

كلية التمريض
COLLEGE of NURSING

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



POLICY & PRCEduRES MANUAL





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah the Most Compassionate,
the Most Merciful



Foreword

The College of Nursing is committed to a quality working experience for all employees. We encourage an environment of trust, civility, and mutual respect. The College also endeavors to sustain a work environment that promotes wellness, safe & healthy workplace, and decreases the risk of job errors. To this end, it is with immense pleasure that I present this manual intended to guide the employees and the readers through our policies & procedures. The purpose of this policy is to identify areas of potential conflict of interest, manage, reduce and eliminate such conflicts should they arise. Faculty/Staff must disclose conflict of interest where they exist. This policy will be made available to all new faculty/staff and students that have recently joined the college.



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College of Nursing - Historical Overview

The Kingdom of Saudi Arabia has recently witnessed a rapid comprehensive and continuous development in life sciences and modern technology. This has its reflection on Nursing Science and Nursing Education as well. In order to keep up with this rapid development, it is necessary to prepare professionals for providing high quality nursing care in different settings to all citizens of the Kingdom. Nursing is one of the noblest professions known to mankind. It represents one of the strategic and main disciplines in Health Care Systems in any country; and, no health system or economy can do without it.

The World Health Organization stipulates that nursing is one of the basic health activities that contribute to the development of human health and recovery from disease, and that the nurse is the linkage between the patient and the members of the health team in all health institutions. Nursing is both science and art that takes care of the person as a whole: body, psycho and soul. Nursing provides direct service to satisfy the needs of the individual, the family and the community, in health and disease.

The nursing profession stands on scientific basis, information and specialized skills. It encompasses principles derived from basic sciences, health science and behavioral sciences, in addition to nursing sciences for comprehensive patient's care based on safe nursing as per evidence and proofs, in collaboration with other members of the health team. This will facilitate good work and the progress of the patient to full recovery and in high spirit, God willing.

With this in mind, King Faisal University established an Academic Department of Nursing under the umbrella of the College of Medicine and Medical Sciences, in 1989 (1409-1410 Hijri). This department initiated the first BSc program in Nursing in the Eastern Province of the Kingdom. The first batch consisted of 6



female students. King Faisal University realized the importance of Nursing, and the scarcity of qualified Saudi nurses. Due to an increase in demand within the community, our program enrollment has expanded from 6 students in 1993 to 450 students in 2011.

The first males patch was enrolled in the Nursing Program 2011. Serious steps were therefore, taken to provide needed faculty members, facilities and infrastructure to establish a College of Nursing. The Supreme University Council at its meeting held on 2/11/1423 H decided to transform the Department of Nursing into a College. This decision was supported by the Council of Ministers and ratified by Royal Decree Number 7/B/45888 dated 23/11/1423H. Thus the first College of Nursing, in the Kingdom, was born. The College included several academic departments:

- Nursing Care for the Community,
- Basic Care,
- Nursing Education, etc.

The College, since its inception, pursued continuous development in several areas: attracting female students to join the College, changing the down-look on nursing, educating the community about the importance, goals and nobility of the nursing profession; updating the educational plan to keep pace with the development and needs of employing bodies, and with changes that affect the nursing profession, and the special health needs of the Saudi Community, and on trial to be Accredited by the NCAAA. The College has been able to appoint Saudis: 22 demonstrators, 18 lecturers, and some faculty members.

The program of nursing education at Imam Abdulrahman Bin Faisal University was started in year 1409-1410 H as one a department in college of Medicine. The College of Nursing provides Bachelor Degree for female students only. Development of the



post graduate program to provide the mid -wife Higher Diploma to be in year 1425/1426 AH and Master of Science clinical Nursing in five disciplines year 1427/1428 AH; were also sent a large number of missions, external and internal in more than one international school of nursing and the establishment of a hospital default for practical training on cutting edge technology to the world. College did not forget its role in engaging with the community and the beneficiaries of the program in various fields.

Vision

Be the leading College of Nursing in Saudi Arabia and in the region, as well as be recognized nationally and internationally for excellence in education, research and community service.

Mission

- ✚ Prepare nursing students to be effective specialists and leaders who will work to improve the health care profession and health of the people of Saudi Arabia and beyond, based on Islamic values and ethical aspects of the nursing profession.
- ✚ Help in character building and promote nursing leadership by graduate nurses capable of being creative change agents, critical thinkers, and decision makers who are confident in their abilities and recognize their responsibility to use their education for the welfare of the community.

Values

- Complying with religious and community Islamic belief and ethics of the profession
- Appreciation and respect
- Quality performance



- Confidence development
- Transparency
- Pursuit of self-education

Vision, Mission, Goals and Values of Undergraduate Program

Vision

To be an innovative cornerstone of nursing education nationally, regionally and internationally through the use of technology within a caring context.

Mission

To offer a dynamic, comprehensive and innovative educational experience that will enable students to expand their nursing knowledge and enhance their professional skills in order to meet the health care needs of the community within the context of Islamic culture, beliefs, and values.

Goals of the Undergraduate Nursing Program

- Provide quality education in nursing for Saudi nurses who graduate with high scientific and clinical competencies.
- Utilize concepts from the humanities and behavioral sciences in the nursing practice.
- Practice legal and ethical standards of the nursing profession.
- Develop professional knowledge and practice through a problem-solving approach and evidence-based learning.
- Utilize electronic administration and health information resources.
- Apply leadership and managerial skills to attain quality care.
- Focus on the commitment to the principle of “lifelong learning”.

Philosophy



Program of nursing education functions within the scope of the general philosophy and policies of Imam Abdulrahman Bin Faisal University that reflect the views and beliefs of self- development of KSA people in the context of their socio-cultural background. Within this context, the College of Nursing is committed to facilitate the achievement of personal growth and professional development of the students through a multidisciplinary educational approach. Graduates will develop decision- making skills and be able to function efficiently and effectively as a member of the health care team.

The Nursing College plans and implements a program of study derived from the following beliefs:

- **Health:**

Health encompasses multidimensional states of wellness and illness. It has both subjective and objective components and must be viewed from the perspectives of the health care providers and the client. Wellness is viewed as a dynamic state of wholeness or integrity achieved by continuous repatterning for optimal functioning.

- **Illness:**

Illness is viewed as a dynamic state of loss of wholeness, dysfunction, or disorganization. Healing is the process through which illness is overcome and wellness is re-established. It is achieved by goal-directed action and use of personal, interpersonal, and environmental resources. Healing may occur within any or all of the human dimensions to impact a person's overall state of wellness.

- **Nursing:**

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. It involves a dynamic interaction between client and nurse. Nurses have a responsibility to be knowledgeable about theories, principles,



and applications of biological and social sciences. The nurse uses this knowledge to promote an optimal level of health of individuals/ families / groups, or when necessary, to dignify death and ease the dying process. Nursing is practiced through the framework of the nursing process. The nurse uses the following skills and resources in nursing practice, which are identified as program themes: critical thinking, communication, management, teaching, professionalism, and community. Nurses must interact with health professionals in a collaborative effort to practice effective health care. Patient advocacy is central to the nursing role. Nurses have to behave in a professional, ethical manner.

- **Nursing Education:**

Nursing education is the process by which students are socialized into the profession of nursing. The educational experience is stimulating and desirable; it supports the growth in individuals. We believe nursing education is obligated to base curriculum decisions on realistic conceptions of nursing roles and practice as a multi-level occupation. The curriculum must provide students with skills and knowledge utilized in the common domains of nursing practice and when possible derived from evidence based research. The Nursing faculty encourages life-long learning in nursing and believes that its program is a bridge for advanced practice.

- **Teaching and Learning:**

Learning is a dynamic and self-directed process, which continues throughout a life span. Human beings have a natural potential for learning. Learning is acquired through the repetition and reinforcement of successful behaviors, which contributes to desired behavior patterns. A variety of opportunities for application of knowledge encourage the learner to develop and apply critical thinking skills.

Teaching is the facilitation of learning and requires valuing the student as a person and understanding the student's learning needs. Learning is facilitated by



timely feedback which is understandable to the learner. Essential to the student's ability to incorporate constructive feedback is a clearly understood plan collaboratively developed by learner and teacher to meet the learner's individual needs. The plan includes objectives, timelines, and evaluation.



CHABTER I

Rules & Regulations





POLICY/PROCEDURES

- ✓✓ These policy/Procedures shall conform to the policies and procedures of Ministry of higher Education and Imam Abdulrahman Bin Faisal University.

PREFACE

- ✓✓ These policy/Procedures establish the role and function of the College of Nursing and are set forth within the guidelines of Imam Abdulrahman Bin Faisal University (IAU)

TITLE

- ✓✓ The title of this organization shall be the College of Nursing (CON)



Adoption & Amendment of the College Policy & Procedures

Purposes of the College of Nursing are:

1. To provide for an operational framework for the determination and or discussion of academic and professional issues, policies, standards, and procedures, and
2. To promote excellence in, teaching, research, and service.

Functions:

The functions of the College of Nursing Organization shall be to develop, implement, and evaluate:

1. The mission, vision, expanded statement of purpose, philosophy, and objectives;
2. The educational programs offered by the College of Nursing;
3. The policies for admission, progression, and graduation of students;
4. The policies which govern faculty operational activities;
5. The policies pertaining to the faculty welfare;
6. The standards for teaching, research, clinical practice, and service; and to
7. Conduct the business of the faculty.

Membership

Composition

The membership of the College of Nursing shall consist of members (faculty rank and non faculty members).

Members

A. Faculty Rank



- All professional rank faculty members hold a PhD degree or equivalent
- All faculties holding full-time rank appointment shall be members of the College of Nursing.
- Members shall be eligible to vote on business of the College of Nursing and to serve on standing and ad hoc committees.

B. Non Faculty members:

- Lecture, who holds a Master's Degree
- Clinical instructors, demonstrators, who hold a B.S Degree
- (Lecture, demonstrators, and clinical instructors) they are not eligible for vote.

