

	INSTITUTE DIRECTOR Job Description	Document No:	AK-GT.007
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The Institute Director manages the Institute in harmony and in accordance with applicable laws and regulations.

MAIN RESPONSIBILITIES

1. To chair the institute boards, implement the decisions of the institute boards, and ensure the regular operation of the institute units,
2. To submit a report to the Rector on the general status and functioning of the institute at the end of each academic year and whenever requested,
3. To notify the Rectorate of the institute’s budgetary and staffing needs together with their justifications, and to submit proposals regarding the institute budget to the Rectorate after obtaining the opinion of the Institute Administrative Board,
4. To maintain overall supervision and oversight of the institute units and personnel at all levels,
5. To ensure the efficient and rational utilization of the educational capacity of the institute and its affiliated units,
6. To submit a report on the institute’s academic activities to the Rectorate at the end of each academic term,
7. To ensure that educational and instructional activities are carried out in an orderly and effective manner,
8. To perform other duties assigned by the relevant Laws, Statutes, and Regulations,
9. To carry out all duties and responsibilities in accordance with information security objectives, policies, and information security management system documentation,
10. To be knowledgeable about and comply with CAU regulations and directives,
11. The Institute Director is primarily responsible to the Rector for ensuring the rational use and development of the institute’s educational capacity; taking necessary security measures when required; providing students with the necessary social services; ensuring the orderly conduct of educational, scientific research, and publication activities; supervising and monitoring all activities; carrying out follow-up and control procedures; and ensuring that the intended outcomes are achieved.
12. The Institute Director is accountable to the Rector.

Prepared By	Reviewed By	Approved By
Strategy and Quality Development Directorate	Secretary General	Rector
Signature	Signature	Signature