



**University Management Board Terms of Reference (ToR)**

**ADMINISTRATIVE DECISION**

**Version Control and Change History**

Document Number	Approval	Date of Approval	Review Date
UoB-ToR-08	01	UAC	14 <sup>th</sup> October 2020
		UAC	2 <sup>nd</sup> January 2023
	02	UAC	27 <sup>th</sup> September 2023
Related documents	NA		
Dissemination list	<ul style="list-style-type: none"><li>• All departments/units of UoB</li><li>• All members</li></ul>		

**GLOSSARY**

- DVCFAASS: Deputy Vice Chancellor for Financial, Administrative Affairs and Support Services
- FAAD: Finance and Accounting Affairs Department
- HRAD: Human Resource Affairs Department
- ITU: Information Technology Unit
- MMD: Media and Marketing Department
- PCU: Procurement and Contract Unit
- PDU: Planning and Development Unit
- SAD: Student Affairs Department
- SSU: Safety and Security Unit
- TAAD: Technical and Administrative Affairs Department
- TI: Training Institute
- UAC: University Academic Council
- UMB: University Management Board
- UoB: University of Buraimi
- VC: Vice Chancellor
- Vice Chancellor Executive Office

**A. PURPOSE**

The UMB serves as an executive body of the university's governance system under the University Academic Council. The board oversees and monitors the administrative activities of the University. The board oversees the implementation of the administrative policies of the University, facilitate the administrative operations of the University, bring about closer



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correlation of its various departments, and improve the quality of all phases of its work. All administrative units submit their proposals to UMB. If UMB receives any proposal which is academic in nature, it is passed to the UAC.

#### B. THE UNIVERSITY MANAGEMENT BOARD MEMBERSHIP

The University Management Board shall be chaired by the DVCFAASS and shall include the following members:

- HRAD Director- Member and Secretary
- SAD Director- Member
- Legal Advisor- Member
- MMD Director- Member
- FAAD Director- Member
- TAAD Director-Member
- SSU Head- Member
- ITU Head- Member
- TI Director- Member
- PCU Head – Member
- QAD Director - Member
- Student representative- Member

The UMB may seek the advice of experts and consultants on administrative matters related to objectives of the University. It may form standing or ad-hoc committees to look into specific matters related to its functions and raise their recommendations to the board.

#### C. THE UNIVERSITY MANAGEMENT BOARD DUTIES AND RESPONSIBILITIES

The UMB should meet once every month and be responsible of carrying out the administrative policies assigned by the Board of Directors under the supervision of the Vice Chancellor. The board is to undertake the following tasks:

- Gather information about and deliberate any non-academic matter which may arise within the university.
- Review or propose non-academic policies, procedures or issues and submit it to the UAC for approval
- Follow up the implementation of the Operational plans of the administrative entities and submit the related reports/proposals/actions to the UAC
- Approve administrative faculty promotions recommendations of university administrative promotion committee



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- Study, approve the recommendations on non-academic matters presented by the administrative departments and committees
- Act as an advisory board to the vice chancellor on administrative matters, monitor the activities of all committees under UMB, and evaluate /approve the recommendations presented by UoB admin entities.

### D. STANDING COMMITTEES UNDER UMB:

There shall be (10) standing committees under the UMB. The structure and responsibilities of these standing committees shall be determined by the UMB and the committees structure need to be approved by UAC.

- 1) Administrative Quality Assurance Committee
- 2) Risk Management Committee
- 3) Staff Professional Development Committee
- 4) University Administrative Promotion Committee
- 5) University Staff Disciplinary and Grievance Committee
- 6) Financial Aid Committee
- 7) Accommodation Committee
- 8) Capital Project Committee
- 9) Tendering Committee
- 10) Community Service Committee

### E. THE UNIVERSITY MANAGEMENT BOARD MEETINGS:

- The University Management Board should meet once every month and, the secretary upon the advice of DVCFAASS shall call for a meeting attended by the members of the University Management Board to discuss key issues concerning the University. The chairs of the university committees under UMB shall present a summary of committee activities to the board.
- The quorum required for the board meeting is the attendance of 50% of the members provided that the committee chair is present.

### F. THE UNIVERSITY MANAGEMENT BOARD SECRETARY:

The Human Resource Affairs Department Director shall be the rapporteur of the board and shall undertake the following duties:

- To prepare the agenda for each meeting in consultation with the DVCFAASS
- To prepare and record the minutes of the meetings



جامعة البريمي  
UNIVERSITY OF BURAIMI

مكتب رئيس الجامعة  
Vice Chancellor Office

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- To upkeep the documents and records of the board
- To communicate the decisions of the board to the concerned bodies within a week from their approval
- To follow up the implementation of the decisions of the board and submit a report to the board
- Any other duties assigned by the board, chair of the board
- Prepare an annual summary report on the University Management Board decision implementations and submit it to VCEO.
- Annual reports of all committees under UMB to be maintained and furnish a copy to VCEO for further endorsement by UAC.



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Vice Chancellor Executive Office

**Dr. Said Eid Younes**  
Vice Chancellor

Action

Taken/Remarks:

VCEO to disseminate the ToR to all Departments/Units

Copy to:

VCEO Records, QAD