



COLLEGE UBT

ADMINISTRATIVE AND BUDGETARY SUPPORT POLICY

Article 1: Purpose

This policy ensures that the program has adequate **administrative staff** and **budgetary resources** to support its operations and growth. The policy outlines the procedures for the review and allocation of resources necessary for the efficient running of the program.

Article 2: Staffing Requirements

The program is required to maintain a minimum number of administrative staff based on the program's size and complexity. The staffing requirements will be reviewed annually by the **Program Director** and the **Faculty Council** to ensure that administrative support meets the program's needs.

Article 3: Staff Evaluation

The performance of administrative staff will be evaluated annually based on criteria such as **efficiency, responsiveness, and support to faculty and students**. The evaluations are conducted by the **Dean's Office**, with input from faculty and students.

Article 4 Training and Development

Administrative staff will receive continuous professional development opportunities to enhance their skills in **academic support, student services, and budget management**.

Article 5 Budget Allocation

The program will receive an annual budget based on the projected costs of running the program, including faculty salaries, resources, software, and facility maintenance. The budget will be approved by the **Finance Department** in collaboration with the **Program Director**.

Article 6 Budget Review Process

An annual budget review will be conducted to assess the program's financial health and to identify areas for cost-saving or increased investment. This review will be submitted to the **Finance Committee** for approval.

Article 7 Contingency Funds

The program will maintain a contingency fund to handle unforeseen expenses such as equipment repairs or emergency staffing needs. The use of this fund will be subject to approval by the **Program Director** and the **Dean**.

Policy Review and Updates

Article 8 Annual Review

This policy will be reviewed annually by the **Program Director** and the **Faculty Council** to ensure its effectiveness in providing administrative and budgetary support. Changes to the policy will be approved by the **Dean's Office**.

Article 9 Stakeholder Involvement

Input from faculty, administrative staff, and students will be sought during the review process to ensure that the policy reflects the needs of all stakeholders involved in the program.

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Prof. Dr. Edmond Hajrizi, Rector