

1.c. Terms of Reference of Standing Committees

Subject	Governance and Management	Effective From	Sep - 2011
Policy #	1.c.	Latest Revision	Dec - 2023
Title of The Policy	Terms of Reference of Standing Committees	Next Review	Dec - 2024
Responsible Entity	University Management	Policy Pages	6
Definitions	AAU: Al Ain University AA: Al AIN AD: Abu Dhabi ToR: Terms of Reference		
Purpose	"Standing Committees" play a significant role in the governance of AAU. To ensure the overall institutional participation in the University standing committees, committee members are appointed from the academic and administrative staff from both campuses.		
Scope	The "Standing Committees" policies and procedures are kept in line with the Ministry of Education standards.		
Statement	"Standing Committees" serve vital role toward achieving AAU mission and vision.		
Procedures	The Deans' Council appoints chairs and members of each of the "Standing Committees", at the beginning of the academic year. The Committee Chair manages the committee operations and the development of recommendations, which will be proposed to the Deans' Council.		
Recent Changes			

Committee		Terms of References (ToR)			
#	Name	Membership	Reporting To	Meeting Frequency	Objectives
1	Appointment and Promotion Committee	<p>AAU President, Chair</p> <ul style="list-style-type: none"> •Vice President (Abu Dhabi) •Vice President-Development and Follow-up •Dean- College of Law •Dean- College of Business •Dean- Scientific Research and Graduate Studies 	Deans Council	whenever needed	<ul style="list-style-type: none"> •The committee is the decision-making authority for appointing new faculty members and granting promotions for the eligible academic staff upon recommendations from the related college council. •For an academic promotion- the committee members shall have a rank equal to- or higher than- the faculty member applicant. •The committee members review the application- according to the “Faculty Promotion” policy.
2	Risk Management Committee	<p>Vice President (Abu Dhabi Campus), Chair</p> <ul style="list-style-type: none"> •Dean- College of Engineering •Dean- College of Pharmacy •Dean- Student Affairs •Deputy Dean- College of Engineering •Deputy Dean- College of Pharmacy •Manager- Information Technology Center •Manager-Human Resources •Manager- Financial Affairs •General Registrar •Senior Admin Supervisor – (Al Ain Campus) •Senior Admin Supervisor- (Abu Dhabi) 	University Council	once per semester	<ul style="list-style-type: none"> •Facilitating the communication and the coordination of risk management plans across all colleges, units, and centers within the university. The primary objective is to construct and maintain the overarching university-level risk management plan as well as risk management report. Additionally, the committee is tasked with the ongoing responsibility of preparing a risk management manual and revising the forms utilized in the preparation of the risk management plan, ensuring their alignment with the standards set by the Commission for Academic Accreditation (CAA).
3	University Publications Committee	<p>Vice President (Development & Follow-up), Chair</p> <ul style="list-style-type: none"> •Dean- College of Engineering •Dean- College of Pharmacy •Dean- College of Law •Dean- College of Education, Humanities and Social Sciences •Dean- College of Business • Dean- College of Communication and Media • Dean- Graduate Studies and Scientific Research • Manager- Information Technology Center • Manager- Human Resource Unit • Public Relation Executive 	University Council	whenever needed	<ul style="list-style-type: none"> •Revising all institutional publications and AAU website to ensure that they are current, consistent, and aligned.
4	Quality Assurance Committee for	<p>Vice President (QA & Accreditation), Chair</p>	Deans Council	once per semester	<ul style="list-style-type: none"> •The committee facilitates and monitors the activities related to

