



Title: Gulf University Bylaws

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Review: The bylaws are subject to reviews as per amendments of University Policies and HEC Regulations

1. Purpose

The purpose of this document is to describe Gulf University organization and policy structure.

2. Scope

The document applies to all academic and non-academic units and employees at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council

4. Definitions

University Executive Officers: University Executive Officers are the academic and administrative management of the University, including President of University, Vice President for Academic Affairs, Chief Operating Officer, and Deans of Colleges.

5. About Gulf University

5.1 Introduction

Gulf University (GU) is a comprehensive higher education provider in the Kingdom of Bahrain, with a strong commitment to ensure that it would offer high quality education and provide graduates with a strong intellectual and social foundation, thus ensuring that they live as full contributors and compassionate members of the society. The university was established on 17 September 2001, licensed by the Bahraini Ministry of Education. The university is also an officially licensed test center for SAT, GRE, PMI. The official registration of GU with the Ministry of Education for its scheduled academic programs was effective from September 21st, 2002; on the basis of his highness's the prime minister's cabinet decree number 1649-03 issued on the 2nd of September 2001.

Gulf University (GU) is a dynamic university offering quality education and preparing work-ready graduates with 21st century skills and competencies. Through its core functions of teaching, research, and community engagement, the university embraces excellence through its eminent academic programs, scholarly activities, national and international collaborations, continuous quality enhancement, student support, qualified and experienced faculty with diverse backgrounds. All these are seasoned with an enriched campus with contemporary and state of the art physical and learning resources that support academic and administrative functions.

The university is located in Sanad in the Kingdom of Bahrain with its Main building, Academic building I and Academic building II.

5.2 GU Vision

Gulf University aspires to be a distinguished higher education institution in Bahrain and the region, for its competitive graduates, cutting edge learning environment, impactful research, and contribution to communities' growth through constructive partnership.

5.3 GU Mission

Gulf University provides quality education, fostering creativity and innovation to generate professional workforce and intellectual capital in a stimulating multicultural environment. We pledge to contribute significantly towards research activities with a sound impact both in academia and industry in an ethical environment. We support our highly competent staff, graduates to achieve personal and professional goals amidst socio economic challenges and engage in the sustainable development of Bahraini and regional community.

5.4 GU Core Values

- Integrity and ethics.
- Collegiality.
- Leadership.
- Diversity and inclusion.
- Collaboration.
- Creativity.
- Sustainability.

