



# **College of Pharmacy**

## **Job Description for All Administration**

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## **Job description for the administration of the College of Pharmacy**

### **Introduction**

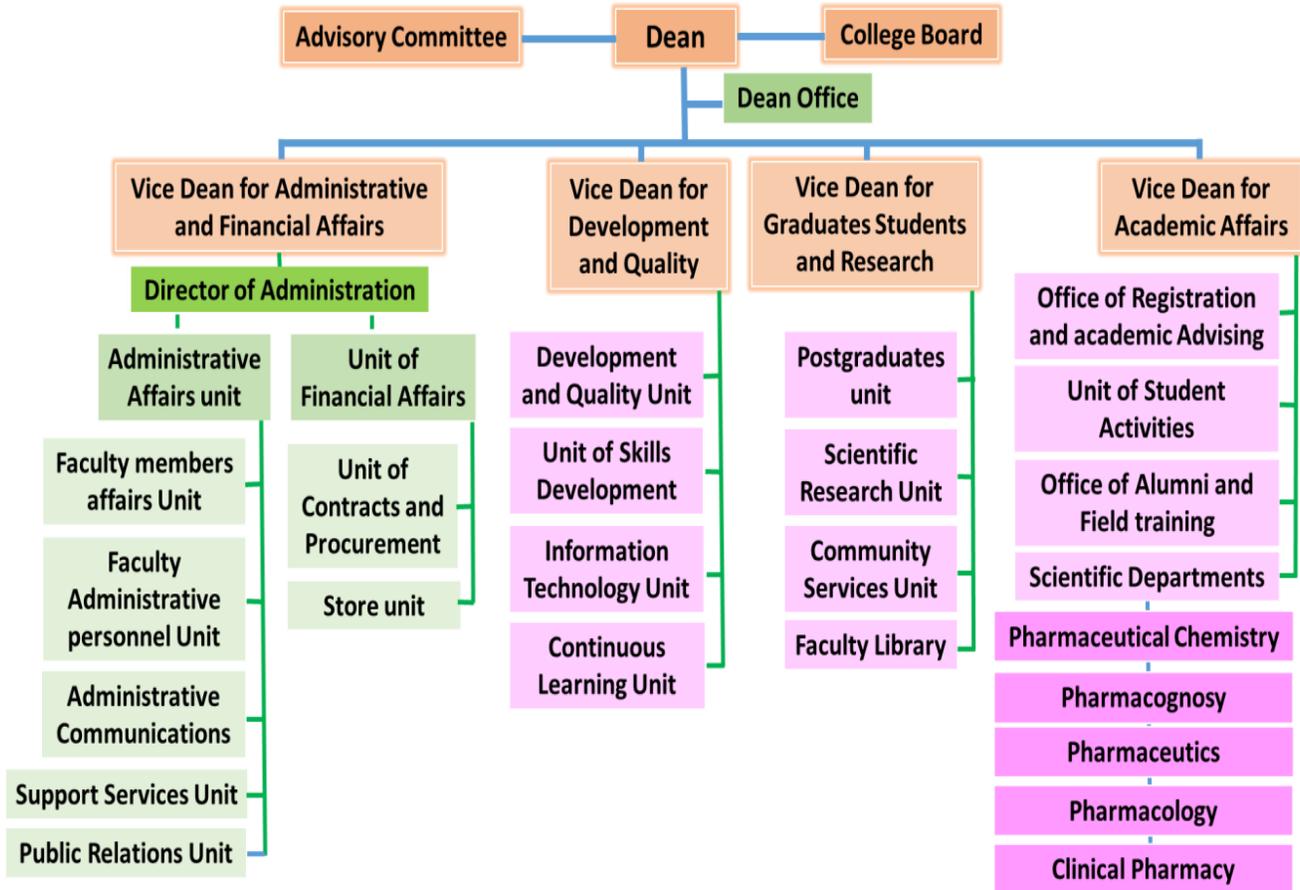
Within the framework of the college's endeavor towards leadership in various educational, research, administrative and technical activities, and based on the importance of the organizational side in promoting this pursuit, it was necessary to have an organizational guide that defines the tasks of each administrative unit in the college's organizational structure, as well as the presence of a guide explaining the academic, administrative and financial powers of decision-makers in the college. This guide starts from the reality of what is stipulated in the higher education regulations, the university's executive regulations, and the decisions issued in this regard, to organize the work of the college in order to fulfill its mission and achieve its goals.

It has been taken into account in preparing this guide that it has to be comprehensive, as well as it can be applied with flexibility in deleting or adding to it. It was designed to be a guideline aimed at helping officials in the college perform their duties as required.

This guide includes a description of the duties and powers of the college council, the dean, vice deans, and heads of departments in the college. It also includes a description of the duties and powers of the department council and its chair. In addition, this guide deals with the tasks and powers of the permanent committees at the college and department level. In this guide, consideration was given to defining the administrative units of each organizational level.

We hope that this guide will contribute to organizing the work of the college and raise the quality and speed of completion of work to the levels that we all aspire to. Proper organization is the only means to reach the ends. We wish everyone success, and God bless you.

**PART ONE: THE COLLEGE**



## **First: The College Council**

### **1. Definition:**

The college council consists of the dean as a chair, vice deans, and department heads. At least three of the faculty members of the college, and it is preferable that one of them be the representative of the college on the scientific council. Their membership terms are determined by a decision of the university council, provided that one of the vice deans is secretary of the council.

### **2. Organizing the Council:**

1. The College council meets at least once a month, and a meeting is not valid unless two-thirds of its members attend.
2. The decisions of the college council are issued by the absolute majority of the votes of the members present.
3. The decisions of the college council shall be considered effective unless objection is received by the rector within (15) fifteen days from the date of their arrival to him. If the rector objects it, he returns it to the college council accompanied by his point of view to study it again. If the college council still insists on its opinion, the objected decision is referred to the university council to make a decision in the first ordinary or extraordinary session. The university council has the right to ratify, amend or cancel the decision, and its decision in that is final.

### **3. Duties of the Council:**

1. Recommending the approval of the college's strategic plan in line with the university's strategic plans.
2. Approving a strategy for scientific research in the college.
3. Approving the general plan for the implementation of quality and academic accreditation in the college.
4. Set admission controls and transfer to and from the college.
5. Forming permanent or temporary committees from among its members or others.
6. Encouraging the preparation of scientific research, coordinating it among the departments of the faculty, and endeavoring to publish it.

7. Consider recruiting faculty members, teaching assistants, and lecturers, and their secondment, deputations, and promotions.
8. Recommending the approval of the study plans proposed by the academic departments.
9. Approval of curricula, textbooks and references in the departments of the college or institute.
10. Approving examination dates and setting regulations for their conduct.
11. Recommending the approval of the college's internal executive regulations.
12. Approving the necessary training and scholarship plans for the college.
13. Approval of the college's extracurricular activity plan.
14. Deciding on student matters that fall within his jurisdiction and directing to the University Council with the exception of that.
15. Considering what is referred from the University Council, its President, Vice President, or the Dean of the College, for study and expression of opinion.

4. **Council powers:**

4.1. Student affairs:

1. Approving the deprivation lists and lifting the deprivation for students to enter the final exam.
2. Agreeing to give students an alternative final exam opportunity within a period not exceeding the next semester.
3. Approving the re-registration of students.
4. Approving the necessary controls to evaluate the performance of associate students.
5. Approval of re-marking the answer sheets within a period not exceeding the start of the final exams for the next semester.

