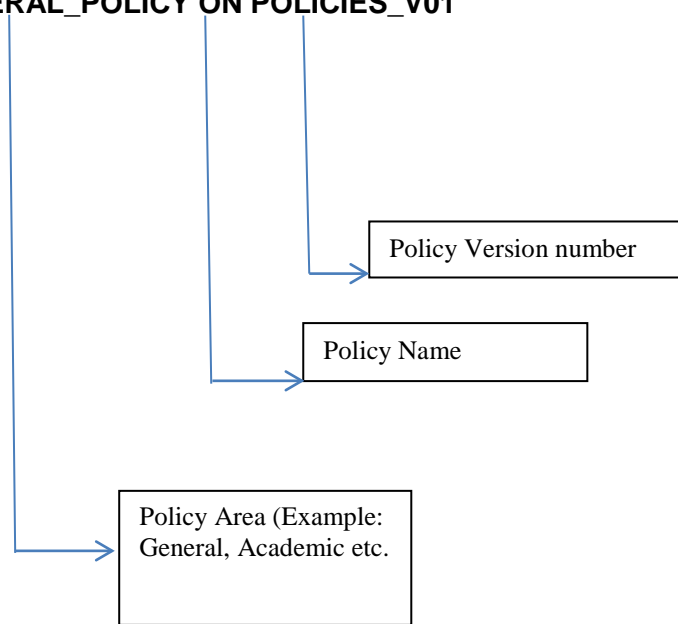
4.3 Policy Communication and Compliance Training

1. Following approval by the BOR or the president of a new policy or modification or termination of an existing one, the OEMCA shall coordinate with ERD to make a university-wide announcement.
2. ERD shall ensure that the new or modified institutional policy is uploaded on the policy website and/or the terminated one removed, before making the announcement.
3. The VP of the concerned unit shall conduct a formal meeting with the Director/Dean/Manager/ Section Head to determine the course of action to disseminate the policy to end users – this should also include evaluation of training to acquaint users with the new or modified policies to ensure compliance.

5. Forms and Templates

5.1 Policy Code and Title Template

GENERAL_POLICY ON POLICIES_V01



The electronic copy of this template is available at :www

5.2 Policy Initiation/Modification/Termination Template

NAME AND VERSION OF THE POLICY BEING PRESENTED:		
NAME AND VERSION OF THE POLICY BEING MODIFICATION/ TERMINATION (IF APPLICABLE)		
OFFICE/DEPARTMENT (OWNERSHIP OF POLICY):		
REASON FOR PRESENTATION TO THE EXECUTIVE MANAGEMENT COMMITTEE		
APPROVAL FOR NEW POLICY <input type="checkbox"/>	APPROVAL FOR MODIFICATION <input type="checkbox"/>	APPROVAL FOR TERMINATION <input type="checkbox"/>
IMPACT STATEMENT*		
<p><i>*An impact statement is required to be provided prior to presentation to the EMC. The impact statement will be for a policy initiation, modification, or termination. It has to describe the following:</i></p> <ul style="list-style-type: none"> ▪ <i>Background:</i> ▪ <i>Rationale:</i> ▪ <i>Impact of new/modified/ or terminated policy:</i> ▪ <i>Summary of proposed changes (only for policy modifications)</i> <p><i>Note: In case a policy is being presented for modification, please provide a copy of the current version of the policy.</i></p>		
PRESENTER		
POLICY COMMITTEE COMMENTS/APPROVAL		