

Mohamed bin Zayed University of Artificial Intelligence

Curriculum Committee Charter

January 2025

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Version No: 2.00		Effective Date: 18 June 2025

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APPROVALS		
Initiated by: Committee Chair	Date 23 January 2025	Signature: Curriculum Committee Meeting Minutes
Approved by: President	Date 18 June 2025	Signature: Email approval

REVISION CONTROL			
REVISION NO.	DATE	DESCRIPTION	COMMENTS
1	June 2023	Initial version	-
2.	January 2024	Updated	Update membership and email approval process

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1. PURPOSE

The purpose of the Curriculum Committee is to focus on course and program improvement. Responsible for continuous curriculum development using feedback from all relevant stakeholders and ensuring enhanced student pedagogical outcomes.

2. MEMBERSHIP

Position	Role
Provost	Chair
Sr Director of Academic Affairs	Deputy Chair
Sr Director Graduate Student Affairs	Member
Department Program Chairs	Members
The Registrar	Member
Head of Institutional Effectiveness and Quality Assurance	Secretary

2.1 When the Committee Chair is unable to attend, the Deputy Chair is authorized to lead meetings of the Committee and otherwise fulfill the role of the Chair.

2.2 The members of the Committee are authorized to appoint designees to serve in their place when they are unable to attend individual meetings or as continuing members for a specified period. Email notification to the Secretary of the Committee constitutes sufficient notification of such a designation.

3. KEY RESPONSIBILITIES

3.1. Maintain academic-related policies and procedures, including, but not limited to, the definition and maintenance of academic standards, teaching and learning,

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examinations and assessment, program development and review, and innovations in educational practice.

- 3.2. Evaluate and recommend university specializations and study programs.
- 3.3. Evaluate, recommend, and approve curricula and courses.
- 3.4. Monitor the curriculum's level, breadth, and effectiveness and propose changes where necessary.
- 3.5. Monitor the effectiveness of the MBZUAI's educational programs and quality of teaching.
- 3.6. Evaluate proposals for new academic programs, information from periodic academic program reviews and accreditation processes, and proposals for discontinuing any academic programs and provide recommendations.
- 3.7. Perform other activities consistent with its mandate and aligned with related governing laws and regulations as the Committee deems necessary or appropriate.

4. MEETING FREQUENCY

- 4.1. The Curriculum Committee meets whenever called by the Chair or Deputy, but at least twice a semester.

5. APPROVAL OF SPECIFIC ACTIONS

- 5.1 Actions requiring approval by the Committee shall be by majority vote and will ordinarily occur during a formal meeting.
- 5.2 Subsequent to the Committee discussion, the Committee may identify specific action items to be edited, reviewed, and approved via email after editing;
 - 5.2.1 In such cases, the Committee Secretary will circulate the final draft via email for review within three (3) business days.
 - 5.2.2 If two or more members object to the draft for any reason, the decision is tabled pending further review.
 - 5.2.3 Otherwise, the draft decision is formally approved -regardless of the number of supporting emails received.

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6. REVIEW

- 6.1. The Curriculum Committee will review the Committee's functioning and this Charter annually.
- 6.2. Any proposed adjustments will be presented to the President for approval.

7. RELATED DOCUMENTS

Section	Related Document(s)
All	MBZUAI Governance Framework Minutes of Meeting Template Committee Self-Evaluation Survey Conflict of Interest Template Decision Form Template