



Organizational Guide

College of Science and Humanities - Jubail

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Table of Contents

The Word of Dr. Dalal Mohammad Al-Amin Al-Shanqiti, Dean of the College	4
The Word of the College Vice Dean for Development and Community Partnership	5
Introduction	6
Vision, Mission, Values, and Strategical Objectives	7
Organizational Structure	8
College Council, Identification, Council Organization, Council Tasks	9-11
Dean of the College, Identification, Association, Dean Tasks, Agencies, Academic Departments, Dean Administration, Academic Departments and Units	12-22
Vice Dean for Academic Affairs, Identification, Association, Vice Dean Tasks, Vice Dean Units	23-40
The College Vice Dean for Scientific Research and Innovation, Identification, Association, Vice Dean Tasks, Vice Dean Units	41-52
Vice Dean for Development and Community Partnership, Identification, Association, Vice Dean Tasks, Vice Dean Units	53-69
Manger of Administrative and Financial Affairs, Identification, Association, Director Tasks, Director Units	70-76
Department Council, Identification, Council Organization, Council Tasks	77-82
Head of the Department, Identification, Association, Head of Department Tasks, Committees Affiliated to the Head of Department	83-87
The Vice Head, Identification, Association, The Vice Head Tasks	88-90
Contact Us	91-92
Conclusion	93

The Word of the Dean of the College of Science and Humanities in Jubail

Creating an academic and organizational environment in support of academic programs is one of the most important objectives of the college's strategy through Natham initiative, which aims to develop organizational structures, procedures and tasks in a way that ensures the speed of implementation and quality of performance. In this guide, we have sought to reflect on our relentless pursuit to build an organizational structure for the College of Science and Humanities that is in line with the general orientations of Imam Abdulrahman Bin Faisal University and supports the achievement of the strategic plan of the college, including programs and qualitative initiatives and performance indicators that we aspire to achieve. I here take the opportunity to remind myself and my colleagues of the college's staff of the responsibilities entrusted to us, and that the success of the college and programs in achieving its goals is a work that requires the intensification of efforts, cooperation of everyone and having a sense of the responsibility entrusted to us. Let our slogan be an ambitious nation and an effective government that works responsibly and transparently.

Dr. Dalal Mohammad Al-Amin Al-Shanqiti

The Word of the College Vice Dean for Development and Community Partnership

In an effort by the Vice Deanship for Development and Community Partnership to advance the quality of work performance with high efficiency and effectiveness, an organizational guide has been prepared for: (Vice Deanships/departments/units) in the college that makes up the organizational structure, and shows their tasks and procedures, which contributes to the distribution of responsibilities and defining organizational roles and relationships and identifying strategic plan projects that belong to each unit to help them implement and measure their performance indicators. The guide also aims to raise performance levels and develop work procedures.

Asking God for the best of success for all.

Dr. Huda Salman Al-Khaldi

Introduction

Within the framework of the College of Sciences and Humanities' pursuit of leadership and excellence in its various educational, research, administrative, and technical activities, and based on the importance of the role of the organizational aspect in enhancing this pursuit through many elements, the college's Vice Deanship for Development and Community Partnership has prepared an organizational guide that defines the tasks of each vice deanship and the units affiliated with each, to facilitate its work to contribute to the performance of its mission and the achievement of its goals.

This guide was designed to be a guide aimed at helping unit managers perform their work as required and provide information that helps officials manage their units with a high level of quality and performance speed. The guide also aims to avoid overlap and duplication in performing tasks, ambiguity of roles, and organizational conflicts, and this in turn impacts the effectiveness of the college's performance and disrupts its work.

This guide includes a description of the scopes and responsibilities of the College Council, the dean, the Head Departments, and the main departments in the college. It also includes a description of the scopes and responsibilities of the Department Council and its president. However, this guide took into account the definition of the administrative units affiliated with each organizational level.

We hope this guide will contribute to organizing the work of the units and raise the quality and speed of work completion to the levels that we all aspire to. Proper organization is the only way to achieve goals.

College Vision

A leading college that achieves excellence locally, regionally and globally.

College Mission

Providing an educational experience and distinguished research opportunities in the fields of science and humanity studies that contribute to the preparation of national competencies capable of lifelong learning and critical thinking for effective community participation according to the embedded Islamic values.

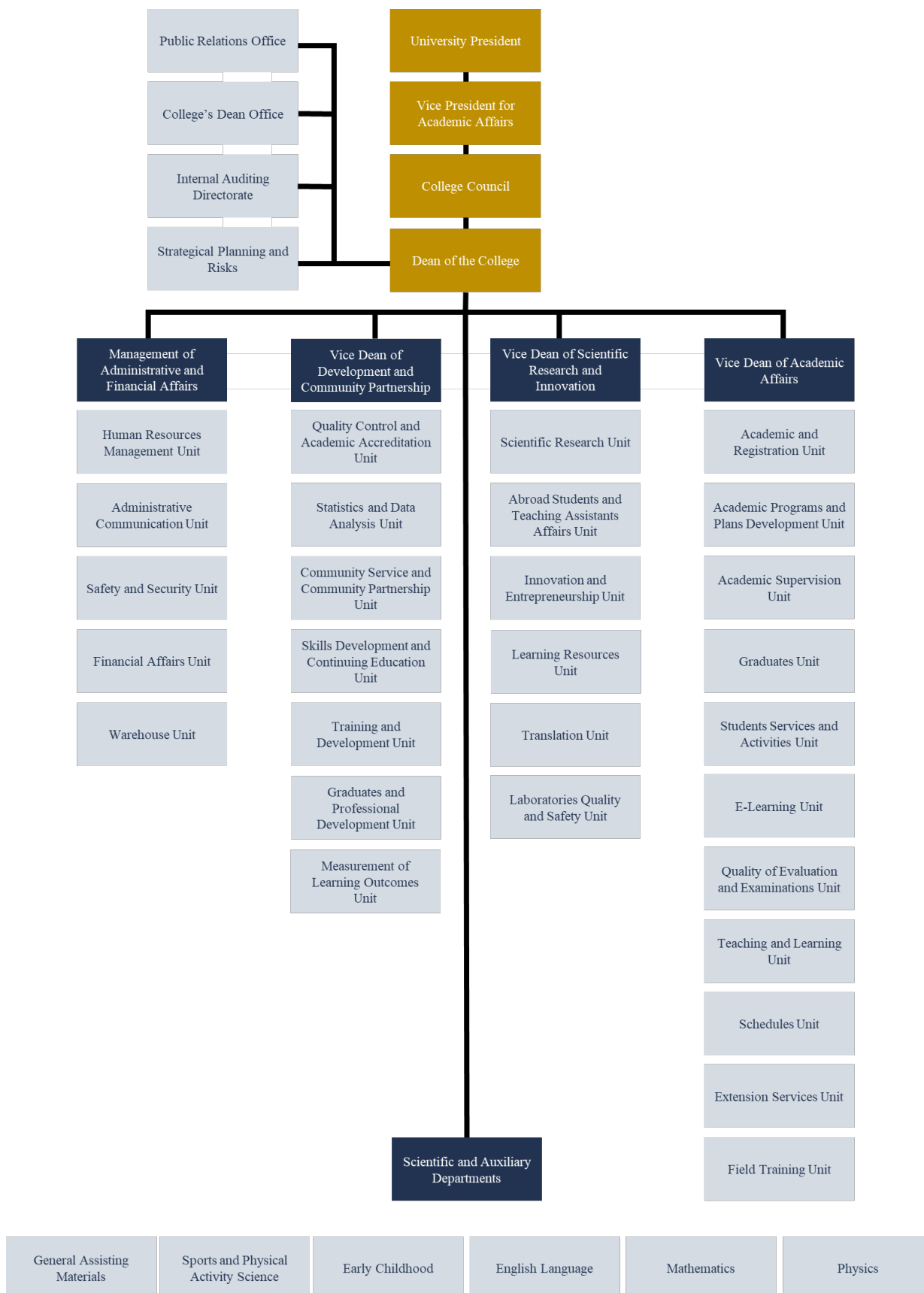
College Values

- Belonging
- Diversity
- Team spirit
- Mastery
- Social Responsibility
- Transparency.

The Strategic Objectives of the College

- Providing high-quality education in the field of sciences and humanity studies.
- Developing the system of scientific research and innovation in the field of science and humanities.
- Enhancing responsibility and community partnerships of the college.
- Developing the skills of college employees and enhancing their values.
- Creating a sustainable and attractive constructional environment for the college.
- Developing the college's institutional administrative system.
- Sustainability of the college's financial **resources**.
- Promoting the college's communications and information technology systems.

Organizational Structure



1

College Council

Identification, Council Organization, Council Task

First: The College Council

Identification

The College Council consists of the dean as the head, deputies' membership and departments' heads. A maximum of three teaching faculty members at the college and a maximum of two with experience and those who have a relation to the college's fields of specialization. Their membership is determined for two years, renewable by a decision of the University Council, provided that one of the deputies is the Secretary of the Council. The College Council may invite whomever students it sees fit to attend its sessions to participate in discussing student matters, taking into consideration the provisions of the system and the regulations and rules issued by the University Affairs Council, the Board of Trustees, and the University Council.

Council Organization

The College Council meets at least once a month, and the meeting is valid only in the presence of two- thirds of its members.

The decisions of the council shall be issued by an absolute majority of the votes of the members present, and in case of equality, the side on which the dean associates will prevail.

The Council's decisions are considered effective unless they receive an objection from the university president within twenty days from the date they reach him. If he disapproves, he returns it to the college council with his viewpoint to study it again. If the council retains its opinion, the objected decision shall be referred to the university council to be reviewed in the first ordinary or exceptional session, and the university council shall ratify, amend or cancel the decision, and its decision is final.

Council Tasks

- Recommending the adoption of the strategical plan of the college in line with the university's strategical plans.
- Forming permanent or temporary committees among its members or others.
- Considering the appointment, secondment, assignment, and promotion of teaching staff members, teaching assistants, and lecturers.

- Recommending the adoption of study plans proposed by academic departments.
- Approving curricula, prescribed books, and references in college departments.
- Approving exam dates and setting specific organizations for conducting them.
- Approving the necessary training and scholarship plans for the college.
- Approving the plan of extracurricular activity of the college.
- Deciding on student matters that fall within its jurisdiction and guiding the University Council otherwise.
- Considering what is referred by the University Council, its head, its vice head, or the dean of the college for study and to express an opinion.

2

Dean of the College

**Identification, Association, Dean Tasks, Dean Administration, Academic Departments
and Unit**

Second: Dean of the College

Identification

Faculty member of the college who manages the scientific, administrative and financial affairs of the college within the limits of the system and its regulations and submits a report on education affairs and other aspects of activity in the college to the university president at the end of each academic year.

Association

Associated with the University president and is also one of the members of the University Council.

Dean Tasks

Academic Affairs

- Leading the College Council, and taking the responsibility of implementing and following up on its decisions, proposing the development or modification of new programs, and considering the feasibility of continuing existing departments, modifying them, or annexing them to what corresponds to them if any, and if the public interest requires, based on what is learned from the relevant departments and is consistent with the instructions and meets the need of the labor market.
- Supervising the distribution and completion of the academic load for all teaching staff members, lecturers and teaching assistants and submitting the related forms to the concerned university vice dean.
- Forming committees to review, evaluate and develop the curricula of academic scientific departments periodically and follow up on the implementation of their recommendations after receiving approval from the relevant councils.
- Holding meetings with teaching staff members and students individually to consider their needs and problems they encounter and listen to their suggestions at least once a semester.
- Promoting the appointment of Saudi teaching assistants, lecturers and teaching staff members based on the nomination of departments and the recommendation of the college council and in accordance with the regulations governing the matter.

