

Policies and Procedures

Policy Title	AUBH Academic Leadership Policy	Policy Number	411
Section	Academic Affairs	Approval Date	2 June 2025
Subsection	Faculty Hiring, Review, and Governance	Authorizing Entity	BoT
Responsible Office	Provost's Office	Effective Date	8 June 2025
Distributed To	All Faculty, President's Office, Provost's Office, HR Department, Finance Department	Next Review Date	2 June 2027

1.0 PURPOSE

This Policy establishes the terms and conditions governing the appointment, renewal, and termination of academic leadership positions at the American University of Bahrain (AUBH) from the level of Dean downward. The Policy aims to ensure transparency, consistency, and alignment with institutional strategic objectives and academic good practices.

2.0 ABBREVIATIONS & DEFINITIONS

AUBH	American University of Bahrain
The President	AUBH President
Provost	AUBH Provost
Dean	College Dean
PC	Program Coordinator
QA Officer	Quality Assurance Officer of a college/program
IR Office	Institutional Research and Assessment Office

Dean: The Dean is a faculty member who, in addition to certain teaching duties, holds a senior administrative position overseeing a specific college at AUBH. They are responsible for academic leadership of the College, including strategic planning, faculty management, student success initiatives, budget allocation, external relations, accreditation compliance, research support, and policy adherence. They shape the college's direction, collaborate with faculty, manage resources, engage with stakeholders, and ensure academic quality while contributing to the broader university's goals. They report to the Provost.

Program Coordinator: The Program Coordinator is a faculty member who, in addition to certain teaching duties, will provide academic leadership for all aspects of the assigned program(s), including strategic planning, quality assurance, accreditation, admissions, and daily operations of the program(s), in addition to maintaining sound relationships with local and regional stakeholders and professional networks. They report to the Dean of the college.

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Quality Assurance Officer: A Quality Assurance Officer supports the College and Office of Institutional Research at AUBH, acting as liaison between them. They are responsible for the operational management and support of academic standards and quality enhancement across the College and its programs. This administrative duty is to manage the accreditation and quality assurance requirements and activities at both the college and program levels.

3.0 POLICY

3.1. Terms of Appointment

Appointments for all academic leadership follow AUBH's Diversity and Inclusion Policy and ensure not to discriminate and provide fair and equal opportunities for all individuals.

Any conflicts of interest should be disclosed during the appointment process to avoid any potential conflicts.

3.1.1 Dean:

- **Appointment:** The Dean shall be appointed by the President based on the recommendation of the Provost following a thorough evaluation process.
- **Term:** The Dean's tenure term is three years, renewable on the recommendation of the Provost for a maximum of 3 terms.
- **Minimum Eligibility Requirements**
 1. Minimum 5 years of experience in academia, including teaching, research, and/or academic administration
 2. At least 1 year of service at AUBH at the time of appointment
 3. Demonstrated academic leadership, preferably in a department or college-level role
 4. Ability to align college-level initiatives with AUBH's strategic goals
 5. Experience in managing academic programs, monitoring faculty performance, and ensuring delivery of high-quality learning experiences
 6. Capability in preparing and managing budgets and resource allocation
 7. Proven engagement with institutional and program-level accreditation processes and continuous quality improvement
 8. Commitment to faculty mentoring and fostering an inclusive academic environment that supports student growth
 9. Experience in maintaining productive relationships with alumni, industry, professional networks, and academic partners
 10. Excellent communication and interpersonal skills
 11. Ability to work collaboratively across departments and with senior leadership
- **Responsibilities:**
 1. Provide leadership to faculty and monitor the delivery of programs offered by the College to ensure that students experience a high-quality American model of learning.

