Staff Assembly
Effective as of: 12.08.2025

American University of Armenia
Policy for Publication
Policy Number: HUMR20250001

Purpose:
The purpose of this policy is to establish a formal framework for staff participation in university governance, ensuring transparent communication, staff representation, and a collaborative working environment at AUA. This policy supports staff engagement in decision-making, encourages inclusive dialogue, and promotes the welfare and professional development of AUA staff.

Scope:
This policy applies to all non-faculty full-time staff members at AUA who have completed at least one year of employment.

The Staff Assembly has an advisory function to the University administration

The Staff Assembly may decide to communicate its internal decisions to the Executive Team (ET) as recommendations for consideration.

Policy Statement:

1. **Staff Representation:** Staff shall have the opportunity to elect representatives to the Staff Assembly, which serves as the advisory body to the University administration on staff-related matters.
2. **Transparency and Communication:** The Staff Assembly shall regularly communicate its activities, internal decisions, and meeting outcomes to all staff through official channels, including email and the AUA Intranet.
3. **Meetings and Decision-Making:** The Staff Assembly shall hold regular and special meetings to deliberate on staff concerns, provide recommendations to the administration, and foster community engagement. Internal decisions shall be made through consensus or majority vote as outlined in the Staff Assembly Bylaws.
4. **Committees and Initiatives:** Standing or ad hoc committees may be established by the Staff Assembly to address specific staff-related issues or initiatives.
5. **Policy Alignment:** This policy shall be implemented and interpreted in alignment with the AUA Staff Assembly Bylaws, which define the composition, duties, election process, and governance procedures of the Staff Assembly.

Responsibility:
The Staff Assembly Chair, Vice Chair, and Secretary are responsible for ensuring compliance with this policy, maintaining records, and facilitating communication between staff and the University administration.

Related Documents

AUA Staff Assembly Bylaws