



University Academic Council Terms of Reference (ToR)

ADMINISTRATIVE DECISION

Version Control and Change History

Document Number	Approval	Date of Approval	Review Date
UoB-ToR-76	BoT	24 th September 2020	AY 23-24
	UAC	27 th September 2023	AY 25-26
Related documents	None		
Dissemination list	<ul style="list-style-type: none"> DVCAARI, Colleges/center 		

GLOSSARY

- ARD: Admission and Registration Department
- BoT: Board of Trustees
- UAC: University Academic Council
- 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
- MMD: Media and Marketing Department
- QAD: Quality and Accreditation Department
- RIEU: Research, Innovation & Entrepreneurship Unit
- SAD: Student Affairs Department
- UoB: University of Buraimi
- UMB: University Management Board
- VC: Vice Chancellor
- VCEO: Vice Chancellor Executive Office

Based on the decision of BoT to establish the University Academic Council as detailed below:

A. THE UNIVERSITY ACADEMIC COUNCIL MEMBERSHIP

The University Academic Council serves as an executive body of a university's governance system. The council oversees and monitors the academic/ admin activities of the University.

The University Academic Council shall be **chaired** by the Vice Chancellor and shall include the following members:



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- DVCAARI- Member
- DVCFAASS- Member
- College Deans and Center Director -Members
- SAD Director- Member Legal Advisor- Member
- One member from each of the academic colleges recommended by the respective college deans/ center director, on a rotating basis, and appointed by the Vice Chancellor for one year- Members
- ARD Director – Member
- QAD Director- Member and Secretary
- RIEU Head- Member
- IPDU Head - Member
- Two Student representatives from Student Advisory Council- Members
- FAAD Director – Member (in case of philanthropic funds management)
- Legal advisor – Member (in case of philanthropic funds management)

The University Academic Council may seek the advice of experts and consultants on academic 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 ACADEMIC COUNCIL DUTIES AND RESPONSIBILITIES

The council is to undertake the following tasks:

- Supervise and implement the university regulations pertaining to teaching and learning, research, and innovation.
- Follow up and deliberate any academic matters which may arise within the university.
- Develop, approve, and supervise the implementation of academic policies and regulations.
- Approve students' final assessment results and monitor students' performance in examinations through regular grade analysis.
- Analyze and monitor academic Students' Key Performance Indicators (KPIs), mainly, the KPIs of students' progression and retention in the colleges and GFP Program.
- Approve the university accreditations plans for local and international agencies pertaining to institutional and academic programs accreditation.
- Approve academic faculty promotions after the satisfaction of the departmental, college and university promotion requirements.
- Monitor the criteria pertaining to the students' withdrawing, dropping off, and adding to the courses.
- Study the recommendations presented by the colleges' boards and committees and take the appropriate decision as per the applicable university's policies and procedures.
- Propose establishment or abolition or change of nomenclature of the colleges, centers, and departments.



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- Provide advice on any other academic items presented by the University Vice Chancellor.
- Monitor the activities of all university committees and approve the recommendations presented.

C. STANDING COMMITTEES UNDER UAC:

There shall be (2) boards and (12) standing committees reporting to the University Academic Council. The structure and responsibilities of these standing committees shall be determined by the University Academic Council and the committee structure needs to be approved by UAC.

- 1) Executive Academic Board
- 2) University Management Board
- 3) Institutional Planning and Development Committee
- 4) Academic Quality Assurance Committee
- 5) Teaching, Learning Committee
- 6) UoB Examination Committee
- 7) University Academic Advising Committee
- 8) Research Ethics and Biosafety Committee
- 9) University Academic Promotion Committee
- 10) Industry Partnership and Consultancy Committee
- 11) University Student disciplinary and Grievance Committee
- 12) University Students Appeal Committee
- 13) University Staff Appeal Committee
- 14) Philanthropic and Fundraising Committee

D. THE UNIVERSITY ACADEMIC COUNCIL MEETINGS

- The University Academic Council should meet once every month. The UAC Secretary, upon the advice of Vice Chancellor shall call for a meeting attended by the members of the University Academic Council to discuss key issues concerning the University. The chairs of the university committees under UAC shall present a summary of committee activities to the council.
- The quorum required for the council meeting is the attendance of 50% of the members provided that the council chair is present.

E. THE UNIVERSITY ACADEMIC COUNCIL SECRETARY

By default, the Quality and Accreditation Department Director shall be the secretary of the council, unless the council decides otherwise. The UAC secretary 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 of their approval.



جامعة البريمي
UNIVERSITY of BURAIMI

مكتب رئيس الجامعة
Vice Chancellor Office

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- 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, president of the council or his deputy (Vice Chancellor).
- Prepare an annual summary report on the UAC decision implementations.
- Annual reports of all committees under UAC to be maintained and furnish a copy to VCEO.

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Chancellor Executive Office


Dr. Said Eid Younes
Vice Chancellor

Action
Taken/Remarks:

VCEO Dissemination to all Departments/Units

Copy to:

VCEO Records, QAD