

Summary of the job description of the college and departments

Prepared by the College of Engineering

This is a summary of

“Job description of the college and departments”

ملخص

" الوصف الوظيفي للكلية والاقسام "



الهيكل الإداري الاستشاري للكليات
"الارتباط التنظيمي و الاختصاصات"
١٤٣٥هـ



Table of Contents

THE ADMINISTRATIVE ADVISORY STRUCTURE OF THE COLLEGES "ORGANIZATIONAL LINK AND SPECIALIZATIONS"	3
INTRODUCTION	3
FIRST: WORK STAGES AND METHODOLOGY	3
<i>A- Defining the organizational structure map for the university's colleges:</i>	3
<i>B- Defining general terms of reference, organizational engagement, and specializations for organizational levels at the college level:</i>	3
SECOND: WORK MECHANISM	3
<i>College Council</i>	4
<i>Dean of the College</i>	4
<i>College Vice Dean for Educational Affairs</i>	6
<i>College Vice Dean for Student Affairs</i>	6
<i>Vice Dean for Development and Quality</i>	7
<i>Vice Dean for Postgraduate Studies and Scientific Research</i>	8
<i>College Vice Dean for Female Section</i>	9
<i>Section Council</i>	9
<i>Head of the scientific department</i>	10

According to Administrative Decision No. (10) dated 7/1/1431 AH. Concerning the powers and competencies. The following was decided:

First: Adopting the guiding administrative structure for the colleges, in the form attached to the decision, under the tasks and terms of reference described for all units contained in the structure.

Second: The agencies mentioned in the structure represent the highest number of agencies within the colleges that can be activated according to need, and one of the faculty agents can be assigned to carry out the work of one of the agencies that no one has been assigned to.

Third: The deans of the colleges, before submitting the request to assign or renew the assignment of one of the agents, must coordinate with the Vice President for Educational Affairs to study the need for that.

Fourth: This will work for one year from the date of our decision, and it will be reviewed after that.

Fifth: This decision is communicated to the concerned authorities for approval and implementation.

The administrative advisory structure of the colleges "organizational link and specializations"

Introduction

The organizational structure of any institution means through which it achieves its objectives, as it represents the framework that defines the organization's divisions and its detailed functions as well as defining lines of communication between the components of this structure and the responsibilities of all divisions to ensure the coordination of all efforts to achieve their goals. From this point of view, His Excellency the University President Decision No. (655) was issued on 10/20/1434 AH to form a committee to develop the organizational structure. The tasks of the committee were defined in four aspects, the most important of which was setting up a guiding administrative structure for the colleges, with a review of the specializations and tasks of the various jobs. This work was contracted regularly in two major work phases and under each phase many tasks and procedures. According to the following:

First: Work stages and methodology

The work included the following stages:

A- Defining the organizational structure map for the university's colleges:

It includes setting up a guiding administrative structure for the university's colleges. The committee has determined the methodology and mechanisms of work, and it has started Determining the organizational structure and deficiencies in the current organizational structures of the university's colleges and the required information and data collection on them and analyse it to determine the existing and necessary organizational divisions and the others to be added considering achieving a balance between the different divisions.

B- Defining general terms of reference, organizational engagement, and specializations for organizational levels at the college level:

The proposed visions were discussed by the relevant committee and carefully reviewed until it was possible to reach the final picture of the guiding structure of the colleges and its specializations in preparation for submitting it to His Excellency the President of the University for kind approval.

Second: Work mechanism

The committee set out to achieve its mission of setting a guiding administrative structure for colleges in the version proposed by the University Agency for Educational Affairs. The committee studied the structure at

the beginning. Then proceeded to review the general competence, organizational link, and detailed terms of reference of the bodies mentioned in the structuring of colleges with communication with the university agencies related to some of the agencies or units mentioned in the structure and presented it in its final form to His Excellency the President of the University, who approved it, and circulated it to the university.

College Council

Carrying out the educational, research, administrative and service affairs entrusted to the college, and setting up plans to achieve the goals for which the college was established.

Organizational link: Associated with the university president.

