1. Purpose

1.1 Properly developed policies, procedures and guidelines represent the bedrock of shared governance, and determine the extent to which due process is followed, ensure transparency and consistency of the decision making process, and define the perimeters of proper conduct in all university transactions.

1.2 The presence of a systematic process to develop, modify and approve new policies, procedures and guidelines ensures the coherency of the document and its congruency with university regulations, other existing policies, and Saudi laws.

2. Definitions

2.1 **A policy** is a written statement of rule that has general applicability to all members of the University community. It also regulates certain actions or university activities and promotes equity and transparency.

2.2 **A procedure** details the steps to be carried out, the persons in charge, and the timeline for implementing a policy.

2.3 **A guideline** is a statement or other explanation sets standards or determines a course of action.

2.4 **A template** is a standard document, which has a specific layout, structure and settings.

2.5 **A form** is an instance of template.

2.6 **Accessibility level:** There are three categories that will specify how policies will be communicated and published:

A. Those available to the general public.

B. Those that are purely internal and can only be accessed from within the University.

C. Departmental operating manuals that are only restricted within the department.

3. Policy

3.1 Any unit/department/dean can initiated, developed or amended policies.

3.2 Stakeholders should be consulted for initiate appending developed or amended.

3.3 Policies should be reviewed at most every 3 years.

3.4 Policies in case of amendments should follow a formal approval process based on the University rules and regulation, MOE and laws and regulations of the Kingdome of Saudi Arabia.

3.5 For each policy / procedure / guideline / form should be a document complied with the QAC templates.

3.6 It is the responsibility of each FBSU students, faculty and staff members to familiarize themselves with policies and procedures relevant to their area of work, and to adhere to its contents.

4. Related Documents

    4.1   AD-500-P1 Developing and Reviewing Policies and Procedures Procedure

    4.2   AD-500-G1 Numbering a Policy Guideline

    4.3   AD-500-T1 Policy Template

    4.4   AD-500-T2 Procedure Template

    4.5   AD-500-T3 Guideline Template