



PHOENICIA UNIVERSITY

**Executive Governance & Compliance
Committee Policy**

Executive Governance & Compliance Committee Policy

Table of Content

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Executive Governance & Compliance Committee Policy	2
Table of Content	2
I. Purpose.....	3
II. Scope	3
III. Accountability	3
IV. Policy Statement.....	3
V. Mission	3
VI. Vision	4
VII. Governance Principles	4
VIII. Composition.....	4
IX. Authority and Responsibilities	4
1. Executive Governance & Compliance Committee Responsibilities	4
2. Chair Responsibilities	6
3. Secretary of the EGCC Responsibilities	6
X. Stakeholder Engagement	6
XI. Ethical Standards and Conflict of Interest.....	6
XII. Meeting Procedures.....	6
XIII. Documentation and Transparency	6
XIV. Monitoring and Review	6
XV. Compliance	7

I. Purpose

This policy defines the structure, authority, responsibilities, and procedures of the Executive Governance & Compliance Committee (EGCC) to support transparent, accountable, and compliant governance within Phoenicia University.

II. Scope

This policy applies to:

- The Executive Governance & Compliance Committee (EGCC)
- University executive leadership
- Academic and administrative units under the oversight of the EGCC

III. Accountability

The PU EGCC operates under a clear accountability framework to ensure effective governance, oversight, and operational management of its programs and resources.

Accountable/Responsible Officer	Role
Accountable Officers	President
Responsible Officer	Secretary of the EGCC

IV. Policy Statement

The Executive Governance & Compliance Committee (EGCC) is the university's main governance body, responsible for ensuring that policies, programs, and operations comply with institutional rules and standards. It reviews recommendations from the Board of Deans (BOD) and academic units, oversees the execution of BOD and Quality Assurance Authority (QAA) decisions, and ensures consistent, effective implementation.

V. Mission

The mission of the Executive Governance & Compliance Committee (EGCC) is to ensure transparent, accountable, and evidence-based governance across Phoenicia University by overseeing academic, administrative, and compliance operations, and by adhering to institutional policies, regulations, and strategic priorities.

VI. Vision

The vision of the EGCC is to be a model of exemplary university governance, promoting integrity, and continuous improvement in all institutional operations to advance the academic, administrative, and research missions of Phoenicia University.

VII. Governance Principles

The Executive Governance & Compliance Committee (EGCC) shall operate according to the following principles:

Transparency: Decisions, policies, and performance information shall be clearly documented and communicated.

Accountability: Roles, responsibilities, and reporting lines shall be clearly defined and monitored.

Compliance: All actions shall align with legal, regulatory, accreditation, and governance requirements.

Stakeholder Engagement: Relevant internal and external stakeholders shall be included in decision-making as appropriate.

Evidence-Based Decisions: Decisions shall be based on verified data and formal reports.

Continuous Improvement: Governance processes and outcomes shall be regularly reviewed and improved.

VIII. Composition

The EGCC shall consist of: the President/Chancellor (Chair), Director of Quality Assurance, Legal Counsel (non-voting), Senior Finance Officer, 1 Dean, Director of Research and Advancement Center (rotating), and the Secretary of EGCC.

IX. Authority and Responsibilities

1. Executive Governance & Compliance Committee Responsibilities

The Executive Governance & Compliance Committee serves as the university's highest governance authority to ensure that all academic and administrative programs comply with approved policies and procedures. It considers and acts on recommendations from the BOD, academic units, and staff, and oversees the effective implementation of decisions issued by both the BOD and the QAA across all relevant units.

Specifically, the EGCC is responsible for:

i. Academic Programs and Policies

- Review and act on recommendations from BOD and academic units regarding new programs and changes to existing programs.
- Oversee the execution of decisions and directives issued by the BOD and QAA, ensuring alignment with institutional policies and quality standards.
- Approve the institution's mission/statement of purpose and major institutional policies.

ii. Institutional Coordination and Governance

- Coordinate among academic units and BOD to support policy development and prevent duplication of efforts.
- Serve as the appeals body for disputes involving academic units, the Board of Deans, students, faculty, and staff, including student disciplinary cases that may result in suspension or expulsion.
- Develop and maintain the institutional organizational structure, ensuring clear reporting lines and defined relationships among units and offices.

iii. Strategic Planning

- Translating the approved institutional strategic plan into operational action plans.
- Ensuring alignment between:
 - Academic planning
 - Administrative planning
 - Financial planning
- Communicating strategic priorities to faculties and units.
- Develop long-range plans, objectives, and projections—including budget guidelines—in coordination with relevant units.
- Periodically review long-range plans and introduce corrective measures as needed.

iv. Compliance, Risk Management, and Quality Assurance

- Monitor institutional performance using defined key performance indicators (KPIs).
- Review academic, research, administrative, and compliance reports.
- Oversee risk management and internal control systems.
- Ensure compliance with accreditation requirements and governance standards.
- Ensure that all decisions and recommendations from the BOD and QAA are implemented effectively, tracking execution and taking corrective action if needed.

2. Chair Responsibilities

The Chair of the Executive Governance & Compliance Committee is responsible for leading meetings, setting agendas, and ensuring that decisions are accurately recorded and communicated.

3. Secretary of the EGCC Responsibilities

The Secretary of the Executive Governance & Compliance Committee is responsible for preparing meeting materials, maintaining records of proceedings, and ensuring access to governance documents.

X. Stakeholder Engagement

The Executive Governance & Compliance Committee shall ensure mechanisms for engaging faculty, staff, and students, including consultation during major policy changes and annual stakeholder meetings or reports as required by institutional regulations.

XI. Ethical Standards and Conflict of Interest

All members of the Executive Governance & Compliance Committee shall adhere to institutional ethical standards, submit annual conflict-of-interest declarations, and abstain from decisions where a conflict exists. All proceedings shall maintain confidentiality and integrity.

XII. Meeting Procedures

The Committee shall meet regularly, at least six times per year, and convene additional meetings as required. Decisions shall be made by majority vote, with a quorum of two-thirds of voting members. Meeting records shall be maintained and approved at subsequent meetings.

XIII. Documentation and Transparency

The Committee shall ensure that governance structures, policies, and responsibilities are published, and that annual reports, strategic plans, and other relevant documents are accessible to stakeholders. All records, including minutes and decisions, shall be securely archived.

XIV. Monitoring and Review

This policy should be reviewed every two years or as required by regulatory or accreditation changes. External governance reviews may be commissioned as part of continuous improvement practices.

XV. Compliance

All academic and administrative units shall implement decisions approved by the BOD and policies issued by the QAA. Oversight of compliance is carried out by the EGCC, which monitors implementation and ensures adherence to institutional requirements. Any cases of non-compliance shall be addressed in accordance with established institutional procedures.



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