Specialties:

- 1- Proposing the appointment of faculty members and their secondment, delegation, and promotion
- 2- Proposing or modifying study plans with coordination between departments.
- 3- Proposing curricula, textbooks, and references in college departments.
- 4- Encouraging the preparation of scientific research and endeavouring to publish it.
- 5- Approving the organization of examination dates and laying down regulations for their rent
- 6- Proposing the college's internal regulations.
- 7- Proposing the necessary training, and scholarship plans for the college.
- 8- Proposing an extracurricular activity plan for the college.
- 9 - Decide on student matters concerning the educational process and guide the University Council
- 10- Approving the college's operational plan in line with the university's strategic plan.
- 11- Proposing numbers and criteria for admission and transfer to and from the college.
- 12- Approving the equivalency of the courses that the student passed outside the university.
- 13- Recommending the acceptance of transferring students from the university
14. Follow up on the implementation of quality assurance standards and accreditation requirements.
- 15- Enhancing the college's role in serving the university and society.
- 16 - Approval of the establishment of committees from among its members
- 17- Considering subjects for study and expressing opinions referred to by the concerned parties

Dean of the College

The department is responsible for the affairs of the college within the limits and regulations of the system. Representing the college in front of various bodies inside and outside the university.

Organizational link: Associated with the university president.

Specialties:

- 1- Presiding over the college council and supervising the organization of its affairs.
- 2- Following up on the implementation of the rules and regulations
- 3- Follow up on the implementation of the decisions of the University Council

- 4- Coordinating the work of the faculty advisory councils and implementing their recommendations.
- 5- Supervising the preparation of the college's operational plan and following up on it.
- 6- Following up the implementation of systems, requirements, and academic accreditation
- 7- Supervising the administration of the college's educational, administrative, and financial affairs.
- 8 - Work to develop college administratively, academically, and research.
- 9 - Maintain order and discipline within the college.
- 10- Propose the formation of the necessary units and committees to conduct the college business.
- 11 - Determining the administrative and financial needs of the college and working to provide them.
- 12 - Follow up on spending the resources allocated to the college
- 13- Maintaining the college's movable and immovable property.
- 14 - Work on developing the college's financial resources
- 15 - Coordination and development of college relations inside and outside the university.
- 16 - Representing the college inside and outside the university.
- 17- Follow up the progress of the educational process and develop its academic programs.
- 18 - Supervising the performance of exams in the college.
- 19- Approval of transferring the student from one major to another within the college
- 20 - Supervising the recruitment of faculty members and the like and develop their performance.
- 21 - Work to activate the participation of faculty members in the college
- 22- Organizing the participation of faculty members in events outside the university
- 23 - Supervising the academic advising programs for students.
- 24 - Supervising the various student activities in the college.
- 25- Raise cases and violations related to students, faculty members, and faculty members
- 26 - Supervising the community service programs offered by the college.
- 27- Work to enhance communication between faculty members to achieve the college goals.
- 28 - Evaluating the performance of agents and heads of scientific departments in the college.
- 29- Distributing the specializations assigned to affairs in the college
- 30- Prepare a comprehensive periodic report on the progress of the study, academic performance, administrative and research in the college
- 31 - Performing the tasks delegated by the College Board.
- 32- Work to implement the tasks assigned by the university council or its director.

College Vice Dean for Educational Affairs

Supervising the educational process for undergraduate students and implementing approved programs in the fields of educational affairs and support services in coordination with the Dean of the College.

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Supervising the implementation of study plans in the college and its scientific departments
- 2- Working to provide an appropriate educational environment.
- 3- Adjust study schedules and overseeing the teaching burden for faculty members and the like.
- 4- Following up on determining the faculty needs of the college and working to provide it
- 5- Contributing to raising the efficiency of faculty members in teaching and learning processes.
- 6- Supervising the provision of educational equipment appropriate for the educational environment
- 7- Follow up on the development of educational facilities and modernization of laboratories
- 8- Working to provide resources and references in various majors in the college
- 9 - Development of evaluation methods and tools in the faculty.
- 10- Organizing students' examination procedures and evaluating their academic levels
- 11- Forming committees related to agency work.
- 12- Permanent coordination with the Vice Deans of the College and Heads of Academic Departments
- 13- Communicating with the corresponding academic and administrative units at the university in everything that helps in performing duties and achieving the goals
- 14- Preparing a comprehensive report on the progress of academic performance
- 15 - Work to implement the tasks delegated by the college council or its dean.

College Vice Dean for Student Affairs

Supervising students' affairs concerning activities, student services, and academic guidance in the college in coordination with the Dean of the College.