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2. In partnership with relevant administrative directors, leadership develops and implements plans to ensure strong student progression and retention, including consistent touchpoints with new and returning students.
3. Review and provide feedback on the effectiveness of the admission criteria, based on student performance.
4. Oversee, in coordination with the provost's office, the overall load of the faculty within the College to ensure both consistency and efficiency, and identify gaps that need to be fulfilled by adjuncts.
5. Collaborate with Program Coordinators to prepare and submit to the Provost the annual/cyclic budget and resource allocation for the College.
6. Provide the Provost with feedback on the status of the College and its programs' structure, delivery, and outcomes.
7. Ensure students are provided with effective academic advising and are exposed to co-curricular activities that enrich the students' professional and educational development.
8. Assist the College in the development of any new program or course and ensure the quality of the documentation required for internal and external submission.
9. Monitor the performance of all faculty.
10. Provide short-term and long-term physical and human resource requirements and participate in the development of new programs in line with AUBH's strategic plan, policies, and procedures.
11. In coordination with the office of the Provost, participate in the interview and selection process for hiring new faculty.
12. Develop and maintain relationships with alumni, the business community, and other key stakeholders in the local and regional markets.
13. Liaise with academic partners where applicable.
14. Assist in any other duties assigned by the Provost as and when required.
15. Perform other duties as reasonably required by management.

3.1.2 Program Coordinator

- **Appointment:** The Program Coordinator shall be appointed by the Provost based on the recommendation of the Dean.
- **Terms:** The PC's tenure is two years. The tenure is renewable on the recommendation of the Provost for a maximum of three terms.
- **Minimum Eligibility Requirements**
 1. Minimum 3 years of experience in academia, including teaching and curriculum-related responsibilities
 2. Demonstrated ability to provide academic leadership in the planning, delivery, and continuous improvement of programs
 3. Experience coordinating course offerings, schedules, and faculty assignments to ensure timely student progression
 4. Commitment to enhancing student experience through effective academic advising and the integration of co-curricular activities
 5. Proven experience in implementing moderation processes and ensuring assessment quality, with a strong understanding of CLOs and PLOs
 6. Competence in preparing annual budgets and managing physical and human resource needs in collaboration with the Dean

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7. Familiarity with institutional quality assurance frameworks and the ability to support internal audits, program reviews, and accreditation processes
8. Strong collaboration skills with faculty, QA Officers, Deans, and institutional offices
9. Ability to liaise with external academic and professional partners when required

• **Responsibilities:**

1. Provide leadership to faculty and monitor the delivery of the courses/program to ensure that students experience a high-quality American learning style.
2. In coordination with the Dean and the Provost's Office, decide on the list of courses, and the faculty teaching them to be offered during each semester, their agreed dates, the faculty teaching them, and any extra human or physical resources needed to ensure that students graduate in a timely manner.
3. Coordinate with the Dean to prepare the annual/cyclic budget and resource allocation for the Program.
4. Report to the Dean on any human and physical resources needed for the successful running of the program(s).
5. Ensure that students are provided with effective academic advising and are exposed to co-curricular activities that enrich the students' professional and educational development.
6. Ensure that moderation of course syllabi and associated assessments is implemented effectively at the program level, and that grades are submitted by faculty to the Registrar in a timely manner.
7. Assist the College in the development of any new program or course and ensure the quality of the documentation required for internal and external submission.
8. Conduct annual and periodic program reviews in line with AUBH policies and procedures.
9. Participate in faculty annual evaluations.
10. Collaborate with the Institutional Research and Assessment Office (IR Office) in matters related to internal audits and external accreditation.
11. Liaise with academic partners where applicable.
12. Assist in any other duties assigned by the Dean/Provost as and when required.
13. Perform other duties as reasonably required by management.

3.1.3 Quality Assurance (QA) Coordinator

- **Appointment:** The QA Coordinator shall be appointed by the Provost based on the recommendation of the Dean.
- **Term:** The tenure of the QA is two years and renewable on the recommendation of the Dean for a maximum of 3 terms.
- **Minimum Eligibility Requirements**
 1. Minimum 2 years of experience in academia, including teaching and curriculum-related responsibilities
 2. Familiarity with academic QA frameworks, policies, and accreditation standards
 3. Ability to analyze student outcomes and align them with CLOs and PLOs
 4. Experience coordinating internal and external moderation processes
 5. Effective coordination with the IR Office and representation of the college in QA matters
 6. Ability to assist in drafting and revising QA-related policies and documentation