OBJECT

- ✚ The policies and procedures of the College of Nursing must be congruent with the University policies.
- ✚ Amendments of these bylaws may be proposed in writing by the professional Faculty, the Faculty Board, the president, Dean or by any department chairperson on behave of his/her recommendations for amendment of the Bylaws and Rules shall be made and circulated by the appropriate authority to all members of the faculty board, at least seven days before the next meeting. The notice shall include the exact wording of the existing Bylaw language, if any, and the proposed changes.
- ✚ If a quorum is present for the purpose of enacting a Bylaw change, the change shall require an affirmative vote of two-thirds (2/3) of the members voting in person or by written ballot.
- ✚ All amendments of these Bylaws shall be subject to approval by HE the president of University and shall become effective only upon such approval.
It shall be documented with date.





Officers

The following officers are responsible for the effective function of the college of nursing and keeping it at the international standards.

Dean Of The College Of Nursing

- A. Organizational relationship/ President, IAU
- B. The Dean shall be the chairperson of the College of Nursing Organization.
- C. **The Dean shall perform the following functions:**
 - Provides leadership to the faculty, staff and students to achieve the missions of the College in the areas of education, research, and community service;
 - Manages resources of the College of Nursing with input from faculty, staff and students for planning, allocation and evaluation within the budget appropriations;
 - Fosters a creative atmosphere to challenge faculty in long range planning;
 - Call and chair all meetings;
 - Appoint members to standing committees after eliciting interests of the members;
 - Appoint members to ad hoc committees; and
 - The Dean shall serve as an ex-officio member of all standing and ad hoc committees and shall receive notices and minutes of all regular and called business meetings.
 - Maintain the standards of Nursing education (undergraduates and postgraduates) to the international standards and as specified by the GCC countries when applicable.





- Takes appropriate action to appoint staff to fill up the vacancies arising from retirements / resignation, etc and ensure that adequate staff (teaching as well as non-teaching) is available to all departments.
- Takes action for to recruit Saudi staff as far as possible.
- Arranges staff recruitment from other countries when required as per the rules and regulations of the university and the Civil Service Bureau.
- Takes appropriate action to maintain the minimum standards for the college of Nursing.
- Prepare the projected development plans and annual budget requirements (department wise), compile, prioritize and submit to the President of the University.
- Prepares proposals for special projects which are required to keep the College of Nursing to the required level of standards.
- Takes appropriate action to procure the equipment and materials required by departments as per the purchase rules and recommended by the purchase committee.
- Arranges for annual inspection of inventory (physical as well as functional) of each department.
- Takes appropriate action to dispose equipment which is not serviceable.
- Do not surprise inspection of departments and monitors functioning.
- Convenes and chairs for which he is the chairman.
- Attends official meeting. If he is not able to attend, he shall deputize Vice Dean for or any other Vice Dean to attend the meeting.
- Convenes meetings of the chairmen/coordinators of departments to discuss important academic as well as administrative matters.



- Sanctions vacation of the faculty members as recommended by the chairmen/coordinators and vice deans.
- Sanctions medical leave of students when recommended by the departments.
- Arranges for the admission formalities if new students for the College of Nursing every year (e.g. entrance examination, evaluation, interview, finalization of the list admission, etc.) through coordination with the appropriate authority.
- Approves the annual performance evaluation of faculty members.
- Coordinates with the recruitment committee in the selection of faculty members. This includes notification, conducting interviews, preparation of provisional selection list and completing other recruitment formalities as per the rules of the University and Civil Service Bureau.
- Communicates with sister institutions in the Kingdom, GCC and other countries to explore the possibilities / areas of mutual collaboration.
- To initiate disciplinary action against employees as per the rules and regulations, and procedures. This includes non-renewal of contract / termination of expatriate employees (faculty as well as non-faculty).
- 75% of his function for administration and 25% for teaching.
- **Any other professional or administrative responsibilities assigned by the Vice President / President IAU as and when required, in the interest of the college, students and patient care (when applicable).**

Method of Appointment

HE the President of the University shall prepare a panel of three Saudi Medical/ Nursing faculty members who are dedicated and sincere and have proved initiative and leadership and academic efficiency and who have contributed to the development of the department. Personal observations input from the faculty



members and perusal of the performance evaluation for the previous at least 5 years shall be duly considered while preparing the panel. The final selection shall be done by the Government and shall be issued as a Royal Decree.

Duration

Usually 2 years; but renewable based on performance and recommendation of HE the President of the University.

Vice Dean

A. Organizational relationship: / Reports to the Dean, College of Nursing.

B. Functions:

- Will assist the Dean in all routine administrative matters in general and students' welfare in particular. In the absence of the Dean, he will assume the charge of the Dean.
- Will open all the incoming mails which are addressed to the Dean by titles and take appropriate action (however, mails addressed by name shall not be opened as a policy).
- Will peruse the routine incoming mails and discuss with the Dean which are important and/or urgent.
- All outgoing communications from the office of the Dean shall be perused and initiated by him before placed for the signature of the Dean. While doing so, he will peruse all relevant rules, regulations and policies of the College, University and Government, if any, relating to that particular issue.
- Will chair all meetings for which he is the Chairman.
- Will be the secretary to the College Council.
- Will follow-up the administrative decision and takes appropriate action wherever required.



- Visit (scheduled as well as surprise) the departments to monitor functioning especially relating to academic activities, punctuality of staff (teaching and non-teaching), cleanliness.
- Will be in charge of all non-teaching (technical and administrative) staff of the academic departments.
- Will initiate or arrange for preliminary inquiries of issues and submit the report to the Dean with recommendations.
- Supervised the security assignments at key points in the female sections.
- Arranges necessary furniture and lockers for the students in the rest rooms.
- Will ensure that the health center functions during the working hours of the College and those minimum facilities are available.
- Any other professional or administrative responsibilities assigned by the Dean as and when required in the interest of the College, students and patient care (when applicable).
- Will ensure the dress code of the students.
- Arranges for allotment of classrooms and providing adequate audio-visual facilities.
- Arranges for the smooth conduct of the examinations and visit the examination hall off and on.
- Monitors absentees and/or excuses and recommends to the Dean for appropriate action.
- Investigates or constitutes internal inquiry committees to investigate any issues in the female side.
- Arranges for orientation to a new faculty members.
- Liaise with the Dean in implement academic and faculty development activities.



- Arranges for extracurricular activities and recreation facilities for the students and faculty members.
- Sanctions / recommends the vacation requests of the faculty and non-faculty staff and forward it to the Dean for further action.
- Inspection of the various departments and ensure facilities, smooth functioning and punctuality of staff.
- Initiates appropriate disciplinary action as and when required.
- Arranges for effective communication system in the different areas of nursing college with coordination with the coordinator of the college.
- Arranges for the students and faculty to attend any official function of the University e.g. Convocation
- Allots staff advisors for each Nursing student and periodically evaluate the progress of the students.
- Arranges for additional academic assistance for those students who are weak.
- Liaise with the parents / guardian and notify them all issues requiring their personal attention.
- Arranges for hostel accommodation for the students and ensures that they have all facilities including food and recreation.
- Appoint one of the faculty members as residential warden to the hostel who will stay in the same hostel.
- Arranges adequate transportation for the students.
- Any other issues relating to the students requiring the attention and / or urgent action of the administration.
- Recommends to the Dean for the appointment of coordinators for the students in the pre-clinical as well as the clinical phase.

- Any other professional or administrative responsibilities assigned by the Dean as and when required in the interest of the college, female students and patient care (when applicable).
- Involved in 50% as administration and 50% in teaching.

Method of Appointment

By the Government on the recommendation of HE the President based on the input from the Dean and Faculty Board.

Duration

Usually the term is for two years. It can be extended based on the performance and recommendation of the Dean and the Faculty Board.

Appointed

Shall be appointed by the president of University.

Members

- Dean of the college, who shall serve as president of the college council
- All vice –Deans
- All heads of Department
- No more than 3 members selected from the faculty members or from other colleges in the University appointed by HE president of the University.

Functions

- Recommended the appointment , commissioning, and promotion of the faculty members, teaching assistants, and lectures all in consultation with University administration
- Recommended the curriculum ,textbooks, and other references list for the various department of the college to the vice rector of academic affair
- Recommended the examination schedules and administration policy
- Recommended the operational bylaws, policies and procedures of the college



- Approve the mission, philosophy, and objectives of the college of Nursing.
- Approve major academic policies.
- Approve new programs and major structural programmatic changes.
- Approve policies related to faculty appointments, selection, retention, promotion, tenure, and performance-based salary increases.
- Approve students for conferral of degrees.
- Participate in the evaluation of the structure and governance of the college
- Serve as a forum for discussion of key issues that affect the college of Nursing and recommend action.

College Council

Definition:

College Council consists of: Dean, and the membership of agents and attorneys and heads of departments. And three teaching on most college faculty members, one of whom prefer to be representative of the total scientific council. And determine their membership extended by a decision of the University Council, to be one of the agents Secretary of the Board.

Standard Meetings:

The College of Nursing board shall meet a minimum of twice each semester during the academic year.

Special Meetings

Special meetings may be called by the Chair of the Faculty, Dean or shall be called upon the written request of 10% of the members of the governing faculty. The purpose of the meeting shall be so stated in the call and no other business may be transacted. Except in cases of emergency, at least seven days' notice shall be given.

Quorum



The meeting is not valid unless two-thirds of its members to attend.

Records of the Faculty Board

- A. Items for the proposed agenda shall be submitted to the designated administrative secretary a minimum of seven (7) working days prior to the scheduled meeting.
- B. The agenda for the scheduled meeting shall be distributed by the designated administrative secretary to the faculty a minimum of five (5) working days prior to the scheduled meeting.
- C. Minutes of the meetings shall be completed by the designated administrative secretary. These minutes shall be reviewed by the designated faculty member and shall be distributed to the faculty within five (5) working days after each meeting. With these bylaws or specially adopted rules of order.
- D. Permanent records of all faculty meeting minutes and annual reports shall be kept in the Dean's Office.

Voting

Decisions of the College of Nursing Faculty shall be determined by a majority vote. No formal action can be taken at a College of Nursing Faculty Organization meeting if a quorum is not present.

