To: Honorable University President
Subject: Policy

Greetings and Respects,

Attached to our letter, we are sending you a copy of the **Policy for the Preparation and Development of Policies** for your review. Please notify us upon its approval.

Asst. Prof. Dr. Rizgar Saeed Hussein
Head of the Strategic Plan Implementation Committee

Regulations or **Policy Name:** Policy for the Preparation and Development of Policies
Committee: Strategic Plan Implementation Assurance Committee
Steering Committee for Strategic Plan (SCSP)

Relevant Offices: DQA, SUPO
Regulations or Policy Reference Number: 5
Version Number: 6
Version Date:
Primary Publication Date:

Email: su.supo@soran.edu.iq
Website: supo.soran.edu

Purpose of the Policy
This policy has been formulated to create a framework for preparing and developing policies at Soran University. It defines the procedures for drafting, reviewing, and amending policies, ensuring they are clear, appropriate, and aligned with the university's goals and values. The main objective of this policy is to establish the necessary principles and guidelines regarding the policy drafting process, promote transparency and accountability, and foster effective communication among relevant stakeholders.

Responsible Office
The Strategic Planning Office and the Steering Committee for Strategic Plan (SCSP) are responsible for maintaining and amending this policy. The responsible office actively manages operations, ensuring compliance and resolving issues related to this policy.

Executive Officer
Office of the Steering Committee for Strategic Plan (SCSP).

Policy History
Approval Date:
Revision Date:

Scope of Policy Application
This policy applies to all administrative and academic units, academic staff, and other personnel within the university who are involved in drafting, developing, implementing, and adhering to university policies. In other words, it applies university-wide and ensures that a standard and proper procedure is adopted when dealing with policies at different levels and stages across the university.

Framework of the Policy
The Policy for the Preparation and Development of University Policies sets out the necessary guidelines and principles for drafting, approving, implementing, and managing policies at Soran University. Furthermore, it clearly outlines all expectations and responsibilities falling upon the stakeholders involved in the drafting and preparation phases, ensuring transparency, accountability, and alignment with the university's mission and values.

Definitions

Policy: An official document containing all rules, guidelines, and procedures established by the university to govern management, operations, and transactions within the university.

SCSP: Steering Committee for Strategic Plan.

Stakeholders: Individuals, departments, and units within the university that are relevant to or involved in the development and implementation of university policies.

Phases of Policy Drafting and Preparation: The stages a policy passes through, from identifying the need to drafting, approval, implementation, monitoring, and review.

Policy Details

The Policy for the Preparation and Development of University Policies specifies the (A following guidelines and principles:

1. The need for a new policy or the revision of an existing policy must be clearly identified based on internal needs, changes in regulations, or feedback and suggestions from stakeholders.
2. The involvement of stakeholders, including the Steering Committee for Strategic Plan (SCSP) and the Strategic Planning Office, in the preparation and development process.
3. The use of designated policy templates and forms when proposing and submitting a draft for any policy.
4. Ensuring that during the drafting stage of any policy, thorough research is conducted, detailed information is collected, and necessary consultations are held with stakeholders.
5. Sharing draft policies with the Steering Committee for Strategic Plan (SCSP) for general review, as well as addressing any comments and corrections suggested.
6. Submitting revised policies to the Steering Committee for Strategic Plan (SCSP) for re-review, and subsequently submitting them to the University Council for final approval.
7. Maintaining an accessible record of the policy's history, including version number, author, approvals, and amendments.
8. Conducting a biennial (every two years) evaluation of all Soran University policies to determine their level of use and implementation. Feedback from units, departments, and stakeholders must be collected and used to enrich the policies.

B) The Policy for the Preparation and Development of University Policies outlines the following steps and actions:

1. **Identifying the Need for a Policy:**

- University units or the University Policy Office identify the need for a new policy or a review of an existing one.

-Proposals for new policy drafts must be submitted using the designated form ("Policy Proposal Form") via the University Policy Office website or via email to the SCSP Office (strategicplanning@soran.edu.iq).

2. **Drafting the Policy:**

-Policies specific to a Faculty/Department must use the assigned template designated for them. Policies relevant only to specific units and departments apply solely to those areas. Conversely, policies affecting the entire institution will be drafted by a dedicated drafting team to prepare the final draft, as these apply university-wide.

-Draft policies are sent to the SCSP Office for review.

3. **Review and Feedback:**

-The SCSP Office reviews policy drafts and provides comments and recommendations.

4. **Policy Approval by SCSP:**

-The Steering Committee for Strategic Plan (SCSP) reviews and approves the policies, then forwards them to the Institutional Effectiveness Committee for further review and approval.

5. **Approval by the University Council:**

-The University Council reviews the policies and approves them after verifying their alignment with the university's goals.

6. **Implementation and Publication:**

-The SCSP Office publishes approved policies according to established procedures and takes necessary steps for implementation and enforcement.
-Policies are distributed to all relevant stakeholders.

7. Approved policies will undergo periodic review cycles based on regulatory changes, internal needs, or feedback and suggestions from stakeholders.

Policy Disclaimer Statement

Any deviation from or violation of this policy will be handled in accordance with the State and Public Sector Discipline Law No. 14 of 1991 (as amended).

For inquiries or special approval requests to SUPO, please contact via email:

su.supo@soran.edu.iq

Appendices

English Translation

Arabic Translation