

**Job Description**  
**Responsibilities and Authorities**  
**Of all College Staff**

## **The Rector's Speech**

As part of the interest paid by the Government of the Custodian of the Two Holy honorary Mosques and his Heir to the necessity of working hard towards the continuous development, the clear future vision and sound scientific planning in all higher education institutions in Saudi Arabia as well as the vigorous pursuit of higher education institutions, including King Khalid University towards the leadership in all the educational , academic, research, administrative, and technological fields locally, regionally, and internationally comes this regulatory Manual of Job Description for its significant impact in raising the efficiency and effectiveness of administrative and technical work at the university. This Manual will be a guide in defining job description and connection between the administrator and his staff. It will also be a guide in defining the tasks, the academic, the administrative, and financial powers and responsibilities of decision-makers in each administrative unit in the organizational structure proposed for each college in order to achieve total quality (TQ) at various educational, research, and administrative levels.

I am pleased to present this integrated work as a guide for all colleges; and I would like to thank all participants from the Vice presidency of Development and Quality as well as the Deanship of Academic Development and Quality.

**The Rector**

**Prof. Abdulrahman bin Hamad Al-Daoud**

## **The Speech of Vice President for Development and Quality**

This guiding manual of job description comes as a result of our belief in the importance of achieving total quality in all performance aspects as well as raising the efficiency of work system in all the colleges of the university. This Manual aims at clarifying tasks and responsibilities of all the university units. It also presents an easy and clear understanding of the job responsibilities; thus, paving the way for a consensus between the Dean of the college and his administration staff regarding the expected job performance outcomes. This, in turn, leads us to more effective job assessment, thus, getting rid of the overlap in duties and tasks between administrations, and units which increases the effectiveness of teamwork, helps in planning and developing human resources, instills the spirit of cooperation among people; besides, helping in understanding and appreciating the staff contribution in achieving the institution goals. This guide comes according to higher education systems, the executive regulations at the university, as well as the decisions issued in this regard with the purpose of regulating and facilitating the colleges work to perform its mission and achieve its goals. When preparing this Manual, it was taken into consideration that it should be comprehensive and can be applied to all university colleges. This Manual was piloted to all the colleges and suggestions made by some colleges were taken into account.

We hope that this Manual contributes in regulating work as well as in increasing efficiency and productivity within the various university colleges, and helps in raising the quality and speed of performance to outstanding levels.

Praying to Allah Almighty success to all

**Vice President for Development and Quality**

**Prof. Amer bin Abdullah al-Shahrani**

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## **1- Introduction:**

As part of the instantaneous endeavor of Kind Khalid University towards reaching the world rank; and as a belief of the Vice Presidency of Development and Quality in the importance of administrative organization as a main requirement for achieving the total quality in different educational, research and administrative activities at all the colleges as well as working hard to achieve excellency and leadership among all the national, regional and international universities, comes this regulatory and guiding Manual which identifies job description of each college staff and accurately specifies the responsibilities of councils, head administrations, scientific departments, the units/ centers and the supporting committees; that contributes in achieving a clear vision to all staff and prevents overlapping of responsibilities; thus helping decision makers undertake their responsibilities and tasks in a supportive administrative environment.

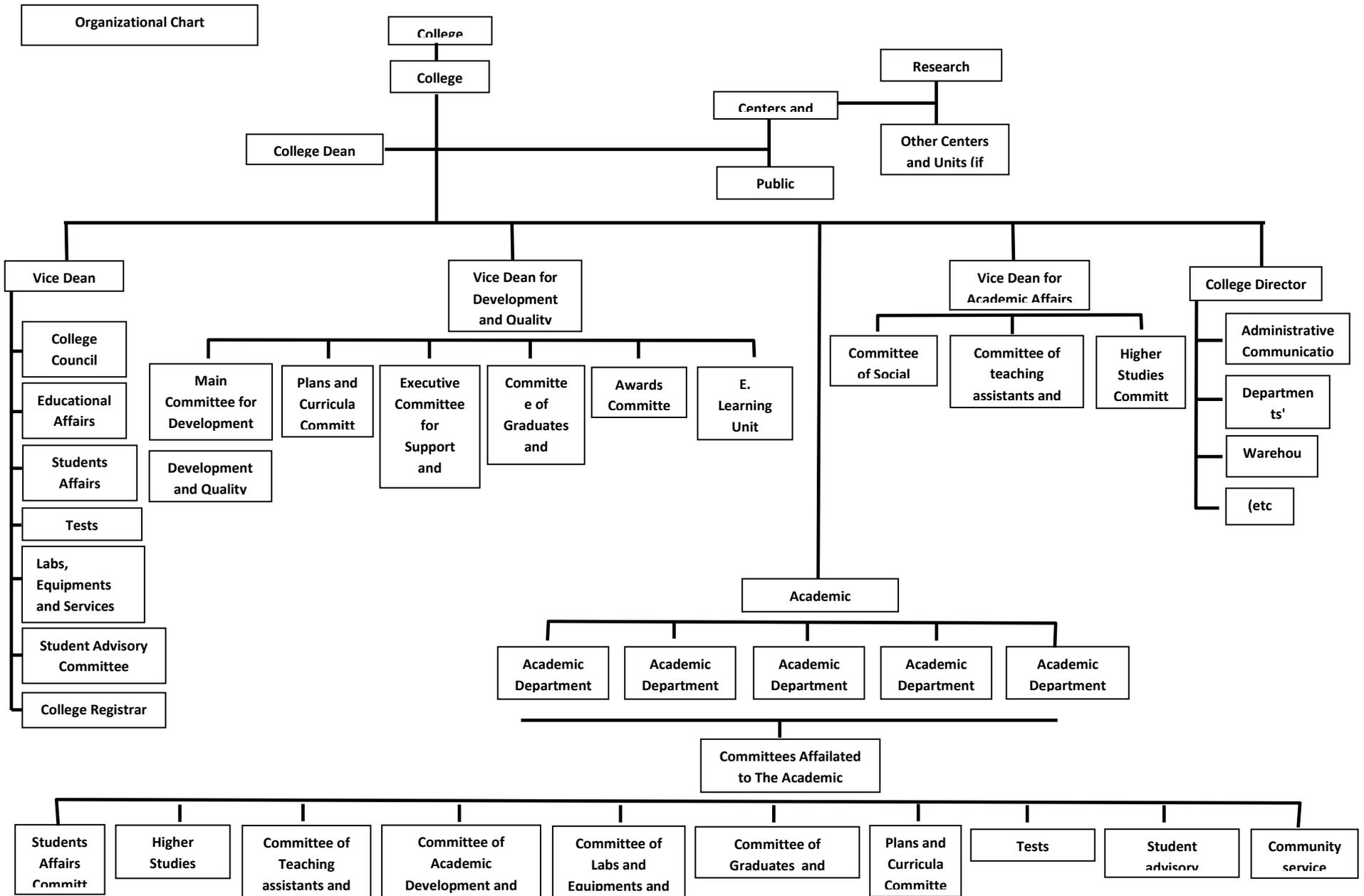
When preparing this Manual, the Vice Presidency, represented by the Deanship of Academic Development and Quality, made use of the Manual devised by the college of education in Abha as well as all suggestions made by other colleges at King Khalid University followed by thorough investigation and evaluation by experts and consultants. The Manual has also been lawfully and legally revised in light of the system and regulations of the Council of Higher Education and Universities (Third Edition, 1428 / 2007).

This manual is a commitment to Higher Education Systems and the executive regulations and decisions of the university. It is intended to be one of the most important specifications of any educational institutions working towards getting academic and administrative accreditation certificates according to NCATE and ISO9001 standards.

This manual includes a description of the tasks and responsibilities of all councils, committees, units, and the scientific and administrative centers at all university colleges. It also includes a description for the tasks and responsibilities of all the university staff at each college such as the Dean, Vice Deans, Heads of the Departments, teaching staff members and the administrative staff, taking into consideration the flexibility of this Manual. That is, each college has the right to modify according to what is suitable for its work after submitting these modifications to the concerned college councils.

The Vice Presidency for Development and Quality hopes that this Manual contributes in increasing the effectiveness, the productivity and the organization at all university colleges as well as promoting the quality and speed of achieving work to the aspired standards and goals that are consistent with the ambitions and strategic set for the university and its colleges.

## 2- Organization Structure



### **3- Part 1: College Administration**

### **3-1 First: College Council**

#### **3-1-1 Definition:**

College Council consists of the Dean as a head, membership of Vice Deans and the Heads of the Academic Departments as well as three of the teaching staff members at most; one of them is preferable to be the college representative at the Scientific Council. A decree from University Council limits the membership period of the teaching staff members. The Vice Dean is the Secretary of the Council.

#### **3-1-2 Council organization:**

1. The College Council meets once a month at least and the meeting cannot be valid unless in the presence of two-thirds of its members.
2. The Council decisions are issued by the absolute majority of the votes; but when votes are equal, the head's party votes are likely to prevail.
3. The Council decisions are considered effective if there is no objection from the rector in (15) fifteen days from the delivery date. If the rector has an objection , he will return them to the college council together with his new point of view to be reconsidered. If the college council stick to their opinions, the challenged decision is submitted to the university council to settle it down at the first regular or exceptional session and the university council has the right to approve, modify or cancel it and its decision will be final.

#### **3-1-3 The Council tasks:**

1. Encouraging conducting scientific research, co-coordinating them among the college department or institute and publishing them.
2. Suggesting the appointment of the faculty staff members, teaching assistants, and lecturers as well as their delegation and promotion.
3. Suggesting study plans or amending them with co-ordination among departments.
4. Suggesting the academic curricula, books and references at the college departments or institute after co-ordination among departments.
5. Suggesting the examination dates and setting their regulations..
6. Suggesting the internal regulation at the college or institute.
7. Suggesting training plans and missions necessary for the college or institute.

8. Suggesting the non curricular activities plan of the college.
9. Settling down the students affairs in its purview and directing those which are not within its purview to the university council.
10. Considering what is submitted from the university council, its head or deputy, vice rectors and the college dean to give opinion.
11. Recommending the acknowledgement of the strategic plan of the college if it is correspondent to the strategic plan of the university.
12. Recommending the acknowledgement of a strategy for the scientific research related to the research plan of the university.
13. Recommending the acknowledgement of the general plan for applying the quality and academic accreditation at the college.
14. Approving setting regulations for students' admission and transferring from and to the college with co-coordination with the Admission and Registration Deanship.
15. Approving committee formation from among the council members.

### **3-1-4 The Council authorities and powers:**

#### **3-1-4-1 Students' affairs**

1. Approving the deprivation lists and cancelling deprivation for students to sit the final exam.
2. Approving giving students a chance for substitute final exam in a period not exceeding the second term.
3. Approving re-registering students.
4. Setting the necessary regulations for evaluating the performance of the non- regular students.
5. Approving re-marking the exam answer papers during a period not exceeding the final exam of the next term.

#### **3-1-4-2 Academic affairs**

1. Approval of determining the students' quarterly work marks.
2. Approval of including practical or oral exam in the final exam.
3. Approval of excluding seminars, research and practical courses from written exams and grades and determining other methods of student assessment in these courses.
4. Forming a committee for organizing the works of the final exam.