The procedure for voting in Faculty board meetings is as follows:

When possible, the motion shall be presented in writing to the Faculty board Chair and/or Secretary prior to the Faculty board meeting.

- The motion shall be presented and discussed in a Faculty board meeting.
- All motions made must include an effective date for implementation.
- Faculty shall indicate by consensus or a majority vote that they are prepared to vote on the motion.
- The Chair-elect or designee shall determine that there are sufficient voting members present to allow a vote.



- The Chair shall state the motion and ask that, by a show of hands, faculty indicate they are in favor or opposed to the motion.
- The dean or designee is responsible for counting votes from all sites and making the results known to the Faculty board membership.
- Minutes of meetings of the Faculty Organization shall be made available to all members at least five working days prior to the next meeting.
- One copy of the minutes shall be placed in the archives file maintained in the Administrative suite.

The Tasks of the Council:

1. Recommending adoption of the strategic plan of the college in line with the strategic plans of the University.
2. Approving the strategy for scientific research at the college.
3. Approving the general plan to apply for accreditation and quality faculty.
4. Placing controls acceptance and conversion of the college and to.
5. Forming of permanent or temporary committees from among its members or others.
6. Encouraging the development of scientific research and coordination between the departments of the college or institute and to have it published.
7. Considering the appointment of faculty members, and teaching assistants, lecturers, seconded, and reassigned, and promotions.
8. Recommending adoption of the proposed study plans of academic departments.
9. Approving of curricula and textbooks and references in the college or institute departments.
10. Approving the dates of the examinations and the development of the private organizations, have made.
11. Recommending adoption of internal executive regulations of the College or Institute.



12. Approving the necessary training for the College or Institute and scholarship plans.
13. Approving the extracurricular activity for college plan.
14. Deciding on student matters falling within its competence and guidance to the Council of the League otherwise.
15. Considering transmits it to the University Council or the President or the Vice-Dean of the College or to study and express an opinion.

The Power of the Board

Student Affairs:

1. User adoption of deprivation and raise deprivation for students to enter the final test.
2. Approve of the final opportunity to give students an alternative test during a period not exceeding the next chapter.
3. Approve the re-entry students.
4. Approve the necessary to evaluate the performance of students and associate controls.
5. Re-approve the correct answer sheets during a period not exceeding the beginning of the final tests for the following season.

Academic Affairs

1. Approval of determining the quarterly business degree.
2. Approval to be part of the final test practical or oral test.
3. Decisions to approve the exception seminars and research process and decisions of the tests, estimates and determine the measure student achievement in these courses.
4. The formation of a committee to organize the work of the final test.



5. Confidential application in the final testing procedures.
6. Putting final test questions to some of the decisions on the recommendation of the department head.
7. Assigning correct tests to faculty members is scheduled professor.
8. Determining the final test period of not less than one hour and no more than three hours.
9. Approval of the equation of courses taken by the student outside the university on the recommendation of the academic departments.
10. Approving the student to study curricula if the student finished the courses required for graduation and was an average of less than desired.
11. Recommending giving the student a fourth opportunity to raise the cumulative average.
12. Proposing the numbers of students who can be accepted into the school year.
13. Recommending regardless return economy class ticket and once during phases one school if the student academic program requires a trip outside the city.
14. Recommending giving students an exceptional opportunity to finish graduation requirements does not exceed a maximum of half the original time limit for graduation if the student does not finish graduation requirements within a maximum of half of the period prescribed for graduation as well as duration of the program.
15. Recommending giving the student dismissed because of the depletion of twice the length of the program an opportunity to complete his studies does not exceed two semesters.
16. Recommending giving the student dismissed because of warnings of an opportunity to complete their studies no more than two semesters.



Faculty Affairs

A. Faculty Affairs for Saudis Members:

1. Recommends the appointment of faculty members.
2. Recommends the appointment of lecturers and teaching assistants and language teachers and research assistants.
3. Recommends appointment to the rank of associate professor without the requirement to obtain a doctorate in disciplines which do not grant doctoral degrees according to the specific system and regulations in higher education degree controls.
4. Considers upgrading faculty member on the recommendation of the Board of the department concerned, and the nomination of a number of arbitrators specialists at least eight of those nominated by the board of the department or of others.
5. Approves instead of teaching units exchange if the number of teaching units increased faculty members and the like from within the university, the quorum for the decision.
6. Recommends obtaining a faculty member on sabbatical for one academic year leave, after five years of his appointment or of enjoyment leave earlier sabbatical, or for one semester after three years of his appointment or of enjoyment leave earlier sabbatical.
7. Considers the report on the achievements of the faculty member during the sabbatical.
8. Recommends approval of the work of the faculty member as a part-time adviser to government agencies or the private sector, regional or international organizations.
9. Recommends approval of the faculty member participation in conferences and seminars held inside or outside the Kingdom.



10. Recommends seconded faculty member and equivalents to work for government agencies.
11. Recommends seconded faculty member services and equivalents.
12. Recommends sending a faculty member of the University outside the headquarters of a scientific mission.
13. Recommends sending a faculty member to teach outside the Kingdom.
14. Recommends to allow faculty members to travel to conduct research at the University is his alma mater during the summer holidays.
15. Recommends transferring a faculty member and equivalents within the scope of scientific specialization from one section to another within the same college.
16. Recommends transferring a faculty member and equivalents of college and need.
17. Recommends transferring a faculty member and equivalents to function outside the university.
18. Recommends accepting the resignation of a faculty member and in his or referred to early retirement at his request.
19. Recommends with the help of part-time professors for a period not exceeding two years, subject to renewal.
20. Recommends to grant part-time professor reward equivalent to the first tied the scientific level to which it was, it was not the former faculty members of the University Council determines the amount of the bonus, including the first pegged does not exceed the rank of assistant professor.
21. Recommends distinctive competencies with the help of Saudi Arabia from outside the university to do the teaching.



Faculty Affairs for Non-Saudi Staff Members

1. Hiring recommendation from the upper limit of age exceeded (sixty calendar years) within ten years of the professors and associate professors, and five years for assistant professors, and three years for other categories.
2. Calculating the recommendation of experience in non-university teaching if they are in the area of specialization and qualification after which he was hired on the basis of rate of two per year.
3. Recommending in the presence of a faculty member conference or symposium.
4. Recommending end of service up to a maximum bonus (100%) that does not exceed the total amount (SR 100.000) for faculty members and the like.

Demonstrators and Scholarship Unit

1. Recruitment of nursing demonstrators, teaching assistant and lecturer job positions when they are open from the ministry of education.
2. Create orientation programs to help facilitate the transition faculty to their new academic role
3. Hold meet and greet meetings throughout the academic year to support their
4. Transfer any faculty change of specialization to their respected department chairperson for council discussion and votes for approval.
5. Transfer any scholarship requests that come in via safeer2 system to the dean's office or the department chairpersons via the scholarship's system (mubtaath).
6. Scholarship requests usually includes, extensions, change of university, change of specialty, scientific journey request for data collection, scholarship upgrades (i.e. from master's to PhD degree), freezing or any study leave requests.
7. Prepare annual report on the status of scholarship in the college, which is then submitted to the Deanship of Graduate Studies and Scientific Research.



Graduate Studies Unit

1. All graduate studies issues fall under the bylaws of that are set by the deanship of graduate studies and scientific research at Imam Abdulrahman Bin Faisal University (IAU), which follows the Ministry of Higher Education bylaws.
2. Revise any admission requirements revisions for the graduate program at the college of nursing that is discussed and approved in department councils.
3. Execute the admission process of graduate programs in coordination with the department chairperson.
4. Accept graduate students on the basis of admission requirements in their field of specialization based on the department council's recommendation.
5. Monitor student status each semester for any internal or external warnings.
6. Review any student transfer files and raise them to the department chairperson for department council discussion and vote.
7. Match students with their academic advisors upon student entrance to the program, which done by the department council.
8. Student project supervisors are matched on the basis of the faculty's expertise in research.
9. Formation of a committee (first and second supervisor and 3rd examiner) for the project grading on their last semester.
10. Psychological council is available for all graduate students either self-referral or via any faculty that sees that the student needs help.
11. The counseling process of making an appointment is made via IAU's website and students are informed during the orientation program.



FACULTY APPOINTMENTS

The rules and regulations for the appointment of contracted employees and Saudis are different. In either case, the preliminary evaluation of the CV shall be done by the Departmental Faculty Board and shall pass through the recruitment committee.

THE PROCESS OF RECRUITMENT

All employees of the University are employees of the Saudi Arabian Government. Foreign faculty contracts are executed between the University and the individual in the role of a foreign “contractor”, and all such employees are subject to the general laws of the Kingdom

The Recruitment Department is in charge of all tasks and responsibilities related to attracting and recruiting non-Saudi staff members who possess rare specialties not available in the local labor market. This is done in coordination with the Ministries of Higher Education, the Civil Service and Foreign Affairs in addition to Saudi Cultural Attaches abroad.

The College procedure for recruitment

1. The requesting department will submit the position requisition to the recruitment Committee of the College for review and approval.
2. The College of Nursing recruitment committee meets to discuss received CVs and applications
3. All received CVs are compiled for reference Credentialing committees at the departmental level discuss every candidate and document their recommendations
4. The recruitment Committee will review the position requisition and make any necessary changes prior to its submission to the office of the



University President for approval.

5. The approved position requisition will be forwarded to the Recruitment Section of the Personnel Department, which will prepare the job announcement and place it on the appropriate web sites, local / international newspapers, and professional journals Advertising is also done through www.Higheredjobs.com. The advertisements include job title and means to apply
6. The Recruitment section will record and maintain all of the received applications for the announced position and forward the applications to the College Search Committee Chair for review.
7. The committee will begin screening the applicants, according to the basic eligibility criteria, using the Initial Screening Form. (Appendix 1)
8. Selected candidates will be interviewed using the Interview Evaluation Form. (Appendix 2)
9. Following interviews, the Search Committee Chair will recommend an applicant for further processing by the University's Recruitment Section.
10. Each selected candidate will be asked to provide three letters of recommendation. The committee may choose to seek additional references to obtain additional information about the applicant.
11. The Recruitment Section of the University will complete the primary source Verification (Education Record Check) of the candidate's educational degrees/ certificates. (Appendix 3)
12. Upon selection of a candidate, an un-official offer letter outlining the terms and conditions and the compensation and benefits package will be forwarded to the candidate by the University's Recruitment Section.
13. The Recruitment Section will notify the College Search Committee Chair regarding the candidate's response to the unofficial offer letter and specify the final salary and expected date of joining.
14. In cases where the selected candidate has applied through a search



firm or recruiting agents, all processing should be accomplished through these external entities, who will act as facilitators for the University and for the candidate.

