

# **The Regulatory Guide for the University Colleges**

**Prepared by**

**Deanship of Quality and Development**

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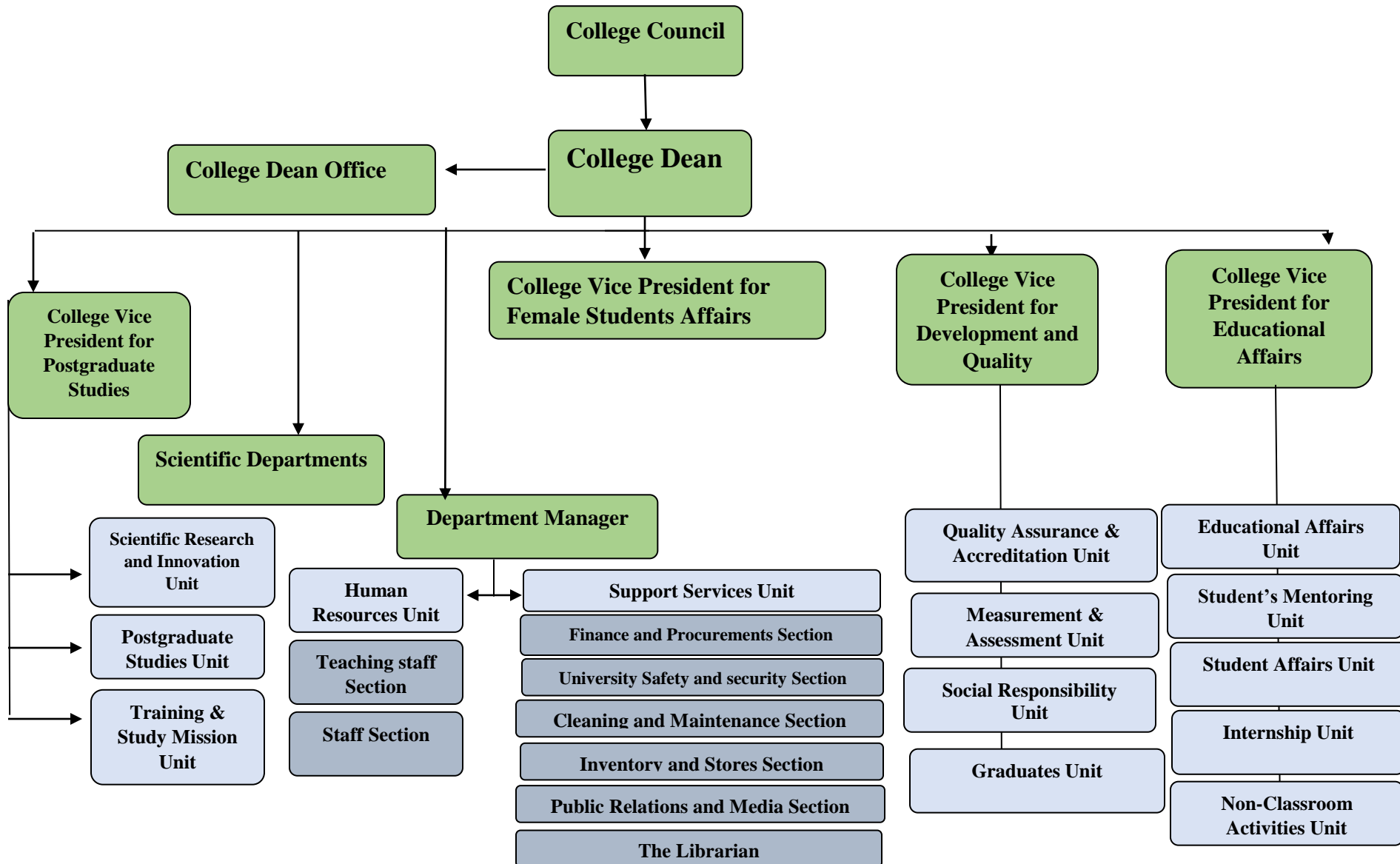
## **Introduction:**

The Regulatory Guide is the most prominent requirement for the institutional work of any organization. Its importance is clearly manifested in organizations that have the flexibility required to modify and develop their strategic plans. The Regulatory Guide of university colleges, supporting deanships, institutes, centers and departments related to the University of Bisha is one of the most important supporting tools in the integration of roles among the regulatory units inside colleges and with units in supporting deanships and training, research and consulting centers. This Guidebook supports the main duties of the supporting deanships that are responsible for the development and improvement of the academic programs and the different activities of those colleges. Moreover, this Guidebook is a regulatory basis and infrastructure required for realizing institutional deanship, programs, professional and administrative requirements.

The Regulatory Guidebook of the colleges of the University of Bisha was launched as one of the first strategic plan projects of the University of Bisha in 2022; to contribute in the development of the regulatory, administrative and academic environment from one hand, and to provide an attracting and motivating environment in the University from the other hand. Compliance with Saudi Vision 2030 and the strategic objectives of the Ministry of Education has been observed

and to support the achievement of institutional, program, professional and administrative accreditation requirements.

### The Organization Structure of University Colleges



**Preface:**

The Regulatory Guidebook consists of various organizational units. It reviews in each unit the unit's components, duties, committees and powers as follows:

First: College Council

Second: College Dean

Third: College Vice President for Educational Affairs

Fourth: College Vice President for Quality and Development

Fifth: College Vice President for Postgraduate Studies and Scientific Research

Sixth: College Vice Presidency for Female Students Affairs

Seventh: The Academic Department

Eighth: College Administration Manager



## **First: College Council`**

### **A- Introduction:**

It is a council composed of the Dean as the council’s chair, and the membership of Vice Presidents and Department head provided that one of the Vice Presidents shall be the council secretary.

### **B- College Council Regulation:**

- 1- The College Council shall meet at least once a month, and the meeting shall only be valid with the presence of two-thirds of its members.
- 2- Council decisions shall be passed with the absolute majority of the members’ attending votes and in case of equal voting, the Council Chair shall have the casting vote.
- 3- The Council decisions shall be enforceable unless contested by the Rector within (15) fifteen days as of the date the Rectors receipt. If contested, the decisions shall be returned to the College Council along with his opinion for re-examination. If the council remains sticking to its opinion, the contested decision shall be referred to the

University Council for decision in the first ordinary or extraordinary session. The University Council shall have to ratify, amend or annul the decision. The University Council Decision shall be final.

**C- Council Duties:**

University Council shall fulfill the following duties:

1. Recommend the approval to the College’s strategic plan in accordance with the University strategic plan.
2. Approve the general plan to apply quality standards and obtain the academic accreditation.
3. Develop the disciplines of admission and transfer from/to the College.
4. Form temporary committees from among its members or others.
5. Encourage the preparation of scientific researches, coordinating them among College departments and working on their publication.
6. Consider the appointment teaching staff, teaching assistants and lecturers, their temporary transfer, secondment and promotion.
7. Recommend the ratification or update of study plans proposed by the academic departments.

8. Determine exams schedules and develop the procedures of conducting them.
9. Recommend the ratification of the internal executive regulation of the College
10. Approve training and study mission plans required for the College.
11. Approve the extracurricular activities of the College.
12. Settle students' affairs that are within its competencies and refer what is beyond to the University Council.
13. Consider all matters referred by the University Council, the Rector, Vice Rector or College Dean for examination and giving opinion.

**D- College Council Powers:**

The College Council has the right to take several decisions in light of the powers granted to it in several fields that are represented in the following:

**First: In the Field of Student Affairs:**

1. Approve exclusion lists and exclusion lifting of students in order to take the final exams in light of percentages allowed by the competent body.
2. Approve granting students an opportunity to take an exam for a substitute course, within a period that does not exceed the following semester.

3. Approve the re-enrollment of students.
4. Approve re-correction of answer sheets within a period that does not exceed the commencement of the final exams of the following semester as per sufficient justifications.

**Second: In the Field of Academic Affairs:**

1. Form committees concerned with academic affairs.
2. Approve the Department Council recommendations for assigning a teaching staff member other than the course instructor by preparing the questions of the final or correcting some courses in particular cases.
3. Approve equalizing the courses the student study outside the University based on the recommendation of the academic departments.
4. Approve the student’s study of course if the student completes the courses required for graduation and his grade is less than the required.
5. Recommend granting the student an opportunity to raise his cumulative grades in light of the governing instructions.
6. Recommend the approval of the proposed number of students who can be accepted in the academic year in light of reports submitted by the academic departments.

7. Recommend granting the student an exceptional opportunity to complete the graduation requirements up to a maximum limit of no more than half the original period set for graduation if the student does not complete the graduation requirements within a maximum period of half period prescribed for graduation, in addition to the period of the program.

**Third: In Field of Teaching Staff Affairs:**

1. Recommend the appointment of language instructors, researcher assistants, teaching assistants, lecturers, collaborators and College teaching staff.
2. Recommend the extension of or contracting with a teaching staff member after employment termination.
3. Recommend the appointment of lecturers, teaching assistants, language instructors and research assistants.
4. Recommend the appointment at the rank of Assistant Professor regardless of the condition of obtaining a Ph.D. degree in majors, which no Ph.D. degree is granted in accordance with definite disciplines.
5. Recommend the promotion of a teaching staff member based on the recommendation of the competent Department Council.