5. Applying secrecy in performing the final exams.
6. Charging professors other than the course professor to set the final exam according to the recommendation of the Department head.
7. Charging professors other than the course professor when necessary.
8. Determining the final exam time not less than one hour and not exceeding three hours.
9. Approving equivalency for the courses studied outside the university according to the academic departments' recommendation.
10. Approving that the student studies extra courses if they finished the required courses for graduation but his grade point average (GPA) is less than required..
11. Recommending giving the student additional chance after finishing the available chances to increase his GPA.
12. Suggesting the male and female student numbers to be enrolled in the academic year..
13. Recommending giving travel ticket (the economic class) only once during the academic year if the academic program of the student requires travelling outside the University City.
14. Recommending giving the student an exceptional time period to finish graduation requirements by a maximum not more than half the original period allotted for graduation if the student does not finish the graduation in a period up to half the period decided for his graduation in addition to the program period.
15. Recommending to give the discharged students, due to program duration consumption, a chance to complete their study according to regulations.
16. Recommending giving the discharged student, due to warnings, a chance to complete his study according to regulations.

### 3-1-4-3 Affairs of faculty staff members

#### 3-1-4-3-1 Saudi faculty staff members affairs:

1. Recommending appointing the faculty staff members.
2. Recommending appointing lecturers, teaching assistants, language teachers and researcher assistants.
3. Recommending appointing assistant professors without condition of holding a doctorate degree in the specializations that do not award doctorate degrees according to the regulations and rules of the higher education system (medical majors).

4. Considering the promotion of a faculty staff member at the recommendations of the concerned department council and nominating specialized jury members not less than eight from those nominated by the department council or others.
5. Acknowledgement of paying allowance for extra teaching units if the number's teaching hours exceed the limited portion.
6. Recommending that a faculty staff member can have a sabbatical vacation for one year after three years from his appointment or the previous sabbatical vacation.
7. Considering the achievement report of the faculty member during his sabbatical vacation.
8. Recommending the approval for the faculty staff member to work as a part time counselor at the governmental sectors, the private sector or the regional or international organizations.
9. Recommending the approval for the faculty staff member to participate in the conferences and seminars held inside or outside the kingdom.
10. Recommendation of delegating teaching staff member to work with the governmental sides.
11. Recommending the delegation of a faculty staff member to work for governmental sectors.
12. Recommending delegating the faculty staff member in scientific tasks outside the university.
13. Recommending delegating the faculty staff member for teaching outside the kingdom.
14. Recommending permission to the faculty staff member to travel to conduct research in other universities during the summer vacation.
15. Recommending transferring a faculty staff according to his major from one department to another inside the same college.
16. Recommending transferring the faculty staff member from and to a college.
17. Recommending transferring the faculty staff member to a job outside the university.
18. Recommending the approval of the faculty staff member's the resignation or early retirement at his request.
19. Recommending the employment of part time professors for a period not more than two years subject to renewal.
20. Recommending granting allowance to a part time professor equal to the first limit of his scientific rank; but if he is not a previous faculty staff member, the university council is responsible for determining the amount of allowance he receives on condition that this allowance does not exceed that allotted to assistant professor rank.

21. Recommending employing distinguished Saudi personnel from outside the University for teaching.

#### **3-1-4-3-2 Non Saudi faculty staff members Affairs:**

1. Recommendation of employing those who exceed the maximum age (sixty years) as follows: ten years for professors and associate professors; five years for assistant professors and three years for the other categories.
2. Recommendation of calculating the experience in non- university teaching after contract by one year every two years.
3. Recommendation that a faculty staff member attends a conference or a scientific seminar.
4. Recommendation of increasing the service end financial reward of a faculty staff member and the like to a maximum of one hundred per cent (100%) provided that it does not exceed the total amount of (SR.100,000 ).
5. Acknowledgement of paying extra money for the extra teaching units if the teaching units exceed the determined units.

#### **3-1-4-4 Delegation and training affairs :**

1. Recommendation of delegating the lecturers and the assistant professors and renewing their delegation or ending it.
2. Recommendation of approving changing the specialization of the delegated person or his university or country of study as submitted from the department council.
3. Recommendation of stopping the salary of the delegated person if he:
  - Changed his specialization or his university or the place of his study without the council approval
  - Could not continue the study according to the reports related to his study monitor.
  - Violated the systems or the instructions or he refused to execute them.
  - Did not get the required qualification in the limited period.
  - Proved that he stopped studying or left the study headquarters without accepted excuse.
  - Asked to end the delegation and returning to the kingdom.
4. Making reports about the state of the delegated persons to the faculty who have difficulties in their study after passing half of the period.

5. Preparing detailed annual report about the position of the delegation in the faculty which will be submitted to the university.
6. Recommendation of approving the scientific trip for the delegated person.

### **3-1-4-5 Higher education affairs :**

1. Recommendation of adding the admission conditions for the master stage according to the recommendation of the concerned department.
2. Recommendation of adding the admission conditions for the doctorate stage according to the concerned department recommendation.
3. Recommendation of accepting the student for studying the master or doctorate in a specialization other than his own according to the department council recommendation
4. Recommendation of granting the student additional chance for on term or two terms as maximum according to the recommendation of the department council in case of a decrease in his cumulative estimate less than very good.
5. Recommendation of granting the student additional chance not more than two terms according to the recommendation of the department council shown in the supervisor report on the university dissertation of the student in case if he did not get the degree during the maximum time of obtaining it.
6. Recommendation of accepting the student transferring to another approved university according to the recommendation of the department council with following the transferring conditions.
7. Recommendation of equating the study units which were studied by the student who transferred from another approved university according to the recommendation of the department council.
8. Recommendation of transferring the student from one specialization inside the university to one of the faculty specializations with following the admission conditions or any other conditions which the department consider necessary according to the department council recommendation.
- 9- Recommendation of suggesting the demanded curricula to get the diploma and the certificate label according to the suggestions of the department council.
- 10- Recommendation of approving the alternative exams and the curricula whose study requires more than one term in the higher study curricula according to the recommendation of the department council.

11. Recommendation of performing comprehensive oral and written exam made by specialized committee according to limited rules for the higher studies student after finishing the all the demanded curricula according to the recommendation of the department council.
12. Recommendation of increasing the supervision of the teaching staff member on the scientific dissertations to five dissertations according to the department council recommendation.
- 13- Approving alternative supervisor on the dissertation in case the supervisor could not continue or his death or end of his service in the university according to the department council suggestion.
14. Recommending forming committee of discussing the scientific dissertation according to the department council recommendation.
- 15- Recommendation of re-register the student if his registration was cancelled and limiting the curricula which he will have to re-study it if the cancellation of his registration does not exceed six terms.
- 16- Recommendation of writing the university dissertations in a language other than Arabic with presenting adequate summary in Arabic.
17. Recommendation that supervision on the scientific dissertations is to be made by supervisors with unique distinguished experience and scientific adequacy in the scientific research field from people not working in the teaching staff members in the university according to the department council recommendation.

## **3-2 Second: The College Dean:**

### **3-2-1 Definition:**

He is the teaching staff member in the faculty who undertakes directing the scientific, administrative and financial affairs of the faculty in the limits of the system and its regulation and presents to the university manager a report about the education affairs and the other activities in the faculty at the end of every university year.

### **3-2-2 Connection:**

The dean of the faculty connects to the university manager, also he is one of the members of the university council.

### **3-2-3 Tasks of the dean:**

#### **3-2-3-1 the administrative and financial affairs:**

1. Heading the faculty council and supervision on organizing its affairs and inviting to attend its sessions and executing its decisions and sending the minutes of its sessions to the manager of the university.
2. Applying the regulations and systems of the higher education council.
3. Achieving the aims and the higher policies in King Khalid University.
4. Executing the decisions of the university council related to the faculty.
5. Supervising on preparing the strategic plan of the faculty and monitoring its execution.
6. Supervising the management of the educational, research, administrative, financial and cultural affairs of the faculty.
7. Developing the faculty in administrative, academic and research aspects.
8. Coordination and developing the faculty relations inside and outside the university.
9. Supervision on providing all the educational, research, administrative and financial needs of the faculty.
10. Evaluating the performance of the faculty deputies and the academic departments' heads and the managers and the heads of the affiliated units.
11. Keeping the fixed and transferred property of the faculty.
12. Coordination of the consulting office of the faculty and executing its recommendations.

13. Trying to develop and enhance the financial resources of the faculty and improving its mental picture.
14. Supervision on planning and preparing the budget of the faculty.
15. Forming the committees necessary for performing the faculty works.
16. Preparing overall periodical report about the study method and the academic and administrative and research performance in the faculty and submitting it to the university manager.
17. Presenting his observation about all what happen from the teaching staff members such as violating the demanded duties or any other violations to the university manager according to what he hears from the departments' heads.
18. Informing the punishment matters concerning the students and the faculty personnel according to the systems and regulations.
19. Performing the tasks delegated to him by the faculty council.
20. Representing the faculty inside and outside the university.
21. Carrying out what is charged to him by the university council or manager.

### **3-2-3-2 Academic affairs :**

1. Supervision on the educational process state and executing its plans and developing its academic programs.
2. Applying the systems and the quality regulations, evaluation and academic approval.
3. Supervision on the different students' activities in the faculty.
4. Controlling the exams performance and controlling systems inside the faculty.
5. Encouraging the performance of researches in the different specializations in the faculty.
6. Trying to make academic link with educational establishment inside and outside the kingdom.
7. Supervision on attracting teaching staff members in the faculty.
8. Supervision on applying the plans and study programs in the faculty.

### **3-2-4 Authorities of the dean:**

1. Testing the faculty deputies and the heads of the academic departments and raise the trusteeship of their appointment to the university manager.
2. Approving the minutes of the meetings of the departments councils and he has the right to object on their decisions during 15 days from the date of their arrival to him.
3. Carrying out the recommendations of the faculty council.

4. Issuing the internal decisions which is necessitated by the good work in the faculty according to the systems and the rules.
5. Confirming the reports of the functional performance prepared by the faculty deputies and the departments' heads and the management's managers and the administrative units concerning their personnel.
6. Confirming granting the ordinary and casual vacations for the faculty personnel with notifying the management of the teaching staff members and personnel affairs according to the system.
7. Delegating his validities according to the rules of the university work.
8. Confirming the purchase orders according to the regulations.
9. Forming the different committees at the faculty level.
10. Confirming the reports of evaluating the performance submitted to him from the faculty units from the faculty budget.
12. Recommendation of exchanging the dues for the overtime for the faculty personnel.
13. Recommendation of internal and external charge for the faculty personnel.
14. Recommendation of charging the personnel to work overtime (for five days).
15. Recommendation of the attendance of the personnel of the faculty to the training courses inside and outside the university.
16. Recommendation of extending periods for the teaching staff member after ending the service.
17. Recommendation of contracting with the teaching staff member after his retirement.
18. Recommending ending the non Saudi members in co-ordination with the departments' heads.
19. Approval of the agreement of the concerned dept. council to postpone the acceptance of the higher studies student provided that the postpone period does not exceed two terms.
20. Approval of the agreement of the concerned department on erasing all the term curricula by the higher studies student.
21. Approval of transferring the student from outside the university to the faculty.
22. Agreement on transferring the student from one faculty to another.
23. Agreement on transferring the student from one specialization to another inside the faculty
24. Approval of permitting the student to study in the faculty as a visitor.