13. The Recruitment Section will initiate the immigration process for international candidates.

15. International candidates will have their educational and family documents translated into Arabic and attested by their country's ministry of Foreign Affairs and the Saudi Cultural Attache's office in their respective countries.

16. Upon completion of documents, international candidates will be responsible for submission of their immigration application to the Saudi embassy in their respective countries, if hired independent of a recruitment firm or recruiting agent. In other cases, the immigration process should be completed for the candidate by the recruitment firm or recruiting agent.

17. Upon arrival at the University, the candidate will submit all necessary documents to the Recruitment Section.

VISITING FACULTY

The term "visiting" shall be prefixed to the academic title of those Faculty members who possess special skills or knowledge, hold a permanent appointment on the faculty of another institution and are temporarily.

EMERITUS PROFESSOR

The term "emeritus" may be added to follow the academic title of those Faculty Members who have retired from service and who are recommended for this title by the Dean.



HONORARY PROFESSOR

The term “honorary” shall be prefixed to the titles of all members of the Faculty who have retired from service and participate in the academic activities except those called emeritus.

All employees of the University are employees of the Saudi Arabian Government. Foreign faculty contracts are executed between the University and the individual in the role of a foreign “contractor”, and all such employees are subject to the general laws of the Kingdom.



FAULTY AFFAIRS SAUDI FACULTY

Approval of the suggested regulating rules of the Saudi faculties and similar staff as stated in the decision.

RULES AND REGULATION FOR EMPLOYMENT OF NON SAUDI FACULTY & STAFF MEMBERS IN IAU

The Decision of the Higher Education Council No. 3/4/1417H

The Higher Education Council

According to Article 9, Item 15 from the law of the Higher Education Council and the Universities which includes that the Higher Education Council issues regulating rules of recruiting the Saudi and non-Saudi staff including faculties, their salaries and allowances, After coordination with the Ministry of Higher Education and the Ministry of Finance and National Economy, and the Public Civil Services Bureau,

After perusal of the memorandum of the secretary general of the Higher Education Council in this regard, and after perusal of the project of recruiting the non-Saudi in the universities and the enclosed copy, the council decided



the following: Approval of the regulations of recruiting the non-Saudi staff as stated in the decision.

Article I:

Definitions:

Expatriate faculty member:

A non-Saudi faculty member who works in IAU with a yearly contract.

Country:

The country which the expatriate carries its nationality.

Year:

Twelve months according to Hejira (Muslim Calendar).

Month:

Thirty days unless mentioned otherwise.

Personal Contract:

If he/she is not seconding.

Article 2:

These rules and regulations apply on:

- Faculty staffs, lecturers and demonstrators.
- Physicians and those working in health specialties.

Article 3:

Contract between the expatriates and IAU should be according to the specimen in Appendix 2, and the University has the right to add more conditions if needed.

Article 4:



For any employment there should be:

- A vacant position.
- No Saudi has the requirement of this position.
- A description of the duties of this position, and its responsibilities including the minimum requirements for the applicants.

Article 5 :

An expatriate faculty member:

- Should be between 20 – 60 years of age.
- Should have a medical report stating that he is in good health.
Should have a good character.
- Should not have another contract with other institutions in the kingdom.

Article 6:

The contract should be for one year, more or less, and renewable according to IAU needs.

Article 7:

The contract starts from the first day when the expatriate faculty leaves his country to Saudi Arabia, provided he used the shortest road (not more than 3 days) he/she should not come to Saudi Arabia before the date, IAU has set to start.

Article 8:

The monthly basic salary of the expatriate faculty member should be in accordance with Appendix no.1.

IAU can give less salary than that stated in Appendix I if both parties agreed.

Article 9:

- The University Council can increase the basic salary by 50% for those who



were contracted from Europe, U.S.A or developed countries.

- The University Council can increase the basic salary to 100% for those with rare specialties, good international reputation or special skills.

Article 10:

The annual increments will be in accordance with Appendix No.1

Article 11:

Experience for those staff mentioned in Article 2 should be five years (maximum), at the beginning of the contract. University Council can expand this experience to a maximum of 15 years.

Article 12:

The expatriate faculty member, who has a qualification more than the required for the post, can have annual increments according to the number or years he spent for this qualification.

Article 13:

The expatriate faculty member can be given an annual increment, which should not exceed 5% from the basic salary, and according to each category mentioned in the salary scale.

Article 14:

No one can withhold the salary of the expatriate faculty member except by the authorized governmental offices. The President of the University has the right to deduct any amount of money due for the government from the salary of the faculty expatriate.

Article 15:

Workload for the expatriate faculty members, lecturers, and demonstrators is 40 hours per week, which include teaching, research, academic supervision and other academic and administrative duties.

Article 16:



The University Council can increase the basic salary to a maximum of 30% for rare specialties. The University Council will define these rare specialties.

Article 17:

The University provides airline tickets for the expatriate faculty and his family (maximum 4 persons) as follows:

- At the beginning of the contract, from his country to Saudi Arabia.
- Once every year during annual vacation.
- When the contract is not renewable, from Saudi Arabia to his country.

Article 18:

Family members of the expatriate faculty means:

- Wife or husband.
- Children under 18 years of age.
- Unmarried girls.
- Parents.
- Brothers under 18 years of age.
- Unmarried sisters.
- Provided that they fulfill other governmental requirements.

Article 19:

If a female expatriate or her husband has a contract with other governmental party, tickets for both is given by the party who gives the housing allowance.

Article 20:

Travel should be by the shortest possible airline route, and should be by Saudi unless Saudi airline does not provide this service.

Article 21:

Airline ticket mentioned above should be in business class if the expatriate faculty member is a Professor, and in economy class for the other categories.



Article 22:

If the expatriate faculty member divides his annual vacation according to article 33, the University will provide tickets only for the second part of his vacation. If the University divides the annual vacation of the expatriate faculty member for the need of work, the University will provide two tickets for him only.

Article 23:

When the expatriate faculty member is needed to travel inside or outside the kingdom, he/she will be given an airway ticket by economy class and by Saudi airline. The University may allow him/her to travel by land on his own expenses, and the University will compensate by giving money equivalent to the economy class, provided that he/she will not be late for the required job.

Article 24:

The University is required to provide housing to the expatriate faculty member, or pay housing allowance instead, according to the basic salary mentioned in Appendix 1. It is possible that this housing allowance is paid in advance at the beginning of each renewable contract.

Article 25:

If the University does not provide the expatriate faculty member with furnished housing, the University will pay 50% of housing allowance for furniture. This is payable only once during his stay with the University.

Article 26:

The University will pay transport allowance monthly according to the basic salary. The University may provide transportation instead of transport allowance.

Article 27:

If the University requested the expatriate faculty to do an official assignment



outside the usual work place for him, the university will pay per diem as follows:

- 450 S.R. if his salary is 7000 S.R. or more.
- 300 S.R. if his salary is between 4500 – 700 SR
- 260 S.R. if his salary is between 2700 – 4500 SR

Article 28:

If the University transferred the assigned post of the expatriate faculty member to another city in the kingdom for the benefit of work, the University will pay 4000 S.R for transportation to the faculty member. If this done outside the kingdom, the University will pay 5000 S.R. beside the airline ticket according to Articles 17-22.

Article 29:

When the expatriate faculty member completes two years serving the University, he will be paid $\frac{1}{2}$ the monthly salary for each year of service. When he/she completes 5 years 5 years of service, and is involved in teaching, he will be paid one month salary for each year of service, to a maximum of 100,000 S.R.



Article 30:

The expatriate faculty member and his family are entitled to receive the health services, which is available in the kingdom. The University Council, in extreme cases, may decide otherwise.

Article 31:

The University may provide educational allowance for the children of the expatriate faculty member on the following conditions:

- They cannot be accepted in government's school.
- Their ages are between 6 and 18 years.

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- Their education should be inside the kingdom.
 - Their number should not exceed four and the total amount paid should not exceed 25,000 S.R.

Article 32:

The expatriate faculty member, who is involved in teaching, is entitled for 60 days paid annual leave, in addition to weekends and the two Eids. Others are entitled for 45 days. The annual leave may be less than described above if both parties agreed in writing.

Article 33:

In case of necessity, the expatriate faculty member may request that his annual leave may be split into two parts. The work Supervisor and the President of the University should approve this split. The duration of each part of the leave should not be less than 1/3 of the annual leave, and the expatriate faculty member should take one part of the split leave in the same year in which the annual leave is done.

Article 34:

According to the necessity of work, or the request of the faculty member, the President of the University may approve to postpone the annual leave, or part of it provided that it should not exceeds 6 months of the coming year.

- The President of the University may change the week ends holiday according to the necessity of work.
- According to the necessity of work, the President of the University may cancel Eid Holiday, or part of it if the expatriate faculty member agreed, he will be paid for the cancelled holiday according to the number of days and the basic salary.

Article 35:

The expatriate faculty member is entitled for an emergency leave, not



exceeding 10 days per year in total. This emergency leave will be paid holiday without a ticket, and it will be subtracted from the annual leave.

Article 36:

The expatriate faculty member can be given an exceptional holiday, which is unpaid, and for 4 periods not exceeding one semester provided that the University is convinced about the reasons for this holiday.

Article 37:

The faculty expatriate is entitled for one month, paid sick leave when he/she is unable to work due to sickness. It may be extended to two months with half the salary. This applies only when the faculty expatriate is sick inside the kingdom. If the sickness happens because of, or related to work, the faculty expatriate is entitled to double the sick leave described above.