- Submitting recommendations related to filling, developing and canceling positions in the college to the concerned university vice dean.
- Developing an academic counseling program for students and distributing it to the college academic advisors and sending a copy of it to the Deanship of Admission and Registration at the first of each semester.
- Approving the schedules of lectures and scientific material provided by the college's academic departments.
- Advising students by directing them to the appropriate majors in the college.
- Taking procedures to secure textbooks assigned by the college.
- Providing study references in various majors, in coordination with the specialized scientific departments in the central library and the college library.
- Providing the various entities with the necessary information and data regarding the students.
- Issuing the necessary decision to organize the work of the examination committees after receiving approval from the College Council on their formation.
- Presenting students' results to the College Council to discuss, analyze, and make recommendations on them, and to use them as a guide in curriculum review and evaluation.
- Certifying the results of the examinations in accordance with the rules and regulations in this regard and submitting them to the concerned university vice President.

Postgraduate Studies and Scientific Research

- Working on all that would advance the postgraduate studies process at the college.
- Following up on the implementation of postgraduate studies programs at the college.
- Developing new postgraduate programs at the College in the required scientific fields.
- Activating the joint postgraduate studies programs between the Departments of the college and working to achieve optimal utilization of the college's human and material resources.

- Following up on the progress of postgraduate students at the college and activating the required academic supervision in accordance with the regulations and instructions.
- Developing the postgraduate programs at the college and following their evaluation to raise the quality of those programs and their outputs.
- Facilitating the scholarship procedures for college teaching assistants and lecturers in accordance with the regulations and instructions regarding this matter at the university, and in a manner that ensures meeting the needs of college members in the specializations required for the college.
- Facilitating the affairs of the college's scholarships and accelerating the decision-making process on the matters related to them by the concerned entities of the college.
- Coordinating consistently with the Deanship of Graduate Studies to ensure the proper functioning of postgraduate studies programs at the college and taking care of the affairs of its students and implementing the regulations and instructions regarding this matter at the University.
- Working on all that would support the scientific research process at the college.
- Developing each of the human and material facilities and equipment required to support the college's research programs.
- Investing in the available research funding sources at the university to ensure the support of research programs at the college.
- Forming a research committee by the College Council and working to activate its role in supporting the scientific research process at the college.
- Supporting and developing the postgraduate students' research at the college by investing what is available at the college and the University.
- Coordinating consistently with the Deanship of Scientific Research in all that would enhance and support the scientific research process at the college.
- Activating the participation of the teaching staff members in conferences, seminars and scientific meetings in accordance with the regulations and instructions organized for this at the University.
- Submitting an annual report after the end of the second semester of each year to the university vice president for postgraduate studies and scientific research on what has been accomplished at the college in all of the above.

Administrative and Financial Affairs

- Supervising the college financially, administratively, and technically.
- Supervising the staff of the college and distributing the work among them in accordance with the rules and regulations.
- Working on the development of administrative work at the college to provide the best services. Recommending to the concerned vice dean to contract with faculty members, lecturers, teaching assistants, and technicians and to not renew or cancel their contracts according to the work needs of the college.
- Proposing the program for what the college can contribute to serve the community, presenting the relevant views and recommendations to the relevant vice dean, and supervising the implementation of what the university approves in this regard.
- Proposing seminars and conferences that fall within the competence and activities of the college, through which they can contribute to achieving the university's goals and raising its status.
- Searching for resources for the college and raising any perception that serves this direction, provided that each college should have a special account to be opened with the approval of the university president and in coordination with the general supervisor of administrative and financial affairs and the financial controller to benefit from these resources in achieving the desired goals of improving the scientific and educational aspects.
- Preparing the college's draft budget, preparing its five-year plans, following up on their implementation, and coordinating with both the planning and budget departments.
- Nominating college vice deans and department heads in accordance with the rules and regulations.
- Informing the Department of Teaching Staff and Employees Affairs about the approved vacant positions at the college to complete the necessary procedures, as well as removing the college members from the teaching staff and employees who will be referred for retirement one year before the date of their retirement to complete the necessary procedures.
- Directly assign service, maintenance, and repair tasks for laboratories, scientific, medical, and television equipment up to thirty thousand riyals, in accordance with the college's approved budget and following the relevant rules, regulations, and instructions, after securing prior approval.
- Requesting the Deanship of Student Affairs to approve the employment of students in the college and organize their distribution to appropriate jobs in accordance with university regulations.
- Approving student activities programs at the college after coordinating with the relevant university vice dean and following up on their implementation.

- Signing the identification certificates for college employees (not certificates of experience or gratitude letters) and the letters of gratitude should be in line with the recommendations of the Standing Committee for Honoring University Employees in order to unify these efforts.
- Approving job performance evaluations for teaching staff members, lecturers, and teaching assistants based on the evaluation of department heads and then submitting them to the relevant university vice dean for approval and referring them to the Department of Teaching Staff and Employee Affairs.
- Approving job performance evaluation for technicians and administrators and then submitting them to the relevant university dean for approval and referring them to the General Administration of Personnel Affairs.
- Reporting on the commencement of work by college employees and providing the Follow-up Department with a copy of that, as well as notifying the Follow-up Department of cases of tardiness, absence, and quitting of work to take the necessary measures.
- Giving recommendations to the person authorized regarding the appointment of Saudis to the college.
- Grant permission to disburse the advance allocated to the college in accordance with the applicable rules.
- Permission to disburse from the college warehouse.
- Signing the inspection and receipt notes.
- Submitting an annual report on the college, its activities and needs.
- Direct contact with ministries, government agencies, and others, each in relation to its specialty, taking into account the functional level.

Units Affiliated to the Dean

1. Dean Relations Unit
2. Strategical Planning and Risk Management Unit

Vice Deanships, Administrations and Academic Departments Affiliated with the Dean

1. College Vice Deanship for Academic Affairs
2. College Vice Deanship for Scientific Research and Innovation
3. College Vice Deanship for Development and Community Partnership Department of Administrative and Financial Affairs.
4. Academic Departments

1 Public Relations and Media Unit	
Entities Affiliated with it	College Administration
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Organizing and coordinating events and exhibitions inside and outside the college. • Media coverage of events and exhibitions held. • Cooperating with the academic departments and various college administrations in organizing and coordinating some of their courses and workshops. • External marketing and providing sponsors (to support college events). • Celebrating national and international events. • Designing brochures and publishing advertisements for the college and its programs. • Monitoring the college's social media accounts and using them to clarify the university's mission and goals. • Monitoring the updating of the college's data on the university's website. • Monitoring the implementation of identification signs for college buildings. • Welcoming guests from outside the college. • Managing public relations through the college's public relations unit, by sharing announcements and general achievements via social media and e-mail. • Additional Tasks • Issuing a guide to the Occupational Happiness Committee. • Following up and coordinating with the Royal Commission's Academic Facilities Maintenance Department regarding building maintenance requests. • Scheduling work with those in charge (comprehensive cleanliness - sterilization - pest control). • Coordinating with the Movement Department to secure means of transportation as needed. • Coordinating with the Administrative Services Department regarding arrangement and transportation. • Issuance of permits (during and outside official work hours - entry and exit permit materials - permit of work delay). 	

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Identity Developing a comprehensive visual identity for the college that aligns with the university’s identity and enhances the positive mental image of the college and its programs.</p> <p>Hayakum Enhancing the college's reputation through internal and external activities (publications, exhibitions, activities and seminars).</p> <p>Platform Continuously developing the college page and programs on the university's website to meet the needs of beneficiaries.</p> <p>Communication Effective communication with the community and beneficiaries using all possible means of communication within the policies of using social media for university employees.</p>	<ul style="list-style-type: none"> • The number of publications and advertisements designed according to the identity. • The number of activities, exhibitions and events that enhance the college's reputation. • Percentage of completing the program data on the college website. • Average number of weekly college tweets. • Number of the account's followers. 	<p>Stakeholder evaluation of (the media presence of the college and its programs on the platforms and the adequacy of the information available on the website).</p>

Strategical Planning and Risk Management Unit

Entities Affiliated with it	College Administration
Executors	Unit Manager
Tasks	
<ul style="list-style-type: none"> • Preparing the strategic plan of the College. • Following up on the implementation of the projects and initiatives included in the strategic plan in cooperation with college agencies and academic departments. • Submitting periodic reports to the dean of the college on the progress of work and the extent of achievement. • Preparing the college's risk management plan. • Following up on the preparation of operational plans for the departments. • Preparing the college's annual report and submitting it to the concerned authorities after it is approved by the dean of the college. • General coordination with relevant college units and administrations. • Implementing the work and tasks assigned by the dean of the college. • Collecting performance indicators from concerned authorities. • Preparing the college's main indicators and causes and including them in the strategic plan. • Responsible for filling data into an indicator system for all programs and college indicators. • Participating in monitoring and measuring initiatives and performance indicators to raise the efficiency of spending the university's strategical plan, and the requirements of the National Center for Performance Measurement • Following up on the achievement of the college/university's strategical plan in relation to the teaching and learning objectives and achieving the associated performance indicators. 	

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Planning Developing the skills and capabilities of the college employees in strategic planning and performance measurement.</p> <p>Indicators Collecting key performance indicators and evaluating them to benefit from them in analysis, development and decision-making processes.</p> <p>Be Ready Developing a risk management system at the college that ensures reducing its negative effects on the work environment.</p> <p>Communication Enhancing college employees' awareness of risk management.</p>	<ul style="list-style-type: none"> • Percentage of completion of the strategic planning skills development program. • Percentage of completion of the development of measuring performance indicators skills program. • Beneficiary's satisfaction rate with the analysis of performance indicators. • Percentage of achievement of each indicator. • Number of critical cases contained during the year. • Number of critical cases that were not contained during the year. • Number of workshops, lectures and activities related to risk management annually. 	<ul style="list-style-type: none"> • Percentage of achieved indicators from the objectives of the strategic plan for departments and units. • Percentage of achieved indicators from the objectives of the executive plans of departments and units. • Percentage of achieved indicators of the college's strategic objectives.

3

College Vice Dean of Academic Affairs

Identification, Association, Vice Dean Tasks, Vice Dean Units

Thirdly: The College Vice Dean of Academic Affairs

Identification

Faculty member charged with supervising the progress of the educational process for students at the university stage, implementing approved policies and programs in the areas of student affairs and auxiliary educational services, and achieving the goals set for them.

Association

Associated with the dean of the college and is a member of the College Council.

Tasks of the College Vice Dean for Academic Affairs

- Carrying out the work of the College Council secretariat.
- Supervising the units affiliated with the College Vice Deanship for Academic Affairs.
- Supervising the implementation of the executive regulations and rules for the study and examination for the university stage and everything related to the academic matters.
- Supervising the preparation of student's study schedules to achieve their interests and ensure their graduation as expected.
- Supervising the distribution of students in academic department programs in coordination with the college departments and the Deanship of Admission and Registration.
- Supervising the conduct of evaluation and examination processes and forming their committees, in coordination with academic departments and the Deanship of Admission and Registration.
- Supervising the conduct of final exams and forming their committees in coordination with academic departments and the Deanship of Admission and Registration.
- Supervising the application of admission and transfer controls to and from the college and between academic departments.
- Supervising requests for postponement and withdrawal from studying, as well as the processes of dropping and adding, denial lists, and lists of graduates, in accordance with the regulations and decisions issued in this regard.