### **3-2-3-1 agencies and the academic departments and the administrations and committees affiliated to the dean:**

- The faculty agency.
- The faculty agency for academic affairs
- The faculty agency for the development and quality
- The academic departments
- The faculty administration
- The units and aiding centers
  - The researches center
  - Other centers and units (if any)

### **3-3 Third: the faculty Vice Dean:**

#### **3-3-1 Definition:**

He is the teaching staff member who is committed to supervise the educational process continuation of the students in the university studies stage and executing the approved policies and programs in the fields of the students' affairs and the aiding educational services and achieving the limited aims

#### **3-3-2 Connection:**

The faculty deputy connects to the faculty dean also he is one of the faculty council members.

#### **3-3-3 Tasks of the faculty Vice Dean:**

1. Supervising on the execution of the regulations and the executive rules of the regulation of the studies and exams for the university stage.
2. Supervising on the units affiliated to the scientific affairs.
3. Supervision on preparing the study timetables for the students in the academic departments with coordination with the other leadership of the admission and registration and the committee of the study timetables.
4. Supervising on the event of the final exams and forming their committees with coordination with the academic departments and the leadership of admission and registration.
- 5- Supervising on applying the admission and transferring rules to and from the faculty and among the academic departments

6. Supervising on the works of the students' affairs committee and the committees of the student non grade activities in addition to both the student instruction committee and the exams committee.
7. Supervising on the works of the labs committee, the equipments and the services
8. Supervising on the process of study curricula equation.
9. Supervising on the applications of postpone and excuse from the study and also the erase processes and adding to the students of the university studies stage according to the systems and decisions issued in this concern.
10. Supervising on the introducing week effectiveness in the faculty.
11. Presenting on the periodical reports to the faculty dean about the work processes in the units affiliated to him according to the tasks charged to him and the difficulties which face them.
12. Coordination with the faculty units in the related fields.
13. Supervising on the financial affairs and the allocated custodies in the agency and its programs according to the rules and systems.
14. Performing the works of the secretariat of the faculty council.
- 15- Monitoring the updating the faculty website concerning his agency and the administrative units affiliated to it.
16. Carrying out all works the dean charges him.

#### **3-3-4 Authorities of the faculty deputy:**

1. Viewing submitting the student excuse forms the term to the students' affairs committee at the faculty according to the rules and systems.
2. Viewing presenting the transferring the students from one specialization to another to the students affairs committee in the faculty according to the rules and systems.
3. Viewing confirming the study timetables presented from the academic departments in the faculty.
4. Viewing forming and approving the students' activities committees in the faculty.
5. Viewing in acknowledging the increase of the student numbers in the branches with coordination with the concerned departments and the admission and registration management.
6. Viewing presenting the extension applications and re-registration and the alternative exams of the university stage students to the students' affairs committee in the faculty according to the rules and systems.
7. Viewing the confirmation of the deprivation lists and cancelling them according to the rules and systems.

8. Settling the issues of the students' excuses as necessary according to rules and systems.
9. Corresponding the related sides inside the university in the competence and the scope of the agency work.
10. Issuing the internal decisions which the work in the faculty agency and units necessitates according to systems and rules.
11. Evaluating the performance of the agency personnel
12. Confirming the ordinary and casual vacations of the units affiliated to the agency.
13. Acknowledging exchanging from the budget of the agency according to the organizing rules
14. Acknowledging opening new branches at the concerned departments

### **3-3-5 The units and the committees and the responsible for the faculty council secretariat**

- Students affairs committee
- Labs , equipments and services committee
- Exams committee
- Student instruction committee
- Leader of the student activity
- The faculty registrar.

### **3-4 Fourth: The faculty Vice Dean for the academic affairs**

#### **3-4-1 Definition:**

He is the teaching staff member who is committed to supervise the educational, academic and research process of the higher studies students and the units affiliated to it in the faculty.

#### **3-4-2 connection:**

He connects to the faculty dean also he is one of the faculty council members.

#### **3-4-3 Tasks of the faculty deputy for academic affairs :**

1. Carrying out and monitoring the policy of the higher studies and delegation in the faculty.
2. Supervising on developing and revising the admission conditions in the higher studies.
3. Supervising on the higher studies processes in the faculty and its exams and committees.
- 4- Coordination with the faculty units in all related fields.

5. Heading the committees affiliated to the agency and submitting their reports to the concerned sides
6. Supervising on the effectiveness of the program introducing the students of the higher studies and monitoring its execution.
7. Supervising the activities and developing the faculty abilities in the scientific research field.
8. Supervising the development of the researches strategy and is plan and putting mechanisms of its execution in the faculty.
9. Supervising providing the financial support to the researches from the university and from the financing sides outside it.
10. Receiving and monitoring the needs of the departments such as research and the teaching staff members and assistant professors in different specializations
11. Supervising the monitor of the states of the delegated outside the faculty
12. Receiving the files of the higher studies students presented to the higher studies management and distributing them to the different departments in the faculty.
13. Receiving the decisions of the departments concerning the applications of the higher studies students and sending them to the higher studies management after approving them from the faculty council.
14. Supervising the applications of postpone and excuse for not leaving study and also the erasing processes and adding and the deprivation lists according to the systems and the decisions issued in this concern to the higher studies students.
15. Coordination with the scientific research management in the university and the research center in the faculty and the other research establishments concerning the performance of the researches and getting support to them.
16. Coordination with the attraction management of teaching staff and researchers in the university.
17. Encouraging establishing unique scientific fields or centers of researches periodical reports to the faculty dean about the work in the units affiliated to him according to the tasks entitled to him and the difficulties which face them.
19. Supervising the units affiliated to his agency.
20. Supervising executing the topics presented to him related to the higher studies and the scientific research.
21. Monitor of updating the faculty website concerning his agency and the administrative units affiliated to it.

22- Carrying out what the faculty dean charges him with.

#### **4-4-4 Authorities of the faculty Vice Dean of academic affairs:**

1. Coordination the affairs of the higher studies students with the higher studies management in the university
2. Approving the exams results of the higher studies
3. Applying the internal system for working in the faculty agency of the higher studies and the scientific research and the competencies and the general description of the duties of those who work in it and the way of coordination with the units affiliated to it.
4. Issuing the internal decisions needed by the good performance of the works in the faculty agency and its units according to systems and rules.
5. Evaluating the performance of the faculty personnel
6. Acknowledging the exchange from the budget of the agency
7. Approving the ordinary and casual vacation of the units affiliated to the agency

#### **4-4-5 Committees affiliated to the Vice Dean of the faculty to the academic affairs:**

- Higher studies and researches committee
- Assistant professors and delegations committee
- Social care committee

### **3-5 Fifth : Faculty deputy for development and quality**

#### **3-5-1 Definition:**

He is the teaching staff member who is charged to supervise the processes of the development and quality and achieving the confirmation standards and the academic evaluation in the educational process in the academic departments and controlling the quality of the administrative work inside the faculty and trying to develop and improving the performance in all aspects and spreading their culture.

### **3-5-2 connection:**

The deputy of the faculty for development and quality connects to the faculty dean and also he is one of the members of the faculty council.

### **3-5-3 Tasks of the faculty Vice Dean for the development and quality:**

1. Defining the quality concept and spreading its culture on the faculty or institute level.
2. Supervising the application of the quality program in the faculty or institute.
3. Supervising the performance evaluation in the faculty or institute.
4. Overseeing the implementation of the program evaluation and accreditation.
5. Preparing and carrying out of the developmental and strategic plans of the faculty or the institute.
6. Supervising on the work of the e-learning center (unit).
7. Studying the difficulties or problems facing the development and quality program and suggesting solutions for them.
8. Limiting the specialized training needs of the teaching staff members in the academic departments in the faculty and coordination with the management of the academic development and the quality in executing them.
9. Encouraging the teaching staff members to participate in attending the training programs, the courses and the workshops presented to them from the management of the academic development and quality
10. Supervising the preparation of a plan for developing the skills of the faculty personnel such as the teaching staff members, the employees and the students.
11. Supervising the use of the mechanisms and the electronic teaching and the educational multimedia and distant teaching in education and learning inside the faculty.
12. Supervising the preparation of the annual report of the faculty and distributing it to the concerned sides after approving it from the dean
13. Presenting periodical reports about the affiliated units to him to the faculty dean according to the tasks and the difficulties which faces the tasks.
14. Monitoring the development of the educational utilities in the faculty and updating the labs.

15. Putting the internal system to work in the agency of development and the quality in the faculty and the competences and the general description of the personnel duties and the way of coordinating among the units affiliated to him.
16. Supervising the financial affairs and the custodies allocated to the agency and its programs according to the rules and systems.
17. Supervising on the execution of the topics related to the development and quality.
18. Carrying out and monitoring the activities of the creation rewards and uniqueness in the academic, research and functional performance in the faculty
19. Putting the suitable stage plans of the periodical audit of the criteria of the quality approved to ensure the continuous improvement in the performance of the academic and departments and the administrative units in the faculty
20. Putting mechanisms to recognize the expectations and, the needs and the level of the faculty clients' satisfaction (internal and external) and notifying them to all of the academic departments and related the administrative units
21. Executing and monitoring the evaluation of the teaching performance of the teaching staff member and helping him to achieve professional and scientific uniqueness
22. Monitoring the update of the faculty website concerning his agency and the administrative units affiliated to it.
23. Carrying out all works charged by the faculty dean

#### **3-5-4 Authorities of the faculty deputy for the development and quality:**

1. Recommendation of appointing the units supervisors and the
2. Corresponding the related sides inside the university in the competence of the agency work of the faculty and its scope
3. Issuing the internal decisions needed by the process of doing good work in the faculty agency and its units according to the systems and rules.
4. Evaluating the performance of all the personnel of the faculty agency.
5. Acknowledging the exchange from the budget and custody of the faculty according to the organizing rules.
6. Confirming the ordinary and causal vacation of the personnel of the units affiliated to the agency.

### **3-5-5 The committees affiliated to the faculty deputy for development and quality :**

- Development and quality unit
- Electronic learning unit
- Main committee for development and quality
- Plans and curricula committee
- Committee of graduates and employment affairs
- The executive committee for support and monitoring
- Awards committee.

## **4- Part 2: The Academic Section**

## **4-1 First : the department council :**

### **4-1-1 Definition:**

The department council consists of the teaching staff members in it and every council has its validities in the academic affairs in the limits of the system and its rules.

### **4-1-2 Organizing the council:**

1. The department council has a meeting every month and it cannot be held except by the attendance of one third its members
2. The council is headed by the academic department president and the decisions are issued by ultimate majority of the votes of the attending members and when the votes are equal the side in which the president is present will be chosen.
3. The decisions of the council are considered valid unless the dean of the faculty or the institute has an objection on it during 15 days from the date of its arrival to him and if the council keeps his opinion, the objected decision is submitted to the faculty council to settle it.

### **4-1-3 Tasks of the council:**

1. Recommendation of appointing the teaching staff members, the lecturers and the assistant professors and seconding and delegating and promoting them.
2. Recommendation of the acknowledgement of the study plans or amending them.
3. Recommendation of acknowledgment of the programs and the study curricula and the reported books and references in the department.
4. Encouraging the department members to prepare the scientific researches and coordinating and spreading them.
5. Suggesting the names of full time persons with prominent scientific position in teaching or supervision on the researches and scientific dissertations.
6. Suggesting and recommendation of having specialists as visitors from Saudi and non Saudi persons for teaching for a limited period in the department.
7. Submitting a report to the faculty council about the state of the delegated persons in their study after passing the mid period.
8. Submitting an annual detailed report of the delegation position in the department to the faculty council after approving it.