4.2. Academic Affairs:

1. Approval of determining the grade of assignments, homework, and midterms.
2. Agreeing to include a practical or oral test as part of the final exam.
3. Forming a committee to organize the work of the final examination.
4. The application of confidentiality in the final examination procedures.

5. Putting the final exam questions for some courses based on the recommendation of the department head.
6. Assigning the correction of the exams to faculty members other than the course instructor.
7. Determine the duration of the final examination to be no less than an hour and not more than three hours.
8. Approval to transfer credits that the student studied outside the university based on the recommendations of the academic departments.
9. Recommending that the student be given a fourth opportunity to raise his GPA.
10. Proposing the number of students who can be accepted in the academic year.
11. Recommending the issuance of a one-time travel ticket in the economy class during the same academic phase if the student's academic program requires a trip outside the city of study.
12. Recommending that the student who has been dismissed due to the exhaustion of twice the program's duration be given an opportunity to complete his studies that does not exceed two semesters.
13. Recommending that a student who is dismissed due to warnings be given an opportunity to complete their studies that do not exceed two semesters.

#### 4.3. Faculty Members Affairs:

##### 4.3.1. Saudi faculty affairs:

1. Recommending the recruitment of faculty members.
2. Recommending the recruitment of lecturers, teaching assistants and research assistants.
3. Considering the promotion of a faculty member based on the recommendation of the relevant department council and nominating at least eight of specialized arbitrators who were nominated by the department council or others.
4. Approving the payment of the allowance for teaching credits if the number of teaching credits for faculty members and those of similar status within the university exceeds the prescribed quorum.
5. Recommending that a faculty member obtain a scientific sabbatical leave for a period of one academic year after five years have passed from his recruitment or

who enjoyed a previous sabbatical leave, or for a period of one academic semester after three years of his recruitment or whoever enjoyed a previous sabbatical leave.

6. Considering the report submitted on the achievements of the faculty member during his sabbatical leave.
7. Recommending the approval of a faculty member's work as a part-time advisor in government agencies, the private sector, or regional or international organizations.
8. Recommending the approval of the participation of a faculty member in conferences and seminars held inside or outside the Kingdom.
9. Recommending the appointment of a faculty member and those of similar status to work for government agencies.
10. Recommending the secondment of the services of a faculty member and those of similar status.
11. Recommending the dispatch of a faculty member on a scientific mission outside the university's campus.
12. Recommending the dispatch of a faculty member to teach outside the Kingdom.
13. Recommending that a faculty member be allowed to travel to conduct research in a university other than his own during the summer vacation.
14. Recommending the transfer of the faculty member and the like within the scope of his scientific specialization from one department to another within the same college.
15. Recommending the transfer of a faculty member and those of similar rank to and from the college.
16. Recommending the transfer of the faculty member and those of similar status to a position outside the university.
17. Recommending the acceptance of the resignation of a faculty member and those of similar status or referring him to early retirement at his request.
18. Recommending the use of part-time professors for a period not exceeding two years, subject to renewal.

19. Recommending that a part-time professor be given a payment equivalent to the first-bound of the academic rank he was in. If he is not a former faculty member, the University Council determines the amount of the payment not exceeding the first assigned assistant professor rank.
20. Recommending the use of distinguished Saudi competencies from outside the university to teach.

#### 4.3.2. Non-Saudi faculty affairs:

1. Recommending the employment of those who exceeded the upper age limit (sixty years of age) within ten years for professors and associate professors, five years for assistant professors, and three years for other categories.
2. Recommending of counting the experiences other than teaching credits if the experiences is in its field of specialization and then the scientific qualification on the basis of which the contract was made by one year for every two years.
3. Recommending that a faculty member attend a conference or scientific symposium.
4. Recommending an increase in the end of service payoff up to a maximum of (100%), provided that the total does not exceed an amount (100,000 riyals) for faculty members and those of similar status.

#### 4.4. Scholarship and Training Affairs:

1. Recommendation of giving a scholarship for teaching assistants and lecturers, extending them or ending their scholarships.
2. Recommending approval to change the scholarship student for his major, university, or country of study, according to what has been recommended by the department council.
3. Recommending the suspension of the scholarship's allowance if: -
  - He changed his major, university, or study location without the approval of the council.
  - He was unable to continue his studies according to the reports related to his studies.
  - Violated regulations or instructions or refused to implement them.
  - He did not obtain the required qualification within the specified period.

- It is proven that he has stopped studying or left the place of study without an acceptable excuse.
  - Request to terminate the scholarship and return to the Kingdom.
1. Preparing a report on the status of college scholarship students who defaulted in their studies after the lapse of half of the period, and it shall be submitted to the University Council.
  2. Preparing a detailed annual report on the scholarship status in the college to be submitted to the University Council.
  3. Recommending approval of the scholarship's scientific trip.

#### 4.5. Postgraduate affairs:

1. Recommending the addition of conditions for admission to the master's program, based on the recommendation of the concerned department.
2. Recommending the addition of conditions for admission to the PhD program, based on the recommendation of the concerned department.
3. Recommending the student's admission to study a master's or doctorate in a field other than his specialization, based on the recommendation of the department council.
4. Recommending that the student be given one additional opportunity for one or two semesters as a maximum based on the recommendation of the department council in the event his GPA falls below very good.
5. Recommending that the student be given an additional opportunity that does not exceed two semesters, based on the recommendation of the department council based on the report of the supervisor of the student's university thesis in case the student did not obtain the degree within the maximum period specified for obtaining it.
6. Recommending the acceptance of transferring the student to the university from another recognized university based on the recommendation of the department council, subject to the transfer conditions.
7. Recommending transfer studied credits for the student transferred from another recognized university based on the recommendation of the department council.

8. Recommending the transfer of the student from a major in the university to another specialization in the college, taking into account the admission requirements and any other conditions that the department deems necessary based on the recommendation of the department council.
9. Recommending the approval of alternative examinations and courses that require more than one semester of study in postgraduate courses, based on the recommendation of the department council.
10. Recommending that a comprehensive written and oral examination be conducted by a specialized committee according to specific rules for the graduate student after completing all the required courses based on the recommendation of the department council.
11. Recommendation of increasing the faculty member's supervision of theses to five letters based on the recommendation of the department council.
12. Approval of a replacement supervisor for the thesis in the event that the supervisor is unable to continue, dies, or ends his service at the university, based on the recommendation of the department council.
13. Recommending the formation of a committee to discuss thesis based on the recommendation of the department council.
14. Recommending the re-registration of the student if his registration is canceled and determining the courses that must be re-studied if six semesters have not passed since the cancellation of the student's registration.
15. Recommending to write thesis in the English language with a comprehensive summary in Arabic.

## **Second: The Dean of the College**

### **1. Definition:**

He is a faculty member in the college who is responsible for managing the scientific, administrative, and financial affairs of the college within the university regulations and submits a report to the rector at the end of each academic year regarding education affairs and all aspects of the college's activity.

### **2. Correlation:**

Associated with the rector and also, he is a member of the university council.

### 3. Dean's duties:

#### 3.1. Administrative and Financial Affairs:

- 1) The chair of the college council, supervising the organization of its affairs, inviting to attend its sessions, implementing its decisions, and sending minutes of its sessions to the rector.
- 2) Apply the rules and regulations of the Higher Education Council.
- 3) Achieving higher goals and policies at Najran University.
- 4) Implementing University Council decisions regarding the college.
- 5) Supervising the preparation of the college's strategic plan and following up on its implementation.
- 6) Supervising the administration of the college's educational, research, administrative, financial and cultural affairs.
- 7) College development administratively, academically and research.
- 8) Coordination and development of the college's relationships inside and outside the university.
- 9) Supervising the provision of all the educational, research, administrative and financial requirements of the College.
- 10) Evaluating the performance of vice deans, heads of departments, directors and heads of its units.
- 11) Preserving the college's movable and immovable property.
- 12) Coordinating the work of the advisory committee and implementing its recommendations.
- 13) Working on developing and strengthening the college's own financial resources and improving its image.
- 14) Supervising the planning and preparation of the college's budget.
- 15) Forming the committees necessary to perform the work of the college.
- 16) Preparing a comprehensive periodic report on the progress of the study and ] academic achievements, administrative and research performance in the college and submitting it to the rector.