- Supervising the implementation of the controls for visits to and from outside the college, requirement for equivalency of academic courses, and updating the academic record of college students after the visit.
- Supervising the activities of the orientation week for new students to introduce them to the college and its academic programs.
- Guiding and advising students, resolving issues related to academic achievement, and coordinating with the University Counseling Center.
- Checking the lists of graduates and those expected to graduate.
- Supervising alternative assessment strategies and tools to evaluate students' skills (other than exams) and applying the evidence of the University Vice Deanship for Academic Affairs in this regard.
- Supervising the development (modernization and innovation) of academic programs to be compatible with national and labor market requirements according to the evidence affiliated with the University Vice Deanship for Academic Affairs in this regard.
- Verifying the provision of an appropriate educational environment that includes the efficiency of educational facilities, laboratories, and the availability of study references and learning resources, and all that academic programs require to ensure better performance.
- Supervising the measurement plan of the learning outcomes for academic departments and verifying the diversity of methods and tasks of evaluation and measurement.
- Following up on the achievement of learning outcomes for academic programs and preparing relevant reports and necessary improvement plans.
- Following up on the achievement of the college/university's strategical plan in relation to the teaching and learning objectives and achieving the performance indicators associated with them.
- Supervising the implementation of the (Field Training) course for students in different work environments that are compatible with the nature of the programs and achieve their objectives.
- Creating a database for various training institutions in cooperation with academic departments and updating it constantly.

- Preparing the annual final report for field training, including the evaluation of training institutions, and recommendations, and submitting it to the College Council.
- Supervising the work of the Student Affairs Committee and Student Summer Activities Committees and coordinating with the Deanship of Student Affairs.
- Encouraging and following up field training programs for students.
- Preparing reports on the quarterly teaching load for teaching staff members, and determining the annual need based on that.
- Raising the efficiency of teaching staff members, constantly developing their professional skills, and developing a plan for workshops and training programs in coordination with the Deanship of University Education Development.
- Supervising the use of technologies, e-learning, educational media and distance learning in teaching and learning within the college.
- Preparing a comprehensive report on following up the academic performance in the college and submitting it to the College Council.
- Localization of all quality practices to ensure the best performance, associated to academic accreditation standards for teaching and learning.
- Following up on work and general coordination with the relevant college units, administrations, and agencies.
- Submitting periodic reports to the Dean of the College on the progress of work in the units affiliated with the agency, explaining the achievements and difficulties.
- Following up on updating the college's website regarding the Vice Deanship and affiliated administrative units.
- Chairing committees affiliated with the Vice Deanship and submitting their reports to the dean of the college and the College Council.
- Following up on administrative work, attending meetings, and everything related to the Vice Deanship of Academic Affairs and its affiliated units.
- Implementing the work and other tasks assigned by the dean of the college.

Units Affiliated with the College Vice Dean for Academic Affairs

1. Admission and Registration Unit
2. Academic Progress and Plans Development Unit
3. Academic Supervision Unit
4. Graduates Unit
5. Student Services and Activities Unit
6. E-Learning Unit
7. Evaluation and Examinations Quality Unit
8. Teaching and Learning Unit
9. Schedules Unit
10. Guidance Services Unit
11. Field Training Unit

1	
Admission and Registration Unit	
Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager
Tasks	
<ul style="list-style-type: none"> • Studying transfer requests to and from the college submitted by students on the electronic portal and ensuring that the transfer conditions are met. • Conducting the equivalency of courses for students transferred internally and externally. • Identifying the submitted visit requests from inside and outside the university, studying and implementing them according to the conditions. • Fully supervising students' registration for their courses and identifying any technical problems they encounter and addressing them urgently. • Studying registration requests continuously and submitting a daily report thereon to the vice dean to take the necessary action and verify the registration process for students. • Following up on e-mail as a direct and quick link between students and the Vice Deanship of Academic Affairs to identify registration requests and the problems and obstacles that accompany them. • Creating a database for internal transfer and another for external transfer. • Conducting an equation between academic department plans. 	

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Balancing Achieving a balance between the number of people enrolled in the program and its standard capacity in line with the needs of the labor market.</p> <p>Distinguished Recruiting distinguished students to activate the college's input development project.</p> <p>Communication Enhancing college employees' awareness of risk management.</p>	<ul style="list-style-type: none"> • Average number of students in classes. • Average teaching load for total teaching staff. • Ratio of number of students to teaching staff members. • The percentage of outstanding students accepted into the college whose weighted percentage exceeds 90%. 	<p>Retention rate of first-year students, and completion rate.</p>

Program and Study plans Development Unit

Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Secretary - Committee Members - Program Managers

Tasks

- Building a plan for the college to update or create study programs for the academic year.
- Following up on the progress of the time plan for developing study programs with the college's academic departments.
- Following up on the study plan with academic departments.
- Periodic and quarterly follow-ups with academic departments regarding updating and developing courses in content and references.
- Periodic and quarterly follow-ups with academic departments regarding course reports and the ongoing development plan.
- Following up and supporting the implementation of the college's recommendations in the academic program structuring report approved by the University Council.
- Submitting periodic and quarterly reports to the Vice Deanship of Academic Affairs.
- Studying proposals for inter-programs and dual and sub-specializations of the college.
- Reviewing proposals received from departments and making recommendations.
- A link between the college and the management of study plans and programs in everything related to developing the study program.
- Ensuring that the requirements for preparing study program documents are met before submitting them to the Standing Committee for Study Plans and Systems.
- Continuous study of the labor market's needs for new outputs and then creating new academic programs in accordance with recent developments and according to the guide for establishing new programs.
- Holding workshops for members of the Curriculum and Study Plans Committee and those interested in development to improve their skills in this aspect.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Compare Achieving a balance between the number of people enrolled in the program and its standard capacity in line with the needs of the labor market.</p> <p>Foresight Completing periodic surveys of the labour market, to anticipate the future in planning to open academic programs that match the needs of the labour market.</p> <p>Consult Developing programs and improving their outcomes by activating the role of advisory committees in continuous development and review processes.</p> <p>Expert Attracting experts and professionals to participate in developing the program and teaching professional courses - sustainable education, integrating sustainable development goals into academic programs.</p>	<ul style="list-style-type: none"> • Percentage of completion of the survey study. • The percentage of alignment between the college's programs and the selected global and local programs. • Evaluating the advisory council members on the effectiveness of the programs and their suitability for meeting labor market needs. • The number of experts who were recruited to develop or teach programs. 	<ul style="list-style-type: none"> • Average student satisfaction rate with the services provided. • Beneficiaries' satisfaction with learning resources.

3

Academic Supervision Unit.

Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Department Supervisors

Tasks

- Preparing an executive plan for academic supervision.
- Assigning coordinators for academic supervision at the college level for each academic department.
- Raising the students' awareness about the objectives of the Academic Supervision Unit and how to benefit from its services through meetings and bulletins.
- Receiving registration problems faced by students and providing immediate solutions through cooperation with academic supervision coordinators in academic departments.
- Distributing students to academic advisors.
- Studying the case of special students, such as: those who received a warning and those who are struggling academically, and search for the best solutions to help them and avoid their stumbling in the future and transferring them to the Guidance Services Unit.
- Preparing questionnaires and opinion polls on academic supervision, which contributes to its development in the future.
- Encouraging academic advisors to give by activating (The Distinguished Advisor).
- Submitting a periodic report on the unit's work and achievements at the end of each semester.
- Activating educational and promotional guidance programs in partnership with the Supervisory Services Unit.
- Preparing and developing forms and special models for academic supervision.
- Preparing and developing forms and special models for academic supervision.

Strategical Initiatives	Indicators of Causes	Main Causes
Support Providing academic and psychological support to all students to support their academic career and develop their talents.	<ul style="list-style-type: none"> • Student satisfaction rate with academic guidance. • Percentage of Stumbling. 	-

4

Graduates Unit

Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Manager Assistant
Tasks	
<ul style="list-style-type: none"> • Reviewing the lists of those expected to graduate by referring to the follow-up report and academic records. • Listing the names of students who are not included in the deanship's lists and submitting them to the graduate department of the deanship. • Announcing the lists of students expected to graduate and ensuring that the number is complete. • Reviewing the lists of those expected to go out for practical training by referring to the follow-up report and academic records. • Evacuating students who have withdrawn/transferred/discontinued from the system. • Delivering graduation certificates and completing party procedures for graduates of the system. • Submitting a request for additional services (amending a document - printing an academic record) to the University's Beneficiary Service Unit. 	

Strategical Initiatives	Indicators of Causes	Main Causes
-	-	-

5

Student Services and Activities Unit**Entities Affiliated
with it**

Vice Deanship for Academic Affairs

Executors

Unit Manager - Committee Members - Secretary

Tasks

- Following up on the completion of scientific clubs' requests to implement events.
- Preparing appropriate forms for the unit and approving work on them after they are approved by the competent authority.
- Supporting the implementation of various student activities such as visits - festivals - lectures - seminars - courses - workshops - opening clubs.
- Following up on the implementation and coordination of joint programs between academic departments that serve the college's Vice Deanship of Academic Affairs.
- Documenting events and following up on their upload on the university website.
- Preparing the annual report on curricular student activities, including the negatives and positives after implementing the activities, as well as the testing recommendations.
- Preparing the quarterly and annual work plan for student activity programs and their proposed budget in cooperation with the supervisor of each club to present them to the Dean of the College.
- Following up on the implementation of plans and programs for curricular and extracurricular student activities provided for students.
- Supervising statements, approvals and permits for student activities.
- Helping to activate student activities by holding various meetings and setting different times for them using practical methods that help develop the various skills and abilities of students.
- Supervising the delivery of courses and workshops offered to students aimed at developing various students' talents in cooperation with clubs and academic departments.
- Following up and reviewing advances and the budget for student activities with the activities accounting unit.
- Supervising the custody of activities and student clubs and coordinating event reservations with the custody unit.
- Communicating with bodies, institutions and social centers for cooperation in order to support the process of student activity plans and their implementation after obtaining approval from the Vice Dean.
- Supervising the listing of the names of participants in student activities.
- Following up with the certificates of participants in student activities.

- Disbursement from the activity budget in accordance with the instructions regulating that.
- Contributing to creating various methods for developing student activities and helping students adapt to them by conducting surveys on activities that interest the students.
- Carrying out an executive role, such as: participating in some students' plans procedures, such as identifying problems and difficulties that may restrict and delay the activation of those activities received from those clubs and taking appropriate measures regarding them.
- Contributing to introducing the local community to the college by organizing various activities and events.
- Supervising the student council.

Strategy	Causes
Freedom Space Motivating students to express their hobbies and develop their skills through curricular and extracurricular activities.	Student satisfaction rate with the activities provided.

6 E-Learning Unit	
Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Committee Members - Secretary
Tasks	
<ul style="list-style-type: none"> • Applying the training plans approved by the Deanship of E-Learning at the university. • Spreading the culture of e-learning in the college. • Holding and organizing training programs for teaching staff members and supporting staff in the college with the aim of training on the use of the Blackboard e-learning management system. • Assisting college teaching staff members in producing and converting their courses into electronic courses, in accordance with quality standards. • Holding training programs for teaching staff members on the use of modern technologies within the classroom. • Spreading the culture of distant electronic training among teaching staff members, supporting staff, and college students. • Raising students' efficiency in using the e-learning management system, to develop their ability for self-learning, and synchronous and asynchronous technical communication skills with teaching staff members. • Providing supporting services in the educational process such as virtual classes, electronic exams, evaluating students by assigning groups and online discussion boards, and other 	

services.

