

Ministry of Higher Education

Majmaah University

College Of Sciences Al-Zulfi

Manual of Tasks and Power

وزارة التعليم العالي

جامعة المجمعة

كلية العلوم بالزلفي



Manual of Tasks and Power at the College of Science in Al-Zulfi

جامعة المجمعة
Majmaah University

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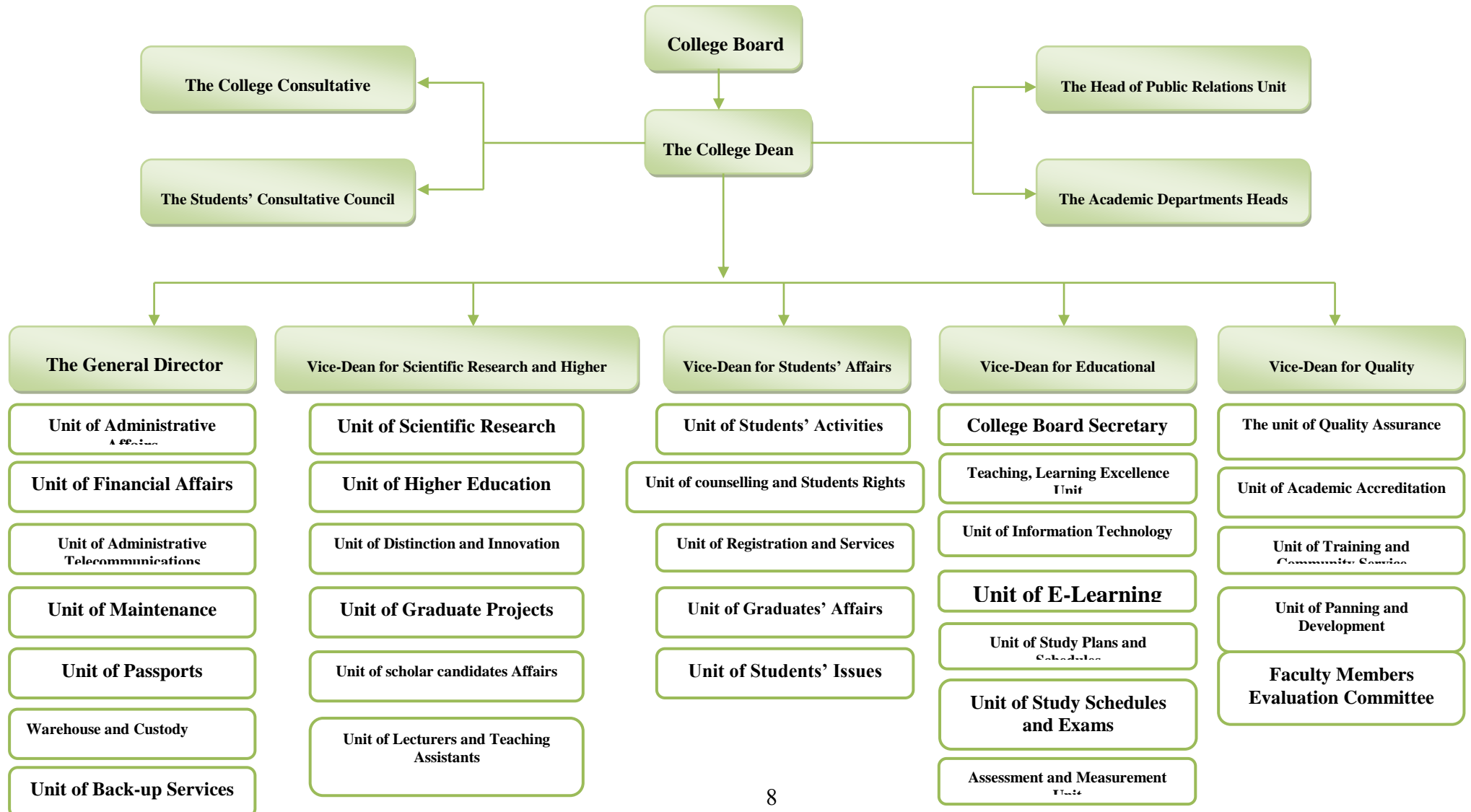
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The College Hirarchical Structure



First Section: The College Administration

First: The College Council-Board

1 - General jurisdiction:

Running of educational, research, and administrative affairs as well as community services assigned to the college and following them up. It is mainly interested in developing plans to ensure the fulfillment of the objectives for which the college was already established.

2 – Organizational Association:

Associated with the president of the university.

3 - Organizing Council:

1 - The College Board is composed of the Dean as a head , the vice dean as a member , heads of departments and three faculty members from the college one of whom is preferably to be a representative of the Council of Scientific College .

However, their memberships' extension is determined upon a decision by the University Council as one of the vices has got to be a secretary general of the Board.

2 -The College Board meets once a month at least and the meeting is not valid unless the two-thirds of its members are called present.

3 – Decisions are made upon the absolute majority of the votes of the members present, and when it is likely event (equal), the President's side is favored.

4 - The decisions of the Council are considered valid unless they are objected by the university president within (15) fifteen days from the date of delivery to him. Shall they be objected, they are returned to the College Board, together with his point of view to be reshuffled again. If the Council insists on its decision, the decision objected upon will be sent to the University Council for a final decision in the first regular or special session, and the decision of the University Council is totally allied to ratify, amend or repeal the intended one. Hence, its decision is final.

4 – The Jurisdictions of the Council:

1 - Recommending adoption of the strategic plan of the college in line with the strategic plans of the University.

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- 2 - Adoption of the strategy for scientific research at the college.
 - 3 - The adoption of the general plan to apply for accreditation and quality assurance in the faculty.
 - 4 - Controls the acceptance and transference from and to the college.
 - 5 - The formation of permanent or temporary committees from its members or others.
 - 6 - Encouraging the development of scientific research and coordination between the departments of the college and having it published.
 - 7 - Proposal to appoint faculty members, teaching assistants and lecturers as well as to award and promote them based on the recommendation of the boards of the various departments.
 - 8 - Recommending the adoption of the proposed academic plans proposed by the academic departments.
 - 9 - Adoption of curricula, textbooks and references in the college departments.
 - 10 - Confirming the dates of the examinations and arrangements required.
 - 11 - Recommending adoption of the Interior executive regulations of the College.
 - 12 - Approval of plans and training necessary for the college scholarship.

13 - Adoption of the plan extracurricular activity for college.

14 - Deciding on students' matters that fall within its domains and returning to the University Council otherwise.

15 - Considering what the University Council, the President, Vice President or Dean of the College returns for further studying and giving opinion.

5 - The terms of Reference of the Council:

5/1- students' affairs:

1 – To consider deprivation lists and allow students to set for the final exams.

2 - To agree upon giving students the opportunity to set for makeup final exams within a period not exceeding the next semester.

3 - To approve the re- entry of students.

4 - Approval of the necessary controls to evaluate the performance of students associate.

5 - To approve the re- corrected answer sheets during a period not exceeding the beginning of the final exam for the next semester.

5/2- academic affairs:

- 1 - Approval of determining the marks of term works.
- 2 – To agree that the final exam includes practical or oral test.
- 3 - To approve the exclusion of subjects concerning seminars, research and practical courses from exams and final score; and to determine the measurements of student’s achievements in these courses.
- 4 - Formation of a committee to organize the work of the final exam.
- 5 - Application of secrecy in the final exams’ procedures.
- 6 –Designing final exams’ questions for some courses upon the recommendation of the department head.
- 7 – Assigning the correction of the answer sheets to faculty members other than the course’ professor.
- 8 - Determining the duration of the final exam as not less than an hour and no more than three hours.
- 9 - Approval of the accreditation of courses taken by the student at other universities upon the recommendation of the academic departments.

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- 10 - Approval of studying courses if a student finished the courses required for graduation and had a GPA less than required.
 - 11 - Recommendation to give the student a fourth opportunity to raise his cumulative GPA.
 - 12 - Proposing the numbers of students who can be admitted in every academic year.
 - 13 - Recommendation of issuing a return economy class ticket, only once, if a student's academic program requires a trip outside the city of study.
 - 14 - Recommendation to give students an exceptional opportunity to finish their graduation requirements; this should not exceed a maximum of half of the original term selected for graduation.
 - 15 - Recommendation to give the dismissed student, because of the depletion of twice the length of the program, the opportunity to complete his studies; this opportunity should not exceed two semesters.
 - 16 - Recommendation to give the student dismissed, because of warnings, an opportunity to complete their studies that should not exceed two semesters.

5/3 – Faculty members' affairs:

5/3/1- Saudi faculty members' affairs:

- 1 - Recommending the appointment of faculty members.
- 2 - Recommending the appointment of lecturers, teaching assistants, language instructors and research assistants.
- 3 - Recommending the appointment, as an Assistant Professor, without the requirement of obtaining a doctoral degree in disciplines that do not grant the doctoral degree within the guidelines set out in the system and regulations of Higher Education.
- 4 - Considering upgrading faculty members upon the recommendation of the concerned department, and the nomination of a number of professional arbitrators, eight of whom nominated by the board of the department or of others.
- 5 - Approving the allowance for extra hours if the number of hours exceeds the number of regular load of the faculty member or any other cooperative-body from outside the university.
- 6 - Recommending obtaining a sabbatical leave for one academic year for any faculty member who spent five years after his appointment or his former sabbatical leave, or for a period of one semester after three years of his appointment or his earlier sabbatical leave.

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- 7 - Considering the report on the achievements of the faculty member during the sabbatical leave.
 - 8 - Recommending approval of the work of the faculty member as a part-time adviser for government agencies, the private sector, or regional and international organizations.
 - 9 - Recommending approval of the faculty member participation in conferences and seminars held inside or outside the Kingdom.
 - 10 - Recommending a faculty member to work for government agencies.
 - 11 - Recommending a faculty member for working abroad.
 - 12 - Recommendation to dispatch a faculty member on a scientific mission outside the headquarter of the university.
 - 13 - Recommendation to dispatch a faculty member to teach outside the Kingdom.
 - 14 – Recommending the permission for faculty members to travel for a research purposes at other universities during summer semesters.
 - 15 - Recommending the transference of a faculty member, or alike, within the scope of scientific specialization from one department to another within the same college.

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- 16 - Recommending the transference of a faculty member, or alike, from and to the college itself.
 - 17 - Recommending the transference of the faculty member and the like to a position outside the university.
 - 18 - Recommendation to accept the resignation of a faculty member or referring him to early retirement upon his request.
 - 19 - Recommendation to appoint part-time professors for a period not exceeding two years; this period is subject to renewal.
 - 20 – Recommending awarding part time Professor a reward equivalent to the first rank’s basic salary. If he is not one of the former faculty members, the University Council determines the amount of the bonus as not to exceed the first basic salary of assistant professor.
 - 21 – Recommending Saudi distinctive competencies from outside the university to teach on campus.

2/3/5- Non-Saudi faculty members:

- 1 – Recommending the appointment of those qualifications who exceed the allowed legal age (sixty years) by ten years for associate professor, five years for assistant professor and three years for other ranks.

2 – Recommending considering the non- college teaching expertise(experience) if it is still relevant to the field of specialization and obtained after holding the last scientific qualification approved, every two years stand for one.

3 – Recommending that a faculty member should attend a conference or seminar.

4 – Recommending raising the faculty members' gratuities up to %100 and not exceeding a total sum of SR100.000.

5/4- Training and awarding affairs:

1 – Recommending awarding teaching assistants and lecturers scholarships as well as extending and/or ending their scholarships.

2 – Recommending the permission for the candidate to change his major, university or the country of study.

3 – Recommending holding or blocking the candidate's monthly allowances if:

- ❖ He changes his major without the agreement of the council.
- ❖ He is not qualified enough to peruse his studies as shown in the reports relating to his studies.
- ❖ He goes against or refuses any of the regulations recommended.
- ❖ He does not hold the degree in the specified period.

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- ❖ He quits his studies and/or leaves the place of study without a reasonable justification.
 - ❖ He requests to stop his scholarship and returns back to the kingdom.

4 – Conducting reports regarding the candidates who are not going well after half of the official period of study.

5 – Delivering an annual detailed report concerning scholarships awarded and presenting it to the university council.

6 – Recommendation to agree on the scientific journey for the candidate.

5/5 – Graduate studies affairs:

1 – Recommendation to add conditions for admissions in the master programs as required by the department intended.

2 - Recommendation to add conditions for admissions in the Ph.D. programs as required by the department intended.

3 - Recommendation to allow the student to do a graduate work in a field other than his specialization based on the recommendation of the board of the department.

4 - Recommendation to grant the student an additional opportunity for one semester or two upon the recommendation of the department in case his cumulative GPA is lower than very good.