- 17) Submitting to the rector based on what he receives from department heads or what they observe about everything that a faculty member and those in similar status have committed breaching the required duties or any other violations.
- 18) Raise disciplinary issues regarding students and faculty members in accordance with the laws and regulations.
- 19) Performing the duties delegated to him by the college council.
- 20) Representing the college inside and outside the university.
- 21) Executing what is assigned to him by the university council or the rector.

### 3.2. Academic Affairs:

- 1) Supervising the educational process, implementing its plans, and developing its academic programs.
- 2) Application of rules and regulations for quality, evaluation and academic accreditation.
- 3) Supervising the various student activities in the college.
- 4) Monitoring the performance of examinations, controlling the system, and discipline within the college.
- 5) Encouraging conducting research in the various specializations of the college.
- 6) Work to establish academic links with educational institutions inside and outside the Kingdom.
- 7) Supervising the recruitment of faculty members in the college.
- 8) Supervising the implementation of study plans and programs in the college.

### 4. Dean's powers:

1. Selecting vice deans and department heads and submitting the recommendation for their appointment to the rector.
2. Approving the minutes of department councils' meetings, and he has the right to object their decisions within 15<sup>th</sup> days from the date they arrive to him.
3. Implementing college council recommendations.
4. Issuing internal decisions required for the proper functioning of the college in accordance with the rules and regulations.

5. Approving the job performance reports prepared by vice deans, department heads, and departments managers and administrative units regarding their employees.
6. Approving the regular, emergency and exceptional leave for the faculty's employees, while notifying the deanship of faculty members and personnel affairs in accordance with the rules and regulations.
7. Delegating his powers in accordance with university work regulations and rules.
8. Approving purchase orders in accordance with rules and regulations.
9. Forming various committees at the college level.
10. Approving the performance evaluation reports submitted to him by the college units.
11. Approval of spending on college work requirements from the college budget.
12. Recommending the disbursement of entitlements for off-duty work for faculty employees.
13. Recommending the internal and external assignment of the college's employees.
14. Recommending the assigned work in other than the official working hours for the faculty employees.
15. Recommending that the college's employees attend training courses inside and outside the university.
16. Recommending the extension of a faculty member after the end of service.
17. Recommending a contract with a faculty member after his retirement.
18. Recommending the termination of non-Saudi faculty contracts in coordination with department heads.
19. Adopting the approval of the relevant department council to postpone the admission of a graduate student, provided that the postponement period does not exceed two semesters.
20. The approval of the relevant department council decision to withdraw a graduate student from all semester courses.
21. Approval of transferring the student from outside the university to the college.
22. Approval of transferring the student to the college from another college.
23. Agreeing to allow the student to study as a visiting student.

#### 5. Agencies and departments of the Dean:

- College Vice Deanship for Academic Affairs
- College Vice Deanship for Postgraduate Studies and Research
- College Vice Deanship for Development and Quality
- College Vice Deanship for Financial and Administrative Affairs
- Advisory Committee.
- Dean's office

#### **Third: Vice Dean for Academic Affairs**

##### 1. Definition:

He is a member of the faculty charged with supervising the educational process for undergraduate students, implementing approved policies and programs in the fields of student affairs and educational auxiliary services, and achieving the goals set for them. The Vice Dean for Academic Affairs also supervises the scientific departments of the college.

##### 2. Correlation:

Associated with the dean of the college as well as a member of the college council.

##### 3. Tasks of the Vice Dean for Academic Affairs:

1. Supervising the implementation of the regulations and rules for the undergraduate studies.
2. Supervising the scientific departments of the college.
3. Supervising the units of academic affairs.
4. Supervising the preparation of study schedules for students in academic departments and coordinating with other colleges in cooperation with the deanship of admission and registration, and the Study Schedules Committee.
5. Supervising the conduct of final examinations and the formation of their committees, in coordination with the academic departments and the deanship of admission and registration.
6. Supervising the application of admission controls and transfer to and from the college, and between academic departments.

7. Supervising the work of the Student Affairs Committee and the Student Extracurricular Activities Committees.
8. Chairing vice dean's committees and submitting their reports to the concerned authorities.
9. Supervising the transfer credits process.
10. Supervising requests for postponement and excuses from study, as well as withdrawn and addition for undergraduate students, in accordance with the regulations and decisions issued in this regard.
11. Supervising the preparation of the deprivation lists and the lists of graduates.
12. Supervising the activities of the college induction week.
13. Guiding students and solving issues related to academic achievement.
14. Submitting periodic reports to the Dean of the College on the progress of work in his units in accordance with the tasks assigned to him and the difficulties he faces.
15. Coordination with the college units in related fields.
16. Supervising the financial affairs and covenant assigned to him and his duties in accordance with the rules and regulations.
17. Carrying out the secretariat of the college council.
18. Follow up on updating the college's website with regard to his position and his administrative units.
19. Implementing the work assigned to him by the Dean of the College.

4. Powers of the Vice Dean for Academic Affairs:

1. Approval of the students 'withdrawn from the semester in accordance with the rules and regulations.
2. Approving the study schedules in the college.
3. Forming and accrediting the student activities committees in the college.
4. Approval of the increase in the number of students in coordination with the deanship of admission and registration.
5. Approval of requests for extension, re-registration and alternative tests according to the regulations governing this.

6. Approving the deprivation lists and uploading them according to the rules and regulations.
  7. Make a decision on the issues of student excuses as needed in accordance with the rules and regulations.
  8. Selecting the supervisors of its units and departments and recommending their appointment.
  9. Addressing the relevant authorities within the university in the jurisdiction and scope of the vice dean's work.
  10. Issuing internal decisions that are required for the progress of his work in accordance with the rules and regulations.
  11. Evaluating the performance of employees in his academic affairs unit.
  12. Approving the regular and emergency leave for the employees of academic affairs units.
  13. Approving the disbursement of the unit's budget, in accordance with the regulations.
5. Scientific departments:
- 1) Department of Pharmaceutics.
  - 2) Department of Clinical Pharmacy.
  - 3) Department of Pharmacognosy.
  - 4) Department of Pharmacology.
  - 5) Department of Medicinal Chemistry.
6. Units affiliated with the Vice Dean for Academic Affairs:
- 1) Registration and academic advising office:
    - This unit is concerned with receiving and directing new students, introducing them to the college and its various departments and preparing them for study and university life, as well as advising students of the college academically, psychologically, socially and scientifically. Also, paying attention to students who suffer from poor academic achievement and other talented people, and studying cases that require financial support from the student fund.

- This unit is concerned with preparing academic schedules and organizing the registration, withdrawn and addition process for the various college courses.
- This unit is concerned with supporting students' rights on foundations consistent with the rules and regulations applied at the university. Developing a culture of justice and fairness among students, providing them with the necessary advice, informing them of their university rights, and obtaining them through the regular channels.
- This unit is concerned with organizing examination committees, distributing proctors at the time of testing, receiving test papers from other colleges, semester exams, and alternative examinations.

