

Qatar University

University President's Decision No. (14) of 2020
Regulating rewards of committees formed by the President or the Vice Presidents

(This is as true as possible translation, and only the Arabic version is the official document)

The University President,

- Having regard to: Law No. (34), 2004 on regulating Qatar University;
- Academic bylaws approved by the Board of Regents on 16/06/2005;
- Faculty members affairs bylaws approved by the Board of Regents on 11/03/2019;
- Recommendation of the Executive Management Committee issued in its session held on March 17, 2020
- And in consideration of the public interest,

Article (1)

In the application of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

- a) **University:** Qatar University (QU)
- b) **President:** President of Qatar University
- c) **Vice President:** The Vice Presidents based on the approved Qatar University organizational structure.
- d) **Committees:** committees set by the president or Vice Presidents. There are two categories of those Committees:
 - 1) **Permanent Committees:** Committees meeting three criteria :
 - Set for at least one year
 - Holds periodic meetings.
 - Listed in the list of approved permanent committees
 - 2) **Temporary Committees:** Committees which do not meet one or more criterion of permanent committees.
- e) **The Committee's chair:** The chairperson of the committee set by a decision.
- f) **The Committee's members:** The chairperson and the other members of the committee, whether they are faculties or not.

- g) **The auxiliary member:** a member who substitutes one of the committee members> He is invited to attend the committee meetings during the period in which a committee member could not attend the committee meetings. .
- h) **Reward:** The financial retribution paid to the member for attending the committee's meetings and carrying out the assigned tasks.

Article (2)

In consideration of the applicable academic policies and bylaws, the President determines the value of the specified rewards to be paid to the chairperson and members of committees; he also approves the rewards proposed by his Vice presidents for the chairs and members of the committees they set.

Article (3)

If the committee is set by the President, the decision forming the said committee may contain special terms exempting the committee from some articles of this decision.

Article (4)

At the beginning of each academic year, All VPs are required to send a list of permanent committees to the President for approval.

Article (5)

At the end of each academic year, all Vice presidents are required to send to the president a list of the temporary committees that he wants to reward their members along with tasks and duties carried out by those committees, and the Vice Presidents' proposal of the reward value.

Article (6)

Reward payment of the committee chairs and members shall be made based on the following rules:

- a) **Permanent Committees:** the amount of 15000 QR (Fifteen thousand) should be paid to the committee's chair (per academic year. The amount of 12000QR (Twelve thousand) should be paid to each committee member per academic year.
- b) **Temporary Committees:** The president may decide to pay rewards to chairperson and members of a temporary committee he set; he may specify the amount of the reward as he deems appropriate. The Vice President may propose reward the chairperson and members of a committee he/she set; he shall specify the reward value as he/she deems appropriate, provided that the proposal is approved by the President.
- c) **The committee secretary:** the amount of 4000 QR (four thousand) should be paid to the committee secretary per academic year if he/she meets two requirements:
 - i. He/she is not a member of the committee.
 - ii. His/her work in the committee is done beyond his/her job's duties.
- d) In determining the reward amount , the following criteria should be considered:
 - i. Members shall attend the committee's meetings throughout its term of service.
 - ii. The tasks carried out by the member within the committee.

Article (7)

The president may increase the reward amount for the committee's members and chairpersons according to the nature and significance of those committee's tasks.

Article (8)

The Committee chair proposes the reward amount for the **auxiliary** member based on the following:

- 1) The number of meetings he/she attended with respect to the overall meetings held by the committee throughout its period.
- 2) The tasks he/she conducted within the committee.

Article (9)

Upon the request of the president or the competent VP, the University administration shall pay the committees' rewards at the end of the academic year.

Article (10)

All competent authorities shall implement this Decision in their areas of responsibility, and it shall be enforced from the date of its issuance.