

ACADEMIC_Establishment of a New Academic Entity_018

Contents: <ul style="list-style-type: none">• Purpose• Source / Authority• Who Should Know This Policy• Policy Description• Definitions• Policy Statements• Procedure	Version Number: 2
	Effective Date: May 13, 2014
	Reviewed by EMC on: May 13, 2014
	Approved by President on: May 13, 2014
	Approved by Board Executive Committee: May 28, 2018

Purpose

The purpose of the establishment of a new academic entity policy is to define standards for the establishment of new academic entities including Colleges, Departments, Programs, Centers, Institutes, or Units.

Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President for Academic Affairs and endorsed by the University President.

The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



Policy Description

Qatar University supports the establishment of new academic entities, including Colleges, Departments, Programs, Centers, Institutes, and Units to ensure efficient and effective organization and administration of its academic program offering, to best serve and engage with the community, and to support and promote research in alignment with the university vision, mission and strategic plan objectives.

This policy defines the main steps and the chain of approval required to establish a new academic entity. It applies to academic entities only, not academic programs of study. If the proposed action pertains to the creation of an academic program, then the university policy for the Initiation of a New Academic Program should be followed. If the proposed action pertains to the modification of an existing academic program, then the university policy for Curriculum Enhancement should be followed.

When the establishment of an academic entity is associated with other actions, such as the establishment of new degree programs or the restructuring of an existing program, a single proposal may be submitted. However, the proposal will be reviewed and approved in accordance and in compliance with all relevant policies.

Definitions

Academic Entity

Academic Entities include colleges, departments, programs, centers, institutes, and units. Academic entities other than centers, institutes, and units may offer academic and/or professional programs of study that lead to formal degrees.

College

A college is an academic entity typically comprising one or more departments offering degree programs. A college is headed by a Dean and is housed under the Office of the Vice President for Academic Affairs. A College may or may not include Programs, Centers, Institutes, and/or Units.

Department

For the purpose of this policy, the term “Department” refers to an academic entity that typically offers undergraduate and/or graduate degree programs. A Department is headed by a Head of Department and is usually housed within a College. A Department may or may not include Programs, Centers, Institutes, and/or Units.

Program

For the purpose of this policy, the term “Program” refers to an academic entity that offers one or more programs of study that may or may not lead to a formal degree. A Program is headed by a Director or a Program Coordinator and may be housed under a Department, a College, or the Office of the Vice President for Academic Affairs.

Center or Institute

A Center or an Institute is an academic entity that may offer research, instruction, training, and/or community service activities and programs. Although centers and institutes do not have jurisdiction over academic curricula and may not offer programs that lead to formal university degrees, they may provide instruction and offer courses, training programs, and technical assistance. A center or an institute may collaborate with entities from other institutions, agencies, or organizations, such as other colleges and universities, schools, hospitals, industry, foundations, or governmental bodies, for specific activities or projects. A center or an institute is headed by a Director and may be housed under a Program, Department, a College, any of the Vice President Offices, or the Office of the President.

Unit

For the purpose of this policy, the term “unit” refers to an academic entity that may offer research, instruction, training, and/or community service activities and programs. Although units do not offer programs that lead to formal university degrees, they may



provide instruction and offer courses, training programs, and technical assistance. A unit is headed by a Head of Unit and may be housed within a Program, a Department, a College, or the Office of the Vice President for Academic Affairs.

Policy Statements

Authority:

1. The establishment of an academic entity that is to offer a program of study that leads to a formal university degree requires approval from the University Board of Regents following approval by the University President and the Vice President for Academic Affairs.
2. The establishment of a new College requires approval from the University Board of Regents following approval by the University President and the Vice President for Academic Affairs.
3. The establishment of a new Department requires approval from the University Board of Regents following approval by the University President, the Vice President for Academic Affairs and the head of the academic entities under which the Department is to be placed.
4. The establishment of a new Program requires approval from the University Board of Regents following approval by the University President, the Vice President for Academic Affairs and the heads of all academic entities under which the Program is to be placed.
5. The establishment of a new university level Center or Institute requires approval from the University Board of Regents following approval by the University President, the Vice President for Academic Affairs and the heads of all academic entities under which the Center or the Institute is to be placed.
6. A new Center or Institute to be established within any of the Vice President Offices, a College, a Department or a Program requires two main steps with different levels of approvals as detailed below:
 - a. The first step, consisting of the creation of the Center or the Institute, requires approval from the University President following approval by the Vice President for Academic Affairs and the heads of all academic entities under which the Center or the Institute is to be placed. Formal notification of the President's approval of the Center or the Institute is to be communicated to the University Board of Regents within a period not to exceed two years since the President's approval.
 - b. The second step, consisting of the establishment of the Center or the Institute, requires approval from the University Board of Regents within a period not to exceed three years since the creation of the Center or the Institute.
7. The establishment of a new Center, Institute, or Unit which primary mission is to conduct research requires joint approval from the Vice President for Research and Graduate Studies and the Vice President for Academic Affairs.
8. The establishment of a new Unit requires approval from the University President following approval by the Vice President for Academic Affairs and the heads of all academic entities under which the Unit is to be placed.

General Policy Statements:

1. The establishment of a new academic entity represents a significant outlay of resources and thus must be subject to a thorough internal review by relevant university units and committees including the Academic Program Review and Curriculum Enhancement Committee, the Faculty Senate and the Academic Council. Proposals for Centers, Institutes, or Units which primary mission is to



conduct research must be subject to additional internal review by the Research Council.

2. The Office of the Vice President for Academic Affairs is responsible for coordinating and overseeing the review and approval process for the establishment of a new academic entity.
3. Two levels of proposals (Preliminary and Full proposals) are required for the establishment of a new academic entity.
4. Proposals for the establishment of a new academic entity may be developed in collaboration with external bodies and organizations.
5. Approval of the preliminary proposal by the University President is required before proceeding with the development of the full proposal.
6. The preliminary proposal for the establishment of a new academic entity should be developed following the preliminary proposal template approved by the Vice President for Academic Affairs which is to include a feasibility study and a clear business plan.
7. The full proposal for the establishment of a new academic entity should be developed following the full proposal template approved by the Vice President for Academic Affairs that should include at minimum the following required information:
 - The proposed entity’s mission, objectives and goals,
 - The purpose of the new entity including a description of the programs, courses, services, projects, or research to be offered by the entity.
 - Relevance to the university mission and strategic plan, including the impact of the new proposed entity upon the existing academic entities,
 - Description of intended impact and anticipated effects and benefits of the proposed entity on the instructional, research, and community service programs offered by the university,
 - Justification that the proposed entity meets a need currently not being met by other entities within the university,
 - Definition of quantitative measures of success including timetable for initial and periodic evaluation,
 - Internal and external constituencies to be served and anticipated partnerships and collaborations with other institutions and organizations,
 - Description of the administrative and organizational structure of the proposed entity including an organizational chart showing both the relationship of the proposed entity to the existing entities and the internal organization of the proposed entity,
 - If funding is needed, budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding,
 - Evaluation of human resources needs including faculty, administrators and staff,
 - Statement of capital needs such as facilities, equipment and library resources,
 - Description of immediate space needs and projections of future space needs.

Timeline Related Policy Statements:

1. Full proposals for the establishment of an academic entity shall be submitted no later than two years following the university President’s approval date of the new academic entity preliminary proposal.
2. New approved academic entities must be implemented and initiate operation no later than two years following the approval date of the full proposal.

