


Category	Governance and Management	Policy Number	UNI-GOV-401	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	4.1	
Responsible Office	VP-CEO	Policy Owner	VPO	
Date Approved	7 October 2024	Effective Date	7 October 2024	
Date Last Reviewed	3 October 2024	Due Date for Next Review	7 October 2027	

POLICY

University Policy Management

1. Purpose

This policy outlines the principles for policy management at Zayed University, ensuring that University-wide policies and procedures are developed, reviewed, approved, and maintained in an efficient and consistent manner with appropriate consultation and accountability.

2. Scope of Application

2.1 This policy applies to all University-wide policies and procedures at Zayed University, and to the people involved in policy-and-procedures development, review, endorsement, approval, and publication.

2.2 This policy does not apply to internal college/department/unit policies and procedures, although those policy owners can use the information in this policy for guidance. However, college/department/unit policies and procedures must not contradict the principles stated in this policy.

3. Definitions

Administration / Policy Administration	The unit responsible for administering the policy and procedures
Approval	For the purposes of this policy and P&P management, “approval” refers to the final, official approval by the relevant authority
Board	University Board of Trustees
Bylaw	Regulation created to control the administration and management practices at the University; the bylaw could be for the entire University or for a specific section of the University (e.g., Financial Bylaw)
CAFO	Chief Administration and Finance Officer
Category / Policy Category	A collection of policies and procedures that are arranged by topic in the Policy Library
Classification	The Internal or Public classification determines who has access to the P&P; Internal is the default classification

Endorsement	For the purposes of this policy and P&P management, “endorsement” refers to the decisions of the official reviewing bodies as P&Ps pass through the review-approval process
Executive Management	VP-CEO, Provost, CAFO
P&P	Policy and procedures
Policy	A governance document that states the main principles of the policy including the nature of the activities, the rules, expectations, primary roles, responsibilities, approval authorities, and eligibility as relevant to the policy topic
Policy Catalog	A list of policies; the list may include further information pertinent to the purpose of the catalog
Policy Library	The official online repository of all current, approved policies and procedures; accessible via a link on the University Intranet Portal
Policy Manual	A collection of policies under a specific theme (e.g., HR Policy Manual); the manual might include procedures depending on its purpose
Policy Office	Unit within the VPO that is responsible for managing University-wide P&Ps.
Policy Owner	Person or unit responsible for the content and reliability of their P&Ps, and for ensuring that their P&Ps are kept up to date and relevant
Policy Publication	All current, officially approved University-wide P&Ps are posted in the online Policy Library, and the Public Policy Website when appropriate
Procedures	A governance document that outlines the processes required to implement the policy it supports; not all policies require procedures
Provost	Provost and Chief Academic Officer
Public Policy Website	The official online repository of all current, approved University-wide P&Ps that have been classified as Public; accessible via a link on the University website
Responsible Office	The Executive Management Office that maintains overall responsibility for the P&Ps in line with their responsibilities as determined by the University organizational structure
Scope of Application	The Scope of Application determines who and/or what the P&P apply to
Section / Policy Section	A collection of policy categories that are organized under the same general theme in the Policy Library
University	Zayed University
University Community	University employees and students
UPSC	University Policy Standing Committee
VP-CEO	Vice-President and Chief Executive Officer
VPO	Office of the VP-CEO

4. Introduction

- 4.1** Zayed University (“**University**”) policies and procedures are essential components of University governance. They promote compliance with applicable laws, regulations, and standards; outline the main principles and expectations that guide behavior and decision-making at the University; and are the link between the University’s Vision and Mission Statements and the University’s day-to-day operations and activities.
- 4.2** The Vice-President and Chief Executive Officer (“**VP-CEO**”) has the overall responsibility for the management of University-wide policies and procedures. Consequently, all Policy Owners and associated administrative units are responsible for coordinating with the Policy Office in the Office of the VP-CEO (“**VPO**”) for University-wide policies and procedures related matters.
- 4.3** Each Policy Owner is responsible for ensuring that their policies and procedures are kept up to date and relevant so that all University policies and procedures are kept up to date and relevant. To this end, it is the Policy Owner’s responsibility to ensure that their policies and procedures are updated as often as appropriate; and are reviewed at least once every three (3) years.
- 4.4** All University-wide policies and procedures must be developed, reviewed, endorsed, approved, and published in accordance with the principles stated in this policy.
- 4.4.1** Internal college/department/unit policies and procedures can be developed and managed in their own ways on condition that they do not contradict the principles stated in this policy.
- 4.5** The VPO Policy Office is responsible for ensuring that all current, officially approved policies and procedures are accessible to the appropriate readership in line with the document’s classification and scope of application.
- 4.5.1** All current, officially approved policies and procedures are posted in the online Policy Library, and those that have been approved for public access are posted on the Public Policy Website.
- 4.6** Should the need arise, the VP-CEO has the authority to interpret policies and procedures on condition that the interpretation retains the intended spirit of the policy.
- 4.6.1** Exceptions to policies and procedures must be managed in line with the principles stated in this policy (see Section 8).