Article 38:

The female expatriate faculty is entitled to a maternity leave of 45 days with full salary. She is also entitled for a leave in case of death of her husband.

Article 39:

The expatriate faculty member can have more than one leave if He/she is entitled to them.

Article 40:

The University may allow the faculty expatriate member to work in another institution according to rules and regulations which will be laid down by University Council, and should not exceed six months. It will be paid by that institution.

Article 41:

The University may transfer the post of the expatriate faculty member inside



the University or to another institution according to the following conditions:

- There should be no Saudi citizen who has the qualification suitable to this new post.
- The expatriate faculty member should have the qualification required for the post.
- The expatriate faculty member agreed to this transfer. In case, the post belongs to another institution should agree for the transfer.

Article 42:

If the expatriate faculty member is transferred from another government institution, to the University, he/she will be treated as follows:

- His/her contract is considered continuous in regard to holidays and length of service.
- For faculty members, the years of service are calculated as years of experience according to article No.10.

Article 43:

Unless stated in these regulations, the duties and responsibilities of expatriate faculty member will follow the general rules and regulations of the University.

Article 44:

The disciplinary rules and regulation for Saudi faculty, and set by the University will be applied to the expatriate faculty member.

Article 45:

The expatriate faculty member should follow the rules and regulations set by the government. He/she and their relatives should respect the habits and customs of Saudi citizens. They should not be involved in politics or religion.

Article 46:



If the expatriate faculty member does not join the work after 15 days from the starting date, set by the University in the contract, the University may cancel the contract without any penalties.

Article 47:

The contract will be renewed automatically every year unless one party notifies the other, in writing, that he does not want to renew the contract, at least two months before the end of the contract.

Article 48:

The contract is terminated before the due date in the following conditions:

- If the expatriate faculty member received the Saudi citizenship.
- If his/her resignation is accepted.
- If he/she insists on resignation, in spite of refusal of the University.
- If he/she discontinues to work for more than 15 days continuously without an excuse acceptable to the University, or 30 days in aggregate.
- The post is cancelled.
- Permanent disability to work.
- Incompetence.
- Lowering his/her work performance.
- If he/she is dismissed by an order from the University.
- Necessity of work.
- If he/she committed a crime related to ethics or honesty.
- Death
- In case the sick-leave exceeds the duration mentioned in Article 37. In this case, the expatriate faculty member will be given a return ticket to his country.

Article 49:



If the contract is terminated according to article 48 (sections 3,4,9,11) :

- The expatriate faculty member is not entitled to return tickets for him or his/her family, or end-of-service benefits, or annual leave of financial compensation for the annual leave. The President of the University may agree to provide tickets for the faculty member in exceptional cases.
- The University takes back part of the housing allowance from the faculty member if the remaining period of the contract is 6 months or more. Also, the University will take back furniture allowance if the contract is terminated at least six months before the end of the first year.
- The expatriate faculty member will pay two months salaries to the University, if the contract is terminated according to section 3, and 4 of article 48.

Article 50:

If the expatriate faculty member repeals the contract, or the contract was terminated according to Article 48, the University Council, in exceptional cases may wave some of the penalties mentioned before.

Article 51:

If the post of the expatriate faculty member is cancelled, he/she will be paid two months salary.

In case of death, or permanent disability expatriate faculty member will be treated according to the rules and regulations of Bureau of Civil Rights provided the death or the disability are because of the work.

Article 52:

If the expatriate faculty member dies, the University will pay the expenses of sending the body and the family to his/her country. In case of death of one of his family, the University will pay the expenses have the body, and gives the faculty member round ticket.



Article 53:

The University may contract an expatriate faculty member, who worked inside the kingdom before if he/she left the previous work due to end of contract, resignation, or the post was cancelled by the employer provided that his/her report of performance is at least (very good during the last year of service. The University should not contract somebody who worked previously in The kingdom if:

- He/she was terminated because he/she discontinues the work until two years are gone from his/her end of contract.
- He/she was terminated because of incompetence in work.
- He/she was terminated as a punishment from a court body or due to a crime.

Article 54:

These rules and regulations are complimentary to the uncontract mentioned in Article 3.

Article 55:

These rules and regulations should be applied from the date of issue. They replace any rule or regulations previously issued.

Article 56:

In case of conflict or disagreement about applying the contract between the two parties and it cannot be solved in friendly manner, it will be referred to the court, and its decision is final.

Article 57:

The University Council may issue principles to carry out the rules and regulation presented here, provided that they should not contradict these rules and regulations.



Article 58:

The University Council may issue principles to carry out the rules and regulation presented here, provided that they should not contradict these rules and regulations.

Article 59:

Any condition, not mentioned in these rules and regulations should follow the rules and regulations of Higher Education Board, the University, and the government of Saudi Arabia.

Article 60:

The University Council has the right to interpret these rules and regulation.



RETIREMENT AGE

- The statutes made the retirement age sixty Gregorian years, and allowed the University Council to extend this upper limit ten years for Professors and Associate Professors and five years for Assistant Professors upon recommendation of the Department and the Faculty Boards.
- The statutes allow extension of retirement age limit up to three years for all other categories.

YEARS OF EXPERIENCE

- The old statutes, for teaching staff and lecturers, allowed all years of experience to be counted without exceeding the upper limit salary for each rank as stipulated in the salary schedule. The Civil Public Service statutes for Non-Saudi employees counted experience up to fifteen years.
- In the new statutes all contractees are entitled to up to five years of experience to be counted at the beginning of employment which can be extended in exceptional cases to a maximum of fifteen years.

YEARLY INCREMENT

The statutes may allow a maximum of 5% annual increment without exceeding the upper limit increment stipulated in the salary scale for each rank. If the contractee's salary reaches the ceiling of the rank, the University Council may grant him the increment of his rank every two years upon the recommendation of his supervisor.

WORKING HOURS

The statutes require faculty, lecturers, demonstrators, and language instructors to fulfill forty (40) hours per week. For other contractees they must fulfill forty-eight (48) hours per week. Contractees working in hospitals must fulfill fifty-five (55) hours per week.



ALLOWANCES

The “Professional Allowance” for contractees it is up to 30% from the first step to the rank salary and not the basic salary. The new statutes prohibit combining the “Professional allowance” to the “Hospital allowance” or the “Exceptional allowance”.

TRAVEL FROM DOMICILE

The statutes allow Professor and their family to travel “Horizon Class” and all others, reduced economy class. These tickets are issued to the family of the contractees upon arrival and return when granted his regular annual leave and are limited to four tickets for four persons including the contractees. The authorization of the President to allow travel by first class in exceptional cases has been omitted.

DEPUTATION ALLOWANCE

The statutes allowances as follows:

- 450 SR for monthly salary of SR 7000 or higher.
- 300 SR for monthly salary of between SR 4500 and less than SR 7000.
- 255 SR for monthly salary of above SR 2700 to less than SR 4500.
- 160 SR for monthly salary of less than SR 2700.



END OF SERVICE GRATUITY

- The statute stipulates the end of service gratuity to half a month for each year of service if the contractee has completed two years of service, and upon completion of five years of service, he will receive an end of service gratuity of one month per year of service with a maximum of SR 100,000. If according to the old statutes his end of service gratuity was higher than SR 1000,000, he will be granted the higher gratuity. As for other contractees not relate dot teaching, their gratuity will be half a month per year of service with a maximum of SR 50,000 or whatever his entitled gratuity according to the old statures whichever is higher.
- Contractees who worked for 22 months will be counted as two year of service, and those who worked for (58) months as five years of service. Upon recommendation of the Faculty Board and the endorsement of the University Council and approval of the Higher Education Council, the new statutes allow the increase of the end of service gratuity to a maximum of 100% without exceeding the limit of SR 100,000

EXCEPTIONAL LEAVE

The statutes allow contractees an exceptional leave for faculty members and those holding equivalent positions, one academic semester without pay for reasons acceptable to the university. His services will be considered continuous and he is not entitling to any privileges stated in his contract for this period.

ANNUAL AND EMERGENCY LEAVE

- Article 32 of the new statutes grants faculty members and those holding equivalent positions, 60 days annual leave and forty-five days for others. The statues, allow a maximum of ten-day emergency leave.
- Official holidays, which Eid Al –Fitr and Aid Al-Adha.



EXCEPTIONAL LEAVE

The statutes allow contractees an exceptional leave for faculty members and those holding equivalent positions, one academic semester without pay for reasons acceptable to the university. His services will be considered continuous and he is not entitling to any privileges stated in his contract for this period.

SICK LEAVE

The statutes stipulated the following for sick leaves:

The sick leave to one month with full pay and two months with half pay, irrespective of his time of the length of service. The contractee is not entitled for sick leave if the accident or sickness took place outside the kingdom. It also did not allow doubling the period for those who served for more than five years

TERMINATION COMPENSATIONN

The statutes grant the contractee whose services are terminated due to post cancellation or for public welfare, compensation equivalent to two months' salary irrespective of the duration of his contract

HOUSING ALLOWANCE AND TRANSPORTATION ALLOWANCE

The statutes provide equal housing allowance for contractees according to the rank and irrespective of their marital status.

As for Non-Saudis in Civil Public Service, it granted the contractees statutes put a maximum that cannot be exceeded. Article twenty-four stipulated the housing allowance as follows:

- 25,000 SR for Professors, Associate Professors and Assistant Professors.
- 17,000 SR for Language Instructors.
- 18,000 SR for Lecturers.
- 14,000 SR for Demonstrators and Lab. Technicians.
- Three months' salary for Physician with SR 25,000 as maximum.
- Three months' salary with SR 8,000 minimum and SR 15,000 maximum for Engineers.
- Three months' salary with SR 8,000 minimum and SR 14,000 maximum for contractees in specialized field.
- Three months' salary with SR 8,000 minimum and SR 14,000 maximum for contractees in clerical jobs.
- Three months' salary with SR 8,000 minimum and SR 12,000 maximum for Technicians and Craftsmen.
- Only one housing allowance will be paid for the husband and wife if the other contractees work in Governmental or Non-Governmental sectors.
- Transportation allowance for laboratory technicians is now SR 400 per month instead of SR 500 per month. All others remain unchanged.