6. Recommend the approval of payment of teaching unit allowance for Teaching staff members and the equivalent in the University in light of the governing instructions.
7. Recommend that a College staff member obtain a sabbatical leave for one academic year in light of the governing regulations.
8. Examine the report submitted on the achievements of a College staff member during the sabbatical leave.
9. Recommend the approval for the work of a College staff member as a part-time consultant in the governmental bodies, private sector or regional or international organizations.
10. Recommend the approval for the participation of a College Staff member in the conferences and seminars held inside or outside the kingdom.
11. Recommend the secondment of a College staff member and the equivalent to work at governmental bodies.
12. Recommendation of the temporary transfer of a teaching staff member and the equivalent.
13. Recommend the dispatch of a teaching staff member for a scientific mission outside the University and inside the kingdom.

14. Recommend the dispatch of a teaching staff member for a scientific mission outside the kingdom.
15. Recommend allowing a teaching staff member to travel to do researches in a university other than his university during the summer holiday.
16. Recommend the transfer of a teaching staff member and the alike within the scope of his scientific major from a department to another inside the College itself.
17. Recommend the transfer of a teaching staff member and the alike from and to the College.
18. Recommend the transfer of a teaching staff member and the alike to a job outside the University.
19. Recommend accepting the resignation of a teaching staff member and the alike or accepting his early retirement upon his request.
20. Recommend hiring part-time professors for a period of no more than two year liable for renewable.
21. Recommend of hiring qualified competent Saudis from the outside the University for teaching.

**Fourth: In the Field of Study Mission and Training Affairs:**

1. Recommend the study mission of teaching assistant and lecturers, extending or terminating their study missions.
2. Recommend granting the approval to a scholar to change his major, university or the study country according to what has been reported by the Department Council.
3. Recommend suspending the allowances of a scholar in the following cases:
  - The change of his major, university or campus without the approval of the Council.
  - The inability to continue the study according to the reports related to study progress.
  - Violating the systems, instructions or failure to execute them.
  - Not obtaining the required qualification within the stipulated period.
  - A proof that the scholar is a dropout or has left the campus without an acceptable excuse.
  - Apply for the termination of the study mission and the return to the kingdom.
4. Submit a report of the status of scholars who are low performers to the related body in the University.



5. Recommend the approval to the sabbatical leave for the scholar.

**Fifth: In the Field of Postgraduate Studies Affairs:**

1. Recommend adding admission requirements for MA and PhD based on the recommendation of the competent department.
2. Recommend accepting a student to study MA and PhD in a field other than his major based on the recommendation of the Department Council.
3. Recommend granting the student an extra opportunity of one semester up to a maximum of two semesters based on the recommendation of the Department Council if his cumulative GPA is lower than what is equivalent to Very Good grade.
4. Recommend granting the student an extra opportunity of no more than two semesters according to the recommendation of the competent Department Council that is based on the report submitted by the direct supervisor of the student's thesis, in the event that the student has not obtained the degree during the determined maximum period.
5. Recommend accepting the transfer of the student to the University from another recognized University based on the recommendation of the competent Department Council while observing transfer conditions in the University System.

6. Recommend equalizing the credit hours studied by the student transferred from another recognized university as per the recommendation of the competent Department Council.
7. Recommend transferring the student from a major inside the University to one of the majors of College while observing acceptance conditions and any other conditions the Academic Department find them deemed necessary as per the recommendation of the Department Council.
8. Recommend the approval to the alternative exams and courses, which study, require more than one semester in postgraduate courses as per the recommendation of the competent Department Council.
9. Recommend a comprehensive written and oral exam to be held by a specialized committee according to specified rules for the postgraduate student after completing all required courses as per the recommendation of the Department Council.
10. Recommend the increase of teaching staff supervision of thesis to be five theses as per the recommendation of the competent Department Council.
11. Approve adding an alternative supervisor to supervise the thesis in case the present supervisor is unable to continue because of any circumstances as per a proposal by the competent Department Council.

12. Recommend the formation of these discussion committee as per the recommendation of the competent Department Council.
13. Recommend the re-enrollment of the student, should his registration be canceled, and determine the courses that must be re-studied if the cancellation of the student's enrollment does not exceed six semesters.
14. Recommend writing university theses in a language other than Arabic along with the submission of a full summary in Arabic as per programs language.
15. Recommend that supervisors of distinguished expertise and scientific adequacy in the field the research supervise the scientific theses as per the recommendation of the Department Council.

## **Second: College Dean**

### **A- Introduction:**

He is one of the distinguished members in the leadership field. He is nominated in light of his administrative, academic and research experience, community service and his creativity and innovation ability: to manage the academic, administrative and financial affairs

of the College and achieve the highest possible level for its quality within the limits of the systems and regulations and shouldering the responsibility to ensure that the College fulfills its social responsibility duties.

### **B- Association:**

He administratively reports to the Rector and is connected to Vice Presidents, each in his field specialization. He is deemed to be a member in the University Council.

**C- College Dean Duties:**

He supervises the academic, administrative, financial, technical affairs as well as the social responsibility of the College, which are represented in the following:

1. Supervise the development of the strategic plan and the operational plans of the College and following up their implementation.
2. Supervise the provision of all educational, research, administrative and financial requirements of the College.
3. Asses the performance of Vice Presidents, Academic Department Heads, Managers and Unit Heads reporting to him. Review and approve job performance reports prepared by Vice Presidents and Department Heads.
4. Review and approve the formation of committees formed by related Vice Presidents and Departments Heads that are required to carry out the College works and ratify their decisions and recommendations.
5. Implement what is assigned to him by the University Council or its Rector and issue College related decisions.
6. Attract distinguished teaching staff in scientific specializations.
7. Apply quality systems and their regulations and develop them to obtain the required accreditations.

8. Supervise the application of plans and study programs at the College.
9. Prepare a periodic comprehensive report on the study progress and the academic, administrative and research performance at the College and report them to the Rector.

**D- College Dean Authorities:**

1. Nominate College Vice Presidents and Department Heads and submit the recommendation of their appointment to the Rector.
2. Ratify the minutes of the Department Councils meetings. He has the right to contest its decisions within (15) days as of the date of their receipt.
3. Chair the College Council, supervise its affairs organization, follow-up the implementation of its decisions, invite to attend its sessions, implement its recommendations and submit the minutes of meetings to the Rector.
4. Issue the internal decisions required for the proper flow of the work at the College in accordance with systems and regulations.
5. Approve granting an ordinary, emergency and exceptional leaves to College Staff from teaching staff and the alike.
6. Approve purchase orders of the College in accordance with his authorities and in light of governing systems and regulations.

7. Recommend termination of the contracts of non-Saudi teaching staff in coordination with relevant Department Heads.
8. Recommend payment of overtime entitlements as well as internal and external assignment for College staff.
9. Represent the College inside and outside the University.
10. Delegate his authorities in accordance with the work disciplines and regulations of the University.
11. Form the different committees at the College level.
12. Recommend the internal and external assignment for the College staff.
13. Recommend the attendance of the College staff in training courses inside and outside the University.
14. Ratify job performance reports produced by the College Vice Presidents, Section Heads, Department Managers and administrative units concerning their staff.

### **Third: College Vice Presidency For Educational Affairs**

▪ **Objectives of the College Vice Presidency For Educational Affairs:**

The Vice Presidency aims at achieving development and continuous improvement of the academic and technical work setting, and improves student services at the College to achieve excellence in performance through the following:

1. Comply with the standards of quality, excellence and academic accreditation. Apply the best practices in academic and technical affairs.
2. Follow-up and manage the academic affairs of the College.
3. Support the educational process by providing an attractive and motivating academic setting to achieve highest quality standards in teaching and learning.
4. Work on improving curricula and study plans and innovate academic programs that meet the needs of the labor market.
5. Achieve the quality of the educational process for students in undergraduate studies, and related academic aspects and services.



▪ **College Vice President for Educational Affairs:**

**A- Introduction:**

He is one of the teaching staff members at the College who is distinguished in teaching and has high skills in dealing with College Staff and leading the academic and technical work at the College.

**B- Association:**

He administratively directly reports to the College Dean and he is connected technically to related supporting deanships. He is deemed to be a member of the College Council.

**C- Duties of College Vice President for Educational Affairs:**

1. Undertake the tasks of the College Council Secretariat, follow-up the implementation of the recommendations issued by the College Council after their ratification by the University Council and maintain all minutes of meetings.
2. Supervise the preparation of the study tables and coordinate with the Deanship of Admission and Registration and other Colleges that teach courses at the College.

3. Supervise the final exams process and form their committees in coordination with the academic departments and the Deanship of Admission and Registration.
4. Supervise the application of admission and transfer disciplines from and to the College and among the different academic departments.
5. Supervise the applications of postponing or withdrawing from the study, as well as the process of deleting and adding undergraduates in accordance with systems and decisions issued in this regard.
6. Approve the increase of students' number in sections in coordination with relevant departments and the Deanship of Admission and Registration.
7. Submit applications of extension, re-enrollment and alternative exams for University students to the Student Affairs Committee at the College according to the governing regulations.
8. Submit exclusion lists according to regulations and systems.
9. Issue internal decisions required for work progress in the College Vice Presidency and its units in accordance with systems and regulations.

10. Approve the student transfer from a major to another inside the College, and an outside university to a College in the University, or from a College to another College in the University.
11. Approve allowing the student to study as a visiting student.
12. Supervise Financial Affairs Unit and Procurements Unit and Human Resources.
13. Implement whatever works assigned to him by the College Dean.

**C- Units and Committees reporting to the College Vice President For Educational**

**Affairs:**

**1- Student Affairs Unit:**

A unit that coordinates and supervises student affairs at the College. This unit is supervised by a teaching staff member distinguished in student affairs, and it is composed of:

**1.1 College Registrar:**

He regulates registration, deletion and addition of courses. He coordinates student transfer among sections to facilitate the arrangement of lectures times and students' requests. He guides students to the way of dealing with the

students’ portal. He posts teaching, exams and controlling tables on the teaching staff portal.

