

KIMEP Academic Council (KAC)
Proposed Framework-Bylaws
April 21, 2009

KIMEP Academic Council

Authority

The establishment of the KIMEP Academic Council (KAC) is authorized by the General Meeting of the Share Holders (2009) at the recommendations of the Board of Trustees of KIMEP (2009). The KAC shall have the necessary powers vested in it by the Charter of KIMEP (amended and approved by the Ministry of Justice, RPK, 2009) to perform its duties, achieve the academic objectives and purposes of the Institute, and to make such reasonable academic policies for the education of its students .

Purpose:

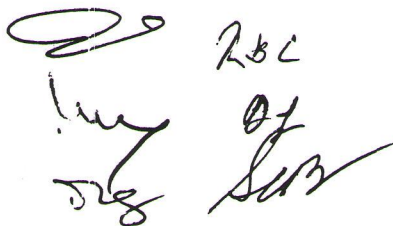
The KIMEP Academic Council (KAC) is a decision making body that sets policies related to curriculum, teaching and academic issues. The KAC assumes oversight responsibilities relating to the university's total curriculum, faculty policies, and academic policies. The KAC reports directly to the President of the University (or to the person in authority in the President's absence.)

Powers of the KIMEP Academic Council

1. Review existing academic programs (Relevance to Mission, Learning Objectives, Content, Assessment, and Modes of Delivery).
2. Direct the Office of Academic Affairs to implement modifications to the existing academic programs.
3. Develop and propose new academic programs for consideration by the Board of Trustees.
4. Approve modifications of existing academic programs.
5. Approve degree candidates.
6. Approve Honorary degrees.
7. Develop and Approve the Academic Calendar.
8. Develop and Approve the Faculty Code of Practice.
9. Develop and Approve the KIMEP Catalog.
10. Develop and Approve Admission Policies.
11. Develop and Approve Financial Aid Policies.
12. Bring academic concerns to the attention of the Office of Academic Affairs.
13. Advise the KIMEP Executive Committee on budgetary matters.

Composition of KIMEP Academic Council

The Council shall be composed of faculty members and academic administrators. At least 51% of the total number of its members shall be faculty members elected by academic units/colleges. Representatives from the academic units shall be elected by secret ballot at a general meeting of the faculty members of each unit. The candidates may self nominate. For academics units with more than one council member, at least one member must hold a professorial rank and one member must be selected from the lecturer ranks. Candidates must have at least one year of

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employment at KIMEP in order to be eligible to serve on the council. Upon formation, half of the members will be elected for one year terms and the other half for two year terms. Thereafter all terms shall be for two years. If a representative serving on KAC leaves the university before his/her term expires, the college will elect a new representative to serve out the term. If a representative from the lecturer ranks is promoted to a professorial rank during his/her term of service the representative may complete the term of service.

Elected Voting members (8)

The following unit(s) shall have 3 (three) representatives on the council:

- Bang College of Business

The following unit(s) shall have 2 (two) representatives, each on the council:

- College of Social Sciences
- Language Center

The following unit(s) shall have 1 (one) representatives on the council:

- General Education.

Elected members shall be selected in April of each year. In early April the Dean or Director of each academic unit shall solicit nominations for open seats on the Academic Council. Elections shall be held in a general faculty meeting according to the guidelines established by each college or academic unit. The term of office begins the first day of class for the following fall semester. Candidates must meet the eligibility requirements by the first day of the term of office. Terms of service end the day before the first day of class, one or two years later. Council members are eligible for reelection.

Appointed Voting members (4)

A representative from each of the following divisions shall be appointed by the division administrator for a term of one year. Appointees must have at least one year of employment at KIMEP and must hold a position within the unit represented. If a representative changes jobs before his/her term expires and therefore no longer works within the unit, then a new representative will be appointed to serve out the term.

The following unit(s) shall have 1 (one) voting representatives each on the council:

- College of Continuing Education
- International Relations Office
- Office of Enrollment Management

The Student Government Association shall appoint one voting student representative for a term of one year. The representative must have completed 30 credits of coursework at KIMEP and must be in good academic standing. If the student does not enroll or is no longer in good standing then a new representative shall be appointed to serve out the term.

