



**Title: Monitoring and Review System Policy**

**Code:** GU-PL64MRS

**Version:** Version 3.2

**Date of Issue:** 2024

**Effective Date:** July 2024

**Approval Authority:** Board of Trustees

**Document Owner:** University President

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies

## 1. Purpose

The purpose of this policy is to ensure the commitment of the university's senior management towards implementing, monitoring, and reviewing the strategic plan. This policy aims to demonstrate the responsibility of the management at all levels in monitoring and evaluating the performance/achievements of the respective academic and administrative departments/units/centers through proper reporting mechanism. Monitoring and review refer to continuous reflective practice in which staff are expected to participate to grow in a dynamic environment.

## 2. Scope

This policy applies to:

- all Colleges, Departments, Centers, Units, Offices (both Academic and Administrative), Departments, Councils, Committees and their authority and responsibility in the organizational hierarchy.
- all academic and administrative staff including senior management, students, and all other stakeholders of Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>HEC</b>	Higher Education Council

## 4. Definitions

**Monitoring:** Monitoring refers to the activities in progress to ensure they are appropriate and on-time in meeting the objectives and performance targets.

**Review:** Review refers to a rigorous process in higher education towards ensuring continuous quality enhancement in core academic and administrative activities.

**Senior Management:** Senior management is a group of high-level executives that actively participate in the daily supervision, planning and administrative processes required by a business to help meet its objectives.

**Strategic Plan:** Strategic plan is a coordinated and systematic way to develop a course and direction for your company.

**University Constituents:** University Constituents are Colleges, Departments, Centers, Units, Offices (both academic and administrative), Councils and Committees at Gulf University.

## 5. Policy Statement

Gulf University ensures that core activities of the academic and administrative departments are linked with institutional process or outcome. The policy articulates the reporting line between the lower, middle and the top management and the reporting mechanism between the committees and the immediate line manager.

## 6. Policy Details

- 6.1 Gulf University is committed to monitoring and reviewing the implementation of strategic plans through the performance of academic and administrative departments, councils, committees, and other university constituents.
- 6.2 Gulf University commits to provide wide range of performance reports to the colleges, departments, and units as well as to the senior management and governing body to assess and review systematically their own and the institution's performance against targets.
- 6.3 Gulf University is committed to a risk based and data driven approach to monitoring and reviewing systems.
- 6.4 Gulf University ensures systematic monitoring and review to provide feedback to the relevant subordinate for improvement in the next cycle towards continuous quality enhancement.
- 6.5 Gulf University ensures that the Head of academic departments and Managers of administrative departments review their core activities through periodic reporting and formal departmental meetings.
- 6.6 Gulf University commits to monitor and review performance at lower, middle, and top management through proper reporting mechanism in the organizational hierarchy.
- 6.7 Gulf University ensures that each level of review oversees whether results correspond to the planned activities, and whether the core activities are aligned with the strategic objectives and operational plan.

## 7. Responsibilities

### **Board of Trustees is responsible for:**

- Ensuring appropriate implementation of this policy.
- Ensuring monitoring and reviewing through BOT Audit Committee.

### **President is responsible for:**

- Ensuring appropriate implementation of this policy.

### **Vice President for Academic Affairs is responsible for:**

- Appropriate implementation of this policy.

### **Academic and Administrative staff are responsible for:**

- Following this document appropriately.

**Heads of Academic Departments are responsible for:**

- Ensuring that all faculty members are fully informed of this document.
- Ensuring appropriate implementation of this document.

**Directors, Heads, and Managers of Centers, Units, and Departments are responsible for:**

- Ensuring that all administrative staff members are fully informed of this document.
- Ensuring appropriate implementation of this document.

**Deans are responsible for:**

- Ensuring that all faculty members follow this document.
- Ensuring appropriate implementation of this document.

**Vice President for Academic Affairs is responsible for:**

- Ensuring appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- Systematic review of the effectiveness of this document.

**8. Related Policies**

- All GU Policies

**9. Related Procedures**

- All GU Procedures

**10. Related References and Standards**

<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook