



الجامعة العربية الأمريكية
ARAB AMERICAN UNIVERSITY

Arab American University, Palestine
(AAUP)

University Policies

2025

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Revision and Approval

Preparation	Monitoring & Review	Approval
<p>Dr. Sami Sader Assistant to the VP for Planning, Development, & Quality</p> <p>VP Office for Planning, Development, & Quality</p> <p><u>Signature:</u></p>	<p>VP Office for Planning, Development, & Quality</p> <p>Quality Promotion Department</p> <p>University Policy Committee:</p> <ol style="list-style-type: none"> 1. Dr. Adli Saleh (Chair) Vice President for Planning, Development, & Quality 2. Prof. Hazem Khanfar Vice President for Academic Affairs 3. Prof. Mohammed Awad Dean of Scientific Research 4. Dr. Rezeq Salmoodi Dean of Faculty of Law 5. Dr. Mahmoud Alstaty Faculty of Sciences 6. Dr. Hussein AlAhmad Ramallah Campus 	<p>Dr. Adli Saleh Vice President for Planning, Development, & Quality</p> <p><u>Signature:</u></p> <p>Dr. Bara Asfour University Acting President</p> <p><u>Signature:</u></p>

Version History

Version Number	Issue Date	Status	Next Review
V0.01	13.08.2023	Draft	
V0.02	25.03.2025	Revised Draft	
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Introduction

This document outlines the commitment of the Arab American University in Palestine (AAUP) to maintain an environment of academic excellence, research distinction, and community service. These policies have been developed to align with the strategic goals and future development plans of the university.

The Office of the Vice President for Planning, Development, and Quality (VPPDQ), in partnership with the Quality Promotion Department (QPD), has meticulously prepared and compiled a comprehensive summary of the policies governing all aspects of university life. Subsequently, the University Policy Committee was established, comprising key stakeholders, including the VPPDQ, the Vice President for Academic Affairs, the Dean of Scientific Research, the Dean of the Faculty of Law, a faculty member from the Faculty of Science, and a faculty member representing the Ramallah campus. This committee is tasked with reviewing and refining university policies to ensure they are thorough, aligned with institutional goals, and responsive to the needs of the academic community. These policies have been carefully crafted to delineate the authorities and responsibilities of all academic community members, including students, faculty, staff, and visitors.

This document supports the implementation of the university's guidelines in various areas, including academic instructions, ethical behavior on campus, core institutional values that promote diversity and inclusion, research integrity, good governance, transparency, and freedom of expression. These values aim to build a thriving academic community that emphasizes excellence in education, considers the demands of scientific research, and realizes the institution's mission of serving its affiliated community.

At AAUP, we believe that understanding and adhering to these policies are integral to creating a harmonious and conducive environment for learning, teaching, research, and individual and collective growth. Whether you are a student embarking on a successful educational journey, a faculty member shaping young minds, or a staff member contributing to the university's daily operations, this document serves as a valuable resource to navigate the intricate fabric of rules and guidelines that define our university.

We encourage you to familiarize yourself with these policies and embrace them as a means to empower yourself and positively contribute to our collective pursuit of knowledge and excellence. We thank you for being an essential part of the AAUP community and look forward to your continued engagement with our policies as we work together to create a vibrant and supportive environment for everyone.

AAUP Policies are maintained and developed by:

Vice President's office for Planning,
Development, and Quality

Quality Promotion Department

تقديم

تنبثق هذه الوثيقة من التزام الجامعة العربية الأمريكية في فلسطين بتعزيز البيئة الحاضنة للتميز على الصعيد الأكاديمي وعلى صعيدي البحث العلمي وخدمة المجتمع. وقد أعدت هذه السياسات لتنسجم مع أهداف وتوجهات الجامعة الاستراتيجية وخططها التطويرية المستقبلية.

وقد اضطلع فريق مكتب نائب الرئيس لشؤون التخطيط والتطوير والجودة، وبالشراكة مع دائرة تطوير الجودة بإعداد وتحريير خلاصة وافية من السياسات التي تشمل جوانب الحياة الجامعية المختلفة، بغية تبيان حقوق ومسؤوليات أعضاء مجتمع الجامعة، بما يشمل الطلبة وأعضاء الهيئتين الأكاديمية والإدارية والزوار، قبل أن تشكل لجنة السياسات في الجامعة وتكلف بمهمة مراجعة هذه السياسات وتحريرها، لضمان تناغمها مع قيم مؤسسة الجامعة، وتلبيتها لاحتياجات مجتمعها المختلفة. وقد ضمت لجنة السياسات، بالإضافة إلى نائب الرئيس للتخطيط والتطوير والجودة، كلاً من نائب الرئيس للشؤون الأكاديمية، وعميد البحث العلمي، وعميد كلية الحقوق، وعضو هيئة تدريس من كلية العلوم، فضلاً عن عضو هيئة تدريس ممثلاً لحرم الجامعة في رام الله.

وتهدف هذه الوثيقة إلى توفير الإطار الناظم لتطبيق أنظمة وتعليمات الجامعة، التي تنبثق عنها، في مجالات الحياة الجامعية المتنوعة، ومنها على سبيل المثال الإرشادات الأكاديمية، مدونة السلوك في الحرم الجامعي، القيم المؤسسية الأساسية والتي تدعم التنوع والشمول، ونزاهة البحث العلمي، والحكم الرشيد، والشفافية، وحرية التعبير، إذ تهدف هذه القيم إلى بناء مجتمع جامعي مزدهر يركز على التميز في مجال التعليم ويراعي متطلبات البحث العلمي، ويحقق رؤية المؤسسة نحو خدمة مجتمعها الذي تنتمي إليه.

نعتمد، نحن الجامعة العربية الأمريكية، أن فهم هذه السياسات والالتزام بها من الضرورة بمكان لخلق بيئة متناغمة ومواتية للتعلم والتعليم والبحث والنموين الفردي والجمعي. سواء كنت طالباً يشرع في رحلة تعليمية ماثعة ومثمرة، أو عضو هيئة تدريس تستنير عقول الأجيال الشابّة بعلمه وبتمثله أرفع القيم، أو موظفًا إداريًا يساهم بإخلاص في العمليات الإدارية اليومية في الجامعة، تُعد هذه الوثيقة بمثابة مرجع أساسي للأنظمة والتعليمات التي تحكم جوانب عمل مؤسستنا.

نحن نحثك على التعرف على هذه السياسات وتمثلها بغية المساهمة بشكل حميد في سعينا الجماعي للمعرفة والتميز.

نشكرك على كونك جزءاً أساسياً من مجتمع الجامعة العربية الأمريكية، ونتطلع إلى مشاركتك المستمرة وانسجامك الدؤوب مع سياساتنا، بينما نعمل معاً لخلق بيئة ثرية تسع الجميع، على ما فيه من اختلاف وتنوع يثري ويلون جوانب حياتنا الجامعية المختلفة.

يتم متابعة وتطوير دليل السياسات بالتعاون بين:

دائرة تطوير الجودة

مكتب نائب رئيس الجامعة
لشؤون التخطيط والتطوير والجودة

PL-001 Learning and Teaching Policy

Goal

AAUP is committed to cultivating a high-quality learning and teaching environment that promotes student engagement, academic excellence, and personal growth. Clear principles and standards guide instructional practices, curriculum development, assessment methods, and support services. By upholding these principles, AAUP strives to empower students to become critical thinkers, lifelong learners, and active contributors to society.

Policy Statement

AAUP is dedicated to the following principles and standards for learning and teaching:

- 1) Student-Centered Approach:
 - a) AAUP prioritizes student learning and well-being, fostering a supportive and inclusive environment that values diversity, promotes respect, and nurtures student agency.
 - b) AAUP recognizes and accommodates diverse learning styles, backgrounds, and experiences to create an inclusive and equitable learning environment for all students.
- 2) Excellence in Teaching:
 - a) AAUP recruits develops, and retains exceptional faculty members who are committed to excellence in teaching, scholarship, and professional growth.
 - b) AAUP supports ongoing professional development opportunities for faculty to enhance their teaching skills, explore innovative pedagogies, and incorporate current research and scholarship into their instructional practices.
 - c) AAUP encourages faculty to explore the responsible and effective integration of artificial intelligence (AI) tools to support pedagogical strategies and enhance student learning outcomes.
- 3) Curriculum Design and Development:
 - a) AAUP develops and reviews curricula that reflect current disciplinary knowledge, societal needs, and emerging trends, ensuring program relevance and academic rigor.
 - b) AAUP promotes interdisciplinary approaches, experiential learning, and opportunities for research, internships, community engagement, and global perspectives in its curricular offerings.
 - c) AAUP supports the inclusion of AI-related content and competencies within appropriate academic programs to prepare students for emerging challenges and opportunities in a digital world.
- 4) Active and Engaged Learning:
 - a) AAUP encourages active and participatory learning experiences that foster critical thinking, problem-solving, creativity, and collaboration among students.
 - b) AAUP provides opportunities for students to engage in hands-on activities, discussions, projects, simulations, fieldwork, and other interactive learning methods.

- c) AAUP recognizes the potential of AI-driven learning platforms to personalize the learning experience, adapt to student needs, and support differentiated instruction.
- 5) Assessment and Feedback:
 - a) AAUP employs a variety of assessment methods that align with learning outcomes, providing timely and constructive feedback to guide students' progress and enhance their learning experience.
 - b) AAUP emphasizes formative assessment practices that promote self-reflection, self-assessment, and continuous improvement in student learning.
 - c) AAUP developed a specific assessment policy to identify the standard practices of students' assessment and feedback.
 - d) AAUP encourages the exploration of AI-supported assessment tools to enhance grading consistency, feedback generation, and early detection of learning gaps.
 - 6) Technology-Enhanced Learning:
 - a) AAUP leverages appropriate educational technologies to enhance learning experiences, facilitate access to educational resources, and support flexible and blended learning opportunities.
 - b) AAUP provides training, resources, and technical support to faculty and students to effectively integrate technology into teaching and learning activities.
 - c) AAUP promotes the ethical and pedagogically sound use of AI technologies to complement traditional and digital learning environments.
 - 7) Support Services and Resources:
 - a) AAUP provides comprehensive support services, including academic advising, tutoring, counseling, library resources, and accessibility accommodations, to foster student success and well-being.
 - b) AAUP ensures the availability of adequate learning spaces, classrooms, laboratories, and other infrastructure necessary for effective teaching and learning.
 - 8) Continuous Improvement:
 - a) AAUP regularly reviews and evaluates its learning and teaching practices, seeking feedback from students, faculty, and other stakeholders to enhance the quality and effectiveness of its educational programs.
 - b) AAUP engages in scholarship of teaching and learning, research, and data-driven decision-making to inform pedagogical innovation and improvement efforts.
 - c) AAUP encourages ongoing exploration of emerging AI applications in higher education to inform teaching enhancement and institutional development.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Assign overseeing the implementation, communication, and monitoring of this policy to the university VP for academic affairs supported by the Quality Promotion Department.

- 2) Develop and update comprehensive guidelines, procedures, and resources that align with this policy to support faculty and staff in delivering high-quality learning experiences.
- 3) Provide professional development opportunities for faculty and instructional staff to enhance their teaching skills, explore innovative pedagogies, and incorporate technology effectively.
- 4) Offer training and guidance on the ethical and pedagogical integration of AI tools in teaching and learning.
- 5) Establish mechanisms for gathering feedback from students, faculty, and other stakeholders to inform ongoing improvement efforts.
- 6) Regularly review and update curricula, assessment policy, and learning resources to ensure alignment with program goals, industry standards, and emerging trends.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) **Student Engagement:** Percentage of students participating actively in class discussions, assignments, and projects.
- 2) **Student Success Rates:** Percentage of students who complete courses and achieve desired learning outcomes.
- 3) **Innovative Pedagogical Methods:** Number of innovative teaching methods or technologies incorporated into instructional practices.
- 4) **Faculty Development:** Percentage of faculty participating in professional development programs to enhance teaching skills.
- 5) **Assessment and Feedback:** Student satisfaction scores regarding the quality and timeliness of feedback received on assignments and assessments.
- 6) **AI Integration:** Number of courses or programs utilizing AI tools or content to enhance teaching, learning, or assessment.

Policy Ownership and Stakeholder(s)

Policy Owner	VP for Academic Affairs
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Other Stakeholder(s)	Deans, Academic Department Heads, Faculty Members and Students
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PL-002 **Assessment Policy**

Goal

AAUP is committed to establishing clear, fair, and transparent standards for evaluating student learning, ensuring consistency, accountability, and academic integrity. This policy defines AAUP's approach to designing, administering, and evaluating assessments to enhance student success and support continuous improvement in teaching and learning. All assessments must align with intended learning outcomes and adhere to university regulations and bylaws.

Policy Statement

AAUP is dedicated to the following principles and standards in academic assessment:

1) **Scope:**

- a) This policy applies to all faculties and programs at AAUP and serves as the baseline for faculty- and/or program-specific assessment policies.
- b) In the event of any contradiction between this policy and a faculty- or program-level policy, this policy takes precedence.
- c) Faculties and academic programs have the autonomy to develop customized and localized assessment policies that align with their specific requirements while ensuring that this policy serves as the baseline for any further development.

2) **Assessments Methods:**

- a) **Summative Assessment:** Graded and weighted assessments used to measure student achievement of learning outcomes during and at the end of a course or an instructional period. Examples include midterm and final exams, projects, presentations, quizzes, case studies, and portfolios. All summative assessments must undergo quality assurance reviews to ensure validity and reliability.
- b) **Formative Assessment:** Graded but not weighted assessment used to monitor student learning, provide ongoing feedback, and guide instructional adjustments. Examples include in-class exercises, quizzes, reflective journals, oral questioning, and discussion forums.

3) **Quality Assurance of Assessments:**

- a) **Pre-Assessment Review:**
 - 1) Instructors or course coordinators develop exams in accordance with university standards and exam validity criteria.
 - 2) Exams must be reviewed and approved by the department chair or an appointed expert before administration.
- b) **Post-Assessment Review:**
 - 1) Summative exams that are conducted electronically through the Moodle platform undergo statistical analysis to measure exam reliability.

