



## The American University of Kurdistan Campus Visitor Policy

Policy Number: FS003  
Effective Date: June 6, 2022

### CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Definitions
- V. University Host Responsibilities
- VI. Visitor Responsibilities
- VII. Procedure
- VIII. Violations
- IX. Policy History

### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to provide information and procedures for AUK campus visitors and AUK hosts.
- c. **Scope:** This policy applies The AUK employees, students and visitors.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of Campus Service Department (CSD)
- c. **Responsible Office:** CSD
- d. **Policy Contact:** Director of CSD

### III. POLICY STATEMENT

To protect the health and safety of faculty, staff, and students, the University has established this policy for all visitors to the AUK campus. All visitors must be invited by a university host.

### IV. DEFINITIONS

#### A) Visitors:

Visitors include, but are not limited to, family members, guest speakers/lecturers for a specified class/lecture/conference, conference or meeting attendees, academic and industry partners, candidates for employment coming for an interview, consultants, students from high schools or institutions/universities other than AUK, and vendors/suppliers.

#### B) University Host:

The employee of a sponsoring department, college or unit who is responsible for overseeing the visit and assuring the visitor follows campus requirements during the visit is considered the “host.” If a student wants to serve as a host for a specific visitor/visit, s/he communicates their request to the Office of Student Affairs who will review, approve, and process the request.

### V. UNIVERSITY HOST RESPONSIBILITIES

- Is responsible for initiating the approval process and ensuring that the visitor has been approved prior to his/her arrival on campus.
- Provides the visitor with an individual invitation that includes the day and time of the visit and directions to the respective office/unit.
- Informs AUK Security prior to the visit, preferably the day before the visit, to ensure that the visitor’s name is on the list of visitors
- There may be instances of same-day notice or of visitors appearing at the gate unannounced. In these cases, AUK Security will inform the appropriate host of the arrival and get confirmation for the individual’s access to campus.
- AUK Security will provide visitors with badges upon arrival at the campus gate.
- Ensures the visitor complies with the visitor responsibilities during the visit.
- Reports any concerns or issues to Campus Services.

### VI. VISITOR RESPONSIBILITIES

- Coordinates with the university host the day, time, and location of the meeting/event.
- Follows all rules and regulations governing conduct on AUK’s campus during the visit.

### VII. PROCEDURE

The University host is responsible for the following:

- Collecting all information regarding the name of the visitor and his/her day and time of arrival.
- For Academic Affairs, the information is forwarded to the department chair/dean/provost with the rationale for the visit. The department/college forwards

the information on the visitor and day/time of their arrival to AUK Security to facilitate their entry.

- For Administrative Units, the information is forwarded to the director of the respective unit along with the rationale for the visit. The director of the unit forwards the information on the visit and day/time of their arrival to AUK Security to facilitate their entry.
- For Student requests, the information is forwarded to the Office of Student Affairs along with the rationale for the visit. The staff at Student Affairs will forward the information on the visit and day/time of arrival to AUK Security to facilitate their entry.

## **VIII. VIOLATIONS**

Those found to be in violation of this policy may be subject to disciplinary actions as per the Code of Conduct policies – (Student Code of Conduct & Employee Code of Conduct)

## **IX. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022