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Working to educate students about the university's rules and regulations.
- 2- Helping students choose the appropriate major from among the university programs.
- 3- Supervising the programs and activities offered to the new students in the college.
- 4- Supervising the services provided to students and working to develop them.
- 5- Establishing the necessary procedures to control students' attendance.
- 6- Building databases related to students and working on updating them.
- 7 - Providing the departments of the college with the information they need about the students

- 8- Taking care of the student's rights and taking the necessary measures to preserve them.
- 9 - Study students' grievances and problems suggest appropriate solutions to them.
- 10- Chairing student cases committees.
- 11- Chairing the disciplinary committees for violating students and the application of legal procedures
- 12 - Spreading the culture of academic advising in the college.
- 13- Proposing a plan for student counselling in the college and organizing the practice of faculty members in coordination with the relevant authorities at the university.
- 14 - Propose a plan for student activities and oversee its implementation
15. Follow up on scholarship students' affairs.
- 16 - Work to build links with graduates and support them in obtaining appropriate jobs.
- 17 - Follow-up of graduates to find out the extent of satisfaction of employers in the market
- 18 - Work to raise the efficiency of work in student affairs.
- 19- To propose the formation of committees related to the agency's work.
- 20 - Permanent coordination with the faculty agents and heads of scientific departments
- 21- Communicating with the corresponding units at the university in all that helps in performing duties
- 22- Preparing a comprehensive report on students' affairs in the college
- 23- Work to implement what is delegated by the College Board.

Vice Dean for Development and Quality

Supervising the application of quality standards in all aspects of the college

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Promote a culture of quality and publish it at the college level.
- 2- Working to raise the efficiency of the college's quality system.
- 3- Follow up on the college's programs achieving the academic accreditation requirements.
- 4- Supervising the preparation of the college's plans and following up on their implementation.
- 5- Studying the difficulties facing the college's development and quality programs
- 6- Determining the training needs of the faculty members in the scientific departments of the college
- 7- Proposing the necessary plans to develop the skills of the college's employees from the faculty members
- 8- Encouraging the participation of faculty members in the programs offered
- 9 - Implementation and follow-up of the creativity, and excellence awards activities in educational, research and administrative performance in the college.
- 10 - Communicating with the Deanship of Quality and developing skills in matters of accreditation

- 11- Establishing mechanisms to identify the expectations, requirements, and level of satisfaction of the beneficiaries of the college's services and to use them to raise the efficiency of work in the college.
- 12 - Supervising the preparation of the college's annual report.
- 13- Proposing the formation of committees related to the work of the agency.
- 14 - Permanent coordination with the Vice Deans of the College and Heads of Academic Departments, in achieving the College's goals.
- 15 - Communicate with the corresponding academic and administrative units at the university in all that helps in performing duties and achieving the agency's goals in coordination with the dean of the faculty.
- 16- Preparing a comprehensive report on the quality process and academic accreditation in the college
- 17 - Work to implement the tasks delegated to him by the college council or its dean.

Vice Dean for Postgraduate Studies and Scientific Research

Supervising graduate studies affairs, supporting scientific research, and following up on scholarship affairs in the college, in coordination with the college dean.

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Proposing college policies related to postgraduate studies and following up on their implementation
- 2- Following up on graduate students' affairs in the college.
- 3- Supervising graduate studies programs in the college.
- 4- Supervising the preparation of the researches and laying down the mechanisms for its implementation.
- 5- Developing the faculty's capabilities and capabilities in the field of scientific research.
- 6- Communicating with the Deanship of Scientific Research regarding conducting research
- 7- Work to provide support and funding for research in coordination with the Dean of the College.
- 8- Encouraging the establishment of distinguished academic chairs and research centres of excellence.
- 9 - Work to attract academic competencies in coordination with the relevant authorities in the university.
- 10 - Taking care of the affairs of faculty members and providing them with support
- 11 - Proposing mechanisms to implement the scholarship policies in the college.
- 12- Supervising the follow-up of the college's delegates and scholars 'conditions
- 13 - Supervising and following up the programs offered by the college for community service.
- 14 - Work to coordinate the seminars, conferences and scientific forums that the college does
- 15- Proposing the formation of committees related to the agency's work.
- 16 - Permanent coordination with the Vice Deans of the College and Heads of Academic Departments in achieving the objectives of the College.
- 17- Communicating with the corresponding units at the university in all that helps in performing duties and achieving the agency's goals in coordination with the dean of the faculty.

18- Preparing a comprehensive report on graduate studies, scientific research and community service affairs in the college, and submitting it to the dean of the college.

19 - Work to implement the tasks delegated to him by the college council or its dean.