- 2) Course instructors discuss assessment results with students (except final exams) and document feedback for continuous improvement.
- 3) Department chairs review post-assessment reports and submit findings to the faculty council for approval.
- 4) Assessment of Theory-Based Courses:
 - a) Summative Assessments may include Exams, projects, and presentations form the core of summative assessments.
 - b) Faculty members are also encouraged to conduct formative assessments which may include, but not limited to, quizzes, oral questioning, and practice exercises provide timely feedback.
- 5) Assessment of Practical and Clinical Courses:
 - a) Summative Assessments: Evaluations based on practical exams, skill demonstrations, and case studies aligned with course learning outcomes.
 - b) Formative Assessments: Continuous feedback from instructors or clinical coordinators using observations, checklists, and logs.
- 6) Use of Rubrics:
 - a) Rubric Creation: Clearly defined performance levels aligned with learning outcomes.
 - b) Rubric Application: Distributed to students before assessments to ensure transparency and fairness.
 - c) Rubric Feedback: Used to provide structured feedback, encouraging student self-assessment and improvement.
- 7) General Assessment Principles:
 - a) Assessments must evaluate cognitive, psychomotor, and affective domains as outlined in course objectives.
 - b) A combination of formative and summative assessments should be used to provide a comprehensive view of student performance.
 - c) Assessment details, grading rubrics, and deadlines must be communicated clearly at the start of the course.
 - d) Assessment methods should reflect real-world applications where possible.
 - e) Feedback must be timely, constructive, and contribute to curriculum development and quality enhancement.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will adhere to the following guidelines and procedures:

- 1) **Designation of Responsibility:** The Assessment and Evaluation Committee (or equivalent) oversees the implementation, communication, and monitoring of this policy.
- 2) **Monitoring and Review:** The Quality Promotion Department conducts periodic audits to assess compliance with reliability, validity, and overall quality standards.
- 3) **Reporting and Transparency:** Department Heads and Course Instructors submit reports on assessment methods, student performance, and necessary adjustments.
- 4) **Continuous Improvement:** This policy undergoes periodic reviews to align with new regulations, technological advancements, and best practices in assessment.
- 5) **Training and Development:** Instructors receive ongoing guidance and training to ensure effective implementation of assessment policies and best practices.

Measures

The following measures (indicators) assess the effectiveness and utilization of this policy:

- 1) **Variety of Assessment Methods:** Frequency and diversity of formative and summative assessments used per course.
- 2) **University Alignment with Learning Outcomes:** Percentage of courses where assessments directly map to intended learning outcomes.
- 3) **Feedback Quality and Timeliness:** Average turnaround time for returning feedback and student satisfaction surveys regarding feedback clarity and usefulness.
- 4) **Reliability and Validity Testing:** Frequency of item analyses, reliability coefficients (e.g., Cronbach's alpha), and documented face/content validity checks.
- 5) **Academic Integrity:** Number of reported cases of academic misconduct and effectiveness of corrective measures.

Policy Ownership and Stakeholder(s)

Policy Owner	Vice President for Academic Affairs
Other Stakeholder(s)	Quality Promotion Department, Deans and Academic Departments Heads

PL-003 Program Evaluation and Continuous Improvement Policy

Goal

AAUP is committed to maintaining high-quality academic programs that align with national and international educational standards. This policy establishes a structured approach to program evaluation and continuous improvement, ensuring that all academic programs remain relevant, effective, and responsive to the evolving needs of students, faculty, employers, and society. Through systematic assessment and continuous improvement efforts, AAUP seeks to enhance program outcomes, promote excellence in teaching and learning, and support institutional effectiveness.

Policy Statement

AAUP is dedicated to the following principles and standards regarding program evaluation and continuous improvement:

- 1) Systematic Program Evaluation
 - a) AAUP conducts regular and structured evaluations of academic programs to assess their effectiveness, relevance, and alignment with institutional goals and accreditation requirements.
 - b) Program evaluations are based on both qualitative and quantitative data, including student performance, faculty feedback, employer input, alumni outcomes, and benchmarking against peer institutions.
- 2) Assessment of Student Learning Outcomes
 - a) Academic programs must define clear and measurable Program Learning Outcomes (PLOs) aligned with institutional objectives and accreditation standards.
 - b) Programs will use direct such as course assessments, capstone projects, standardized exams, and indirect assessment methods such as employer surveys, and alumni feedback, to measure student achievement of learning outcomes.
- 3) Faculty and Stakeholder Involvement
 - a) Faculty, students, alumni, employers, and industry representatives will actively participate in program evaluation processes.
 - b) Academic departments will establish Program Review Committees to oversee evaluation activities and recommend necessary improvements.
- 4) Data-Driven Decision Making
 - a) Evaluation findings will be analyzed to identify areas for improvement in curriculum design, instructional methods, student support services, and faculty development.
 - b) Decisions on program revisions, resource allocation, and policy adjustments will be based on empirical data and best practices in higher education.
- 5) Continuous Improvement and Action Plans

- a) Each academic program must develop an action plan based on evaluation results, specifying areas for improvement, proposed interventions, responsible parties, and timelines.
 - b) Programs will regularly monitor and document progress toward achieving improvement goals, ensuring accountability and sustainability.
- 6) Compliance with Accreditation and Quality Assurance Standards
- a) AAUP ensures that all academic programs adhere to national and/or international accreditation standards.
 - b) The Quality Promotion Department will support and oversee program evaluation activities, ensuring compliance with institutional policies and regulatory requirements.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Assign responsibility to academic departments, the Quality Promotion Department, and the Office of Academic Affairs for overseeing program evaluation and improvement initiatives.
- 2) Provide training programs and workshops for faculty and administrators on best practices in program assessment, data analysis, and continuous improvement.
- 3) Establish a structured timeline for program evaluations (e.g., every 3–5 years) to ensure continuous quality enhancement.
- 4) Require departments to submit periodic self-review reports summarizing key findings and improvements.
- 5) Communicate program evaluation results to key stakeholders, including faculty, students, and university leadership.
- 6) Develop mechanisms to ensure transparency in decision-making and accountability in implementing improvement plans.

Regularly review and update this policy to reflect advancements in quality assurance practices and accreditation requirements.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Program Review Completion Rate: Percentage of academic programs that have undergone formal evaluation within the designated review cycle.

- 2) **Student Learning Outcomes Achievement:** Percentage of students meeting program learning outcomes based on direct and indirect assessment methods.
- 3) **Stakeholder Satisfaction Levels:** Results from faculty, student, employer, and alumni surveys on program effectiveness and relevance.
- 4) **Curriculum Enhancement Implementation:** Number of program revisions, course updates, and new instructional strategies implemented as a result of program evaluation.
- 5) **Accreditation and Compliance Metrics:** Percentage of programs meeting accreditation requirements and quality assurance benchmarks.

Policy Ownership and Stakeholder(s)	
Policy Owner	Vice President for Academic Affairs
Other stakeholder(s)	Quality Promotion Department, Deans and Academic Departments Heads

PL-004 Good Governance and Ethical Leadership Policy

Goal

AAUP is committed to upholding the principles of good governance across all aspects of its operations. Through transparent, accountable, and responsible decision-making, AAUP aligns with best governance practices while fostering integrity, maintaining public trust, and advancing its mission of delivering high-quality education and research.

Policy Statement

AAUP is dedicated to the following principles and standards of good governance and ethical conduct:

- 7) Transparency and Accountability:
 - a) AAUP promotes transparency in decision-making processes by providing access to relevant information, policies, and procedures to stakeholders, including students, faculty, staff, and the public.
 - b) AAUP holds ourselves accountable for our actions and decisions, the University strives to act in the best interest of the university community and its stakeholders.
- 8) Integrity and Ethical Behavior:
 - a) AAUP upholds the highest standards of integrity and ethical behavior, adhering to applicable laws, regulations, and professional codes of conduct.
 - b) AAUP fosters a culture that encourages ethical decision-making, honesty, fairness, and the avoidance of conflicts of interest.
- 9) Governing Councils and Bodies:
 - a) AAUP ensures that the governing bodies of the university, fulfill its fiduciary duties and responsibilities, including strategic planning, policy development, financial oversight, and evaluation of executive leadership.
 - b) AAUP supports its governing bodies in its commitment to the long-term sustainability and success of the university.
- 10) Leadership and Management:
 - a) AAUP expects university leaders and administrators to demonstrate effective leadership, sound management practices, and a commitment to the principles of good governance.
 - b) AAUP promotes professional development opportunities for leaders to enhance their knowledge and skills in governance and ethical leadership.
- 11) Stakeholder Engagement:
 - a) AAUP engages with stakeholders, including students, faculty, staff, alumni, and the wider community, to ensure their voices are heard, their concerns are addressed, and their perspectives are considered in decision-making processes.
 - b) AAUP fosters open lines of communication and collaboration with stakeholders to build trust, promote inclusivity, and facilitate shared decision-making.

12) Risk Management and Internal Controls:

- a) AAUP establishes robust risk management processes and internal controls to identify, assess, mitigate, and monitor risks that may impact the university's operations, reputation, or compliance with laws and regulations.
- b) AAUP regularly reviews and updates risk management strategies and internal control mechanisms to adapt to changing circumstances and emerging risks.

13) Compliance and Legal Framework:

- a) AAUP adheres to applicable laws, regulations, and contractual obligations, maintaining compliance with statutory requirements, accreditation standards, and funding agency guidelines.
- b) AAUP establishes policies and procedures to ensure ongoing compliance and mitigate legal and regulatory risks.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Delineate the roles and responsibilities of each level of management to effectively oversee the implementation, communication, and monitoring of this policy within their respective domains.
- 2) Develop and disseminate guidelines, procedures, and training programs that promote good governance principles and ethical conduct.
- 3) Regularly review and update governance structures, policies, and practices to align with evolving best practices and changing legal and regulatory requirements.
- 4) Conduct periodic assessments and audits to evaluate compliance with this policy and address any identified gaps or areas for improvement.
- 5) Provide training and resources to educate university leaders, administrators, and stakeholders on the principles of good governance and ethical behavior.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 6) Policy Awareness and Communication (awareness levels, and activities to promote good governance practices)
- 7) Percentage of university departments or units that have developed/reviewed their procedures to be aligned with the policy's principles.

8) The number of reported incidents related to ethical violations or governance issues.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VPs, President's Assistants, Deans and Administrative Directors

PL-005 Quality Policy

Goal

AAUP is committed to delivering a high-quality educational experience that meets the needs and expectations of its students, faculty, staff, and stakeholders. Dedicated to continuous improvement and excellence, AAUP upholds rigorous quality management practices to enhance education, research, and support services, ensuring academic and operational distinction.

Policy Statement

AAUP is dedicated to the following principles and standards for quality:

- 1) Academic Excellence:
 - a) AAUP maintains rigorous academic standards and continuously enhances its curriculum to provide a relevant, comprehensive, and engaging learning experience.
 - b) AAUP promotes a culture of intellectual curiosity, critical thinking, innovation, and lifelong learning among students and faculty.
- 2) Student-Centered Approach:
 - a) AAUP prioritizes student success, satisfaction, and well-being, striving to meet their diverse needs and providing a supportive and inclusive learning environment.
 - b) AAUP listens to student feedback, engages in regular assessments, and implements improvements to enhance the student overall experience.
- 3) Faculty and Staff Development:
 - a) AAUP invests in the professional development of its faculty and staff, providing opportunities for growth, training, and advancement.
 - b) AAUP fosters a culture of continuous learning, collaboration, and recognition to attract and retain talented individuals dedicated to excellence.
- 4) Research and Innovation:
 - a) AAUP encourages and supports cutting-edge research, and creative endeavors that contribute to knowledge creation and address societal challenges that the Palestinian community face.
 - b) AAUP promotes interdisciplinary collaborations and partnerships, as well as the dissemination of research findings to maximize impact and relevance.
- 5) Quality Assurance and Continuous Improvement:
 - a) AAUP establishes robust quality assurance mechanisms to monitor, assess, and improve the effectiveness of its academic programs, services, and processes.
 - b) AAUP engages in periodic evaluations, audits, and external reviews to ensure compliance with applicable standards, regulations, and best practices.

- 6) Stakeholder Engagement:
 - a) AAUP actively seeks input and engages in dialogue with students, faculty, staff, alumni, industry partners, and the community to understand their expectations and incorporate their perspectives in decision-making processes.
 - b) AAUP fosters partnerships, collaborations, and mutually beneficial relationships with stakeholders to enhance its educational offerings and societal impact.
- 7) Ethical and Transparent Practices:
 - a) AAUP upholds the highest ethical standards in all aspects of its operations, ensuring transparency, fairness, integrity, and accountability.
 - b) AAUP adheres to relevant laws, regulations, policies, and ethical guidelines, promoting responsible conduct, data privacy, and intellectual property rights.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) The Quality Promotion Unit at AAUP is the responsible department for overseeing the development, implementation, and monitoring of quality management systems and practices.
- 2) Establish processes for collecting and analyzing data, feedback, and performance indicators to assess the effectiveness of academic programs, support services, and administrative functions.
- 3) Conduct regular internal and external evaluations, audits, and reviews to validate compliance, identify areas for improvement, and benchmark against best practices.
- 4) Provide resources, training, and support to staff and faculty to enable them to deliver high-quality services, maintain professional development, and embrace a culture of continuous improvement.
- 5) Communicate the Quality Policy and related objectives to all stakeholders, ensuring awareness, understanding, and engagement in quality initiatives.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Student Satisfaction: Percentage of students expressing satisfaction with the quality of education and support services.
- 2) Faculty and Staff Training: Number of training sessions conducted for faculty and staff to enhance quality-related skills.

- 3) Accreditation Success: Number of programs successfully accredited by relevant accrediting bodies.
- 4) Continuous Improvement Initiatives: Number of documented improvements made based on feedback and assessment results.
- 5) Employability and Alumni Success: Percentage of graduates employed in their field of study within a certain timeframe.

Policy Ownership and Stakeholder(s)	
Policy Owner	VP for Planning, Development and Quality
Other Stakeholder(s)	VPs, President’s Assistants, Deans and Administrative Directors

PL-006 Code of Ethics Policy

Goal

AAUP is committed to upholding the highest standards of ethical conduct across all aspects of its operations. This Code of Ethics defines the principles and guidelines that govern the behavior of students, faculty, staff, administrators, and all members of the university community. By adhering to these standards, AAUP fosters a culture of integrity, trust, respect, and accountability.

Policy Statement

AAUP adheres to the following principles and standards of ethical conduct:

- 1) Integrity and Honesty:
 - a) AAUP acts with integrity, honesty, and truthfulness in all interactions and dealings.
 - b) AAUP maintains high standards of personal and professional ethics, avoiding conflicts of interest and refraining from engaging in dishonest, fraudulent, or deceptive practices.
- 2) Respect and Inclusion:
 - a) AAUP treats all individuals with dignity, respect, and fairness, valuing diversity and fostering an inclusive and welcoming environment.
 - b) AAUP embraces, promotes and maintains an atmosphere free from discrimination, harassment, or any form of prejudice based on race, color, religion, gender, age, disability, or any other protected characteristic.
- 3) Academic and Intellectual Integrity:
 - a) AAUP upholds the principles of academic honesty, avoiding plagiarism, cheating, and any form of academic misconduct.
 - b) AAUP attributes ideas, data, and intellectual contributions appropriately, giving proper credit to the work of others.
- 4) Confidentiality and Data Privacy:
 - a) AAUP respects the privacy and confidentiality of individuals' personal, sensitive, and digital information, ensuring its protection and appropriate use in accordance with applicable laws and regulations.
 - b) AAUP handles university records, data, digital information, and intellectual property responsibly and securely, safeguarding them from unauthorized access, use, or disclosure.
- 5) Professional Conduct:
 - a) AAUP maintains professional conduct in our roles and responsibilities, upholding the highest standards of competence, diligence, and accountability.
 - b) AAUP fosters a collaborative and collegial environment, promoting teamwork, cooperation, and open communication.

