

Kazakhstan Institute of Management, Economics and Strategic Research (KIMEP)

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Establishment

The Joint Stock Company Kazakhstan Institute of Management, Economics and Strategic Research (herein after called KIMEP) was established in June 2004 in accordance with the decree of the President of the Republic of Kazakhstan (2003 # 1178). It is a successor to the non-commercial state educational institution "Kazakhstan Institute of Management, Economics and Strategic Research under the President of the Republic of Kazakhstan" established on January 14, 1992.

The Charter of KIMEP provides that its governing body, known legally as "The Board of Trustees /Board of Directors", is responsible for the overall directions and conduct of the Institute. The Board has the necessary powers vested in it by the Charter to perform its duties, achieve the objectives and purposes of the Institute, and make such reasonable policies for the education of its students.

Attestation and License

KIMEP academic programs are fully licensed and attested by the Ministry of Education and Science of the Republic of Kazakhstan. The last Attestation Commission from the Ministry was in April of 2008 which resulted in KIMEP being awarded five year attestation for all degree programs.

The Department of Public Administration is a member of The National Association of Schools of Public Affairs and Administration (NASPAA).

The Institution currently holds membership in the organizations such as The American Chamber of Commerce and The Informational Consortium of Kazakhstani Libraries.

KIMEP Organization

For educational administration and instructional purposes, KIMEP is organized into colleges and service units. As of 2010-2011, KIMEP has six academic colleges and auxiliary units such as: the Bang College of Business, the College of Social Sciences, the College of Continuing Education, the School of General Education, the School of Law, the Language Center and the Computer Information Systems Center, Enrollment Management, Support Services Division, KIMEP Advising and Internship Center, Library, International Relations, Department of Institutional Research and Quality Assurance, Department of Corporate Development and Alumni Association, Marketing, Communication and PR, Student Affairs and other administrative units.

For the purposes of administration, further educational and administrative units may be established within KIMEP upon approval of the President at the recommendation of the Executive Committee.

The alteration or abolition of such units shall be approved in a like manner. The basic organization of the educational units includes colleges, departments, schools, institutes, and centers. The President is authorized to determine the organizational pattern of the educational and administrative upon the approval of the Board. Procedures for recommending the establishment, alteration and abolition of educational units are initiated by the Executive Vice President in collaboration with Deans and Vice President of Academic Affairs (VPAA). The Executive Vice President forwards recommendations to the President on behalf of the Deans and VPAA. The President obtains the approval of Executive Committee and Board of Trustees before implementing recommendations.

There is a College Dean in each College, who is the administrative head of the College. Deans are appointed for a term as determined by the President upon the recommendation of the Executive Vice President, Vice President of Academic Affairs and Executive Committee and are eligible for reappointment. The major responsibilities of each Dean are providing active leadership in the promotion, direction and support of educational and research activities of KIMEP, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. College of Social Sciences has an Associate Dean, Departments and Chairs. Bang College of Business has programs and Associate Deans.

Administration of KIMEP

President is appointed by the Board of Trustees. Vice Presidents and other officers of the administration are appointed by the President with the concurrence of the Board of Trustees.

A. Executive Committee of KIMEP

The Executive Committee is responsible for the daily maintenance of the overall management of the activities of the JSC “KIMEP” and implementation of the decisions of the General Meeting of Shareholders and of the Board of Trustees / Board of Directors.

The Executive Committee has the right to make decisions on any issues related to the activity of the JSC “KIMEP” including financial management (particularly budget preparation), strategic planning; enrollment management (including admission strategy and policies), and elaboration of organization structure, which are not under the competence of any other body or officials of the JSC “KIMEP” in accordance with the current legislation of the Republic of Kazakhstan and the present Charter.

The members of the Executive Committee constitute the core of KIMEP administration which consists of a President; an Executive Vice-President who assumes responsibilities of the President in his/her absence or when delegated by the President, Vice President of Academic affairs; a Vice-President of Administration and Finance; a Vice President of Planning and Development; Academic Deans; a Dean of Student Affairs, a Dean of Enrollment Management, a Dean of International Relations and Summer Programs and a Director of Language Center.