RENEWED OF CONTRACTS

Article 47 of the new statutes states that contracts are automatically renewed unless either party notifies the other in writing expressing his desire of non-renewal two months before its expiry date. Otherwise, the contract will be renewed with same conditions as the previous one. The old statutes allowed an annual increment of 5% which made the salaries of some contractees exceed their maximum rank salary; the new statutes put a maximum limit to the salary of each category of contractees.

PROMOTIONS

Members of the Faculty who are eligible for promotion shall submit the application and CV in the special form with copies of all credentials to the Departmental Faculty Board. When recommended by the Dept. Faculty Board, the applications shall be forwarded to the Dean who shall submit it with remarks to the Faculty Board. HE the President shall approve the promotion when recommended by the Faculty Board. Due weight shall be given to original research work done by the applicant and the scientific publications.



TERMINATION OF APPOINTMENT

The appointment any faculty member is terminated in one of the following ways:

Resignation

Faculty members shall inform the Dean through the Chairman in writing of their intention to resign (not to renew contract) at least two (2) months in advance of the proposed severance date. Failure to provide this notice period shall result in forfeiture of any end of service benefits, due to the faculty member shall not be a waiver of other contractual rights the College may have.

Retirement

Retirement shall be in accordance with the Rules and Policies of the University and the service rules stipulated by the Civil Service Bureau. This is not applicable to the contracted employees.

Disciplinary Action

Disciplinary proceedings shall be initiated against those who are involved in moral dishonesty, academic incompetence, gross negligence, lack of integrity personal conduct, noncompliance, violation of College or University policy and other acts or omissions substantially harmful to the College or involved in any activity which are against the rules and regulations of the Kingdom. Appropriate penalizing actions shall be taken against such employees when proven.

RESEARCH POLICY

It is the policy of the College to encourage scientific investigation by its faculty. Sponsored and non-sponsored research must be integrated with regular educational and service functions of the College. Regulations governing sponsored as well as non-sponsored research and the acceptance of gifts, contracts, and grants for research are established in the Rules of the College.



PATIENT POLICY

Investigations involving patients carried out by or under the direction of the faculty involving expensed derived from college funds, or funds under the control of the College or University belong to the College or University. Regulations governing patents shall be established in the Rules of the College and University.

USE OF THE NAME AND LOGO OF THE COLLEGE OF NURSING

The College and University have applied for and obtained federal trademark registrations of the various names, slogans, design and logotypes of the Imam Abdulrahman Bin Faisal University; Colleges of Nursing name and logotype is prohibited. All faculty members are obligated to know the rules and guidelines governing use of the name and logo of University, and College.

ACADEMIC FREEDOM POLICY

Freedom of responsible professional inquiry, teaching, research and publication shall be encouraged and maintained in the College. Faculty members have the same freedoms as other citizens but should be mindful that accuracy, forthrightness, and dignity befit their role as teachers and individuals of learning. They shall observe those standards of conduct, which a University has a right to expect from its members.

SABBATICAL LEAVE

Eligible faculty members may be granted sabbatical leaves of absence to enable them to pursue programs of education, teaching, and research or to accept special assignments with foundations, government, or other institutions of higher learning. Policies governing sabbatical leaves it provided in the University catalog.



JUDICIAL REVIEW

The College is committed to promoting and maintaining the highest standards of medical service both to ensure excellence in nursing education and in research. In recent years, the increasing costs associated with litigation and judicial reviews have diverted College resources away from its primary mission. Therefore, while any matter pertaining to these Bylaws, or the appointment, reappointment, disciplinary action, etc. of any faculty member may be submitted for judicial review, it is understood that the prevailing party shall be entitled to reasonable costs and attorney fees associated with the dispute

DISCIPLINE, COMPLAINTS AND DISPUTE RESOLUTION

Higher Education Council issued Resolution No. 04/06/1417 on 26/08/1417H [6 January 1997 G] to approve the regulations related to the discipline of the faculty members and similar staff at IAU. IAU maintains policies and regulations applied explicitly to deal with complaints about or by faculty and staff, through articles specified in the regulation of the Affairs of Saudi faculty at IAU (Articles 82, 83, 84,85,86,87, 88, 89, 90, 91) . Executive rules explaining these articles also have been issued. Article 44 of the Regulation on Employment of Non-Saudis in Universities of the Kingdom is also attached as an evidence to demonstrate the existence of this practice at IAU .As for the staff; IAU applies the Staff Discipline regulation to enforce discipline. In addition to that, an administrative decision of the President No. 42/826 dated 25/08/1434 e includes the formation of a permanent committee to study the technical and administrative violations within the University as well as to investigate all violations related to the university staff.

IAU has assigned a Permanent Committee to look into complaints made against staff, failure to comply with their Job descriptions, negligence of responsibilities, or



inappropriate behavior. Article (82) of the regulation states the formation of the disciplinary committee for faculty members and the article (83) of the regulations have mandated the President of the university to assign one of the deans and give him the authority to investigate with a faculty member who is believed to be in breach of his duties. A report on the outcome of the investigation will be provided to the disciplinary committee.

A Standing Committee to deal with the irregularities had been assigned for the university staff to solve the problem between the two disputing parties. It should be noted that this procedure applied effectively according to the university customs derived from the Islamic Laws, Disputes between employees of IAU in various jobs though rare, but they

occur with varying dimensions like other educational institutions. IAU has placed responsibility for the initial stages of resolution of minor disputes under each head of the department or administration and under the umbrella of his responsibility in steering educational, administrative and financial matters set by the regulations (44) of the Higher Education Council In case the head of the department is not able to resolve such disputes, the next step is to this issue to the respective Deans of the College (or the Deanship) for consideration under the regulations (37) set by the Higher Education Council . If the conflict continues still unresolved, it

Will be moved for settlement by the Concerned Vice President, and then to the President of IAU [Article 91]. However, the details of this sequence of dispute resolution are not documented. If IAU employee fails to comply with instructions, neglects his responsibilities or follows an inappropriate behavior, IAU applies the procedures specified in the regulations mentioned above, namely articles (82) to (91) of the regulations governing affairs of the faculty members, as well as



regulations on employees' discipline considered by the Standing Committee settlement of the technical and administrative irregularities At the same time IAU regards rights of the employee under investigation, accused or against whom a disciplinary punishment is issued. Article (83) gives IAU President the right to refer the case to the Permanent Committee or not, taking into account the volume of the violation attributed to the employee. Article (85) of IAU regulation states that the employee has to be paid half of his/her salary in the event of suspension from duty during the investigation, and full salary after being acquitted or punished without being dismissed.

Procedures included in article (86) also give the employee enough time (at least 15 days), after delivery of the list of charges, to come for the trial. The accused has also to read the investigations carried out with him (Article 86). In addition to that, regulations of IAU allow the employee, upon whom a disciplinary punishment is inflicted, to appeal the penalty within thirty days (Article 88). This has been organized by Article (88) of the regulations and mentioned in the sixth paragraph (the faculty member and the like has the right to appeal the decision by a letter addressed to the president of the university in thirty days from the notification of the Commission otherwise the decision becomes final etc.). This is concerned with the faculty members at IAU. As for the university staff there is no regulation provided in the University council therefore it is inevitable return to the general rules in this regard, and as the text of Article (4) of the pleadings system issued by Royal Decree No.: M / 2 and the date 01/22/1435H [25 November 2013 G], especially the fourth paragraph of which states to be necessitated the appeal of the administrative decision - within sixty days from the date of knowing this decision and will be decided upon during the next sixty days of the date of submission. If a decision is rejected must be substantiated and is also considered as a rejection of the appeal not to decide on the appeal within a period of the last



sixty days and therefore have the right to complainant after that by a letter to the administrative court claim for cancellation of the administrative decision issued against him/her. It is clear that the Saudi complainant has been given extensive guarantees for public employees in the face of the administrative decisions issued against him and then there is no point of proposing new rules in this regard, both for faculty or staff within universities.

Article (83) from the regulations mentioned above, as well as the executive rules issued has exposed the details of how to conduct the investigation with the faculty member, who is believed to have violated his duties, as well as the body entrusted with the investigation. The Committee on irregularities explains the procedures of investigation against the staff violation.

As per the directions of the rector, a dispute committee has been formed with recommended standards to conduct investigations into any irregularities. In case of serious disputes of lawsuits and judicial issues, it has been addressed by other relevant organizations and this will not interfere with the disciplinary action/s taken on the incident by the University (Article 90) All the regulations and procedures are available on the IAU website and in the handbook .




CONFLICT OF INTEREST POLICY AND PROCEDURE

Preamble: the purpose of this policy is to identify areas of potential conflict of interest, manage, reduce and eliminate such conflicts should they arise. Faculty/Staff must disclose conflict of interest where they exist. This policy will be made available to all new faculty/staff that has recently joined the college.

Definition: - For the purpose of this policy, Conflict of interest will be defined as any relationship that may inappropriately compromise or bias a faculty/staff member's judgment in the discharge of their duties

Disclosures: - When a faculty/staff is confronted with a potential conflict of interest, CON expect them to disclose it in writing (using a reported format as provided by the CON) to the Dean or Dean- appointee. If Dean- appointee is responsible for processing and compiling disclosures, a comprehensive report of all disclosures will be forwarded to the Dean at the end of every session.

Disclosures include but not limited to:

- Faculty/Staff must not use their official position or influence to gain advantage for self or relatives or the college.
 - Faculty/Staff taking part in decisions where their own interest (financial or otherwise) are or affected must disclose.
 - Faculty/Staff taking part in extracurricular activities for another employer for additional pay must disclose.
 - Faculty/Staff taking part in decisions and deliberations where a family member could be affected or otherwise must disclose.
 - Faculty/Staff must not ask for or accept any incentives or gifts that may affect their objectivity in carrying out CON responsibilities.
 - Faculty/Staff who have financial interest in an organization must disclose and not allow these interests to adversely affect his commitment to the college
 - Faculty/Staff must not enter into any relationship that will affect commitment to COCP mission and goals.
 - Faculty/Staff who receives grants from outside the university should not promote specific products but results should be published in scientific journal and it is the property of the college
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Procedure for Evaluating Disclosures.