- Supporting researches and studies in the fields of e-learning and distant education.
- Activating cooperation with organizations, bodies and entities related to the fields of e-learning internally and externally.
- Making development plans for the college's e-learning unit.
- Coordinating with the Deanship of E-Learning at the university regarding solving the problems of teaching staff members, the supporting staff, and student problems related to the use of the e-learning management system.
- Evaluating the performance of college employees related to their use of the Blackboard e-learning management system.
- Disseminating technology in society with the culture of distant learning and e-learning and highlighting the role that e-learning can play in serving teachers in various schools and society.
- Supervising the project of converting academic courses into electronic content.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Electronic Converting courses to fully electronic content in cooperation with the Deanship of Education.</p> <p>Marhaba Creating an electronic course to prepare teaching staff members and enable them to carry out the basic tasks in education, quality, teaching and learning, and student guidance during the first semester of their joining the institution.</p>	<ul style="list-style-type: none"> • Percentage of courses whose content is completely converted to electronic content. • Student satisfaction rate with converting courses to electronic courses. • Average rate of beneficiary satisfaction with the support services on the platform. • Percentage of new members (beneficiaries) of the Marhaba Platform. 	<p>Average student rating of courses quality.</p>

Exams Evaluation Quality Unit

Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Committee Members - Secretary

Tasks

- Determine the actual training needs of teaching staff members which the effectiveness of evaluation processes depends on.
- Providing adequate training to teaching staff members through lectures and workshops to enable them to measure and evaluate the performance of students in accordance with the requirements of the Education Evaluation Commission - Higher Education Sector.
- Supervising vocabulary banks and developing a mechanism to benefit from statistical analysis of examination vocabularies
- Ensuring that teaching staff members use matrices and corresponding methods such as verbal grading scales.
- Providing technical reports on exams and clarifying strengths, weaknesses, and distinctive practices.
- Develop mechanisms and plans to measure the effectiveness of the systems used in evaluating students and tests.
- Achieving accuracy, transparency and fairness in evaluation, testing and statistics.
- Unifying exam standards and specifications for students of different specializations.
- Quantitative analysis of objective exams for all departments in the college.
- Qualitative analysis of the exam paper for all subjects at the college department level.
- Limiting the number of courses that apply electronic exams according to the announced plan.
- Publishing the Student Calendar Guide.
- Determine the cases and percentages of students with disabilities and the cases that require special arrangements in exams and continuous assessment tasks and work on them.
- Creating question banks in different specializations for acceptable questions.
- Following up on the process of implementing policies for students who are about to stumble and provide them with the necessary academic support.
- Checking the process of providing feedback on student evaluation tasks and work (exams - assignments - researchs - projects).
- Preparing and disseminating an emergency plan and distributing roles before exams.
- Verifying the efficiency of the student evaluation process (exchanging grading of exams and assignments - reviewing the grading process - selecting a random sample to grade).

- Providing educational and technical consultations to members of the educational staff when preparing exam forms by analyzing exams.
- Full cooperation with the university's Evaluation and Examinations Quality Center, attending meetings, and submitting reports and studies.
- Preparing an annual report on the unit's work.

Strategical Initiatives	Indicators of Causes	Main Causes
Check Checking the quality of the evaluation and measurement mechanisms used in the program.	<ul style="list-style-type: none"> • The percentage of programs achievement of the requirements of the Examinations Quality Center. • The percentage of satisfaction of the external evaluator with the quality of evaluation mechanisms in the programs. 	Average student rating of courses quality.

8

Teaching and Learning Unit

Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Committee Members - Secretary
Tasks	
<ul style="list-style-type: none"> • Preparing guides on modern teaching strategies in higher education. • Preparing models of activation of active learning strategies. • Preparing and applying a questionnaire about the extent of academic staff members' satisfaction with the use of active learning strategies in academic courses. • Provide workshops for members on active learning and teaching strategies. • Preparing and applying a questionnaire on the students' satisfaction with active learning strategies. • Preparing the unit's quarterly reports. 	

Strategical Initiatives	Indicators of Causes	Main Causes
Active Increasing the effectiveness of the student in the courses and raise their motivation to learn through the use of various active learning strategies in most courses.	The average satisfaction of students and teaching staff with the teaching strategies used.	-

9 Schedules Unit	
Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Committee Members - Secretary
Tasks	
<ul style="list-style-type: none"> • Preparing and scheduling study schedules in the student records system and reviewing them. • Extracting teaching load reports from the student records system and reviewing them. • Preparation of final exam schedules and year agendas. • Determine the occupancy percentage of the halls and visual facilities and the extent of the need in the college. • Providing the service of booking halls at different times for members. • Supervising the preparation of general course schedules and communicating with the colleges that offer these courses. 	

Strategical Initiatives	Indicators of Causes	Main Causes
Balance Achieving balance between the number of people enrolled in the program and its standard capacity in line with the needs of the labor market.	The average number of students in the classroom.	-

10	
Extensive Services Unit	
Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Psychologist - Secretary
Tasks	
<ul style="list-style-type: none"> • Studying the individual, psychological, social and behavioral cases that hinder the student from her academic career. • Studying the cases of stumbling students with an average of less than (2). • Preparing guidance plans for students who are stumbling or about to stumble. • Organizing training workshops for the stumbled students in cooperation with academic guidance. • Activating various programs, lectures and campaigns according to the needs of students. 	

Strategical Initiatives	Indicators of Causes	Main Causes
Support Providing academic and psychological support to all students to support their academic career and develop their talents.	<ul style="list-style-type: none"> • The percentage of student satisfaction with academic counselling. • Academic Stumbling Percentage. 	-

11	
Field Training Unit	
Entities Affiliated with it	Vice Deanship for Academic Affairs
Executors	Unit Manager - Committee Members - Manger Assistant
Tasks	
<ul style="list-style-type: none"> • Preparing an introductory brochure on field training, its mechanism, controls and conditions, to be distributed to students. It is to be updated with new systems periodically. • Conducting workshops in cooperation with other entities aimed at introducing students to the nature of field training, its objectives and controls. These workshops are given to students expected to go out for field training each semester. • Communicating with the available employers to students at The College of Science Programs and creating a database that is updated on an ongoing basis. • Preparing lists of the names of students registered in field training and training bodies and 	

sending them to academic departments to identify a teaching staff member to supervise each student.

- Communicating with employers and sending follow-up reports on trainees.
- Receiving the reports of each trainee at the end of the training period and sending them to the academic departments to take the necessary action.
- Communicating with training bodies through official letters, obtaining approvals, and fulfilling all training conditions.
- Organizing and following-up registration procedures for training.
- Coordinating with academic departments to determine the training needs of students or the training programs to be implemented.
- Organizing meetings and activities to prepare students for field training.
- Supervising the student in training during the training period in coordination with the academic departments.
- Measuring the quality of educational program outputs through field training.
- Following-up requests for cooperative training from outside the college and distributing them to the departments and units of the college.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Profession Developing field training practices to provide students with practical skills and experiences and supporting the recruitment of students to the bodies.</p>	<p>Student satisfaction rate with field training programs in the bodies.</p>	<p>Average satisfaction of employers with graduates' skills.</p>

4

The College Vice Dean for Scientific Research and Innovation

Identification, Association, Vice Dean Tasks, Vice Dean U

Fourth: Vice Dean of Scientific Research and Innovation

Identification

Teaching staff member in charge of supervising the progress of the educational, academic and research process for the members of the teaching staff, students and units affiliated to them at the college.

Association

Associated with the Dean of the College and is also one of the members of the College Council.

Tasks of The Vice Dean for Scientific Research and Innovation

- Supervising the units affiliated with the college's Vice Deanships for Scientific Research and Innovation
- Supervising the activities and developing the capabilities of the college staff in the field of scientific research.
- Following up and supervising the formation of research teams in specialized and common fields.
- Supervising the development of the research strategy and plan and developing mechanisms for its implementation at the college.
- Establishing the necessary plans and controls to guide researchers to serve development goals and adopt societal problems in their studies and research.
- Following up on providing financial support for research from the university and from funding agencies outside the college.
- Following up on the conditions of college students abroad.
- Ensuring the provision of a suitable learning environment that includes educational facilities, laboratories and all that academic programs require to ensure better performance.
- Following up on scientific societies and chairs located at the College headquarters.
- Coordinating with the Institute of Innovation and Entrepreneurship and supporting the college's activities in this field.
- Enhancing the university's entrepreneurship environment by holding events, workshops, and lectures. Following up on everything related to patents, registration files, and intellectual property rights, and encouraging college employees in this field.
- Checking the fulfilment of applications for practical promotions, scientific sabbaticals, scientific communication, and attending conferences submitted by teaching staff members.
- Supervising the completion of all the requirements of the Scientific Council of the university.

- Following up the achievement of the strategical plan of the college/university in relation to the objectives of scientific research and innovation and the achievement of performance indicators associated with them.
- General coordination with the units and departments of other relevant college deanships.
- Submitting periodic reports to the dean of the college on the progress of work in the units of the college deanship, explaining the achievements and difficulties.
- Following up on updating the college's website regarding the college's deanship and affiliated administrative units.
- Following up on administrative work, attending meetings, and everything related to the Deanship for Scientific Research and Innovation and its affiliated units.
- Implementing the work and other tasks assigned by the Dean of the College.

Units Affiliated to the Vice Dean for Scientific Research and Innovation

1. Scientific Research Unit
2. Scholarships and Teaching Assistants Affairs Unit
3. Innovation and Entrepreneurship Unit
4. Learning Resources Unit. Translation Unit
5. Laboratory Quality and Safety Unit

1	
Scientific Research Unit	
Entities Affiliated with it	The College Vice Dean for Scientific Research and Innovation
Executors	Unit Manager - Committee Members - Secretary
Tasks	
<ul style="list-style-type: none"> • Supervising the activities and developing the capabilities of college employees in the field of scientific research. • Following up and supervising the formation of research teams in specialized and common fields. • Supervising the development of the research strategy and plan and developing mechanisms to implement it in the college. • Establishing the necessary plans and controls to guide researchers to serve development goals and adopt societal problems in their studies and research. • Following up on providing financial support for research from the university and from funding. 	

- Organizing scientific meetings to communicate with competent authorities from various sectors to create opportunities for research cooperation.
- Preparing a research plan to increase the participation of bachelor's students in the areas of scientific research for academic departments and working on its implementation and following it up.
- Hosting distinguished researchers in existing research fields at the college to activate a series of discussion panels to increase opportunities for research cooperation with external parties.
- Organizing an event (Annual Scientific Research Day) for the college in which members and female students present the latest findings in their research.
- Preparing research projects submitted by the college and working on revising them to increase the opportunities for support from various support providers inside or outside the university.
- Checking the fulfilment of applications for scientific promotions, scientific sabbaticals, scientific communication, and attending conferences submitted by teaching staff members.
- Supervising the completion of all the requirements of the Scientific Council of the University.
- Encouraging scientific communication and participation in local and global conferences and meetings.
- Following up and evaluating scientific production at the college periodically.
- Creating an updated database to document the research production of teaching staff members and students, including scientific publishing, funded research projects, excellence awards and patents, participation in conferences and seminars, and community service.
- Coordinating the provision of research services and consultations in various college specializations to support teaching staff members and researchers.
- Continue improving the quality of published research to increase the citations associated with it.
- Review and evaluation of the promotion plan for the assistant professor and periodic support and follow-up to achieve it.
- Preparing guides and publications that support scientific research and the use of modern technologies.
- Supporting scientific publishing and encouraging researchers to publish in the distinguished and accredited publishing outlets of the University.
- Attending scientific research meetings inside or outside the college.
- Implementing the administrative work assigned to her by the Vice Dean for the unit and any other tasks.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Compass Increasing the proportion of research that meets the needs of the local and industrial community and aims to develop the economy, by implementing a scientific research plan that meets these needs and unifies efforts and resources to support the priorities of the scientific research plan.</p> <p>Careness Increase the number of research projects supported by entities inside and outside the University according to the research priorities of the programs.</p> <p>Distinguished Researcher Increasing the number of teaching staff members participating in publishing research in prestigious international scientific journals and conferences by teaching staff members.</p> <p>Visitor Attracting distinguished researchers in high-priority fields to work in the fields of scientific research and development.</p> <p>The Promising Researcher Increasing the students' skills.</p>	<ul style="list-style-type: none"> • The percentage of research that is consistent with the research plan in relation to the total number of published research. • Number of supported research projects. • The number of research papers published in highly ranked journals and prestigious conferences. • The number of distinguished researchers from inside and outside the kingdom who have been attracted to work on joint research projects. • Number of published student research and posters. • Number of funded research projects in which bachelor's students participated. • Percentage of courses that contain major research components relative to the number of all courses in the program. 	<p>Percentage of Teaching Staff Members (Full-time) who have once published research.</p>

in scientific research and publishing in peer-reviewed journals and conferences by increasing the percentage of courses that contain major research components and increasing the attraction of distinguished people within funded research projects.