5.5 GU Graduate Attributes

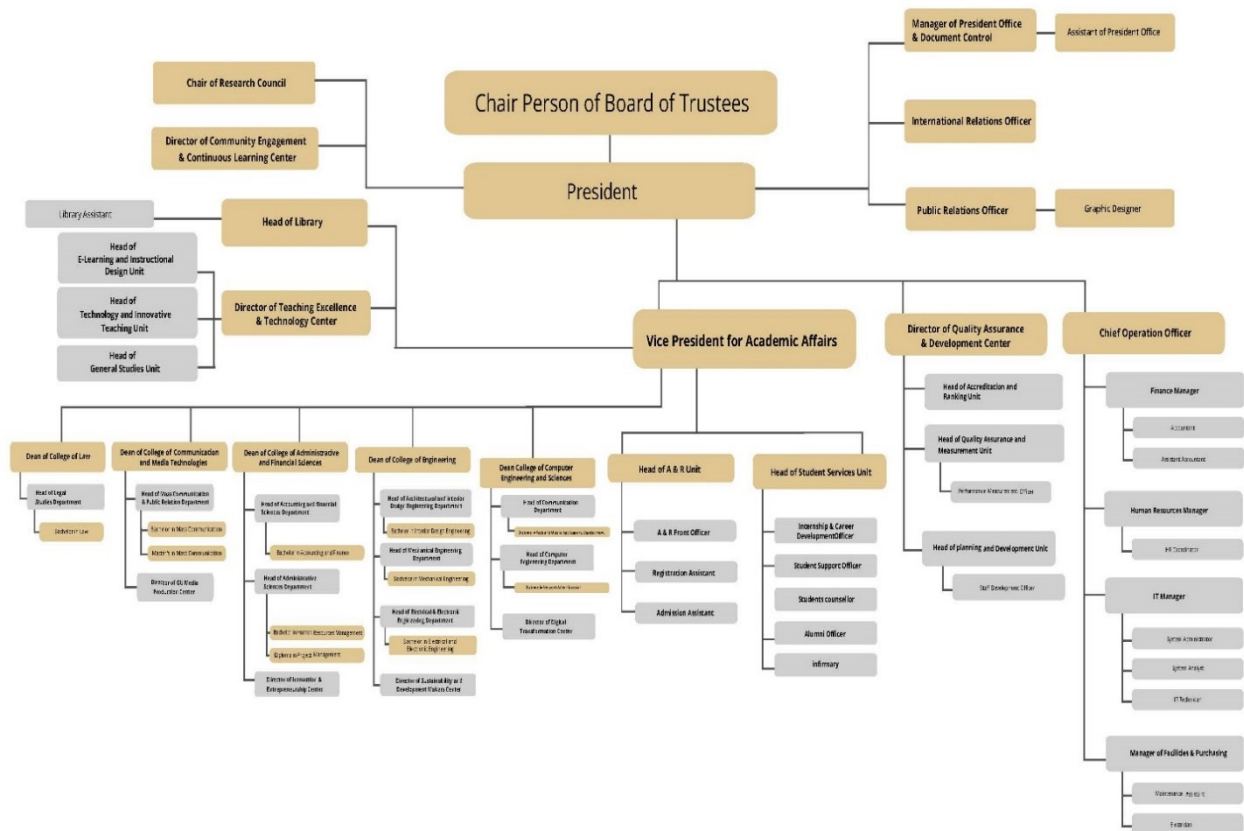
- Knowledgeable in their disciplines.
- Professional Applicators of Technologies.
- Effective communicators.
- Collaborative leaders.
- Critical thinkers, and problem solvers.
- Lifelong learners with Adaptability.
- Responsible and ethical towards society and environment.
- Reflective learners and Initiators.

5.6 Organizational Structure

The organizational structure shows the administrative supervision and management of academic and administrative operations.

