

Dar Al-Hekma University

Quality Assurance & Strategic Planning Department



Institutional

QUALITY MANUAL

Governance

2021-2022



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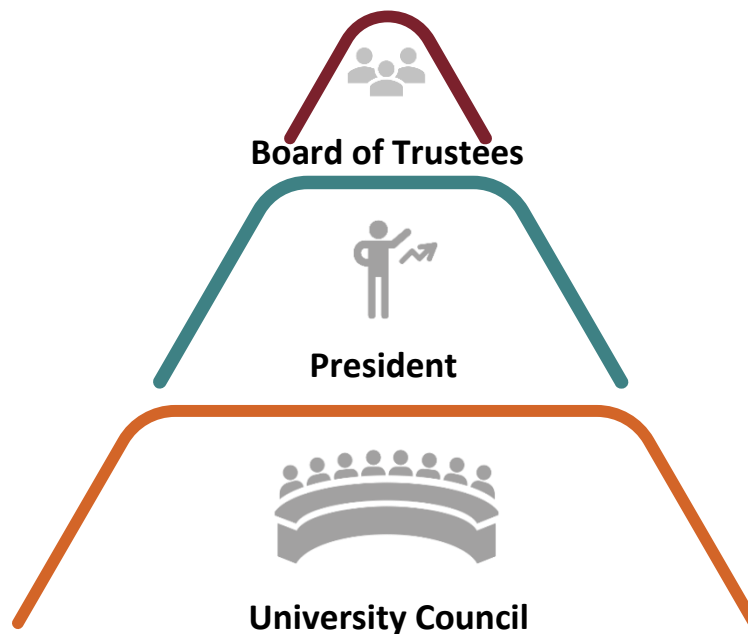


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Internal Governance

Dar Al-Hekma University is governed by a Board of Trustees (BOT) whose main purpose is to ensure that the University carries out its mission effectively and in accordance with the law. The Board is also responsible for appointing a University President to oversee the day-to-day operation of the University. To assist the President in this important function, the University Management Council, which consists of senior university officers across all academic departments and non-academic, support units, serves as an advisory body to the President. The trilateral governance model ensures that decisions are made in accordance with realities at any given time and in alignment with the interests of the University's mission as set forth by the BOT.

Internal Governance Structure



Board of Trustees (BOT)

Dar Al-Hekma University is governed by its Board of Trustees, which consists of the Founders of the University and six to twelve members of the community or representatives of the public and private sectors. The University President also serves as an ex-officio, non-voting member of the BOT. The BOT is charged with enacting bylaws, rules and regulations for its own governance and making all rules governing the administration and policy of the University with the purpose of advancing the interests of the University so as not to be in contravention of the law.

President

The President is the chief executive officer and is responsible for administering and implementing the directives of the Board of Trustees, and is accountable to the Board of Trustees for the proper management of the University. The University President implements and controls long-range objectives; develops and maintains organizational structure; manages all aspects of the University's activities; and provides leadership in establishing overall objectives, policies and plans.

The President oversees the operations carried out by the University's four divisions: Academic Affairs, Graduate Studies, Business and Research, Student Affairs, and Finance & Administration.

University Council (UC)

The University Council advises the President in matters pertaining to the University's management, such as proposed changes to policies, proposed academic programs, preparation for university-wide events, and future university plans. In this essence, the UC provides senior University officials with a forum for the discussion, management, and solving of University issues. It also provides a medium through which information and updates within various divisions can be highlighted and shared with senior-level management, hence creating an atmosphere of cooperation, mutual support and teamwork.

The University Council consists of the President, Provost, Vice President of Graduate Studies, Business and Research, Dean of Students, and School Deans. As the University's most senior level council, the UC makes direct recommendations to the Board of Trustees regarding many operational aspects of the University including faculty appointments and promotion; major recommended changes to program curricula; the awarding of student as well as honorary degrees; major internal policy developments or changes; facility requirements; financial matters; and matters regarding student life.

External Governance

In addition to its internal governance mechanisms, Dar Al-Hekma is also externally governed through the Ministry of Education (MOE). Like any governmental body, the MOE ensures that the University continues to meet the basic regulatory requirements set forth for higher education institutions in the Kingdom. Accreditation agencies form the secondary layer through which the University's workings are externally governed. Hence, The National Center for Academic Accreditation and Assessment overseen by the Education & Training Evaluation Commission- (ETEC-NCAAA), the Kingdom's accrediting agency, is increasingly playing a role in monitoring the University's processes and outcomes. Similarly, any additional international accreditation granted in the future will also add to the University's external governance structure.

1.The Ministry of Education (MOE)

The Ministry of Education is responsible for the implementation of government policy related to higher education in the Kingdom of Saudi Arabia.

2.The National Center for Academic Accreditation and Assessment (ETEC-NCAAA)

The National Center for Academic Accreditation and Evaluation is responsible for determining the standards and criteria for academic accreditation and assessment and for accrediting post-secondary institutions and the programs they offer. The Commission acts as the body in charge of academic accreditation and quality assurance in public and private higher education institutions.

3.International Accreditation

A major component of Dar Al-Hekma's 5-Year Strategic Plan is the consideration of pursuit of specialized/programmatic accreditation/validation from international accrediting bodies. This will further strengthen the quality assurance practices of the University while ensuring that practices and procedures are in line with international best practices.