




Directive (12)/2016

Office of the
Vice Chancellor

Subject: The Formation of Campus Councils				Date effective: Immediately	
Directive to: Campus Directors				<input type="checkbox"/> CONFIDENTIAL <input checked="" type="checkbox"/> UNCLASSIFIED	
Copy to: <input checked="" type="checkbox"/> Chancellor	<input checked="" type="checkbox"/> DVCs, EDs	<input checked="" type="checkbox"/> GCO, CAE, OE	<input checked="" type="checkbox"/> Academic Advisor	<input type="checkbox"/> Staff File	
<p>– Reference to: Executive Committee Meeting (22) of 2016, dated 12 April, 2016</p> <p>– Preamble: Current practice shows that there is a need for an active and continuous collective input into the decision-making and management processes at campus level. There is also a need for a forum that allows for distributed governance, which is the trademark of any academic environment.</p> <p>– Directives:</p> <p>It is hereby directed that:</p> <ul style="list-style-type: none">▪ Every campus must establish a Campus Council that will be chaired by the Campus Director.▪ The role, responsibilities, and the membership of the Campus Council are as stated below.▪ This Directive supersedes all prior Directives that are inconsistent with the subject matter stipulated herein.					
Signature: 			Date:		

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The Formation of Campus Councils

Role of Campus Council

The council is the governing body of the campus and is chaired by the Campus Director. It has decision-making authority (in alignment with HCT rules and regulations) over all campus' operational and administrative matters and works as the Campus Director's Cabinet.

Membership of Campus Council

- Campus Director (Chair)
- Head of Academic Operations (member)
- Head of Campus Operations (member)
- Supervisor of Marketing and Community Relations (member)
- Supervisor of Academic Services and Advising (member)
- Supervisor of Learning Resources (member)
- Supervisor of Student Services (member)
- Two Faculty Members from different programmes nominated by the Campus Director (members)
- President of Student Council (member)

Responsibilities of Campus Council

- Review and advise the Campus Director on all operational matters and provide recommendations to ensure excellence in programmes and curricula delivery along with top quality student services.
- Review and provide relevant recommendations to annual work plans and performance reports for all departments within the campus.
- Review and provide relevant recommendations regarding all student-related issues and cases that have been referred for consideration by the Campus Director.
- Provide oversight of all campus facilities and resources including the effective utilization of campus space to ensure an efficient implementation of academic curricula.
- Plan and oversee the implementation of events, marketing strategies for academic programmes and community engagement initiatives for the campus.
- Review regular and ad-hoc reports and analysis on campus activities including budget related issues.
- Ensure that all departments and administrative staff of the campus operate within established policies and procedures and that HCT's mission and code of conduct are fully upheld.
- Coordinate and monitor all professional development of campus administrators and staff.
- Consider any operational and infrastructural issues that were referred to it by the Campus Director and take appropriate decisions in accordance with rules and regulations.
- Any other matters as assigned by the Campus Director.

Operational Guidelines

- To ensure a continuous input of a diverse academic experience, the maximum membership duration for the two Faculty Members is set for one academic year.
- The Campus Council should meet at least once per week and report its weekly minutes to the DVC-CO and DVC-AA.
- Each month the DVC-CO should summarize the activities and recommendations of all Campus Councils and submit a monthly report to the EC.

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