B. Administration/Management: Areas of Responsibilities

The President

The President is the chief executive officer of the Institute. Appointed by the Board of Trustees, he/she chairs the Executive Committee of the Institute, the supreme internal management body of the organization. The President is responsible for:

- Ensuring the fiscal viability of KIMEP;
- Liaising with the Board of Trustees and implementing their directives;

- Setting strategic direction and ensuring the implementation of these strategies;
- Building and managing an executive team to effectively and efficiently manage the organization;
- Ensuring that adequate human resources are in place to deliver on the mission of the Institute set by the Board of Trustees;
- Labor issues, including hiring and termination of contracts;
- Representing KIMEP to external partners and stakeholders.

The Executive Vice President (EVP)

Reporting directly to the President, and on behalf of the President, the EVP is responsible for addressing the full range of KIMEP-level policy, day to day decision making and administrative issues in academic, non-academic and administrative affairs, and has KIMEP-wide responsibility for providing coordination and consultative services to all Vice Presidents and Dean of student affairs. All Vice Presidents and Dean of Student Affairs report to the EVP. The EVP assumes full executive authority in the absence of the President.

The EVP is also responsible for coordinating accreditation activities and serve as the point person for accreditation issues on behalf of the President.

On behalf of the President, the EVP represents KIMEP in a wide range of national and international, professional, political, and community settings. By interacting with the external community, as well as with state officials, the EVP helps the President to embed the institution into life of the external community and the state.

Vice President of Academic Affairs (VPAA)

Reporting to the Executive VP, the Vice President of Academic Affairs (VPAA) is responsible for overall leadership and directions for all academic programs at KIMEP. The VPAA plans and develop academic programs and support units in collaboration with deans and other academic administrators. The VPAA will advise the President and EVP on the matters of academic policy, planning and development; supervise and co-ordinate all academic administrative structures and support services; coordinate faculty hiring processes at KIMEP; develop links with national and international institutions of learning, research organization, government and non-government organizations, student's joint and exchange programs; participate in searches for institutional studies and accreditation; assist and give consultations on all necessary problems of KIMEP; represent KIMEP in all matters internally and externally under the direction of the President and Executive VP, assist in entrance and other examinations; assist in staff and budget requirements of KIMEP. VPAA functions and responsibilities include:

- Advise the President and the Executive Vice President on the matters of academic policy, planning and development;
- Furthering a vision of educational and research excellence
- Supervise and co-ordinate education/research mission across constituent colleges and support academic units
- Overseeing new program planning and development, and approval
- Supervise the preparation of operating and capital budget of academic colleges and support academic units, and submit it to the Chief Financial Officer
- Plan, coordinate and supervise faculty hiring and tenure appointments, and report to the President for final approval
- Faculty management and development in coordination with deans
- Plan and develop Research Policy
- Plan, develop and monitoring policies and procedures for academic programs and studies, and faculty code of conduct

- Providing institutional research to President's office
- Plan and develop links and collaboration with international academic and research organizations
- Supervise and coordinate Quality Assurance and Accreditation issues
- Represent KIMEP in external events and activities
- Other duties as may be assigned by the President and the Executive Vice President

Vice President of Administration and Finance (VPAF)

Reporting to Executive VP, the Vice President of Administration and Finance (VPAF) is responsible for financial and non-academic administrative affairs. The responsibilities of VPAF include: financial planning, budgeting, accounting and auditing; human resources; legal services, non-academic information technology; property management, physical planning; maintenance of buildings and grounds; operation of central utilities; construction and alteration of buildings when duly authorized; operation of non-academic support units and such other administrative matters as assigned by the Ex VP and President. The VPAF, along with the President and Ex VP is in charge of the financial accounts of the Institute.