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2	
Abroad Students and Teaching Assistants Affairs Unit	
Entities Affiliated with it	The College Vice Dean for Scientific Research and Innovation
Executors	Secretary
Tasks	
<ul style="list-style-type: none"> • Supervising the follow-up of the conditions of the college's scholarships at home and abroad from the beginning of the scholarship until the end of the mission. • Ensuring that the teaching assistants and lecturers are familiar with the conditions and regulations of the scholarship and help them meet the requirements of the scholarship. • Preparing teaching assistants and lectures for scholarships by preparing publications and coordinating workshops and lectures. • Encouraging teaching assistants and lecturers to get scholarships to universities with outstanding scientific classification. • Attaching the transactions for the scholarships. • Develop a supporting plan for stumbling from teaching assistants and lecturers. • Preparing scholarship statistics. • Ensuring that the departments' needs for teaching assistants are met. • Following up the recruitment procedures for a job (instructor/lecturer) with academic departments. • Develop mechanisms and plans to measure the effectiveness of the systems used in evaluating students and exams. • Dissemination of academic practices and methods used in the processes of verifying the efficiency of the evaluation process. • Monitoring all activities and preparing them as supporting evidence in the procedures of self-study of academic departments. 	

- Prepare an annual report on the work of the unit.
- Execution of the administrative work assigned by the Vice dean for the unit and any other tasks.

Strategical Initiatives	Indicators of Causes	Main Causes
Abroad Student Developing a promising scholarship plan for the best international institutions to prepare competitive educational cadres.	The percentage of members ' commitment to the scholarship plan and schedule.	-

3 Innovation and Entrepreneurship Unit	
Entities Affiliated with it	The College Vice Dean for Scientific Research and Innovation
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Coordinating with the Institute of innovation and entrepreneurship and support the activities of the college in this field. • Holding enrichment forums and training programs to enhance students' talent and innovative thinking. • Sponsoring talented and innovative people and qualifying them to participate in competitions and activities that support innovation and entrepreneurship. • Encouraging students to innovate, entrepreneurial work and build small projects. • Providing the appropriate environment to nurture talented and innovative people and providing the necessary equipment and tools to start innovative projects. • Finding communication channels with the labor market and sectors interested in the innovative aspect and entrepreneurship according to the specializations available at the college. • Enhancing the University's entrepreneurial environment by holding events, workshops and lectures. • Following up on everything related to patents, registration files and intellectual property rights and encouraging the college's employees in this field. • Developing a culture of innovation and entrepreneurship among female students and college employees and encouraging them to be original in scientific research. • Implementing the administrative work assigned to her by the Vice dean for the unit and any other tasks. 	

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Nafes Increase the participation of students and teaching staff members in national specialized competitions related to innovation and entrepreneurship.</p> <p>Role Model An example of attracting distinguished leaders in entrepreneurship and innovation to develop the skills of the college's employees in this regard.</p> <p>Innovative Increase the number of courses that develop creative solutions to community problems and support innovation and entrepreneurship skills in academic programs.</p> <p>Patents Increase the number of patents registered for college employees.</p> <p>Become an Entrepreneur Increase the number of entrepreneurial student projects that are incubated by national business incubators.</p>	<ul style="list-style-type: none"> • The number of affiliates participating in national competitions in the relevant disciplines annually. • The number of leaders who were attracted to participate in the development of innovation and entrepreneurship skills. • The number of courses that develop innovation and entrepreneurship skills. • The number of patents registered by the College annually. • The number of entrepreneurial projects that have been incubated. 	<p style="text-align: center;">-</p>

4	
Learning Resources Unit	
Entities Affiliated with it	The College Vice Dean for Scientific Research and Innovation
Executors	Library officials
Tasks	
<ul style="list-style-type: none"> • Exchange of loans between libraries. • Solve problems associated with lost books with patrons. • Assistance in the use of Library Information Resources. • Advertising of office services and their programs. • Survey the wishes of teaching staff members for training workshops. • Submit reports and statistics for the research and self-learning Hall. • Providing an appropriate environment that supports the process of research and self-learning for students. • Providing various activities to raise the cultural and scientific level of the college staff. • Communicating with the university library to raise the necessary need for learning resources and provide the study references required for the college's academic programs. • Coordinating dedicated college workshops provided by the Library Affairs Department. • Implementing the administrative work assigned to her by the Vice Dean for the unit and any other tasks. 	

Strategical Initiatives	Indicators of Causes	Main Causes
-	-	-

5	
Translation unit	
Entities Affiliated with it	The College Vice Dean for Scientific Research and Innovation
Executors	Unit Manager
Tasks	
<ul style="list-style-type: none"> • Providing support to beneficiaries regarding the translation of some documents and scientific papers. 	

- Referring to specialized scientific dictionaries and working to circulate them to beneficiaries.
- Translating all texts and documents related to the college, including rules, regulations, agreements, official documents, certificates, and other new tasks related to the field of translation.
- Contribute to translating the college's website into English with the highest level of quality.
- Translating some passages in methodological scientific books or specialized scientific research if necessary.
- Contributing to the preparation and training of specialists in the field of translation.
- Benefiting from computer applications in translation work and using terminology.
- Supervising teaching staff members and students in writing some texts in English for scientific documents and papers.
- Inviting researchers and those interested in the field of translation to attend lectures, conferences and seminars on issues of translation, authorship and publishing.
- Encouraging the concerned teaching staff members to translate some academic curricula and scientific references in accordance with the scientific principles followed for this by communicating with the publisher and facilitating translation and publishing procedures.
- Contributing to the publication of translated works and following up on their issuance periodically.
- Spreading awareness of the importance of translation and localization, their contribution to global rapprochement, and building bridges of knowledge and cultures by implementing workshops and training courses for beneficiaries in the field of translation.
- Working on building and forming partnerships with the centres and competent authorities related to translation from inside and outside the University.
- Assisting beneficiaries by providing specific advice and guidance.
- Reviewing translated texts and controlling their quality through linguistic auditing.
- Providing consecutive translation services whenever requested by the beneficiaries within the college.
- Establishing appropriate and influential activities that motivate the college's English language specialists and direct their attention to the field of translation.
- Developing the strategic plan for the unit's work, having it approved by the direct manager, and supervising its implementation.
- Addressing the direct superior or his representative regarding unit affairs.
- Preparing Translation Unit reports and submitting them to the direct manager periodically.
- Implementing and following up on the unit's tasks within the college and implementing any new tasks.

- Working to invite specialists in the field of translation and localization to carry out awareness training courses at the college on everything related to the field of translation.
- Implementing the administrative work assigned to her by the Vice Dean for the unit and any other tasks.

Strategical Initiatives	Indicators of Causes	Main Causes
-	-	-

6 Laboratory Quality and Safety unit	
Entities Affiliated with it	Vice Deanship of Scientific Research and Innovation
Executors	Unit Manager
Tasks	
<ul style="list-style-type: none"> • Preparing a guide with instructions for using materials and all equipment in the laboratories and announcing it periodically to the beneficiaries through all the college's advertising channels. • Supervising the preparation of a procedural manual for all laboratory experiments in the illustrated steps. • Organizing and implementing workshops or training programs to raise awareness of the instructions for laboratory equipment and learn about the security and safety rules and procedures followed. • Creating a database for laboratory equipment and all the materials available in it and working to update this data periodically. • Ensuring the provision and availability of materials and laboratory equipment for innovatory experiments in the relevant department. • Checking the accuracy of laboratory results of experiments and the efficient operation of devices. • Following up on companies' supply of equipment for laboratories and ensuring that they are installed correctly and placed in the designated places in accordance with the security and safety procedures followed within the laboratories. • Producing video clips of new experiments while explaining them to specialized engineers. • Developing a periodic maintenance plan for laboratories and eliminating malfunctions with 	

the management of equipment and supplying companies in accordance with the mechanism followed by the college.

- Permanently evaluating laboratory equipment, following up on beneficiaries' use of it, analyzing the results, and developing a plan for improvement.
- Hold periodic meetings with laboratory preparers and technicians to follow up on the progress of work and determine tasks for them, including installation and maintenance of equipment, in addition to the process of inventorying, inventorying, and classifying all equipment.
- Communicating periodically with the direct manager to inform him of developments and submit the necessary reports to him.
- Ensuring the availability of security and safety standards within the laboratories in accordance with the college's security and safety systems.
- Following up on the application of security and safety standards, environmental preservation, and hazardous waste disposal mechanisms.

Strategical Initiatives	Indicators of Causes	Main Causes
-	-	-

5

The College Vice Dean for Development and Community Partnership

Identification, Association, Vice Dean Tasks, Vice Dean Units

Fifth: The College Vice Dean for Development and Community Partnership

Identification

A teaching staff member in charge of supervising the development processes, ensuring quality, and managing community partnerships. This role involves achieving accreditation standards and academic evaluation in the educational process in academic departments. Along with controlling the quality of administrative work within the college. Finally, the vice dean must be working to develop and improve performance in all aspects and spreading its culture.

Association

Associated with the dean of the college and is also a member of the college council.

The College Vice Dean for Development and Community Partnership Tasks

- Supervising the units associated with the college vice deanship of development and community partnership.
- Supervising all development projects designed for improving performance to ensure the application of comprehensive quality methods and tools.
- Spreading the culture of quality assurance in the college's vice deanships, departments, and academic divisions.
- Coordinating all training workshops related to the localization of quality practices provided to all employees of the college.
- Supervising the application of academic accreditation standards for college programs.
- Investigating the fulfilment of self-study requirements for advanced programs in academic accreditation.
- Coordinating collaboration between the deanship of quality and academic accreditation and the academic programs within the departments, to ensure ongoing cooperation and fulfillment with the deanship's requirements between the two parties.
- Supervising all university's requirements from documents and manuals to institutional accreditation. Supervising the preparation of the college's strategic plan and following up the implementation of its projects and ensuring the cooperation between the academic deanships and departments.

- Verifying that academic programs use the updated course and program description/report forms announced by the education and training evaluation commission.
- Studying the difficulties and obstacles facing development and quality programs and proposing solutions to them.
- Developing phased plans for periodic review of approved quality standards to ensure continuous improvement of the performance of academic departments and administrative units.
- Supervising memorandums of understanding and cooperation between the college and community institutions related to the college's specialization. ensuring beneficial exchange between the two parties in accordance with the university's rules and regulations then evaluate them in periodic reports.
- Working to enhance community responsibility and partnership by increasing the number of community partnerships and scientific research studies.
- Supervising the preparation and implementation of the annual community service plan to ensure the college's effective contribution towards community partnership.
- Documenting community service activities for all college employees in the Social Responsibility Bank and the volunteer work platform to ensure the development of the college's balance in this regard.
- Implementing and following up the activities of the innovation and excellence awards in academic, research and career performance in the college.
- Working with the college's academic, research, and administrative bodies to update the college's organizational structure in accordance with approved official developments and prepare the necessary procedures manuals.
- Participating in monitoring the college's performance indicators annually, develop improvement plans, and supervise the closure of quality circles.
- Supervising the preparation of the college's annual report and submitting it to the competent authorities after its approved by the college dean.
- Create and update a database of college graduates, employment rates and their destinations. Communicating with college graduates and monitoring the challenges they face while ensuring that they continue to support the college and participate in its activities and events.
- Create and update a database of college graduates, employment rates and their

destinations. Communicating with college graduates and monitoring the challenges they face while ensuring that they continue to support the college and participate in its activities and events.