- 6) Compliance with Laws and Policies:
 - a) AAUP complies with all applicable laws, regulations, and policies governing our activities, including those related to academic integrity, research ethics, employment practices, health and safety, and financial management.
 - b) AAUP promptly reports any suspected violations of laws or policies and cooperates with related investigations.
- 7) Responsible Use of Resources:
 - a) AAUP uses university resources, including facilities, equipment, funds, and information systems, responsibly, efficiently, and for legitimate purposes.
 - b) AAUP avoids waste, abuse, or unauthorized use of resources, ensuring their proper allocation and conservation.

Implementation and Compliance

To ensure the effective implementation of policy, AAUP will:

1. Communicate the code to all individuals associated with the university, providing training, guidance, and resources to promote understanding and compliance.
2. Establish processes and channels for reporting and addressing ethics-related concerns or violations, ensuring confidentiality, fairness, and appropriate resolution.
3. Conduct periodic reviews and assessments of the code's effectiveness, making necessary updates and improvements as required.
4. Integrate ethical considerations into decision-making processes, policies, and practices throughout the university.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Policy Acknowledgment: Percentage of university stakeholders who have formally acknowledged and agreed to abide by the Code of Ethics.
- 2) Ethical Violations Reporting: Number of reported instances of ethical violations or concerns raised by stakeholders.
- 3) Timely Resolution: Average time taken to investigate and address reported ethical violations.

- 4) Ethics Training Participation: Percentage of faculty, staff, and students who have participated in ethics awareness sessions.
- 5) Ethical Culture Perception: Survey results measuring stakeholders' perception of the university's ethical culture and commitment to the Code of Ethics.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	University Community

PL-007 Digital Transformation Policy

Goal

AAUP recognizes the transformative power of digital technologies in advancing teaching, learning, research, and administrative processes. Committed to fostering an agile, innovative, and technology-driven university environment, AAUP leverages digital technologies to enhance educational quality, optimize operational efficiency, foster collaboration, and deliver seamless digital experiences for students, faculty, staff, and stakeholders.

Policy Statement

AAUP is dedicated to the following principles and standards of digital transformation:

- 1) Digital Infrastructure and Systems:
 - a) AAUP establishes robust and secure digital infrastructure, networks, and systems that support reliable and high-speed connectivity, ensuring seamless access to digital resources and services.
 - b) AAUP prioritizes the adoption of cloud computing, virtualization, and other scalable technologies to enhance agility, flexibility, and scalability.
- 2) Digital Learning and Teaching:
 - a) AAUP integrates digital technologies into the learning and teaching experience, fostering innovative pedagogical approaches, personalized learning, and interactive digital content.
 - b) AAUP provides professional development and training opportunities for faculty to enhance their digital literacy and instructional design skills.
- 3) Research and Innovation:
 - a) AAUP promotes digital tools, platforms, and data analytics to enhance research capabilities, facilitate collaboration, and accelerate the dissemination of research findings.
 - b) AAUP supports interdisciplinary research initiatives that leverage emerging technologies and data-driven approaches to address complex societal challenges.
- 4) Administrative Efficiency and Service Excellence:
 - a) AAUP streamlines administrative processes through the adoption of digital solutions, automation, and data-driven decision-making, optimizing resource allocation and improving service delivery.
 - b) AAUP prioritizes user-friendly interfaces and self-service portals to enhance the digital experience for students, faculty, staff, and stakeholders.
- 5) Data Governance and Privacy:
 - a) AAUP establishes data governance frameworks, policies, and procedures to ensure the responsible collection, storage, access, use, and protection of data in accordance with applicable privacy laws and regulations.

- b) AAUP promotes data literacy, data ethics, and privacy awareness among the university community, emphasizing the importance of data protection and user consent.
- 6) Cybersecurity and Risk Management:
- a) AAUP implements robust cybersecurity measures and risk management practices to protect digital assets, systems, and data from unauthorized access, cyber threats, and data breaches.
 - b) AAUP conducts regular risk assessments, vulnerability testing, and security audits to identify and address potential security gaps and ensure compliance with industry best practices.

Implementation and Compliance

To ensure the effective implementation of this policy, AAUP will:

- 1) Establish the digital transformation team to lead and oversee the implementation, communication, and monitoring of this policy.
- 2) Develop a digital transformation strategy and roadmap aligned with the university's vision, goals, and stakeholder expectations.
- 3) Establish governance structures, committees, or task forces to guide and monitor digital transformation initiatives, ensuring coordination, accountability, and cross-functional collaboration.
- 4) Provide training and professional development opportunities to build digital skills and competencies among faculty, staff, and administrators.
- 5) Regularly evaluate and assess the impact and effectiveness of digital transformation initiatives, seeking feedback from stakeholders and making necessary adjustments.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Digital Adoption Rate: Percentage of university operations and processes successfully transitioned to digital platforms.
- 2) Technology Training Participation: Percentage of faculty, staff, and students who have participated in technology training programs.
- 3) Digital Engagement: Number of active users or interactions on digital platforms (e.g., learning management system (LMS), university portal, online resources).

- 4) Technology Integration: the number of innovative technologies integrated into teaching, research, and administrative functions.
- 5) Data Security and Privacy Compliance: Number of data breaches or privacy incidents and the average time taken to resolve them.

Policy Ownership and Stakeholder(s)	
Policy Owner	President’s Assistant for IT Affairs
Other Stakeholder(s)	VPs, President Assistants, Deans, and Administrative Directors

PL-008 Environmental Sustainability Policy

Goal

AAUP recognizes its responsibility to protect and preserve the environment for current and future generations. Committed to promoting sustainable practices, minimizing environmental impact, and fostering a culture of environmental stewardship, AAUP integrates sustainability into its operations, curriculum, and campus life, striving to lead by example and inspire positive change.

Policy Statement

AAUP is dedicated to the following principles of environmental sustainability:

- 1) Resource Conservation:
 - a) AAUP promotes the efficient use of natural resources, including energy, water, and raw materials, throughout all areas of the university.
 - b) AAUP strives to reduce waste generation and implement recycling programs to minimize our consumption and environmental footprint.
- 2) Climate Action:
 - a) AAUP aims to mitigate and adapt to climate change by reducing greenhouse gas emissions from our operations and activities.
 - b) AAUP explores and implements renewable energy solutions, energy-efficient technologies, and sustainable transportation alternatives. As outlined in PL-004 (Digital Transformation Policy), leveraging digital solutions can further support sustainability efforts by reducing paper usage, optimizing energy consumption, and enhancing operational efficiency.
- 3) Biodiversity and Ecosystem Protection:
 - a) AAUP recognizes the value of biodiversity and ecosystems and works to protect and restore them within our campus and surrounding areas.
 - b) AAUP promotes sustainable land use practices, the conservation of native species, and the preservation of natural habitats.
- 4) Sustainable Procurement:
 - a) AAUP prioritizes environmentally friendly and socially responsible procurement practices, giving preference to products and services with low environmental impact.
 - b) AAUP supports fair trade, local sourcing, and sustainable certifications, considering the lifecycle impacts of our purchasing decisions.
- 5) Sustainable Infrastructure and Facilities:
 - a) AAUP integrates sustainable design principles into the construction, renovation, and maintenance of our buildings and infrastructure.
 - b) AAUP strives for energy-efficient and environmentally conscious practices, including sustainable water management, waste reduction, and green building certifications. As

indicated in PL-004 (Digital Transformation Policy), digital technologies play a key role in optimizing resource management, supporting smart building initiatives, and reducing environmental impact.

- 6) Environmental Education and Awareness:
 - a) AAUP promotes environmental literacy and raises awareness about sustainability among students, faculty, staff, and the wider community.
 - b) AAUP integrates sustainability concepts into our curriculum, research, and campus engagement activities to inspire environmentally responsible behavior.
- 7) Collaboration and Partnerships:
 - a) AAUP actively seeks collaboration with local communities, industry partners, and governmental organizations to address regional and global environmental challenges.
 - b) AAUP engages in partnerships and initiatives that promote sustainability, knowledge sharing, and collective action.

Implementation and Compliance

To ensure the effective implementation of this policy, AAUP will:

- 1) Establish the AAUP sustainability club/team to oversee the development, implementation, and monitoring of sustainability initiatives.
- 2) Set measurable goals and targets to track our progress and continuously improve our environmental performance.
- 3) Engage stakeholders, including students, faculty, staff, and the community, in sustainability efforts through awareness campaigns, events, and educational programs.
- 4) Conduct regular assessments and audits to evaluate the effectiveness of our sustainability practices and identify areas for improvement.
- 5) Integrate sustainability considerations into strategic planning, policies, and decision-making processes across all departments and disciplines.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Energy Consumption Reduction: Percentage reduction in energy consumption compared to a baseline period.
- 2) Waste Reduction and Recycling Rate: Percentage increase in recycling rate and reduction in overall waste generated.

- 3) Carbon Footprint Reduction: Percentage reduction in the university's carbon emissions compared to a baseline period.
- 4) Sustainable Practices Integration: Number of sustainable practices integrated into university operations, curriculum, and campus facilities.
- 5) Stakeholder Awareness and Engagement: Number of awareness campaigns and events held, and the percentage of stakeholders engaged in sustainability initiatives.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VP for Planning, Development and Quality VP for Administrative and Financial Affairs

PL-009 Equality and Non-Discrimination Policy

Goal

AAUP is committed to fostering an inclusive and equitable educational environment that upholds equality, diversity, and non-discrimination. Dedicated to creating a campus community that respects the rights, dignity, and worth of every individual, regardless of age, race, color, ethnicity, sex, disability, national origin, religion, marital status or any other protected characteristic, AAUP strives to ensure equal access, opportunities, and fair treatment for all members of the university community.

Policy Statement

AAUP is dedicated to the following principles and standards for equality and non-discrimination:

- 1) Equal Opportunity:
 - a) AAUP provides equal opportunities for admission, employment, program participation, and advancement to all individuals, irrespective of their background or protected characteristics.
 - b) AAUP maintains inclusive policies and practices that foster a diverse and representative campus community.
- 2) Non-Discrimination:
 - a) AAUP prohibits all forms of discrimination, including but not limited to, discrimination based on race, color, ethnicity, origin, gender, religion, disability, age, or any other protected characteristic.
 - b) AAUP ensures that all university activities, including recruitment, hiring, admissions, student services, and academic programs, are merit-based and free from discriminatory practices.
- 3) Harassment Prevention:
 - a) AAUP maintains a zero-tolerance policy for harassment, including sexual harassment, bullying, and other forms of discriminatory behavior.
 - b) AAUP provides clear guidelines, reporting mechanisms, and support services to address complaints of harassment promptly, confidentially, and impartially.
- 4) Accessibility and Accommodations:
 - a) AAUP strives to provide accessible facilities, technologies, and services that accommodate the diverse needs of individuals with disabilities.
 - b) AAUP ensures reasonable accommodations and support services for students, faculty, staff, and visitors with disabilities to enable their full participation in university life.
- 5) Education and Awareness:
 - a) AAUP promotes education, training, and awareness programs that foster an understanding of equality, diversity, and non-discrimination.

- b) AAUP encourages respectful dialogue, cultural competence, and the celebration of diverse perspectives and experiences.
- 6) Complaints and Grievance Procedures:
- a) AAUP establishes clear and transparent procedures for reporting, investigating, and resolving complaints of discrimination or harassment.
 - b) AAUP provides support, guidance, and protection against retaliation for individuals who raise concerns or file complaints.
- 7) Review and Continuous Improvement:
- a) AAUP regularly reviews and evaluates the effectiveness of this policy and related practices to ensure compliance with applicable laws, regulations, and best practices.
 - b) AAUP actively seeks feedback from the university community and engages in ongoing dialogue to improve our efforts toward equality and non-discrimination.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate the VP for academic affairs to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and distribute comprehensive guidelines, procedures, and resources that align with this policy to promote understanding and compliance.
- 3) Conduct regular training and awareness programs for students, faculty, staff, and administrators on equality, diversity, and non-discrimination.
- 4) Establish mechanisms for reporting and addressing complaints of discrimination or harassment, ensuring confidentiality, fairness, and prompt resolution.
- 5) Provide appropriate resources and accommodations to individuals with disabilities, in compliance with applicable accessibility laws and regulations.
- 6) Regularly review and update policies and practices to ensure alignment with changing laws, societal expectations, and best practices in equality and non-discrimination.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Diversity in Admissions: Percentage of students from diverse backgrounds admitted to the university.

- 2) Equal Opportunities in Education: Percentage of students accessing academic and extracurricular opportunities irrespective of gender, ethnicity, or other factors.
- 3) Inclusive Campus Environment: Survey results on students' perception of an inclusive and non-discriminatory campus environment.
- 4) Anti-Discrimination Training: Percentage of faculty, staff, and students who have participated in anti-discrimination training programs.
- 5) Resolution of Discrimination Complaints: Average time taken to address and resolve discrimination complaints, if any.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VPs, President's Assistants, Deans and Administrative Directors

PL-010 Faculty and Staff Recruitment, Development, and Retention Policy

Goal

AAUP recognizes the vital role that faculty and staff play in achieving its educational mission and maintaining institutional excellence. Committed to attracting, developing, promoting, and retaining highly qualified and motivated individuals, AAUP fosters a supportive and inclusive environment, provides professional development opportunities, and offers competitive compensation and benefits. Through these efforts, AAUP aims to cultivate a thriving academic community and enhance the overall quality of education, research, and university operations.

Policy Statement

AAUP is dedicated to the following principles and standards for the attainment, promotion, development, and retention of academic staff:

- 1) Recruitment and Selection:
 - a) AAUP employs fair, transparent, and merit-based recruitment processes to attract highly qualified and diverse faculty and staff members.
 - b) AAUP ensures compliance with applicable laws, regulations, and equal opportunity principles throughout the recruitment and selection process.
- 2) Professional Development:
 - a) AAUP provides opportunities for ongoing professional development and growth to enhance the knowledge, skills, and competencies of faculty and staff.
 - b) AAUP supports participation in conferences, workshops, training programs, and other relevant activities to foster continuous learning and innovation.
- 3) Performance Evaluation and Recognition:
 - a) AAUP establishes transparent and objective performance evaluation processes to assess faculty and staff contributions in teaching, research, service, and other professional functions.
 - b) AAUP recognizes and rewards exceptional performance, achievements, and contributions to the university and academic community.
- 4) Career Progression and Promotion:
 - a) AAUP establishes clear criteria, guidelines, and pathways for career progression and promotion based on faculty and staff accomplishments and contributions.
 - b) AAUP provides support and mentorship to facilitate career advancement and encourage faculty and staff to pursue leadership roles and research opportunities.
- 5) Workload and Work-Life Balance:
 - a) AAUP strives to maintain reasonable workloads and promote a healthy work-life balance for faculty and staff members.

