



جامعة البريمي | مكتب رئيس الجامعة
UNIVERSITY OF BURAIMI | Vice Chancellor Office

Decision Number:

AD 11-22-075

Date of Issue:

13 Novemebr 2022

University Management Council Terms of Reference (ToR)

ADMINISTRATIVE DECISION

Version Control and Change History

Document No.	Version No.	Approval	Date of Approval	Review Date
UoB-ToR-17	01	UAC	14 th October 2020	AY 23-24
Related documents	NA			
Dissemination list	• All departments/units of UoB			

GLOSSARY

- DVCAARI: Deputy Vice Chancellor for Academic Affairs, Research, and Innovation
- 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
- TAAD: Technical and Administrative Affairs Department
- TI: Training Institute
- UAC: University Academic Council
- UMC: University Management Council
- UoB: University of Buraimi
- VC: Vice Chancellor
- Vice Chancellor Executive Office

A. THE UNIVERSITY MANAGEMENT COUNCIL MEMBERSHIP

The UMC serves as an executive body of a university's governance system under the University Academic Council. The council oversees and monitors the administrative activities of the University. The council oversees the administrative policies of the University. Facilitate the administrative operations of the University, bring about closer correlation of its various departments and improve the quality of all phases of its work. All administrative units submit their proposals to UMC. If UMC receives any proposal which is academic in nature it is passed to the UAC.



University Management Council Terms of Reference (ToR)

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

- DVCAARI- Member
- HRAD Director- Member and Secretary
- SAD Director- Member
- Legal Advisor- Member
- MMD Director- Member
- FAAD Director- Member
- PDU Head- Member
- TAAD Director-Member
- SSU Head- Member
- ITU Head- Member
- TI Director- Member
- Procurement and Contract Unit- Head) – Member
- Student representative- Member

The university Management Council 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 Council.

B. THE UNIVERSITY MANAGEMENT COUNCIL DUTIES AND RESPONSIBILITIES

The University Management Council 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 council is to undertake the following tasks:

- Gather information about and deliberate any non-academic matter which may arise within the university.
- Review any present or proposed non-academic policy, procedure or issue
- Approve the University Institutional Plans
- Approve administrative faculty promotions after review of university promotionboards
- Monitor the staff and student disciplinaryaction
- To study, approve the recommendations on non-academic matters presented by the administrative departments and committees
- Provide advice on any other administrative items presented by the University Vice Chancellor
- Monitor the activities of all committees (under UMC) and approve the recommendations presented

C. STANDING COMMITTEES UNDER UMC:

There shall be thirteen (13) standing committees of the University Management Council. The structure and responsibilities of these standing committees shall be determined by the University Management Council and the committee structure need to be approved by UMC.



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- University Administrative Promotion Committee
- Risk Executive Management Committee
- UoB Community Service Committee
- University Staff Disciplinary and Grievance Committee
- University Student Disciplinary & Grievance Committee
- Institutional Planning & Development Committee
- Financial Aid Committee
- University Staff Appeal Committee
- University Students Non-Academic Appeal Committee
- Staff Affairs/ Professional Development Committee
- Accommodation Committee
- Capital Project Committee
- Philanthropic and Fundraising Committee

D. THE UNIVERSITY MANAGEMENT COUNCIL MEETINGS:

The University Management Council should meet once every month and, the secretary upon the advice of Vice Chancellor shall call for a meeting attended by the members of the University Management Council to discuss key issues concerning the University. The chairs of the university committees under UMC shall present a summary of committee activities to the council.

E. THE UNIVERSITY MANAGEMENT COUNCIL COORDINATOR (SECRETARY)

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

- To prepare the agenda for each meeting in consultation with the Vice Chancellor
- To prepare and record the minutes of the meetings
- To upkeep the documents and records of the council
- To communicate the decisions of the council to the concerned bodies within a week from their approval
- To follow up the implementation of the decisions of the council and submit a report to the council
- Any other duties assigned to him by the council, chair of the council or his deputy (Vice Chancellor)
- Prepare an annual summary report on the UMC decision implementations
- Annual reports of all committees under UMC to be maintained and furnish a copy to VCEO.

Dr. Said Eid Younes
Acting- Vice Chancellor



Action Taken/Remarks:

VCEO Dissemination to all Departments/Units

Copy to:

VCEO Records, QAD