#### 2) Student Activities Unit:

This unit is concerned with organizing extra-curricular activities in the college, in which it communicates with students and participates in student activities events such as: excursions, theater, internal and external cultural competitions, holding exhibitions inside the college, and the blood donation week.

#### 3) Field Training Office and Alumni:

This office is responsible for supervising field training for college students at the bachelor's level, continuously updating the graduate database, investigating their opinions about the curricula, skills required, the job market and the difficulties they face after graduation, and urging them to communicate with the college and support it financially and morally.

### **Fourth: The Vice Dean for Postgraduate Studies and Scientific Research**

#### 1. Definition:

He is a member of the faculty charged with supervising the progress of the educational, academic and research process for postgraduate students and its subordinate units in the college.

#### 2. Correlation:

Associated with the dean of the college as well as a member of the college council.

### 3. Tasks of the Vice Dean for Postgraduate Studies and Scientific Research:

1. Implementing and following up the college's policy for postgraduate studies and scholarships.
2. Supervising the development and review of admission requirements for graduate studies.
3. Supervising the college's graduate studies processes, tests and committees.
4. Coordination with the college units in all related fields.
5. Being the chair over the committees within his responsibilities and submitting their reports to the concerned authorities.
6. Supervising the activities of the induction program for postgraduate students, and following up on its implementation.
7. Supervising the activities and development of the faculty in the field of scientific research.
8. Supervising the development of the research strategy and plan, and setting up implementation mechanisms in the college
9. Supervising the provision of financial support for research from the university and from outside funding agencies.
10. Receiving and following up the departments' needs of researchers, faculty members and teaching assistants in various specializations.
11. Supervising the follow-up of the college's scholarships abroad.
12. Receiving the files of graduate students applying to the Deanship of Postgraduate Studies and distributing them to the various departments in the college.
13. Receiving departmental decisions regarding postgraduate students' applications and sending them to the Deanship of Graduate Studies after approval by the College council.
14. Supervising requests for postponement and excuses for not studying, as well as for withdrawn, addition and deprivation lists in accordance with the regulations and decisions issued in this regard for postgraduate students.
15. Coordination with the Deanship of Scientific Research at the University and the Research Center in the College and other research institutions regarding conducting research and obtaining support for it.

16. Coordination with the Department of Recruiting Faculty Members and Researchers at the University regarding the recruitment process.
17. Encouraging the establishment of centers of excellence for research.
18. Submit periodic reports to the Dean of the College on the progress of work in his units in accordance with the tasks assigned to him and the difficulties he faces.
19. Supervising his units.
20. Supervising the implementation of subjects referred to him with specialization in postgraduate studies and scientific research.
21. Following up on updating the college's website with regard to its related units.
22. Executing the work assigned to him by the Dean of the College.

4. Powers of the Vice Dean for Postgraduate Studies and Scientific Research:

- 1) Coordination with the Deanship of Graduate Studies at the university regarding postgraduate students.
- 2) Approving the examination results for postgraduate studies.
- 3) The application of the internal system of work in the College Vice Deanship for Postgraduate Studies and Scientific Research, specializations and general description of the duties of its employees and how to coordinate between its subordinate units.
- 4) Issuing internal decisions that are required for the smooth running of work in its units in accordance with the rules and regulations.
- 5) Evaluating the performance of the unit's employees.
- 6) Approving the disbursement of the unit's budget in accordance with the regulations.
- 7) Approval of the regular and emergency leave for the employees of the units under his supervision.

5. Units affiliated with the Vice Dean for Postgraduate Studies and Scientific Research:

1) Graduate Studies Unit:

- This unit is concerned with meeting the needs of the departments of teaching assistants and making sure that they are dispatched to high

standard and distinguished international universities in order to achieve a high level of future performance of faculty members.

- This unit is concerned with encouraging enrollment in postgraduate studies for local and expatriate university graduates and developing the abilities of faculty members and assisting authorities in the field of postgraduate studies to achieve qualified scientific and research performance.

## 2) Scientific Research and Community Service Unit:

- This unit is concerned with raising the efficiency and effectiveness of the college as one of the distinguished research centers that work to develop participation and cooperation with educational and research institutions, and community institutions at the local, regional and global levels. It is also working on developing new and innovative fields of research in rare and distinguished disciplines.
- This unit is concerned with attracting distinguished faculty members and researchers in various disciplines, which leads to the development of academic performance and helps to increase the rates of publishing scientific research and attending scientific conferences.

### **Fifth: Vice Dean for Development and Quality**

#### 1. Definition:

He is a member of the faculty charged with supervising development and quality processes, achieving accreditation standards and academic evaluation in the educational process of academic departments.

Controlling the quality of administrative work within the college, and working to develop and improve performance in all aspects and spread its culture.

#### 2. Correlation:

Associated with the dean of the college as well as a member of the college council.

#### 3. Tasks of the College Vice Dean for Development and Quality:

1. Dedicating the concept of quality and spreading its culture at the college level.
2. Supervising the implementation of the quality program in the college.
3. Supervising the performance evaluation in the college.
4. Supervising the implementation of the evaluation and academic accreditation program.
5. Preparing and implementing the college's development and strategic plans.
6. Supervising the work of the Information Technology Unit.
7. Study the difficulties or problems facing development and quality programs and propose solutions to them.
8. Determining the specialized training needs of faculty members in the academic departments of the college and coordinating with the Deanship of Development and Quality in its implementation.
9. Encouraging faculty members to participate in attending courses, training programs and workshops offered by the Deanship of Development and Quality.
10. Supervising the preparation of a plan to develop the skills of the faculty members, staff, and students.
11. Supervising the use of technologies, e-learning and educational media in teaching and learning within the college.
12. Supervising the preparation of the faculty annual report and distributing it to the competent authorities after approval by the dean.
13. Submitting periodic reports to the Dean of the College on the development of work in his units in accordance with the tasks assigned to him and the difficulties he faces.
14. Following up on the development of educational facilities in the college and modernizing laboratories.
15. Establishing the internal system for the work of Development and Quality, specializations and general description of the duties of its employees and how to coordinate between its subordinate units.
16. Supervising the financial and covenant affairs assigned to its units in accordance with the bylaws and regulations.

17. Supervising the implementation of the topics referred to him with competence for development and quality.
18. Implementation and follow-up of the creativity and excellence awards activities in academic, research and career performance at the college.
19. Developing appropriate interim plans for the periodic review of the approved quality standards to ensure continuous improvement in the performance of the academic departments and administrative units of the college
20. Setting a mechanism to identify the expectations, requirements and level of satisfaction of the college's clients (internal and external) and communicate them to all relevant academic departments and administrative units.
21. Implementing and following up the evaluation and development of the teaching performance of a faculty member, and assisting him to achieve professional and scientific excellence.
22. Follow up on updating the college's website with regard to its units.
23. Executing the work assigned to him by the Dean of the College.

4. Powers of the Vice Dean for Development and Quality:

- 1) Recommending the appointment of supervisors of its units.
- 2) Addressing the relevant authorities inside and outside the university in the unit's specialization and scope.
- 3) Issuing internal decisions required for the proper functioning of its units in accordance with the rules and regulations.
- 4) Evaluating the performance of the unit's employees.
- 5) Approving the disbursement of the unit's budget in accordance with the regulations.
- 6) Adoption of the regular and emergency leave for the employees of its units.