The Dean or his appointee shall oversee all disclosed potential conflict of interest.

During the process of evaluation, faculty/staff disclosing might be asked to provide additional information or documentation. Consultation might be sought from the Academic Affairs committee of college council. If it is established that a potential conflict of interest exists (e.g., purchase of good/services or research project), The Dean or his appointee will initiate a management plan to minimize, eliminate or manage in consultation with the faculty/staff.

In cases of disputes In the event the faculty /Staff member is not satisfied with the decision taken with respect to the potential conflict of interest disclosed, they will have the right to ask for a review. If however they are still not satisfied, the matter will be dealt with in accordance the University policy and procedure on handling disputes.

Refer to article 19-26, page 53-54, chapter 3 of Rules and Regulations of Council of Higher Education

The University Rules of Accepting and Disposing of Donations, Grants, Bequests and Endowments

ARTICLE 48

The University Council may accept donations, grants, bequests and endowments. It may also accept conditional donations for special purposes that do not violate the University main objective.

These donations are deposited into an independent bank account to be spent on specified purposes according to the following rules:

1. These donations must be deposited into an independent bank account with the Arab Saudi Monetary Agency or any local bank and transferred over yearly.
2. Assets are valued as soon as they become possessions of the University.



3. All donations, grants, bequests and endowments inheritances are registered in a special registry.

4. Spending from donations, grants, bequests and endowments is subject to these rules:

(a) If the donation, bequest or endowment is in cash or an asset and the donator specifies how to use it, it must be fulfilled according to his request. (b) If the donation, bequest or endowments is in cash or an asset and the donator does not specify how to use it, the University Council has the right to specify other ways of spending.

(c) Spending from the independent bank account is subject to possession of official documents and should be supervised by the auditor.

- The University president can spend up to one million riyals. If any amount above one million is required, the approval of the University Council is necessary.
- The auditor regularly monitors and reviews the donations, grants, bequests and endowments and the independent bank account, and reports on them.
- The auditor must make sure that all the donated estates and materials are registered in the University records according to the accounting rules and report them.



CHABTER II
CHAIRMEN/COORDINATORS OF
COURSES & DEPARTMENTS





Chairman/Coordinator

Method of appointment:

- Each academic department shall have a chairman appointed by HE the President based on recommendation of the Dean of the College and the departmental faculty board. Such appointment shall be got ratified by the government.
- The chairman shall be the chief executive officer of the department, and Ex-officio member of the faculty board.
- The dean may appoint a female faculty member on the recommendation of the vice dean as coordinator for each department.

Policy:

Chairman/coordinator of the Department is a tenure tract nursing faculty member with administrative responsibility for the different Departments of Nursing. She /he has line authority for faculty and staff and reports to the Dean.

Job Description:

- Supports the caring community of nursing students and faculty and the philosophy of the Department.
- Leads the students, faculty, and staff in achieving the missions and goals of the Department and University.
- Directs the faculty in planning, implementing, and evaluating the undergraduate and graduate programs and their curricula.
- Manages human and financial resources with input from faculty, staff, and students.
- Relates to community groups, clinical agency personnel,



<p>approval/accreditation agencies, and others involved with the attainment of Department goals.</p> <ul style="list-style-type: none"> • Guides the faculty in achieving excellence in teaching, scholarship, and service, including approval/accreditation by the appropriate bodies. • Represents the Department of Nursing at various College, University, and national meetings. • Seeks funding opportunities from private and public sectors to enhance existing programs. • Serves as student advocate. • Conducts Departmental meetings. • Serves as ex-officio member of all standing committees of the Department of Nursing. • Serves as ex-officio member of all standing committees of the Department of Nursing. • Prepares reports as designated by the College, the University, and approval/accreditation bodies. • Facilitates the development and coordination of programs, policies, and procedures of the Department, the College, and the University.
<p>Duration of Appointment:</p>
<ul style="list-style-type: none"> • Usually two years, but it could be renewable

<p>Division /Units in Department</p>
<p>In any department, one or more divisions may be established to facilitate the conduct of its affairs. The establishment or termination of such divisions shall be done by the dean on recommendation of the chairman/coordinator of the</p>



department, and shall be subject to approval by HE the President of the University.

Role of Program Coordinators

Program Coordinators:

Undergraduate and Graduate Program Coordinators are nursing faculty members responsible for the daily operational functions of their respective programs. They report directly to the Department chair and have no line authority.

Job Description:

- Support the caring community of nursing students and faculty and the philosophy of the Department.
- Maintain relationships at the University and with clinical agencies to implement the curriculum and facilitate the attainment of program learning objectives.
- Coordinate student recruitment, admission, and advisement activities.
- Direct orientation activities for newly admitted students.
- Facilitate student progress toward completion of degree requirements.
- Implement standardized testing activities as appropriate for the program.
- Recommend faculty teaching assignments and semester course schedules according to the needs of the program and qualifications of faculty.
- Revise the student handbook and UWG catalog description of the program annually as needed.
- Implement student/faculty policies and procedures of the Department and the University.



- Recommend student/faculty policy changes and curriculum revisions.
- Assist the Department in program assessment activities.
- Serve as student advocate.
- Serve as a resource to faculty teaching in their respective program.
- Conduct undergraduate/graduate faculty meetings as needed.
- Advise the Department chair on program matters.

Clinical Instructor

Clinical preceptors may be used for UNDERGRADUATE students and POSTGRADUATE students. The use of preceptors in any course, however, must be approved for that course

PROCEDURE:

The student shall be enrolled in the course in which the preceptoral learning activities occur and shall not be reimbursed for nursing services by the agency during this time.

The selection, approval, and role development of preceptors shall be documented in writing:

- The preceptor shall be a registered nurse holding a current, valid license; it must be shown to the requesting faculty member.
- The preceptor shall have at least one (1) year of work experience, preferably be educated at the same or higher level as the student and be able to facilitate student learning.
- The preceptor may be selected by a student or faculty but shall be approved collaboratively by the faculty and the director/designee of the clinical agency.
- The preceptor shall be assigned no more than two (2) students at any given



time.

- Each student and preceptor readily available shall have a designated readily available faculty member who is responsible for the preceptor all learning activities.
- A student may engage in the preceptor clinical experience, if, and only if, the designated preceptor is present.
- The preceptor for a REGISTERED NURSE student may be a non-nurse provided that the designated faculty member serves as the co-preceptor.
- Prior to the preceptoral experience, a preceptor orientation to the responsibility and role of the preceptor will be provided by the course instructor in which the preceptoral experience occurs.
- Prior to and throughout the preceptoral learning activities, faculty shall interact with preceptors, individually or in groups, to clarify roles and the nature of the learning activities.

Responsibilities of Student

When working with a Clinical PRECEPTOR, the student will:

- Review and utilize the objectives for the course/clinical experience.
- Maintain a daily log of experiences as required by the faculty advisor and incorporate periodic evaluation of achievement of course/clinical/individual clinical objectives and submit to faculty advisor.
- Select specific daily clinical learning experiences in cooperation with preceptor.
- Plan for appropriate care of clients with assistance of preceptor.
- Make appointment with faculty advisor for evaluation of clinical experience



as requested.

- Maintain open communications between preceptor and faculty advisor as to unusual circumstances (i.e. absence from clinical, illness, etc.)
- Complete assignments on time.
- Complete evaluation of the preceptor, clinical area, and practicum at the end of the clinical experience.
- Not work in clinical area if preceptor is not available.
- Notify preceptor, agency, and faculty advisor if unable to attend clinical (see student handbook).

RESPONSIBILITIES OF PRECEPTOR:

While serving as a preceptor for students' clinical experiences, the preceptor will:

- Review the course requirements, objectives and evaluation tools with the responsible faculty.
- Orient the student to the clinical area.
- Assist the student in selecting specific meaningful daily learning experiences.
- Work with and/or observe the student.
- Provide guidance, direction, and appropriate teaching to student as needed.
- Serve as a resource person in the clinical area.
- Serve as a liaison between clinical agency and student.
- Be available to the student at all times during the clinical experience.
- Precept ONLY the assigned student(s).
- Review with the student the course/clinical objectives regarding the selected learning experiences.
- Provide the student and faculty advisor an ongoing evaluation of the student's clinical performance.



- Provide input into the student's evaluation via student evaluation tool.
- Meet with faculty advisor at conclusion of experience to evaluate learning experiences.
- Notify faculty advisor of any change(s), problem(s), or incidence(s) involving the student during the clinical experiences.
- Complete the appropriate preceptor qualification forms and provide faculty advisor with a copy of current nursing license.

Workload

FACULTY WORKLOAD GUIDELINES

GENERAL EXPECTATIONS

A. Regular, Full-Time

This category includes faculty at Professorial ranks whose total commitment of time/effort is 80% or above. Generally, individuals in this category distribute their contributions across three major areas of responsibility as follows:

Teaching 50%

Research 30%

Community Service 20%

This distribution may be achieved term by term or it may be averaged out over the academic year (two terms), depending upon the research, teaching, and service needs of the college, and to the extent possible, the goals and preferences of the individual faculty member.

Teaching Workload (50% of total time/effort)

The expected teaching load for regular, full-time faculty with 100%



appointments is the equivalent of:

Professor (14 credit hours)

Associate (14 credit hours)

Assistant (16 credit hours)

Lecture (18 credit hours) per academic year. Counted in the teaching workload are formal and informal teaching activities.

The workload for specific formal courses is listed in Attachments A (undergraduate courses) and B (graduate courses).

The maximum amount of workload credit allowed for other courses taught in the format of individualized work with students or student teams (e.g., independent study courses and research advisement) for a given academic year is 3 credits (e.g., workload of .25 in one semester).

Maximum credit is to be given only to those individuals who have a substantial amount of such work, i.e., a minimum of 6 separate, and active student/student team projects.

All faculty members must teach a minimum of one course per academic year and three to four courses per year (50%) are the norm depending on the amount of time negotiated for documented scholarly and service commitments.