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- 5 - Recommendation to grant the student an additional opportunity of not more than two semesters on the recommendation of the department based on the report of his thesis supervisor in case the student exceeds the maximum expected time of graduation.
 - 6 - Recommendation to accept the transference of students to the university from another university recognized upon the recommendation of the department, taking into account the terms of the transference.
 - 7 - Recommendation to accept accredited hours taken by the student transferred from another university recognized upon the recommendation of the department.
 - 8 - Recommendation to transfer a student from any other specialization at the university to any of the college's, taking into account the admission requirements and any other conditions deemed necessary upon the recommendation of the department.
 - 9 - To recommend proposing the required courses to hold a diploma, and the name of the specialty, based on the proposal of the board-council of the department.

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- 10 - Recommend approval of the alternative tests and courses that require more than one semester according to the graduate studies, and based on the recommendation of the board of the department.
 - 11 - Recommending a written and an oral comprehensive exam convened by a specialized committee for the graduate student after the completion of all required courses on the recommendation of the department.
 - 12 - Recommendation to increase the number of theses supervised by a faculty member up to five theses, upon the recommendation of the department.
 - 13 - Approval of an alternative supervisor on the thesis in case the official supervisor is not able to continue , dead or goes on pension , based on the proposal of the board section .
 - 14 - Recommendation to form a committee for the theses defense, on the recommendation of the department.
 - 15 – To recommend to re- enroll the student if his registration got canceled and identify courses that must be re-examined in less than six semesters.
 - 16 - Recommendation to write the thesis in a language other than Arabic with providing an adequate abstract in Arabic.

17 - A recommendation that the thesis should be supervised by distinguished and highly qualified professors from outside the university (out readers), upon the recommendations of the department council board.

Second: The Dean of the College

1 - General jurisdiction:

The Dean runs the scientific, administrative and financial College affairs within the system's boundaries and regulations, and represents the college in front of the various parties within and outside the university. In addition, he submits an annual report on the academic affairs and other activities to the university President.

2 - Organizational Association:

The dean is associated with the president of the university as he is one of the members of the University Council.

3 - Terms of reference of the Dean:

3/1- administrative and financial affairs:

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- 1 - The presidency of the College Board and supervising its affairs; inviting attending its sessions; implementing its decisions and submitting its sessions' reports to the president of the university.
 - 2 – Applying the laws and regulations of the Board of Higher Education.
 - 3 - To achieve the goals and senior policy at Al Majma'ah University.
 - 4 – Implementation of the Council solutions concerning the university faculties.
 - 5 - Supervising the preparation of the strategic plans of the college and following up their implementations.
 - 6 - Supervising the management of the educational, research, administrative, financial and cultural affairs of the college.
 - 7 - Developing the college administratively, academically and research-wise.
 - 8 - Coordinating and developing relations within the college and outside the university.
 - 9 - Supervising the provision of all the college educational, research, administrative and financial requirements.
 - 10 - Evaluating the performance of deputies (vice-deans), college academic department heads and directors and heads of units and its subsidiaries.
 - 11 - Maintaining the overall property, the movable and immovable ones.

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- 12 - Coordinating the work of the Advisory Council of the College and the implementation of its recommendations.
 - 13 - Working on the development and strengthening of the financial resources of the college and the self- improvement of its mental image.
 - 14 - Supervising the planning and preparation of the overall budget.
 - 15 - The formation of committees necessary to perform the work of the college.
 - 16 - Preparing a comprehensive and periodical report on the progress of the study and performance of academic, administrative and research at the college and submit it to the President.
 - 17 – Reporting to the director of the university based on what is received from the heads of departments or what they observe from faculty members in terms of breaching their duties or any other irregularities.
 - 18 – Reporting the disciplinary issues regarding the students and staff of the college in accordance with the laws and regulations.
 - 19 - Performing what the College Board assign to him.
 - 20 - Representing the college within the university and beyond.

21 – Implementing and carrying out duties assigned by the University Council or its director.

3/2- Academic Affairs:

1 – Supervising the teaching/learning process, the implementation of the plans and the development of academic programs.

2 – Applying the laws and regulations of quality assurance systems, and academic accreditation.

3 - Supervision of the various activities of the college's students.

4 - Monitoring the performance of the examinations, and controlling the order and discipline within the college.

5 - Encouraging research in various disciplines of the college.

6 – Establishing academic bounds with educational institutions within and outside the Kingdom.

7 – Supervising the process of attracting faculty members.

8 - Supervising the application of the plans and programs of study in college.

4 - The Jurisdictions of the Dean:

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- 1 - Selecting the college deputies (vices), heads of academic departments and reporting their official assignments to the President.
 - 2 - Approval of the minutes of the meetings of the District Councils, and the right to veto its decisions within 15 ten days from the date of receiving them.
 - 3 - Implementation of the recommendations of the College Board.
 - 4 - Issuing internal decisions required by the smooth running of the college in accordance with the laws and regulations.
 - 5 - Adoption of performance reports prepared by the college deputies, department heads and directors of departments and administrative units on their staff.
 - 6 – Granting regular, urgent and exceptional leave to the employees of the college and informing the Deanship of faculty members’ affairs, according to the rules.
 - 7 – Authorizing others in accordance with the rules and regulations of the university.
 - 8 - Accepting the purchase orders in accordance with the laws and regulations.
 - 9 - The formation of various committees at the college level.

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- 10 - Adoption of performance evaluation reports submitted to him by the college units.
 - 11 - The adoption of funding the work requirements in the College from the overall college budget.
 - 12 – Recommendation to pay overtime-financial benefits for the employees of the college.
 - 13 – Recommendation concerning internal and external assignments to the employees of the college.
 - 14 – Recommendation to mandate the employees of the college to keep duties outside official working hours.
 - 15 - Recommendation for faculty staff to attend training courses and workshops inside and outside the university.
 - 16 - To recommend an extension for the faculty member after the completion of his service.
 - 17 - Recommendation to contract with a faculty member after his retirement.
 - 18 – Recommends terminating the contracts of faculty members of non-Saudis in coordination with the heads of departments.
 - 19 - Adoption of the approval of the concerned department to defer the admission of a graduate student, as not to exceed a period of two- semester deferral.

20 - Adoption of the approval of the concerned department on the graduate student's withdrawal of all subjects in an academic semester.

21 - To approve the student's transference from outside the university to the College.

22 - To approve the student's transference to the college from another college.

23 - To approve the student's transference from one major to another within the college.

24 - Agree to allow the student to study as a visiting student.

5 – Deputies, Academic Departments and Administrations Belonging to the Dean:

- ❖ Public Relations Unit
- ❖ Consultative Board
- ❖ Deputy- Dean for Academic Affairs
- ❖ Deputy -Dean for college students' affairs
- ❖ Deputy- Dean for Development and Quality assurance
- ❖ Vice Dean for Graduate Studies and Scientific Research

- ❖ General Director
- ❖ Academic Departments.

Third: Head of Public Relations Unit

1- General jurisdiction:

Entitled to promote the activities of the college via mass media, publish news in various media outlets, organize receiving the delegations that visit the college, and follow-up requirements to organize meetings and conferences within the college.

2 - Organizational Association:

Associated with the Dean of the college.

3 - The head of public relations terms of reference:

- 1 - Develops a comprehensive plan for the media and public relations at the college.
- 2 - Organization of the college's programs of conferences, seminars and various scientific events.

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- 3 - Organizes visits of delegations to college.
 - 4 - Works to coordinate the overall relations with the public inside and outside the university.
 - 5 - Coverage of events, activities and programs of the college via mass media and press locally and internationally.
 - 6 – Leading the public relations team at the college.
 - 7 - To develop and strengthen public relations programs and college events.
 - 8 - Supervision of financial affairs of public relations in accordance with the laws and regulations.
 - 9 - Communicates with various media outlets.
 - 10- The implementation of what is assigned by the Dean of the college.

4 - Jurisdictions of the President of Public Relations Unit:

- 1 - The issuance of internal decisions required by the smooth running of the public relations according to the rules and regulations.
- 2 – Funding from the public relations’ budget in accordance with the official regulations.

Part II: The Faculty Consultative Councils

First: Consultative Council for the College

1- General Jurisdiction:

It is a consultative body of the college aiming to contribute to the constant improvement of the academic programs of the college; guide future policies; evaluate their strategic plans and communicate with the public and private sectors.

2 - General regulations:

1 – it nominates the College Board Council members, which must be at least nine members, and no more than fifteen members; this formation is approved by the university President.

2 - The Board shall be composed as follows:

- The Dean of the College.
- The Vice Dean for Development and Quality

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- (seven to thirteen) experts in various business sectors from inside or outside the Kingdom; this group will include some of the distinguished college graduates.

3 - The Council at its first meeting chooses its president other than the Dean; and the vice dean should be the Secretary of the Board.

4 - The Board shall meet whenever invited by its President at least twice a year.

5 - Council meetings may be held inside or outside the college, and may send an invitation to whomever the council finds suitable, from outside the university, to attend its meetings.

6 - The membership of the Council is two years and subject to renewal.

7 - The members of the Council are awarded certificates of appreciation at the end of their term of membership in the Council.

3- The Terms of Reference of the Council:

1 - To submit proposals for all that serves exploring the future of the college.

2 - Provides ways to deepen the partnership between the college and the local community and the world.

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- 3 - To contribute to the development of programs and curricula according to the requirements of the labor market.
 - 4 - To contribute to the implementation of the strategic plan of the college.
 - 5 - To submit proposals that will provide material and moral support of the college.
 - 6 - To contribute to the development of a mechanism to the setting up of joint projects between the college and the sectors of society in order to find solutions to the problems of society complementarily.
 - 7 - Proposes methods to provide sources of funding for faculty development projects.

First: Students' Consultative Council

1- General jurisdiction:

It is a consultative body aimed at achieving effective students' participation in university decision to develop the educational academic process. It also deals with the views of students about what is offered to them from the educational activities and services to gain access to an ideal society of a perfect knowledge.

2- General regulations:

1 - The formation of the consultative Board is upon the College Board's decision, and it is as follows: -

- Dean of the college as a president.
- Vice Dean for Academic Affairs as a Vice-President.
- A student from each department is nominated by the Council of the department.

2 - The Council meets regularly twice per semester.

3 - The council can call a session exceptionally if so requested in writing by at least half of the members.

4 – The council may call a session if the Vice President received exceptionally at least ten topics on the table for discussion.

5 - The vice-president heads the Council in the absence of its president.

3- The terms of reference of the Council:

1 - Communication between the college and its students, the thing that helps to improve the smooth running of the academic, educational process and service-wise altogether.

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- 2 – Dealing with the views of students about what is offered to them within the college regarding academic and extra-curricular activities and services.
 - 3 - Provides tips and guidance to the Dean of the college on areas of interest to students.
 - 4 - Cooperation to make the college the perfect place for receiving knowledge and as a fertile environment for the values and ethics. It also attempts at enhancing understanding and harmony among all its employees.
 - 5 - Connecting students with the faculty and its activities.
 - 6 - Clarifying the picture for college students on some of the actions that they may miss the perception of their significance.

Part III: The College Vice-Deanships (Deputies)

First: The Vice-Dean for Educational Affairs

1- General jurisdiction:

He supervises the conduct- smooth running-of the educational process for the students at the university level. In addition, he is entitled about the implementation of policies and programs adopted in the areas of education as well as supporting services in coordination with the Dean of the college.

2- Organizational Association:

Associated with the Dean of the college who is a member of the college board.

3- The Vice Dean for Educational Affairs Terms of Reference:

- 1 - Supervises the implementation of plans of study in the college and scientific departments and its development
- 2 - Working to provide the educational environment suitable.

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- 3 - Supervision of the units belonging to the Educational Affairs.
 - 4 - Sets Tables, and supervises the teaching load for faculty members.
 - 5 - To contribute to raise the efficiency of the faculty members in teaching and learning processes.
 - 6 - To supervise the conduct of final exams and the formation of committees in coordination with the academic departments and the Admission and Registration Deanship.
 - 7 - To follow up the development of educational facilities, and updating laboratories in the college.
 - 8 - To provide educational resources and textbooks in various disciplines of the college in coordination with the relevant authorities at the university.
 - 9 - Development of methods and tools of assessment in the college.
 - 10 - Organizing and documenting students' exams' procedures as well as evaluating their educational levels, and forming teams to do so.
 - 11 - Proposing the formation of committees concerned with the work of the vice-deanship.
 - 12 - Supervising the equivalent courses' accreditation.

13 - Supervision of requests for deferral, withdrawal and addition to the graduate students of the university in accordance with regulations and decisions issued in this regard.

14 - Supervising the preparation of lists of deprivation, and lists of graduates.