- Create and update a database of college graduates, employment rates and their destinations. Communicating with college graduates and monitoring the challenges they face while ensuring that they continue to support the college and participate in its activities and events.
- Continuous marketing of college graduates and their skills, holding events and exhibitions to publicize this, inviting employers and stakeholders, and coordinating with the graduate center and professional development in this regard.
- Measuring the satisfaction of employers' stakeholders with college graduates then improving education outcomes in academic programs beside on the results.
- Implementing a mechanism for obtaining the expectations, requirements and level of satisfaction of the college's customers (internal and external) and following up on its implementation in the academic departments and other administrative units of the college.
- Following up on updating the college's website regarding the college's deanship and affiliated administrative units.
- General coordination with relevant college units, departments, and vice deanships.
- Providing periodic reports to the dean of the college on the progress of work explaining the achievements and difficulties in the units affiliated with the vice deanship.
- Following up on administrative work, attending meetings, and everything related to the Vice deanship of development and community partnership and its affiliated units.
- Increase the efficiency of teaching staff members to develop their professional skills continuously. developing plans for training workshops in coordination with the deanship of university education development.
- Localization of all quality practices to ensure the best performance linked to academic accreditation standards for teaching and learning.
- Working on other responsibilities assigned by the dean of the college.

Units affiliated to the Vice Dean of Community Development and Partnership

1. Quality Control and Academic Accreditation Unit Statistics and Data Analysis Unit
2. Community Service and Community Partnership Unit
3. Skills Development and Continuing Education Unit
4. Training and Development Unit
5. Graduates and Professional Development Unit
6. Measurement of Learning Outcomes Unit

1	
Quality Control and Academic Accreditation Unit	
Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager -Secretary -Coordinators of Quality Committees in Programs
Tasks	
<ul style="list-style-type: none"> • Working to spread the culture of quality assurance at the college level in all vice deanships, administrations, and academic departments. • Developing the executive plan for the heads of departments and teaching staff members and documenting it. • Following up on the preparation of operational plans for academic programs. • Following up on the formation of advisory committees for educational programs and submitting to the secretariat of the advisory committees for approval. • Following up the preparation of reports of advisory committees and completion of meeting forms and submitting them to the deanship. • Following up on the completion of recommendations submitted by the advisory committee and adherence to the improvement plan prepared by the academic programs. • Assigning powers to academic programs via the Estibana system. • Opening and publishing the necessary questionnaires to measure the quality of teaching and learning. • Activating awareness campaigns on the importance of filling out questionnaires. • Following up on the completion of accreditation files for academic programs and submitting them to the deanship. • Following up on the commitment of academic programs to the standards and requirements of academic accreditation (all accreditation requirements). • Following up and reviewing the reports submitted by the academic programs and submitting 	

them to the deanship (program reports - courses - results of questionnaires - reports of improvement plans - performance indicators. etc.).

- Verification of fulfilment of self-study requirements for advanced programs for academic accreditation.
- Coordination between the deanship of quality and academic accreditation at the university and the academic programs in the departments to ensure permanent cooperation between the two parties and meet the requirements of the deanship.
- Verifying the use of academic programs for the forms of descriptions/reports of courses and programs updated and announced by the education and training evaluation commission.
- Following up the updating of accreditation documents by the education and training evaluation commission, circulating and reviewing them with the academic departments.
- Localizing all quality practices to ensure the best performance related to the academic accreditation standards for teaching and learning.
- Assigning powers to academic programs through a system of indicators.
- Following up on the indicators system and the commitment of academic programs to update the indicators data annually.
- Participate in monitoring the performance indicators of the college annually, developing improvement plans and supervising the closure of quality departments.
- Coordination of all training workshops related to the localization of quality practices provided to all employees of the college.
- Providing workshops for quality coordinators in departments and teaching staff members to apply all quality requirements.
- Preparing the necessary reports for the unit and presenting them to the vice dean for community development and partnership.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Accredited Accreditation of various academic programs is approved by national and international accreditation bodies depending on the nature of each program.</p> <p>Indicators Analysing, evaluating, and utilizing key performance indicators in analysis, development, and decision-making processes.</p> <p>Aware Providing training courses to sensitize members to the requirements and standards of academic accreditation.</p> <p>Quality Automation Activating the quality application to save all documents for academic accreditation.</p>	<ul style="list-style-type: none"> • The percentage of provision of program accreditation requirements. • The number of developmental actions taken in various programs based on the analysis of performance indicators. Beneficiaries' satisfaction rate with training courses. • The percentage of automation of existing files. 	<p>The percentage of graduates ' employment and enrollment in graduate programs.</p>

2 Statistics and Data Analysis Unit	
Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Writing models and reports of statistical analysis of questionnaires. • Designing a guide that includes all the procedures involved in analyzing questionnaires. • Sending questionnaires related to the various units of the college to develop improvement plans. • Comparing survey results for five consecutive years. • Supervising the work of any important questionnaires required by any program and not included in the questionnaire program. • Following up on the questionnaires that are opened every year. 	

- Participating with the quality control unit in activating awareness campaigns on the importance of filling out questionnaires.
- Identifying and addressing the questionnaire problems that students face during the questionnaire filling period.
- Following up analysis of data and statistics related to the results of questionnaires through the questionnaire system for academic programs.
- Supervising the development of improvement plans and closing the quality department in cooperation with the quality control unit.
- Following up collecting the beneficiaries' opinions from students, teaching staff members, employees, graduates and employers through a set of questionnaires.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Your Voice Is Heard (Nasmak)</p> <p>Analyzing the questionnaires of students, graduates and recruiters to benefit from them in various program development processes.</p>	<p>The number of developmental actions taken in different programs based on the analysis of questionnaires.</p>	<p>The result of the performance indicators of the questionnaires (students' satisfaction with the quality of the courses - satisfaction with the learning resources and educational experiences)</p>

Community Service and Community Partnership Unit

Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Secretary- Community Service and Partnership Committee in The Program
Tasks	
<ul style="list-style-type: none"> • Ensuring that the support unit is a link between the entity that follows it and the community partnership department with regard to activating community partnerships at the University, applying its policies and procedures, and reviewing all developments and circulars issued in this regard. • Linking the support unit with its affiliated departments. • Sending the entity's community service operational plans annually at the beginning of each academic year. • Sending the report of the support unit annually at the end of each academic year. • Attending regular meetings organized by the central unit in the Community Partnership Department. • Cooperating with the community partnership department in activating community partnerships concluded with various sectors and limiting their outputs. • Cooperating with the Community Partnership Department in promoting the aspect of volunteering among students. • Communicating with the social responsibility unit and the voluntary work unit in the Community Partnership Department to take the necessary powers for the entity's account in the social responsibility bank platform and the national platform for voluntary work. • Obtaining full training on electronic platforms in coordination with the competent units in the community partnership department. • Providing knowledge and technical support to the employees of the affiliated entity, the support unit, in relation to community service, volunteer work and dealing with its electronic platforms. • Providing the needs of the employees of the entity followed by the support unit to enhance their role in the community partnership, through training workshops and awareness meetings. • Full knowledge of how to issue reports and performance indicators of the entity documented in the platforms and meet the quality and accreditation requirements related to this matter. • Following up on the completion of the entity's documentation of its community efforts on electronic platforms and submitting it for volunteer opportunities and the validity of the documented inputs. • Following up on the entity's performance indicators on electronic platforms and work to 	

enhance the entity's interaction in the field of community service in both parts (Social Responsibility and voluntary work).

- Identifying the difficulties and obstacles that limit the activation of the role of community partnership in the entity that follows it, and work to overcome them.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Sustainable Increase the participation of the college's employees in sustainable community services within a systematic learning plan based on systematic activities.</p> <p>Volunteer Increase the participation of college employees in the volunteer work platform within the announced volunteer plan and priorities.</p> <p>Partner Developing partnerships with public sector entities (professional organizations, public bodies, ministries, municipalities, etc.).</p>	<ul style="list-style-type: none"> • The number of community hours registered in the Bank of Social Responsibility. • The percentage of common courses in community learning. • The number of volunteering hours registered per year in the volunteering platform. • The number of agreements signed with public or private partners per year. • The percentage of achievement in the activation of the provisions of the agreements. • The number of activities promoted and directed towards the transformation to a green college. 	<p>Stakeholder evaluation of the quality of community service programs provided.</p>

Skills Development and Continuing Education Unit.

Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Holding and managing training programs and courses with the aim of developing the capabilities, expertise, skills, and professional qualifications of the beneficiaries of the unit's services to enable them to contribute to the construction and development phase. • Communicating with partners and interested parties in training and continuing education programs to strengthen cooperation with them and monitor their training needs and meet them according to scheduled training plans. • Developing the college's capabilities and ability to provide services, providing material and moral incentives to the college's employees, and encouraging them to contribute to community service and development plans. 	

Strategical Initiatives	Indicators of Causes	Main Causes
Continuing Education Provides educational and research services for financial fees in multiple disciplines (academic programs-training courses-conferences)	The annual financial return from programs, courses and activities held with financial fees.	Stakeholder evaluation of the quality of community service programs provided.

Training and Development Unit

Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Teaching Staff Members Committee
Tasks	
<ul style="list-style-type: none"> • Replying to incoming letters, editing and following up on outgoing letters. • Announcing the programs of the Institute of management each semester and reviewing the nomination forms for the programs and submitting them to the competent authority. • Nomination for external and internal programs and submission to the competent authority. • Determining the actual needs of teaching staff members and the administrative body for each semester to make a training plan at the college. • Coordinating the implementation of external and internal programs (preparation of a training plan for each semester). • Coordinating with the trainers to implement the training and lifting plan for the competent authority for accreditation. • Creating registration links for training programs electronically. • Writing announcements for the training programs implemented at the college and recalling them. • Preparing the training site and providing the needs of the training program and hospitality. • Preparing an electronic attendance statement with confirming the data of the program registrants and sending an e-mail to remind the date of the training program. • Presenting the training hall for the programs implemented at the college. • Following up on the status of devices in the training hall and communicating with technical support. • Receiving trainers from outside the college and issuing certificates of thanks to them at the end of the training program. • Creating questionnaires to evaluate training programs electronically and send them to attendees. • Sending the attendance statement to the certification unit and ensuring that the evaluation of the training program and the third-party photo Program report are completed. • Electronic Archiving of Unit • Making statistics for training programs (preparing training programs in the calendar year, classified by the number of participants: assistant professor - lecturer - teaching assistant - administrative ...) And her graphic work. • Analyzing the results, measuring the beneficiary's satisfaction with the training programs, the percentage of overall satisfaction with the training programs implemented during the calendar year, and making graphs for them. 	