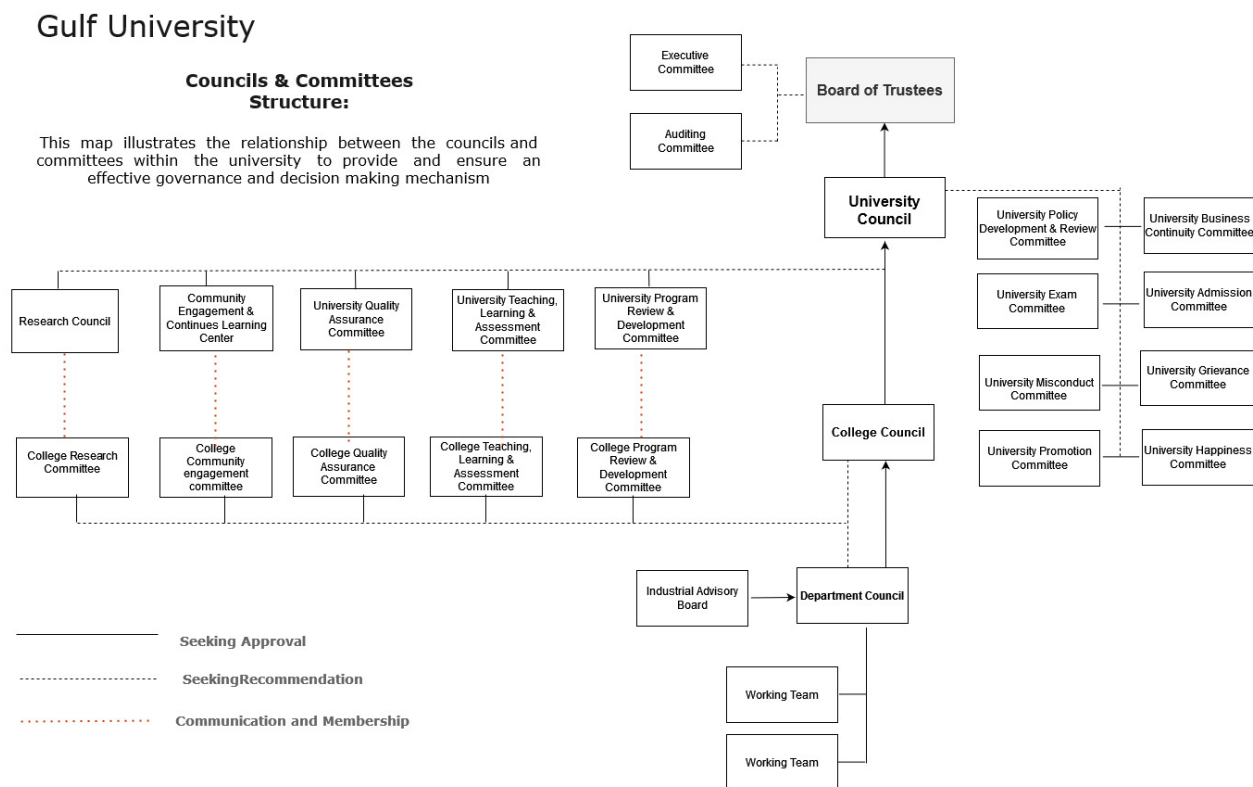


GU Wide Organizational Structure



5.7 Governance System

The Governance System at Gulf University comprises Board of Trustees, Councils, University-level, and College-level Committees



5.7.1 Board of Trustees

As part of the governance system at Gulf University, the Board of Trustees shall serve the university to realize its goals and to keep its integrity.

The Board of Trustees is the governing body with full accountability relating to managing the welfare of the University and all interests concerning students, academic and administrative staff, and alumni.

The Trustees sign a Conflict of Interest Disclosure form and Confidentiality Statement form when appointed to the Board. The BoT has the responsibility for approving the Vision, Mission and Core Values, Strategic Plan, approving the establishment of new college(s), department(s) and center(s), approving the launch of new academic program(s), approving the annual budget, monitoring the academic, administrative and financial performance, approving collaboration agreements with national and international universities, and approving new or revised university policies.

Details of composition and responsibilities of Board of Trustees are given in “Terms of Reference” document available at the University SharePoint on the website

www.gulfuniversity.edu.bh

BoT shall form 2 sub-committees namely Audit Committee and Executive Committee to provide recommendations to the board for informed decision making in designated matters. The roles and responsibilities, formation, membership of the above-mentioned subcommittees are articulated in the ToRs.

5.7.2 Councils at Gulf University

The following Councils at the University shall administrate all academic, administrative, financial, research, and quality issues at the relevant levels:

- University Council.
- College Council.
- Department Council.
- Research Council.

Details of composition and responsibilities of Councils are given in relevant “Terms of Reference” documents available at the University SharePoint on the website www.gulfuniversity.edu.bh.

5.7.3 Committees at Gulf University

Committees at Gulf University are of (2) categories:

- university-level committees, and
- college-level committees.

These committees shall assist and provide advice to relevant governing bodies at the University (such as Councils, President of University, Vice President, and Deans) to ensure an effective governance and decision-making mechanism. The university-level committees shall be composed by the university council, while the college-level committees shall be composed by the relevant college council.

Details of composition and responsibilities of these committees are given in relevant “Terms of Reference” documents available at the University SharePoint on the website www.gulfuniversity.edu.bh.