15 - To submit periodic reports to the Dean of the College on the progress of work in its units according to the tasks assigned to him, and the difficulties they encounter.

16 - Coordination with the total units in the relevant areas.

17 -To Continue to update the site belonging to the deputy-deanship and its administrative units.

18 – To implement what is assigned to him by the Dean of the college.

4- The Powers of Vice Dean for Educational Affairs:

1 - Approval of the students' deferrals in accordance with laws and regulations.

2 - To approve the transference of students from one major to another according to the regulations and rules.

3 - Approving the schedules provided by academic departments in the college.

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- 4 – To agree upon the increase in the number of students in classes in coordination with the departments concerned and the Admission and Registration Deanship.
 - 5 - Approval of requests for an extension, a re-enrollment and alternative exams in accordance with regulations of the college.
 - 6 – Approval of deprivation lists and reporting them as set by rules and regulations.
 - 7 - Deciding on the issues of the students’ alibies in accordance with the regulations and laws.
 - 8 - Selection of units’ Supervisors and departments, and recommending their appointments.
 - 9 - To address the relevant authorities within the university with regard to the deputy-deanship’s jurisdictions and scopes of work.
 - 10 - Issuing decisions required by the internal progress of work in the deputy-deanship and its units in accordance with the rules and regulations.
 - 11 - Evaluating the performance of the employees of the deputy-deanship.
 - 12 - Approving the regular and urgent leaves to the employees of the units belonging to him.

13 – Approval of the funding from the budget of the deputy-deanship in accordance with the laws and regulations.

14 – Approval of opening new classes upon the request of concerned departments

The Units belonging to the Vice Dean for Educational Affairs:

- **Secretariat of the College Board:**

Concerned in determining the agenda of the meetings and the topics included in the meetings; following up the implementation of the decisions issued by the College Board and saving all the minutes of meetings electronically.

- **The Unit of excellence in teaching and learning:**

The unit is interested in supporting faculty members and providing an academic environment motivating and supportive of excellence and innovation in learning and teaching. Furthermore, it provides a system of quality and continuous improvement ensuring the effectiveness of teaching and the quality of learning outcomes.

The Unit's Terms of Reference:

1 - Improving the quality of teaching and learning.

2 - Developing the capacity of faculty members in the skills of teaching and learning.

3 – Drawing up plans for assessing and developing academic programs in light of the different quality requirements of the labor market and encouraging creative thinking.

4 - Following-up and coordination with units of quality in the various colleges with regard to the fulfillment of the requirements of the standards of teaching and learning.

• **Plans and programs of study:**

The unit is interested in building and developing study plans to improve educational outcomes and to achieve compliance with the standards of accreditation. This interest is because of its positive impact in keeping up with the development plans and meeting the needs of the labor market.

The Unit's Terms of Reference:

1 - Developing metrologies and standards required in the preparation of plans and programs of study in accordance with the standards of the National Commission for Academic Accreditation and assessment.

2 - Studying of the educational plans and assessment in accordance with the standards, disciplines and mechanisms, and recommending them.

3 - Developing plans and programs of study and supporting academic departments to reach the high quality of the expected educational plans.

4 - Raising the efficiency of workers in the field of the plans and programs of study.

5 - Continuous monitoring of the work and activities of the educational plans committees in departments and colleges for the purposes of evaluation and improvement, and providing the necessary means and capabilities to them.

Information Technology:

This unit specializes in supervising the progress of work in the college's labs and e-learning halls; implementing the policies and programs adopted for the areas of information technology and educational services; and helping them achieve the goals set.

Director of Information Technology Unit:

Is the person who supervises the progress of work in the college's labs and e-learning halls, the implementation of policies and programs adopted for the areas of information technology and educational services; and helps them achieve the goals set.

Organizational association:

The head of Information Technology Unit is Associated with the Vice- Dean for Development and Quality.

The Director's of the unit terms of reference:

- 1 - Supervising the content, development and updating of the college website.
- 2 - Supervision of computer labs and providing them with the programs required.
- 3 - Supervision of the meeting rooms and halls of e-learning and their maintenance.
- 4 - Providing technical support to the College and its employees in accordance with the policies of the Deanships relevant.
- 5 - Drawing developmental plans for the unit.
- 6 - Following-up the progress of work of information technology and the administration of Computer unit in the college.

7 – Following up the maintenance work of computers and providing technical support and assistance for employees of the college as well as for the direct transport units and for smart Halls.

The Jurisdictions of the Director of the Unit:

1 – Recommendation of request for software, hardware and accessories needed for each lab; this should commensurate with the quality of the material taught.

2 - Coordination with the Deanship of electronic transactions and communications with respect to technical support, network performance, Internet connection and Web site.

3 - Coordination with the Deanship of e-learning and distance learning with respect to the equipment of classrooms and meeting rooms.

4 - Evaluating the performance of the employees of the unit.

5 – Approving regular and urgent leaves to the employees of the unit.

6 – Making up internal decisions demanded by the progress of work in the college with regard to laws and regulations set.

7 – Funding out of the unit’s budget in accordance with the laws and regulations set.

The E-learning Unit:

The unit aims at improving e-learning and developing the educational process in the college using the strategies and methods supported by modern technology especially computer and information technology, i.e. students are provided with education and knowledge by using technology continuously, regardless of time and place, through the provision of educational materials and interactive lectures organized electronically. The thing that would enable students to review and learn from them.

Terms of reference of the unit:

- 1 - To provide advisory and executive services for the application of e-learning system in the college.
- 2 - to Improve the quality of teaching and learning by facilitating access to resources and educational services through using modern teaching technologies and the Internet.
- 3 - To develop teaching materials on the site of e-learning.
- 4 - Conducting some exams online.
- 5 –To register presentations and expose them on the Internet.

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- 6 – To workout related- surveys in all areas of the educational process online.
 - 7 - Delivering lectures across Websites.
 - 8 - The use of mobile technology in e-learning
 - 9 - Implementation of training programs for faculty members on the production and use of e-courses and e-learning management systems.
 - 10 – To Provide technical assistance to faculty members to convert their courses into electronic form.
 - 11 - Training students to use e-courses and e-learning management systems.
 - 12 – Magnifying the concepts of e-learning and interactive process between teacher and student on one side and among students themselves on the other.
 - 13 –To raise awareness of the e-learning culture to ensure continuous development.
 - 14 – To provide tips necessary to show the components of good content during presentation.
 - 15 - To assist in the identification, preparation and production of various electronic educational resources needed.

- **The unit of academic schedules and exams:**

This unit specializes in the preparation of schedules of study and organizes the registration process as well as the deletion and addition of various subjects of the college. It also specializes in organizing committees of exams, and the deployment of invigilators, and receives exams' sheets from other colleges, midterm exams, and alternative or makeup exams.

The unit's terms of reference:

- 1 - The implementation of the laws and regulations of the regulatory list of studies and exams for undergraduate.
- 2 - Preparing schedules for students in academic departments and coordinating with other colleges in cooperation with the Deanship of Admission.
- 3 - The formation of final exams committees in coordination with academic departments.
- 4 - Carrying out the accreditation of courses in coordination with academic departments.
- 5 - Raising the level of evaluation of the educational process through the achievement of exams quality.
- 6 - Following-up requests for deferral and withdrawal as well as deletion and addition, according to "regulations and decisions issued in this regard.
- 7 -Preparing deprivation lists and lists of graduates.

8 - Uploading schedules into the academic system.

9 - Providing support and assistance to students and addressing their problems and suggestions regarding the schedules and exams, and providing solutions to them.

10 - Communicate with faculty members to collect the backup exams' questions used in emergency conditions.

11 – Preparing a list of invigilators and announcing their names to the members.

12 - Daily monitoring of the progress of the final exams, and preparing a report on it.

13 - Preparing a report on the results of the final exams and submitting them to the Vice Dean for Academic Affairs.

• **The unit of assessment and measurement (norms):**

Is a unit specializing in identifying, building and developing standards of measurement and evaluation of students; and following-up evaluations in various university programs.

Terms of reference of the unit:

1 - Providing technical support and scientific consultations to the members of the faculty, and to the units of the university in the field of measurement and evaluation.

2 - Developing and updating the means of standardization and evaluation so as to contribute to the achievement of justice and increase the efficiency of learning outcomes.

3 - Identifying and building standards for measurement and summative evaluation.

4 - Conducting and publishing scientific research in the field of measurement and evaluation.

Third: The Vice Dean for Students 'Affairs

1- General Jurisdiction:

He is a faculty member who is in charge about the supervision of students' affair regarding student's services, activities and academic advising in the college. He also coordinates with the dean to achieve specified goals.

2- Organizational Association:

He is associated with the dean of the college, and he is a member of the College Board.

3- Jurisdiction of Vice Dean for Student Affairs:

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- 1- To spread awareness among students of laws, regulations of the university and its executive rules that are related to the students.
 - 2- To help students to choose the appropriate major from the college and university programs.
 - 3- Supervision on the programs and activities provided to new students in the college.
 - 4- Supervision of the services provided to the students, and work to develop them.
 - 5- To develop necessary actions to control and to follow-up students' attendance.
 - 6- Building and updating databases related to students.
 - 7- To provide the departments of the college of required information about academic status of students from available records.
 - 8- To care of student rights and do necessary steps to preserve them.
 - 9- To study Students complaint and problems, and propose appropriate solutions in coordination with the relevant authorities in the college and university.
 - 10- Being the head of students' affairs committee.

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- 11- Being the head of students' discipline committee, and applying statutory procedures on violator's students.
 - 12- To spread the culture of academic advising in the College.
 - 13- To propose student guidance plans at the college, and ask faculty members to make them organized in coordination with the relevant authorities at the university.
 - 14- To propose a student activities plan of the college, and oversee the implementation of it in coordination with the relevant authorities at the university.
 - 15- To follow up student's scholarship affair.
 - 16- To build links with alumni and support them to get appropriate jobs.
 - 17- To follow up graduates to find out about the satisfaction of employers in labor market about outcomes of the college.
 - 18- To work on raising the efficiency of work in students' affairs.
 - 19- Permanent coordination with vice dean and heads of scientific departments to achieve the objectives of the college.

20- Making a suggestion to form the committees related to the college.

21- To contact the academic and administration unit in the university to help the unit in achieving its goals in coordination with the dean of the college.

22- To prepare a comprehensive report about the student's affairs at the college, and submit it to the dean of the college.

23- To work on the implementation of tasks delegated by the board of the college or the Dean.

4- Terms of Reference of Vice Dean for Student Affairs

1- To form and approve committees of students' activities.

2- To select supervisors of units and departments, and make recommendations to appoint them.

3- To address the authoritative bodies at the university that are relevant to the scope of the unit work.

4- Issuing needed decisions for the work in the unit according to the rules and regulations.

5- Evaluating the performance of the employees of the unit.

6- Approval of the funding from the unit budget according to the rules and regulations.

5- Units Belonging to the Vice Dean for Student Affairs

- **Unit of Registration and Students Services:**

This unit serves the students of the college, and it simplifies the administration and academic procedures for them like, (loans, subsidies, reduction of airlines tickets, notification of clearance from the Dean of Student Affairs and many others). It also guides students and visitors to facilitate their access to units and departments of the deanship. In addition, it helps students with special needs to finish their works and ensure its accuracy.

Jurisdictions of units

- 1- To develop a plan of registration at the beginning of each semester and announce it to the students.
- 2- To solve the registration problems facing the students at the beginning of each semester, and prepare students schedules to suit students' interest, taking into account the limits and capabilities of the systems. Also print students' schedules after the end of the registration period.
- 3- To help graduate students to finish their graduation procedures.

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- 4- To help students who are expected to graduate in registering their remaining courses, and send their requests that cannot be processed by the unit to the Deanship of Admission at the university and follow up them.
 - 5- To receive and sort student applications, fill out the required data and revise it, then forward it to the Committee of Student Affairs to study it, and then submit approved applications to the university.
 - 6- Following-up classrooms reservation and modify when needed.
 - 7- To receive applications from students about the courses equalization, review them and make sure they meet all the statutory requirements, and follow up these applications within the college by the authorized person. Courses equalization from other college is sent to the concerned college with documented letters. After getting the approval, the application should be sent to the Admission and Registration Deanship for approval.
 - 8- To receive applications forwarded by the Dean of the College regarding the desire of the students to take alternative exams and follow them with the various departments.
 - 9- To receive and sort applications for transferring to other colleges, and ensure its compliance with conditions. Then submit it to the dean of the college and announce the admitted students.