College Vice Dean for Female Section

Organizing work in female students' departments and running their affairs, following the rules and regulations, in coordination with the dean of the faculty, their agents, and heads of departments.

Organizational link: Associated with the Dean of the College.

Specialties:

1-The Vice Dean for the Female Section undertakes the implementation of the following specializations:

2- Coordinating and organizing the administrative and organizational relationship with the dean, agents, and heads of departments of the college, each in his field of competence.

3- Supervising the provision of educational, research, administrative, and financial requirements.

4- Preserving the college's fixed and movable property.

5- Implementing and following up the decisions of the College Board.

6- Follow up on the affairs of the educational process concerning the implementation of the tasks of the units, measurement, evaluation and excellence in teaching, and learning technologies.

7- Follow up on female students' affairs about implementing the tasks of student activities units, counselling and student rights, registration and student services, and graduate affairs

8- Follow up on development, and quality matters related to the implementation of the tasks of quality assurance units, academic accreditation, planning, development, and training

9 - Follow up on graduate studies and scientific research affairs concerning the implementation of the tasks of the graduate studies and scientific research units, the affairs of faculty members and those of similar statuses., Scholarships and community service affairs.

10- Development of work in the female student's departments administratively and academically.

11- Proposing the formation of committees related to the agency's work.

12 - Permanent coordination with the Vice Deans of the College and Heads of Academic Departments to achieve the goals of the College.

13- Communicating with the corresponding academic and administrative units at the university to help them perform their tasks and achieve the college goals in coordination with the dean.

14- Preparing a comprehensive report on female students' affairs and submitting it to the dean of the college.

15 - Work to implement the tasks delegated to it by the college council or its dean

Section Council

Disposing of scientific, administrative, and financial matters in the department, and applying the rules and regulations of the Higher Education Council, and its executive rules approved by the university.

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Proposing the study plan. Curricula, textbooks, and references.
- 2- Proposing the appointment of faculty members and those of similar rank and their promotions.
- 3- Deciding on student matters that fall within his specialization, based on regulations and systems.
- 4- Implementing the content of the study and examination regulations and their implementing rules.
- 5- Proposing the equivalence of the courses that the student passed outside the university.
- 6- Recommending the acceptance of transferring graduate students from inside and outside the university.
- 7- Study scientific research projects.
- 8- Distributing lectures, exercises, and teaching work to faculty members and the like.
- 9 - Organizing and coordinating the work of the department.
- 10- Proposing the formation of permanent or temporary committees from among its members.
- 11- Executing tasks delegated to him by the college council or its dean.
- 12 - Following up on teaching the courses within his specialization after approval by the University Council.

Head of the scientific department

Supervising the scientific, administrative, and financial affairs in the department within the limits of the policy drawn up by the department council and the college council.

Organizational link: Associated with the Dean of the College.

Specialties:

- 1- Presiding over the department council and supervising the organization of its affairs.
- 2- Implementing the decisions of the College Council related to the department
- 3- Supervising the preparation of the department's operational plan and following up on its implementation.
- 4- Supervising the department's educational, research, administrative, financial, and cultural affairs
- 5- Supervising the department's administrative, academic, and research development.
- 6- Supervising the provision of educational, research, administrative, and financial requirements.
- 7- Supervising raising the level of quality and developing educational outcomes.
- 8- Coordinating and developing the department's relations inside and outside the university.
- 9 - Supervising the recruitment of faculty members in the department.
10. Following up the educational process, implementing its plans, and developing its academic programs
- 11 - Monitoring the performance of examinations and controlling the system within the department.
- 12 - Supervising the various student activities in the department.
- 13- Application of quality standards and academic accreditation requirements.

- 14- Proposing the formation of committees related to the department's work.
- 15 - Constant communication with the Vice-Deans of the College and heads of other scientific departments
- 16- Coordination with the corresponding units at the university, in all that helps in performing duties
- 17- Preparing a comprehensive annual report on the progress of the study, academic, administrative, and research performance in the department and submitting it to the dean of the faculty.
- 18 - Work to implement the tasks delegated by the college council or its dean.
- 19 - Implementation and follow-up of department council decisions.

Task	Name	Signature	Date
Request by:	College of Engineering	<i>Abdullah Almuhsisen</i>	August 1 st 2020
Translated by:	Freelancer Translator: R. Mansour		August 15 th 2020
Reviewed by:	Dr. Yassir Elaraki	<i>Yassir</i>	August 16 th 2020
Approved by:	Vice-Deanship for Quality & Development		August 18 th 2020