- Preparing the annual report of the unit by the end of the academic year as well as the reports of the faculty page and the Faculty Council.
- In addition to the work of the training and development committees: the training portfolio evaluation committee - the training and development charter committee for teaching staff members and members of the administrative of the college and follow-up on completing the filling of the charter for them.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Steps Designing a development plan for each teaching staff member. Aligning the needs of the member, the department, the college and the university. Including growth in the field of teaching and learning, scientific research, and digital skills.</p> <p>The Medal of Excellence Honouring the distinguished members of the educational and administrative staff.</p>	<ul style="list-style-type: none"> • The percentage of alignment of training hours with the announced professional development plan. • The percentage of members who have professional degrees, a fellowship in teaching and learning, or a fellowship in measurement and evaluation. • The number of employees of the College honoured annually. 	<p>Average job satisfaction of academic and administrative staff members.</p>

Graduates and Professional Development Unit

Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Secretary Coordinators of the Graduates Committee

Tasks

- Activating and distributing the center's questionnaires and verifying their arrival to graduates and their expected graduation.
- Cooperating with the centre in creating the periodic graduate's magazine and providing news and information related to the college's graduates to be included in the periodic magazine.
- Marketing the services provided to graduates, as well as proposing and activating any development ideas for services that can be provided through the graduate and professional development center.
- Preparing reports on graduates that may be needed by the university's graduate and professional development center.
- Preparing reports on tasks and activities carried out during the academic year.

Tasks Related to Graduates Relations

- Coordinate with the relevant authorities of the college to ensure the commitment of the expected graduates to fill out their data at the centre's systems.
- Preparing the data file of graduates and those expected to graduate and making sure that it matches with the information in the centre's systems.
- Certifying the validity of the data of college graduates registered in the database.
- Organizing a meeting with the students expected to graduate, raising their awareness of the importance of communicating with the graduates' center after graduation and introducing them to the center's services.
- Providing the graduate center with data on outstanding and distinguished students from each batch who are expected to graduate.
- Interacting and communicating periodically with graduates and updating their data in the relevant program, through all available means of communication such as LinkedIn, phone calls, mobile messages, emails, etc.
- Raising the level of contribution by graduates to the university through the system of graduates' contributions on the site.
- Enhancing and activate the graduates meeting program and coordinate with the center in providing a brief and information from the graduates center in the meetings of the tasks for communication with graduates.

- Activating the graduate card program and coordinating with the center to provide the required information and increasing additional services that can be covered through the card.
- Communicate continuously with the centre in providing information about prominent graduates to be uploaded to the graduate website of the college.

Professional Development Tasks

- Coordinating and supervising the holding of training workshops for students expected to graduate through the Center's systems for Professional Development.
- Preparing and coordinating of the college's participation in the activities of the career forum.
- Coordinating with the center in the processes of communication with the operating companies, and the center should be the official means of communication in the event that there are companies requesting data or information related to graduates.
- Coordinating with the center to issue certificates for any professional courses or programs held at the college and the certificates should be marked, signed and approved in the name of the Center for Graduates and Professional Development.
- Activating the college's career counselling and guidance programs in coordination with the graduate and professional development center.
- Follow up on measuring graduates' attributes.

Website and Social Networking Tasks

- Paying attention to developing the college's graduates page and providing it with information on a regular basis. Includes an overview of the unit, college graduate activities, news of college graduates, prominent graduates, graduate success stories, graduate statistics, career opportunities for graduates and other developmental and modern ideas to display information about graduates on the site.
- Updating the graduates page of the college with the names of graduates and their information and updating the databases linked in it so that there is no conflict in the information of graduates.
- Mention the name of the graduates and professional development centre or the name of the unit in any activity advertised on social networking sites.
- Marketing intensively with the college's employees for the graduates and professional development center page, as well as the college's graduates page, in addition to the centre's websites on social networking pages.

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Graduate Developing the relationship with the graduates, develops them professionally and activates their role in community service.</p> <p>Licensed Enhancing the opportunities for graduates to obtain licenses to practice the profession.</p>	<ul style="list-style-type: none"> • Graduates' satisfaction rate with the programs offered. • Number of graduates participating in community development and service programs. • Average student satisfaction with professional preparation programs. 	<p>The percentage of holders of licenses to practice the profession.</p>

7 Unit of Measurement of Learning Outcomes	
Entities Affiliated with it	Vice Deanship of Community Development and Partnership
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Following up and reviewing the output measurement plan for the programs. • Holding training workshops on measuring the learning outcomes of the programs. • Holding periodic meetings with the departments. • Writing forms for reports on measuring outputs. • Writing annual reports for all the results of college programs. • Following up programs in completing all course results in the application of learning outcomes. • Following up on the publication of learning outcomes questionnaires and graduates' characteristics for stakeholders. • Presenting the results of learning outcomes for courses using the outcomes app. • Preparing a procedural guide for the unit and reviewing detailed methods for the output measurement plan. • Following up on filling out learning output measurement forms for academic programs at the college. • Following up the analysis of data related to measuring the learning outcomes of the academic program. • Supervising the development of improvement plans and closing the quality department in 	

cooperation with the quality control unit.

- Participating in the activation of the output system and following up with the academic departments.

6

Manager of Administrative and Financial Affairs

Department

Identification, Association, Manager Tasks, Manager Units

Sixth: Manager of Administrative and Financial Affairs Department

Identification

A person responsible for supervising the financial and administrative affairs of the college.

Association

Associated with the dean of the college.

Tasks of the Manager of Administrative and Financial Affairs

- Supervising the affiliated units and coordinating their work to ensure their good performance. Following up and implementing all administrative and financial regulations, instructions and decisions related to them.
- Supervising the implementation of the disbursement mechanism from the college's permanent advance in accordance with the financial rules, regulations and items.
- Following up of the administrative body on a daily basis through the attendance and departure system.
- Informing the dean of the college with any problems related to the college's administrative staff and educational staff.
- Coordinating the rotation of administrative staff in coordination with the dean of the college. Following up on the job performance evaluation procedures.
- Preparing any required reports (budget report - teaching staff classification reports - annual report). Determining the college's needs for human resources, equipment and materials and following up on the request to provide them.
- Follow up on the provision of the necessary educational requirements for all academic departments. Reply to letters received in the correspondence and e-mail system.
- Supervision of inventory operations of warehouse contents.
- Reviewing absence reports before submitting them to the follow-up department. General supervision of security and safety responsibilities.

Units under the Manager of Administrative and Financial Affairs

1. Human Resources Management Unit
2. Administrative communication unit
3. Security and Safety Unit
4. Financial affairs unit
5. The warehouse unit

1	
Human Resources Unit	
Entities Affiliated with it	Administrative and financial affairs
Executors	Unit Manager - Secretary
Tasks	
<ul style="list-style-type: none"> • Receiving photos of appointment decisions or contract orders for college employees. • Preparing the identification letters and travel permits (for contractors). • Saving and organizing the files of the college employees so that they include documents and information related to their careers and the facts that arise from them. • Submitting letters assigning training courses to members of the administrative body. • Preparation of exit, return and residence visa procedures. • Updating the data of teaching staff members and employees. • Submitting all letters related to the administrative and educational staff regarding administrative and financial affairs. • Collecting data and preparing various reports and statistics. • Preparing a release for those whose contracts have ended or whose services have been transferred. • Submitting letters of financial dues (allowances - attendance of councils) for teaching staff members. • Preparing an annual report on the employee affairs unit. • Receiving members' circulars and responding to them. • Receiving evaluation forms for teaching staff members and submitting them to the job performance evaluation unit of the human resources department. • Issuing internal costs to teaching staff members and employees. • Preparing the budget and planning report for the personnel affairs unit. • Submitting recruitment letters for college drivers. • Preparing job descriptions for the administrative staff. • Submitting unexcused absence reports at the end of each month via an official letter. 	

- Follow up on attendance and departure problems and solve them with the Bassmati system.
- Following up on the attendance and departure of employees daily.

Strategical Initiatives	Indicators of Causes	Main Causes
Effective Evaluation Developing and implementing an effective evaluation system with accompanying procedures (incentives and sanctions) to ensure the quality performance of academic and administrative staff.	Evaluating teaching staff members in annual performance reports.	-

2 Administrative Communication Unit	
Entities Affiliated with it	Administrative and financial affairs
Executors	Responsible of incoming and outgoing
Tasks	
<ul style="list-style-type: none"> • Receiving incoming transactions to the dean's office through the correspondence system. • Exporting transactions to various administrations at the university through the correspondence system. • Circulating all costs and administrative decisions through email. • Archiving all outgoing and incoming transactions and submitting periodic reports to the dean of the college on the number of transactions. • Making the necessary adjustments to the structure of the correspondence system. • Responding to any questions regarding transactions issued and received from the dean's office. 	

Strategical Initiatives	Indicators of Causes	Main Causes
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3

Security and Safety Unit

Entities Affiliated with it	Administrative and financial affairs
Executors	Unit manager-Security officers

Tasks

- General supervision of security and safety.
- Working to establish security and maintain the safety of college facilities by all necessary means.
- Security control at college locations.
- Checking emergency exits and imposing violations when leaving or entering.
- Imposing behavioural violations and handing them over to the security supervisor.
- Continuous follow-up with the security supervisor when any emergency occurs, whether in the field or inside the college buildings.
- Logging visitor names in a designated register prepared by the supervisor and specifying the day, date, and reason for the visit.
- Prevent the exit of any materials except with an official paper from the department sealed.
- Submitting periodic reports to the security and safety department.

Strategical Initiatives	Indicators of Causes	Main Causes
Security and Safety Enhancing the adequacy and efficiency of security and safety operations within the college.	Stakeholders' satisfaction with the adequacy and efficiency of security and safety operations.	-

4

Financial Affairs Unit

Entities Affiliated with it	Administrative and financial affairs
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Executors	Unit Manager-Secretary
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Tasks

- General supervision of security and safety.
- Receiving the college's permanent advance and implementing its accounting procedures.
- Preparing accounting procedures for independent accounts and submitting them to the relevant department.
- Following up on the monthly rewards for students and responding to the questions.
- Submitting and following up on accounting letters (sponsoring conferences and scientific research).
- Annual warehouse inventory for warehouse keepers (subcommittee).
- Completing the procedures for raising direct funds transactions for those working on jobs directing public funds (subcommittee).

Strategical Initiatives	Indicators of Causes	Main Causes
<p>Investment Initiating investments to rent college facilities such as halls, sports facilities and theatre.</p> <p>Financing Securing additional internal financial resources to support the college's activities and operations.</p> <p>Careness A project to redesign interior spaces and remove visual distortion.</p>	<ul style="list-style-type: none"> • Financial return on investments. • The amount of self-financial support for the college's activities and operations. • Beneficiaries' satisfaction rate with the internal environment. 	-

5 Warehouse Unit	
Entities Affiliated with it	Administrative and financial affairs
Executors	Unit Manager-Secretary
Tasks	
<ul style="list-style-type: none"> • Providing the needs of academic departments, vice deanships and various college departments for stationery and printer inks. • Conducting a periodic inventory of the unit's warehouse in order to ensure the integrity of the balance. • Preparing return documents and submitting them to the university's warehouse management. • Preparing permanent covenant transfers and submitting them to the university's inventory control department. • Updating the covenant files of the college administrations and personal covenant annually. • Updating the inventory control of college administrations annually. • Conduct an annual inventory of all items in the college. 	

Strategical Initiatives	Indicators of Causes	Main Causes
Paperless University Activate all electronic transactions and strives to automate paper transactions.	<ul style="list-style-type: none"> • The completion rate of the paper transaction automation program. • The percentage of savings in the amount of paper consumed annually by departments and units annually. 	-

7

Department Council

Identification, Council Organization, Council Tasks

Seventh: Department Council

Identification

The Department Council consists of its teaching staff members. Each department council has powers in academic affairs within the limits of the system and its regulations.

Organization of the Council

- The department council meets at least once a month, and the meeting is not valid unless attended by two-thirds of its members.
- The council is lead by the head of the academic department. The council's decisions are made when a majority of the votes from the members present are in favor. In case of a tie, the decision will favor to the side where the head of the department is in.
- The Council's decisions are considered effective unless they receive an objection from the dean of the college within fifteen days from the date they reach. If any objection, it returns to the department council, along with the dean's point of view to reconsider. If the council maintains its opinion, the objectionable decision is referred to the college council for decision.