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- 10- To receive online loans applications by applying through the site of deanship on the Internet, where process is finished without the need of students to attend, and then money is transferred into students' account.
 - 11- To fill the form of flight reduction submitted to Saudi Airlines.
 - 12- To finalize the notification clearance from deanship of student affairs.
 - 13- To provide private testimonies of the students in the Deanship of Student Affairs for external bodies.

- **Students Activities Unit**

This unit is concerned with organizing extracurricular activities at the college. It also continues its communication with the students to support their participation at events of student activities such as, trips, theater, cultural competitions inside and outside the college, setting up an exhibit at the college, and a week of blood donation.

Jurisdiction of the Unit:

- 1- To prepare a plan of activities for the new academic year, and present it to the College Board to be approved by the university.
- 2- To implement the activities plans approved by the university.

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- 3- To prepare students culturally, socially, skillfully and technically, in addition to discovering, improving and developing talents.
 - 4- To contribute in building the student's personality culturally, socially, skillfully and technically, and guide them to achieve a balanced personality that loves its country and its leaders.
 - 5- Developing national sense among students by linking them to the achievements of the country, and introducing the achievements to the students, and strengthening their commitment to their home country.
 - 6- To discover, develop and refine the talents of students, and employ their creative potential in a fruitful and beneficial way.
 - 7- To acquire them additional knowledge and skills, and instill many of the noble values and positive behaviors in them.
 - 8- To raise the spirit of honest competition, and strengthen social relationships with their colleagues, their teachers and their community.
 - 9- To organize regular meetings between students, dean of the college and the vice dean.
 - 10- Organizing greeting addressing and recreational days for students.

11- Organize the competition of dean's award for outstanding student, and select the distinguished student and honor him.

12- Organize sessions and scientific lectures for student.

Branches of Students Activities:

Cultural activity:

This includes public lectures, seminars, open meetings and student clubs, competitions and University Theater and cultural festivals.

Social Activity:

It includes public service programs, trips and visits, competitions, social care, research and social field studies.

Artistic Activity:

It involves organizing and holding the following artistic activities: drawing competition, handicrafts competition, calligraphy competition, photography competition, competition of University Theater, and vocational and traditional exhibitions.

Sport Activity

It includes the colleges of the university league in football, basketball, handball, volleyball, quintets football, tennis, table tennis, billiards, swimming, in addition to regional and international participation.

- **Counselling and Student's Rights Unit:**

This unit provides advice, scientific assistance and social guidance and behaviors for all college students. It also develops their personalities and professional interests and seeks to develop their abilities and encourage them to be distinctive and creative. In addition, it helps them to deal with various difficulties that may hinder their academic progress through increasing their awareness of ways that solve their academic and personal problems. Moreover, it raises the scientific and intellectual potential that makes them successful in their academic and social journey. It also supports the rights of students on bases that comply with the rules and regulations of the university, and develops a culture of justice and equity among students.

Jurisdictions of the unit:

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1. Following up students academically, guiding and observing them, and submitting reports and recommendations to the head of the department.
 2. To provide students with suggestions and advices to improve their academic achievement and help them to solve their academic and administration problems.
 3. Paying attention to the drop of academic performance, study the reasons behind this dropping, lend them a helping hand and propose appropriate solutions.
 4. To help students to discover their abilities and tendencies. Identify their goals, and develop their potential to achieve the benefit of the community.
 5. To prepare the new students to find out university life and study its system through guidance programs.
 6. To spread awareness of college and university regulation among students.
 7. To overcome the obstacles that hinder student achievement.
 8. To study negative behavioral phenomena for some students and work to find appropriate solutions.

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9. Guide weak students and take care of them, follow up them to raise their academic achievement, and help them to overcome the obstacles they face.
 10. Guide outstanding students and help them to continue their success.
 11. Care of talented students and support their creativity.
 12. To help special needs students in the educational attainment, social and psychological commissioning and study their problems and work to resolve them.
 13. To help students and prepare them for scientific life, so that they can succeed in various jobs and community service.
 14. To investigate and decide about complaints and grievances submitted by students.
 15. To provide the necessary counseling for students regarding their academic and non-academic problems associated with university.
 16. Enlighten college students about their rights and how to get them by resorting to legal and official channels within the university.

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17. To adopt the principles of justice and fairness as a backbone to build an ideal community within the university.
 18. To support the rights of students on the basis that consistent with the rules and regulations of the university and without contradicting with these rules.

- **The unit of Alumni Affairs**

This unit specializes in continuous update of the alumni database, and it explores their views about the curriculum, the required skills, the labor market and the difficulties they face after graduation. It also urged them to communicate with college and support it financially, and morally.

Jurisdictions of the unit:

- 1- Strengthen the relationships and closer linkages between college alumni.
- 2- Following-up professional and personal alumni affairs.
- 3- Establishing a database about college alumni and about relevant sectors of college alumni. Also, Issuing periodic bulletins and creating a data bank that concludes the names, addresses, working conditions and scientific and professional activities of the alumni.

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- 4- Being in touch with alumni through various means of communication which enhances the relationship between alumni and their college.
 - 5- To contact concerned institutions, companies and ministries, and coordinate with them to accommodate the largest possible number of graduates.
 - 6- Doing Exploratory studies about the numbers of graduates and the proportion of employed and unemployed among them, and provide the results of these studies to the interested parties to take the necessary actions.
 - 7- To maintain contacts between alumni and university, as well as among alumni themselves to provide cooperative opportunity in the field of various research.
 - 8- To organize introductory meeting at college by inviting beneficiary sectors.
 - 9- Calling the college alumni who occupied leadership positions to contribute to the overall development plans.
 - 10- To develop leadership and communication skills among graduates.
 - 11- To develop the skills to ease getting better jobs.
 - 12- Providing graduates with knowledge as well as practical administrative and technical skills.

13- Identify main obstacles that encounter students after graduation in joining the labor market.

14- To get feedback from alumni on the latest updated developments in their respective domain which is a fundamental pillar for the development of educational systems.

- **The committee of students' issues**

This committee specializes in academic problems and student issues that require a quick treatment and its tasks are entrusted to the sub disciplinary committee in the college.

Jurisdictions of the unit:

- 1- Receive complaints from students regarding academic and non-academic problems that face students in the college.
- 2- Resolve these complaints in no later than one week from the date of submission.
- 3- If the Committee does not reach on a judgment concerning the complaint, since the present case may have special importance or because there is a moral objection precludes the Commission from making the right decision, the committee forwards the complaint to the Standing Committee of the students' rights at the university to start investigating it.

- 4- Consider the violations that are forwarded to it.
- 5- Control the behavior of the students in the college or in any of its facilities.
- 6- Refine the behavior of violators' students, and deal with it in educational methods.
- 7- Call whoever is needed to be heard from the case parties or heads of departments.
- 8- Approve disciplinary sanctions on violators' students according to the rules and regulations of the college.
- 9- The work of this Committee is controlled by the legislative document of students' rights.
- 10- Submit its decisions to the Dean of the college to submit it again to the authorized bodies.

Third: The Vice Dean for Graduate Studies and Scientific

General Jurisdiction:

He is a faculty member who is in charge about the supervision of graduate studies affairs, and follow-up the affairs of the college scholarships in coordination with the dean of the college.

Organizational association:

He is associated with the dean of the college, and he is a member of the College Board.

The Jurisdiction of the Vice Dean for Graduate Studies and Scientific Research

- 1- Propose the college policies of graduate studies and follow-up their implementation
- 2- Following-up graduate students' affairs in the college.
- 3- Supervision of graduate programs at the college.
- 4- To oversee the preparation of a plan of scientific research at the college and develop mechanisms to implement it.
- 5- To develop the capacity of the college and its potential in the field of scientific research.
- 6- Contacting the deanship of scientific research at the university, research centers and other research institutions regarding conducting research in coordination with the dean of the college.
- 7- Providing support and funding for research in coordination with the dean of the college.
- 8- To encourage establishing distinguished scientific chairs and distinguished research centers.
- 9- Recruitment of qualified academics in coordination with the relevant authorities at the college and university.

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- 10- Sponsor the faculty members' affairs, support them, and work to achieve their demands.
 - 11- To propose mechanisms to implement scholarship policies in the college.
 - 12- Supervision and following up college scholarly candidate and representatives.
 - 13- Overseeing and following up the programs offered by the college to serve the community.
 - 14- The college coordinates with the relevant authorities to organize seminars, conferences and scientific meetings.
 - 15- Propose the formation of committees relating to deputy's work.
 - 16- Continuous coordination with the vice dean of the college and heads of departments to achieve the objectives of the college.
 - 17- Communicate with academic and administrative units and their counterparts on other campuses at the university to assist the deputy in the performance of its duties and to achieve the objectives of the unit in coordination with the dean of the college.
 - 18- Prepare a comprehensive report about the affairs of graduate studies, scientific research, and community service in college, and submit it to the Dean of the College.

19- Implement tasks assigned to him by the Board or the Dean of the College.

4- Terms of Reference of the Vice-Dean for Graduate Studies and Scientific Research:

- 1- Coordinate with the Deanship of Graduate Studies at the University regarding graduate students.
- 2- Approve the results of the examinations for postgraduate studies.
- 3- Apply the internal rules in the Deanship of Graduate Studies and Research, in terms of reference, general description of the duties of employees, and how to coordinate between its units.
- 4- Issue internal decisions required to run the work smoothly at the college and its units according to the rules and regulations.
- 5- Evaluate employees' performance at the unit.
- 6- Approval of the funding from the budget of the deputy-deanship in accordance with organized regulations.
- 7- Approve the annual and emergency leave for the units' employees.

- Units Belonging to the Vice Dean of Graduate Studies and Scientific Research

Unit of Scientific Research

The unit seeks to upgrade scientific research at the college to become one of the qualified leading faculties; hence, the unit prescribes bases of scientific research as well as necessary plans and programs to implement them. In addition, it develops a research lab so as it guarantees the smooth running of the process per se. The deputy encourages cooperation and involvement with universities, institutions, educational and research centers, and community institutions at local, regional and global levels. Moreover, the unit seeks to develop and support the publication of scientific research and the application of fundamental research to raise the efficiency and effectiveness of faculty members and students in the field of scientific research. The essential values of the unit are the authenticity of scientific research, innovation and keeping up with updated scientific research.

Jurisdictions of the unit:

- 1- Link scientific research with University strategy goals and development plans in the region.
- 2- Provide outstanding research environment that helps to develop skills of innovation and creativity, and contribute in solving the problems faced by the university and the community alike.

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- 3- Coordinate between researchers within the university, and encourage joint research between academic departments that will create innovative and creative environment that helps distinction.
 - 4- Contribute in publishing funded research in specialized scientific journals locally and internationally, and encourage researchers to publish in the best international scientific journals through scientific distinguished awards.
 - 5- Develop a comprehensive plan for research chairs. Identify mechanisms to activate it, and methods of forwarding it for supporters. At the same time, take advantage of the experiences of other leading universities in this field.
 - 6- Move on to get research grants from the government and private sectors to increase the total resources allocated for scientific research, and for attending conferences and seminars.

Unit Services:

- 1- Develop scientific research at the college in both theoretical and practical fields through the development of a clear strategy to support research projects in the college.
- 2- Switch to fully electronic transactions in everything related to the work of the unit.

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- 3- Strengthen the link of the college in the field of scientific research with public and private sectors, and promote research services to these two sectors to meet their needs.
 - 4- Working on finding ways and channels for funding, financial support and donations from the public and private sectors for research projects at the college.
 - 5- Propose an annual plan for the priorities of scientific research in collaboration with the college departments and the local community, and prepare a draft budget for it.
 - 6- Raise awareness of faculty members and sectors outside the university that support conducting research and studies, and facilitate the process of communicating with them.
 - 7- Support research activities through various research centers, with more emphasis on research that aims to actively contribute in the process of sustainable development in the region.
 - 8- Provide accurate statistics about science activities in the college through modern electronic way and scientific database for faculty members.

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- 9- Help parties outside the college that need referees for arbitration of scientific production, by providing a database for faculty members at the college, and to those who are interested in arbitration and make it available to everyone on the deputy's website address.
 - 10- Help researchers to publish their research in specialized scientific journals, and motivate them to publish in distinguished scientific journals by activating outstanding publishing awards, as well as academic distinguished awards in various fields of science.
 - 11- Issue an annual newsletter that describes the latest developments in the field of scientific research, in addition to all events that researchers from inside and outside the college interested in, and related to scientific research in the college.

- **Unit of Graduate Study**

Unit seeks to provide high-quality graduate studies in its programs in order to create a competitive future for its graduates to achieve sustainable development goals.

