



THE AMERICAN UNIVERSITY OF KURDISTAN UNIVERSITY CABINET CHARGE

The Cabinet is a consultative body charged with reviewing and discussing institution-level issues; it recommends actions to the President.

Purview of University Cabinet:

- The Cabinet discusses higher level issues (e.g. mission/vision of the University: strategic planning; accreditation; institutional budget and its presentation to the Board; addition and deletion of academic programs; employment contract templates; staff and faculty professional role models; research and teaching support; policies and procedures; institutional capacity building).
- The Academic Council (under the direction of the Provost), Administrative Council (under the direction of the VP of Administration and Finance, and President's Council (of administrative direct reports to the President) are charged with addressing issues on the local, unit-level

Members of the Cabinet:

- President
- Board Secretary
- Provost
- Vice President for Administration and Finance
- Faculty Senate Chair
- Staff Senate Chair
- Accreditation Consultant
- Director of Institutional Effectiveness & Planning
- Director/VP of Advancement
- Student representative (to join the meeting for selected items)

Individuals will be invited to attend meetings as per the agenda

Procedures:

- Deans, unit directors/managers will channel their concerns/proposals/recommendations via the appropriate body (e.g. Academic Council, Administrative Council, or President's Council) to the University Cabinet. The items that require action will be placed on the agenda; sponsors and/or key stakeholders will be invited to present their proposal(s).
- The same procedure will be used for all concerns/proposals/recommendations coming from the Faculty Senate, Staff Senate, and Student Council. The minutes of each of the Councils' meetings will be shared with the University Cabinet.
- The proposal will be discussed, and following Robert's Rules of Order, a motion will be made, seconded, and voted upon.
- Presentations of proposals should include appropriate data to ensure data-driven decision-making.
- The members of the University Council will communicate the outcomes of decisions back to their respective councils/constituencies in a timely manner.