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7. Strong organizational skills in managing accreditation timelines, submissions, and institutional requirements

- **Responsibilities:** Act as a central point of contact between the IR Office and the College.
 1. Coordinate with the IR Office for the annual plan of accreditation and QA related work and ensure the College's fulfillment of its responsibilities.
 2. Provide feedback on the QA policies, procedures, and practices in the university and inform the College of any changes to these policies.
 3. Ensure the effectiveness of the internal moderation processes.
 4. Coordinate with the IR Office on the development of the annual external moderation plan and ensure its effective execution.
 5. Assist the College in the preparation and the timely completion of the periodical program reviews.
 6. Collaborate with program coordinators, Deans, and the Director of Institutional Research and Assessment on the review and analysis of students' assessed works and achievements of course learning outcomes, and program learning outcomes (CLOs/PLOs).
 7. Assist the College in the development of any new program or course and ensure the quality of the documentation required for internal and external submission.
 8. Liaise with the IR Office and represent the College in all external accreditation/ QA activities and ensure that all required information/data/ documents are submitted on agreed-upon dates
 9. Liaise with the IR Office in relation to the requirements of the Higher Education Council
 10. Liaise with the IR Office in cases where the College has identified the need to develop a new policy or to review an existing one.
 11. Perform other duties as assigned.

3.2 Renewal Process

3.2.1 Performance Evaluation

- All appointments shall be subject to a formal performance evaluation at the end of the term.
- The evaluation shall be conducted by the supervising authority (the Provost for Deans, Dean for Program Coordinators, and QA Officers).

3.2.2 Renewal Criteria

- Demonstrated achievement of key performance indicators (KPIs).
- Alignment with institutional goals and priorities.
- Positive feedback from faculty, staff, and students (where applicable)

3.3 Termination of Appointment

3.3.1 Grounds for Termination: The President or Provost may terminate the appointment of any academic senior position holder before the end of their term for the following reasons:

- Failure to meet performance expectations as evidenced by formal evaluations.
- Breach of institutional policies or code of conduct.
- Actions detrimental to the institution's reputation or operations.

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- Voluntary resignation.

3.3.2 Termination Procedure

- **Notice:** The individual shall receive written notice from the appointer outlining the reasons for termination.
- **Review:** The individual shall have the right to respond to the termination notice in writing within ten (10) working days.
- **Final Decision:** The President (for Deans) or Provost (for other positions) shall make the final termination decision, taking into account the individual's response and any relevant evidence.
- **Appeal:** Individuals who are terminated and wish to challenge a termination decision have the right to appeal. They may submit their appeal to the HR Department, which will select an individual or committee to review the appeal request. Once the decision has been made, it will be communicated to the individual who is raising the appeal.

3.3.3 Resignation

- If a Dean, Program Coordinator, or QA Officer wishes to step down from their position, they must submit a written notice to the appropriate authority. The QA Officer or Program Coordinator should submit their notice to the Dean, while the Dean should submit their notice to the Provost within a minimum of eight weeks' notice.
- The transition will take effect at the beginning of the next semester, allowing for adequate planning and leadership continuity.

3.4 Exceptional Circumstances

3.4.1 Special Termination Provisions In cases of gross misconduct or violations of law, the President or Provost may terminate the appointment immediately without notice, subject to legal and institutional guidelines.

3.5 Training and Development

Appointed academic leaders will receive development programs that will enhance their skills and knowledge in their related fields through annual training and development planning, ensuring that academic leaders have access to resources that help them grow in their roles.

4.0 PROCEDURES

NA

5.0 RELATED DOCUMENTS AND REFERENCES

- 5.1 Faculty performance evaluation form
- 5.2 Faculty workload guideline
- 5.3 Related JDs (Deans, PCs, QAs)

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5.4 Diversity and Inclusion Policy

POLICY HISTORY

Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
2 June 2025	Approval of the Policy	BoT	8 June 2025