	Academic Affairs	<ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Pharmacy •Representative- College of Law •Representative- College of Education- Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media. 			<p>planning and effectiveness of AAU academic programs.</p> <ul style="list-style-type: none"> •The committee ensures that the academic programs- delivery system and program assessment model satisfy the institutional goals and objectives.
S	Quality Assurance Committee for Administrative Affairs	<p>Vice President (QA & Accreditation), Chair</p> <ul style="list-style-type: none"> •Manager- Information Technology Center •Manager- Human Resource Unit •Deputy Manager- Human Resource Unit •Manager - Financial Affairs •General Registrar •Senior Admin Supervisor (Al Ain) •Senior Admin Supervisor (Abu Dhabi) •Director- Library •Deputy Director- Library 	University Council	Once per semester	<ul style="list-style-type: none"> •The committee coordinates-synchronizes and monitors the planning and effectiveness activities of AAU administrative affairs. •The committee develops the recommendations on matters related to the quality of the administrative service.
6	Ethical Considerations in Research Committee	<p>Program Director (B.Sc. in Nutrition & Dietetics), Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Law •Representative- College of Education, Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media 	Deans Council	once per semester	<ul style="list-style-type: none"> •The committee promotes awareness and understanding of the ethical issues in scientific research. •The committee reviews the submitted scientific research projects- in terms of ethical matters and standards of the UAE, as well as provides recommendations. •The committee facilitates research conducted by the faculty members of the AAU in terms of processing the ethical applications
7	elearning Committee	<p>Deputy Dean (College of Engineering), Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Pharmacy •Representative- College of Law •Representative- College of Education, Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media •Manager- Information Technology Center 	Deans Council	once per semester	<ul style="list-style-type: none"> •Develop and recommend new university-wide e-learning policies addressing the integration and ethical use of emerging technologies in online education platforms. •Increase faculty participation in e-learning technology training programs to ensure effective implementation of the established policies and enhance overall digital pedagogy.
8	library Committee	<p>Library Director, Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering 	Deans Council	Once per semester	<ul style="list-style-type: none"> •The committee makes recommendations to the Dean

		<ul style="list-style-type: none"> •Representative- College of Pharmacy •Representative- College of Law •Representative- College of Education- Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media •Library Supervisor (Abu Dhabi) 				<p>Council with due regard to library responsibilities at the university.</p> <ul style="list-style-type: none"> •The committee advises the University Librarian on his/her responsibility for the administration of the library. •The committee serves as a point of contact or forum for consultation between the Library, the Faculties, and the students on library services, resources, policies, and regulations.
9	Community Engagement Committee	<p>Al Ain Campus</p> <p>Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Pharmacy •Representative- College of Law •Representative- College of Education- Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media 	<p>Abu Dhabi Campus</p> <p>Deputy Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Pharmacy •Representative- College of Law •Representative- College of Education- Humanities and Social Sciences •Representative- College of Business •Representative- College of Communication and Media 	Deans Council	At least one time per semester	<ul style="list-style-type: none"> •Enrich the overall university experience for students by providing opportunities for personal and social growth outside the classroom. •Encourage AAU community to be active members through organizing activities and events which create good relationships within and outside AAU community.
10	Scholarships and Humanitarian Aid Committee	<p>Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Deputy Dean- Student Affairs •General Registrar •Deputy General Registrar •Manager - Financial Affairs •Deputy Manager - Financial Affairs 		University Council	At least one time per semester	<ul style="list-style-type: none"> •Reviewing and discussing the student applications related to scholarships and grants, then submitting the recommendations for each application. •Creating or developing any strategies related to scholarships and grants.
11	Student Disciplinary Committee	<p>Al Ain Campus</p> <p>Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Law 	<p>Abu Dhabi Campus</p> <p>Deputy Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Pharmacy •Representative- College of Law 	AAU President	when needed	<ul style="list-style-type: none"> •Investigating any violations or misconduct done by AAU students. •Applying the regulations for student discipline related to the definitions of fraud and the penalties.