Vice President of Planning and Development (VPPD)

Reporting to the President of KIMEP, the Vice President of Planning and Development (VPPD) is responsible for the overall administration of the President's office, institution's strategic communications, planning, developing and evaluating institutional objectives & strategies, institutional growth & financial sustainability, university relations, quality assurance and integrity of the institution. The units directly subordinated to the VPPD are the following:

- Staff of the President's Office
- Legal Office
- Quality Assurance & Institutional Research Unit
- Corporate Development
- Board of Trustees and Joint Stock Affairs

In particular, the VPPD will have the following functions:

- Oversee the day to day affairs of the President's Office;
- Identifies institutional strengths, weaknesses, threats and opportunities, and assist the President in the development of institutional strategic and goals for the growth and sustainability of the institution;
- Assist the President in the advancement of the institution in line with Board's vision and President's directives;
- Analyze budget and budget planning to optimize operational efficiency and economy;
- Advise the president and EX.VP on key planning and Policy issues affecting the operation of the entire institution;
- Working closely with academic and administrative affairs, develop and implement strategies, policies and plans for data driven institutional research, integrity and quality assurance of the whole institution;
- Develop, implement and monitor plans for corporate development, business linkages & partnership, outreach programs, fund raising and alumni relations;
- Advise the President on legal matters
- Represent KIMEP in internal and external events, government and non- government matters under the directives of the President

Associate Vice President of Academic Affairs (AVPAA)

The Associate Vice President of Academic Affairs (AVPAA) assists and works with the Vice President of Academic Affairs (VPAA) in all academic planning, policy and management issues. The AVPAA reports to the VPAA. However, the person in this position acts as the chief academic officer of KIMEP in the absence of the VPAA and report to the President. The person serves on committees as nominated by the VPAA and the President including Quality Assurance, Accreditation and Academic and Research Affairs. In particular, the responsibilities of the AVPAA include the following:

- Assist the VPAA in all day to day academic affairs of KIMEP
- Administer and monitor academic quality assurance program
- Academic budget planning
- Faculty hiring, development and retention
- Academic liaison to Colleges, Registrar and to other KIMEP community
- Accreditation, Self Study and Strategic Planning issues
- International Programs
- Supervising Summer Sessions
- Other special projects as assigned by VPAA, Executive VP and/or by the President

In absence of the VPAA, the Associate Vice President of Academic Affairs is authorized for and on behalf of KIMEP to perform such acts as normally performed by the Vice President of Academic Affairs.

Associate Vice President of Administration and Finance (AVPAF)

Reporting to the Vice President of Administration and Finance (VPAF) or in his/her absence to the Executive VP, the Associate VP of Administration and Finance carries out overall supervision of Accounting, Taxes, Finance and Budgeting functions.

In particular, responsibilities include:

- Manage and supervise Accounting Department, and Finance and Planning Department;
- Assist VPAF in the areas of: finance and accounting, including software development and compliance with international accounting and reporting standards;
- Supervise the cash management and investment function to maximize earnings and ensure sufficient cash flow for daily operations;
- Coordinate the annual independent audit and cooperate with the internal audit function;
- Supervise tax reporting and ensure compliance with tax legislation;
- Supervise development and implementation of budget;
- Other duties as delegated by VPAF.

Assistant Vice President of Administration and Finance

Assistant VP of Finance and Administration (AVPFA) gives overall supervision of Division of Administration and Finance and is reporting to the Executive Vice President. In particular, main responsibilities include:

- AVPFA ensures that Institute develops and maintains its operating and support systems to world class standards;

- To supervise an administrative, accounting and finance staff until when suitable alternative can be found;
- To assist the EVP in the areas of finance and accounting, including software development and compliance with accounting and reporting standards;
- AVPFA supervise the cash management and investment function to maximize earnings and ensure sufficient cash flow for daily operations;
- To coordinate SSD, including construction, renovations and campus Master Planning as approved;
- Other duties as delegated by EVP.

