



THE AMERICAN UNIVERSITY OF KURDISTAN ADMINISTRATIVE COUNCIL CHARGE

The Administrative Council is a consultative body charged with reviewing and discussing unit and institution-level issues with the aim of fostering greater effectiveness and efficiency among the units reporting directly to the Vice President for Administration and Finance (VPAF): The Office of Human Resources, The Office of Finance, Campus Services Department, and Information Technology Department.

Purview of Administrative Council:

- The Council discusses unit-level issues that would benefit from inputs among all member units and devises action items to address such issues.
- The Council encourages collaboration and cooperation in approaching large scale initiatives that require collective planning and execution.
- The Council serves as a forum for discussing higher level issues (e.g. mission/vision of the University: strategic planning; self-studies for non-academic units; accreditation).

Members of the Administrative Council:

- Vice President for Administration and Finance (Chair)
- Director of Human Resources
- Director of Campus Services
- Director of Information Technology
- Director of Finance
- Guests as per the agenda
- Assistant to the Vice President (minute taker)

Procedures:

- The Council holds regular meetings, scheduled once every two weeks or as needed, to discuss administrative matters
- The VPAF sets an agenda focused on current issues of importance.
- Unit directors add to the agenda issues of concern or those needing to be addressed in a collective discussion.
- Collaborative discussions seek to identify challenges, solve problems, and devise plans to address such challenges.
- The Council assigns action items to relevant members to address specific administrative issues, monitor progress and ensure timely resolution.