



Georgian American University, LLC

**Strategic Development Office
Regulation**

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1. General Regulations

- 1.1. This Regulation defines the authority, accountability and regulatory issues of the Strategic Development Office (hereinafter referred to as the “Office”) of the Georgian American University LLC. (hereinafter referred to as the “University”).
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Senior Vice President of the University.

2. Aim of the Office

- 1.5. The University Strategic Development Office provides the means necessary to achieve the University's long-term and short-term action goals, guides, coordination and facilitation for the implementation of the strategic planning process.

3. Office Functions

The functions of the University Strategic Development Office are:

- 1.6. Participation in defining the University's strategic planning methodology;
- 1.7. Coordinating the process of developing strategic and action plans of the University;
- 1.8. Promoting the development of strategic and action plans of the University;
- 1.9. Ensuring stakeholder involvement in the University's strategic planning and development process;
- 1.10. Ensuring transparency in the planning and implementation of the University Strategic Development Process;
- 1.11. Coordinating the cooperation of the structural units of the University for the strategic development of the University;
- 1.12. Coordination with the Quality Assurance Office in the process of monitoring the implementation of the strategic plan;
- 1.13. Development of proposals for the introduction of modern methods and technologies of university management;
- 1.14. Development of mechanisms for monitoring and evaluating the effectiveness of university management and submit it to the President of the University for approval;
- 1.15. Conducting research to increase the efficiency and effectiveness of the University;
- 1.16. Preparation of data, reports, proposals and other materials at the request of relevant persons and structures of the University, and, if necessary, their analysis;

- 1.17. Analyze your own activities related to the issues within the competence, develop recommendations for improving the quality and efficiency of the activities;
- 1.18. Carrying out other activities provided by the University regulations and internal acts for the purposes of the Office.

4. Office Structure

- 1.19. The office consists of the head of the office - the head and the manager/managers;
- 1.20. The head of the office and the manager are appointed by the president of the university upon the nomination of the Senior Vice President.

5. Head of Office

- 1.21. The Head of the Strategic Development Office of the University directs and supervises the activities of the Office. He is responsible for the full and proper implementation of the functions of the Office.
- 1.22. Head of the University Strategic Development Office:
 - 1.22.1. Participates in defining the strategic planning methodology of the University;
 - 1.22.2. Coordinates the process of developing strategic and action plans of the University;
 - 1.22.3. Develops a document defining the mechanisms for monitoring the management efficiency of the University and the evaluation system and submits it to the President of the University for approval;
 - 1.22.4. Develops proposals for the introduction of modern management methods and technologies at the University;
 - 1.22.5. Actively cooperates with the University Quality Assurance Office in the process of monitoring the implementation of the strategic plan;
 - 1.22.6. Gives assignments and instructions to the employee/employees of the office, if necessary divides the duties among them;
 - 1.22.7. Exercises control over the proper performance of official duties and observance of discipline by the employee/employees of the Office;
 - 1.22.8. Signs and endorses the documents prepared in the office, as well as is responsible for the quality and accuracy of their execution;
 - 1.22.9. Prepares responses to incoming correspondence;
 - 1.22.10. Participates in the discussion for the candidatures of the persons to be appointed within the scope of his/her competence;
 - 1.22.11. Petitions to the Senior Vice President of the University for the allocation of material and technical means necessary for the functioning of the Office;
 - 1.22.12. Coordinates the office relationship with other structural units of the University;

- 1.22.13. Submits proposals to the Senior Vice President of the University on the structure of the office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and their professional development;
- 1.22.14. Presents the annual report on the activities of the office to the Senior Vice President of the university.
- 1.22.15. Within the scope of his/her competence, he/she performs the duties of the University President and the Senior Vice President.
- 1.23. In case of absence of the Head of the Office and/or temporary inability to perform his/her duties, one of the employees of the Office shall perform his/her duties on the basis of the order of the Senior Vice President of the University.

6. Office Manager

- 1.24. The office manager:
 - 1.24.1. Ensures the involvement of stakeholders in the strategic planning and development process of the University;
 - 1.24.2. Participates in defining the strategic planning methodology of the University;
 - 1.24.3. Plans and conducts research to evaluate and develop the effectiveness and efficiency of the University;
 - 1.24.4. Organizes the activities to be carried out within the framework of the strategic planning process of the University;
 - 1.24.5. Carries out the tasks and instructions of the head of the office according to the goals of the office.
- 1.25. By order of the President of the University or by employment contract on the appointment of staff, it is possible, if necessary, to provide for functions or obligations different from the functions specified in this Article.
- 1.26. The manager is accountable to the head of the office.

7. Conclusive Regulations

Approval of the regulations of the office, as well as any changes and additions are carried out by the order of the President of the University.