BY-LAWS OF THE PROVOST’S COUNCIL

of

THE AMERICAN UNIVERSITY IN CAIRO

ARTICLE I:
Role of the Provost’s Council

The Provost’s Council oversees the academic mission of the University and directly advises the Provost on all academic matters brought to its attention. The Council submits its advice to the Provost in the form of formal resolutions and informal advisory statements. The final decision in all such matters rests with the Provost. The primary purpose of the Provost’s Council is to ensure that all academic aspects of the University’s academic mission, strategic plans and programs are implemented appropriately.

ARTICLE II:
Members of the Provost’s Council

The Provost’s Council is chaired by the Provost. The Council consists of all active academic deans (including the Dean of Students) and all active vice and associate provosts. For these individuals, membership of the Provost’s Council is an ex officio responsibility that continues as long as they hold their respective positions and that terminates when they relinquish said positions.

The Provost, the deans and the vice and associate provosts are voting members of the Provost’s Council. The Provost may appoint additional members to the Council with the approval, by simple majority, of established Council members. Each such additional member of the Council is a non-voting member unless specifically authorized to vote by the Provost with the approval of a majority of the voting members. The Secretary of the Provost’ Council serves as a non-voting member.

Certain individuals may be granted open invitations to attend and contribute to the discussions of meetings of the Provost’s Council. (Current examples are the President of the University and the Director of the Office of the Provost.) Such invitations may be extended by the Provost with the approval of a majority of the voting members.

ARTICLE III:
Responsibilities of the Provost's Council
The Provost’s Council acts in a strategic manner to facilitate the conditions, policies, procedures, programs, faculty composition and student composition necessary for the University to achieve its academic goals and objectives. The Provost’s Council bears specific responsibility for certain academic decisions directly assigned by the Faculty Handbook; these currently include recommendation to the Provost of faculty candidates and former deans for Emeritus status as well as the appointment of Distinguished University Professors. The broader responsibilities of the Council include, but are not be limited to, the following issues:

— Student development, including student composition, recruitment, enrollment services and co-curricular options, as well as related academic, admissions, financial aid, and student life issues.

— Faculty development, including faculty recruitment, responsibilities and compensation, as well as all matters related to teaching, research and service; research policies and support; faculty leave; and professional development.

— Policies and procedures associated with assessment, evaluation and accreditation of deans, chairs, faculty, academic programs, units, and centers.

— Alignment of academic initiatives and programs to the University’s mission, vision and values and oversight of the academic elements of the university’s strategic plans.

— Planning, review, and recommendation to the Senate, President and Board with regard to newly proposed academic programs and initiatives.

— Implementation of new academic programs and maintenance of continuing academic programs, including issues related to the university’s academic status, reputation and ranking.

— Financial planning with regard to the academic mission, values and strategy of the University, including initiatives involving fundraising and grants.

— Promotion of the university’s commitment to cross-departmental co-operation, interdisciplinary initiative and community engagement.

**ARTICLE IV: Sessions of the Provost’s Council**

The Provost’s Council meets at least once per month during each fall and spring semester of the academic year. In normal circumstances the Council meets weekly or bi-weekly as determined by the Provost in consultation with Council members. Council meetings traditionally take place on Thursday mornings for a period of time determined by the Provost in consultation with Council members, but the Provost may call for meetings on different days and times and will occasionally call for special meetings devoted to ad hoc priorities, such as interviews with
candidates for senior academic positions. Except in the most unusual of circumstances, members of the Provost’s Council will receive confirmation of the time and place of a Council meeting at least one week in advance if the meeting and will receive a copy of the agenda for an upcoming meeting at least one day in advance of the meeting. A quorum consisting of at least 50% of all voting members of the Council is required for individual Council meetings to proceed.

The Council serves as an advisory body that recommends policy and procedural actions to the Provost. The final decision in all such matters rests with the Provost. The agenda of each meeting of the Provost’s Council is set by the Provost, and each member of the Council may recommend agenda items to the Provost. During each meeting the Council discusses and debates agenda items, and when appropriate, the Council recommends actions to the Provost by majority vote of the members of present.