Jurisdictions of the unit:

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- 1- Contribute to the enrichment of human knowledge in all deputy's branches through opening graduate programs in various disciplines to achieve additive science and innovative applications.
 - 2- Enable outstanding students to pursue their higher studies by getting local and regional scholarship to distinguished universities, and follow up scientific, administrative and financial situation of candidates.
 - 3- Encourage qualified scientist to keep up with the rapid progress of science and technology, pushing them to creativity and innovation, including developing a Saudi scientific research and serve the society issues.
 - 4- Study experiences of similar scientific institutions to develop a general vision for Graduate Studies and research related to the college.
 - 5- Organizing the rules of admission as well as studying and supervising on the results entry of the graduate students into the computer.
 - 6- Prepare a budget for graduate studies and researches associated with it, and work to include it in the college budget.

- 7- Develop a manual for graduate studies, and update it to include all information and procedures related to graduate studies at the college.
- 8- Establish a broad database that includes information about professors of graduate studies at college, lists of thesis and scientific research in universities inside and outside the Kingdom; to facilitate the task of the researchers seeking them.
- 9- Supervise on scholarship programs of lecturers and teaching assistants at the college, and follow up their scientific, administrative and financial situation in the place of studying.

- **Unit of Student's Graduation Project**

This unit specializes in the development of students' projects and selection of distinguished members of the faculty to supervise on the students as well as to overcome all difficulties, and provide students with the basic skills to produce creative researches cope with society of knowledge.

Jurisdictions of the Unit:

- 1- Setting rules for accepting the graduation project.

- 2- Establishing sessions for students to define the graduation project and clarify its stages.
- 3- Focus on educating students to stay away from plagiarism and clarify its penalty.
- 4- Following up the students' problems during the project and assist them as much as possible.
- 5- Identifying areas for projects each year in coordination with the scientific departments.
- 6- Develop scientific criteria for assessing the graduation projects.
- 7- Issuing graduation project manual that has conditions of the project and the rules of approving it.
- 8- Prepare and coordinate to submit participations of graduation projects for local and international conferences.

- **Unit of Scholar Candidates Affairs**

This unit concerned with the affairs of the faculty members, (lecturers – teaching assistant) who got scholarships locally or internationally, since the date of applying for scholarship till they return to college and start their works.

Jurisdictions of the Unit:

- 1- Supporting teaching assistants and lecturers in getting acceptance from leading and distinguished universities.

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- 2- Contribute and motivate teaching assistants and lecturers at the college, and urged them to get acceptance as soon as possible.
 - 3- Support teaching assistants and lecturers, and guide them to improve their language skills required by the global academic institutions.
 - 4- Following up special procedures to facilitate the scholarship of teaching assistants and lecturers.
 - 5- Communicate with teaching assistants and lecturers during their study to open the door of knowledge exchange, and transfer global experience through their involvement in the activities of international academic institutions.
 - 6- Contribute effectively in solving the problems and difficulties faced by the scholar candidate.
 - 7- Clarify the requirements for the admission of teaching assistants and lecturers.
 - 8- Contact global academic institutions linked with the University to activate agreements regarding teaching assistants and lecturers' admission.
 - 9- Visit targeted universities and sign agreements with them to coordinate the acceptance of teaching assistants and lecturers.

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- 10- Communicate with the distinguished universities in the world and find out requirements and deadlines for admission.
 - 11- Communicate with teaching assistants and lecturers to facilitate the admission.
 - 12- Explain how to fill admission forms and prepare the necessary documents for teaching assistance and lecturers in order to get admission from distinguished universities.
 - 13- Provide complete information about the language learning centers and top universities worldwide.

- **The unit of lecturers and teaching assistance**

This unit specializes in fulfilling the needs of teaching assistants and lecturers in the departments. It also ensures the availability of all college and university required conditions for applicants, and it informs the scientific departments and councils when hiring new lecturers and teaching assistants, and provides them with forms and required procedures.

Jurisdictions of the unit:

- 1- Propose the general policy for selecting teaching assistants and lecturers, and distribute them on various departments in the college.
- 2- Jobs are advertised in local newspapers.
- 3- Receive and sort applicants' files from the department of personnel.
- 4- Submitting all applicants' files to relevant departments to study and evaluate them and to conduct required tests and personal interviews.
- 5- Follow-up files in coordination with various departments, and send them back to the unit of teaching assistant after approving it from specialized councils.
- 6- The evaluated files are sent back to the teaching assistant unit to be saved.
- 7- Make sure that all nominees have conducted tests and sit for the interview that met all condition according to the rules and regulations of Higher Education. Then, they are submitted to the Standing Committee for teaching assistants and lecturers to discuss them and take the right decisions.

8- Study recommendations for the transferring of lecturers and teaching assistants to administrative jobs in the university or forward them to the Civil Service Commission.

- **Unit of Talents and Innovators**

The unit aims to build creative leaders in the various fields of science, literary and art at the college.

Jurisdictions of the Unit:

- 1- Raise awareness of the importance of sponsoring gifted and innovators.
- 2- Sponsor students with creative innovations
- 3- Communicate with specialized associations in sponsoring talents.
- 4- Meet talents and innovators and sponsor them.
- 5- Support innovative projects for all talented in the college.
- 6- Adopt innovative talent in the college.
- 7- Encourage creativity in (innovation, poetry, short story, drawing, photography, etc.), and promote its practice through programs prepared for this purpose.

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- 8- Create and develop their potential and generate their creativity.
 - 9- Discover students who are scientifically, literary and artistically innovators in the college, and communicate with them.
 - 10- Motivate innovators and invest in their creativity.
 - 11- Activate the role of the college in creating an environment that allows innovators to highlight their abilities to contribute in supporting sustainable national development through the adoption of creative works.

Fourth: The Vice Dean for Quality and Development

1- General Jurisdictions :

He is a faculty member who is in charge about the supervision of applying quality and academic standards in the college to ensure quality, and meet the requirements of academic accreditation in coordination with the dean of the college

2- Organizational association:

He is associated with dean of the college, and he is a member of the College Board.

3- Jurisdiction of the Vice Dean for Development and Quality:

- 1- Promote quality culture and spread it at the college level.
- 2- Work to increase the efficiency of quality system in the college.
- 3- Follow up college programs achievement to the requirements of academic accreditation.
- 4- Oversee the preparation of development and operational plans for the college, and follow up their implementation.
- 5- Study the difficulties and problems facing programs development and quality in the college, and propose appropriate solutions to them.
- 6- Identify the training needs of faculty members in the science departments at the college and coordinate with relevant authorities in their implementation.
- 7- Proposed the necessary plans for the development of the skills of faculty members and staff.

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- 8- Motivate the participation of faculty members in the programs offered by the Deanship of quality and skills development.
 - 9- Implement and follow up, innovation and distinction awards activities in educational, administrative and research performance at the college.
 - 10- Communicate with the Deanship of quality and development of skills regarding the affairs of quality and academic accreditation, in coordination with the dean of the college.
 - 11- Develop mechanisms to identify the requirements, expectations and level of satisfaction about services of the college (internals and externals) and take advantage of them in raising the efficiency of work at the college.
 - 12- Oversee the preparation of the annual report of the college, and distribute it on concerned authorities after getting approval from the dean.
 - 13- Propose the formation of committees of the deputy.
 - 14- Permanent coordination with vice dean of the college and heads of science departments to achieve the goals of the college.

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- 15- Communicate with the corresponding academic and administrative units in the university to assist in performing duties and to achieve the objectives of the unit in coordination with the dean of the college.
 - 16- Prepare a comprehensive report about the process of accreditation and quality at the college, and submit it to the Dean of the College.
 - 17- Work on implementation tasks authorized by the college board or the Dean of the college.

4- Terms of Reference of the Vice Dean for Development and Quality:

- 1- Recommendation in employing supervisors for units and departments.
- 2- Address the relevant authorities inside and outside the university about the jurisdiction of the unit's work and its scope.
- 3- Issue internal decisions required to run work smoothly at the college and its units according to the rules and regulations.
- 4- Evaluate employees' performance at the deputy.
- 5- Approval of the funding from the budget of the deputy-deanship in accordance with the laws and regulations.

6- Approval the annual and emergency leave for the units' employees.

5- Units Belonging to the Vice Dean of Development and Quality in the college

▪ Quality Unit

This unit specializes in the deployment of a quality culture, evaluating the level of performance and development and implementation of strategic plans for college, as well as the collection of data and information for continuous quality activities at the college. It also documents results and efforts in all quality activities. In addition, it prepares reports on the levels of performance and satisfaction of beneficiaries of different activities.

Jurisdictions of the unit:

- 1- Spread the culture of quality in the college.
- 2- Evaluate the level of performance in college and administration.
- 3- Working on implementation and following-up calendar.
- 4- Setting and implementing strategic plans for college.

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- 5- Identify potential improvement areas, and propose necessary projects to achieve them.
 - 6- Create proposal to form teams work on projects proposed by the unit.
 - 7- Encourage employees at the college to propose initiatives projects and help them in making these suggestions.
 - 8- Provide the necessary facilities for all teams that work on applying quality.
 - 9- Document efforts and results of application, and submit them to the Deanship of quality.
 - 10- Collect data and information continuously about quality activities at the college.
 - 11- Prepare regular reports on levels of performance and satisfaction of beneficiaries in each activity.
 - 12- Follow up the progress of distinguished Awards procedures at the college.
 - 13- Do other tasks assigned to the unit in terms of quality and its applications.

- **Unit of Academic Accreditation**

This unit specializes in the process of supervision, following-up and obtaining the programmable and institutional accreditation from the National Authority for Assessment and Academic Accreditation and from international bodies.

Jurisdictions of the unit:

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- 1- Assist and encourage scientific departments to apply the principles and criteria of self-evaluation.
 - 2- Assist and encourage scientific departments to subject their programs for local academic accreditation according to the national standards.
 - 3- Coordinate and provide support and counseling to scientific departments that wish to obtain accreditation from one of the world bodies in the field of its specialization.
 - 4- Follow-up departments, and stand on the educational means like, classrooms, labs, books, computer programs, and so on, to ensure the quality of inputs, processes and outputs of education and research.
 - 5- Participate in the process of supervision and follow-up plans for college, Deanships, and administrative units, to ensure obtaining national and international academic accreditation.
 - 6- Get counseling from individual, organizations and educational institutions, especially the National Authority for Assessment and Academic Accreditation in order to increase the effectiveness and efficiency of teaching and administrative systems in the college.

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- 7- It oversees the self-evaluation at the college, deanships and administrative units in coordination with the unit of statistics and information and the unit of quality. Moreover, it takes advantage of the approach followed by National Authority for Assessment and Academic Accreditation, and it introduces global methods based on the experiences of universities in the world with a high reputation, and according to the requirements of international bodies in granting accreditation.
- 8- Hold workshops for administrative leaders, faculty and staff in the college, and assign them to attend workshops off campus (inside or outside the Kingdom) in order to obtain a positive impact that considers useful in the process of development and the quality of academic and administrative performance

- **Unit of Training and Community Service:**

This unit specializes in planning and organizing. It carries out community service activities provided by the college in order to interact with the social institutions in various society sectors. It also contributes effectively to meet their training needs for the development of their ability in dealing with modern social issues, and it provides appropriate solutions and perceptions for these issues.

Jurisdictions of the Unit:

- 1- Prepare training plans on carefully studied bases to reduce the performance gap between reality and expectations.
- 2- Design training programs according to the realistic training needs of individuals of both sectors: public and private.
- 3- Implement a set of training programs according to a timetable and the needs of community.
- 4- Provide consulting and training proposals to relevance parties according to regulations.
- 5- Evaluate training programs.
- 6- Permanent and continuous development for training programs in the light of needs and views of the targeted groups.
- 7- Evaluate participation of college in community service activities, and submit it to the vice dean for development and quality.

- **Committee of Faculty Members' Evaluation:**

This committee evaluates the performance of faculty members during the academic year. It also studies the needs of the departments for faculty members, renewal or termination of the contract of faculty members in the college.

Jurisdictions of the Unit:

- 1- Prepare a report about faculty members that includes: personal information, qualifications, experiences, academic and administrative positions, Academic and professional memberships, administrative committees inside and outside the university, awards, research grants, and certificates of appreciation, scientific visits and lectures society service, teaching experience, thesis supervision, attending and participation in conferences and seminars, scientific production and literature).
- 2- Recommendation to hire new faculty members in the college.
- 3- Recommendation to renew contract of the faculty members in the college.
- 4- Recommendation to end contract of the faculty members in the college.
- 5- Do other tasks assigned to the unit in terms of quality and its application.

- **Unit of Planning and Development:**

The unit is concerned with the works of planning and development and following-up executive plans in the college as well as reviewing regulations. It also prepares report through adopted performance indicators.