### **1.2 Tables Committee:**

It is concerned with the preparation of study tables in accordance with departments’ distributions in light of registration and admission instructions concerning the number of sections.

### **1.3 Exams Committee:**

It is concerned with the preparation of exams tables, photocopying them, screening answer papers, organizing the work progress of Exams Committees, and distributing controllers at the time of the exam. It is also concerned with receiving exams papers from teaching staff and other Colleges, semester exams, alternative exams, publishing exam instructions, guiding students to exam halls, preserving the exams system in light of the rules and regulations, regulating the work of the control room at the College and receiving grievance requests and dealing with them in light of the governing rules.

### **1.4 Students Issues Committee:**

It is concerned with investigating violations and matters related to students’ rights.

## **2- Educational Affairs Unit:**

It is concerned with matters that support achieving the quality of teaching and learning processes with all their elements through the following committees:

### **2.1 Learning Sources and Techniques Committee:**

It is concerned with preparing the technical setting to serve teaching and learning processes, following-up the adequacy of different laboratories to carry out their duties, and communicating with the teaching staff to meet their requirements regarding any failures or malfunctions in laboratories, equipment and library, as well as meeting their training requirements.

### **2.2 Plans and Curricula Committee:**

It is concerned with developing or introducing study plans and academic programs as well as assessing and reviewing them in coordination with relevant academic departments at the College in light of the governing standards.

## **3- Student Mentoring Unit:**

It is concerned with receiving and guiding new students, introducing the College and its different departments and services provided for students and the student regulations, preparing them for the University study and life, mentoring

and guiding them, caring for students with special needs and studying cases that require a financial support from students' fund.

**4- Extracurricular Activities Unit:**

It is concerned with organizing and supervising student activities, discovering and encouraging talents and skills and guiding them to the appropriate activity, mentoring students towards different activities, coordinating with relevant departments to hold events and national forums, communicating and coordinating with the Deanship of Student Affairs to implement its plan inside Colleges. The leader of the student activity undertakes the overall supervision of this unit.

**5- Internship Unit:** it is concerned with planning, managing and following-up the improvement of the internship quality.

## **Fourth: College Vice Presidency for Quality and Development**

### ▪ **Objectives of College Vice Presidency for Quality and Development:**

The College Vice Presidency aims at achieving development, quality, accreditation and excellence in all academic, administrative, technical and research aspects and community service at the College through the following:

1. Support departments and units and qualify them to apply quality and accreditation standards.
2. Qualify and establish up the academic, administrative and technical capacities of the College staff.
3. Ensure compliance with the College Strategic Plan and achieve the requirements of the University Strategic Plan.
4. Conduct measurement and assessment processes continuously at the (academic-administrative-technical) levels to ensure compliance with the academic accreditation standards.

5. Improve the service quality of stakeholders in the (academic-administrative-technical) fields.
6. Support academic, administrative and technical innovation and creativity inside the College and work on its proper investment.
7. Disseminate the culture of development, quality and excellence among College Staff, its committees and organizational units.
8. Support the College’s social responsibility and enhance establishing effective partnerships with the labor market.
9. Follow-up compliance of departments and administrative units at the College and related centers with the rules, standards and requirements of the academic accreditation, and draft disciplines that ensure its application.
10. Establish communication systems with graduates that result in providing the appropriate services for them and provide feedback indicators about the quality of the graduate in the labor market in order to contribute in the development of educational outcomes of the programs and courses.
11. Enhance coordination and integration in the duties and roles among different units.



▪ **College Vice President for Quality and Development**

**A- Introduction:**

He is a distinguished teaching staff member who enjoys the leadership quality and the ability to develop and change. He is concerned with planning strategies and policies and developing plans for development, quality and excellence along with supervising them.

**B- Job Association:**

He is administratively directly reporting to the College Dean and technically to the Dean of Quality and Development in the University. He is deemed to be one of the College Council members.

**C- Duties of College Vice President of Quality and Development**

1. Develop an operational plan to achieve development, quality, accreditation and excellence at the College.
2. Encourage creativity and excellence in the academic and administrative performance and follow them up at the College.
3. Organize measurement and assessment processes and achieve quality to obtain / renew the academic accreditation at the College.
4. Activate community service and continuous learning activities at the College.

5. Lead the group that develops the strategic and developmental plans of the College in light of the University strategic plan.
6. Apply quality and excellence programs at the College.
7. Apply assessment programs and academic accreditation requirements at the College.
8. Activate community service and continuous learning programs at the College.
9. Follow-up the implementation of the recommendations of the authorities, committees and work groups that are related to development, quality, accreditation and excellence processes.
10. Nominate College staff for various training events.
11. Implement skills development programs of the University staff from teaching staff, staff and students.
12. Develop timelines for the periodic review of the approved quality standards to ensure the continuous improvement in the performance of academic departments and administrative units at the College.
13. Study difficulties and problems that face vice presidency programs and propose good solutions for them.

14. Determine specialized training needs for the teaching staff in the academic departments at the College, and coordinate with the Deanship of Development and Quality for their implementation.
15. Prepare the College annual report and distribute it to competent authorities after its approval by the Rector.
16. Submit periodic reports to the College Dean on following-up the implementation of the executive and developmental plans of the units reporting to him in accordance with his assigned duties, challenges and difficulties that face the implementation of the plans.
17. Implement whatever works related to development and community service assigned to him by the College Dean.

**D- Units and Committees Reporting to the Vice President of Quality and Development**

1. Quality Assurance and Academic Accreditation Unit.
2. Measurement and Assessment Unit.
3. Graduate Affairs and Recruitment Unit.
4. Partnerships and Social Responsibility Unit.

**C- Committees Reporting to the Vice Presidency of Quality and Development:**

1. Strategic Planning Committee.
2. Awards and Excellence Committee.
3. Students Assessment Committee.
4. Follow-up Academic Performance Committee.

**First: Quality Assurance and Academic Accreditation Unit:**

**A- Introduction:**

The Quality Assurance and Academic Accreditation Unit disseminates a culture of quality and excellence. It assesses and develops the performance of units reporting to the Vice Presidency of Quality and Development at the College. It develops the required plans for the academic accreditation at the academic level and follow-up their implementation. It supports the scientific departments and units to fulfill duties related to the academic accreditation. Moreover, it consolidates a culture of quality and accreditation and disseminates it among College staff. It follows-up the reports of the periodic review concerning processes of the quality to ensure the academic accreditation, develops the required plans to remedy the deficiencies and collects data and information continuously about the activities, programs and events of the quality at the College. It also works on determining the training requirements of the College staff, participates in the arrangement

and provision of training programs, follows-up its implementation and assesses their effectiveness in performance improvement. It provides technical support and consultations to all College units to achieve quality and excellence.

**B- Duties of the Quality Assurance and Academic Accreditation Unit:**

1. Develop the vision and mission of the College with the College staff and update them when required.
2. Develop the rules of procedure in the Quality Assurance and Academic Accreditation Unit, the terms of references and the general description of the Unit staff duties.
3. Disseminate a culture of quality, accreditation and excellence at the College level.
4. Participate in developing strategic and developmental plans of the College, implement them and follow them up in light of the University Strategic Plan.
5. Develop plans, policies and objectives of achieving the academic accreditation standards for the College programs in light of the University strategic plan.
6. Determine training requirements for the College staff from teaching staff and staff and coordinate with the Deanship of Quality and Development in following-up their implementation.
7. Qualify calibers to work on achieving the quality and obtaining the accreditation.

8. Provide consultations and technical support to scientific departments with the purpose of continuous improvement in technical, administrative and academic fields that are related quality matters. Communicate with local, regional and international accreditation bodies.
9. Provide technical support for development and excellence projects at the College and participate in similar projects in the University.
10. Propose transitional plans that are suitable for the periodic review of approved quality standards to ensure the continuous improvement in the performance of academic departments and administrative units at the College.
11. Ensure that the electronic files are prepared according to the forms approved by the Assessment Body for all courses in all scientific departments.
12. Communicate with relevant bodies to meet the academic accreditation requirements.
13. Participate in following-up the visit of experts and academic accreditation bodies to the scientific departments in the College.
14. Participate in preparing and reviewing the annual report with the College Vice President of Quality and Development.
15. Participate in the development of a mechanism to determine the expectations of stakeholders (internal and external clients) of the College and determine the

requirements of fulfilling them; develop plans to meet their satisfaction, and to exceed their expectations in coordination with relevant academic departments and administrative units.

16. Follow-up the update of the portal of the College and Deanship of Quality and Development in terms of the activities and events related to the quality of the College Vice Presidency.

### **Second: Measurement and Assessment Unit:**

#### **A- Introduction:**

The Measurement and Assessment Unit at the College ensures the determination, establishing and developing of the measurement and assessment standards at the College, and follow-up assessment processes in the different College units.

#### **B- Duties of Measurement and Assessment Unit at the College:**

1. Establish the message of the Measurement and Assessment Unit at the College.
2. Draw up plans, policies and objectives of the academic and administrative measurement and assessment at the College level.
3. Determine and establishment of measurement and assessment standards at the College.

4. Disseminate the culture of measurement and assessment through holding training courses and workshops.
5. Provide technical support on measurement and assessment for the different College units in terms of unit's duties.
6. Support scientific departments and administrative units to carry out measurement and assessment.
7. Work on the diversification of assessment techniques and adopt new techniques in the field of performance measurement and assessment (Academic-Administrative).
8. Follow up the assessment processes in the different College departments and units.
9. Contribute in the update and development of techniques and tools of measurement on scientific basis.
10. Design and develop of measurement and assessment related questionnaires and data collection of tools.
11. Activate the use of the measurement electronically.
12. Conduct field surveys, collect and analyze data of the opinions of students, teaching staff, administrators, technicians and recruiters.
13. Prepare reports on assessment results of College units for the purpose of continuous improvement and development.