The Provost chairs meetings of the Provost’s Council. In the absence of the Provost a voting member of the Council may be designated by the Provost to serve as Acting Chair. In certain circumstances members of the Council may take action on critical issues without a meeting, if members of the Council consent by majority vote at a previous meeting to electronic transmission of their votes on a particular resolution. In such circumstances a positive decision requires a majority of all voting members of the Council.

ARTICLE V:
Committees of the Council

The Provost’s Council functions a committee of the whole and is not assisted by standing committees. However, the Provost may, with the approval of a majority of the Council, establish ad hoc committees composed of designated Council members to examine specific issues and make reports and recommendations to the Council.

ARTICLE VI:
Interaction with Other University Decision-Making Bodies

The Provost’s Council shares its responsibility for oversight of the academic mission of the University with the University Senate. The Provost’s Council collaborates directly with the Senate on matters of policy, curriculum, university mission and strategy, student and faculty development, and other academic priorities, and all new academic programs must be reviewed by the Provost’s Council and recommended to the Provost before being formally approved to the Senate.

The resolutions of the Provost's Council, if approved by the Provost, are transmitted directly to the Chair of the Senate and the Senate Executive Committee in the form of the minutes of each
Council meeting. The Secretary of the Council will act as the formal liaison between the Provost’s Council and the Senate by insuring that the Chair of the Senate and the Senate Executive Committee receive copies of each set of Council minutes following the Council’s formal approval of the minutes. In special circumstances the Provost may charge the secretary with informing the Senate Chair and the Senate Executive Committee of recommendations of the Provost’s Council on an expedited basis — for example, when the Council has recommended approval of new academic programs and initiatives.

Copies of approved minutes of the Council will also be sent to the President and members of the University Cabinet. In addition, approved Council minutes will be posted online for public access at the website of the Office of the Provost.

**ARTICLE VII:**

**Secretary of the Provost’s Council**

The Provost recommends an individual who is already a full-time employee of the university for appointment as Secretary of the Provost’s Council. The Secretary is elected by a majority vote of the Council for a two-year term and is eligible for re-election. The Secretary is a non-voting member of the Council.

The Secretary of the Provost’s Council is primarily responsible for producing a formal set of minutes recording the major issues addressed during each council meeting as well as all formal recommendations submitted by the Council to the Provost. The Secretary is also charged with serving as an authority concerning past actions of the Provost’s Council and maintaining copies of minutes of present and past Council minutes, including all supporting documentation submitted to the Council. The Secretary assist the Provost in providing Council members with notices of meeting, requesting contributions of agenda items, preparing the agenda for each meeting, and sending Council members copies of the agenda in advance of each upcoming meeting together with supporting documentation as well as minutes of the past meeting.

The Secretary produces final versions of the minutes of each Council meeting following discussion and amendment by the Council. The Secretary maintains the official updated minutes of each Council meeting on a shared Google drive together with copies of all supporting documentation. The Secretary highlights the actions items described in each set of the minutes and follows up all decisions as appropriate — for example, by informing the Director of Academic and Research Data of any approved catalog changes. It is also the responsibility of the Secretary to ensure that the Provost is informed of any pending issues/actions from previous Provost’s Council meetings.

As noted above (Section VI), the Secretary of the Council insures that the Chair of the Senate and the Senate Executive Committee receive copies of each set of Council minutes following the Council’s formal approval of the minutes. In special circumstances the Secretary will inform the Senate Chair and the Senate Executive Committee of recommendations of the Provost’s Council on an expedited basis. The Secretary also sends copies of approved minutes of the
Council to the President and members of the University Cabinet and posts approved Council minutes online for public access at the website of the Office of the Provost.

**ARTICLE VIII:**
Amendments

These By-laws may be amended or repealed at any meeting of the Provost’s Council by a majority vote of the members present.