Appointed members shall be appointed in December of each year. The term of office begins the first day of class for the following spring semester. Candidates must meet the eligibility requirements by the first day of the term of office. Terms of service end the day before the first day of class, one year later. Council members can be reappointed to additional terms.

Total voting members: 12

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Ex-Officio without voting right:

Vice President of Academic Affairs
Associate Vice President of Academic affairs
Dean of BCB
Dean of CSS
Dean of CBE
Dean of the School of General education
Director of the Language Center
Dean of EM.

Bylaws:

A : Officers of the Council

- (1) **Chair of the Council** : The Chair shall be elected a by simple majority vote of the voting members present at the first meeting of the Council in fall semester. The Chair shall serve for a term of one year after which an election shall be held to elect a chair. The Chair shall be eligible for reelection for any number of terms.

The Chairperson shall organize and supervise the meeting. In the case of absence of the Chairperson, his/her functions shall be held by the Vice Chairperson. In the case of both are absent or unable to perform their duties, one of the Council members , upon nomination by the Council members, shall carry out the function of the Chairperson.

- (2) **Vice Chair of the Council:** The Vice Chair shall be elected following the same procedure as the election of the Chair. The Vice Chair shall serve as chair of the Council in absence of the Chair. The Vice Chair shall assume the role of parliamentarian

B. Secretary of the Council : A secretary shall be assigned to keep minutes and records of the proceedings of the Academic Council. The secretary need not be a member of the council.

© Frequency of Meeting

At the first meeting in each semester the members should agree on a meeting time and day that would allow all members to attend. The Academic Council shall meet once a month . Additional meetings can be called as necessary. Agenda items for each meeting should be distributed far enough in advance to allow members to be prepared for each meeting.

(d) Quorum

A quorum of the meeting of the Council shall be not less than two-third of the total number of voting members of the Council. Decisions of the Council shall be adopted by simple majority of votes of the voting members present at the meeting

(e) Standing committees of the Academic Council:

The Academic Council may have the following standing committees:

- (1) Doctoral Committee
- (2) Research and Development Committee
- (3) Curriculum Committee
- (4) Admissions Committee

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Dr. [Signature]

- (5) Faculty Quality Committee
- (6) Academic Budgets

The KAC may add additional Standing Committees as deemed necessary. The size and composition of each Standing Committee is determined by the KAC. Membership can be drawn from Council membership, and from faculty, staff and/or students outside the Council membership. However, each Standing Committee must have at least one member of the KAC who will serve as a non-voting chair of the Standing Committee. Assignments to Standing Committees should follow the interests and desires of the KAC members where possible.

(f) Initiatives and Agenda Items

Initiatives can be submitted to the Office of the VPAA or can be proposed during a Council meeting. The chair of KAC then determines whether to bring an initiative directly to the council for discussion or whether to direct the initiative to a committee for review. When referred to a committee the committee shall meet as necessary to evaluate the initiative. When the committee has reached a disposition, the chair of the committee shall report the recommendations to the KAC for consideration.

Developed by:

- Dr Cindy Boyd, Professor of Accounting *C. Boyd*
- Dr Richard Cogan, Professor of Management *R. Cogan*
- Dr John Dixon, Professor of Public administration *J. Dixon*
- Dr David Landis, Associate Professor of English *David Landis*
- Dr John Knarr, Assistant Professor of Management *J. Knarr*
- Dr Dana Stevens, VPAA & Associate Professor of Finance *D. Stevens*

Recommended to the President by:

- Dr M. H. Rahman, Ex VP *M. H. Rahman*
- Dr Dana Stevens, VPAA *D. Stevens*

Approved by the President:

Reviewed by:

- Dr. Win Thompson, Member BOT
- Dr. Hartmut Fischer, member BOT.

Dr. Chan Young Bang
Date:

*Approved by
Chan Young Bang
April 25, 2009*