Tasks of the Scientific Department Council

Academic Affairs

- Recommending the approval of programs, curricula, prescribed books, and references in the department.
- Recommending approval or modification of study plans.
- Recommending the equivalence of courses that the student studied outside the university.
- Recommending determining the courses that the student studies outside the university based on their equation with the courses of his study plan.
- Recommend exempting a student, new, transferred or regular, from studying a course in the following cases: (studying a course similar to the one exempted from and passing it; or achieving an accredited professional certificate equivalent to the course exempted from it;

or passing an approved standardized test grade with the minimum grade required by the college).

- Recommending that the duration of the final exam be limited to no less than one hour and no more than three hours.
- Proposing a mechanism for calculating grades for semester work, the final exam, and the evaluation method according to the nature of the course.
- Recommending that the final exam include practical or oral exams in any course and determine the grades to be allocated from the final exam grades.
- Recommending the exception of seminar courses, research and projects, and courses of a practical or field or clinical courses from holding a final exam, while specifying a mechanism for measuring student achievement in these courses.
- Reviewing and discussing the results of the exams and develop improvement plans to close the academic quality departments.
- Recommending the formation of peer review committees for exams (according to what is stated in the Testing and Evaluation Policies Manual).
- Recommending the formation of a committee to evaluate the teaching process for teaching staff members.
- Approving the distribution of lectures, exercises, and work to teaching staff members and the like.
- Recommending that the student be allowed to complete the requirements of any course at the next academic level, the next semester, or the next academic year for colleges or institutes that apply the full academic year system, taking into account what is stated in the text of Article (33) of the Study and Examinations Regulations and its executive rules.
- Recommending the selection of appropriate courses to be studied by the student to raise his GPA, in case he succeeds in the courses and fails the average, taking into account the provisions of Article (42) of the study and tests regulations and its executive rules.

Affairs of Teaching Staff Members

- Recommending the appointment, secondment, secondment, and promotion of teaching staff members, lecturers, teaching assistants, and research assistants.
- Recommending the promotion of a teaching staff member and nominating a number of specialized arbitrators of no less than eight.

- Recommending the disbursement of the allowance of teaching units in excess of the prescribed quorum of teaching staff members and the like.
- Recommending approval of the teaching staff member's participation in conferences and seminars held inside and outside the kingdom.
- Recommending that the teaching staff member obtain a sabbatical leave and accept her reports.
- Recommending approval of the teaching staff member's work as a part-time consultant in government agencies, the private sector, and regional or international organizations.
- Recommending the transfer of a teaching staff member and the like within the scope of his scientific specialization from one college to another college at the University.
- Recommending the transfer of a teaching staff member and the like to a job outside the University.
- Recommending the assignment of a teaching staff member and the like to work for government agencies.
- Recommending the secondment of the services of a teaching staff member and the like.
- Recommending sending a teaching staff member on a scientific mission outside the university headquarters.
- Recommending sending a teaching staff member to teach outside the kingdom.
- Recommending that a teaching staff member be allowed to travel to conduct research at a university other than his own during the summer vacation.
- Recommending the acceptance of the resignation of a teaching staff member and those of similar status or referring him to early retirement based on his request.
- Recommending the appointment of part-time professors for a period not exceeding two years, renewable.
- Suggesting names of part-time persons with prominent academic standing to teach or supervise research and scientific dissertations.
- Recommending the use of distinguished Saudi competencies from outside the university to carry out teaching.
- Suggesting and recommending the use of visiting specialists, both Saudis and others, for a specific period of time to teach in the department.

Scholarship Affairs

- Recommending scholarships for teaching assistants and lecturers and extending them or terminating their scholarships.
- Recommending approval for the scholarship student to change his major, university, or country of study.
- Recommending the suspension of scholarship allowances in cases stipulated by law.
- Recommending approval of the scholar's scientific trip.
- Recommending that the teaching assistant or lecturer on scholarship for postgraduate studies at home be assigned academic and administrative work, provided that this does not affect his academic achievement.
- Coordinating with the Scholarship and Training Committee in following up on the conditions of scholarship students and trainees.
- Approval of the detailed annual report on the scholarship status in the department.

Postgraduate Affairs

- Proposing the necessary study plans for postgraduate studies and admission controls to the department.
- Proposing the courses required to obtain the qualification and proposing the name of the certificate.
- Recommending adding conditions for admission to the master's or doctoral level or passing a number of supplementary courses from a previous stage of study.
- Recommending the admission of a student to study for a master's or doctorate in a field other than his specialty.
- Recommendation to postpone the admission of a student to postgraduate programs.
- Recommending postponement of study for a postgraduate student or accepting his apology for continuing to study one or more or all semester courses.
- Approval for the student to drop all semester courses.
- Recommending the acceptance of transferring a postgraduate student from one program to another within the university.

- Recommending the acceptance of the student's transfer to the college from another recognized college.
- Recommending cancellation of the student's enrollment in postgraduate programs, or re-enrollment.
- Recommending the equivalence of the academic units studied by the student transferred from another recognized university.
- Recommending approval of alternative exams and courses that require studying for more than one semester in postgraduate courses.
- Recommending that a comprehensive written and oral examination be conducted by a specialized committee according to specific rules for the postgraduate student after completing all required courses.
- Recommending that the student be given an additional opportunity to complete his dissertation based on a report from the supervisor.
- Suggesting Scientific Dissertation Supervisors.
- Recommending increasing teaching staff member supervision of scientific theses to a maximum of seven scientific theses.
- Propose identifying an alternative supervisor for the dissertation in the event that the supervisor is unable to continue, dies, or ends his service at the university.
- Recommending the formation of a discussion committee on scientific theses.
- Recommending granting a student proof of passing a number of postgraduate courses without all of them qualifying for an academic degree.



Head of Department

**Identification, Association, Tasks of the Head of the Department, Committees Affiliated
to the Head of the Department**

Eighth: Head of Department

Identification

A teaching staff member charged with managing the academic, administrative, and financial matters. Responsible for applying the regulations of the higher education council. Submits an annual report to the dean on the department's work at the end of each academic year. The head of the department is assigned from among the distinguished Saudi teaching staff members with scientific and administrative competencies. Decision made by the university president based on the nomination of the college dean. The assignment is for an extendable two-year period.

Association

Associated with the dean of the faculty and is also one of the members of the college council.

Tasks of the Head of the Department

Administrative and Financial Affairs

- Chairing the department Council, supervising the organization of its affairs, inviting to attend its sessions, implementing its decisions, and sending the minutes of its sessions to the dean of the college.
- Issuing internal decisions required for the proper functioning of the department in accordance with the rules and regulations.
- Managing the department to achieve the higher goals and policies of the university.
- Supervising the preparation of the department's strategic plan and following up on its implementation.
- Supervising the development of the department administratively, academically and research.
- Coordinating and developing the department's relations inside and outside the university.
- Supervising the provision of all the department's educational, research, administrative and financial requirements.

- Preparing job performance reports for teaching staff members.
- Recommending assignment to work outside working hours for department employees.
- Recommending the payment of benefits for off-hour work to department employees.
- Recommending department employees to attend training courses inside and outside the university.
- Submitting to the dean of the College any violation of the required duties committed by a teaching staff member or like.
- Submitting an annual report on the progress of work, study, and academic performance in the department and on the scientific activity of its members to the Dean of the College and like.
- Submitting a report on the progress of postgraduate studies in the department to the Dean of the College and the Vice Dean for Postgraduate Studies at the end of each academic year.
- Implementing and following up on the decisions of the Department Council.
- Implementing the decisions of the College Council regarding the department.
- Carrying out the powers delegated to him by the Dean of the College.

Academic and Research Affairs

- Supervising the progress of the educational process, implementing its plans, and developing its academic programs in the department.
- Implementing quality, evaluation and academic accreditation systems and regulations.
- Supervising various student activities in the department.
- Monitoring examination performance and controlling the system within the department.
- Supervising the academic development process of the department's programs.
- Supervising the recruitment of teaching staff members in the department.
- Distributing the academic load among teaching staff members - while following what is stated in the rules for calculating the teaching load at Imam Abdulrahman bin Faisal University.
- Recommending that the final exam questions be corrected by a teaching staff member other than the course teaching staff member or that one or more specialists be included in the correction.

- Suggesting a teaching staff member other than the course teaching staff member to set the final exam questions for the course when necessary.
- Approval of transcripts in the student records system.
- Approval of a grade change request in the student records system.
- Submitting the report of the dissertation discussion committee to the Vice Dean for Postgraduate Studies.
- Approving the report prepared by the supervisor on the scientific thesis and sending a copy to the Vice Dean for Postgraduate Studies at the end of each semester.
- Encouraging the members of the department to prepare scientific research, coordinate it, and work on its publication.
- Coordinating with the scholarship committee of the College in following up the status of the scholarships in the Department.
- Submitting a comprehensive report on the scholarship academic trip if it is within the Kingdom and under the supervision of the department and submitting it to the College Council.
- Working with the powers delegated by the department council.

Committees Affiliated with the Department Head

- Department Management and Strategic Planning Committee
- Public Relations and Media Committee
- Quality control and Academic Accreditation Committee
- Statistical Analysis and Measurement Committee
- Committee for The Measurement of Learning Outcomes
- Curricula and Study Plans Development Committee
- Field Training Committee
- Active Learning Committee
- Examinations Evaluation Quality Committee
- Academic Supervision Committee
- Curricular and Extracurricular Activities Committee
- Graduate Committee
- Partnerships and Community Service Committee
- Training and Professional Development Committee
- Scholarship Committee
- Laboratory Quality and Safety Committee
- E-learning Committee
- Learning Resources and Equipment Committee
- Scientific Research Committee and Graduation Projects
- Innovation and Entrepreneurship Committee

9

Vice Head of The Department

Identification, Association, The Vice Head Tasks

Ninth: Vice Head of The Department

Identification


A faculty member in charge of conducting scientific, administrative and financial matters in the department. Responsible for applying the regulations of the higher education council. Submits an annual report to the head of the department on the department's work at the end of each academic year. The vice head of the department is assigned from among the distinguished Saudi teaching staff members with scientific and administrative competencies. Decision made by the dean in collaboration with the head of the department. The assignment is for an extendable two-year period.

Association

Associated with the head of the department in relation to the academic affairs of the department.

Tasks of The Vice Head of The Department

- Secretary of the Department Council follows up on the implementation of decisions of meetings and department councils and prepares a report thereon and submits it to the head of the department.
- Preparing department council meetings and periodic meetings, reviewing them with the department head and ensuring that they contain the topics required to be discussed and a decision made. Writing minutes of meetings and reviewing their printing with the department secretary, ensuring that minutes of meetings and department councils are sent to department members, the college dean, and college deputies.
- Represents the head of the department in the event of her absence by performing all the work assigned by the head of the department.
- Preparing teaching positions for members at the end of each semester and reviewing them with the department head.
- Assisting the department head in conducting exams for department courses and completing her reports.
- Following up on the tasks of the department committees and work progress.

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- Assisting the department head in following up on completing academic accreditation requirements.
 - Participating in developing the annual operational plan of the Department.
 - Other responsibilities which are assigned with.

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Conclusion

This organizational guide explains the organizational structure of the College of Sciences and Humanities in Jubail for vice deanships, departments, and units. It also explains tasks and procedures for each facility in order to improve the level of performance and quality of work.

May Allah grant the permanence of excellence and brilliance,



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Organizational Guide

College of Science and Humanities in Jubail | Imam Abdulrahman bin Faisal University