5. Units affiliated to the Vice Dean for Development and Quality:

Development and Quality Unit:

This unit is concerned with spreading the culture of quality, evaluating the level of performance, working on implementing and following up the academic evaluation and accreditation. Developing and implementing strategic plans for the college, as well as

collecting data and information on an ongoing basis on quality activities in the college and documenting efforts and results in all quality and academic accreditation activities. In addition to preparing reports on the levels of performance and the satisfaction of the beneficiaries of the various activities.

This unit is concerned with collecting documents and information, classifying them, keeping them in paper and electronically, and submitting them to all college units and other relevant departments.

#### Skills Development Unit:

This unit is concerned with identifying the training needs of the college's employees, participating in organizing the process of providing training programs, following up on their implementation, and evaluating the effectiveness of these programs.

#### Information Technology Unit

This unit is concerned with supervising the workflow of the college laboratories and e-learning rooms, implementing the policies and programs approved for the fields of information technology and educational assistance services and achieving the goals set for them.

#### Head of the Information Technology Unit

##### 1. Definition:

He is the person who supervises the workflow of the faculty laboratories and the e-learning rooms, and implements the approved policies and programs for the fields of information technology and educational assistance services and the achievement of the goals set for them.

##### 2. Correlation:

The Head of the Information Technology Unit is associated with the College Vice Dean for Development and Quality.

##### 3. Duties of the Head of the Information Technology Unit:

1. Supervising the content, development and updating of the college website.

2. Supervising computer laboratories and equipping them with the necessary programs.
  3. Supervising and maintaining meeting rooms and e-learning rooms.
  4. Providing technical support to the college and its employees in accordance with the relevant support deanships policies.
  5. Setting development plans for the unit.
  6. Follow up on the work of information technology and computer management in the college.
  7. He follows up on the maintenance of the college's computers and provides technical support and assistance to the college's employees, direct transport units and smart halls.
4. Powers of the Head of the Information Technology Unit:
1. Recommending the application of the necessary programs, devices, and accessories for each laboratory in proportion to the type of materials taught.
  2. Coordination with the Deanship of Electronic Transactions and Communications regarding technical support, network performance, Internet connectivity and the website.
  3. Coordination with the Deanship of E-Learning and Distance Learning with regard to equipping classrooms and meeting rooms.
  4. Evaluating the performance of the unit's employees.
  5. Approving the regular and emergency leave for the unit's employees.
  6. Issuing internal decisions that are required for the proper functioning of the unit in accordance with laws and regulations.
  7. Disbursement from the unit's budget in accordance with the organizing regulations.

#### **Sixth: Vice Dean for Administrative and Financial Affairs**

##### 1. Definition:

He is a member of the faculty charged with supervising the administrative, financial, and running affairs of the college in accordance with the rules and regulations of the Higher

Education Council. The Vice-Dean of the College was appointed from among the Saudi faculty with distinguished scientific and administrative competencies by a decision of the rector based on a nomination from the Dean of the College.

2. Correlation:

Associated with the dean of the college as well as a member of the college council.

3. Tasks of the College Vice Dean for Administrative and Financial Affairs:

1. Preparing the college's budget and following up on its implementation.
2. Managing the college's financial resources in a manner that ensures its employment in promoting the college.
3. Managing the administrative and educational facilities of the college.
4. Providing the college with the requirements of materials and equipment.
5. Providing various support services such as safety and security.
6. Supervising the administrative communication system and archiving various college documents in paper and electronic formats as needed.
7. Supervising the provision of the college with efficient human resources.
8. Supervising the recruitment processes and managing the professional life of the faculty members and its administrative staff.
9. Supervising the information systems and the electronic environment of the college.

4. Powers of the Vice Dean for Administrative and Financial Affairs:

1. Recommending the appointment of supervisors of its units.
2. Addressing the relevant authorities inside and outside the university in the unit's specialization and scope.
3. Issuing internal decisions required for the proper functioning of its units in accordance with the rules and regulations.
4. Evaluating the performance of the unit's employees.
5. Approving the disbursement of the unit's budget in accordance with the regulations.
6. Approving the regular and emergency leave for employees of its units.

5. Affiliated units:

## Director of the College Administration

### 1. Definition:

He is the one who supervises the financial and administrative affairs in the college.

### 2. Correlation:

Associated with the Vice Dean for Administrative and Financial Affairs.

### 3. Duties of the Department Manager:

1. Supervising the implementation of the college's administrative and financial affairs regulations.
2. Notification of the initiation of all college employees, and of their leaving work.
3. Supervising and following up the implementation of the administrative work of its units.
4. Supervising the proper and developing workflow in the administration.
5. Supervising the speed of securing college purchases of urgent requirements.
6. Supervising the work of contractor requests in the college regarding passports (residency, visas, and travel tickets).
7. Supervising the college's facilities with the relevant authorities and developing plans to follow up on their maintenance and cleanliness.
8. Organizing the regular vacations of the college's employees, including administrators, technicians, users and workers.
9. Assigning whoever is required to contact the competent authorities to repair and follow up emergency faults that occur in the college.
10. Supervising the distribution of offices in the college and coordinating programs for the use of scientific seminar halls to allow their proper use.
11. Supervising the attendance and absence records of the faculty, including administrators and technicians.
12. Follow up on preparing, equipping the classrooms, and their periodic maintenance.
13. Preparing the annual report and periodic reports on the work of the administration and its subordinate units and submitting it to the Dean of the College.

14. Supervising the financial affairs and covenant assigned to the administration in accordance with the rules and regulations.
15. Executing the work assigned to him by the Dean.

4. Powers of the Director of Administration:

1. Responding to all transactions received by him from all administrative units at the university.
2. Approving and signing the purchase order in accordance with the followed regulations.
3. Signing the inspection and received receipt.
4. Permission to spend from the college's warehouse.
5. Keeping the college's covenant records and following them up.
6. Approving the guarantees required of contractors upon travel.
7. Approval of identification certificates for faculty members who are not members of the faculty or those of similar status in accordance with the rregulations.
8. Approving the minutes of receipt and delivery, requesting the disbursement of materials and transferring custody.
9. Approving the regular leave of all faculty employees, including administrators, technicians and researchers, after the approval of their direct head.
10. Signing the release for those whose work ends in the college.
11. Recommending the assignment of a person whose work interest requires assigning him to work outside the official working hours, in accordance with the statutory principles.
12. Signing letters to transfer the college's employees and workers for medical examination.
13. Approval of the data related to the end of the assignment of the faculty staff, including administrators, technicians and researchers.
14. Approval of correspondence related to government agencies to complete employee procedures.
15. Recommending administrative penalties for employees of the administration in accordance with the regulations.

16. Nomination of college employees other than faculty members to attend training courses.
17. Coordination with the relevant authorities within the college and university in the jurisdiction and scope of the administration's work.
18. Issuing internal decisions required for the proper functioning of the administration in accordance with laws and regulations.
19. Evaluating the performance of personnel in its unit.
20. Approval of spending from the budget and custody of the administration in accordance with the regulations.
21. Increasing the college's needs of human and financial resources and various equipment.
22. Follow up on maintenance and installations in the college.

Head of the Financial Affairs Department:

It is specialized in organizing financial work in the college, following up on college and employees' advances, and following up their payment, in addition to receiving and disbursing college employees' dues from the financial department.

Warehouse Unit:

It is concerned with organizing the college and its employees, receiving and distributing equipment and furniture to the units and employees of the college. It organizes the registration of the covenant on individuals as well as dropping it from them and approving clearance form with regard to the college warehouse, and it also coordinates with the central university warehouses in all related matters.