Jurisdictions of the unit:

- 1- Formulate the strategic plan of the college in accordance with the University's strategic plan and the nature of the phase.
- 2- Follow-up annual executive plans for the College and units linked with it.
- 3- Determine the rules governing the relationship between the student, the faculty member and the college.
- 4- Measure the educational performance of the college through clear and effective performance indicators.
- 5- Assess regularly college programs through clear criteria.

Fifth: The Director of administration

1- General Jurisdiction:

He generally oversees the financial and administration affairs at the college, in light of the rules and regulations of administrative and financial affairs at the university.

2- Organizational Association:

He is associated with the dean of the college.

3- Jurisdictions of Administration's General Director

- 1- Oversee the application of the rules, regulations and accredited college plan regarding administrative affairs.
- 2- Organize administrative and financial workflow at the college. He also supervises the unit of personnel affairs, maintenance unit, the unit of administrative communication, passports and Support Services unit.
- 3- Oversee the financial affairs and supplies allocated for administration according to rules and regulations.
- 4- Notify about the start of the work for staff as well as the leave of work.

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- 5- Oversee and follow up the implementation of the administrative works for units of the administration.
 - 6- Supervise on improvement and development of workflow at the administration.
 - 7- Oversee contractors' files at the college regarding the passports (visa, Iqama and travel tickets).
 - 8- Oversee the college facilities with the relevant authorities, and develop plans to follow-up maintenance and cleanliness.
 - 9- Organize regular leaves for employees of the college; administrators, technicians, employee and workers.
 - 10- Mandate whoever is required, to contact the authorized bodies to reform emergency breakdowns that occur in college as well as following them.
 - 11- Mandate whoever is required to work extra hours according to the regulation.
 - 12- Oversee college staff and define jurisdictions of each one of them.
 - 13- Oversee attendance records for employees of the college; administrators, staff and technicians.
 - 14- Follow-up, initialize and process the college facilities, and oversee its maintenance regularly.

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- 15- Do initial procedures to bring family of contractors at the college, and follow up the internal and external applications.
 - 16- Demanding of compensation of tickets for contractors according to regulations.
 - 17- Take the initial actions to deduct the days of absence from the college employees' salary.
 - 18- Prepare performance evaluation reports for employees of the college administration, and follow-up preparation of the departments and centers for these reports, and submit them timely to the deanship of faculty affairs.
 - 19- Follow-up the needs of the college for maintenance, restoration and equipment maintenance and ensure implementation as required.
 - 20- Oversee the work of copies, archive and transportation services.
 - 21- Submitting a report about the needs of the College for human resources and various equipment.
 - 22- Participate in committees and meetings related to his work.
 - 23- Prepare annual and regular reports about activities of the administration and its units, and submit them to the dean of the college.

24- Implement the work assigned to him by the Dean.

4- Terms of Reference of Administration General Director

1- Respond to all incoming transactions from all administrative units at the university.

2- Sign and approve the purchase order according to followed regulations.

3- Sign the report of receipt and inspection.

4- Authorize the disbursement from the college repository.

5- Keep and follow up the college custody records.

6- Approve the ratification of required collateral from contractors when traveling.

7- Approve identification certificates of non-faculty members at the college and others alike according to the regulations.

8- Approve the report of handing, receiving, ordering of supplies Issuance, and custody transference.

9- Approve leave for all employees of the college; administrators, technicians and researchers, after getting approval from their direct head.

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- 10- Sign a disclaimer for those who end their work in the college.
 - 11- Mandate whoever is required to work extra hours according to regulations.
 - 12- Sign the report of transferring the college staff and workers to medical examination.
 - 13- Approve the data regarding the end of the duty mandate of the college staff; administrators, technicians and researchers.
 - 14- Approve correspondence related to the governmental sectors to complete staff procedures.
 - 15- Recommend administrative penalties on the management employees according to the regulations.
 - 16- Nominate non-faculty members to attend training courses.
 - 17- Coordinate with relevant authorities in the college and university regarding the jurisdiction of the administration work and its scope.
 - 18- Issue internal decisions required to run work smoothly at the administration according to rules and regulations.
 - 19- Evaluate employees' performance at the administration.
 - 20- Approval of the funding from the budget of the deputy-deanship in accordance with the organized regulations.

21- Submit a report about the needs of the college for human and financial resources, and various equipment.

22- Follow-up installations and maintenance processes at the college.

Units Belonging to Administration Director

This unit specializes in organizing administrative work at college, and follows the work of the administrative staff and their commitment to official working hours. He also submits working start day and leave form, as well as follow-up college building maintenance, in addition to preparation and arrangement of classrooms.

Head of the Unit's Jurisdictions:

- 1- Supervise on administration affair unit.
- 2- Edit letters issued by the college administration.
- 3- Save and archive incoming and outgoing college documents.
- 4- Follow-up staff leaves and start day of working.
- 5- Complete contracting and recruitment procedures from inside and outside the Kingdom.
- 6- Coordinate with the university administration to complete the procedures for the employees of the college.

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- 7- Oversee staff of the unit and monitor their attendance.
 - 8- Prepare regular reports about the unit affairs for the director of administration.
 - 9- Oversee the proper development and progress of work in the unit.
 - 10- Submit recommendations of penalties on the latecomers or absentees of the staff to the director of administration.

Terms of reference of the Head of the Unit:

- 1- Monitor the performance of staff, and prepare a report about it if it is necessary.
- 2- Do the work of director of the administration on his behalf when he is absent.

Financial Affairs Unit

This unit specializes in public supervision on financial affairs, the unit of purchases, repository and follow-up unit in the college and maintains its assets. It also oversees the accounting unit and the preparation of financial plans, in addition to overseeing the receipt and disbursement of dues of the college employees from financial department.

Jurisdictions of the Director of Administration Unit:

- 1- Apply rules, regulations and the accredited college plan regarding financial affairs.
- 2- Oversee the financial affairs and custody allocated to administration according to rules and regulations.
- 3- Organize financial workflow at the college, and oversee the accounting unit, the unit of purchases and warehouses, and follow-up unit.
- 4- Follow-up financial resources and expenses of the agriculture program, calendar, and metal alloys.
- 5- Oversee quick purchases of urgent requirements for the college.
- 6- Submit a report about the needs of the College for financial resources and equipment.
- 7- Oversee the implementation of the documentary session for purchase orders.
- 8- Oversee the presence and departure of employees in the administration.
- 9- Oversee the bases of identifying special needs of the college based on the expenses rate.
- 10- Coordinate with the procurement committee at the university about the college tender and college purchases.

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- 11- Organize and approve the annual and urgent leave for administration workers.
 - 12- Implement executive rules, regulations and special forms of financial affairs.
 - 13- Oversee auditing invoices and complete the procedures to drop permanent and temporary imprest.
 - 14- Follow-up receipt notes for the competition and procurement at the college, and submit them to administration purchases in the university.
 - 15- Issue internal decisions required to run work smoothly at the college and its units according to the rules and regulations.
 - 16- Oversee the smooth running of the work at the administration, and work to develop it.
 - 17- Coordinate with college departments to see and assess their needs of purchases.
 - 18- Prepare a periodic report about the workflow of the administration, and submit it to the vice dean for administrative affairs.
 - 19- Assist the vice dean in planning and organizing everything that would facilitate the work of the unit.

Terms of Reference of the Director of the Unit:

- 1- Address the financial administration at the university.
- 2- Contact directly the administration of financial affairs at the university to drop the imprest of the college.
- 3- Approve the purchase order and sign it in accordance with the followed regulations.
- 4- Save and follow-up records of private custody in the college.
- 5- Mandate whoever is required to work extra hours according to the regulation.
- 6- Recommend administrative penalties on the management employees according to regulations.
- 7- Coordinate with the relevant authorities in the college and university regarding the jurisdiction of the administration work and its scope.
- 8- Issue internal decisions required to run work smoothly at the administration according to the rules and regulations.
- 9- Approve the evaluation of the employees' performance of the unit.
- 10- Approve the annual and emergency leave for the administration's employees. Procedures should be completed by college administration.

11- Nominate Administration's staff to attend training courses and workshop in the work field.

12 - Adopt the distribution of work, responsibilities and tasks among the workers in the management.

13 - Approving a certain clearance notification regarding the repositories of the college.

14 - Coordinating with the central warehouse of the university concerning all belongings.

Unit of Maintenance:

This unit is specialized in supervising the work of the regular maintenance and obstacles in the college.

Head's Jurisdictions:

1 - Daily maintenance upon a direct request by the departments and laboratories in the college.

2 - Preventive maintenance to maintain the continued performance of equipment through doing a timetable to all departments of the college as well as to their laboratories and devices that require maintenance.

3 - Implement the necessary amendments to the college building in collaboration with the general administration of maintenance at the university. This procedure is proceeded through a proposal drawn by the college concerning the required amendments or addendums; where a team at the university performs the maintenance work as requested.

4 – Follow up the maintenance needs, repair and maintenance of equipment at the college, and ensure the implementation as required.

5 - Supervision on services and facilities of the college by following-up its maintenance work.

6 - Prepare periodic reports on the affairs of the unit to the Director of the General Administration.

7 - Supervise the development of the unit's functions.

8 - Report the staff performance at the unit, and submit it to the Director of the General Administration.

• **Unit of Administrative Communications:**

This unit is specialized in the receipt of e- transactions and circulars received by the college. Then, they are recorded and forwarded to the departments of the college and its various units. In addition, it exports transactions issued by the departments of the college and its different units, and forwards them to general authorities outside the college. It is also responsible for responding to any inquiries on the reviewers' transactions.

Head's Jurisdictions:

- 1 - Coordinate the movement of receiving and delivering mails and transportations among the different sites of the college and other general authorities outside the university.
- 2 - Oversee the administrative communications, mail, archives and hardcopies.
- 3 – Receive transactions of the college by recording and forwarding them to the departments of the college and its different units.
- 4 - Export transactions issued by the departments of the college and its different units, and forward them to different authorities outside the college.
- 5 - Respond to any inquiries about the reviewers' transactions.
- 6 - Prepare periodic reports on the affairs of the unit to the Director of Administration.
- 7 - Overseeing the proper functioning of the unit and its development.

• Unit of Passports:

This unit is specialized in covering all required procedures regarding passports and visas for contractors.

Head's Jurisdictions:

- 1 - Save documents of passports for the contractors in the college.
- 2 - Issuing visas such as exit and return and final exit.
- 3 - Issuing and renewing residency permits for employees of the college.
- 4 - Save Passports and follow up their transactions with the entitled authorities.
- 5 - Prepare periodic reports on the affairs of the unit to the Director of Administration.
- 6 - Supervision of the proper functioning of the unit and its development.
- 7 - Apply the regulations and instructions relating to passports.

Head's Terms of Reference:

- 1 - Coordination with the unit of employees' affairs regarding passports.
- 2 - Signing the passport applications which approved by the Director of Administration.
- 3 - Signing the boarding requests which approved by the Director of Administration.

• Warehouse and Custody:

It's specialized in organizing the custodies of the college and its employees. Also, it receives and distributes the equipment and furniture to all employees of the College. In addition, it regulates the recorded covenant transactions on the individuals as well as drops them and adopts the clearance notification letter with respect to the college warehouse. It also coordinates with the central warehouse of the university concerning all stuff related.

- **Unit of Supporting Services**

This unit is specialized in following-up the services and development like cleaning, supply, the arrangement for concerts, seminars and so on. It is also responsible for transportation to/from the college.

Head's Jurisdictions:

- 1 – Draw the appropriate regulations for the functions of the unit.
- 2 - Prepare timetables to follow-up the unit works.
- 3 – Follow up the daily hygienic and preventive measurements.
- 4 - Control the cleanliness of the college, and follow up the work of the company running the project and set a timetable to monitor the cleanliness of offices, corridors, toilets and exterior corridors, and how to properly dispose of waste.

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- 5 – Supervision on the spraying in the college, and setting up a timetable for spraying to control insects and rodents.
 - 6 - Supervision on the maintenance of the internal electricity, plumbing and keys locks in the college.
 - 7 - Supervision on the organization of loading and unloading works and transportation in coordination with the warehouse management in the college.
 - 8 - Supervision on gardening works and walkways in coordination with the services administration of the university in this regard.
 - 9 – Follow up the billboards; approve and remove the offending ads or the expired ones.
 - 10 - Coordination with the department of safety and security with respect to matters of safety.
 - 11 – Follow up the supply services in the college.
 - 12 - Provide necessary supply during concerts and meetings.
 - 13 – Follow up the transportations to/from the college.
 - 14 - Perform any other services as assigned by the director of administration.
 - 15 - Prepare periodic reports on the affairs of the unit to the director of administration.

16 - Supervision on the unit proper functioning and development.