		<ul style="list-style-type: none"> •Representative- College of Business •General Registrar 	<ul style="list-style-type: none"> •Representative- College of Business •Deputy General Registrar 			
12	Student Grievances Committee	<p>Al Ain Campus</p> <p>Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Law •General Registrar 	<p>Abu Dhabi Campus</p> <p>Deputy Dean- Student Affairs, Chair</p> <ul style="list-style-type: none"> •Representative- College of Law •Deputy General Registrar 	AAU President	when needed	<ul style="list-style-type: none"> •Investigating any complaints or grievances (non-academic) submitted by the students regarding issues not listed within the university's instructions, such as a complaint from a student against another or from the student against the university. •Ensure addressing grievances in a fair, transparent, and timely manner with fair resolution of grievances. •The committee deliberates and decides on the grievances referred to all relevant documents- then finally adopts the recommendations by a majority vote.
13	Student Appeals Committee	<p>Dean- College of Law, Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative- College of Communication and Media 	<ul style="list-style-type: none"> •Representative- College of •Representative- College of 	Deans' Council	when needed	<ul style="list-style-type: none"> •The Student Appeals Committee is responsible for examining student grievances against the decisions of the Student Disciplinary and Student Grievances Committees. •The committee reviews the appeals according to the "Students Appeals" policy. •The committee deliberates and decides on the appeal referred to all relevant documents- then finally adopts the recommendations by voting.
14	Faculty Members' Disciplinary Committee	<p>Dean- College of Law, Chair</p> <ul style="list-style-type: none"> •Dean- Scientific Research and Graduate Studies •Dean- Student Affairs 		AAU President	when needed	<ul style="list-style-type: none"> •The committee is responsible for examining all faculty member cases referred to it by the university's senior administration regarding complaints and violations - as per the "Faculty Discipline" policy.
15	Faculty Members' Appeals Committee	<p>Department Head (Private Law), Chair</p> <ul style="list-style-type: none"> •Director- College of Business •Representative- College of Pharmacy 		Deans' Council	when needed	<ul style="list-style-type: none"> •The committee reviews and resolves the appeals- submitted by the faculty members- as per the "Faculty Appeals" policy. •Supporting the university's rights to implement its policy regarding appealing the decisions of investigation committees in a transparent manner. •Upholding the appellant's rights
16	Faculty Members' Grievances Committee	<p>Deputy Dean (College of Law), Chair</p> <ul style="list-style-type: none"> •Director - Cybersecurity Program •Dean- concerned college 		AAU President	when needed	<ul style="list-style-type: none"> •The committee reviews and resolves the grievances- submitted by the faculty members- as per the "Faculty Grievances" policy.

17	Administrative Members' Disciplinary Committee	<p>Dean- College of Pharmacy, Chair</p> <ul style="list-style-type: none"> •Representative- College of Law •Manager- Human Resource Unit 	AAU President	when needed	<ul style="list-style-type: none"> •The committee investigates any violations of rules, misconduct, or any contradiction action with the AAU policies done by the admin members- as per the "Staff Disciplinary" policy.
18	Administrative Members' Appeals Committee	<p>Dean- College of Communication and Media, Chair</p> <ul style="list-style-type: none"> •Representative- College of Law •Deputy Manager- Human Resource Unit 	Deans' Council	when needed	<ul style="list-style-type: none"> •The committee reviews and resolves the appeals- submitted by the admin members- as per the "Staff Appeals" policy. •The committee reviews and resolves the appeals- submitted by the admin members and submit its recommendation for decision as per the "Employee Grievances" policy.
19	Administrative Members' Grievances Committee	<p>Dean- College of Engineering, Chair</p> <ul style="list-style-type: none"> •Representative- College of Law •Director- Relevant center or unit 	AAU President	when needed	<ul style="list-style-type: none"> •The committee reviews and resolves the grievances- submitted by the admin members- as per the AAU "Staff Grievances" policy.
20	Students of Determination Affairs Committee	<p>Program Director (Special Education), Chair</p> <ul style="list-style-type: none"> •Representative- College of Engineering •Representative - College of Law •Representative- College of Education- Humanities and Social Sciences •Representative - College of Communication and Media •Manager - Students Recruitment Unit •Health and safety supervisor 	AAU President	Once per semester	<ul style="list-style-type: none"> •The committee will advise the support office for students with determination. •The committee will advise on the implementation policy of the support office of students with determination. •The committee will advise on the application of students with determination university support policy. •The committee will organize workshops and lectures to university faculty members on topics related to students with determination. •The committee ensures equality between students with determination and other students- by integrating them into the university society- and providing them fair opportunities. •The committee allocates suitable educational resources for these students- and aligns the measurement and evaluation tools suitable for them.