Dean of the Bang College of Business (BCB)

The dean gives the overall leadership and direction to all academic programs and matters within the college. In particular, the following is expected of the dean:

- Conducting the business of the “College Council”;
- Faculty management including hiring, promotion, arrangement of sabbatical and other forms of leave, salary increases, assignment and reassignment of academic and administrative duties, leadership in planning the development of College, encouraging and facilitating research and scholarship by colleagues, curriculum development, and innovation in teaching and learning, resolution of grievances and disciplinary problems;
- General oversight of staff-student, and staff-support staff relation within College
- Administrative and budgetary duties, including the allocation of physical resources and preparation of the College budget, office management of the nonacademic staff;
- Submission of relevant reports to the Senior Vice President of Academic Affairs
- Preparation and submission of annual report on the performance of individual faculty to the Senior Vice President of Academic Affairs;
- Administration of College Research Funds;
- Representational functions within KIMEP and its various other departments, units and the faculty Councils.

Dean of the College of Social Sciences

The dean gives the overall leadership and direction to all academic programs and matters within the college. In particular, the following is expected of the dean:

- Conducting the business of the “College Council”;
- Faculty management including hiring, promotion, arrangement of sabbatical and other forms of leave, salary increases, assignment and reassignment of academic and administrative duties, leadership in planning the development of College, encouraging and facilitating research and scholarship by colleagues, curriculum development, and innovation in teaching and learning, resolution of grievances and disciplinary problems;
- General oversight of staff-student, and staff-support staff relation within College;
- Administrative and budgetary duties, including the allocation of physical resources and preparation of the College budget, office management of the nonacademic staff;
- Submission of relevant reports to the Senior Vice President of Academic Affairs;

- Preparation and submission of annual report on the performance of individual faculty to the Senior Vice President of Academic Affairs;
- Administration of College Research Funds;
- Representational functions within KIMEP and its various other departments, units and the faculty Councils.

Dean of the School of Law

The Dean of SL is the school's administrative and academic head. Reporting to the Vice President of Academic Affairs (VPAA), the Dean will exercise vision, ethical leadership, and advocacy in curriculum matters of the school, placing emphasis on quality assurance and continuing development of the finest educational program possible.

As key responsibilities and duties, the Dean of SL shall:

- Manage fiscal and personnel resources of the School and recruitment, evaluation and retention of well-qualified faculty and staff;
- Curriculum planning and development;
- Promotion, publicity and student recruitment;
- Manage the School's faculty, including hiring, promotion, arrangement of leaves, salary determination, assignment of academic and administrative duties, and resolution of grievances and disciplinary problems;
- Prepare and submit the School annual budget and other relevant reports;
- Serve as Chair of the School Academic Committee, and facilitate the work of other School committees;
- Serve as a member of the Deans' Committee and KIMEP Executive Committee.
- Represent the School in KIMEP-wide events and to external constituencies;
- Teach one course (3 credits) in each of the Fall and Spring semesters.
- Other duties as assigned by VPAA

Dean of the School of General Education

The Dean of SGE is the School's administrative and academic head. Reporting to the Vice President of Academic Affairs (VPAA), the Dean is responsible for the General Education academic program, faculty planning & hiring, research, and service activities.

As key responsibilities and duties, the Dean of SGE shall:

- Exercise leadership in planning and development of the General Education program, in curriculum development and review and in encouraging innovation in teaching and learning;
- Lead the effort to develop learning outcomes and methods of assessment suitable to KIMEP's General Education program;
- Manage the recruitment of full-time and adjunct faculty for teaching courses in the General Education program;
- Manage faculty assigned to the General Education program, including promotion, arrangement of leaves, salary determination, assignment of academic and administrative duties, support for research, and resolution of grievances and disciplinary problems;
- Liaise with Deans/Directors of KIMEP's other academic units concerning faculty teaching assignments, operational planning, marketing and other areas of shared interest;
- Manage the development of the operating plan for the School of General Education;

- Represent the School of General Education in KIMEP-wide events and to external constituencies;
- Prepare the School of General Education annual budget and other relevant reports;
- Teach two courses (3 credits) in each of Fall and Spring semesters;
- Other activities as may be assigned by the Vice President of Academic Affairs, the Executive Vice President or the President.