Part III: Academic Departments

First: Board of Department

1- General Jurisdictions:

It is specialized in the governance of the scientific, administrative and financial affairs of the department. In addition, it monitors the application of rules and regulations according to the Board of Higher Education, and it Implements the rules approved by the university.

2 – The Organizational Association:

It's associated with the Dean of college.

3 - Organizing the Board:

1 – The board of any department consists of its faculty members.

2 – The board of any department meets once a month at least; the meeting is not valid unless the presence of two-thirds of its members.

3 - The board is headed by the head of department, and the decisions issued by the absolute majority of the present members' votes. When evenly voted, it is likely to adopt the head's side.

4 - The decisions of the board are valid unless there is an objection by the Dean of the college within (15) fifteen days from the delivery date. If it is objected by him, it is returned to the department along with his point of view to be studied again. If the board remains on his decision, it will be transmitted by the objector to the board of college for a final decision.

4 - Secretary of Board:

1/4: Definition

He is a faculty member in the department nominated by the members/chairman of the department's board. He is also assigned upon a decision by head of department.

2/4: Functions of Secretary

1 - Scheduling meetings for the board of department regularly prior to the sessions of the college's board.

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- 2 - Supervise how to prepare the agenda of the board's meetings in coordination with head of department.
 - 3 - Supervision of the members' attendance to the department meetings, attaches the signed sheet with the minutes of the meeting, and makes sure of their attendance before starting any session.
 - 4 - Editing minutes of meetings immediately after the completion of each session, and lifting it to head of department.
 - 5 - Overseeing the voting process during the meetings.

5 – Board's Jurisdictions:

- 1 - The proposal of appointing members for the department and their promotions.
- 2 - Propose study plans, teaching curricula, textbooks and references.
- 3 - Make decisions on the matters of students within their competence on the basis of rules and regulations.
- 4 - Apply what is included in the list of study, exams and its enforcement rules.
- 5 - Propose courses equalization of which students passed them outside the university.

6 – Recommend to the Unit of Admission and Registration for converting a graduate student from inside or outside the university.

7 - Study the scientific research projects.

8 - Distribution of lectures, exercises and training works to the faculty members.

9 - Organizing and coordinating the work of the department.

10 - Follow up the teaching process of courses that fall within the competence approved by the board of university.

11 – Propose to form permanent and temporary committees from faculty members.

12 – Implement what is assigned by the board of college or the Dean in terms of tasks.

6- Powers of Board:

1/6- Academic Affairs:

1 - Recommend for a student to study additional courses if the student finishes the required courses for graduation and gets an average of less than required to raise his cumulative GPA, or in case of success in all courses and failure in average.

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- 2 - Form committees from its faculty members or others to do any academic work assigned to them by the board of department.
 - 3 - Propose the term-works degree with at least 30 marks.
 - 4 - Recommend to have an oral and practical test within final exams, and determine its degree to the belonging course.
 - 5 - The agreement of excluding the followings out of tests: seminars, researches and practical courses, and determine how to measure the scientific achievement of student in the scientific courses mentioned above to calculate the marks according to the term works. In addition, it determines what should be contained in the final test based on the approved regulations and rules of the university.
 - 6 - Recommend for determining of at least an hour and no more than three hours for the final exams.
 - 7 - Upon the subject teacher's recommendation, its allowed for the student to complete the requirements of any course in the next semester and it is recorded onto his academic record as incomplete (IC) and is not calculated within the GPA. If he spends one semester without changing the incomplete status (IC) in the student's academic record, it's replaced as fail (F) and calculated within the GPA and cumulative average.

8 - Allow of placing (IP) for the student if the course requires more than one semester. After studying that course, the student will be given the overall degree. If he does not complete the course on time, the board can approve for placing the degree as incomplete (IC) in the student's academic record.

9 - Recommendation of courses' equivalency taken by the student outside the university. The board forms a committee to compare the courses specification studied by the student outside the university to the ones taught at the college.

10 - Recommend the formation of exams' committees to review tests.

11 - Recommend the establishment of a committee to evaluate the teaching process for faculty members.

12 – Adopt the distribution of lectures and exercises among faculty members.

13 - Recommend a return economy class ticket once during the study duration if a student's academic program requires a trip outside the city.

2/6- Faculty Members Affairs:

1/2/6/- Saudi Faculty Members Affairs:

1 - Recommending the appointment of faculty members.

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- 2 - Recommending the appointment of lecturers, teaching assistants, language instructors and research assistants.
 - 3 - Recommending the appointment, as an Assistant Professor, without the requirement of obtaining a doctoral degree in disciplines that do not grant the doctoral degree within the guidelines set out in the system and regulations of Higher Education.
 - 4 - Considering upgrading faculty members upon the recommendation of the concerned department, and the nomination of a number of professional arbitrators, eight of whom nominated by the board of the department or of others.
 - 5 - Approving the allowance for extra hours if the number of hours exceeds the number of regular load of the faculty member or any other cooperative-body from outside the university.
 - 6 - Recommending obtaining a sabbatical leave for one academic year for any faculty member who spent five years after his appointment or his former sabbatical leave, or for a period of one semester after three years of his appointment or his earlier sabbatical leave.
 - 7 - Considering the report on the achievements of the faculty member during the sabbatical leave.

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- 8 - Recommending approval of the work of the faculty member as a part-time adviser for government agencies, the private sector, or regional and international organizations.
 - 9 - Recommending approval of the faculty member participation in conferences and seminars held inside or outside the Kingdom.
 - 10 - Recommending a faculty member to work for government agencies.
 - 11 - Recommending a faculty member for working abroad.
 - 12 - Recommendation to dispatch a faculty member on a scientific mission outside the headquarter of the university.
 - 13 - Recommendation to dispatch a faculty member to teach outside the Kingdom.
 - 14 – Recommending the permission for faculty members to travel for a research purposes at other universities during summer semesters.
 - 15 - Recommending the transference of a faculty member, or alike, within the scope of scientific specialization from one department to another within the same college.
 - 16 - Recommending the transference of a faculty member, or alike, from and to the college itself.

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- 17 - Recommending the transference of the faculty member and the like to a position outside the university.
 - 18 - Recommendation to accept the resignation of a faculty member or referring him to early retirement upon his request.
 - 19 - Recommendation to appoint part-time professors for a period not exceeding two years; this period is subject to renewal.
 - 20 – Recommending awarding part time Professor a reward equivalent to the first rank’s basic salary. If he is not one of the former faculty members, the University Council determines the amount of the bonus as not to exceed the first basic salary of assistant professor.
 - 21 – Recommending Saudi distinctive competencies from outside the university to teach on campus.
 - 22 – All previous recommendations are presented to the board of college.

2/2/6- Non-Saudi Faculty Members Affairs:

- 1 – Recommending the appointment of those qualifications who exceed the allowed legal age (sixty years) by ten years for associate professor, five years for assistant professor and three years for other ranks.

2 – Recommending considering the non- college teaching expertise(experience) if it is still relevant to the field of specialization and obtained after holding the last scientific qualification approved, every two years stand for one.

3 – Recommending that a faculty member should attend a conference or seminar.

4 - All previous recommendations are presented to the board of college.

3/6- Scholarships and Training Affairs:

1 - Recommendation to grant teaching assistants and lecturers scholarships. The University can terminate their missions upon determined regulations.

2 – It's approval to change his/her specialization, university or country of study.

3 – It's recommended to eliminate scholarship allowances if: -

- S/he changes his/her specialization, university or country of study without the approval of the board.
- S/he could not continue his/her study, according to reports on the conduct of the study.
- S/he violates or refrains to implement the regulations and instructions.
- S/he does not get the required qualification in the specified given period.

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- S/he stops the study or leaves the university of study without any acceptable excuse.
 - S/he asks to terminate his/her mission and returns to the Kingdom.

4 – The recommendation to approve for scientific scholarship journeys.

5 – Indoor postgraduate lecturers are given administrative and academic work that does not affect on their education negatively.

6 - Coordination with the scholarship and training committee in monitoring the status of scholarships and trainees.

7 - All previous recommendations are presented to the board of college.

4/6- Graduate Affairs:

1 - Recommendation to add more requirements to the admission of Master degree.

2 - Recommendation to add more requirements to the admission of Ph.D.

3 - Recommendation to accept the Master or Ph.D. students to study in other fields.

4 - Recommendation to grant the student an additional opportunity of no more than two academic semesters on the basis of a written report from his/her supervisor.

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- 5 - Recommendation to accept accredited hours taken by the student transferred from another university recognized upon the recommendation of the department
 - 6 –Recommend alternative tests and study courses requiring more than one semester in graduate courses.
 - 7 - Recommending a written and an oral comprehensive test convened by a specialized committee in accordance with the specific rules for graduate students after the completion of all required courses.
 - 8 - Recommendation to increase a faculty member’s supervision to five theses.
 - 9 - Approval of an alternative supervisor on the thesis in case the official supervisor is not able to continue , dead or goes on pension , based on the proposal of the board section .
 - 10 -Recommendation to form a committee for the theses defense, on the recommendation of the department.
 - 11 - Adoption of the approval of the concerned department to defer the admission of a graduate student, as not to exceed a period of two- semester deferral.
 - 12 - Its approval that the student withdraw all the registered courses for a semester.
 - 13 - Recommendation to admit the student at the university from another recognized university.

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- 14 – Proposing theses supervisors from the members of the department.
 - 15 – Proposing the required courses to get a diploma and the name of the scientific certificate.
 - 16 - Recommendation to re- enroll the student if his registration canceled.
 - 17 - Recommendation to write the thesis in a language other than Arabic with providing an adequate abstract in Arabic.
 - 18 - A recommendation that the thesis should be supervised by distinguished and highly qualified professors from outside the university (out readers), upon the recommendations of the department council board.
 - 19 - All previous recommendations and suggestions are presented to the board of college.

Second: Head of Department

1- General Jurisdictions:

It is specialized in supervising the scientific, administrative and financial affairs of departments within the limits of policy drawn by the departments and the board of college.

2 – Organizational Association:

Head of department is always associated with the Dean.

3 – Tasks of Head:

1/3- Administrative and Financial Affairs:

- 1 - The presidency of the College Board and supervising its affairs; inviting attending its sessions; implementing its decisions and submitting its sessions' reports to the president of the university.
- 2 - To achieve the senior objectives and policies at the university.
- 3 - Implementing the decisions of the college's board in relation to the department.
- 4- Supervising the preparation of the strategic plans of the college and following up their implementations.
- 5 Supervising the management of the educational, research, administrative, financial and cultural affairs of the college.
- 6 - Supervising the development of the department administratively, academically and t research wise.

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- 7 - Coordinating and developing the relationships among the departments and outside the university.
 - 8 - Supervising the provision of all requirements of the department educationally, administratively and financially.
 - 9 - To raise the level of quality and the development of its outputs.
 - 10 – To implement and follow up the board’s decisions.
 - 11 – Achieving what is assigned by the Dean.
 - 12 – Reporting, to the Dean, any violation or illegal action committed by faculty member.
 - 13 – Introducing an annual report on the progress of graduate studies in the department to the Dean of the college and to the Dean of Graduate Studies at the end of each academic year.

2/3- Academic Affairs:

- 1 - Submit a full report about the journey of scientific scholarship if it is within the Kingdom and under the supervision of the department, and submit it to the board of college.
- 2 - Supervision of the educational process and the implementation of its plans and the development of academic programs in the department.

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- 3 - The application of rules, regulations, quality assurance, evaluation and academic accreditation.
 - 4 - Supervising the various student activities in the department.
 - 5 - Monitoring the performance of the examinations, and adjusting the system within the department.
 - 6 - Supervising the development of academic programs for the department.
 - 7 - Prepare a comprehensive annual report on the progress of the study and the performance of academic, administrative and research in the department, and it is submitted to the Dean of the college.
 - 8 - Supervision of recruiting faculty members in the department.
 - 9 - To report back the theses discussion committee to the Dean of Graduate Studies in a period not exceeding three weeks from the date of the discussion.
 - 10 - Proposing a faculty member to place a final exam other than the respected faculty member of the course when needed.

4 - Head's Terms of Reference:

- 1 - Recommendation of correcting final test questions by another faculty member other than the official instructor of the respected course or engaging another specialist or more in the correction.
- 2 - The ratification of the transcripts.
- 3 - Issuing internal decisions required by the proper functioning of the department in accordance with the rules and regulations.
- 4 - The distribution of the load equally on the faculty members of the department.
- 5 - Recommendation to pay the extra teaching units if the number of units for the faculty member is over-loaded.
- 6 - Reporting the staff work performance in the department.
- 7 - Recommendation to pay the benefits of over-time for the members of the department.
- 8 - Recommendation to work off campus as a part-time for the members of the department.
- 9 - Recommendation to attend any training courses inside and outside the university by the employees of the department.
- 10 - Coordination with scholarship and training committee in monitoring the status of scholarships and trainees.