9. Suggesting the admission rules and the transferring from and to the faculty.
10. Suggesting the plans necessary for the higher studies and the admission rules in the department.
11. Viewing the report presented about the achievements of the teaching staff member during the scientific activity.
12. Viewing what the faculty council or its head or deputies submit for consideration and giving opinion.
13. Forming committee from among the teaching staff members when necessary.

#### **4-1-4 Authorities of the council:**

##### **4-1-4-1 the academic affairs:**

1. Recommendation of that the student study other curricula if he finished the demanded curricula for graduation and his rate was less than the demanded to raise his cumulative rate and this in case of his success in the curricula and failing in the rate.
2. Forming committees from its members or others
4. Recommendation that there is practical or oral test within the final exam with limiting the marks of it
5. Recommendation of approval of the exception of the curricula of the seminars and the researches and the scientific curricula from the exams and the estimates and determining the measurement of the student acquisition in these curricula and the scientific curricula from the regulations limiting the term works marks and the ways of their calculation and the regulations of the content of the final exam.
6. Recommendation of limiting the final exam with not less than one hour and not more than three hours
7. permitting the student , at the recommendation of the subject teacher to complete the requirements of any curricula in the next term and the student has in his academic register incomplete estimate and it is not calculated within the term or cumulative rate except the estimate he got after completing the requirements of this curricula and if he did not change the incomplete estimate in the student register after passing one term the estimate is replaced by estimate failed and it is calculated within the term or cumulative rate.
8. Permitting to list the estimate (pass) or (IP) for the student if the curricula needs more than one term and after finishing the study of the curriculum he will be given the estimate which he got

and if he did not complete the curriculum in the due time, the council can permit the approval of listing incomplete estimate or (IC) in the student register.

9. Recommendation of curricula equation which the student studied outside the university.
10. Recommendation of forming a committee for evaluating the teaching process for the teaching staff members.
11. Approving the distribution of the lectures, the works and the exercises to the teaching staff members.
12. Recommendation of giving travel ticket in the tourist degree for one time during the one study stage if the academic program of the student requires his travel outside the study city.

#### 4-1-4-2 The teaching staff members affairs :

##### 4-1-4-2-1 Affairs of Saudi teaching staff members:

1. Recommendation of appointing the teaching staff members.
2. Recommendation of appointing the assistant professor without the condition of having doctorate degree in the specializations that are not granted the doctorate degree according to the rules limited in the system and regulations of the higher education (medical specialization).
4. Recommending the promotion of the member and suggesting a number of specialized arbitrators not less than eight.
5. Recommendation to exchange allowance for the teaching units if they increased for the teaching staff members more than the legal allocation.
6. Recommendation of giving the member a vacation for scientific activities for one year after passing five years from appointing him or having previous scientific vacation or for one year after his appointment of having previous scientific vacation.
7. Recommendation of accepting the reports of the scientific activity of the teaching staff members.
8. Recommendation of accepting the work of the teaching staff member as a part time counselor in the governmental sides or the private sector or the regional or international organizations.
9. Recommending of approving the participation of the member in the conferences and the seminars held inside and outside the kingdom.
10. Recommendation of delegating the teaching staff member to work with the governmental sides.
11. Recommending of seconding the services of the teaching staff member.

12. Recommending sending the teaching staff member in scientific task outside the university campus.
13. Recommending sending the teaching staff member to teach outside the kingdom.
14. Recommending permitting the member to travel to make researches in another university during the summer vacation.
15. Recommending the acceptance of the member resignation or early retirement at his request.
16. recommending hiring part time professors for a period not more than two years and renewable.
17. recommending granting the part time professor a remuneration equal to his first base salary of the first scientific rank, and if he is not from the previous teaching staff members , the university council limits the remuneration amount not exceeding the first base salary of the assistant professor rank.
18. Recommending using the distinguished Saudi excellent professors from outside the university to teach.
19. Recommendation of transferring the member in the scope of his scientific specialization from one department to another inside the faculty.
20. Recommending transferring the teaching staff member in his scientific specialization totally to another faculty in the university.
21. Recommending transferring the member to a job outside the university.
22. The previous recommendations is to be submitted to the faculty council.

4-1-4-2-2 affairs of non Saudi teaching staff members:

1. Recommendation of employing those whose age exceeded the maximum age (sixty years) in the limits of ten years for the professors and the assistant professors and five years for the assistant professors and three years for the other categories
2. Recommendation to calculate the experiences in the non university teaching if it is in the specialization field and after the scientific qualification upon which the contracting was made by one year for every two years.
3. Recommending that the member attends a conference or scientific seminar.
4. The previous recommendations are to be submitted to the faculty council

#### 4-1-4-2-3 Delegation and training affairs:

1. Recommendation of delegating the lectures and the assistant professors and extending for them or ending their delegations
2. Recommendation of approval of changing the delegated person for his specialization, university or the study country.
3. Recommendation of stopping the allowances of the delegated person if he:
  - Changed his specialization, university or the place of his study without the council agreement.
  - Could not continue the study according to the reports related to his study condition.
  - Violated the systems or the instructions or refused to execute them.
  - Did not get the required qualification in the limited period.
  - It was proved that he stopped study or the study place without accepted excuse.
  - Demanded to end the delegation and returning to the kingdom.
4. Recommendation of approving the scientific trip of the delegated person.
5. Charging the lecturer or the teacher delegated to higher studies inside the kingdom to make academic and administrative works provided that this does not affect his scientific acquisition.
6. Coordination with the delegation committee and training to monitor the states of the delegated persons and the trainees.

The previous recommendations are to be submitted to the faculty council.

#### 4-1-4-2-4 The higher studies affairs:

1. Recommendation of adding the admission conditions in the master stage.
2. Recommendation of adding the admission conditions in the doctorate stage.
3. Recommendation of accepting the student for the study of master or doctorate in another field.
4. Recommendation of granting the student additional chance not more than two terms by report from the supervisor.
5. Recommendation of equating the study units which were studied by the student transferred from another well-known university.
6. Recommendation of approving the alternative exams and the curricula whose study needs more than one term in the higher studies curricula.
7. Recommendation of making overall oral and written exam held by specialized committee according to the limited rules for the higher studies students after finishing the all the demanded curricula.

8. Recommendation of increasing the supervision of the teaching staff member on the scientific dissertations to five dissertations.
9. Suggesting limiting alternative supervisor on the dissertation in case if the supervisor could not continue or his death or end of this service in the university.
10. Recommendation of forming the discussion committee on the scientific dissertations.
11. Recommending the approval of postponing the student admission provided that the postpone period does not exceed two terms.
12. Recommending the approval of erasing the curricula of the term by the student.
13. Recommendation of accepting the student transferring from the university to another well known university.
14. Suggesting the supervisors of the scientific dissertations.
15. Suggesting the curricula needed to obtain the diploma and suggesting the certificate label
16. Recommending the re-registration of the student if his registration was cancelled.
17. Recommending writing the university dissertations in a language other than the Arabic with presenting and adequate summary in Arabic.
18. Recommending that supervision on the scientific dissertation is made by supervisors with unique experience and scientific adequacy in the field of the research other than the teaching staff in the university.
19. the previous recommendations and suggestions are to be submitted to the faculty council.

#### **4-2 Second: The department head:**

##### **4-2-1 Definition:**

He is the teaching staff member committed to facilitate the scientific, administrative and financial matters and he is the responsible for applying the rules and the systems of the higher education council. also he presents a report about the department works at the end of every year to the dean, the department head is appointed from among the Saudi distinguished teaching staff members with the scientific and administrative experience by a decision from the university manager according to the opinion of the faculty dean and the appointment is for two years and renewable

##### **4-2-2 Connection:**

Connection will be to the dean of the faculty

### **4-2-3 Tasks of the department head:**

#### **4-2-3-1 The administrative and financial affairs :**

1. Heading the department council and supervising the organization its affairs and inviting to attend its sessions and executing its decisions and sending the minutes of its sessions to the faculty dean.
2. Achieving the higher aims and policies in the university.
3. Carrying out the decisions of the faculty council concerning the department.
4. Supervising the preparation of the strategic plan of the department and following its execution.
5. Supervising managing the educational, research, administrative, administrative and cultural affairs of the department.
6. Supervision on developing the department from the administrative, academic and research aspects.
7. Coordinating and developing the department relations inside and outside the university.
8. Supervising providing all educational, research, administrative and financial needs of the department.
9. Supervising raising the standard of the quality and developing its outputs.
12. Submitting the violation of any duties or any other breaches done by t member to the faculty dean.
13. Presenting a report of the higher studies process in the department to faculty dean and the dean of the higher studies till the end of every year.

#### **4-2-3-2 The academic affairs:**

1. Presenting an adequate report of the educational trip of the delegated person and carrying out them if they were inside the kingdom and under supervision of the department and submitting it to the faculty council.
2. Supervising the educational process and executing its plans and developing its academic programs in the department.
3. Applying the systems and the rules of quality and evaluation and academic approval.
4. Supervising the different student activities in the department.
5. Controlling the performance of the exams and controlling the system inside the department
6. Supervision on the academic development process of the department program.
7. Preparing overall annual report about the study process and the academic, administrative and research performance in the department and submitting it to the faculty dean.
8. Supervising attracting the teaching members to the department.

9. Submitting the report of the committee of discussing the scientific dissertations to the dean of the higher studies in a period not exceeding three weeks from the date of discussion.
10. Teaching staff member not from the staff members suggest the study curriculum to put some questions of the final exam.

#### **4-2-3-4 Authorities of the department head:**

1. Recommendation that the correction of the final exams questions is to be done by the a member not from the teaching staff of teaching the curriculum or one specialist or more participate with him in the correction.
2. Approving the marks sheets.
3. Issuing the internal decisions needed by the work performance effectively in the department according to the systems and the rules.
4. Distributing the study burden on the teaching staff members.
5. Recommendation of giving education allowance to the teaching staff members.
6. Preparing the reports of the functional performance of the teaching staff members.
7. Recommendation of giving the due amounts for working overtime to the department personnel.
8. Recommendation of charging over time for the department personnel.
9. Recommending that the department personnel attend the training courses inside and outside the university.
10. Coordination with the delegation and training committee in monitoring the positions of the delegated persons and the trainees.
11. Recommendation of giving extra periods to the Saudi teaching staff members after the service end.
12. Recommending contracting with the Saudi members after the end of the extra periods.
13. Recommendation of ending the non Saudi members' contracts.
14. Approving the report prepared by the supervisor of the scientific dissertation and sending a copy to the dean of the higher studies in the end of every term.

### **4-3 Third: The department Rapporteur**

#### **4-3-1 Definition:**

He is the person who undertakes the supervision on the works and the decisions of the department council

#### **4-3-2 connection :**

He is connected to the department head in an administrative way

#### **4-3-3 Tasks of the department Rapporteur:**

1. Supervision on the works of the department council.
2. Coordination among the department members to carry out the decisions of the department head.
3. Inviting the department council members to attend its meetings by direction of the department head.
4. Submitting report to the department council head about what were achieved of the decisions of the council at the end of every term.
5. Monitoring and restricting the council works inside its meetings.
6. Preparing and extracting the minute of the department council to the council head.
- 7 monitoring the attendance of te department council members and their signature on the council minutes.

### **4-4 Fourth: member of the teaching staff:**

#### **4-4-1 Definition:**

He is the assistant professor or the participating or the aiding professor by decision from the university manager.

#### **4-4-2 Connection:**

The member of the teaching staff connects to the head of his academic department in an administrative way.