- b) AAUP encourages flexible work arrangements, supportive policies, and resources that enable academic staff members to excel professionally while maintaining personal well-being.
- 6) Compensation and Benefits:
- a) AAUP provides competitive compensation packages, including salary, benefits, and allowances, commensurate with qualifications, experience, and market standards.
 - b) AAUP regularly reviews and adjusts compensation structures to ensure fairness, equity, and alignment with industry practices.
- 7) Supportive Work Environment:
- a) AAUP fosters a supportive, inclusive, and collegial work environment that promotes collaboration, innovation, and mutual respect.
 - b) AAUP strives to create a culture that values diversity, equal opportunity, and the well-being of faculty and staff members.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate the Human Resources Department to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop clear procedures, guidelines, and resources to support the recruitment, development, promotion, and retention of faculty and staff.
- 3) Provide ongoing professional development opportunities, including workshops, training programs, mentorship, and coaching, to enhance the skills and expertise of faculty and staff members.
- 4) Establish mechanisms for performance evaluation, recognition, and career progression, including regular performance reviews and promotion criteria.
- 5) Conduct regular reviews and assessments of compensation and benefits packages to ensure their competitiveness and alignment with industry standards.
- 6) Create channels for academic staff members to provide feedback, express concerns, and contribute to policy development and decision-making processes.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Faculty and Staff Retention Rate: Percentage of faculty and staff retained over a specified period.

- 2) Professional Development Participation: Percentage of faculty and staff participating in professional development programs and workshops.
- 3) Faculty Diversity: Percentage increase in the representation of diverse faculty and staff (sex, ethnicity, etc.).
- 4) Recruitment Success: Percentage of recruited academic staff meeting predefined qualifications and expertise.
- 5) Performance and Contribution: Assessment of faculty and staff contributions in teaching, research, administration, and institutional development.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VP for Academic Affairs, VP for Administrative and Financial Affairs, Human Resources Department

PL-011 Inclusive Dialogue and Promotion of Democratic Values Policy

Goal

AAUP values open and inclusive dialogue as a cornerstone for fostering understanding, respect, and the exchange of diverse perspectives. Committed to promoting democratic values such as freedom of speech, critical thinking, and mutual acceptance, AAUP seeks to cultivate a safe and supportive environment that encourages meaningful conversations and constructive debate. By embracing diverse viewpoints, AAUP strives to nurture a culture of inclusivity, collaboration, and intellectual growth.

Policy Statement

AAUP is dedicated to the following principles and standards for inclusive dialogue and the promotion of democratic values:

- 1) Inclusive and Respectful Dialogue:
 - a) AAUP promotes an inclusive and respectful environment where individuals feel safe to express their opinions, engage in dialogue, and share diverse perspectives.
 - b) AAUP encourages open-mindedness, active listening, and empathy to foster constructive conversations and understanding among members of the university community.
- 2) Freedom of Expression and Academic Freedom:
 - a) AAUP upholds the principles of freedom of expression and academic freedom, allowing for the free exchange of ideas, opinions, and intellectual inquiry within the boundaries of legality and respectful discourse.
 - b) AAUP protects individuals' rights to express their views, challenge existing beliefs, and engage in critical thinking without fear of reprisal or discrimination.
- 3) Democratic Values and Citizenship Education:
 - a) AAUP promotes democratic values, including equality, inclusivity, tolerance, and the acceptance of others, as essential components of citizenship education within our academic programs and campus activities.
 - b) AAUP fosters an environment that encourages students to develop their civic engagement skills, participate in democratic processes, and contribute to the betterment of society.
- 4) Constructive Debate and Engagement:
 - a) AAUP encourages constructive debate and engagement on diverse topics, providing opportunities for students, faculty, staff, and stakeholders to share their perspectives, challenge ideas, and engage in intellectual discussions.
 - b) AAUP supports the development of critical thinking skills, evidence-based reasoning, and the ability to articulate ideas effectively.
- 5) Conflict Resolution and Mediation:

- a) AAUP provides mechanisms for conflict resolution and mediation, ensuring that disagreements and disputes are addressed in a fair, transparent, and respectful manner.
 - b) AAUP promotes peaceful dialogue and collaboration as a means to resolve conflicts and seek common ground.
- 6) Education on Dialogue and Democratic Values:
- a) AAUP incorporates education on dialogue skills, democratic values, and acceptance of others into relevant university programs, workshops, and training initiatives.
 - b) AAUP provides resources, guidance, and support to enhance individuals' ability to engage in productive dialogue and embrace democratic principles.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate the quality promotion unit to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and disseminate guidelines, procedures, and resources that foster inclusive dialogue and promote democratic values.
- 3) Provide training and educational opportunities for students, faculty, staff, and stakeholders to enhance their understanding of inclusive dialogue and democratic principles.
- 4) Establish mechanisms for addressing concerns, complaints, or incidents related to violations of respectful dialogue or democratic values, ensuring appropriate action is taken.
- 5) Regularly assess and evaluate the effectiveness of initiatives aimed at promoting inclusive dialogue and democratic values, making adjustments as necessary.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Participation in Inclusive Events: Percentage of students, faculty, and staff participating in inclusive dialogue and democratic values events.
- 2) Feedback and Input Collection: Number of suggestions, concerns, or ideas collected from stakeholders through inclusive dialogue platforms.

- 3) **Diverse Representation:** Percentage increase in representation of underrepresented groups in university leadership and decision-making bodies.
- 4) **Conflict Resolution:** Average time taken to resolve conflicts through open dialogue and democratic processes.
- 5) **Civic Engagement and Awareness:** Number of initiatives promoting civic engagement and raising awareness of democratic values among the university community.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VPs, President’s Assistants, Deans and Administrative Directors

PL-012 Information Security, Privacy and Cybersecurity Policy

Goal

AAUP recognizes the critical importance of information security, privacy, and cybersecurity in protecting sensitive data and ensuring the confidentiality, integrity, and availability of its information technology (IT) systems and resources. Committed to establishing a secure IT environment, AAUP prioritizes safeguarding personal information and mitigating risks associated with cyber threats. By upholding legal and regulatory requirements and fostering a culture of responsible digital citizenship, AAUP aims to maintain stakeholder trust and ensure the resilience of its digital infrastructure.

Policy Statement

AAUP is dedicated to the following principles and standards of information security, privacy, and cybersecurity:

- 1) Information Security:
 - a) AAUP implements appropriate security controls and measures to protect the confidentiality, integrity, and availability of university information assets, including but not limited to data, systems, networks, and applications.
 - b) AAUP conducts regular risk assessments, vulnerability assessments, and penetration tests to identify and address potential security threats and vulnerabilities.
- 2) Data Privacy and Protection:
 - a) AAUP ensures the protection of personal information and complies with applicable privacy laws and regulations.
 - b) AAUP establishes procedures and practices to securely collect, process, store, transmit, and dispose of personal data, ensuring informed consent and providing individuals with the rights to access, rectify, and erase their personal information.
- 3) Access Control and Authentication:
 - a) AAUP implements access controls and authentication mechanisms to ensure that only authorized individuals can access university systems, applications, and data.
 - b) AAUP enforces the principle of least privilege, granting users appropriate access rights based on their roles and responsibilities.
- 4) Incident Response and Management:
 - a) AAUP establishes incident response procedures to detect, respond to, and mitigate security incidents promptly.
 - b) AAUP maintains a dedicated incident response team and establishes communication channels to report security incidents and provide timely notification to affected individuals, as required by law.

- 5) Cybersecurity Awareness and Training:
 - a) AAUP provides regular training and awareness programs to educate the university community about cybersecurity best practices, social engineering threats, phishing attacks, and other cyber threats.
 - b) AAUP promotes responsible digital citizenship, emphasizing the importance of password hygiene, safe browsing, and secure use of university IT resources.
- 6) Compliance and Governance:
 - a) AAUP adheres to applicable laws, regulations, and industry standards related to information security, privacy, and cybersecurity.
 - b) AAUP establishes governance structures, policies, and procedures to ensure ongoing compliance and provide oversight of IT security and privacy practices.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate the university president's office for IT affairs and the cybersecurity officers to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and disseminate guidelines, standards, and procedures that support information security, privacy, and cybersecurity best practices.
- 3) Regularly assess and update IT infrastructure and security measures to address emerging threats and vulnerabilities.
- 4) Provide ongoing training and awareness programs to educate users about information security, privacy, and cybersecurity risks and mitigation strategies.
- 5) Conduct periodic audits and assessments to evaluate compliance with this policy and address any identified gaps or areas for improvement.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Data Breach Incidents: Number of reported data breaches or security incidents and the average time taken for resolution.
- 2) Employee Training and Compliance: Percentage of staff completing information security and privacy training programs.
- 3) Privacy Compliance: Number of privacy regulations or standards complied with (e.g., GDPR) and related assessments conducted.

- 4) **Data Access Control:** Percentage of authorized access controls implemented for sensitive data.
- 5) **User Awareness:** Survey results measuring user awareness and understanding of information security and privacy practices.
- 6) **Information Security Compliance:** The implementation and compliance with international cyber-security standards and systems such as ISO 27001.

Policy Ownership and Stakeholder(s)	
Policy Owner	President's Assistant for IT Affairs
Other Stakeholder(s)	University Community

PL-013 Intellectual Property Policy

Goal

AAUP values and respects the intellectual creations and innovations of its faculty, students, staff, and collaborators. Committed to fostering a supportive and transparent environment, the university ensures the protection, ownership, and dissemination of intellectual property (IP) rights. By establishing clear guidelines and procedures, AAUP aims to promote creativity, encourage innovation, and uphold fair and equitable treatment for all stakeholders involved in the development and use of intellectual property.

Policy Statement

AAUP is committed to the following principles and standards regarding intellectual property:

8) Ownership and Protection:

- d) AAUP recognizes and respects the ownership rights of individuals or entities who create intellectual property.
- e) AAUP complies with all applicable legal frameworks governing intellectual property rights.
- f) AAUP encourages faculty, students, staff, and collaborators to promptly disclose and safeguard their intellectual property through appropriate mechanisms, such as patents, copyrights, trademarks, and trade secrets.

9) University Rights and Responsibilities:

- c) AAUP acknowledges that the university may have certain rights to intellectual property developed by faculty, students, staff, or collaborators in specific circumstances, such as research collaborations, sponsored projects, or when the university provides significant resources or funding.
- d) AAUP clarifies the responsibilities of the university in supporting the protection, management, and commercialization of intellectual property in accordance with applicable laws, policies, and agreements.

10) Commercialization and Technology Transfer:

- c) AAUP promotes the commercialization and transfer of intellectual property to maximize its societal impact and contribute to economic development.
- d) AAUP establishes mechanisms, such as technology transfer offices or innovation hubs, to support the identification, evaluation, protection, and commercialization of promising intellectual property assets.

11) Revenue Sharing and Incentives:

- a) AAUP ensures fair and equitable distribution of revenues generated from the commercialization of intellectual property, considering the contributions of the creators and the university.

- b) AAUP provides incentives and support mechanisms, such as royalty-sharing programs or seed funding opportunities, to encourage and reward innovation and entrepreneurship within the university community.

12) Open Access and Knowledge Sharing:

- a) AAUP encourages the dissemination of intellectual property and knowledge generated within the university through open-access publishing, open educational resources, or other appropriate channels.
- b) AAUP promotes responsible knowledge sharing while respecting confidentiality obligations, commercialization interests, and legal restrictions.

13) Education and Awareness:

- a) AAUP provides education and training programs to raise awareness of intellectual property rights, responsibilities, and best practices among faculty, students, staff, and collaborators.
- b) AAUP ensures that individuals involved in intellectual property creation and management have access to relevant resources, guidance, and expertise...

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 6) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 7) Establish procedures and guidelines to facilitate the disclosure, evaluation, protection, and commercialization of intellectual property.
- 8) Provide support and resources for intellectual property management, including patent filing, copyright registration, and licensing negotiations.
- 9) Develop agreements and contracts that clearly define the ownership, rights, and responsibilities regarding intellectual property, ensuring compliance with legal and funding obligations.
- 10) Regularly review and update the policy to align with evolving legal and industry standards, as well as the changing needs and aspirations of the university community.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 6) Intellectual Property Registrations: Number of patents, copyrights, trademarks, or other intellectual property assets registered or applied for.

- 7) Innovation Index: Number of innovative projects, products, or solutions developed as a result of the intellectual property policy.
- 8) IP Commercialization and Licensing: Number of intellectual property assets successfully commercialized or licensed to external parties.
- 9) IP Training and Awareness: Percentage of faculty, staff, and students participating in intellectual property training programs.
- 10) IP Protection: Number of reported cases of intellectual property infringement and the subsequent actions taken.

Policy Ownership and Stakeholder(s)	
Policy Owner	Deanship of Scientific Research
Other Stakeholder(s)	VPs, President’s Assistants, Deans, Administrative Directors and Faculty Members

PL-014 Internationalization Policy

Goal

AAUP recognizes the significance of internationalization in higher education and the valuable opportunities it provides for students, faculty, staff, and the broader academic community. Committed to fostering a globally engaged and culturally diverse learning environment, AAUP promotes international collaboration, intercultural understanding, and global perspectives. Through these efforts, AAUP aims to equip students with the skills and knowledge needed to succeed in an increasingly interconnected and interdependent world.

Policy Statement

AAUP is dedicated to the following principles and standards for internationalization:

- 1) Global Learning Opportunities:
 - a) AAUP provides students with a range of global learning opportunities, including study abroad programs, international internships, research collaborations, and exchange programs.
 - b) AAUP encourages students to develop cross-cultural competence, global awareness, and intercultural communication skills through immersive experiences.
- 2) International Collaboration and Partnerships:
 - a) AAUP actively seeks and fosters strategic partnerships with international universities, research institutions, and organizations to promote collaborative research, joint programs, and faculty/student exchanges.
 - b) AAUP promotes faculty engagement in international research projects, academic conferences, and collaborative publications to enhance scholarly networks and knowledge sharing.
- 3) Global Curriculum and Education:
 - a) AAUP integrates global perspectives and cross-cultural content into our curriculum, ensuring that students gain a comprehensive understanding of global issues, diverse cultures, and different worldviews.
 - b) AAUP supports the development of international programs, joint degrees, and interdisciplinary courses that address global challenges and promote global citizenship.
- 4) Student Support and Services:
 - a) AAUP provides comprehensive support services to international students, including orientation programs, academic advising, and cultural integration resources.
 - b) AAUP offers language support, intercultural workshops, and mentorship programs to facilitate the adjustment and integration of international students into the university community.

- 5) Faculty and Staff International Engagement:
 - a) AAUP supports faculty and staff in pursuing international teaching, research, and professional development opportunities to enhance their global perspectives, cultural competence, and pedagogical approaches.
 - b) AAUP promotes international collaborations and partnerships through faculty exchanges, joint research projects, and participation in international conferences and workshops.
- 6) Diversity and Inclusion:
 - a) AAUP embraces and celebrates diversity, fostering an inclusive and equitable environment that values different cultures, perspectives, and backgrounds.
 - b) AAUP strives to recruit and retain a diverse faculty, staff, and student body, ensuring equal opportunities and promoting intercultural understanding and respect.
- 7) Global Outreach and Community Engagement:
 - a) AAUP engages with local and global communities through outreach programs, partnerships, and service-learning initiatives that address social, economic, and environmental challenges.
 - b) AAUP contributes to global development efforts, cultural exchange programs, and knowledge transfer to make a positive impact on society at local, regional, and international levels.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Assign the task to oversee the development, implementation, and monitoring of the internationalization policy to the International Relations office.
- 2) Develop and regularly update an internationalization strategy that aligns with the university's mission, goals, and strategic priorities.
- 3) Collaborate with relevant stakeholders to develop policies, guidelines, and procedures to support internationalization efforts across the university.
- 4) Provide resources, training, and support to faculty, staff, and students to foster intercultural competence, language skills, and awareness of global issues.
- 5) Establish mechanisms for monitoring and evaluating the effectiveness of internationalization initiatives, including the assessment of student learning outcomes and the impact of collaborations and partnerships.