14. Periodically announce of performance results assessment at the College.
15. Review performance assessment results at the College.
16. Determine the frameworks necessary to measure graduates achievement level.
17. Follow-up conducting studies of measuring the satisfaction of stakeholders on College's programs and activities.
18. Prepare the required reports on performance levels, quality assurance and accreditation activities and stakeholders' satisfaction on College's programs and activities

### **Third: Graduate Affairs and Recruitment Unit:**

#### **A- Introduction:**

The Unit creates and follows-up a database for College graduates. It establishes a database for employers and institutions related to graduates and strengthen the bonds of communication with the graduates and related institutions. It prepares graduates for labor market, organizes the necessary events for effective communication between graduates and the labor market to ensure the provision of feedback to develop the academic programs at the College.

**B- Duties of Graduate Affairs and Recruitment Unit at the College:**

1. Create and follow up databases for College graduates, institutions and bodies related to the graduates.
2. Measure the satisfaction of graduates and work institutions in cooperation with Measurement and Assessment Unit at the College.
3. Develop graduates’ skills and prepare them for the labor market through different events, like training programs and field visits.
4. Organize the Employment Fair annually for College graduates.
5. Provide effective channels of communication between graduates and labor market and feed them with what is new in academic, research and social aspects.
6. Establish alumni association on the College portal.
7. Conduct opinion survey for the graduates and stakeholders on the College programs, activities and events.
8. Engage graduates in events, seminars and scientific sessions held by the College.
9. Prepare periodic reports on the unit, the efficiency of its programs and its performance level and submit them to the College Vice President of Quality and Development.
10. Communicate recruiting bodies to provide job opportunities to College graduates.

11. Prepare accurate and periodic studies and statistics on the percentages of College graduates who have not got a job opportunity.
12. Benefit by graduates’ experience for the development of programs and study plans.
13. Conduct survey studies of recruiting bodies of labor market requirements and future occupations. Support and follow-up the studies provided by the teaching staff of the College in this field and extract results.
14. Communicate with Programs and Plans Committee, provide the necessary requirements for them to develop programs and plans in order to keep up with labor market and future job requirements, and urge them to develop and follow-up.

#### **Fourth: Social Responsibility Unit:**

##### **A- Introduction:**

The unit is concerned with planning and organizing to implement the social responsibility activities provided by the College and its staff to improve the services that can be provided to the community by the College, partnerships programs concluded by the unit with the community institutions, the periodic assessment of these programs and services based on stakeholders’ opinions, develop the capabilities of the community and its institutions through providing cultural and training programs by qualified calibers and effective techniques of outstanding standards and quality.

**B- Duties of Social Responsibility Unit:**

1. Develop a strategic plan for the social responsibility of the College and integrate it into the College plan.
2. Urge and encourage College staff to participate in community service activities.
3. Determine the most important community issues and problems associated with College programs and contribute in solving them with proper proposals.
4. Monitor, organize, document and develop community service provided by the College.
5. Encourage distinguished initiatives of community programs and activities related to the College programs and activities.
6. Develop the feeling of community service improvement through the voluntary work of College Staff in different community institutions that are related to College programs and outcomes.
7. Provide training programs and courses to instill knowledge and skills related to the activation of social responsibility into the College staff.
8. Strengthen the bonds between the College and the community through providing programs and courses in different fields that contribute in community service.

9. Disseminate the culture of outstanding volunteering to serve the community among the College Staff.
10. Engage parties related to programs provided by the College in taking decisions related to the College performance development towards the community and its institutions.
11. Work on establishing effective partnerships with local, regional and international community institutions.
12. Provide applied studies for community service in coordination with the Deanship of Scientific Research.
13. Conclude agreements with local community institutions in research fields in coordination with the Deanship of Scientific Research.
14. Measure the requirements of community institutions and its individuals and provide events and activities that fulfill these requirements in coordination with the Deanship of Community Service.
15. Establish and continuously update databases that include community institutions and their needs.
16. Provide information on services that can be provided by the College in the field of social responsibility to local community institutions.

17. Engage individuals of College Staff as members in the councils or committees of the local community.
  18. Communicate with community sectors to engage representatives of them in the consultative committees of the College.
  19. Establish effective channels to communicate with stakeholders benefitting by the College services.
  20. Seek the assistance of experts and consultants or sectors of community institutions and their members to support some College activities.
  21. Coordinate mutual projects or cooperative agreements between the College, community institutions and its sectors (public-private) that are related to the nature of College’s work.
- **Committees Reporting to the Vice Presidency of Quality and Development.**
- 1- **Strategic Planning Committee**

It is concerned with developing and assessing the strategic plan of the College in light of the strategic plan of the University. This committee is composed of the College Dean as the Chair and College Vice Presidents, Departments Heads, Chairs of Quality and Accreditation Committees and the Department Director as the members.

**Duties of the Strategic Planning Committee:**

1. Disseminate the culture of strategic planning among College Staff.
2. Prepare and write reports related to the unit’s work and the obstacles that impede its effectiveness and propose proper solutions.
3. Develop project financing plans and programs of annual operational plans for the plan with relevant bodies.
4. Propose alternative supported financing sources for expenditure on the projects and sustainability of the plan.
5. Follow-up the work of the bodies implementing the plan, write reports on performance indicators and completion rates and compare them with the forecasted and reports them to the College Dean.
6. Study implementation obstacles of the plan to propose proper solutions, alternatives and amend the plan in a flexible and continuous way.
7. Develop asses and amend the strategic plan of the College in light of the University strategic plan.
8. Contribute in the development of annual operational plans of the College.
9. Disseminate the College Strategic Plan among College Staff, students and the local community.

**2- Awards and Excellence Committee:**

Awards and Excellence Committee at the College is concerned with developing the motivating policies of College staff to participate in the University’s awards of excellence, study reports of the Awards Committee in the departments, screen the files of candidates nominated by departments based on the approved standards for the awards, submit the files of candidates according to the number of the awards allocated to the College after assessment, and submit remarks and development recommendations then return them to the nominees confidentially after the announcement of the award at the University level. The committee is related to the College Vice President of Quality and Development. Its formation is made by a decision from the College Dean based on the College Council recommendation in the name of (Awards and Excellence Committee) at the College. It is composed of the College Vice President of Educational Affairs and Quality as a Chair, and the Chairs of Quality and Excellence Committees in the departments, Chair of the Quality and Accreditation Unit at the College as members.

**Committee Duties:**

1. Receive the profiles of the staff nominated for the Award of Excellence from the Departments Councils and review the technical reports to ensure the application of standards and conditions.



2. Assess the files of nominated categories for the committee in light of the standards and provisions of the regulation stipulated for the nomination of each category.
3. Determine the winning nominee for each category, write technical reports and submit them to the College Dean for discussion in the College Council.
4. Submit the nomination results of distinguished College Staff for the various excellence awards to the College Dean.

**6- Measurement and Assessment Unit:**

Measurement and Assessment Unit at the College is concerned with the determination, establishment and development of measurement and assessment standards at the College and follow-up assessment processes in the different College units.

• **Duties of Measurement and Assessment Unit at the College:**

1. Establish the message of Measurement and Assessment Unit at the College.
2. Draw up plans, policies and goals of the academic and administrative measurement and assessment at the College level.
3. Determine and establish standards of measurement and assessment at the College.
4. Disseminate the culture of measurement and assessment through holding training courses and workshops.

5. Provide technical support related to measurement and assessment of different College units in respect of unit duties.
6. Assist scientific departments and administrative units in conducting measurement and assessment processes.
7. Work on the diversification of assessment techniques and adopt modern techniques in the field of performance measurement and assessment (academic-administrative).
8. Follow up the assessment processes in the different College departments and units.
9. Contribute in updating and developing measurement techniques and tools on scientific basis.
10. Design, assess and develop questionnaires and tools of data collection related to measurement and assessment.
11. Activate the electronic usage of the standards.
12. Conduct field survey, collect and analyze data on opinion polls of the students, teaching staff, administrators, technicians and recruiting bodies.
13. Prepare reports on assessment results of the College units for the purpose of continuous improvement and development.
14. Periodically announce the results of performance assessment at the College.
15. Review the results of performance assessment at the College.

16. Determine the required frameworks for the measurement of graduates’ achievement level.
17. Follow-up the conduct of measurements studies concerning stakeholders’ satisfaction on College programs and activities.
18. Prepare the required reports on performance levels and the activities of quality assurance and accreditation and stakeholders’ satisfaction on College programs and activities.

**7- Graduate and Recruitment Affairs Unit:**

**A- Introduction:**

The Unit establishes and follows up a database for College graduates and a database for graduate related employers and institutions, strengthens the bonds of communication with graduates and related institutions. It qualifies graduates for the labor market, organizes necessary events for effective communication between graduates and the labor market to ensure the provision of feedback to develop the academic programs at the College.

**B- Duties of Graduate Affairs and Recruitment at the College:**

1. Establish and follow up databases for College graduates and graduates related institutions and bodies.

2. Measure the satisfaction of graduates and work institutions in cooperation with Measurement and Assessment Unit at the College.
3. Develop graduates’ skills and prepare them for the labor market through different events, like training programs and field visits.
4. Organize the Employment Fair annually for College graduates.
5. Establish effective communication channels between graduates and labor market and feed them with what every new academic, research and social aspects.
6. Establish alumni association on the College portal.
7. Conduct opinion poll for graduates and stakeholders on College programs, activities and events.
8. Engage graduates in events, seminars and scientific sessions held by the College.
9. Prepare periodic reports on the unit, the efficiency of its programs and its performance level then submit them to the College Vice President of Quality and Development.
10. Contact with recruiting bodies in an attempt to provide job opportunities to the College graduates.
11. Prepare accurate and periodic studies and statistics of the percentages of College graduates who have not got a job opportunity.