Dean of Enrollment Management (DEM)

Reporting to the EVP, the Dean provides leadership and administrative oversight for the offices of admissions, registration, financial aid, and recruitment. Working closely with unit heads, academic deans, VPs and dean of student affairs, the dean of enrolment management is responsible for the day-to day affairs of the unit, development and implementation of strategic plans for enrolment goals, environmental studies and recruitment, open houses, financial aid and retention programs. The Dean plans and ensures enrolment growth and stability, facilitate coordination among affiliated units and academic colleges, generate data and conducts trend analysis.

Dean of the College of Continuing Education (DCCE)

The College of Continuing Education serves as KIMEP'S external mode of learning. It has been created to provide the business oriented people of Central Asian Region an opportunity to study and learn while working at the same time. It consists of five major divisions: Open Enrolment & Certificate Program (OECF); Professional Development Program (PDP), Pre-Degree Program (provisional and preparatory), Distance Learning Program (DLP) and World Languages Program (WLP).

The dean is the chief academic officer of the college and is responsible for overall leadership and direction. The dean reports to the vice president of academic affairs, and works closely with other academic deans for successful implementation of the programs.

The dean may have limited teaching responsibilities. In particular, the following is expected of the dean:

- Run day to day administration of the college;
- Supervise and manage faculty and staff
- Faculty and staff hiring, promotion and retention
- Strategic & Budget planning
- Academic and training program planning
- Develop effective corporate connections and links
- Fund raising
- Joint collaborative programs with corporate and business world
- Represent KIMEP and the college at internal and external events
- Quality assurance and accreditation matters

Dean of Student Affairs (DSA)

Under the direction of the Executive Vice President, the DSA is responsible for the overall supervision of student extra curricular activities, KIMEP Student Association elections (KSA) and constitution, student support services such as health services, sports, dormitory, residence and campus life, student center and student government activities. Working in collaboration with academic deans, vice presidents, student government and student organizations, the DSA will address student problems, concerns, campus safety, non-academic disciplinary issues, and campus life on day to day basis.

Other Responsibilities of the DSA include:

- To develop and coordinate policies and procedures relative to all student activities; oversees annual production of Student Handbook and other documents.
- To work collaboratively with faculty, staff and students to provide a comprehensive learning environment that fosters the intellectual, psychological, social, leadership and recreational development for a diverse student population.
- To work with the Student Affairs staff, student groups and other members of the College community in developing extracurricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development.
- To direct, supervise and coordinate student development activities.
- To prepare written reports on performance outcomes of the Student Affairs.
- To develop annual budget requests and monitor auxiliary accounts.
- To serve as an advocate for students and student concerns; work cooperatively with university legal counsel regarding student legal issues and student judicial cases as needed.

Dean of International Relations and Summer Programs (DIRSP)

Reporting to the Vice President Academic Affairs, the Dean of International Relations and Summer Programs is responsible for the overall management, administration, functions, strategy and direction of the International Relations and Summer Programs at KIMEP. In particular, the DIRSP and his/her department - in cooperation with management, academic deans and departments and the enrollment management unit - plans, develops and implements strategies for international partnering, international exchange and scholarship programs, international student recruitment and international summer programs. Also the DIRSP provides leadership in the organization, publicity, promotion and advertisement of the KIMEP Summer semester in collaboration with Marketing and PR division, the academic units and the registrar. The DIRSP represents KIMEP internally and externally for events and matters related to international and summer activities.

The Dean is also responsible for:

- Creating a work plan and budget on the basis for International Relations strategic plans
- Coordinating the activities of the employees of this unit and monitor the implementation of the work plan and budget
- Providing leadership in International Relations issues outside and inside KIMEP
- Developing and implementing strategies, marketing and promotion plans for international summer program

The Dean signs internal and external employment and /or business contracts, and bills on behalf of KIMEP.

Other work or responsibilities may be assigned to the Dean by the Vice President Academic Affairs, Executive Vice President or by the President.

Director of Language Center

Language Center (LC) offers language training to all KIMEP students and plays an important role in academics. LC language programs have expanded rapidly, to include courses in Kazakh, Russian, French, German, Korean, Spanish and others.