Measures

To ensure the successful implementation of this policy, AAUP will:

- 1) **International Partnerships:** Number of new international agreements, Memoranda of Understanding (MoU), and collaborative projects established with universities and institutions worldwide.
- 2) **Student Mobility:** Percentage increase in student participation in international exchange programs, study abroad opportunities, and mobility initiatives.

Faculty Engagement: Percentage of faculty engaged in international research collaborations, academic mobility programs, and participation in global conferences.
- 3) **Global Diversity:** Percentage increase in the enrollment of international students and the recruitment of international faculty across AAUP campuses.
- 4) **Cultural Awareness:** Number of events, programs, or initiatives that promote cross-cultural understanding, global perspectives, and intercultural dialogue within the university community.

Policy Ownership and Stakeholder(s)

Policy Owner	Director of International Relations
Other Stakeholder(s)	University Community

PL-015 Creativity, Innovation, and Leadership Development Policy

Goal

AAUP recognizes the importance of fostering a culture that nurtures creativity, innovation, and leadership among students, faculty, staff, and stakeholders. Committed to providing a supportive environment, AAUP seeks to inspire and empower individuals to think critically, explore new ideas, and drive meaningful change. By encouraging creativity, promoting innovation, and developing leadership skills, the university aims to cultivate a dynamic and forward-thinking academic community.

Policy Statement

AAUP is dedicated to the following principles and standards for fostering creativity, innovation, and leadership:

- 1) Cultivating a Culture of Creativity:
 - a) AAUP fosters an environment that encourages curiosity, originality, and imaginative thinking across disciplines and departments.
 - b) AAUP promotes an inclusive and diverse community that values and respects different perspectives, promoting the exchange of ideas and interdisciplinary collaboration.
- 2) Supporting Innovation and Entrepreneurship:
 - a) AAUP provides resources, mentorship, and support to students, faculty, and staff to explore and develop innovative ideas and solutions.
 - b) AAUP encourages the creation of entrepreneurship programs, incubators, and startup initiatives to support the translation of ideas into viable ventures.
- 3) Encouraging Research and Scholarly Creativity:
 - a) AAUP supports research initiatives that push the boundaries of knowledge, encourage interdisciplinary collaboration, and promote research-based innovation.
 - b) AAUP provides funding, infrastructure, and resources to facilitate research projects that address societal challenges and contribute to academic advancement.
- 4) Developing Leadership Skills:
 - a) AAUP offers leadership development programs, workshops, and mentoring opportunities to enhance the leadership skills and capabilities of our students, faculty, and staff.
 - b) AAUP promotes ethical and responsible leadership, emphasizing the importance of social responsibility, inclusivity, and integrity.
- 5) Recognizing and Celebrating Creativity and Innovation:
 - a) AAUP establishes platforms, events, and awards to recognize and celebrate creative achievements, innovative projects, and leadership contributions within the university community.

- b) AAUP showcases and promotes success stories, inspiring others to embrace and pursue their creative and innovative endeavors.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and deliver programs, workshops, and initiatives that promote creativity, innovation, and leadership skills development among students, faculty, and staff.
- 3) Establish partnerships and collaborations with industry, government, and community organizations to foster innovation and support entrepreneurial endeavors.
- 4) Provide funding opportunities, grants, and resources to support research, creative projects, and entrepreneurial initiatives.
- 5) Regularly evaluate and assess the impact and effectiveness of programs and initiatives related to creativity, innovation, and leadership, seeking feedback from stakeholders and making necessary adjustments.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Innovative Projects or Initiatives: Number of innovative projects or initiatives developed and implemented as a result of the policy.
- 2) Creative Skill Development: Percentage of students and faculty participating in workshops or programs focused on fostering creativity.
- 3) Leadership Opportunities: Number of leadership roles or opportunities provided to students and faculty within the institution.
- 4) Innovation Recognition: Number of awards, patents, or recognition received for creative and innovative achievements.
- 5) Collaborative Partnerships: the number of external partnerships that are formed to promote creativity, innovation, and leadership.

Policy Ownership and Stakeholder(s)	
Policy Owner	VP for Planning, Development and Quality
Other Stakeholder(s)	VPs, President's Assistants, Deans, Administrative Directors and Faculty Members

PL-016 University Safety, Public Health, and Well-being Policy

Goal

AAUP is committed to ensuring a safe, healthy, and supportive environment for all students, faculty, staff, and visitors. Dedicated to promoting safety, public health, and preventive measures, AAUP fosters a culture of well-being within the university community. Through evidence-based strategies and a proactive approach, the university strives to enhance the physical, mental, and social well-being of its members, creating a secure and thriving campus

Policy Statement

AAUP is dedicated to the following principles and standards regarding safety, public health, and well-being:

- 1) Promotion of Health and Safety Education:
 - a) AAUP provides regular safety training and education programs to empower individuals to make informed decisions regarding their health, well-being, and safety.
 - b) AAUP promotes awareness of safety practices and procedures through ongoing communication and outreach efforts.
- 2) Risk Assessment, Prevention, and Control:
 - a) Infectious Disease Prevention and Control:
 - i) AAUP implements proactive measures to prevent and control the spread of infectious diseases within the university community.
 - ii) AAUP collaborates with local authorities and adheres to relevant guidelines and protocols to ensure a safe and healthy campus environment.
 - b) General Risk Management:
 - i) AAUP conducts regular risk assessments to identify potential hazards and implements appropriate preventive measures.
 - ii) AAUP develops and maintains safety protocols and emergency response plans to address identified risks.
- 3) Mental Health and Emotional Well-being:
 - a) AAUP prioritizes the mental health and emotional well-being of students, faculty, and staff, fostering a supportive and inclusive campus culture.
 - b) AAUP provides access to counseling services, mental health resources, and initiatives that promote resilience, stress management, and work-life balance.
- 4) Healthy Campus Environment:
 - a) Environmental Safety:
 - i) AAUP maintains a clean, safe, and sustainable campus environment that supports the physical and mental well-being of all community members.

- ii) AAUP conducts regular inspections and maintenance of buildings, laboratories, and other campus areas to ensure safety standards are met.
- b) Healthy Lifestyle Promotion:
 - i) AAUP promotes healthy eating options, physical activity, and the availability of recreational facilities to encourage an active and balanced lifestyle.
- 5) Substance Abuse Prevention:
 - a) Prohibition and Support:
 - i) AAUP prohibits the consumption of alcoholic beverages and drugs on the university campuses.
 - ii) AAUP provides educational programs, counseling services, and referrals to support individuals who may be struggling with substance use disorders.
- 6) Collaboration and Partnerships:
 - a) Health and Safety Collaboration:
 - i) AAUP collaborates with local health authorities, community organizations, and stakeholders to address public health and safety challenges and promote health equity.
 - ii) AAUP establishes partnerships that support research, education, and community engagement in public health and safety initiatives.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Appoint responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Provide comprehensive safety and health promotion training and education programs tailored to the needs of different campus groups.
- 3) Conduct regular reviews and audits of safety and public health practices, protocols, and compliance with the policy.
- 4) Collect and analyze data on safety incidents, health program participation, and well-being metrics to identify trends and areas for improvement.
- 5) Emergency Preparedness and Response:
- 6) Develop and regularly update emergency preparedness plans, including procedures for evacuation, lockdown, and medical emergencies.
- 7) Conduct regular emergency drills and exercises to ensure readiness and effectiveness of response plans.

- 8) Regularly review and update the policy and procedures to reflect new regulations, technologies, and best practices.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Health Promotion Initiatives: Number of health and well-being awareness campaigns or initiatives conducted.
- 2) Well-being Programs Participation: Percentage of students and faculty participating in well-being programs or activities.
- 3) Health Services Accessibility: Percentage of students and faculty utilizing on-campus health services.
- 4) Mental Health Support: Number of mental health resources provided and utilization rates.
- 5) Healthy Campus Environment: Survey results on students' and faculty's perception of the campus as a conducive environment for well-being.

Policy Ownership and Stakeholder(s)

Policy Owner

President

Other Stakeholder(s)

University Community

PL-017 University Admission Policy

Goal

AAUP is committed to maintaining a fair, transparent, and merit-based admissions process. Guided by clear principles and standards, AAUP seeks to identify and select highly motivated and qualified applicants who demonstrate strong academic potential and the ability to contribute meaningfully to the university community.

Policy Statement

AAUP is dedicated to the following principles and standards for university admissions:

- 1) Fair and Transparent Process:
 - a) AAUP maintains a fair, transparent, and non-discriminatory admissions process that adheres to applicable laws, regulations, and ethical guidelines.
 - b) AAUP provides clear and accessible information about admission requirements, procedures, deadlines, and selection criteria to prospective applicants.
- 2) Merit-Based Selection:
 - a) AAUP evaluates applicants based on their academic achievements, intellectual potential, personal qualities, and other relevant criteria established by each program or faculty.
 - b) AAUP considers a holistic view of each applicant, considering their academic record, standardized test scores (if applicable), essays, recommendations, and other factors.
- 3) Equal Opportunity and Access:
 - a) AAUP promotes equal opportunity and strives to eliminate barriers that may prevent individuals from diverse backgrounds from applying to the university.
 - b) AAUP provides support services to applicants with disabilities to ensure equal access and participation in the admissions process.
- 4) Inclusive Admissions Criteria:
 - a) AAUP recognizes the value of diversity and the benefits it brings to the university community.
 - b) AAUP's admissions criteria consider various dimensions of diversity, including but not limited to age, race, ethnicity, sex, disability, national origin, religion, marital status, and socioeconomic background.
- 5) Timely and Clear Communication:
 - a) AAUP communicates admission decisions promptly, providing applicants with clear instructions and guidance regarding acceptance, enrollment, and other necessary steps.
 - b) AAUP maintains effective channels of communication to address inquiries, provide updates, and assist applicants throughout the admissions process.
- 6) Continuous Improvement:

- a) AAUP regularly reviews and evaluates its admissions policies, practices, and criteria to ensure their alignment with its educational mission, goals, and evolving best practices.
- b) AAUP actively seeks feedback from applicants, faculty, staff, and other stakeholders to improve the admissions process and enhance its fairness and effectiveness.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and regularly update comprehensive guidelines and procedures that align with this policy to ensure consistency and fairness in the admissions process.
- 3) Provide training and support to admissions staff and committees to ensure they understand and apply the admissions criteria consistently and impartially.
- 4) Establish mechanisms for reviewing and revising admission criteria, considering the changing educational landscape, societal needs, and legal requirements.
- 5) Maintain regular communication with applicants, providing them with updates, information, and support throughout the admissions process.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Application Quality: Average scores or qualifications of admitted students compared to established admission criteria.
- 2) Diversity and Inclusion: Percentage increase in the representation of diverse student backgrounds within admitted cohorts.
- 3) Retention Rates: Percentage of admitted students who successfully progress to the next academic year.
- 4) Student Success: Percentage of admitted students achieving satisfactory academic progress and degree completion.
- 5) Feedback and Improvements: Number of policy revisions based on feedback and evolving educational standards.

Policy Ownership and Stakeholder(s)	
Policy Owner	Deanship of Admission and Registration
Other Stakeholder(s)	VP for Academic Affairs

PL-018 Scientific Research Policy

Goal

AAUP recognizes scientific research as a cornerstone of its vision and mission. The university is committed to cultivating a research culture that drives innovation, addresses the societal needs of local communities in Palestine, and contributes to the global body of knowledge. By providing resources, guidance, and support, AAUP strives to produce high-quality research that enhances its academic reputation both locally and internationally.

Policy Statement

AAUP is dedicated to fostering scientific research through the following principles and standards:

- 1) Research Integrity and Ethics
 - a) AAUP expects all researchers to conduct their work with honesty, accuracy, and transparency, avoiding any form of research misconduct such as fabrication, falsification, or plagiarism.
 - b) AAUP requires adherence to ethical guidelines and regulations, ensuring respect for the rights and well-being of research participants (human or animal) and the environment.
- 2) Research Planning and Approval
 - a) AAUP establishes clear procedures for reviewing and approving research proposals, ensuring alignment with the university's mission and compliance with applicable regulations.
 - b) AAUP mandates risk assessments for projects involving human subjects, animals, or potentially hazardous materials to prioritize safety and minimize harm.
- 3) Funding and Research Allocation
 - a) AAUP strives to provide equitable access to funding, facilities, and equipment necessary for conducting high-quality research.
 - b) AAUP sets guidelines for obtaining, managing, and reporting on research grants to ensure financial accountability and transparency.
- 4) Collaboration and Interdisciplinary
 - a) AAUP promotes collaboration and interdisciplinary research among faculty, students, and external partners, on the national and international levels, to enhance innovation and knowledge exchange.
 - b) AAUP encourages open dialogue and the sharing of research findings, respecting intellectual property and confidentiality obligations.
- 5) Intellectual Property and Commercialization

- a) AAUP provides guidance on the ownership of research outcomes, ensuring fair recognition of contributions by faculty, students, and collaborators.
- b) AAUP supports responsible dissemination and commercialization of research findings to maximize societal impact while respecting legal and ethical standards.

Implementation and Compliance

To ensure effective implementation, AAUP will:

- 1) Empower the Scientific Research Council to oversee the development and execution of research plans.
- 2) Enforce adherence to ethical principles through the Institutional Review Board (IRB).
- 3) Allocate sufficient resources and funding for research activities and initiatives.
- 4) Provide training and workshops on research methodologies and proposal writing.
- 5) Regularly assess the effectiveness of research activities, projects, and policies.
- 6) Promote research achievements through publications, conferences, and public engagements.

Measures

The following indicators will assess the policy's effectiveness:

- 1) Research Output: Number of research publications and projects.
- 2) Research Impact: Measuring AAUP’s scholarly influence through citation counts and its recognition in global academic discourse.
- 3) Funding Success: Amount of external and internal research funding secured.
- 4) Collaboration: Number of interdisciplinary and international research collaborations.
- 5) Innovation: Number of patents and innovations produced.

Policy Ownership and Stakeholder(s)	
Policy Owner	Deanship of Scientific Research
Other Stakeholder(s)	Faculty Members, Students and Research Collaborators

PL-019 Social Responsibility Policy

Goal

AAUP recognizes the vital role of social responsibility in creating a positive impact on its Palestinian community and the broader world. AAUP is committed to ethical conduct, sustainability, and active engagement in initiatives that benefit society. By embracing social responsibility, AAUP strives to enhance stakeholder well-being and demonstrate leadership in addressing social and environmental challenges through excellence in education and research.