5.7.4 University Executive Officers

University Executive Officers shall manage all academic and administrative affairs at the University. Details of their appointment and responsibilities are given in relevant “Job Description” documents available at the University SharePoint on the website www.gulfuniversity.edu.bh. University president, Vice president, Chief Operating Officer (COO) and the deans of the colleges are considered as University Executive Officers.

University President is responsible for management, operation of the academic and administrative units/departments, overall achievement towards vision and mission, attaining strategic objectives, financial stability, compliance with regulatory bodies etc. Senior management comprising President, Vice President Academic Affairs, COO, Deans, Head of the Departments (HoDs) of academic and administrative departments/units are responsible for management and operations of the university.

5.7.5 Colleges and Departments

University organizational structure includes colleges and departments within

colleges. College is led by a dean and academic department is led by head of department. Departments are responsible for delivering courses, advising students, conducting research and community engagement activities and managing faculty in their particular area of focus.

5.8 Academic Degrees:

Gulf University offers higher education programs which lead to the awarding of bachelor and master academic degrees. The academic degrees offered by the university are established in accordance with the National Qualifications Framework (NQF) at the Kingdom of Bahrain, i.e. Level 8 (for bachelor's degrees) and Level 9 (for master's degrees).

5.9.1 Employment Status at GU

Employments status at Gulf University are of the following categories:

- a) **Full-Time Employment:** Full-time employees are those who normally work 45 hours per week and are paid monthly salaries with all benefits offered by Gulf University as specified in their relevant initial offer letters and the contracts of employment.
- b) **Part-Time Employment:** Part-time employees are those who are offered employment contracts for the purpose of fulfilling regular vacancies for a specified period. Employees in this category are paid lump sum amounts at the end of each semester or as agreed in the part-time employment contract.
- c) **Student Employment:** Gulf University provides the opportunity for students to work on a part-time basis.

5.9.2 Staff Categories

Staff members at Gulf University are of the following categories:

- a) **Academic Staff:**
Academic staff are faculty members at the University, who are holding the positions of lecturer, assistant professor, associate professor, and professor.
- b) **Administrative Staff:**
Administrative staff are those staff members who are primarily responsible for managing the academic, financial, and administrative affairs at Gulf University and for providing professional, technical, and administrative services to academic staff and students.

5.9.3 Academic Staff Ranks

Academic Staff Ranks at Gulf University include the following:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer

Professors, Associate Professors and Assistant Professors must hold a PhD degree or its equivalent. Lecturers must hold a master degree or its equivalent.

University Council conferred academic ranks to faculty members according to “Faculty Promotion Procedures” on the basis of distinguished performance and accomplishments in teaching, research, and service to the University, professional service to their disciplines, and the provision of professional expertise to the community.

Gulf University recognizes faculty ranks conferred by other accredited Universities.

5.9.4 Indemnification

Gulf University provides leave indemnity at normal termination of expatriate staff member’s contract of employment, in accordance with Bahrain Labor Law. Details of leave indemnity are given in the employees’ contract.

5.9.5 Financial Matters

The financial management of Gulf University is the primary focus of the Chief Operating Officer, who is responsible for all financial affairs. This includes budgeting processes, accounting, internal and external audit, and developing financial reports.

Gulf University budget process is designed to allocate available resources in an effective way to achieve the goals of the University. The University Council is responsible for the annual submission of a balanced budget to the Board of Trustees for approval at its June meeting. The proposed budget shall present a realistic and accurate projection of operating revenue and expenditure for the upcoming fiscal year. GU fiscal year begins on September 1st and ends on August 31st of the following calendar year.

The University Finance Department, in coordination and collaboration with all academic and nonacademic units at the University, is responsible for preparing and finalizing the budget proposal for the upcoming fiscal year. The University Council shall review the proposed budget and shall either recommend its approval by the Board of Trustees or return it back to the Finance Department for further adjustments.