Contracts and purchase Unit:

It is concerned with securing the needs according to the financial regulations and decisions regulating the purchase process, in accordance with the plans and objectives set by the college administration, in order to secure the devices, supplies and consumables that the college needs at the lowest prices and in accordance with the specified specifications set by the academic and administrative departments

Head of the Administrative Affairs Department:

It is concerned with organizing the administrative work in the college and following up the work of the administrative staff and their commitment to the official working hours and uploading the start date work and request vacations, as well as following up the maintenance of the college building and preparing the classrooms and equipping them.

Administrative Communications Unit:

This unit is concerned with receiving mail, transactions and circulars received by the college, registering them and directing them to the college's departments and its various units, exporting the transactions issued from the college's departments and its various units and directing them to the authorities outside the college. It is also concerned with responding to the client 'inquiries regarding transactions.

Support Services Unit:

This unit is concerned with the termination of private transactions in the main departments of the university and the various government agencies such as passports, traffic and others, and it is also concerned with transportation to and from the college.

Public Relations Unit:

It is concerned with introducing the college's activities in the media, publishing its news in the various media, organizing reception of delegations visiting the college, and following up the requirements for organizing meetings and conferences within the college.

**PART TWO: ACADEMIC SECTION**

**First: Department council**

1. Definition:

The department council consists of its faculty members, and each department council has powers in academic affairs within the limits of the rules and its regulations.

2. Organization of the Council:

1. The department council meets at least once a month, and a meeting is not valid unless two-thirds of its members attend.
2. The council is headed by the head of the department, and the decisions of the council are issued by an absolute majority of the votes of the attending members.

3. Council decisions are considered effective unless objection is received by the dean of the college or institute within (15) fifteen days from the date they were received by him. If he objects to it, he returns it to the department council with his point of view to study it again, and if the council maintains its opinion, the objected decision is referred to the college council for a decision.

### 3. **Council duties:**

1. Recommending the appointment, secondment, deputation, and promotion of faculty members, teaching assistants, and lecturers.
2. Recommending approval or modification of study plans.
3. Recommending the approval of programs, curricula, textbooks and references in the department.
4. Encouraging members of the department to prepare scientific research, coordinate it, and endeavor to publish it.
5. Proposing the names of outstanding professor to teach or supervise research and theses for part-time job.
6. Suggesting and recommending the use of specialists as visitors, Saudis and others, for a specific period of time to teach in the department.
7. Submitting to the College Council a report on the status of the scholarship students in their studies after the lapse of half the term.
8. Submit a detailed annual report on the scholarship status in the department to the college council after approval.
9. Proposing the necessary plans for postgraduate studies and admission controls for the department.
10. Considering the report submitted on the achievements of the faculty member during his scientific sabbatical.
11. Considering what the college council, its dean, or its representatives refers to, to study and express an opinion.
12. Forming permanent or temporary committees from among the faculty members.

### 4. **Council powers:**

#### 4.1. **Academic Affairs:**

1. Forming committees from among its members or others.
2. Recommending that within the final exam there be a practical or oral test and the degree to which they are allocated is determined.
3. Recommending that the final exam period be limited to not less than an hour and not more than three hours.
4. Recommending the transfer of credits, the student studied outside the university.
5. Recommending the formation of peer review committees for tests.
6. Recommending the formation of a committee to evaluate the teaching process for faculty members.
7. Approving the distribution of theoretical, practical lectures and other work to faculty members and those in similar status.

#### 4.2. Faculty Members Affairs:

##### 4.2.1. Saudi faculty affairs:

1. Recommending the appointment of faculty members.
2. Recommending the appointment of lecturers, teaching assistants and research assistants.
3. Recommending the promotion of a faculty member and nominating a number of specialized arbitrators of no less than eight.
4. Recommending the disbursement of the allowance for teaching units if the number of teaching units for members of the teaching staff and those of similar status exceeds the prescribed quorum.
5. Recommending that a faculty member obtain a scientific sabbatical leave for a period of one academic year after the lapse of five years from his appointment, or for a previous academic sabbatical leave, or for a period of one academic semester after the lapse of three years from his appointment or enjoying a previous scientific sabbatical leave.
6. Recommending the acceptance of sabbatical reports for faculty members.
7. Recommending the approval of a faculty member's work as a part-time advisor in government agencies, the private sector, or regional or international organizations.
8. Recommending the approval of the participation of a faculty member in conferences and seminars held inside and outside the Kingdom.

9. Recommending the appointment of a faculty member and those in similar status to work for government agencies.
10. Recommending the secondment of the services of a faculty member and those in similar status.
11. Recommending the dispatch of a faculty member on a scientific mission outside the university's campus.
12. Recommending the dispatch of a faculty member to teach outside the Kingdom.
13. Recommending that a faculty member be allowed to travel to conduct research in a university other than his university during the summer vacation.
14. Recommending the acceptance of the resignation of a faculty member and those of similar rank or referring him to early retirement at his request.
15. Recommending the use of part-time professors for a period not exceeding two years, subject to renewal.
16. Recommending that the part-time professor be granted a payment equivalent to the first-bound of the academic rank he was in. If he is not a former faculty member, the University Council shall determine the amount of the payment not exceeding the first assigned assistant professor rank.
17. Recommending the use of distinguished Saudi competencies from outside the university to teach.
18. Recommending the transfer of a faculty member and those in similar status within the scope of his scientific specialization from one college to another at the university.
19. Recommending the transfer of the faculty member and those in similar status to a position outside the university.
20. The previous recommendations are submitted to the college council.

#### 4.2.2. Non-Saudi faculty members:

1. Recommending the employment of those who exceeded the upper age limit (sixty years of age) within ten years for professors and associate professors, five years for assistant professors, and three years for other groups.

2. Recommending of counting the experiences other than teaching credits if the experiences is in its field of specialization and then the scientific qualification on the basis of which the contract was made by one year for every two years.
3. Recommending that a faculty member attend a scientific conference or symposium.
4. The previous recommendations are submitted to the college council.

#### 4.3. Scholarship and Training Affairs:

1. Recommending the dispatchment of teaching assistants and lecturers, extending them or ending their scholarships.
2. Recommending approval to change the scholarship student to his major, university, or country of study.
3. Recommending the suspension of the scholarship's allowance if: -
  - He changed his major, university, or study location without the approval of the council.
  - He was unable to continue his studies according to the reports related to his studies.
  - Violated regulations or instructions or refused to implement them.
  - He did not obtain the required qualification within the specified period.
  - It is proven that he has stopped studying or left the place of study without an acceptable excuse.
  - Request to terminate the scholarship and return to the Kingdom.
4. Recommending approval of the scholarship's scientific trip.
5. Assigning the instructor or lecturer who has a scholarship for postgraduate studies to do academic and administrative work for the college, provided that this does not affect his academic achievement.
6. Coordination with the Scholarship and Training Committee in following up the status of scholarships and trainees.
7. The previous recommendations are submitted to the college council.

#### 4.4. Graduate Studies Affairs:

1. Recommending the addition of conditions for admission to the master's program.
2. Recommending the addition of conditions for admission to the PhD program.
3. Recommending the student's admission to study a master's or doctorate in a field other than his field.
4. Recommending that the student be given an additional opportunity that does not exceed two semesters, based on a report from the supervisor.
5. Recommending the transfer of credits studied by the student from another recognized university.
6. Recommending approval of alternative examinations and courses that require studying for more than one semester in postgraduate courses.
7. Recommending a comprehensive written and oral examination to be held by a specialized committee according to specific rules for the graduate student after completing all the required courses.
8. Recommending to increase the faculty member's supervision of scientific theses to five letters.
9. Proposing to select an alternate supervisor for the thesis in the event that the supervisor is unable to continue, dies or ends his service at the university.
10. Recommending the formation of a committee to discuss scientific theses.
11. Agreeing to postpone the student's admission, provided that the postponement period does not exceed two semesters.
12. Approval of the student's withdrawn of all semester courses.
13. Recommending the acceptance of transferring the student to the college from another recognized college.
14. Suggestion of the supervisors of scientific theses.
15. Proposing the courses required to obtain the diploma and proposing the name of the certificate.
16. Recommending the re-registration of the student if his registration is canceled.
17. Recommending to write scientific theses in the English language with a comprehensive summary in Arabic.
18. The previous recommendations and proposals are submitted to the college council.