Policy Statement

AAUP is dedicated to upholding the following principles of social responsibility:

- 1) Ethical Conduct:
 - a) AAUP commits to conducting its activities ethically and responsibly, adhering to applicable laws, regulations, and ethical standards.
 - b) AAUP promotes honesty, integrity, respect, and fairness in all its interactions and decision-making processes.
- 2) Community Engagement:
 - a) AAUP actively engages with its local and global communities, recognizing its responsibility to contribute positively to their well-being.
 - b) AAUP encourages its students, faculty, staff, and alumni to participate in community service, volunteer initiatives, and collaborative partnerships that address societal needs.
- 3) Environmental Sustainability:
 - a) AAUP is committed to minimizing its environmental footprint and promoting sustainable practices across campus.
 - b) AAUP strives to conserve resources, reduce waste, promote recycling, and integrate environmentally friendly initiatives into its operations, curriculum, and research endeavors.
- 4) Diversity and Inclusion:
 - a) AAUP fosters an inclusive and diverse environment that respects and values individuals of diverse backgrounds and cultures.
 - b) AAUP promotes equal opportunities, combats discrimination, and strives to create an inclusive campus community that celebrates diversity.
- 5) Social Justice and Human Rights:
 - a) AAUP upholds the principles of social justice, human rights, and equality.

- b) AAUP supports initiatives that address social inequalities, promote access to education, and advocate for the rights and well-being of marginalized and underrepresented groups.
- 6) Responsible Investment:
- a) AAUP considers the social and environmental impact of its investments and strives to align them with its values and sustainability goals.
 - b) AAUP aims to invest in companies and organizations that uphold ethical practices and contribute positively to society.
- 7) Transparency and Accountability:
- a) AAUP maintains transparency in its social responsibility efforts by regularly communicating our progress, initiatives, and impact to its stakeholders.
 - b) AAUP is accountable for its actions and continuously seeks opportunities for improvement.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Establish a Social Responsibility Office or Unit or designate responsible individuals to oversee the implementation, monitoring, and evaluation of social responsibility initiatives.
- 2) Integrate social responsibility principles into the university's strategic planning, policies, and decision-making processes.
- 3) Provide training and resources to enhance awareness and understanding of social responsibility among students, faculty, and staff.
- 4) Regularly assess and report on our social responsibility efforts, progress, and impact, fostering transparency and accountability.
- 5) Review and update this policy periodically to reflect emerging best practices and evolving societal expectations.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Community Engagement: Number of community service events or projects organized by the university.
- 2) Partnerships with NGOs: Number of collaborations with non-governmental organizations (NGOs) for social initiatives.

- 3) **Impactful Initiatives:** Measurement of the social impact and benefits achieved through the university's social responsibility projects.
- 4) **Student Involvement:** Percentage of students participating in social responsibility activities or projects.
- 5) **Stakeholder Feedback:** Survey results on stakeholders' perception of the university's contributions to social responsibility.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	University Community

PL-020 Stakeholder Engagement and Collaboration Policy

Goal

AAUP recognizes the importance of effective communication and collaboration with its stakeholders, including students, faculty, staff, parents, alumni, community partners, and governing bodies. AAUP is committed to fostering meaningful and transparent engagement to build strong relationships, support shared decision-making, and enhance the overall university experience. By actively involving its stakeholders, AAUP strives to create a supportive and inclusive environment that values their contributions, reflects diverse perspectives, and aligns with its institutional goals.

Policy Statement

AAUP is dedicated to the following principles and standards for stakeholder engagement and collaboration:

- 1) Stakeholder Identification and Analysis:
 - a) AAUP identifies and analyzes the diverse stakeholders who have a vested interest in the university's operations, programs, and services.
 - b) AAUP recognizes the unique needs, expectations, and perspectives of different stakeholder groups, considering their input in decision-making processes.
- 2) Transparent and Timely Communication:
 - a) AAUP maintains open lines of communication with stakeholders, providing them with timely and accurate information about university initiatives, decisions, and developments.
 - b) AAUP employs a variety of communication channels and platforms to ensure accessibility and reach a wide range of stakeholders.
- 3) Two-Way Communication:
 - a) AAUP actively seeks input, feedback, and suggestions from stakeholders through surveys, focus groups, large-hall meetings, advisory committees, and other forums.
 - b) AAUP listens attentively to stakeholder concerns, addresses their inquiries and suggestions, and provides opportunities for dialogue and constructive engagement.
- 4) Collaboration and Partnership:
 - a) AAUP promotes collaboration and partnership opportunities with stakeholders, fostering mutually beneficial relationships that advance our institutional mission, programs, and initiatives.
 - b) AAUP engages stakeholders in co-creation processes, involving them in decision-making, planning, and the implementation of initiatives.
- 5) Ethical and Respectful Engagement:
 - a) AAUP engages with stakeholders in an ethical, respectful, and inclusive manner, valuing diversity of thought, promoting dialogue, and considering different perspectives.

- b) AAUP ensures that stakeholders are treated fairly, their privacy is protected, and their contributions are acknowledged and valued.
- 6) Feedback and Action:
- a) AAUP uses stakeholder feedback and input to inform decision-making, policy development, and continuous improvement efforts across all areas of the university.
 - b) AAUP communicates actions taken in response to stakeholder feedback, demonstrating transparency and accountability.
- 7) Stakeholder Recognition and Appreciation:
- a) AAUP recognizes and appreciates the contributions of stakeholders to the university community through acknowledgment, awards, and other forms of recognition.
 - b) AAUP provides opportunities for stakeholders to engage with and contribute to the university's vision, events, and initiatives.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and disseminate guidelines, procedures, and resources that facilitate effective stakeholder engagement and collaboration.
- 3) Provide training and support to faculty, staff, and administrators on effective communication and stakeholder engagement strategies.
- 4) Establish mechanisms for gathering and analyzing stakeholder feedback, ensuring that it informs decision-making processes and improvement efforts.
- 5) Regularly assess and evaluate the effectiveness of stakeholder engagement initiatives, making necessary adjustments to improve outcomes.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Stakeholder Participation: Number of stakeholder groups actively engaged in collaborative initiatives or events.
- 2) Partnership Growth: Number of new partnerships established with external organizations or stakeholders.

- 3) Collaborative Projects: Number of joint projects or initiatives completed with external partners.
- 4) Stakeholder Satisfaction: Survey results measuring stakeholders' satisfaction with the level of engagement and collaboration.
- 5) Community Impact: Measurement of the positive impact or benefits resulting from collaborative efforts.

Policy Ownership and Stakeholder(s)	
Policy Owner	Director of International Relations, Director of Public Relations
Other Stakeholder(s)	University Community

PL-021 Student Services Policy

Goal

AAUP is committed to providing comprehensive, student-centered support services that enhance the educational experience and well-being of its students. The university strives to deliver high-quality services that foster academic success, personal growth, and a positive campus environment. Through a diverse range of resources, AAUP supports students in their academic pursuits, personal development, and overall well-being.

Policy Statement

AAUP is dedicated to the following principles and standards for student services:

- 1) Academic Support:
 - a) AAUP provides academic advising, tutoring, mentoring, and other resources to assist students in their educational journey.
 - b) AAUP offers workshops, study skills development programs, and access to academic resources to enhance student learning and success.
- 2) Career Development:
 - a) AAUP offers career counseling, job search assistance, resume writing, and interview preparation services to help students explore career paths and achieve their professional goals.
 - b) AAUP facilitates internships, cooperative education programs, and experiential learning opportunities to connect students with real-world experiences.
- 3) Health and Wellness Services:
 - a) AAUP provides access to health services, counseling, and mental health support to promote the physical, emotional, and psychological well-being of our students.
 - b) AAUP offers wellness programs, workshops, and activities that encourage healthy lifestyles and stress management.
- 4) Disability Services:
 - a) AAUP ensures equal access and reasonable accommodations for students with disabilities, in accordance with applicable laws and regulations.
 - b) AAUP provides support services, assistive technologies, and academic adjustments to create an inclusive and accessible learning environment.
- 5) Student Engagement and Leadership:
 - a) AAUP fosters student engagement and leadership development through involvement in student clubs, organizations, and extracurricular activities.
 - b) AAUP promotes opportunities for student leadership, community service, and civic engagement to cultivate well-rounded individuals and active citizens.

- 6) Financial Aid and Student Support: AAUP provides financial aid services, including scholarships, grants, and loans, to support students in meeting their educational expenses.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the coordination, delivery, and continuous improvement of student services.
- 2) Develop and regularly update a comprehensive catalog or website that outlines the available student services, including descriptions, eligibility criteria, and contact information.
- 3) Communicate and promote student services through various channels, including orientation programs, student handbooks, websites, and campus-wide communications.
- 4) Monitor and assess the effectiveness of student services through regular evaluations, surveys, and feedback mechanisms, making necessary adjustments to meet student needs.
- 5) Comply with applicable laws, regulations, and best practices related to student services, ensuring fairness, equity, and inclusivity in service delivery.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Student Satisfaction: Survey results measuring overall satisfaction with student services provided.
- 2) Service Accessibility: Percentage of students who have accessed and utilized various student services.
- 3) Timely Support: Average response time to student inquiries or requests for assistance.
- 4) Service Utilization: Number of students participating in workshops, counseling, or support programs.
- 5) Feedback and Improvement: Number of service enhancements or policy revisions based on student feedback.

6) Financial Support Accessibility: Percentage of students receiving financial aid, scholarships, or other forms of financial assistance, along with the effectiveness of support services in guiding students through the application process.

Policy Ownership and Stakeholder(s)	
Policy Owner	Deanship of Student Affairs
Other Stakeholder(s)	VP for Academic Affairs, Student Union

PL-022 Sustainable Development Policy

Goal

AAUP is committed to sustainable development and actively contributing to the United Nations Sustainable Development Goals (SDGs). AAUP strives to integrate sustainable practices across all aspects of its operations, foster a culture of environmental responsibility, and address social and economic challenges. By aligning its efforts with the SDGs, AAUP aims to build a resilient, sustainable university community that advances global sustainability and inclusive development.

Policy Statement

AAUP is dedicated to the following principles and standards of sustainable development:

- 1) Environmental Stewardship:
 - a) AAUP prioritizes environmental sustainability by implementing practices that minimize the University's ecological footprint, promote biodiversity conservation, mitigate climate change, and protect natural resources.
 - b) AAUP strives to achieve carbon neutrality, reduce energy consumption, increase the use of renewable energy sources, and implement sustainable transportation options to minimize greenhouse gas emissions.
- 2) Social Inclusion and Equity:
 - a) AAUP promotes social inclusion and equity by ensuring equal access to education, resources, and opportunities for all members of the university community, irrespective of their backgrounds or circumstances.
 - b) AAUP actively supports initiatives that address social disparities, promote diversity and inclusion, and contribute to poverty eradication and social well-being.
- 3) Quality Education and Research for Sustainability:
 - a) AAUP integrates sustainability principles and knowledge into its curriculum, research programs, and co-curricular activities to educate and empower students with the necessary skills and knowledge to address sustainable development challenges.
 - b) AAUP promotes interdisciplinary research, innovation, and partnerships that contribute to solutions for environmental and societal challenges outlined in the SDGs.
- 4) Responsible Consumption and Production:
 - a) AAUP strives for responsible consumption and production patterns by implementing sustainable procurement practices, reducing waste generation, promoting recycling and circular economy principles, and advocating for sustainable business practices.
 - b) AAUP encourages the university community to adopt sustainable lifestyles, promote awareness of sustainable consumption, and engage in waste reduction initiatives.

- 5) Partnerships and Collaboration:
 - a) AAUP actively seeks partnerships and collaboration with external organizations, government agencies, community groups, and other higher education institutions to share knowledge, resources, and best practices related to sustainable development.
 - b) AAUP engages in joint initiatives, research projects, and community outreach programs to contribute to regional and global sustainability efforts and address shared challenges.
 - c) AAUP participates effectively in international university rankings related to sustainability goals which include but are not limited to UI GreenMetric and the Times Higher Education Impact rankings.
- 6) Monitoring, Evaluation, and Reporting:
 - a) AAUP establishes mechanisms to monitor and evaluate our progress toward the SDGs, setting targets, and tracking key performance indicators related to sustainability.
 - b) AAUP regularly reports on our sustainability efforts, achievements, and challenges, ensuring transparency and accountability to stakeholders.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and disseminate guidelines, procedures, and educational resources that support sustainable practices and contribute to the SDGs.
- 3) Incorporate the SDGs into strategic planning processes, identifying specific targets and initiatives that align with the university's mission and values.
- 4) Provide training and educational opportunities for students, faculty, staff, and stakeholders to enhance their understanding of sustainable development principles and foster a culture of sustainability.
- 5) Regularly assess and report on progress towards the SDGs, reviewing and updating initiatives and strategies as needed to ensure continuous improvement.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Environmental Impact Reduction: Measurement of the institution's reduced ecological footprint, such as energy consumption, water usage, and waste generation.
- 2) Green Initiatives Implementation: Number of sustainable projects or initiatives implemented (e.g., renewable energy, waste reduction, green buildings).

- 3) Sustainability Education: Percentage of students and faculty participating in sustainability-focused educational programs or workshops.
- 4) Community Engagement: Number of collaborations with local communities or organizations to promote sustainable practices.
- 5) Policy Integration: Measurement of the integration of sustainable development principles across various areas of the institution.

Policy Ownership and Stakeholder(s)	
Policy Owner	VP for Planning, Development, and Quality
Other Stakeholder(s)	VPs, President Assistants, Deans, and Administrative Directors

PL-023 Academic Freedom and Responsibility Policy

Goal

AAUP is committed to upholding the principles of academic freedom and responsibility, essential to the pursuit of knowledge, scholarly advancement, and a dynamic, intellectually diverse university community. This policy affirms AAUP's dedication to fostering an environment where scholars, students, and educators can freely engage in inquiry, research, and teaching while upholding their responsibilities to the university and society. By promoting academic freedom with integrity, AAUP seeks to advance knowledge, cultivate critical thinking, and contribute meaningfully to societal progress.

Policy Statement

AAUP is dedicated to the following principles and standards regarding academic freedom and responsibility:

- 1) Academic Freedom:
 - a) AAUP upholds the principle of academic freedom, which grants faculty, researchers, and students the freedom to pursue scholarly and creative activities, express their ideas, and engage in open and robust discourse without fear of censorship or reprisal.
 - b) AAUP affirms that academic freedom extends to teaching, research, publication, artistic expression, and other scholarly endeavors.
 - c) AAUP recognizes that academic freedom is protected within the understanding of the cultural, social, and religious context of Palestine. AAUP is committed to fostering open inquiry and intellectual exploration while respecting the values and traditions that shape its academic community.
- 2) Responsibility to Truth and Rigor:
 - a) AAUP recognizes that academic freedom is balanced by the responsibility to seek truth and adhere to rigorous scholarly standards in research, teaching, and intellectual pursuits.
 - b) AAUP expects scholars and educators to conduct their work with integrity, honesty, and a commitment to the highest standards of evidence and intellectual rigor.
- 3) Inclusivity and Diversity:
 - a) AAUP promotes an inclusive and diverse academic environment that values a wide range of perspectives, ideas, and methodologies.
 - b) AAUP encourages the respectful exchange of ideas, recognizing that academic freedom encompasses the responsibility to engage in constructive dialogue, even when facing differing or challenging viewpoints.
- 4) Ethical Research and Scholarship:
 - a) AAUP requires scholars and researchers to conduct their work ethically, adhering to research integrity, human subject protections, animal welfare standards, and all relevant ethical guidelines and regulations.