#### **4-4-3 Tasks of the teaching staff member :**

1. Achieving the higher aims and policies in the university.

2. Carrying out the decisions of the department council or the faculty or the university as for his responsibilities.
3. Participating in preparing the strategic plan of the department.
4. Attending and participating actively in the sessions of the department council.
5. Sharing in developing the department in the administrative, academic and research aspects.
6. Teaching the educational units within his academic allocation.
7. Teaching the non-educational or excess units of his allocation if necessary according to the organizing rules.
8. Supervising the researches of the higher studies students according to the organizing rules.
9. Instruction for the higher studies students.
10. Sharing in making the department committees and its activities and activating them.
11. Attending the seminars and the conferences related to his specialization according to the organizing rules.
12. Submitting the difficulties which face him preventing him to perform his educational or research duties or social care to the department head.
13. Sharing in social care programs executed by the department or the faculty.
14. Preparing the suitable evaluation tools for measuring the acquisition / abilities of the students and extracting the results and benefiting from them in developing the teaching / training process.
15. Committing to the continuous professional development and developing the abilities and the teaching and research information
16. Monitoring all new things in his specialization field and sharing through his scientific activity in the development of his specialization
17. Transferring to his students the most modern things in science in his field making they love the science and knowledge and the proper scientific thinking.
18. Working fulltime in his job in the university and he cannot be permitted to work outside the university except by prior approval according to the systems and rules.

#### **4-4-4 Authorities of the teaching staff member:**

1. Preparing the mark sheets of his students.
2. Preparing the deprivation sheets.
3. Giving opinion during the discussion of the department council works.

4. Attending or sharing in the conferences of the seminar and the workshops related to his specialization and held outside the university according to the organizing rules years from his appointment or having previous scientific vacation or previous scientific vacation provided that this does not affect the educational process.
5. Delegation or seconding or giving consulting services according to the organizing rules.
6. Performing scientific researches in another university during the summer holiday according to the rules.
7. Transferring to other department or faculty or university or governmental side according to the rules.

#### **4-5 Fifth: The program coordinator:**

##### **4-5-1 Definition:**

He is the responsible for coordinating among the teaching staff members in a certain program.

##### **4-5-2 Connection:**

He connects to the faculty dean in an administrative way in case of the faculty with the one program and to the dean and the department head in case of the faculty with many programs.

##### **4-5-3 Tasks of the program coordinating:**

1. He works as a leader for the different work teams consisting of the teaching staff members in the program.
2. Developing and suggesting activities and good aims for the program and revising them.
3. Developing work plan and the time schedules of the program according to the specifications.
4. Supervising the processes and coordinating the different activities and limiting the priorities of the program.
5. Controlling the program expenses and ensuring that they do not exceed the allocated expenses
6. Assisting in suggesting and continuing in financing with the sponsoring sides inside and outside the kingdom
7. Coordinating the different activities of the program with the activities interrelated in the other programs.
8. Presenting technical advice for the personnel and the student concerning the program and solving the problems and answering their questions related to the aims and the program policies.

9. Achieving the ideal effectiveness and adhering to the suitable policies and the procedures and the specifications.
10. Supervising the report of the program.
11. Evaluating the effectiveness of the improvement styles for developing the program.
12. Putting the methodology of the evaluation and the tools which is used for evaluating the program and analyzing the results and recommending taking the suitable procedures.
13. Revising the different documents for the program and writing the annual report to it.
14. Assisting in the preparation for organizing the workshops and the meetings, the seminar, the conferences and preparing the different requirement for these activities.
15. Continuous interaction and the communication with the students and the teaching staff members, the personnel and the civil society to achieve the program aims.
16. Leading the employment efforts of the program graduates coordinating with the faculty dean and the registration administration.
17. Preparing and presenting the periodical reports, the financial statement and the registers for the different activities and the registration administration.
18. Ensuring the program commitment with the national authority documents for evaluation and the academic approval (NCAAA).
19. Supervising the completeness of the program preparations for presenting for getting the academic approval.

#### **4-6 Sixth: The course coordinator:**

##### **4-6-1 Definition:**

He is the person who coordinates among the teachers of one of the curricula with many branches.

##### **4-6-2 Connection:**

The course coordinator connects to the department head in an administrative way.

##### **4-6-3 Tasks of the course coordinator:**

1. Coordination among the teachers of the one curriculum.
2. Making periodical meetings among the teachers of the one curriculum to discuss the educational process.

3. Ascertaining the commitment of all people to the plan of the course teaching according to the approved description.
4. Coordination among the teachers of the curriculum for preparing the tools of evaluating the students in the curriculum.
5. Making complete archive for all models of the final exams of the curriculum.

## **5-Part 3: The administrative department**

## **5-1 First: The management director:**

### **5-1-1 Definition:**

He is the person who is responsible for supervising the administrative and the financial affairs in the faculty.

### **5-1-2 Connection:**

He connects to the faculty dean

### **5-1-3 Tasks of the management director:**

1. Supervising the application of the rules and the systems of the administrative and financial affairs in the university.
2. Telling directly about the personnel of the faculty and about leaving work.
3. Supervising and monitoring the execution of the administrative works of the unit affiliated to the management.
4. Supervising the good work and developing work in the management.
5. Supervising the speed of ensuring the faculty purchases such as the hastened needs.
6. Supervising the works of the retired application in the faculty concerning the passports (residence, visas, and travel tickets).
7. Supervising the faculty establishments with the related sides and putting plans to pursue their maintenance and cleanliness.
8. Arranging the ordinary vacations of the faculty personnel such as clerks , technicians, and workers.
9. Charging the responsible persons to communicate with the concerned sides to repair the emergent breakdowns which may happen in the faculty and monitoring them.
10. Supervising the distribution of the offices in the faculty and coordinating the program of using the halls of the scientific seminars in a good way.
11. Supervising the attendance and absence registers for the personnel of the faculty such as clerks and technicians.
12. Pursing the preparation of the study halls and supervising its maintenance periodically.
13. Preparing the annual report and periodical reports for the management works and the affiliated units and submitting them to the faculty dean.

14. Supervising the financial affairs and the custodies of the management according to the rules and systems.
15. Carrying out all works charged by the dean.

**5-1-4 Authorities of the management director:**

1. Replying to all correspondences coming to him from all administrative units in the university coordinating with the related sides.
2. Approving the purchase order and signing it according to the followed systems.
3. Signing the examination and receiving memorandums.
4. Permission and exchange from the faculty warehouse.
5. Keeping the custodies registers of the faculty and monitoring them.
6. Approving the quittance on the money demanded from the contracting persons when travelling.
7. Confirming the definition certificates of the faculty personnel according to the system.
8. Confirming the receipt and delivery reports and the application of exchanging materials and transferring the custody.
9. Approving the vacations of all the faculty personnel such as clerks, technicians, researchers after the agreement of their direct manager.
10. Signing the paper of the member leaving the work whose job ends in the faculty.
11. Recommending persons to work overtime as necessitated by the labor interest according to the system bases.
12. Signing the letters of transferring the personnel and the workers of the faculty to the medical examination.
13. Confirming the data of ending the delegation task of the faculty personnel such as clerks, technicians and researchers.
14. Confirming the correspondences related to the governmental sides to complete the personnel procedures.
15. Recommending the administrative punishments on the management personnel according to the systems.
16. Encouraging the faculty personnel not from the teaching staff members to attend the training courses.
17. Coordinating with the related sides inside the faculty and the university in the competence of the management work and its scope.

18. Issuing the internal decisions necessitated by the good work process in the management according to the systems and rules.
19. Evaluating the performance of the management personnel.
20. Acknowledging exchange from the budget and custody of the management according to the organizing rules.
21. Submitting the needs of the faculty such as the human and financial resources and the different equipments.
22. Monitoring the maintenance processes and installations in the faculty.

**5-1-5 Units affiliated to the management director:**

- Administrative communication unit.
- Warehouse.
- Personnel affairs responsible.
- Secretariat of the dean, deputies and the academic departments.
- Secretary of the researches center library.
- Faculty drivers.
- Employees and the technicians at the faculty.

**6- Part 4: The Units, Scientific Centers, the Supporting Activities and  
Those Who Work In Them**

## **6-1 First: The faculty council secretariat:**

### **6-1-1 Definition:**

It is concerned with the meeting agenda and the topics discussed in the meetings and monitoring the execution of the decisions issued from the faculty council and keeping all the reports of the meetings in papers and electronically.

### **6-1-2 Connection:**

The secretariat of the faculty council connects to the dean and its works are performed by one of the faculty deputies.

### **6-1-3 Tasks of the faculty council secretary:**

1. Limiting the meeting's agenda by coordination with the head of the faculty council.
2. Limiting the topics enrolled in the report of the faculty council coordinating with the faculty council.
3. Monitoring the execution of the decisions issued from the faculty council.
4. Keeping all meetings reports held by the faculty council in papers and electronically.
5. Sending a copy of the meetings reports to the secretariat of the university council.

## **6-2 Second: The development and quality unit:**

### **6-2-1 Definition:**

The development and the quality unit is concerned with spreading the quality culture and evaluating the level of the work performance on carrying out and monitoring the evaluation and the academic approval and also collecting the data and information in a continuous way about the quality in the faculty in addition to preparing reports about the levels of the performance and the satisfaction of those who benefit from the different activities. Also this unit is concerned with limiting the training needs of the faculty personnel in organizing the process of presenting the training programs and monitoring their execution and evaluating the extent of the effectiveness of these programs.

### **2-2-6 Connection:**

The unit of the development and quality connects to the faculty deputy for development and quality.

### **6-2-3 Tasks of the head of the development and quality unit:**

1. Supervising spreading the quality culture on the faculty level.
2. Supervising the application of the internal quality systems in the faculty.
3. Participating in preparing and carrying out the developmental and strategic plans of the faculty.
4. Supervising the works of the academic development unit and the quality in the faculty.

5. Studying the difficulties and the problems which may face the development and the quality program and suggesting solutions to them.
6. Limiting the specialized training needs of the teaching staff members in the academic departments in the faculty.
7. Supervising the preparation of a plan for developing the skills of the teaching staff members of the faculty and the personnel and the students.
8. Supervising the preparation of the annual report of the faculty and distributing it to the concerned sides after approving it from the dean.
9. Presenting periodical reports to the faculty dean about the work progress in the unit of the academic development and the quality according to the tasks and the difficulties which face these tasks.
10. Putting the internal system for working in the unit of the academic development and the quality and the competencies and the general description of the duties of the personnel.
11. Supervision on the financial affairs and the custodies allocated to the unit of the academic development and the quality and its programs according to the rules and the systems.
12. Supervising the execution the tasks submitted to it which are related to the competence of the development and quality unit.
13. Suggesting the suitable stage plans for periodical revision of the standards of the quality confirmed to ensure the continuous improvement in the performance of the academic departments and the administrative units in the faculty.
14. Participating in putting mechanism to recognize the expectations, the needs and the level of the clients' satisfaction (internals and externals) and informing it to all academic departments and the related administrative units.
15. Designing models to knowing the opinions of the students and those of benefit from the service in the educational process in the faculty.
16. Monitoring the update of the faculty website concerning the activities related to the quality.

### **6-3 Third: The electronic learning unit:**

#### **6-3-1 Definition:**

It is entitled to supervise the work process in the electronic procedures in the faculty and supervising the activation of the best use of the technology in facilitating achieving the aims and strategic plans of the faculty and executing the policies and the confirmed programs of the electronic transactions, the electronic learning and the aiding educational services and achieving the determined aims.