5. Policy and Procedures Development

- 5.1** The need to develop new policies and procedures, revise existing ones, or retire existing policies and/or procedures will be determined by the appropriate Policy Owner in consultation with appropriate stakeholders and the VPO Policy Office.
- 5.2** Policy Owners are responsible for ensuring the accuracy and reliability of the content in their policies and procedures. The VPO Policy Office is responsible for ensuring that University-wide policies and procedures adhere to the University

Policy Management principles stated in this policy and the accompanying procedures.

5.3 The consultative processes for the development of policies and procedures will vary depending on the policy, but they must take into account input from relevant stakeholders; appropriate committees and standing committees; and the VPO Policy Office. They must also ensure compliance with relevant laws, regulations, standards, and accreditation requirements.

5.4 Policies must state the principles of the policy including the nature of the activities, the rules, expectations, primary roles, responsibilities, approval authorities, and eligibility as required.

5.3.1 Procedures are only developed if necessary. Procedures outline the processes required to implement the policy they support.

5.5 Document Format

To ensure clarity and consistency, all University-wide policies and procedures must adhere to the principles and formats outlined in this policy and the accompanying procedures.

6. Policy and Procedures Review

6.1 Regular Review

All University-wide policies and procedures must be reviewed at least once every three (3) years.

6.2 Roles and Responsibilities

6.2.1 Policy Owner

- a) After Policy Owners have completed the consultative processes for the development of their policies and procedures (“**P&Ps**”), they must submit the proposed new P&Ps, the substantive changes to existing P&Ps, and the recommendations to retire existing P&Ps to the relevant Responsible Office (VP-CEO, Provost and Chief Academic Officer, or Chief Administration and Finance Officer) for review.
- b) Policy Owners are expected to submit their P&Ps to the Responsible Office as if they are finished documents with all the relevant information updated, the review tracker deactivated, and revisions indicated in red font.
- c) Policies and procedures that do not require any substantive changes must be forwarded to the VPO Policy Office to prepare for approval by the relevant Responsible Office.

6.2.2 Responsible Office

- a) For the review of new P&Ps, existing P&Ps with substantive changes, and recommendations to retire existing P&Ps, the Responsible Office is supported and advised in their decision-making process by relevant advisors, and an official reviewing body, such as the Deans’ Council for the Provost and Chief Academic Officer (“**Provost**”), or the CAFO Management Council for the Chief Administration and Finance Officer (“**CAFO**”).

- b) The Responsible Office is expected to inform the VPO Policy Office when policies and procedures are to be reviewed, and to update the VPO Policy Office on the subsequent decisions.
- c) Policies and procedures that have been endorsed by the relevant Responsible Office are forwarded to the VPO Policy Office to prepare for review by the University Policy Standing Committee (“UPSC”).
- d) Policies and procedures that are not endorsed by the Responsible Office must be returned to the Policy Owner with recommendations for revision.

6.2.3 University Policy Standing Committee

- a) The UPSC is responsible for reviewing all proposals for new policies and procedures, existing P&Ps with substantive changes, and P&Ps that have been recommended for retirement that have been endorsed by the relevant Responsible Office.
- b) UPSC-endorsed policies will be prepared by the VPO Policy Office for review by the Board of Trustees (“Board”).
- c) UPSC-approved procedures will be prepared by the VPO Policy Office for the relevant VP-CEO Decision to be issued.
- d) Policies and/or procedures that the UPSC does not approve/endorse must be returned to the Policy Owner with recommendations for revision.

6.2.4 Board of Trustees

- a) All new policies, existing policies with substantive changes, and recommendations for existing policies to be retired that have been endorsed by the UPSC will be reviewed by the Board.
- b) The authority to review and approve policies can be delegated to a Board committee in accordance with the relevant Delegation of Authority.

7. Approval Authority

7.1 All recommendations regarding policies that have been approved by the Board or relevant Board committee require a Decision confirming the approval to be issued by the Chair of the Board to become official University governance documents.

7.2 All recommendations regarding procedures that have been approved by the UPSC require a Decision confirming the approval to be issued by the VP-CEO to become official University governance documents.

7.3 All policies and procedures that have been reviewed by the Policy Owner but do not require any substantive changes require the written approval of the appropriate Responsible Office (VP-CEO, Provost, or CAFO) to become official University governance documents.