- b) AAUP encourages responsible conduct in research, including the proper handling of data, reporting of results, and avoidance of research misconduct.
- 5) Freedom from Discrimination and Harassment:
- a) AAUP is committed to ensuring that academic freedom is enjoyed by all members of the university community, free from discrimination, harassment, or intimidation based on race, gender, religion, or any other protected characteristic.
 - b) AAUP provides mechanisms and support for individuals to address concerns related to discrimination, harassment, or violations of academic freedom.
- 6) External Advocacy and Public Engagement:
- a) AAUP recognizes that scholars and educators have the right to engage in public discourse and advocacy on matters of public concern.
 - b) AAUP emphasizes that while individuals may express their personal views, they should clarify that they are not speaking on behalf of the university unless authorized to do so.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Develop and disseminate guidelines and educational resources that clarify the principles and responsibilities related to academic freedom.
- 3) Provide training and support to faculty, researchers, and students to enhance their understanding of academic freedom, ethical conduct, and responsible scholarship.
- 4) Establish procedures and mechanisms to address concerns related to violations of academic freedom or breaches of responsible conduct in research and teaching.
- 5) Periodically review and update the policy to align with evolving legal and ethical standards and the changing needs of the university community.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Policy Awareness and Understanding: Measure awareness and comprehension of the policy through surveys and training participation.
- 2) Incident Reporting and Resolution: Track reported incidents related to policy violations and assess the effectiveness of the resolution process.

- 3) **Research and Scholarly Output:** Evaluate research productivity, interdisciplinary collaboration, and ethical conduct in research.
- 4) **Teaching and Classroom Environment:** Assess the teaching environment, student feedback, and curriculum innovation.
- 5) **Inclusivity and External Perception:** Monitor diversity, inclusion, and external perceptions through demographic data, climate surveys, and public perception measures.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VPs, President Assistants, Deans, and Administrative Directors, Employees Union and Student Union

PL-024 Hazardous Waste Management Policy

Goal

AAUP is committed to responsible environmental stewardship and the safe management of hazardous waste. AAUP prioritizes protecting the health and safety of its community and environment by establishing clear guidelines for the proper handling, storage, transportation, and disposal of hazardous waste. Through strict adherence to these practices, AAUP aims to minimize its environmental footprint, ensure regulatory compliance, and foster a culture of sustainability.

Policy Statement

AAUP is dedicated to the following principles and standards for hazardous waste management:

- 1) Compliance with Regulations:
 - a) AAUP will ensure compliance with all applicable regulations and standards governing the management of hazardous waste.
 - b) AAUP will regularly review and update its procedures to align with evolving environmental laws and regulations.
- 2) Waste Minimization and Reduction:
 - a) AAUP prioritizes waste minimization by implementing practices that reduce the generation of hazardous waste at its source.
 - b) AAUP promotes the use of environmentally friendly alternatives and the recycling/reuse of materials whenever feasible.
- 3) Safe Handling and Storage:
 - a) AAUP provides training and guidelines to all employees and stakeholders involved in the handling, storage, and transportation of hazardous waste.
 - b) AAUP maintains proper labeling, packaging, and storage facilities to prevent leaks, spills, or accidents.
- 4) Transportation and Disposal:
 - a) AAUP will ensure that hazardous waste is transported by authorized carriers following all safety and regulatory requirements.
 - b) AAUP will contract with licensed and permitted disposal facilities to ensure the safe and environmentally responsible disposal of hazardous waste.
- 5) Emergency Response and Preparedness:
 - a) AAUP will establish and maintain emergency response procedures to address incidents involving hazardous waste, including spill response and containment measures.
 - b) AAUP will provide training and resources to personnel to effectively respond to hazardous waste emergencies.

- 6) Documentation and Record Keeping:
- a) AAUP will maintain accurate records of hazardous waste generation, transportation, and disposal to be available if requested.
 - b) AAUP will make these records available for inspection by relevant authorities and conduct regular internal audits for compliance verification

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Appoint a committee led by a professional to oversee the implementation, communication, and monitoring of this policy.
- 2) Provide comprehensive training and education programs for employees and stakeholders involved in hazardous waste management.
- 3) Conduct regular audits to assess compliance with the policy and report findings to senior management.
- 4) Continuously evaluate and enhance hazardous waste management procedures to minimize risks and environmental impact.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Regulatory Compliance: Monitor the outcomes of regulatory audits and inspections to gauge the university's compliance with hazardous waste management regulations.
- 2) Waste Reduction: Track the reduction in hazardous waste generation and assess the accuracy of waste characterization processes to ensure waste minimization efforts are effective.
- 3) Safety and Training: Measure staff participation in hazardous waste management training and monitor safety incidents related to hazardous waste handling.
- 4) Proper Storage and Handling: Conduct regular inspections and audits of storage and handling areas, and analyze incident reports related to hazardous waste incidents.
- 5) Emergency Response Readiness: Assess emergency response preparedness through drills and evaluate response times to hazardous waste emergencies.

Policy Ownership and Stakeholder(s)

Policy Owner	Public Safety Office
Other Stakeholder(s)	University Community

PL-025 Waste Management Policy

Goal

AAUP is committed to responsible waste management practices that uphold environmental sustainability, health, and safety. AAUP prioritizes minimizing waste generation, promoting recycling and reuse, ensuring proper disposal, and complying with all relevant regulations. Through these efforts, AAUP aims to reduce its environmental impact, safeguard human health, and contribute to a more sustainable future

Policy Statement

AAUP is dedicated to the following principles and standards for waste management:

- 1) Waste Minimization and Reduction:
 - a) AAUP prioritizes waste minimization by implementing practices that reduce the generation of waste at its source.
 - b) AAUP promotes the use of environmentally friendly alternatives and the recycling/reuse of materials whenever feasible.
- 2) Recycling and Resource Recovery:
 - a) AAUP will establish recycling programs and provide convenient recycling facilities to encourage the separation and recycling of waste materials.
 - b) AAUP will support resource recovery initiatives that divert waste from landfills and promote the circular economy.
- 3) Safe Handling and Disposal:
 - a) AAUP provides training and guidelines to all employees and stakeholders involved in waste handling, storage, transportation, and disposal.
 - b) AAUP ensures the proper handling, storage, and disposal of hazardous waste, electronic waste, and other specialized waste streams in accordance with regulations.
- 4) Compliance with Regulations:
 - a) AAUP ensures compliance with all applicable waste management regulations, including reporting and record-keeping requirements.
 - b) AAUP regularly reviews and updates its waste management procedures to align with evolving environmental standards, laws, and regulations.
- 5) Education and Awareness:
 - a) AAUP educates and raises awareness among its staff, students, and community members about responsible waste management practices and the importance of waste reduction and recycling.
 - b) AAUP encourages individuals to take personal responsibility for waste reduction and responsible disposal.
- 6) Continuous Improvement:

- a) AAUP continuously evaluates and enhances waste management procedures to minimize waste generation, reduce environmental impact, and improve efficiency.
- b) AAUP sets waste reduction targets and regularly monitors progress toward these goals.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Appoint a committee led by a professional to oversee the implementation, communication, and monitoring of this policy.
- 2) Provide comprehensive training and education programs for employees and stakeholders involved in waste management.
- 3) Conduct regular audits to assess compliance with the policy and report findings to senior management.
- 4) Engage with the community, suppliers, and contractors to promote responsible waste management practices.
- 5) Periodically assess the environmental impact of waste management practices to identify opportunities for improvement.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) **Waste Reduction and Diversion Rates:** Monitor the volume of waste generated over time and measure the percentage of waste that is recycled or diverted from landfills.
- 2) **Compliance with Regulations:** Regularly conduct audits to ensure compliance with waste management regulations and review relevant records to verify regulatory adherence.
- 3) **Recycling Program Participation:** Track participation rates in recycling programs and the quantity of recyclable materials collected.
- 4) **Training and Education:** Measure attendance at waste management training programs and assess knowledge levels to ensure that employees and stakeholders understand and follow policy guidelines.

5) Environmental Impact: Evaluate the policy's impact on reducing the organization's carbon footprint, energy usage, and resource consumption, which demonstrates its environmental benefits.

Policy Ownership and Stakeholder(s)	
Policy Owner	VP for Administrative and Financial Affairs
Other Stakeholder(s)	University Community

PL-026 Strategic Planning Policy

Goal

AAUP recognizes strategic planning as essential to achieving its mission, vision, and organizational goals. AAUP is committed to a systematic and dynamic planning process that aligns resources, activities, and initiatives with long-term objectives. Through this approach, AAUP seeks to foster innovation, adaptability, and sustained growth in a rapidly evolving environment.

Policy Statement

AAUP is dedicated to the following principles and standards for strategic planning:

- 1) Mission, Vision, and Values:
 - a) AAUP defines and regularly revisits its mission, vision, and core values, ensuring they remain relevant and reflective of its organizational identity and purpose.
- 2) Environmental Scan and Risk Assessment:
 - a) AAUP conducts comprehensive environmental scans to identify internal and external factors influencing its organization.
 - b) AAUP conducts risk assessments to anticipate potential challenges and opportunities that may impact its strategic objectives.
- 3) Stakeholder Engagement:
 - a) AAUP actively engages stakeholders, including its academic and administrative staff, students, partners, and the community, to gather diverse perspectives and insights that inform its strategic decisions.
- 4) Goal Setting and Performance Metrics:
 - a) AAUP sets clear, measurable, and achievable goals aligned with its mission and vision.
 - b) AAUP establishes key performance indicators (KPIs) to monitor progress toward strategic goals and regularly assess the University's performance.
- 5) Resource Allocation and Budgeting:
 - a) AAUP aligns resource allocation, including financial, human, and technological resources, with its strategic priorities.
 - b) AAUP integrates strategic goals into the budgeting process, ensuring that financial plans support its long-term objectives.
- 6) Implementation Plans and Actionable Initiatives:
 - a) AAUP develops detailed implementation plans that outline specific initiatives, timelines, responsible parties, and performance milestones.
 - b) AAUP prioritizes actionable initiatives that have a direct impact on achieving strategic objectives.

- 7) **Monitoring and Evaluation:**
 - a) AAUP establishes mechanisms for ongoing monitoring and evaluation of its strategic plan to adapt to changing circumstances.
 - b) AAUP conducts regular reviews to assess the effectiveness of its strategic initiatives and make data-driven adjustments as needed.

- 8) **Communication and Transparency:**
 - a) AAUP communicates its strategic goals, progress, and outcomes transparently to internal and external stakeholders.
 - b) AAUP fosters a culture of open communication and engagement, ensuring that staff at all levels understand and contribute to its strategic objectives.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) **Designate Responsibility:** Appoint the office of VP for planning, development and quality to oversee the implementation, communication, and monitoring of this policy.
- 2) **Training and Capacity Building:** Provide training and capacity-building programs to ensure that staff involved in the strategic planning process understand their roles and responsibilities.
- 3) **Regular Review and Updates:** Conduct periodic reviews of the strategic plan to ensure its relevance and alignment with the University goals. Update the plan as necessary based on changing circumstances.
- 4) **Feedback Mechanisms:** Establish mechanisms for staff and stakeholders to provide feedback on the strategic planning process, ensuring continuous improvement.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) **Key Performance Indicators (KPIs):** Establish and regularly review KPIs aligned with strategic objectives to quantitatively measure progress and success in implementation.
- 2) **Regular Reviews and Audits:** Conduct periodic reviews and audits of the strategic plan's implementation to ensure alignment with organizational goals and responsiveness to changing circumstances.

- 3) **Stakeholder Feedback Mechanisms:** Implement feedback mechanisms for stakeholders to provide insights on the effectiveness and relevance of the strategic plan's implementation.
- 4) **Budget Alignment Analysis:** Regularly analyze and assess the alignment of budget allocations with strategic priorities to ensure financial resources support the achievement of long-term objectives.
- 5) **Communication Effectiveness:** Monitor the effectiveness of communication strategies related to the strategic plan to ensure transparency and understanding among employees and stakeholders.

Policy Ownership and Stakeholder(s)	
Policy Owner	VP for Planning, Development, and Quality
Other Stakeholder(s)	VPs, President Assistants, Deans, and Administrative Directors, Faculty, Staff, Employees Union and Student Union

PL-027 Financial Management Policy

Goal

AAUP recognizes that sound financial management is essential to achieving its mission and ensuring long-term success. AAUP is committed to prudent financial practices, transparency, and accountability. Through responsible resource allocation and regulatory compliance, AAUP aims to support strategic objectives and sustain institutional growth.

Policy Statement

AAUP is dedicated to the following principles and standards for financial management:

- 1) Budgeting and Planning:
 - a) AAUP develops comprehensive and realistic budgets that align with strategic priorities and operational needs.
 - b) AAUP conducts regular reviews and updates of budgets to reflect changing circumstances and ensure ongoing alignment with organizational goals.
- 2) Financial Controls and Accountability:
 - a) AAUP establishes robust financial controls to safeguard assets, prevent fraud, and ensure the accuracy and reliability of financial reporting.
 - b) AAUP assigns clear responsibilities for financial oversight, accountability, and compliance with relevant regulations.
- 3) Transparency and Reporting:
 - a) AAUP maintains transparency in financial reporting, providing timely and accurate financial information to stakeholders, including board of directors, staff, and regulatory bodies.
 - b) AAUP adheres to generally accepted accounting principles (GAAP) and other applicable standards in financial reporting.
- 4) Cash Management:
 - a) AAUP manages cash flow effectively, ensuring that there are adequate funds to meet operational needs and strategic initiatives.
 - b) AAUP invests surplus funds prudently, prioritizing safety, liquidity, and return on investment.
- 5) Risk Management:
 - a) AAUP identifies, assesses, and manages financial risks to protect the university's assets and financial stability.
 - b) AAUP establishes risk management strategies that address potential challenges, such as political circumstances, economic uncertainties, and regulatory changes.
- 6) Compliance with Laws and Regulations:

- a) AAUP ensures compliance with all relevant financial laws, regulations, and reporting requirements.
 - b) AAUP conducts regular internal and external audits to verify compliance and identify opportunities for improvement.
- 7) Ethical Financial Practices:
- a) AAUP upholds high ethical standards in financial decision-making, avoiding conflicts of interest and promoting fairness and integrity.
 - b) AAUP fosters a culture of financial responsibility and accountability among all employees.

Implementation and Compliance

To ensure the successful implementation of this policy, AAUP will:

- 1) Designate Responsibility: Appoint responsible individuals or offices to oversee the implementation, communication, and monitoring of this policy.
- 2) Training and Capacity Building: Provide training programs to enhance the financial literacy of employees involved in financial management and decision-making.
- 3) Audit and Review: Conduct regular internal and external audits to assess compliance with the policy and financial health.
- 4) Communication and Transparency: Communicate financial information transparently to stakeholders, ensuring they are informed about AAUP's financial performance.

