Classification: Governance
Approving Authority: President
Responsible Authority: Policy Office
Implementing Authority: Policy Office
Effective Date: February 2025
Review Date: January 2028

Policy Development and Approval Policy

1.0 Purpose

1.1   The purpose of this policy is to establish a standardized process for the development, review, approval, and publication of university-wide policies to ensure consistency, accountability, and transparency across the American University of Iraq – Baghdad (AUIB).

2.0 Scope

2.1   This policy applies to all academic and administrative units involved in the creation, revision, or retirement of institutional policies at AUIB.

3.0 Defenitions

3.1.   Policy – A formal statement of principles or rules that guide decisions and actions.

3.2   Policy Owner – The individual or office responsible for the content, implementation, and review of a specific policy.

3.3   Policy Office – The office responsible for overseeing the policy process and ensuring institutional compliance with this policy.

3.4   University Advisory Council – The governing body responsible for academic and administrative policy approval prior to submission to the Board of Trustees.

3.5   President's Cabinet – The executive leadership team provides preliminary review and feedback on policies.

3.6   Approving Authority – The Board of Trustees is responsible for final approval of all policies.

3.7   Minor Revision – A change to a policy that does not affect the purpose, scope, or implementation of the policy, such as typographical corrections, title changes, or list of related documents.

3.8   Major Revision – A change that affects the purpose, scope, or implementation of the policy, requiring full review and re-approval.

4.0 Policy

4.1   All institutional policies must follow a standardized development and approval process before implementation. Policies must be collaboratively developed,

formally reviewed, and approved by the appropriate authorities, and publicly communicated in both English and Arabic and placed in the policy section of the university website.

4.2   Policy development and review shall adhere to the principles of shared governance, incorporating suitable consultation with faculty, staff, and student representatives through established committees and the public comment process.

4.3   The President may grant expedited or interim approval of urgent policies under extraordinary circumstances, such as regulatory changes, health or safety emergencies, operational interruptions, or other unanticipated situations requiring immediate action to maintain institutional compliance or continuity, pending later approval by the University Advisory Council and the Board of Trustees.

5.0 Procedures

5.1   Policy Development and Approval Process:

    5.1.1   The Policy Owner identifies the policies needed and initiates the

    5.1.9   The finalized English and Arabic versions of the policy are published on the university's official website.

5.2   Periodic Review and Evaluation

    5.2.1   All policies shall be reviewed at least every three years or as needed in response to changes in regulations, accreditation standards, or institutional priorities.

    5.2.2   Reviews will assess each policy's relevance, effectiveness, and feedback from users and governance entities.

    5.2.3   The Policy Owner shall document the outcome—confirmation, revision, or retirement—and forward recommendations to the Policy Office and University Advisory Council for approval.

5.3   Policy Revisions

    5.3.1   Minor revisions, such as editorial updates, corrections, or changes in titles or related documents, may be approved by the Policy Office in consultation with the Policy Owner and then reported to the University Advisory Council for information.

    5.3.2   Major revisions that change the purpose, scope, or implementation of a policy shall go through the full development and approval process.

Related Policies and Documents

University Bylaws

Board of Trustees Bylaws

AUIB Policy Template