The main responsibilities of LC Director include:

- LC Director provides vision, ethical leadership, and advocacy in academic affairs and curriculum matters in the Language Center, placing emphasis on the continuing development of the finest educational program possible.
- Manage fiscal and personnel resources of the Center and recruitment, evaluation and retention of well qualified faculty and staff
- Develop effective student recruitment and retention programs
- Manage the Center's faculty, including hiring, promotion, arrangement of leaves, salary determination, assignment of academic and administrative duties, and resolution of grievance and disciplinary problems
- Exercise leadership in planning and development of the Center, in curriculum development, and encouraging innovation in teaching and learning
- Collaborate with other KIMEP academic units to develop programs of language study that best meet student needs
- Oversee the allocation of the Center's physical resources and the management of non-academic staff
- Exercise general oversight of faculty-student and faculty-support staff relations within the Center
- Prepare and submit annual reports on the performance of individual faculty
- Prepare and submit the Center annual budget and other relevant reports
- Serve as Chair of the Center Academic Committee, and facilitate the work of other Center committees
- Serve as a member of the KIMEP Academic Council
- Represent the Center in KIMEP-wide events and external constituencies
- Support the development of external academic collaborations and joint programs on behalf of the Center
- Other duties as may be assigned by the Vice President of Academic Affairs, the Executive Vice President, or the President.

Director of Support Services Division

Mission of Support Services Division (SSD) is to assure safe, comfortable and high quality environment in daily operations of KIMEP community. Support Services Division ensures efficient administration and optimal support for students, faculty and staff.

The main responsibilities of Director of SSD include:

- Directing and managing of Plant Division, Building Management Division, Security Department, and Technical Facilities for Educational Purposes, Procurement, Engineering Service, Transportation department, Housing Department, Call Center, Clerical office, Archive and Civil Defense & Fire and Labor protection units;
- Plan and control budget realization for fixed assets current maintenance and repair;
- Develop plans for reconstruction and repair of the existing buildings, premises and territory;
- Verify and approve costs estimate on administrative and construction activities and purchases from outside companies;
- Verify and approve acts of works performed as regards all administrative activity and purchases from outside companies;
- Organize and arrange tenders on administrative activities and purchases from outside companies;
- Set a list of staff members, plan quantity of staff, determine work schedule for employees of the reporting sections and units;
- Solicit incentives of employees reporting to the Director;
- Participate in selected committees of KIMEP;
- Coordinate activities in association with other departments of the Institute;

- Represent KIMEP's interests in state bodies and organizations within his/her responsibilities;
- Submit regular reports on the work performed to the direct supervisor and KIMEP management;

Budget Director and Controller

Budget Director and Controller is under direct supervision of the Assistant Vice President of Finance and Administration and reports to the Executive Vice President. In particular, main responsibilities include:

- Budget planning and administration;
- Control over actual budget execution;
- Coordination of other departments on budget related issues;
- Preparation of annual budget;
- Budget Policy development;
- Preparation of Cash Flow Statement;
- Preparation of actual Budget Execution report;
- Participation in reports preparation to Board of Trustees Meeting, Board of Directors Meeting;
- Analysis of activities of separate divisions, as well as the whole integral analysis of the Institute;
- Development of standard forms related to improvement of documentation;
- Control over accuracy of expenditures allocation between departments;
- Financial analysis and preparation of reports;
- Other responsibilities as assigned by the Assistant Vice President of Administration and Finance.

C. Faculty and Staff

The faculty of KIMEP comprise: professors, associate professors, assistant-professors, senior lecturers, lecturers instructors and faculty on special appointment. The criteria and conditions of Appointment and Promotion are according to the rules and regulations established in the Faculty Code of Practice. The faculty is comprised of Kazakhstani and foreign experts with academic degrees such as Master, PhDs and other terminal degrees demonstrating their capability in teaching, research and scholarship.

In addition, KIMEP personnel include administrative staff, finance and accounting and enrollment management staff. The criteria and conditions of appointment, promotion and performance review are governed by the Staff Code of Practice and the Labor Law of the Republic of Kazakhstan.