12. Benefit from graduates’ experience for the development of programs and study plans.
13. Conduct studies to survey the opinion of employment bodies in the labor market and future job requirements. Support and follow-up studies provided by the College teaching staff in this field and extract the results.
14. Communicate with Programs and Plans Committee, feed it with the requirements necessary for the development of programs and plans in order to cope with labor market and future job requirements, and persuade it to develop and follow-up.

**8- Social Responsibility Unit:**

The unit is concerned with planning and organization in order to implement the social responsibility activities provided by the College and its staff to improve the services that can be provided to the community by the College, partnerships programs concluded with community institutions, the periodic assessment of these programs and services based on stakeholders’ opinions, develop the capabilities of the community and its institutions through providing cultural and training programs by qualified calibers and effective techniques of outstanding standards and quality.

**Duties of Social Responsibility Unit:**

1. Develop a strategic plan for the College social responsibility and integrate it into the College plan.

2. Persuade and encourage College staff to participate in community service activities.
3. Determine the most important community issues and problems associated with College programs and contribute in solving them with proper proposals.
4. Monitor, organize, document and develop community service provided by the College.
5. Encourage distinguished initiatives of community programs and activities related to the College programs and activities.
6. Promoting the feeling of community service improvement through the voluntary works of College staff in various community institutions that are related to College programs and outcomes.
7. Introduce training programs and courses to provide College Staff with the knowledge and skills required for the activation of social responsibility.
8. Strengthen the bonds between the College and the community through providing programs and courses in various fields that contribute in the community service.
9. Disseminate the culture of distinguished voluntary work among the College staff.
10. Engage bodies related to the programs provided by the College in taking decisions on the College performance development towards the community and its institutions.

11. Work on establishing effective partnerships with local, regional and international community institutions.
12. Provide applied studies for community service in coordination with the Deanship of Scientific Research.
13. Conclude agreements with local community institutions in research fields in coordination with the Deanship of Scientific Research.
14. Measure the requirements of community institutions and their individuals and provide events and activities that fulfill these requirements in coordination with the Deanship of Community Service.
15. Create and continuously update databases that include community institutions and their needs.
16. Provide information on services that can be provided by the College in the field of social responsibility for local community institutions.
17. Engage individuals of College staff as members in councils or committees of the local community.
18. Communicate with community sectors to engage representatives of them in the consultative committees of the College.
19. Provide effective channels to communicate with stakeholders of College services.

20. Seek the assistance of experts and consultants or sectors of community institutions and its members to support some College activities.
  
21. Coordinate joint projects or cooperative agreements between the College and community institutions and their sectors (public-private) that are related to the nature of College’s work.



**Fifth: College Vice Dean of Postgraduate Studies**  
**and Scientific Research**

**Objectives of the College Vice Deanship of Postgraduate Studies and Scientific Research:**

1. Disseminate the culture of scientific research among Teaching staff and students, support the application of related ethics and increase the research production quantitatively and qualitatively.
2. Develop and prepare the infrastructure of the College for the requirements of scientific research and postgraduate programs.
3. Enhance cooperation relationship at the local, regional and international level with prestigious counterpart Colleges through the support of experience sharing.
4. Improve social participation through activating the College’s role in employing scientific research to serve the local community.
5. Enhance research partnerships through supporting and activating partnerships with public and private community institutions in the field of scientific research.

6. Increase the participation rates of scientific departments in the introduction and development of qualitative programs for postgraduate studies that serve the scientific and research objectives of the University.
7. Develop postgraduate studies system by providing academic services and supporting postgraduate students.
8. Improve the international classification by encouraging and following-up the international scientific publication of the teaching staff.

- **College Vice Dean of Postgraduate Studies and Scientific Research**

**A- Introduction:**

He is a distinguished teaching staff member in the field of scientific research and has a full knowledge of management. He is assigned to supervise the educational, academic and research process of postgraduates and the units reporting to him at the College. He reports to the College Dean, and he is also a member of the College Council.

**B- Duties of College Vice-Dean of Postgraduate Studies and Scientific Research:**

- 1- Follow up works of committees reporting to the Vice Deanship and submit their reports to competent bodies.

- 2- Participate in developing and following-up the implementation of College plans and policies to develop postgraduate studies programs.
- 3- Assist and mentor researchers in the study mission procedures.
- 4- Supervise the requirements of developing the conditions of admission to the postgraduate studies.
- 5- Receive the files of postgraduates applying for the Deanship of Postgraduate Studies and distribute them among different departments at the College
- 6- Supervise students' admission processes to register in postgraduate studies at the College, their exams and committees.
- 7- Supervise the events of developing College staff capabilities in scientific research.
- 8- Follow up the conditions of College scholars abroad and communicate with them.
- 9- Supervise student services of postgraduate students.
- 10- Coordinate with the Deanship of Scientific Research in the University and research bodies related to conducting researches and obtaining support for them.

- 11- Follow up the scientific production of the teaching staff and persuade the Teaching staff to activate the University plan of scientific research and innovation.
- 12- Submit reports of College’s achievements in scientific research and postgraduate studies to the competent deanships.
- 13- Encourage the establishment of outstanding scientific chairs or research centers of excellence in various fields.
- 14- Submit periodic reports to the College Dean on the workflow of units reporting to him in accordance with their assigned duties and the difficulties they face.
- 15- Supervise units reporting to his Vice Deanship.
- 16- Follow-up the update of the College portal in respect of his Vice Deanship and administrative units reporting to him.

**C- Authorities of College Vice President of Postgraduate Studies and Scientific**

**Research:**

1. Coordinate with the Deanship of Postgraduate Studies at the University with respect to postgraduate students.
2. Ratify the exams results of postgraduate studies.

3. Apply a work internal system in the College Vice Deanship of Postgraduate Studies and Scientific Research. Determine specification and the general job description of the duties of its staff and coordinate among the units reporting to him.
4. Issue the internal decisions required for the proper workflow in the College Vice Deanship and its units according to systems and regulations.
5. Assess vice deanship staff performance.
6. Approve payment from the budget and cash in hand of the Vice Deanship according to the governing regulations.
7. Approve the regular leave and emergency leave of the units' staff reporting to the Vice Deanship.

**D- Committees Reporting to the Vice Dean of Postgraduate Studies and Scientific**

**Research:**

**1- Postgraduate Studies Unit:**

This unit is concerned with encouraging enrollment in postgraduate studies, follow-up and review registration procedures for local University graduates and newcomers; develop the abilities of teaching staff and the assisting bodies in

the field of postgraduate studies and scientific research to achieve the quality of scientific research performance.

**2- Scientific Research and Innovation Unit:**

This committee is concerned with increasing the efficiency and effectiveness of the College as one of the distinguished research centers that work on developing participation and cooperation with institutions, educational and research centers and community institutions at the local, regional and global level. It also provides a favorable setting for the development of new and innovative areas of research in rare and distinguished disciplines.

**3- Training and Study Mission Unit:**

This unit is concerned with fulfilling the department requirements of teaching assistants; ensure that they are granted a study mission to prestigious and top-ranking universities in order to achieve a high level of the teaching staff future performance.

## **Sixth: College Vice Deanship of Female Student Campus**

- **College Vice Dean of Female Student Campus**

**A- Introduction:**

She is one of the teaching staff assigned to supervise the educational, academic, research, administrative and financial process. She is responsible for organizing the College work in the departments of female students and manage their affairs. The College Vice Dean is appointed from among Saudi teaching staff members who are distinguished with scientific and administrative competencies as per a decision of the Rector based on College Dean’s proposal. She reports to the College Dean academically in respect of scientific departments. She also reports to the Vice President of Female Student Affairs administratively and organizationally and is a member of the College Council.

**B- Duties of the College Vice-Dean of Female Student Campus:**

1. Supervise the implementation of the College strategic plan with respect to the female student campus.

2. Manage educational, research, administrative, financial and cultural College affairs in respect of female student campus.
3. Coordinate and develop College relations inside and outside the University in respect of the female student campus.
4. Supervise the provision of all educational, research and administrative College requirements in respect of the female student campus.
5. Supervise the performance of the academic departments at the female student campus.
6. Implement and follow-up the recommendations of the College Council for the decisions that are approved by the University.
7. Coordinate and organize the administrative and organizational relation with the College Dean, Vice Deans, and Department Heads, each of them in his job specialization in respect of female student departments.
8. Implement duties assigned to her by the College Dean.

**C- The Powers of the College Vice Dean For Female Students:**

1. Approve the female student's apology for a semester in accordance with regulations and systems.



2. Approve female student’s transfer from a major to another and from a College to another according to the regulations and systems.
3. Approve the study tables provided by the academic departments at the College.
4. Approve increasing the number of female students in the sections or divide the sections in coordination with the relevant departments and the Deanship of Admission and Registration, provided that such increase shall not exceed the optimal capacity of the section.
5. Approve applications for extension, re-enrollment and alternative exams in accordance with the governing regulations
6. Approve exam exclusion lists for female students who exceed the rate of determined absence, delete them from the exclusion list according to the regulations governing this and the powers of the delegation.
7. Nominate the female supervisors of the units and departments reporting to her and recommend their selection and appointment.
8. Participate in the assessment of College female staff performance.
9. Approve payment from the cash in hand of the Vice Deanship in accordance with the governing regulations.

