



## The American University of Kurdistan Policy for Duties and Responsibilities of the President

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#### I. INTRODUCTION

- a. **Authority:** The Board of Trustees at The American University of Kurdistan is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy states the duties and responsibilities of the University President as the Chief Executive Officer of the University.
- c. **Scope:** This policy applies to the University President.

#### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Chair, Board of Trustees
- b. **Responsible Administrator:** President
- c. **Responsible Office:** President's Office
- d. **Policy Contact:** Secretary of the Board

#### III. POLICY STATEMENT

The President of the University is responsible to the Board of Trustees. Within the policies and regulations of the Board, the President of the University, as Chief Executive Officer, has general authority and responsibility for the University and for keeping the Board of Trustees informed regarding the University in a timely and appropriate manner.

The President is expected to demonstrate those leadership skills necessary for the dynamic pursuit of the goals and objectives embodied in the mission of the University. The President is also expected to understand the higher education needs of the University's service region, work with the Board to develop proposals for meeting those needs, and provide leadership to foster cooperation between campus and community in fulfilling the University's teaching, research, and social responsibilities.

The President is expected to consult appropriately with faculty, students, staff and administrators in discharging the responsibilities of the office. The President is expected to

ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the University in a timely manner.

The Chief Executive Officer of the University, the President is charged with specific responsibilities and he/she shall:

1. Be responsible for creating institutional blueprint and building the commitment that leads the University toward fulfillment of its strategic plan and monitoring its progress;
2. Exercise effective leadership in a joint effort by the Board to implement the Mission of the University, as delineated in role and scope statements approved by the Board;
3. Provide effective leadership and support for an academic program that is consistent with University mission, the needs of those being served, sound standards of quality, and available resources;
4. Provide effective leadership and support for a program of student life that complements the academic program and recognizes the diverse interests and needs of the student body;
5. Maintain lawful, equitable and efficient personnel programs, including appointment of qualified persons to faculty and staff and promotion, retention or dismissal for cause of the same.
6. Make policy recommendations to the Board of Trustees on all matters that affect University;
7. Direct implementation of the University policies to ensure sound administrative organization and efficient management of the University;
8. Submit an annual comprehensive and responsible budget used to advance the University's strategic goals and priorities, and administer the Board approved budget;
9. Interact with appropriate external bodies, including accrediting agencies and private and public sectors, to achieve the mission of the University in a manner consistent with the Board policy and sound academic principles;
10. Lend influence in the development of higher education programs in local and national committees and organizations;
11. Develop effective external relations with other universities and institutions in Iraq and abroad and work closely with the AUK Foundation to develop and execute an effective fundraising program in support of the University and its mission.
12. Keep the Board and Executive Committee informed of University operations, financial conditions and other activities a minimum of three times each budget year;
13. Demonstrate effective pursuit of the Board's goals and objectives for both current year and the long term.
14. Perform such other duties as may be assigned or delegated by the Board of Trustees.

#### **IV. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** March 15, 2019

c. **Amended:** March 15, 2019