## **Second: Head of the Department**

### 1. Definition:

HOD is a member of the faculty in charge of running academic, administrative and financial matters in it, and responsible for implementing the rules and regulations of the Higher Education Council. HOD submits a report of the department's work at the end of each academic year to the Dean. The HOD is appointed from among the Saudi faculty members who are distinguished with academic and administrative competencies by a decision of the rector based on the nomination of the dean of the college, and the appointment is for a period of two years, renewable.

### 2. Correlation:

Associated with the Dean of the College.

### 3. **Duties of the HOD:**

#### 3.1. Administrative and Financial Affairs:

1. Preside over the department council, overseeing the administration of its affairs, inviting people to its meetings, carrying out its decisions, and submitting the minutes of its meetings to the Dean of the college.
2. Liaising with existing faculty members, students, managers, and supervisors to achieve the set goals.
3. Implementing the department's decisions made by the faculty council.
4. Supervising the design of the department's strategic plan and ensuring that it is implemented.
5. Managing the academic, scientific, administrative, financial, and cultural affairs of the department.
6. Scheduling meetings and training sessions with staff and other stakeholders.
7. Ensuring all health and safety, as well as university regulations are followed by staff at all times.
8. Raise standards of student attainment and achievement within a subject area to monitor and support student progress.
9. Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, and teaching & learning strategies within the department.

10. To keep up to date with national developments in the subject area, including teaching practice and methodology.
11. To effectively manage and deploy teaching/support staff, financial and physical resources within the department.
12. The day-to-day management, control, and operation of the course provision within the department, including effective deployment of staff and physical resources. Organizing and maintaining equipment and stock and keeping appropriate records
13. Submit a report on the progress of graduate studies in the department to the Dean of the college and the vice-Dean for graduate studies at the end of each academic year.

### 3.2. Academic Affairs:

1. Submit a full report on the scholarship's scientific trip if it is within the Kingdom and under the supervision of the department, and submit it to the College Board.
2. Supervising the educational process, implementing its plans, and developing its academic programs in the department.
3. Implementing quality, evaluation, and accreditation systems and regulations.
4. Supervising the various student activities in the department.
5. Monitoring the performance of the examinations and controlling the system within the department.
6. Supervising the academic development process for the department's programs.
7. Preparing a comprehensive annual report on the progress of the study and the academic, administrative, and research performance in the department and submitting it to the Dean of the college.
8. Assisting with recruitment, training, and onboarding processes of faculty members in the department.
9. Submitting the report of the committee for discussing scientific theses to the Deputy for graduate studies within a period not exceeding three weeks from the date of the discussion.
10. To suggest a faculty member other than a course faculty member put the final exam questions for the course when needed

#### 4. Powers of the Department Head:

1. Recommending that the final examination questions be corrected by a faculty member who is not a faculty member of the course or that one or more specialists be involved with him in the correction.
2. Approval of the transcripts.
3. Issuing internal decisions required for the proper functioning of the department under the laws and regulations.
4. Distribution of the academic burden on the faculty members.
5. Preparing job performance reports for faculty members.
6. Recommending the disbursement of entitlements for off-duty work for the department's employees.
7. Recommending the assignment to work outside the working hours of the department's employees.
8. Recommending that the department's employees attend training courses inside and outside the university.
9. Coordination with the Scholarship and Training Committee in following up the status of scholarships and trainees.
10. Recommending the extension of the Saudi and non-Saudi faculty after the end of service.
11. Recommending the termination of non-Saudi faculty contracts.
12. Adopting the report prepared by the supervisor of the thesis and sending a copy to the vice-Dean for graduate studies at the end of each semester.

### **PART THREE: STANDING COMMITTEES**

#### **Student Rights Committee**

##### 1. Objective:

Supporting students' rights on bases that are consistent with the rules and regulations applied at the university. Developing a culture of justice and fairness among students, providing them with the necessary advice, informing them of their university rights, and obtaining them through the regular channels.

## 2. Formation of the Committee:

The committee is formed by a decision of the dean, and it consists of: -

- 1) Vice Dean of Academic Affairs.
- 2) Two members of the faculty.
- 3) Two distinguished students.
- 4) Secretary.

## 3. Duties of the Committee:

- 1) Receiving complaints from students regarding academic and non-academic problems that the student faces in the college.
- 2) Settling these complaints within thirty days from the date of their submission.
- 3) If the committee deems the complaint not to be decided on because of the presented case is special or because of the moral impediment to the committee that prevents the taking of the appropriate decision, it shall refer the matter in its case to the permanent committee for student rights at the university to proceed with its specialization regarding it.
- 4) All work of this committee is governed by the Student Rights Document.
- 5) Submitting its decisions to the Dean of the College for submission to the competent authority.

## **Student Disciplinary Committee**

### 1. Objective:

Study cases of breach of public system, rules and regulations in force at the university, or deviations from academic norms or Islamic morals. In the event that such cases are proven against a student, the committee takes the appropriate decision, and submits it to the college council in preparation for submitting it to the university to take the necessary action in accordance with the regulations governing this. Exempt from the application of the penalties are that the violations committed by students outside the university that do not affect the university and its various systems, as these are the prerogatives of the public authorities in the country, unless the concerned authority refers them to the university.

## 2. Formation of the Committee:

The committee is formed by a decision of the dean, and it consists of:

- 1) The Vice-Dean of Academic Affairs as Chairman.
- 2) The head of the student affairs unit at the college is the rapporteur of the committee.
- 3) The oldest professors in the college.

## 3. Duties of the Committee:

- 1) Considering the violations referred by the rector or the dean of the college.
- 2) Control the behavior of students and those of similar rank inside the college or any of its facilities.
- 3) Refining the behavior of violating students and treating them with the educational methods available in the college.
- 4) Inviting whoever needs to be heard from the case parties or department heads.
- 5) Approving disciplinary penalties for violating students according to the rules and regulations applied at the university.
- 6) Submitting its decisions to the dean of the college for submission to the competent authority.

## **Faculty Recruitment Committee**

### 1. Objective:

Attracting distinguished academic and research faculty members from inside or outside the Kingdom to work in the college according to the needs of the different departments.

### 2. Formation of the Committee:

The committee is formed by a decision of the dean and consists of five members headed by the dean.

### 3. Duties of the Committee:

- 1) Determining the faculty members' needs of the various departments of the college in coordination with the concerned departments.
- 2) Attracting faculty members from different countries of the world through advertising, or contacting employment offices or direct contact with faculty members to be contracted with.
- 3) Study the files of the faculty members who are nominated to work in the college.
- 4) Conducting personal interviews with them and selecting the most suitable candidates to work in the college and referring the files of the Saudi faculty members to the relevant department for decision according to the regulations.
- 5) Follow up with the university administration to finalize the contracting procedures of those nominated to work in the college.
- 6) Receiving and directing new members to the concerned departments.

### **Student Committee**

#### 1. Objective:

Supervising student affairs, including guidance and counseling, students' complaints, in addition to various activities.