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- 11 - To recommend an extension for Saudi academic employees after retirement.
 - 12 - Recommendation to contract with Saudi academic employees after the end of the extension period.
 - 13- Recommendation to terminate the non-Saudi academic members' contracts.
 - 14 - Adoption of the report prepared by the supervisor of the thesis, and sending a copy to the Dean of Graduate Studies at the end of each academic semester.

The Fifth Part: The Committees and Permanent Units

First: The Colleges' Committees and Units

First: Unit of Students' Rights

1 - The Goal:

It is specialized in supporting the rights of students on the basis that match the applicable rules and regulations of the university, and developing a culture of justice and equity among students through providing them with the necessary consults to obtain their rights through regular channels.

2 - Formation of Unit:

This unit is formed upon a decision by the Dean, and consists of:

- 1 – Any of the Vice-Deans.
- 2 - Two academic faculty members.
- 3 - Two outstanding students known of their politeness and scientific level at the college.
- 4 – A secretary.

3 – Unit’s Jurisdictions:

- 1 - Receive complaints from students about the students’ academic and non-academic problems, even if the complaint is against a faculty academic member.
- 2 - Resolving these complaints should not take more than thirty days from the date of submission.
- 3 - If the unit does not reach on a suitable judgment concerning the complaints, the unit forwards the complaints to the committee of students’ rights to start investigating it.
- 4 - All acts of this unit are controlled according to the students’ rights.
- 5 - Reporting its decisions to the Dean of the college to be finally submitted to the authoritative bodies.

Second: Students’ Disciplinary Unit:

1 – The Goal:

It aims to study the cases of violation according to the public system and rules applied at the university, or to deviate out from the norms of academic or Islamic ethics. In case of having an evidence against such cases, the unit has to take

the right decision and submit it to the board of the college. Then, it is submitted to the board of university in order to take the necessary decision in accordance with the rules and regulations followed. Moreover, any violation committed off campus and does not have any negative impact on the university regulations is excluded from the university sanctions. Such violation is investigated by the state governmental authoritative bodies according to their jurisdictions.

2 - Formation of the Unit:

This unit is formed upon a decision by the Dean, and consists of: -

- 1 – Vice-Dean for Academic Affairs (Chairman)
- 2 - Head of Students' Affairs Unit in the College (Committee Organizer)
- 3 - Head of the academic department in which the student is studying
- 4 - A faculty member.

3 - Unit's Jurisdictions:

- 1 - Considering the irregularities returned by the Director of University, the Dean of College or the Dean of Students' Affairs.

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- 2 - Controlling the behavior of the students within the college or in any of its facilities.
 - 3 -Fine tune the behaviors of offenders and address them through the educational methods available in the college.
 - 4 - Inviting the case parties, even heads of departments, to be heard, if needed.
 - 5 – The adoption of disciplinary sanctions on violator students in accordance to the rules and regulations applied at the university.
 - 6 - Reporting its decisions to the Dean of College to submit them to the competent authority.

Third: Academic Recruiting Committee

1 – The Goal:

It aims at recruiting outstanding scientific and research faculty members from inside and/or outside the Kingdom to work according to the needs of the various departments in the college.

2 - Formation of Committee:

This committee is formed upon a decision by the Dean and consists of five members headed by the Dean: -

3 - Committee's Jurisdictions:

- 1 - Identify the needs of faculty members by the various departments of the college in coordination with the relevant departments.
- 2 - Recruiting faculty members from various countries around the world through advertising, contacting with the offices of recruitment or contacting with faculty members to be hired directly.
- 3 - Study the files of faculty candidates nominated to work at the college.
- 4 - Conduct personal interviews with selected candidates. After that, the committee chooses the most suitable ones to work in the college and refers the Saudis' competent documents to the concerned department for a decision in accordance with the regulations.
- 5 – Coordination with the High Administration to terminate some contracts of the ones who have been nominated for the work at the college.
- 6 – Doing a reception and orientation to the new faculty members to deeply get exposed at their relevant departments.

7 - Recruiting outstanding part-timers to cover up the teaching requirements at the college.

Fourth: Quality Assurance and Academic Accreditation Unit

1 – The Goal:

It aims at supervising the activities and works of quality assurance and academic accreditation in the college.

2 - Formation of the Unit:

This unit is formed upon a decision by the Dean, and consists of:

- 1 - The Dean of the College (**Chairman**)
- 2 - The Vice-Dean for Development and Quality.
- 3 - Heads of Departments.
- 4 - Head of Quality Assurance Unit(Secretary)

3 - Unit's Jurisdictions:

- 1 - Drawing up general policies for the development and quality at the college.
- 2 - Spread the culture of quality in the college and support related activities.

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- 3 - Supervision on the activities of evaluation and academic accreditation of the college.
 - 4 - Follow-up the level of discipline and quality in the college.
 - 5 - Work on the continuous improvement of the quality in the college.
 - 6 - The nomination of distinguished faculty staff to receive the various awards of excellence.

Second: The Units and Committees within the Department

1- Unit of the Program Supervision

1- Formation of the Unit:

This Unit is formed upon a decision by the board of department, and consists of at least three members.

2 - Unit's Jurisdictions:

- 1- Supervise the implementation of the Action Plan Program.
- 2 - Choose a consultant to assist in the training for the department based on the standards of the Accreditation Authority in coordination with the committee of development and quality.

3 - Complete all the requirements for accreditation of academic standards in the department by the National Authority (NCAAA).

4 - Follow-up and coordinate with the Unit of Development and Quality through supporting it with reports.

- Prepare a visual display to the department as well as a guide and a program for the department. 5

2- Unit of Quality and Accreditation:

1- Formation of the Unit:

This Unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 - Follow-up, supervise, prepare and collect (program specification - program report – course specification - courses report).

2 - Supervising the preparation of self-study (SSR) to the program.

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- 3 - Supervise the preparation of a room inside the department reserved for assessment and accreditation documents. This room should be equipped with a full program and reserved to the visitors during periods of program evaluation.
 - 4 - Provide a periodic report on the completion of the accreditation requirements.
 - 5 - Supervise the preparation of students' exams and answer keys forms for the program of its department.
 - 6 - Supervision on the ways of teaching-learning process for students in coordination with the relevant committees in the department.
 - 7 - Developing, managing and following-up the quality assurance activities in the department.
 - 8 - Follow-up the selection of the standard reference for the program in the department.
 - 9 - Follow-up the development of plans and future planning in the department.
 - 10 - Follow-up the most modern trends of teaching methodologies and techniques.
 - 11 - Identify the training programs of the department to develop teaching skills, research and technical education.
 - 12 - Prepare, distribute and collect the questionnaires to/from the students about how to take advantage of the training program during the years of the study, and the appropriateness of the courses for their practical lives. In addition, their

suggestions are highly appreciated to maximize the utilization from those courses . Then, the results should be statistically inserted onto the Website.

3 - Unit of Academic Guidance:

1- Formation of the Unit:

This Unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 – Clearing up the importance of academic accreditation for the program during the guidance meetings.
- 2 - Maximize the concept of academic guidance and the role of the academic advisor to help students to plan for their future of education.
- 3 - Preparation of necessary questionnaires for academic accreditation in relation to the academic guidance throughout distributing, collecting and analyzing the results, and providing recommendations for the program accordingly.
- 4 - To deepen the trust between students and Faculty teaching members.
- 5 - Receiving and responding to the posted suggestions or complaints by students.

6 - Educate students with the supporting services.

4 Unit of Security and Safety:

1- Formation of the Unit:

This unit is formed upon a decision by the board of Department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 - Ensure the availability of all laboratory equipment and students' services for the program.
- 2 - Ensure the availability of maintenance plans for laboratories and students' services and devices.
- 3 - To report periodically to the head of department at the end of each academic year to conduct necessary repairs / adjustments.
- 4 - Supervision on the provided security and safety procedures to laboratories and classrooms before the study, and submitting reports to the head of department.
- 5 - Raising awareness throughout preparing and distributing guidance publications to students about security and safety procedures for various risks (chemical - electrical - radiation) at the beginning of each school year.

6 - Put up signs of security and safety procedures in a prominent place for all laboratories and classrooms, and emergency telephone numbers.

5 – Unit of Graduate Affairs and Community Partnership:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 - Collect and compile personal data of students of the department and the means to contact them.
- 2 - Collect and compile data for employers and the means to contact them.
- 3 - Develop a program to strengthen the link among graduates and the labor sector.
- 4 – Prepare, distribute and collect questionnaires about satisfaction regarding their courses throughout preparing and submitting the results statistically, and introduce a recommendation accordingly.

5 - To find an effective mechanism to provide employment opportunities for graduates in their respective fields (e.g., holding forums for employment - knowing the levels of graduates by the experienced employers - explore the views of employers about the most important courses for the program and department).

6 - Activation of ways to communicate with graduate students (such as the Graduate Association).

6 - Training and Community Service Unit:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 – Collect and tabulate the outputs of projects done by the department and its members. Then, it carries out the contributions of those projects to the community service and development plans.

2 - Encourage and develop the entrepreneurship of students to maximize the return of the service role to the community through seminars and publications in coordination with the relevant committees at the department.

3 - To deepen the communication between the college and the authorities which are responsible for developing the plans in Saudi Arabia.

4 - Place development programs to enhance the relationship and follow up the implementation between the department and the community.

7 - Graduate Studies and Research Unit:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 - Develop a system for monitoring, documenting and disseminating the data of scientific research and participating in conferences.

2 - Create and update a database of the published researches and projects by the faculty members of the department.

3 - Induct on publishing into the world best scientific ranked journals.

4 - Announce the list of research published by the faculty members onto the website of the department, and is updated annually.

5 - Doing the tasks assigned by the committee of graduate studies and research at the college.

6 - Registration of current and completed research projects in the department, and implementing the declaration of names onto the website of the department.

7 - Make yearly evaluation for scientific research projects in the department, and submit the recommendations to the committee of graduate studies and research at college.

8 – Unit of Teaching Tables:

1- Formation of the Unit:

This Unit is formed upon a decision made by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 – preparing teaching time tables in the department.

2 - The distribution of the load on the teaching faculty members at the department equally.

3 – The distribution of courses in agreement with the secretaries of scientific committees at the department.

4 - Coordinate with other colleges about the taught Math textbooks.

9 - Unit of Study Plans:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 – Authoring a guide that includes courses and objectives, and helping to use the latest scientific teaching methods and on-going assessment.

2 - Find a link either directly through departments or the unit of community service with public education and the labor market.

3 - Review the report of the external auditors to study the development of the department, and work to develop action plans to treat deficiencies.

10 - Publicity and Publishing Unit:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 - Preparation, implementation and supervision of the Web page of the department located on the university Website.
- 2 - Prepare and print the student handbook, academic publications and training packages.
- 3 - Coordinate with the department academic members to publish their scientific productions.

11 - Measurement and Evaluation Unit:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 – Coordinate with the major exams' committee in the college to place the timetables of exams.
- 2 - Holding workshops about any new exam quality limitations.

3 - Receive and deliver exams from/to faculty members.

4 - Save papers and students' answer sheets for analysis and review.

12 - Unit of Student Activities:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

1 - Prepare and organize sports, cultural activities and social gatherings in the department.

2 - Organizing periodic meetings with the Dean and head of department.

3 - Organizing field visits such as academic and recreational activities.

13 - E-Learning Unit:

1- Formation of the Unit:

This Unit is formed upon a decision by the Board of Department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 – The activation of e-learning education onto the University Website.
- 2 – Holding training sessions for faculty members to take advantage of e-learning modes.

14 - Unit of Suggestions and Complaints:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 - Receive suggestions and complaints about the department's programs of all relevant actors.
- 2 – Reporting the considered ideas and suggestions to the board of department.

15 – Unit of Teaching Assistants and Scholarships:

1- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

2- Unit's Jurisdictions:

- 1 - Hold regular meetings with teaching assistants and lecturers at the level of the department and discuss all issues related to their scholarships.
- 2 - Help teaching assistants and lecturers get admission at reputable scientific universities.
- 3 - Take care of teaching assistants and lecturers, and follow-up their scholarship affairs.
- 4 - Create a specific file to each teaching assistant and lecturer that illustrates his autobiography and includes all the paperwork done to facilitate his follow-up process.
- 5 - Keenness to raise scholarship applications in advance before the start of the program, and the emphasis on not joining the program before the issuance of the scholarship decision.
- 6 - To consider requests for extension of the study or scholarship taking into account the laws and regulations concerning issues related to candidates or scholarships.
- 7 - To communicate with the Deputy Deanship in situations requiring problem-solving.