It connects to the deputy of the faculty for development and quality

#### **6-3-3 Tasks of the supervisor of the electronic learning unit:**

1. Supervising the content, developing and updating the electronic website of the faculty.
2. Presenting support to the teaching staff members in the field of the electronic education.
3. Putting the developmental plans of the unit.
4. Monitoring the works of the electronic transactions and the electronic learning in the faculty.

#### **6-3-4 Authorities of the supervisor of the electronic learning unit:**

1. Recommendation of asking for programs and equipments and their necessary accessories for the management of the electronic website of the faculty
2. Coordination with the general administration of the information technology concerning the technical support and the network performance and the connection of the internet and the electronic website.
3. Coordination with the electronic learning management concerning activating the electronic learning in the faculty
4. Evaluating the performance of the unit personnel
5. Confirming the ordinary and casual vacation of the unit personnel
6. Issuing the internal decisions necessitated by the work process in the unit according to the systems and rules
7. Exchanging from the unit budget according to the organizing rules.

### **6-4 Fourth: The warehouse employee:**

#### **6-4-1 Definition:**

It is concerned with organizing the custodies of the faculty and its personnel, receiving and distributing the equipments and the furniture to the units and the faculty personnel. Also he organizing the transactions of registering the custodies on the persons and also dropping them from them , also he coordinate all related matters with the warehouses of the central university.

### **6-4-2 Connection:**

The warehouse employee connects in an administrative way to the director of the faculty management.

### **6-4-3 Tasks of the warehouse manager:**

1. Organizing the custodies of the faculty.
2. Receiving and distributing the equipments and the furniture on the units and the faculty personnel.
3. Organizing the transactions of registering the custodies on the persons or dropping them off.
4. Confirming the party quittance concerning the faculty warehouse.
5. Coordination with the central university warehouses in all related matters.
6. Assisting in inspecting the faculty assets actually ever two years at least.

### **6-5 Fifth: The administrative communication unit:**

#### **6-5-1 Definition:**

This unit is concerned with receiving the post and the correspondences and the generalizations given to the faculty and registering them and directing them to the faculty departments and its different units, and registering the transactions issued from the departments of the faculty and its different units and directing them to the sides outside the faculty, also it is concerned with replying to the revisers inquiry about the transaction.

#### **6-5-2 Connection:**

This unit is connected to the faculty management

#### **6-5-3 Tasks of the responsible the administrative communications unit:**

1. Receiving and issuing and certifying the information of the faculty dean office.
2. Receiving the internal transactions and submitting them to the dean.
3. Carrying out the dean directions of giving the transactions to the internal sides in the faculty.
4. Submitting the transactions coming to the office to the general supervisor of the manager of the office according to the work nature.
5. Replying to the inquiries of the auditors and the persons who connect to him.
- 6- Preparing the sheets and the statements of delivering the transactions.
7. Copying and preparing envelops and packages.
8. Coordinating the transactions needed to be monitored with the monitor department at the office.

9. Making archive and keeping all the transactions, letters and the generalizations coming and getting out the faculty.

### **6-6 Sixth: The faculty registrar:**

#### **6-6-1 Definition:**

He is the member of the teaching staff who undertakes the supervision on the statements of registering the students for the curricula and opening the branches and joining them and copying the sheets and providing the departments with the required about the position of the students academically.

#### **6-6-2 Connection:**

The faculty registrar connects to the faculty deputy in an administrative way.

#### **6-6-3 Tasks of the faculty registrar:**

1. Supervising the processes of registering the students for the curricula
2. Handling the problems of registering the students in the faculty curricula.
3. Viewing opening new branches or joining them with coordinating with the academic departments and the admission and registration management.
4. Issuing the sheets of absence and deprivation.
5. Providing the academic departments with what they need such as academic information about the student.
6. Viewing the transferring applications among branches or adding hours according to the rules.
7. Distributing the students lists to the concerned teaching staff members.
- 8- Issuing and monitoring the final sheets.

### **6-7 Seventh: The student advisor:**

#### **6-7-1 Definition:**

He is the teaching staff member who undertakes to instruct the student academically, psychologically and socially and presenting advice to them.

#### **6-7-2 Connection:**

- The supervisor of the instruction and direction unit connects to the faculty deputy
- The student advisor connects to the department head to which he belongs to

### **6-7-3 Tasks of the student advisor:**

1. Supervising on the faculty students academically, psychologically and socially.
2. Presenting the advice to the faculty students and helping them in solving their problems.
3. Limiting the student who suffers from weakness in their study acquisition and suggesting the certain programs for them.
4. Limiting the talented students in the faculty and sponsoring them and coordinating with talents center for them.
5. Studying the cases which need financial support from the students' fund.

### **6-7-4 Authorities of the student advisor:**

1. Suggesting the instructional programs for the faculty students and introducing them to the faculty and its different departments and preparing them to the study and the university life.
2. Acknowledging the annual and term plans of the programs of the instruction and direction and the protective and medical services.
3. Coordination with talents center to care for one of the talented and presenting support to him.
4. Coordination with the professors of the courses and studying the weakness cases and finding suitable solutions.
5. Recommendation of presenting financial support from the students fund according to the rules.

### **6-8 Eighth: Manager of the researches center:**

#### **6-8-1 Definition:**

He is the person who manages the researches center in the faculty and drawing the future plans to it.

#### **6-8-2 Connection:**

The manager of the researches center connects to the faculty dean.

#### **6-8-3 Tasks of the manager of the researches center:**

1. Encouraging the teaching staff members to perform scientific researches which enrich the science and serve the society projects in the different fields according to the rules and systems of the scientific research in the university.

3. Preparing the aids and the necessary potentials for the teaching staff members and researches and enabling them to perform their researches in suitable scientific atmosphere.
4. Trying to spread the results of the scientific research and providing the certification means necessary to raise the level of the university education and the higher studies.
5. Encouraging the works of writing and translation.
6. Supervising the cooperation with the scientific authorities and establishments inside and outside the kingdom by exchanging the information and making researches relating to the center aims.
7. Supervising on the cooperation with the related ministries in studying the problems and finding the scientific solutions.
8. Sharing in achieving the aims of the society development by connecting the events with the needs of the society in related fields
9. Facilitating the procedures of the consulting studies and the research projects presented from the sides outside the university through coordination and cooperation with the concerned departments.
10. Benefiting from the modern technology and using it to serve the scientific research in the related fields.
11. Supervising drawing the developmental plans for the center according to the strategic plans of the faculty.

#### **6-8-4 Authorities of the manager of the researches center:**

1. Recommending demanding the equipments, programs, machines and its accessories necessary for the center management.
2. Coordination with the scientific research management for supporting and financing the research projects in the faculty.
3. Suggesting annual research plan and preparing the budget project necessary for them coordinating with the academic departments.
4. Study of the researches projects of the teaching staff members and monitoring their execution.
5. Study of the research projects and the studies demanded from sides outside the university and choosing the researches and monitor their execution and suggesting rewards for those who make these researches according to the rules.
- 6- Recommendation of exchanging from the researches budget determined in the limits of the validities organizing that.

7. Studying the annual report and the budget project of the center and submitting it to the concerned side.
8. Studying what is submitted to him from the council of the scientific research management or from the faculty dean.
9. Evaluating the performance of the center personnel.
10. Issuing the internal decisions necessitated by the good work process in the center according to the systems and rules.

### **6-9 Ninth: Secretary of the researches center library:**

#### **6-9-1 Definition:**

He is the employee who undertakes the supervision on the researches center library and organizing the work process in it

#### **6-9-2 Connection:**

He connects to the manager of the faculty management in an administrative way

#### **6-9-3 Tasks of the secretary of the researches center library:**

1. Supervising on the researches center library, organizing its activities and updating its files.
2. Receiving the visitors of the library and answering their inquiries and providing all they need of the library materials.
3. Keeping the fixed and transferred property of the library.
- 4- Applying and monitoring the seconding system and submitting the things which violate the system to the center manager.

## **6-10 Tenth: Secretariat of the dean, deputies and the academic departments:**

### **6-10-1 Definition:**

He is the person who undertakes the supervision on the office of the dean/deputy/department head and organizing its activity, updating its files and receiving and sending its transactions.

### **6-10-2 Connection:**

He connects to the manager of the faculty management in an administrative way.

### **6-10-3 Tasks of the secretary:**

1. Supervising on the office of the dean/ Vice Dean /department head and organizing its activity and updating it files.
2. Receiving and sending the transactions issued and sent to the dean/Vice Dean/department head.
- 3 - Receiving the revisers of the office of the dean/ Vice Dean /the department head and directing them and receiving their letters or transactions.
4. Preparing the letters issued from the office of the dean/ Vice Dean /department head.
5. Supervising the file management in the office of the dean/Vice Dean and department head.

**7- Part 5: Committees on the faculty level and scientific departments**

*7-1 Committees on the faculty level*

## **7-1-1 First: Committee of the students affairs**

### **7-1-1-1 Definition:**

This committee aims at supporting the students rights on bases corresponding to the systems and rules applied in the university and developing the culture of justice among the students and giving the consultations necessary for them and making them know their university rights and getting them through the systematic channels and studying the cases of breaching the general system and the rules and the laws applied in the university of deviation from the academic customs or the Islamic morals and in case of proving such cases on one of the students , the committee takes the suitable decision and submits it to the faculty council and then to the university to take necessary actions according to the rules.

### **7-1-1-2 Connection:**

This committee connects , at the level to the faculty , to the faculty deputy and this committee is formed by a decision from the dean.It consists of : (!) the faculty deputy as a head (2) three of the teaching staff members in the faculty , one of them is a decider and (3) secretary and the reports are submitted to the faculty council

### **7-1-1-3 Tasks of the committee of the students affairs on the faculty level:**

1. Receiving the complaints presented from the students concerning the academic and non-academic problems facing the student inside the faculty or institute even if they are against one of the teaching staff members in the faculty or the institute.
2. Settling these complaints in maximum date of thirty days from presenting them.
3. If the committee does not settle the complaint because of the importance of the submitted case, the committee transfers the matter to the faculty council to take the necessary action.
4. Viewing the violations submitted from the university manager or one of the faculty deans or the students' affairs dean.
5. Controlling the students' behavior inside the faculty or any of its utilities.
6. Behaving the violating students' behaviors and treating them by the available educational methods in the faculty.
7. Inviting persons to hear their words about the matter from the case parties or the departments' heads.
8. Acknowledging the punishments on the violating students according to the systems and rules applied in the university.
9. Submitting its decisions to the faculty dean to present them to the concerned side.

## **7-1-2 Second: Committee of the higher studies and researches:**

### **7-1-2-1 Definition:**

This committee is concerned with encouraging joining the higher studies of the graduates of the local universities and those who come from abroad and developing the abilities of the teaching staff members and the authorities assisting in the field of the higher studies to achieve the quality of the scientific and research performance and pursuing and studying the procedures of the higher studies inside the faculty.

### **7-1-2-2 Connection:**

This committee connects to the faculty deputy of the academic affairs and this committee is formed by decision from the dean consisting of at least:

1. The faculty Vice Dean of the academic affairs, as a head.
2. Three of the teaching staff members in the faculty one of them is decider.
3. A secretary

The reports are to be submitted to the faculty council.