#### 2. Formation of the Committee:

The Student Committee is formed by a decision of the college council and consists of at least three faculty members, from whom a rapporteur is chosen, in addition to a distinguished student from the college. It submits its reports to the Vice Dean of Academic Affairs.

#### 3. Duties of the Committee:

- 1) Guiding and directing students in the college with regard to the necessary academic subjects and skills, following up on failing students and advising them academically and psychologically.
- 2) Receiving students' complaints regarding the academic curriculum or faculty members.
- 3) Study students' problems and suggest solutions to them.

- 4) Working to encourage students, support their activities, supervise their trips, and organize competitions, seminars and scientific meetings.
- 5) Proposing and implementing extra-curricular activities with college students.
- 6) Submitting suggestions regarding the development of academic programs in the college.
- 7) Studying the students' legal violations and suggesting penalties for them in accordance with the applicable regulations.
- 8) Study re-marking tests in case there is a difference in them.
- 9) Verify the efficiency of the equipment for the educational process.
- 10) Coordination with the relevant authorities regarding field training.
- 11) What is referred to it by the college council or the dean.

### **The Affairs Committee of faculty members**

#### 1. Objective:

Concern in general with the affairs of faculty members and those of similar status, including appointment, promotion, delegation, secondment..etc. As well as what is related to scholarships.

#### 2. Formation of the Committee:

This committee is formed by a decision of the college council and consists of at least three faculty members, from whom a rapporteur is chosen, and its reports are submitted to the college council.

#### 3. Duties of the Committee:

- 1) Considering the appointment of new faculty members by studying their requests, conducting interviews with them, and submitting to the college council with its minutes and recommendations.
- 2) Examining requests for the promotion of faculty members, examining their papers, and submitting to the college council with its minutes and recommendations.

- 3) Considering the requests of faculty members and those of similar status related to transfer, delegation, secondment, resignation, counseling (full-time and part-time), attending conferences, workshops and training courses, and submitting this to the college council.
- 4) Consider appointing teaching assistants, lecturers, researchers and research assistants, conducting appropriate employment tests for them, and submitting recommendations to the department council.
- 5) Examining requests for scholarships of teaching assistants and lecturers, and verifying the validity of the programs they wish to enroll in, in line with the college's scholarship policy, and the validity of acceptance papers and other documents.
- 6) Follow-up of college's scholarships at home and abroad, preparing reports on their academic status and submitting them to the college council.
- 7) Studying the college's needs for faculty members and those of similar rank and submitting this to the dean of the college.
- 8) Study related matters referred to it by the dean of the college and the college council.

### **Graduate Studies Committee**

#### 1. Objective:

Paying attention to everything related to postgraduate affairs within the college, including reviewing study plans, conducting entrance examinations for postgraduate applicants, and other related matters.

#### 2. Formation of the Committee:

This committee is formed by a decision of the college council and consists of at least three faculty members headed by the Vice Dean of Postgraduate Studies and Scientific Research, and submits its reports to the college council.

#### 3. Duties of the Committee:

- 1) Reviewing and developing plans for the college's graduate programs.

- 2) Conducting admission tests of applicants for postgraduate studies in the college and nominating their admission proposals to the college council.
- 3) Providing academic advising for postgraduate students.
- 4) Study the requests submitted by students regarding granting additional opportunities and re-enrollment ... etc, and submit it to the college council.
- 5) Studying proposals for master's and doctoral letters and submitting them to the college council.
- 6) Proposing the distribution of academic courses to faculty members in the college.
- 7) Proposing the number of students who could be accepted for the coming years.

### **Development and Quality Committee**

#### 1. Objective:

Supervising the activities and work of quality and academic accreditation at the college level.

#### 2. Formation of the Committee:

The committee is formed by a decision of the dean, and it consists of: -

- 1) The Dean of the College as Chairman of the Committee.
- 2) Vice Dean of Development and Quality.
- 3) Heads of departments.
- 4) Head of the Development and Quality Unit as Secretary of the Committee.

#### 3. Duties of the Committee:

- 1) Spreading the culture of quality in the college.
- 2) Supervising the college's strategic plan and following up on its implementation.
- 3) Proposing development plans for the college.
- 4) Implementation and follow-up of the faculty evaluation and accreditation activities.
- 5) Proposing learning objectives or outcomes for the various college programs (bachelors - masters - doctorate), as well as proposing ways or means to achieve these goals, and various evaluation methods to measure outcomes or achieve these goals

- 6) Supervising the preparation and processing of course files, so that each file contains:
  - The curriculum vitae of the faculty member
  - A copy of the certificates of appreciation and awards for teaching excellence
  - Description of course content, in English, according to the models of the National Commission for Assessment and Accreditation
  - Sample questions from previous course exams.
  - A sample of students 'answer sheets at different levels.
- 7) Determining possible areas of improvement and proposing the necessary projects to achieve them at the college level.
- 8) Preparing and provided college handbooks and guides, as well as leaflets introducing the college, job opportunities and study plans.
- 9) Receiving the different academic accreditation teams from outside the university and the quality committees from inside the university, who visit the college from time to time.
- 10) Encouraging faculty members in the college to take the initiative to propose projects and assist them in activating those suggestions.
- 11) Supervising the self-evaluation process for the various college programs and preparing self-study reports for academic programs
- 12) Contributing with the College's Development and Quality Unit to spreading the culture of quality and academic accreditation, organizing educational lectures, workshops, and attending these events.
- 13) Documenting the efforts and results of the academic accreditation procedures in the college and submitting them to the Dean of the College.
- 14) Continuous collection of data and information on academic accreditation requirements, quality activities, and their application in the college.
- 15) Preparing periodic reports on the levels of performance in the college and the level of satisfaction of the beneficiaries in each activity.
- 16) Holding periodic meetings to discuss how to apply the academic program accreditation requirement.

- 17) Preparing academic program description files.
- 18) Carrying out other tasks assigned to the committee in relation to academic accreditation, quality activities and their implementation.

### **College Advisory Committee**

#### 1. Objective:

It is an advisory committee for the college that aims to contribute to the continuous improvement of the college's academic programs, directing its future policies, evaluating its strategic plans and communicating with the public and private sectors.

#### 2. General Regulations:

- 1) The college council nominates the members of the committee, provided that they are not less than nine and not more than fifteen members, and the formation shall be approved by the rector.
- 2) The formation of the board shall be as follows:
  - Dean of the College.
  - Vice Dean of Development and Quality.
  - (Seven to thirteen) with experience in various business sectors from inside or outside the Kingdom, and among them are some of the distinguished college graduates.
- 3) In its first session, the council chooses the chair of the committee and his deputy, provided that he is not the dean of the college, and the vice dean of development and quality is the secretary of the council.
- 4) The council meets at the invitation of its Chairman at least twice a year.
- 5) Council sessions may be held inside or outside the college, and he may invite anyone outside the council to attend its sessions.
- 6) The membership of the council is for two years, renewable.
- 7) Council members are granted a certificate of appreciation upon the expiration of their term of membership in the council.

#### 3. Council tasks:

- 1) Submitting proposals regarding everything that serves the future prospecting of the college.
- 2) Presenting ways to deepen the partnership between the college and the local and global community.
- 3) Contributing to the development of programs and curricula according to the requirements of the labor market.
- 4) Contributing to the implementation of the college's strategic plan.
- 5) Submit proposals that would provide material and moral support to the college.
- 6) Contributing to setting up a coordination mechanism to establish joint projects between the college and the sectors of society in order to find solutions to community problems in an integrated manner.
- 7) Suggest methods to provide funding sources for the college's developmental projects.