

**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 is the senior academic leadership body of the University. The Council recommends and advises on strategic issues to the Provost with respect to the University's academic mission and faculty affairs. It takes a leading role in the definition, development and implementation of the University academic priorities and strategic plans.

**ARTICLE II**  
**Members of the Provost's Council**

The Provost's Council is chaired by the Provost. The Council consists of all deans and associate provosts. The Provost, the deans and associate provosts are voting members of the Provost's Council. On matters where the Provost is seeking recommendation from the Council, he/she will not vote.

Certain individuals may be granted open invitations to attend and contribute to the discussions of the Provost's Council. (ex. President). Invitations may be extended by the Provost as needed.

**ARTICLE III**  
**Responsibilities of the Provost's Council**

The Provost's Council provides leadership in advancing the educational mission of the University. Members of the Provost Council represent the interests of their academic units and work together toward achieving the best interests of the University as a whole. The Council advises the Provost on the following:

- Academic elements of the University's strategic plans; the review and assessment of academic programs; identification of academic priorities; alignment of academic initiatives with the University's mission, vision and values; oversight of resource allocation to academic endeavors.
- The quality of the University's academic programs, including enhancing students' educational experience and ensuring compliance with accreditation standards and rankings criteria.
- The development of broad admission and retention standards for students, including composition of the student body, recruitment, enrollment services, curricular and co-curricular options, as well as related academic, admissions, financial aid, and student life issues.
- Faculty professional and leadership 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.

- The review, revision and approval of policies and procedures associated with the assessment and evaluation of deans, chairs and faculty, as well as the assessment, evaluation and (where relevant) accreditation of academic programs, units and centers.
- The review of newly proposed academic programs and initiatives.
- Promotion of the University's commitment to cross-departmental co-operation, interdisciplinary initiatives and community engagement.

The Provost's Council fills an important role in ensuring that information with regard to University practices and policies flow effectively from one constituency to another. For this reason the minutes of the Provost's Council are published online at the website of the Office of the Provost.

#### **ARTICLE IV**

##### **Responsibilities of Individual Members**

Each member of the Provost's Council is responsible to disseminate the outcomes of the meetings to their associates, faculty, staff and/or other constituents in a timely and relevant manner. Members are responsible to guide the implementation of specific outcomes as they relate to their individual roles.

Each member is expected to share relevant information and updates regarding their schools and/or areas of responsibility with the Provost's Council.

#### **ARTICLE V**

##### **Meetings of the Provost's Council**

The Provost's Council meets on a bi-weekly basis whenever possible, during each fall and spring semester of the academic year. The Provost may call for special meetings devoted to *ad hoc* priorities as needed. In most cases, members of the Provost's Council will receive confirmation of the time and place of a Council meeting at least five (5) business days in advance of the meeting and will receive a copy of the agenda for an upcoming meeting at least two (2) days in advance. A quorum, consisting of more than 50% of all voting members of the Council, is required for individual Council meetings to proceed.

The Provost chairs each meeting of the Provost's Council. In the absence of the Provost, a Council member nominated by the Provost for this purpose will chair the meeting.

In certain circumstances meetings and/or votes may be conducted electronically.

#### **A. Agenda**

The agenda of each meeting of the Provost's Council is set by the Provost. Council members are invited to submit agenda items on an ongoing basis and in advance of every meeting. Agenda items may be identified by the Provost from among topics submitted by members of the Council, University President and priorities of the Office of the Provost. The agenda will include an update on recent meetings of the Cabinet, to be shared by the Provost.

## **B. Outcomes**

When the Council concludes discussion of an agenda item, it may formulate a resolution by a majority vote of those present. The Council passes its recommendation to the Provost for his/her final decision.

### **ARTICLE VI Committees**

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. In addition, the Provost, with the approval of a majority of the Council, may establish a small number of standing committees that will take responsibility for regular oversight and review of critical academic matters. Each such committee will be composed of three to five members, whom the Provost will appoint, and will meet at least once a month to discuss matters related to its area of authority and will submit a monthly report to the Council on matters of significance.

### **ARTICLE VII Secretary of the Provost's Council**

Secretary of the Provost's Council shall be an existing full-time employee of the University whose appointment shall be made by a majority vote of the Council for a two-year term, who may be eligible for re-election.

The Secretary of the Provost's Council is primarily responsible for recording minutes of 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 meetings, 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 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. 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.

### **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.