7.4 Interim Policies and Procedures

7.4.1 In situations where policies/procedures must be established in a time period that is too short for the regular review and approval process to be completed, expedited written approval must be sought from the Chair of the Board upon the recommendation of the VP-CEO for policies, or the VP-CEO upon the recommendation of the relevant Responsible Office for

procedures to become official University governance documents on an interim basis.

7.4.2 Interim policies and procedures will remain in force until they are fully adopted through the regular review and approval process.

7.4.3 Interim policies and procedures must be fully adopted within 12 months of the date they were approved on an interim basis.

8. Exceptions to University Policies and Procedures

8.1 While University-wide policies and procedures are expected to be adhered to by all members of the University community as appropriate, exceptions may be granted for good cause where adherence to the policy or procedures is deemed impossible.

8.2 Requests for exceptions must be submitted in writing with appropriate rationale to the Responsible Office (VP-CEO, Provost, or CAFO) of the policy/procedures for which the exception is being requested.

8.2.1 The Responsible Office (VP-CEO, Provost, or CAFO) is responsible for reviewing the request and deciding to either endorse or reject the request.

8.2.2 Endorsed requests must be forwarded to the VP-CEO for consideration.

8.2.3 Rejected requests must be returned to the requester with appropriate rationale for the rejection.

8.3 Exceptions must be granted in accordance with the appropriate Delegation of Authority.

8.3.1 The Chair of the Board has the authority to either grant or deny requests for exceptions to University-wide policies.

8.3.2 The VP-CEO has the authority to either grant or deny requests for exceptions to University-wide procedures.

8.3.3 The final decisions on whether to grant or deny exceptions must be confirmed in writing by the relevant Office and communicated to all relevant stakeholders.

9. Policy Storage

9.1 Policy Library

The online Policy Library is the official repository of all current, approved University-wide policies and procedures and is accessible to all University employees via a link on the University Intranet Portal.

9.2 Public Policy Website

All policies and procedures that have been classified for public access are available on the Public Policy Website that is accessible via a link on the University website.

9.2.1 The Public website is linked directly to the Policy Library, so updates made to the Policy Library are automatically made to the relevant policies and procedures on the Public Policy Website as well.

9.3 It is the responsibility of the VPO Policy Office to keep the Policy Library as up to date, relevant, and user-friendly as possible.

9.3.1 All current, officially approved University-wide policies and procedures are posted in the Policy Library as soon as they have been approved and the relevant official notification has been issued.

9.3.2 Policies and procedures that have been superseded will be removed from the Policy Library and stored in the Policy Archive by the VPO Policy Office.

9.4 Policy Owners are responsible for storing back copies and for keeping records of reviews and revisions that have been made to their own policies and procedures.

10. Dissemination of Information

10.1 The VPO Policy Office is responsible for notifying University employees when the Policy Library has been updated.

10.2 Policy Owners are responsible for ensuring that all those who are affected by their policies and procedures are aware of any revisions to their policies and/or procedures, and to provide any further information and/or training as necessary.

11. Feedback

11.1 Any member of the University community may ask questions and/or offer feedback concerning University-wide policies and procedures by following any of the methods described on the Policy Library homepage.

11.1.1 Questions and/or feedback that are not submitted directly to the relevant Policy Owner will be forwarded to them by the VPO Policy Office.

11.1.2 Policy Owners are responsible for responding to the questions and/or feedback in a timely manner.

11.2 The VPO Policy Office is responsible for responding to questions and/or requests for information regarding the Policy Library in a timely manner.

12. Related Policies and Laws

UNI-GOV-201 University Governance
Zayed University By-Law

13. Administration/Policy Holder

This policy is administered by the VPO Policy Office.

14. Revision History

Date	Revision	Ver.
7 October 2024	Approved by the VP-CEO.	4.1
3 October 2024	Non-substantive updates: <ul style="list-style-type: none">• Updated the format.• Reworded for greater clarity.• Added Definitions (Section 3).	

	<ul style="list-style-type: none"> • Updated the University Council to the Board of Trustees; the President to the Chair of the Board; and the VP to the VP-CEO. • Replaced the Academic Council with the UPSC in line with the current review-approval responsibilities. • Removed references to Authority Matrices. • Updated the review-approval roles and responsibilities in line with the current process. 	
26 January 2023	<p>Administrative changes:</p> <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from UNI-ADM-02 to UNI-GOV-401. 	
4 October 2020	President's Decree issued (PD#90 of 2020).	4.0
27 March 2012	Revised policy approved.	3.0
6 June 2010	Policy reviewed with no substantive changes required.	2.1
5 March 2007	Revised policy approved.	2.0
13 December 2001	New policy approved.	1.0