10. Participate in the selection of department female coordinators in coordination with relevant Department Head and the College Dean.
11. Recommend exceptional leaves for the teaching staff according to the regulations and systems.
12. Approve the request of governmental bodies to seek the assistance of female teaching staff to deliver lectures and participate in seminars and conferences in a way that would not affect their performance at the University.
13. Approve emergency leaves and regular leaves for the College female staff and recommend their ratification by the College Dean.
14. Consider complaints and disciplinary actions against female students in coordination with female Vice Deans of the departments and the Academic Affairs Unit.

## **Sixth: Academic Departments**

### **First – Academic Department Council:**

#### **A- Introduction:**

The department council is composed of a group of teaching staff of one specialization and, is presided by one of them who has academic and research characteristics, abilities and competency as per the nomination of the College Dean.

#### **B- Organization of Academic Department Council:**

1. The council is presided by the Scientific Department Head in the presence of two-thirds of its members. It is held weekly as a minimum or at least once a month. In case of his absence, the council shall be presided by whoever the department head delegates.
2. Council recommendations shall be issued by the absolute majority of the votes of the attending members and in the case of equal voting, the Council Chair shall have the casting vote. The Council recommendations shall be enforceable unless contested by the College Dean within (15) as of the time of their receipt. If contested the recommendations shall be returned to the Department Council along with his points

of view to reexamine them. If the council sticks to its opinion, the contested decision shall be referred to the College Council for taking a decision.

**C- Duties of the Academic Department Council:**

1. Recommend the appointment of the teaching staff, teaching assistants and lecturers, their temporary transfer, secondment and promotion.
2. Recommend the approval of study plans or their amendment.
3. Recommend the approval of educational programs, curricula and textbooks and recommended references in the academic department.
4. Propose the names of part-time individuals with prominent scientific rank in teaching or supervising scientific researches and thesis.
5. Propose and recommend seeking the assistance of visiting professionals from Saudis and others for a specified period to teach in the academic department.
6. Submit a report to the College Council on the conditions of the scholars in their study after the lapse of half the determined period.
7. Submit a detailed annual report on the study mission status in the department to the College Council after its approval.
8. Propose the disciplines of admission and transfer from and to the department.

9. Propose the required plans for postgraduate studies and admission disciplines to the academic department.
10. Submit a recommendation to consider the report provided on the achievement of a teaching staff member during the sabbatical leave.
11. Consider what is referred to it from the College Council to examine and give opinion.
12. Form committees that report to the department.

**D- The Powers of the Academic Department Council:**

The Department Council has the right to recommend several decisions and submit them for ratification by the Rector or the College Council in light of the powers granted to council in several fields that are represented in the following:

**First: In the Field of the Academic Affairs:**

1. Recommend that the student studies courses if he completes the courses required for graduation when his GPA is less than the required in order to raise the GPA, in the case when he succeeds in the courses and fails in the GPA.
2. Form academic committees from among its members or from others.
3. Recommend the degree of semester works of no less than 30 marks.

4. Recommend including a practical or oral exam in the final exam and determine the marks of each of them.
5. Recommend the approval to exclude the marks of seminar and research courses and scientific courses from the exam marks and grades. Determine the measurement of the student's achievement in these courses as per the regulations determining the marks of the semester works, methods of their calculation and the regulations related to what is included in the final exam.
6. Recommend setting the final exam duration of the courses of the department by no less than one hour and no more than three hours.
7. Allow the student, upon the recommendation of the professor of the course; to complete the requirements of any course in the following semester provided that the student's academic recorded is recorded as In-complete (IC).
8. Allow scoring the grade of (IP) for the student, if the course requires more than one semester, and after the student completes studying the course and passes the exams, he shall be given the grade he has obtained. If he fails to complete in time, the Council may approve to record a grade of In-complete (IC).
9. Recommend equalizing the courses the student has studied outside the University.

10. Recommend the formation of a Teaching Process Assessment Committee for teaching staff.
11. Ratify the study plan that includes the distribution of the lectures, practical hours and semester works to teaching staff and the like.
12. Recommend payment of an economy class ticket allowance for one time during the one study stage, if the academic program requires the student to travel outside the study city.

**Second: In the Field of Teaching Staff Affairs and the like:**

1. Recommend the appointment of teaching staff.
2. Recommend the appointment of lecturers, teaching assistants, language instructors and research assistants.
3. Recommend the appointment at the rank of Assistant Professor without the requirement to obtain a PhD degree in the disciplines where the degree of PhD degree is not granted in accordance with the disciplines set forth in the system and regulations of higher education (Medical Disciplines).
4. Recommend the promotion of a teaching staff member as per the decisions of the scientific committees in the department and nominate a number of no less than eight specialized arbitrators to assess his scientific production.

5. Recommend the payment of teaching unit allowance, if the number of teaching units for teaching staff member and the like exceeds the determined quorum.
6. Recommend that the teaching staff member obtains a sabbatical leave for one academic year after the lapse of five years of his appointment or of having a previous sabbatical leave, or for one semester after the lapse of three years of his appointment or of a previous sabbatical leave.
7. Recommend the acceptance of sabbatical leave reports of teaching staff.
8. Recommend the approval that a teaching staff member works as a part-time consultant for governmental bodies, the private sector or regional or international organizations.
9. Recommend the approval that a teaching staff member participates in conferences and seminars held inside and outside the Kingdom.
10. Recommend the temporary transfer of a Teaching staff member and the like in accordance with the laws and regulations.
11. Recommend dispatching a teaching staff member in a scientific mission outside the University premises.
12. Recommend dispatching a teaching staff member in a scientific mission to teach outside the kingdom.



13. Recommend allowing a teaching staff member to travel to conduct researches at a University other than his University during the summer vacation.
14. Recommend accepting the resignation of a teaching staff and the like or his early retirement upon his request.
15. Recommend seeking the assistance of part-time professors for a period no more than two years liable for renewal.
16. Recommend granting a part-time professor a bonus equivalent to the first starting salary for the scientific rank which he has been occupying. If he were not a former Teaching staff member, the University Council would determine the bonus amount that would not exceed the first starting salary for the rank of an Assistant Professor.
17. Recommend the transfer of a Teaching staff member and the like within the scope of his scientific specialization from one department to another inside the College and from one College to another within the scope of the University, or to any job outside the University.

**Third: In the field of Study Mission and Training Affairs:**

1. Recommend the scholarship of teaching assistant and lecturers, extend or end their study missions according to the governing laws and regulations.

2. Recommend the approval that a scholar changes his major, university or the study country upon his request.
3. Recommend the approval to the sabbatical leave of the scholar.
4. Coordinate with the Study Mission Committee to follow-up the conditions of the scholars.
5. Recommend suspension of the scholarship allocations in the following cases:
  - The change of the student major, university or study campus without the approval of the University Council.
  - The inability to continue the study according to the student study progress reports.
  - Violation of systems or instructions or the failure to execute them.
6. Recommend the amendment of admission requirements of MS and PhD degrees.
7. Recommend the acceptance of the student to study MS or PhD in a field other than his field according to the governing laws and regulations.
8. Recommend accepting the transfer of a student to the university from another recognized university.
9. Recommend equalizing the credit hours studied by the transferred student from another recognized university in accordance with the governing laws and regulations.

10. Recommend the approval to postponing the admission of a student provided that the postponing period shall not be for more than two semesters.
11. Recommend the approval that a student deletes all the courses of the semester.
12. Recommend the approval of alternative exams and courses requiring more than one semester in postgraduate courses.
13. Recommend conducting written and oral exams by a specialized committee according to definite rules for postgraduate student after passing all required courses.
14. Recommend the formation of scientific theses supervision and discussion committees.
15. Recommend the extension of the registration period for the MS and PhD students for a period of no more than two semesters as per the report of the supervisor.
16. Recommend increasing the supervision of teaching assistant on theses to be five theses.
17. Propose determining an alternative supervisor on the thesis in case the supervisor cannot continue the supervision, die or his employment terminated at the University.
18. Recommend writing theses in a language other than the Arabic language while providing a full summary in Arabic.

19. Recommend the addition of supervisors on the theses, who have outstanding experience and adequate scientific capacities in the scientific research field other than the University teaching staff according to governing laws and regulations.
20. Recommend the re-enrollment of a student in case of cancelling his enrollment.

**Second: Academic Department Head:**

**A- Introduction:**

He is a teaching staff member in the department who is assigned to manage the scientific, administrative and financial affairs in the department. He is responsible for applying the regulations and systems of the Higher Education Council. He submits to the Rector a report on the department's works at the end of every academic year. The Department Head is appointed from among the Teaching staff members who are distinguished with the scientific and administrative competencies upon a decision by the Rector based on a nomination made by the College Dean. The appointment shall be for one academic year liable for renewable upon a recommendation from the Rector.

**B- Duties of Academic Department Head:**

1. Activate and follow-up all procedures required to achieve the vision and mission of the University and its strategic goals and implement the higher policies of the University that are related to the academic department.

2. Preside the Department Council, supervise the organization of its affairs, send invitations to attend its sessions, follow-up the implementation of its commendations, send the minutes of its sessions to the College Dean, and present his recommendations to the College Council.
3. Implement the decisions of the College Council in respect of the academic department.
4. Supervise the management and development of the department’s educational, research and financial affairs and its activities. Fulfil the requirements of the department affairs; to activate the social responsibility.
5. Coordinate and develop the relation of the department with other departments within the College and with other Colleges and institutes inside and outside the University.
6. Carry out the duties related to the powers delegated to him by the College Dean.
7. Submit a recommendation to the College Dean regarding any breach of the required duties or any other violations caused by the teaching staff member or the like.
8. Submit a full report on the sabbatical leave of the scholar if he is inside the Kingdom and under the supervision of the academic department and submit it to the College Council for approval.