Details of the budgeting process and other financial matters are given in relevant financial policy and procedures.

Budget Accountability

All academic and non-academic units' managers are responsible for controlling their allocated budget funds throughout the fiscal year. Also, they shall monitor their budget to avoid overspending.

6. Policies and Terms of Reference

6.1 Policies

Gulf University developed a comprehensive set of policies that governs all academic, administrative, and financial affairs of the University.

It is the responsibility of the University Policy Development and Review Committee to develop new policies related to relevant areas as required, and review/amend policies as per amendment of regulatory bodies policies and regulations (HEC and BQA).

The University Council shall review and recommend the developed or reviewed/amended policies for approval by Board of Trustees.

All Policies are available in GU Policy Handbook and on the University website www.gulfuniversity.edu.bh.

6.2 Terms of Reference

Gulf University developed a comprehensive set of Terms of Reference (TOR) for Councils and Committees at University and College levels. TOR documents present the overall framework of relevant Council or Committee and give details on aims, responsibilities, reporting mechanism, composition, meetings, voting, etc.

It is the responsibility of the University Policy Development and Review Committee to develop new TOR (as needed), and to review/amend TORs as per amendment of regulatory bodies policies and regulations (HEC and BQA). The University Council shall approve the developed or reviewed/amended TOR documents.

All TOR documents are available on SharePoint on the University website www.gulfuniversity.edu.bh.

7. Procedures and Handbooks

7.1 Procedures

Gulf University developed a comprehensive set of procedures that describe the implementation of relevant policies related to academic, administrative, and financial affairs of the University.

It is the responsibility of University Policy Development and Review Committee to develop new procedures' document(s) related to relevant policy as required, and to review/amend procedures as per amendment of university policies and regulations, and to reflect international good practice as well.

The University Council shall approve the developed or reviewed/amended procedures.

All Procedures are available in GU Procedure Handbook and on the website www.gulfuniversity.edu.bh.

7.2 Handbooks

Gulf University ensures issuing several Handbooks on an annual basis. These are Students Handbook, Staff Handbook and Researcher Handbook. Such Handbooks provide students, staff members and researchers with a focused sight and briefs on matters relevant to their duties and responsibilities. All Handbooks are available at the University SharePoint on the website www.gulfuniversity.edu.bh.

8. Job Descriptions and Scope of Work

8.1 Job Description

Gulf University developed a comprehensive set of "Job Description" documents for several posts at the University. Such documents give details on requirements, nomination and appointment, responsibilities, reporting mechanism, etc. for relevant posts. Job Description constitutes a part of employment contract for full-time academic and administrative staff at the University.

It is the responsibility of the University Policy Development and Review Committee to review/amend Job Description documents as per amendment of regulatory bodies and University' policies and regulations.

The University Council shall approve the reviewed/amended these documents.

Details of "Job Description" documents are available at University SharePoint on the website www.gulfuniversity.edu.bh.

8.2 Scope of Work

Gulf University developed a comprehensive set of “Scope of Work” documents for academic and non-academic units at the University. Such documents give details on the organizational structure of such units, responsibilities, reporting mechanism, etc.

It is the responsibility of the University Policy Development and Review Committee to review/amend “Scope of Work” documents as per amendment of regulatory bodies and University’ policies and regulations.

University Council shall approve the reviewed/amended “Scope of Work” documents.

Details of “Scope of Work” documents are available at University SharePoint on the website www.gulfuniversity.edu.bh.

9. Responsibilities

All Academic and Non-Academic Units at the University are responsible for:

- following this document appropriately.

All employees at the University are responsible for:

- following this document appropriately.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

10. Related Policies

- All University Policies

11. Related Procedures

- All University Procedures

12. Related References

BQA	Institutional Review Handbook
BQA	National Qualification Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions
MOL	Labor Law