### **7-1-2-3 Tasks of the committee of the higher studies and the researches on the faculty level:**

1. Encouraging joining the higher studies of the local universities graduates.
2. Encouraging those who come from abroad to join the higher studies according to the rules.
3. Developing and advancing the abilities of the teaching staff members and the assisting authority in the field of the higher studies on the faculty level.
4. Pursing and studying the higher studies process on the faculty level.
5. Putting a system to list, certifying and spreading the data of the scientific research and participating in the conferences.
6. Establishing and updating the data base of the researches and the projects published by the teaching staff members in all the faculty departments.
7. Spreading science in the international scientific magazines.
8. Pursuing the announcement of the researches list of the teaching staff members on the electronic website of the faculty and updating it annually.
9. Evaluating the current higher studies programs for the entire scientific department periodically.
10. Carrying out the tasks submitted from the faculty council.

11. Registering the current research projects and the executed ones in all the faculty departments and pursuing the announcement of their names on the electronic website of the faculty and their benefit to serve the society.
12. Putting a list of the names of the supervisors from the teaching staff members on the dissertations and their numbers with regarding the international rates in this matter.
13. Performing annual evaluation for the projects of the scientific research in all the departments and giving recommendations to the faculty council.

### **7-1-3 Third: Committee of the lecturers and the delegated persons:**

#### **7-1-3-1 Definition:**

This committee is concerned with satisfying all the departments' needs from lecturers and ascertaining from their delegation to the university with the high levels and unique international standards to achieve high level of the future performance for the teaching staff members.

#### **7-1-3-2 Connection:**

This committee connects to the faculty deputy for the academic affairs and this committee is formed by a decision from the dean consisting of representatives of the teaching staff members in all the faculty departments by choosing a decider from them, the reports of the committee are to be submitted to the deputy of the faculty for the academic affairs then to the faculty council.

#### **7-1-3-3 Tasks of the committee on the level of the faculty:**

1. Viewing appointing the lecturers, the assistant professors, the researchers, and the assistant researchers after submitting the matter to the departments councils and performing the suitable employment for them and making recommendations to the faculty council.
2. Viewing the applications of delegating the lecturers and the assistant professors and ascertaining the validity of the programs to which they want to join and their correspondence with the faculty policy in delegation and the correctness of the admission papers and other documents.
3. Monitoring the delegated persons of all faculty departments inside and outside and preparing reports about their study positions and submitting them to the department council.
4. Studying the needs of all departments in the faculty of the teaching staff members and submitting this to the department head.
5. Studying the related matters submitted from the faculty dean and the faculty council.

#### ***7-1-4 Fourth: The main committee for the development and quality:***

##### **7-1-4-1 Definition:**

This committee is concerned with the supervision on all activities, quality works and the academic approval on the faculty standard.

##### **7-1-4-2 Connection:**

This committee connects to the faculty deputy for the development and quality, this committee is formed by decision of the dean consisting of:

1. The faculty deputy for development and quality as a head.
2. Head of the development and quality unit as a secretary for the committee and (3) a member from every department of the faculty at least and its reports are to be submitted to the faculty council.

##### **7-1-4-3 Tasks of the committee on the faculty level:**

1. Drawing the general policies of the development and quality on the faculty level.
2. Spreading the quality culture in the faculty and supporting the related activities.
3. Supervising the activities of the evaluation and the academic approval in the faculty.
4. Monitoring the control and quality level in the faculty.
5. Trying to achieve continuous improvement of the quality in the faculty.

### **7-1-5 Fifth: Committee of the graduates and employment affairs:**

#### **7-1-5-1 Definition:**

This committee aims giving care to all matters concerning the graduates and the employment processes related to all faculty departments.

#### **7-1-5-2 Connection:**

This committee connects to the faculty deputy for development and quality, this committee is formed by decision from the faculty council consisting of representatives of the teaching staff members in all departments of the university and a decider is chosen form them and its reports are to be presented to the faculty deputy for development and quality then to the faculty council.

#### **7-1-5-3 Tasks of the committee on the level of the faculty:**

- 1 - Monitoring the collection and classification of the personal data of the students at all departments of the faculty and the communication means with them (especially the bachelor stage)
2. Monitoring the collection and classification of the data of the employers and the means of communicating with them.
3. Monitoring the execution of the programs put by the faculty departments to ensure the link with the graduates and the employment sides.
4. Monitoring the preparation, distributing and collection of questionnaires of the extent of this category satisfaction with their study program and classifying and preparing the results statistically and presenting advice.
5. Supporting finding effective mechanism to provide employment opportunities to the graduates in their specializations such as holding employment meetings, knowing the opinions of the employers in the graduates level and in the important curricula for the different academic programs in all departments of the faculty.

### **7-1-6 Sixth: Social care committee:**

#### **7-1-6-1 Definition:**

This committee aims at giving care to all services presented by all the departments to the society at the faculty level

### **7-1-6-2 Connection:**

This committee connects the faculty deputy of the academic affairs and it is formed by a decision of the faculty council and consists of representatives of the teaching staff members at the departments of the faculty and the reports are to be submitted to the faculty dean.

### **7-1-6-2 Tasks of the committee at the faculty level:**

1. Collecting and classifying the projects which were executed in all the departments and their members in the faculty and the outcomes of the contributions of these projects for serving the society and the development plans.
2. Encouraging and developing the initiation spirit with the students to magnify the return of the social care role through seminars and publications coordinating with the concerned committees at all the faculty departments.
3. Deepening the communication between the faculty and the sides responsible for the developmental plans in the kingdom.
4. Putting practical programs for enhancing the relationship among all faculty departments and the local society and monitoring their execution.

### **7-1-7 Seventh: committee of labs, equipments and services:**

#### **7-1-7-1-1 Definition:**

This committee aims at giving care for the affairs of the labs, equipments and the services presented at the level of the faculty departments.

#### **7-1-7-1-2 Connection:**

This committee connects to the faculty deputy and is formed by decision from the faculty council consisting of representatives from the teaching staff members at the departments of the faculty and it submit its reports to the faculty deputy and then to the faculty council.

#### **7-1-7-1-3 Tasks of the committee at the faculty level:**

1. Ascertaining the provision of all lab equipments and the students' services related to the programs presented by the different departments in the faculty.
2. Ascertaining the provision of the plans of the maintenance of the labs, equipments and the students' services.
3. Presenting periodical report to the faculty dean at the end of every academic year for the performance of the repairs / necessary amendments.

4. Supervising the provision of the procedures of the safety and security in the labs and the studying halls and presenting reports about them to the faculty dean.
5. Spreading the awareness and preparing and distributing instructional publications to the students of the safety procedures of the different dangers (chemical, electrical, radiation) at the beginning of the year.
6. Putting signs of the procedures of the safety in clear place at every lab and hall and also the telephones of emergency.

### **7-1-8 Eighth: student instruction committee:**

#### **7-1-8-1 Definition:**

This committee aims at giving awareness of the importance of the academic approval of all the programs presented by the faculty and the concept of the academic instruction and the role of the academic advisor.

#### **7-1-8-2 Connection:**

This committee connects to the faculty deputy and it is formed by decision of the faculty council consisting of representative of the teaching staff members in all the faculty departments and its reports are to be presented to the faculty deputy and then to the faculty council.

#### **7-1-8-3 Tasks of the committee:**

1. Explaining the importance of the academic instruction for the department program.
2. Ensuring the concept of the academic instruction and the role of the academic advisor in directing the student to plan for his educational future.
3. Monitoring the preparation of the questionnaires necessary for the academic approval corresponding to the academic instruction and distributing them and collecting them and analyzing their results and presenting advice to all programs at the faculty level.
4. Deepening the trust among the students and the teaching staff members.
5. monitoring receiving and replying to the suggestions or the students complaints.
6. Sharing in informing the student with the supporting services and the activities presented by the faculty and the university and monitoring providing the textbooks and the learning resources.

## **7-1-9 Ninth: the committee of the plans and the curricula:**

### **7-1-9-1 Definition:**

This committee aims at giving care to development and continuous updating of the curricula according to the marketplace need and putting the plans necessary for activating the demanded educational policies.

### **7-1-9-2 Connection:**

This committee connects to the faculty deputy of development and quality and is formed by decision of the faculty council consisting of representatives from the teaching staff members at the departments of the faculty submitting its reports to the faculty deputy for development and quality and then to the faculty council.

### **7-1-9-3 Tasks of the committee on the faculty level**

1. Preparing periodical studies about the marketplace.
2. Studying the current state of the curricula and developing it according to the need of the marketplace.
3. Continuous updating of the educational policies and studying them.
- 4 - Putting the plans necessary to activating the educational policies and overcoming the education problems.
5. Supervising the plans of development and putting time schedules for executing them.

## **7-1-10 Tenth: The exams committee:**

### **7-1-10-1 Definition:**

This committee aims at giving care to organizing the exams committees and distributing the controllers in the exam time, receiving the exam papers from the other faculties, the term exams and the alternative exams.

### **7-1-10-2 Connection:**

This committee connect to the faculty dean and is formed by decision from the faculty council consisting of representatives from the teaching staff members in all the faculty departments presenting its reports to the faculty deputy and then to the faculty council.

### **7-1-10-3 Tasks of the committee at the faculty level:**

1. Studying the current state of the systems of student evaluation.

2. continuous development of the system used for evaluation
3. putting complete model for the exam paper
4. Studying the student's satisfaction of the different evaluation methods.
5. Putting mechanism for internal and external revision of the exams systems.
6. Putting mechanism for making complaints of the exams results.

## **7-1-11 Eleventh: The executive committee for support and monitoring:**

### **7-1-11-1 Definition:**

This committee is concerned with support and monitoring at the faculty level by supervising and continuous support necessary for the committees responsible for preparing the different programs at all academic departments in the faculty for getting the academic approval.

This committee connects to the faculty deputy for development and quality and it is formed by decision from the faculty council consisting of representatives from the teaching staff members at all the faculty departments submitting its reports to the faculty deputy for development and quality and then to the faculty council.

### **7-1-11-2 Tasks of the committee on the faculty level:**

1. Monitoring and ascertaining the execution of the preparations for the programs of the department for applying for the academic approval.
2. Monitoring the execution of the work plan for every program.
3. Providing all support means and informational assistance to the departments and programs.
4. Ascertaining the commitment of the programs to the national authority documents (NCAAA).
5. Monitoring the execution of the committee to its tasks.

## **7-1-12 Twelfth: awards committee:**

### **7-1-12-1 Definition:**

This committee is concerned with viewing the persons who deserve the rewards dealing with all the data and information presented by the person by complete secrecy and it is charged not to say the names or the results and by excluding the files which did not satisfy the standards of the provided rules regulations.

### **7-1-12-2 Connection:**

This committee connects to the faculty deputy for development and quality , this committee is formed from a decision from the dean consisting of:

1. Faculty vice dean for development and quality, as a head.
2. Head of the development and quality as a secretary for the committee.
3. A member from every department of the faculty at least submitting the reports to the faculty council.

**7-1-12-3 Tasks of the committee at the faculty level:**

1. Receiving the files of the persons suggested to the reward.
2. Ascertaining the complete files of the persons for the reward requirements according to the standards and the provided rules.
3. Evaluating the files of the persons in light of the standards and the rules.
4. Limiting one person for each academic department in the faculty.
5. Submitting the results to the dean.

## **7-2 Committees on the department Level**

### **7-2-1 First: Students affairs committee:**

#### **7-2-1-1 Definition:**

This committee aims at supervising the students' affairs from instruction, direction and the students complaints in addition to the several activities.

#### **7-2-1-2 Connection:**

This committee connects to the department head and it is formed from decision of the department council consisting of three of the teaching staff members in the department, at least one of them is chosen as a rapporteur, in addition to a distinguished student from the department submitting its reports to the department head.