9. Supervise the application of the systems and regulations of institutional quality and assessment to obtain or renew the academic accreditation.
10. Supervise various students' activities in the department.
11. Supervise the exam process and control the system inside the academic department.
12. Prepare a comprehensive annual report on the study progress and the academic, administrative, research performance in the department and submit it to the College Dean for approval.
13. Submit the report of the Thesis Discussion Committee to the Dean of Postgraduate Studies within a period not exceeding three weeks from the date of discussion.

**C- The Powers of the Academic Department Head:**

1. Approve the transcripts and results of the students.
2. Distribute the academic load over the teaching staff members and the like.
3. Prepare and follow-up the semester timetables in the department.
4. Coordinate with other Colleges concerning the joint and general courses studied in them.
5. Recommend payment of education allowance to the Teaching staff members and the like.

6. Prepare the job performance reports of teaching staff members and the like and submit them to the College Dean.
7. Recommend the attendance of the department staff to training courses inside and outside the University.
8. Coordinate with the Scholarship and Training Committee in following up the status of scholars and trainees.
9. Recommend the extension of Saudi Teaching staff after the termination of employment.
10. Recommend contracting with Saudi Teaching staff after the end of the extension period.
11. Recommend the termination of contracts for non-Saudi Teaching staff after the approval of the Academic Department Council.
12. Approve the report submitted by the supervisor of the thesis and send a copy to the Dean of Postgraduate Studies at the end of each semester.

### **Third- Academic Department Coordinator:**

#### **A- Introduction:**

A Teaching staff member at the department, who supervises the administrative works in the Department Council and follow-up the execution of its recommendations. He reports to the Academic Department Head.

#### **B- Department Rapporteur Duties:**

1. Coordinate between department members to implement the recommendations of the Department Council.
2. Invite the members of the Department Council to its meetings as per the request of the Council Chair.
3. Follow-up the implementation of the recommendations of the Department Council, submit periodic report to the Department Head on what has been implemented at the end of each semester.
4. Write the minutes of the Department Council meeting.
5. Follow-up the attendance of the Department Council members for its meetings.



#### **Fourth: Teaching Staff Member and the Like:**

##### **A- Introduction:**

He is the Professor, Associate Professor or Assistant Professor and the like: He is the Teaching Assistant or Lecturer. The teaching staff member administratively reports to the Head of the Academic Department.

##### **B- Duties of the Teaching Staff Member and the Like:**

Carry out all procedures required to achieve the vision, mission and the strategic goals of the University as well as its higher policies within the scope of his work.

1. Implement the recommendations of the Department, College, and University Council regarding his responsibilities.
2. Attend and participate at the sessions of the Department Council.
3. Teach the courses by credit hours within his teaching quorum.
4. Teach non-academic credit hours or that exceed his teaching quorum if required according to the governing regulations.
5. Supervise postgraduate students' researches according to the governing regulations.
6. Participate in the Department Committee works and its different activities.

7. Represent the University by attending or participating in seminars, scientific conferences and others related to his specialization according to the governing regulations.
8. Contribute in community service programs implemented by the Academic Department, College or the University.
9. Develop appropriate assessment tools to measure students' achievement and abilities, extract results and make use of them in the development of the teaching and training process.
10. Participate in exams works and assess them according to the governing regulations.
11. Implement works assigned to him by the Department Head in respect of his work field.
12. He shall work full-time at the University; he may not work outside the University without a prior approval according to the systems and regulations.

**C- The Powers of the Teaching Staff Member**

1. Prepare the transcripts of students enrolled in the courses of the scientific department to which he reports.
2. Correct exams, duties, reports and required assignments from his students and assess them.

3. Prepare exclusion lists.
4. Participate and give opinions during the discussions of the work of the Department Council.
5. Attend and participate in conferences, seminars and workshops related to his specialization and that are held outside the University according to the governing regulations.
6. Obtain a sabbatical leave up to one semester at most after three years of his appointment or of obtaining a previous sabbatical leave, or up to maximum one semester after five years from his appointment or from having a previous sabbatical leave, provided that this would not affect the educational process.
7. Secondment, temporary transfer or providing consultant services without prejudice to the educational process or governing regulations.

### **Fifth – Academic Program Coordinator**

#### **A- Introduction:**

He is a teaching staff member who is assigned to coordinate between teaching staff members in a certain academic program presented in several Colleges in different places.

The Academic Program Coordinator administratively reports to the Academic Department and its Head.

**B- Duties**

1. Coordinate the works and activities among teaching staff members in the academic program.
2. Develop and propose new activities and goals for the program with the work groups formed for this purpose.
3. Develop the action plan and program timetables in accordance with the academic standards by which the University complies and in light of the feedback.
4. Coordinate the various activities of the program with those activities related to them in other programs.
5. Provide technical consultancy for the staff and students in respect of the academic program, solve their problems and answer their questions related to the program goals, its various activities and others.
6. Supervise the preparation of program description and its reports.
7. Assess the effectiveness of improvement tools to develop the program.
8. Supervise the establishment of a methodology concerning program assessment and results analysis and develop the improvement plans in light of the feedback.

9. Supervise the fulfillment of the program requirements and forms of the academic accreditation at the National Center for Academic Accreditation and Evaluation (NCAAA).

### **Sixth – Course Coordinator:**

#### **A- Introduction:**

He is a teaching staff member who coordinates among teaching staff members who teach the same course in several sections. The course coordinator administratively reports to the Department Head.

#### **B- Duties:**

1. Supervise and coordinate among the teaching staff of the same course to prepare the course description and student assessment tools in the course.
2. Hold periodic meetings with the course teaching staff to discuss the teaching process.
3. Ensure that all course teaching staff members comply with a uniform teaching plan in accordance with the approved description.
4. Create a complete archive for all final exam forms of the course.
5. Prepare course reports, review them and develop improvement plans for the course in light of the feedback and opinions of course teaching staff.

**Seventh – Female Section Coordinator:**

She carries out the works of the Department Head of Female Students Campus in coordination and agreement with and the approval of the Department Head.

## **The Department Related Standing Committees**

The Department Committees directly report to the Department Head. They are formed as per a decision by the Department Council from at least three teaching staff members at the department from among them a rapporteur is chosen.

### **First: The Quality and Academic Accreditation Committee**

It is concerned with all matters related to achieving the quality in the department and obtaining the academic accreditation.

#### **Committee Duties:**

1. Prepare the introductory bulletins and Department’s handbooks and manuals.
2. Supervise the program description, prepare its reports and review them.
3. Collect and review all files of program’s courses for each semester, that include the following:
  - Curriculum Vitae (CV) of the teaching staff member.
  - Achievements of the teaching staff member, Certificate of Recognition and Awards.
  - The description of the courses that he teaches.
  - Reports on the courses that he teaches (report for each section).
  - Samples of exams forms and their model answers.
  - Samples of student’s answers that represent different levels.

4. Supervise the follow-up the preparation of the Self Study Report (SSR) for the department program.
5. Develop, manage and follow-up the quality control processes in the department.
6. Supervise and follow up the development plans and future planning of the department.
7. Determine training programs in the department to develop teaching, research and technical skills of its members.
8. Prepare, distribute and collect students’ opinion polls in all elements related to the program provided by the department. Analyze the results statistically, study them and take the necessary actions for the development.
9. Submit a periodic report on the completeness of the academic accreditation requirements.
10. Receive Quality Committees from the University and teams of academic accreditation bodies outside the universities.
11. Document all accreditation procedures in the department and provide the Department Council with copies of these procedures.

### **Second: Student Affairs Committee**

The committee is concerned with all matters related to students of mentoring, guiding, students’ complaints and multiple activities.



**Committee Duties:**

1. Receive complaints from students regarding the courses or teaching staff members.
2. Collect and study students’ problems and propose solutions for them
3. Instruct for the importance of the concept of academic mentoring and the role of the academic mentor in guiding the student to plan his educational future.
4. Mentor and guide students academically, psychologically and professionally. Introduce them to the supporting services, follow up and nurture low performers, talented and outstanding students.
5. Prepare, organize and support sport, cultural, scientific and social classroom and non-classroom activities for the department’s students and encourage them to participate in them.
6. Coordinate with the Development Committee for Plans and Programs in the department in respect of students’ requirements for the development.
7. Hold periodic meetings for students with the College Dean and Department Head.
8. Verify the fulfillment and adequacy of the required equipment for the educational process and its requirements.
9. Raise awareness of the importance of academic accreditation for the Department's program through guiding meetings.

10. Prepare, distribute and collect the questionnaires required for the academic accreditation with regards academic mentoring, analyze their results and provide recommendations for the program accordingly.
11. Whatever duties assigned by the Department Council or Department Head.

**Third: Social Responsibility Committee:**

The Committee is concerned with matters related to academic department provision of services and partnerships inside and outside the College and University in a way, that achieves the development of the academic and the development and improvement of the local community.

**Committee Duties:**

1. Establish databases on community institutions and their requirements and community services that can be provided by the department and submit them to relevant institutions.
2. Collect and categorize projects implemented by the department and its members and the outcomes of these projects contributions to community service and development plans.
3. Encourage and develop the initiative spirit of the students to maximize the effect of the service and the volunteering role of the community through seminars and publications in coordination with the relevant committees in the department.
4. Propose voluntary programs and partnerships to enhance the relation between the department and the community and follow up their implementation.