Measures

The following measures (indicators) can be used to assess the utilization of this policy:

- 1) Budget Adherence and Variance Analysis:
 - Measure: Conduct regular reviews to assess the adherence of actual expenditures to the budget.
 - Indicator: Percentage variance between budgeted and actual expenses, with explanations for significant variances.
- 2) Internal and External Audit Outcomes:
 - Measure: Evaluate the results of internal and external audits.
 - Indicator: Number and nature of audit findings, with a focus on compliance, risk management, and financial control effectiveness.
- 3) Cash Flow Performance:

- Measure: Monitor cash flow to ensure it meets operational needs and strategic initiatives.
 - Indicator: Days of cash on hand, cash conversion cycle, and availability of funds for planned activities.
- 4) Risk Mitigation Effectiveness:
- Measure: Assess the effectiveness of risk management strategies.
 - Indicator: Number and impact of identified risks mitigated, as well as responsiveness to unforeseen financial challenges.
- 5) Ethical Financial Practices:
- Measure: Evaluate adherence to ethical financial practices.
 - Indicator: Number of reported ethical concerns, conflicts of interest addressed, and training effectiveness in promoting ethical conduct.

Policy Ownership and Stakeholder(s)	
Policy Owner	Vice President for Administrative and Financial Affairs
Other stakeholder(s)	Finance Department

PL-028 Access to Information and Data Confidentiality Policy

Goal

AAUP upholds the fundamental right to knowledge and values access to information as a cornerstone of an informed and engaged university community. Recognizing this right as essential to fostering transparency, accountability, and informed decision-making, AAUP aims to empower faculty, staff, and students to contribute meaningfully to the university’s governance and academic excellence. This commitment aligns with Sustainable Development Goal (SDG 16) of the United Nations, which promotes "just, peaceful, and inclusive societies." At the same time, AAUP upholds confidentiality and data protection as essential responsibilities, ensuring a balanced approach that safeguards privacy and data confidentiality while fostering an open and informed academic environment.

Policy Statement

AAUP is committed to upholding the right to access information while ensuring privacy and confidentiality. The university adheres to the following principles and limitations regarding access to information:

14) Affirmation of the Right to Access to Information:

- g) AAUP reaffirms that access to the university information is a fundamental right that drives transparency, accountability, and societal development.
- h) AAUP acknowledges the growing significance of this right in the digital age, where the rapid expansion of information necessitates greater accessibility and awareness are needed.
- i) While advocating for open access, AAUP also recognizes that this right is not absolute and must be balanced with privacy and confidentiality protections.

15) Protection and Preservation of Information:

- e) AAUP is committed to safeguarding and maintaining the right of relevant stakeholders to access information.
- f) Simultaneously, AAUP ensures the protection of private and sensitive information belonging to faculty, staff, students, and patients, respecting their right to confidentiality.
- g) This commitment is upheld through AAUP bylaws and regulations, which are regularly reviewed and updated to align with best practices.

16) Transfer of Information to Third Parties:

- e) AAUP strictly adheres to legal and regulatory frameworks governing the transfer of information to third parties, particularly regarding medical and sensitive data.
- f) AAUP ensures that informed consent from the concerned party is always obtained before any disclosure of personal information.

17) Confidentiality of University Records:

- c) AAUP is dedicated to maintaining information confidentiality and takes all necessary precautions to prevent any unauthorized disclosure that could impact individuals or the institution.
- d) AAUP enforces strict control measures to ensure that any disclosure of information aligns with the principles outlined in this policy.
- e) AAUP embraces advancements in the digital age, IT, and AI to enhance both access to information and data protection. Examples include the digitization of the AAUP library, open access to research, and transparent dissemination of bylaws and regulations on the university's website.

Implementation and Compliance

To ensure the effective implementation of this policy, AAUP will:

- 11) Appoint designated individuals or offices responsible for overseeing the implementation, communication, and monitoring of this policy.
- 12) Develop clear procedures and guidelines to manage the disclosure, evaluation, protection, and proper handling of information
- 13) Provide necessary resources and support for effective information management, leveraging technological advancements as an opportunity to enhance accessibility and data protection.
- 14) Conduct regular reviews and updates to ensure compliance with evolving legal standards and address the changing needs and expectations of the university community.

Measures

The following measures (indicators) can be used to assess the effectiveness and utilization of this policy:

- 11) Regulations and Bylaws: Evaluation of university regulations to determine how effectively they uphold the right to access information while addressing confidentiality concerns.
- 12) University Website: Assessment of AAUP website as a primary source of information, ensuring accessibility, transparency, and comprehensiveness.
- 13) Training Sessions: Tracking the number of training sessions conducted for faculty, staff, and students to raise awareness about access to information and data confidentiality.

14) Technology Updates: Monitoring the implementation of technological advancements that enhance access to information while maintaining data security and privacy.

Policy Ownership and Stakeholder(s)	
Policy Owner	President
Other Stakeholder(s)	VPs, President’s Assistants, Deans, Administrative Directors, Faculty, Staff, Employees Union and Student Union

PL-029 Inclusion and Accessibility Policy for People with Disabilities and Learning Difficulties

Goal

AAUP is committed to creating an inclusive, equitable, and supportive environment for individuals with disabilities, including individuals with physical, sensory, intellectual, psychological, and learning difficulties. AAUP seeks to ensure that all members of the university community (students, faculty, and staff) have equitable access to academic, administrative, and social opportunities.

Policy Statement

AAUP is dedicated to fostering an accessible and inclusive campus that eliminates barriers, promotes equity, and supports the full participation of individuals with disabilities. The university upholds the following principles and commitments:

- 1) Equal Access and Non-Discrimination:
 - a. AAUP guarantees equal access to education, employment, and services for all individuals with disabilities, ensuring that no person is excluded based on physical, sensory, intellectual, or psychological differences.
 - b. AAUP prohibits any form of discrimination or harassment against individuals with disabilities and promotes fair treatment in all academic and administrative processes.
- 2) Accessibility and Infrastructure:
 - a. All university buildings, facilities, and digital platforms shall be progressively adapted to meet international accessibility standards such as WCAG 2.1 and ADA guidelines.
 - b. Classrooms, laboratories, libraries, and transportation systems shall be equipped to support persons with physical, visual, or hearing impairments.
- 3) Academic Support and Learning Accommodations:
 - a. AAUP provides reasonable accommodations to ensure academic equity, including alternative assessments, extra exam time, assistive technologies, and accessible learning materials (Braille, large-print, audio, or digital formats).
 - b. Students with learning difficulties (e.g., dyslexia, ADHD, autism spectrum disorders) shall receive tailored academic support and flexible instructional approaches.
 - c. Faculty members shall be provided with training and are encouraged to adopt inclusive teaching strategies that meet diverse learning needs.
- 4) Assistive Technologies and Digital Accessibility:
 - a. AAUP ensures the provision of assistive technologies such as screen readers, speech-to-text tools, and captioning systems to support students and staff with disabilities.
 - b. University digital platforms (e.g., websites, e-learning systems) must comply with global accessibility standards such as WCAG 2.1.
- 5) Employment and Workplace Inclusion:

- a. AAUP promotes inclusive recruitment and employment practices to ensure equitable opportunities for individuals with disabilities.
- b. Reasonable workplace accommodations will be made for employees, including flexible schedules, ergonomic adjustments, and adaptive tools.
- 6) Positive Attitudes and Inclusive Culture (Affirmative Inclusion):
 - a. AAUP encourages positive attitudes and proactive inclusion across the university community.
 - b. Awareness campaigns, training, and workshops shall be held regularly to build empathy, understanding, and respect for individuals with disabilities.
 - c. The university promotes “positive discrimination” by giving fair preference to qualified individuals with disabilities in opportunities such as scholarships, internships, or committee representation.
 - d. Peer mentoring and student clubs are encouraged to support inclusion and celebrate diversity.
 - e. Faculty, staff, or students who demonstrate exceptional contributions to disability inclusion shall be recognized and rewarded.
- 7) Confidentiality and Dignity:
 - a. All information related to a person’s disability is confidential and shall be disclosed only to those directly responsible for implementing accommodations.
 - b. Persons with disabilities shall be treated with dignity, respect, and full participation in all university activities.

Implementation and Compliance

To ensure the effective implementation of this policy, AAUP will:

- 5) Designate specific offices, including the Deanship of Student Affairs, Quality Promotion Department, and Human Resources Department, to oversee the implementation, communication, and monitoring of this policy.
- 6) Establish a Disability Support Unit under the Deanship of Student Affairs to coordinate accommodations, provide assistive resources, and liaise with relevant departments.
- 7) Develop and implement awareness and training programs for faculty, staff, and students on disability inclusion and accessibility practices.
- 8) Conduct regular reviews and accessibility audits of university facilities, programs, and systems.
- 9) Engage individuals with disabilities in consultation processes to ensure their voices are represented in university planning and decision-making.

Measures

The following measures (indicators) can be used to assess the effectiveness and utilization of this policy:

- 1) **Accessibility Index:** Percentage of university facilities and digital platforms that meet accessibility standards.
- 2) **Accommodation Implementation:** Number of students and staff receiving academic or workplace accommodations.
- 3) **Awareness and Training:** Number of awareness campaigns, workshops, and training sessions conducted on disability inclusion.
- 4) **User Satisfaction:** Level of satisfaction among students and staff with disabilities regarding access, inclusion, and support.
- 5) **Community Engagement:** Number of partnerships and outreach initiatives promoting inclusion within and beyond the university.

Policy Ownership and Stakeholder(s)	
Policy Owner	Vice President for Academic Affairs
Other stakeholder(s)	Vice President for Administrative and Financial Affairs, Deanship of Student Affairs, Quality Promotion Department, PA Office of Information Technology, Human Resources Department, Engineering and Maintenance Department, Student Union

PL-030 **Asset and Facilities Management Policy**

Goal

AAUP is committed to the effective, safe, and sustainable management of its equipment, facilities, and both digital and physical assets. This policy regulates the planning, acquisition, utilization, maintenance, storage, and disposal of resources across academic, research, medical, administrative, and technical units. AAUP aims to optimize resource use through high standards of safety, operational efficiency, accountability, and transparency. Effective asset management supports academic excellence, research advancement, and a high-quality learning and working environment. This policy also aligns with international best practices in asset lifecycle management, digital transformation, and sustainability.

Policy Statement

AAUP is dedicated to maintaining an integrated and well-governed system for managing equipment, devices, and facilities. The university adheres to the following principles and commitments:

1) Equipment and Devices Acquisition

- a. AAUP ensures that the procurement of equipment and devices follows approved financial plans, technical specifications, and the university's procurement regulations.
- b. All purchased equipment must align with academic, research, or administrative needs and comply with safety and quality standards.
- c. Acquisition decisions should consider energy efficiency, long-term value, and sustainability, with a preference for vendors adhering to environmental sustainability certifications.

2) Registration, Tagging, and Assets Management

- a. All equipment and devices must be registered in the university's Asset Management System and assigned a unique identification code, including both physical equipment and digital assets such as servers, IT hardware, and licensed software.
- b. Each device must be associated with an assigned custodian (faculty, department, lab, or unit).
- c. AAUP conducts regular assets checks, including an annual physical audit, to ensure accuracy, accountability, and proper documentation.
- d. Any transfer of equipment between units requires prior approval and an official update in the Asset Management System.

3) Utilization and Custodial Responsibility

- a. AAUP equipment, devices, and facilities must be used solely for authorized academic, research, clinical, or administrative purposes.
- b. Each faculty, department, laboratory, or administrative unit is accountable for the safekeeping, optimal utilization, and proper handling of equipment assigned to them.

- c. Users must operate equipment according to manufacturer manuals, safety protocols, and university guidelines.
- d. Unauthorized use, misuse, or negligent handling of equipment is strictly prohibited.

4) Maintenance, Calibration, and Technical Support

- a. AAUP ensures regular preventive maintenance for equipment and devices, following approved maintenance schedules and vendor recommendations.
- b. All equipment repairs or malfunctions must be reported promptly to the responsible administrative or technical department.
- c. Laboratories, clinics, and research units must maintain updated maintenance logs, including calibration records for scientific or medical devices.
- d. High-priority or sensitive equipment (e.g., medical devices, high-performance computing systems) must have dedicated technical support and/or active service agreements to ensure continuous availability.

5) Safety, Training, and Operating Standards

- a. Users must complete safety and operational training before using specialized or hazardous equipment (e.g., engineering tools, chemical lab devices, medical instruments).
- b. AAUP enforces strict adherence to occupational health and safety guidelines, including personal protective equipment (PPE) requirements.
- c. Equipment posing safety risks must not be used until inspected and cleared by authorized personnel.
- d. Emergency procedures must be clearly displayed in laboratories, workshops, and specialized facilities.

6) Storage, Security, and Environmental Protection

- a. All equipment must be stored in secure, environmentally suitable conditions to prevent deterioration or damage.
- b. Sensitive equipment (e.g., biological, biomedical, ICT systems) must be protected against humidity, temperature fluctuations, or electromagnetic risks.
- c. AAUP enforces physical security measures, including locked storage, surveillance, access logs, and user-level permission controls where applicable.

7) Disposal, Replacement, and Decommissioning

- a. Obsolete, damaged, or non-functional equipment must be evaluated by a technical committee to determine whether repair, replacement, or disposal is required.
- b. Disposal procedures must follow environmental and regulatory guidelines, including electronic waste management protocols where applicable, prioritizing recycling and safe waste management.
- c. Decommissioned equipment must be removed from the Asset Management System following the official approval process.
- d. Valuable spare parts or components must be recovered and reused when feasible.

8) Accountability, Documentation, and Audit

- a. AAUP enforces strict accountability for equipment loss, damage, or unauthorized disposal.
- b. Custodians must maintain accurate documentation of equipment status, location, and usage.
- c. The Fixed Assets Division performs periodic reviews to ensure compliance with asset management regulations.
- d. Any deviations or violations will be addressed according to university accountability and disciplinary procedures.

Implementation and Compliance

To ensure the effective implementation of this policy, AAUP will:

- 1) Assign responsible units, including the Procurement Department, Engineering and Maintenance Department, IT Departments, Warehouses Department, and Laboratory Management Units, to oversee and enforce this policy.
- 2) Develop clear procedures and guidelines governing procurement, installation, inventory, use, maintenance, and disposal of equipment and devices.
- 3) Provide training and awareness programs for faculty, staff, and students on proper equipment usage, safety protocols, and custodial responsibilities.
- 4) Allocate necessary resources for maintenance, safety compliance, and sustainable equipment management.
- 15) Conduct periodic reviews and assessments to ensure compliance with this policy and identify opportunities for improvement.

Measures

The following measures (indicators) can be used to assess the effectiveness and utilization of this policy:

- 1) Asset Registration Rate: Percentage of equipment and devices registered and tagged in the Asset Management System.
- 2) Maintenance Compliance: Number of maintenance activities completed versus scheduled.
- 3) Assets Accuracy: Results of annual assets audits and discrepancy reports.
- 4) Equipment Uptime: Percentage of critical equipment operating without interruption.

5) Safety Compliance Rate: Number of safety incidents linked to equipment usage relative to total usage.

Policy Ownership and Stakeholder(s)	
Policy Owner	Vice President for Administrative & Financial Affairs
Other Stakeholder(s)	Procurement Department, Engineering & Maintenance Department, PA for Information Technology, VP for Academic Affairs, Deans of Faculties, Laboratory Supervisors, Warehouses Department