#### **7-2-1-3 Tasks of the committee at the department level:**

1. Directing and instructing the students in the department concerning the subjects and the necessary skills and monitoring the weak students and instructing them academically and psychologically.
2. Receiving the students' complaints concerning the curricula or the teaching staff members.
3. Studying the problems of the students and suggesting solutions to them.
4. Encouraging the students and supporting their activities and supervising their trips and organizing the competitions, the seminars and the scientific meetings.
5. Suggesting the non grade activities and executing them with the students as a mark for the department, the seminars and the general lectures and other activities related to the study works.
6. Presenting suggestions concerning developing the academic programs in the department
7. Studying the legal breaches of the students and suggesting the punishments and suggesting the punishments to them according to the applied systems.
8. Studying the re-correction of the exams in case of differences.
9. Ascertaining the effectiveness of the equipments of the educational process.
- 10- Coordination with the related sides concerning the cooperative training in the department.
- 11- Carrying out what the department council of the department head present to it.

## **7-2-2 Second: committee of the higher studies and the researches:**

### **7-2-2-1 Definition:**

This committee aims at giving care to the higher studies affairs inside the department such as revising the study plans and performing the admission exams to the students of the higher studies and other related matters in addition to pursuing the scientific performance quality in the department.

### **7-2-2-2 Connection:**

This committee connects to the department head and it is formed by decision from the department council consisting of three teaching staff members in the department, at least one of them is chosen as a decider and the reports are to be presented to the department head.

### **7-2-2-3 Tasks of the committee:**

1. Revising and developing the plans of the higher studies in the department.
2. Performing the admission exams of the students of the higher studies in the department and suggesting those who will be accepted to the department council.
3. Presenting the academic instruction for the students of the higher studies.
4. Studying the applications presented from the students concerning giving additional chances and re-registration .... Etc. and submitting them to the department council.
5. Studying the suggestions of the master and doctorate dissertations and submitting them to the department council.
6. Suggesting the distribution of the study curricula to the teaching staff member in the department.
7. Suggesting the students' number which will be accepted for the coming years.
8. Putting a system to write, confirm and spreading the scientific research and sharing in the conferences at the department level.
9. Establishing and updating the data base of the researches and the projects published by the teaching staff members in the department.
10. Urging the teaching staff members to assist in spreading the science in the international scientific magazines.
11. Announcing the research list of the teaching staff members on the electronic website of the department and updating it annually.
12. Evaluating the current programs of the higher studies of the department periodically by charging from the permanent committee of the agency of the higher in the department.

13. Carrying out the tasks submitting from the committee of the higher studies and the scientific research in the faculty.
14. registering the current research projects and the executed ones in the department and announce their names on the electronic website of the department and its benefit to the society.
15. Putting a list of the supervisors of the teaching staff members in the department on the dissertations and their numbers regarding the international rates.
16. Performing annual evaluation to the projects of the scientific research in the department and giving recommendations to the committee of the higher studies and the scientific research in the faculty.

### **7-2-3 Third: committee of the lecturers and delegated persons:**

#### **7-2-3-1 Definition:**

This committee aims at giving care generally to the affairs of the delegation and delegated persons

#### **7-2-3-2 Connection:**

This committee connects to the department head and is formed by a decision from the department council consisting of three from the teaching staff members at least and submitting its reports to the department head.

#### **7-2-3-3 Tasks of the committee:**

1. Viewing the appointment of the lecturers, assistant professors and the assistant researchers and performing the employment exams suitable for them and submitting recommendations to the department council.
2. Viewing the applications of delegating the lecturers and the assistant professors and ascertaining the validity of the programs which they want to join according to the department policy in delegation and the validity of the admission papers and other documents.
3. Monitoring the delegated persons inside and outside the department and preparing reports about their study positions and submitting them to the department council.
4. Studying the needs of the department of the teaching staff members and submitting them to the department head.
5. Studying the related topics presented from the department head and the department council.

#### **4-2-4 Fourth: Committee of the development and quality:**

##### **4-2-4-1 Definition:**

This committee aims at giving care of the affairs of the development and quality in the department.

##### **4-2-4-2 Connection:**

This committee connects to the department head and is formed by decision from the department council consisting of three of the teaching staff members in the department at least submitting its reports to the department head.

##### **4-2-4-3 Tasks of the committee:**

1. Spreading the quality culture in the department.
2. Supervising the strategic plan of the department and monitoring its execution.
3. Suggesting the developmental plans of the department.
4. Executing and pursuing the activities of the evaluation and the academic approval in the department.
5. suggesting the aim and outputs of the learning for the different department programs (bachelor, master and doctorate) also suggesting the ways or the means of achieving these aims and the different styles of evaluation for measuring the outputs or achieving these aims.
6. Supervising the preparation of the files of the study curricula containing the following:
  - CV of the teaching staff member.
  - Copy of the estimation certificate and the rewards of distinguish in teaching.
  - A description of the curriculum content in Arabic and English according to the models of the national authority of evaluation and approval.
  - A sample of the exams questions of the previous curriculum.
  - A sample of the answers papers of the students at different levels.
7. Limiting the possible improvement positions and suggesting the necessary projects to achieve them at the department level.
8. Preparing the manuals and guides of the department and also the introducing pamphlets in the department and the work chance and the study plans.
9. Receiving the teams of the different academic approval authorities from outside the university and the quality committees from inside the university and those who visit the department from time to another.

10. Encouraging the department members to initiate suggesting the projects and assisting them in activating these suggestions
11. Supervising the self-evaluation process of the different programs of the department and preparing the reports of the self-study of the academic programs.
12. Sharing with the quality unit in the faculty in spreading the culture of the quality and academic approval and organizing the culturing lectures and the workshops and the week of the quality and academic approval and attending them.
13. Certifying the efforts and the results of the procedures of the academic approval in the department and submitting them to the department head.
14. Collecting the data and the information, in continuous way, about the requirements of the academic approval and the quality activities and applying them in the department.
15. Preparing periodical reports about the levels of the performance in the department and the satisfaction of the beneficiary from every activity.
16. Making periodical meetings to discuss the way of applying the requirements of the academic programs approval.
17. Preparing files of academic programs description.
18. Performing other tasks charged by the committee related to the academic approval and the quality activities and applying them.

#### **4-2-5 Fifth: Committee of the graduates and employment affairs:**

##### **4-2-5-1 Definition:**

This committee aims at giving care to the graduates affairs and the employment processes relating to them.

##### **4-2-5-2 Connection:**

This committee connects to the department head and is formed by a decision from the department council consisting of three of the teaching staff members submitting their reports to the department head.

##### **4-2-5-3 Tasks of the committee:**

1. Collecting and classifying the personal data of the students and the means of communicating with them (especially the bachelor stage).
2. Collecting and classifying the data of the employers and the means of communicating with them

3. Putting programs to ensure the link with the graduates and the sides of the employment.
4. Preparing, distributing and collecting questionnaires about the extent of the satisfaction of this category from their study program, classifying and preparing the results statistically and giving advice.
5. Finding effective mechanism to provide chances for employing the graduates in the field of their specialization.

#### **4-2-6 Sixth: Social care committee**

##### **4-2-6-1 Definition:**

This committee aims at giving care for all services presented by the department to the society.

##### **4-2-6-2 Connection:**

This committee connects to the department head and is formed by decision from the department council consisting of three of the teaching staff members at the department submitting its reports to the department head.

##### **4-2-6-3 Tasks of the committee:**

1. Collecting and classifying the projects carried out by the department and the outcomes of these projects for serving the society and the development plans.
2. Encouraging and developing the initiation spirit in the students to magnify the benefit of the serving role for the society through seminars, pamphlets by coordination with the concerned committees in the department.
3. Deepening the communication with the faculty and the sides responsible for the developmental plans in the Saudi Arabian kingdom.
4. Putting practical programs to enhance the relation between the department and the local society and monitoring its execution.

#### **4-2-7 Seventh: Committee of labs, equipments and services**

##### **4-2-7-1 Definition:**

This committee aims at giving care to the affairs of the labs, equipments and services which it presents.

#### **4-2-7-2 Connection:**

This committee connects to the department head and is formed by decision from the department council consisting three members of the teaching staff in the department submitting its reports to the department head.

#### **4-2-7-3 Tasks of the committee:**

1. Ascertaining providing the lab equipments and the students services of the program.
- 2 - Ascertaining providing the maintenance plans to the labs, the equipments and the students' services.
3. Presenting periodical report to the department head at the end of every academic year to perform the necessary repairs/amendments.
4. Supervising providing the procedures of the safety and security of the labs and the lesson halls and presenting a report about them to the department head.
5. Spreading the awareness, preparing and distributing instructional pamphlets to the students for the procedures of the safety for the different risks (chemical, electrical, radiation) at the start of the years.
6. Putting signs of the safety in a clear place in every lab and hall and the emergency telephones.

#### **4-2-8 Eighth: Committee of students' instruction:**

##### **4-2-8-1 Definition:**

This committee aims at giving care to the awareness of the importance of the academic approval of the department program of the concept of the academic instruction and the role of the academic advisor.

##### **4-2-8-2 Connection:**

This committee connects to the department head and is formed by decision from the department council consisting of three of the teaching staff members in the department submitting its reports to the department head.

##### **4-2-8-3 Tasks of the committee:**

1. Giving awareness of the importance of the academic instruction for the department program through the instructional meetings.

2. Magnifying the academic instruction concept and the role of the academic advisor in directing the students for planning for their educational future.
3. Preparing the questionnaires necessary for the academic approval relating to the academic instruction, and distributing, collecting and analyzing their results and presenting advice to the program.
4. Deepening the trust among the students and the teaching staff members.
5. Receiving and replying the suggestions or complaints of the students.
6. Informing the students of the supporting services and the activities presented by the faculty or the university and pursuing providing the textbooks and the learning resources.

#### **4-2-9 Ninth: Committee of plans and curricula**

##### **4-2-9-1 Definition:**

This committee aims at giving care to the development and the continuous updating of the curricula according to the need of the marketplace and putting the plans necessary for activating the demanded academic policies.

##### **4-2-9-2 Connection:**

This committee connects to the department head and is formed by decision of the department council consisting of three of the teaching staff members submitting the reports to the department head.

##### **4-2-9-3 Tasks of the committee:**

1. Preparing periodical studies about the needs of the marketplace of the program presented to the department.
2. Studying the current position of the curricula and developing them according to the marketplace need.
3. Continuous update of the educational policies in the department and studying them.
4. Putting plans necessary for activating the demanded educational policies and overcoming the different education problems in the department.
5. Supervising the plans of the development and putting time schedules for its execution at the department level.

### **4-2-10 Tenth: Exams committee:**

#### **4-2-10-1 Definition:**

This committee aims at giving care to the development and the continuous update of the different evaluation systems in the department.

#### **4-2-10-2 Connection:**

This committee connects to the department head and is formed by decision from the department council consisting of three of the teaching staff members submitting its reports to the department head.

#### **4-2-10-3 Tasks of the exams committee:**

1. Studying the current state of the systems of evaluating the students at the department level.
2. Continuous development of the systems used for evaluation at the department level.
3. Putting complete model for the exam paper at the department level.
4. Studying the students' satisfaction of the different evaluation methods in the department.
5. Putting mechanism for internal and external revision of the systems of the exams in the department.
6. Putting a way for making complaints of the exams results and its continuous activation.