5. Propose programs and services to serve the university community.
6. Establish databases for department graduates and employers that include means of communication with them.
7. Activate means of communications with graduates (like Department Alumni Association).
8. Develop mechanisms to strengthen association between graduates and recruiting bodies.
9. Poll the graduates who have got jobs on their assessment about the extent they benefitted from the department’s program, course contents previously studied, analyze the results statistically and submit recommendations accordingly.
10. Develop effective mechanisms to provide employment opportunities for graduates in their fields of specialization, (for example, by holding employment fairs - polling the employers’ opinion about graduates levels - surveying the opinions of employers on the main courses of the program and department).
11. Update the department’s portal.

#### **Fourth: Postgraduate Studies and Scientific Research Committee:**

This committee is formed in the departments, which include postgraduate studies and are concerned with matters related to postgraduate studies and scientific research in the department.

#### **Committee Duties:**

1. Review and develop plans of postgraduate programs of the department.

2. Conduct admission exams for applicants of postgraduate studies in the department and nominate those who are proposed their acceptance to the Department Council.
3. Provide academic mentoring for postgraduate students.
4. Examine the applications submitted by postgraduate students and submit them to the Department Council.
5. Examine scholarship applications submitted by teaching assistants and lecturers and verify their conditions in accordance with the governing regulations and rules.
6. Follow up the scholars of the department inside and outside; prepare reports on their academic conditions and submit them to the Department Council.
7. Assess postgraduate programs in the department and submit their reports to the College Vice Deanship of Postgraduate Studies.
8. Develop a system to monitor, document and publish the scientific research data and participate in conferences.
9. Establish and update researches and projects published by the department teaching staff members and post them on the department’s portal.
10. Urge and encourage department’s members for scientific publication in scientific journals of world ranking and help them through training, mentoring and sharing experience with each other.

11. Conduct annual assessment for the scientific research projects in the department and submit the recommendations to the Postgraduate Studies and Scientific Research Committee at the College.
12. Carry out the duties assigned to the committee by the Postgraduate Studies and Scientific Research Committee at the College.

#### **Fifth: Programs and Curricula Committee**

This Committee is concerned with developing and updating the curricula continuously according to most recent developments in the field, the academic accreditation requirements and labor market. It is concerned with achieving the required educational policies.

#### **Committee Duties:**

1. Prepare studies and periodic reports on program development requirements according to the latest developments in the field and labor market requirements. Achieve the required educational policies and external auditors report.
2. Study the introduction or the development of the course and submit it to the Department Council.
3. Develop action plans to remedy deficiencies and for development.
4. Supervise the implementation of update and development plans according to the established timetables.

### **Sixth: Exam Committee at the Academic Department**

1. Examine student assessment systems in the department, the fulfillment of the approved requirements; the latest methods of assessment and develop them continuously.
2. Provide support and training to teaching staff members and the like in respect of anything new in the field of assessment.
3. Develop an integrated exam forms for the exam paper at the department level.
4. Develop a mechanism for the internal and external auditing of the exam systems at the department.
5. Supervise department exams and follow-up compliance with the time of announcing student results.
6. Examine examination results grievance requests submitted by students and submit them to the Department Council.

## **Eighth: College Administration Director**

### **A- Introduction**

The Director is an administrative employee who has leadership skills in financial and administrative field, experience and capabilities in shouldering responsibility and leading work groups; and he is aware of the financial and administrative regulations and laws.

### **B- Job Association:**

He reports to the College Dean.

### **C- Duties of College Administration Director:**

1. Address related bodies inside the University within the competency and scope of his work.
2. Remove College Staff from payroll upon leaving work.
3. Follow up the application of financial and administrative regulations and their systems in the College.
4. Supervise administrative procedures related to the affairs of contracted parties in the College.
5. Supervise procurements in the College and ensure that they are promptly available.
6. Supervise and follow-up maintenance and cleaning processes at the College.

7. Supervise the application of development processes in the administrative work at the College.
8. Report College Staff leaves and follow up their procedures.
9. Supervise attendance records and submit their related reports.
10. Supervise the distribution of furniture at the College.
11. Coordinate programs for the use of halls for events and activities.
12. Follow up the preparation and maintenance of classrooms.
13. Supervise the financial affairs and the cash in hand assigned to the Department in accordance with the regulations and systems.
14. Prepare periodic reports on administrative works and related units.
15. Carry out the duties assigned to him by the College Dean.

**D- The Powers of College Administration Director:**

- Ratify HR letters of the College Staff.
- Sign clearance certificates for those whose services are terminated.
- Sign medical examination referring letters for his staff and College workers.
- Nominate administrators reporting to him for training courses.
- Sign inspection and receipt notes.
- Assess the performance of the administrative staff.



- Follow up maintenance and installations.
- Recommend the assignment of administrators to work outside the working hours as work exigencies necessitate and according to the systems and regulations.
- Answer incoming transactions from the administrative bodies at the College in coordination with the bodies concerned with the transaction.
- Report College requirements of equipment to relevant bodies and personnel.

**E- Units Reporting to the College Administration Director.**

The following units fall under the College Administration Director:

**First – Supporting Services Unit: it consists of the following sections:**

**1- University Safety and Security Section:**

It is concerned with matters related to security and safety of building and all that are related to its procedures through carrying out the following duties:

- Coordinate with the Safety Department when developing evacuation plans and establish timetables to apply these plans; follow up alarming devices and extinguishers and follow up security cameras.
- Provide security and safety requirements in the College.
- Organize student’s entry to the College and verify their identity.
- Control the security and system inside the College.

- Not to allow students to leave except in times specified for opening the exit gates.
- Ensure the non-violation of the decent appearance of the university students.
- Preserve security during the activities and events of students outside and inside the College.
- Follow up the compliance of guards in their presence outside the College building.
- Ensure compliance with the system during the examinations.
- Verify the identity of College visitors.

## **2- Stores and Inventory Control Section:**

It is responsible for the management of the physical resources at the College that are received from the University as an annual quota for the College, or that remain from the events and organize their distribution according to the need, and is responsible for delivery orders through the following duties:

- Provide College needs of inks, office furniture, stationery or devices for College Staff and for laboratories.
- Secure the requirements of guiding signs, advertising boards or others.
- Undertake the responsibility of cash in hands in the College and carry out all that are related to cash in hand procedures and responsibilities, their inventory and record them in coordination with Department of Stores and Inventory Control.

- Comply with the implementation of any matter related to this unit according to regulations and systems.

### **3- Maintenance and Cleaning Section:**

It is concerned with maintenance and cleaning in terms of the inventory of what is required for these works periodically and the need of cleaning workers and communicate with the in charge company through the following duties:

- Receive information technology reports for malfunctions of computers, printers, scanners, faxes and cameras in offices and training halls, record them in the form and submit them to the relevant body and follow-up their repair.
- Receive malfunctions reports and organize cleaning works for all buildings and training halls (Male + Female), record them in the form, report them and follow-up their implementation.
- Provide cleaning materials and their requirements for buildings.
- Work on following up of the periodic maintenance of electricity, plumbing and air conditioning at sections and units of the Deanships and training halls.

#### **4- Finance and Procurements Section:**

A unit responsible for the management of financial affairs of the College in terms of disbursements and procurements, develops the budgets of programs, events and supplies, and performs the following duties:

1. Review and assess price quotations for the requirements to be purchased.
2. Provide the requirements through direct purchase orders from the allocated advance payment in light of the governing disciplines.
3. Keep organized files on the cash in hand and follow-up their reimbursement.
4. Match the cash in hands balances with the records.
5. Prepare the monthly trial balance.

#### **5. Public Relations and Media Section:**

It is responsible for carrying out all the work related to events and forums inside the College, communicate with media bodies to publicize those events through the following duties:

- Coordinate with competent bodies for events and forums.
- Provide the needs of events and forums.
- Invite guests and welcome them.
- Communicate with the media bodies to publicize events and forums.

- Coordinate and organize during holding events and forums.
- Issuing bulletins, magazines and circulars related to the College.

#### **6- College Librarian:**

He is an administrative member who has the ability to organize, indexing, and deal, communicate, and use office programs through the following duties:

- Indexing books.
- Organize borrowing records.
- Preserve quietness, system and properties of the library.
- Prepare a list of the needs of books and others in coordination with the scientific departments of the College.
- Help library visitors and library attendants.
- Coordinate and supervise the events and activities of the library.
- Conduct periodic inventory of library contents.
- Examine the library contents and send worn-out books for binding.

#### **Second - Human Resources Unit: Consists of the following sections:**

- Teaching staff Section and the like:
- Staff Section:

This unit is concerned with the administrative affairs of the Teaching staff members and the employees. It performs the following duties:

1. Prepare a file for teaching staff and employees and keep everything related to them in separate files.
2. Report the work commencement of new teaching staff members and employees at the College for women and men.
3. Report leaves applications (regular, emergency, sick, accompanying, maternity, exceptional, etc.)
4. Report applications for entitlements (secondments, overtime, allowances) of relevant bodies.
5. Report the commencement and housing allowance form of the contracting teaching staff (male and female) after the return and at the beginning of each academic year.
6. Terminate contracting parties' services with regards the passports (residence, visas, tickets) and report them to the relevant body.
7. Finalize fees compensation applications of the members participating in conferences and report them to relevant bodies.
8. Complete the procedures of male and female cooperators contracts and report their entitlements during the beginning of the semester in which the contract is signed.

9. Prepare job performance assessments forms and keep them in files after being filled in by the Rector/ Department Director and approve them.
10. Determine those who deserve promotion and work on achieving their requirements to be submitted to relevant bodies.
11. Answer all requests received by the College for the provision of statistics or data in respect of teaching staff members and employees to be submitted to the competent party.
12. Carry out all matters related to this unit according to the regulations and systems.

**References:**

1. University Strategic Plan 2017-2022.
2. Job Description, Duties, Responsibilities in some Saudi universities.
3. Evidences, regulations of the institutional, program and administrative accreditation.