In determining the specific teaching workload, factors such as the following must be given due consideration:

The nature of the faculty member's responsibility for the teaching activity, including preparation time;

- A. The number of students in a course or seminar;
- B. The time that is required in preparing for a new course;
- C. Travel time for off-campus offerings;
- D. Presence of a teaching assistant; and



E. Remainder of the faculty member's assignment.

Research Commitment (30% of total time/effort)

All full-time, regular faculty members are expected to conduct research and obtain external funding to support research activities. To facilitate the fulfillment of the research expectation, time-limited support for up to 30% time will be provided by the college for the following activities:

- a) To enable faculty who are not yet funded to prepare grant proposals;
- b) To enable newly appointed faculty with funded projects to get them established and operational in this new setting; and
- c) To enable previously funded researchers to disseminate findings of completed studies and to develop new or continuation grant proposals.
- d) Full-time, regular faculty who are not engaged in research or in the preparation of research proposals and faculty who have been given research time previously without evidence of productivity can expect to have an additional 30% of their time/effort distributed to teaching and/or service activities.

Service Commitment (20% of total time/effort)

All faculties are expected to devote a portion of their time/effort in activities that promote the ongoing development and welfare of the college, the University, the Nursing Profession, and the broader communities that they serve. Generally, faculties devote approximately 20% of their time to service activities. The actual amount of service time allocated in a given year may be adjusted to meet the overall needs of the department/unit or college.

New Faculty/Staff Orientation Plan

Welcome



The Professional Practice Committee of the College of Nursing would like to take this opportunity to welcome you to our ranks. We are delighted that you have elected to become a member of our faculty and look forward to a long and fruitful relationship with you.

This orientation plan has been designed to provide you with a smooth transition to our university and to your new professional home. You have been assigned a faculty mentor.

- Name:
- Office Number:
- Office Phone Number:
- E Mail Address:
- Home Phone Number:

The mentor's role is to guide the orientation process and assist your transition into your new professional home. Please feel free to contact that person if you have questions.

NOTE: The specific tasks for each Day in the remainder of the plan represent the sequence of the orientation process and will not necessarily be covered during the first six days of employment. In addition the process will revolve around the university orientation plan and process.

Day I

1. The Dean's Secretary will provide new faculty members with the following documents on their first working day.

- College of Nursing Faculty Handbook
- College of Nursing Strategic Plan
- Faculty names, addresses, e-mail addresses, phone numbers
- Current committee assignments



- Faculty meeting schedule
- Faculty teaching schedule
- Video /CD list
- Equipment available list

2. The Dean's Secretary will provide new faculty members with the following items on the first Working day

- Office space
- Key request form and instructions regarding procedure to acquire
- Instructions and assistance in obtaining the following items:
- Faculty ID badge
- e-mail address and account
- Banner password and manual
- E library &Textbook order password and code

3. New faculty members will be provided with a faculty mentor (appointed by the professional Practice Committee Chairperson) on the first working day. The faculty mentor will be responsible for the following duties:

- Introduce to all faculty and staff members
- Escort to pick up keys, and ID badge
- Arrange or conduct Banner training; E-mail address and account and training;
- Textbook order password and code.
- Orient to University campus including library (arrange detail library orientation at later date)
- Mentors are encouraged to escort to lunch on regular basis
- Procedures for ordering textbooks and schedules for orders



- Procedures for ordering supplies and equipment
- Use of copy machines
- Use of equipment, faculty work room, power point (computers)
- Review CON Faculty Handbook in detail
- Discuss faculty affairs work and dues
- Demonstrate computer software programs available in computer lab.

4. New faculty members will be oriented to office functioning by the Dean's Secretary who will cover the following items:

- Appropriate use of keys
- Areas of building to be locked and when
- Scheduling classrooms
- Scheduling equipment
- Use of computer lab
- Use of video tapes by faculty and students

Day Two

New faculty members will meet with the Dean who will review the following items:

- 1. Personnel functions (benefits, retirement, health benefits etc.) (These are covered in University Orientation-Dean will only review and reinforce as needed.)**

Promotion

- Annual Evaluation process and procedure
- Annual Georgia Board of Nursing Faculty Qualification Form
- Committee Appointment (make assignments)
- Job Duties
- Teaching course assignments



**2. New faculty members will be trained to operate the Banner system
(this will be arranged or conducted by the mentor)**

Day three

New faculty will spend today reflecting on their orientation knowledge to this point and settling into their office space.

Day Four

New faculty members will be oriented to the current curriculum

- Undergraduate curriculum-orientation by Undergraduate Coordinator and Chair Of Nursing Academic Committee.
- Graduate curriculum including RN to MSN program-orientation by Graduate Coordinator and Chair of Nursing Academic Committee.

Day Five

New faculty members will be oriented to the advising process, duties and responsibilities.

- Undergraduates-orientation by the Undergraduate Coordinator
- Graduates-Orientation by Graduate Coordinator
- On Call-Dean's Secretary and faculty mentor

Day Six

- New faculty members will be oriented to dealing with troubled students by the Vice Dean/College coordinator
- New faculty members will be oriented to the role of the Clinical Affiliates.

Annual Evaluation Policy



The Dean or designee of the College of Nursing will evaluate faculty annually

Procedure

- Faculty submits a self-evaluation to the Dean. The self-evaluation is comprised of a minimum of 1 peer evaluation, student evaluations of all courses taught, course evaluations as described in the handbook Promotion standards.
- The faculty member completes sections 1 through 7 of the University Faculty Evaluation form, and the evaluator completes section 8.
- The Dean or designee has evaluation conferences with faculty during the first two weeks in First semester of each academic year.
- All faculty evaluation materials will be submitted to the Vice President

Faculty Responsibilities

Curriculum Development

Each faculty member should have a continuing commitment to the development of subjects in his field. He should review and update the course contents, as and when necessary, to reflect new developments and advances.

Course Scheduling

All on-campus credit courses are scheduled by the Registrar’s Office under the Deanship of Admissions & Registration. The request for a change in the scheduled class time can be made only if there is conflict and/or a strong justification. The request must be filed with the Registrar’s office through the chairman of the department, citing the reasons.

Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session is indicated by the Registrar’s office. An instructor is responsible to the department offering the



course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

Classroom Supplies

- Each classroom is fitted with a white board, an overhead projector, a screen, writing chinks and dusters. Colored chinks, transparencies and other classroom supplies are available from the academic departments. Teaching and Related Activities
- A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He should work in collaboration with other faculty members in his field to seek continuous updating and improvement of curricula.

Office Hours

- Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The department normally specifies the minimum number of office hours.
- The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

Class Roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions & Registration. The official class list is also posted on-line on the website of the Deanship, access to which can be made by the instructor.



Record of Class Attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the University enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 15% or 25% excused absent of the lecture and laboratory sessions scheduled for the course . A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student`s unexcused absences are more than 15% or more than 25% excused absent of the lecture and laboratory sessions scheduled for the course.

Class Management Cancellation of Classes and Make-up Classes An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with student`s academic engagements. The department should be informed of the scheduling of all make-up classes.

Textbooks and Course Materials Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore the material, which may include his own prepared lecture notes.

Class Management Where there is no



designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distribute the course materials to the students in his class. An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the University's procedure, which requires approval of the department, the college and the University.

Course Portfolio

The University maintains a policy on course portfolio, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.

Faculty Duties Towards His/her Student

- Clarify the responsibilities of students and their rules of behavior at the start of their studies.
- Determine the developmental characteristics of students and evaluate and report to develop them.
- Encourage students and respect their right to express their personal views, and not to resort deliberately to impose any decision or opinion.
- Social interaction between the student and faculty member should be in a climate of good relations.
- Put the right of the student within the disciplinary system.
- Inform students the requirements of the duties and operations of student assessment (this information can be obtained from the models in detail description of courses).



- Help students develop their knowledge, skills and attitudes positive towards religion and science and society by providing them mental skills and develop scientific and critical scientific thinking, love of learning and practice of continuous improvement.
- Instill Islamic values balanced in the minds of students.
- It is right of a faculty member that the student listens to the teacher during the lecture.
- Inform students about schedule, objectives, content and evaluation methods used to accomplish, through the Internet and through the University website and e-mail or personal account for each student or by other means.
- Maintain discipline in attending lectures and commitment to its place and dates of beginning and end, in accordance with the General Schedule. 12. Pay attention to office hours to guide the students and guide them on how to handle their problems and solve personal and social issues.
- The maintenance of order in classrooms and lectures to provide an opportunity for students to achieve the highest level of achievement.
- Provide (a list) of reference books and materials section to facilitate access by students with guidance to multiple sources. 15. Inform students in advance and in full from the requirements of courses through the descriptions of courses which must include knowledge and skills targeted for growth.
- Avoid giving private lessons under any name fully paid or unpaid.
- Urge the students for scientific integrity. In the case of the breach thereof, whether in an exam or in the preparation of research is the application of criminal laws in force in the university.
- Prepare a list of the names of students, for monitoring the presence and



absence, and record grades and the results of the year, in a way that allows extraction if necessary.

- Allowing the student to review their own answer sheets in all circumstances.
- Dealing with disciplinary action or criminal or personal or academic problems for students in strict confidence.
- Design an integrated and comprehensive program to guide new students; to ensure that they understand fully the types of services provided by the institution for them, as well as the duties and responsibilities entrusted to them.
- Keep files of documentary (Portfolio) contains the proofs and evidence on the operations of evaluation and optimization strategies.

Administrative tasks and responsibilities:

- Identify the vision, mission, values and strategic objectives of the college and university.
- Implement the relevant areas of the strategic plan for college and university.
- Follow all policies applied by the department, college, and university.
- Assist in the administrative work for the department, division, or courses.
- Attend and participate in department meetings.
- Contribute in the committees and units of the department, college and university.
- Contribute to the development and quality questionnaires conducted by the College and University.
- Take the initiative to propose programs, policies and plans to improve performance in the work environment

**Research tasks and responsibilities:**

- Monitor the ethical guidelines approved by the college and university related to scientific research and follow during all steps of research activities.
- Construct researches and scientific studies in the field of professional specialization.
- Encourage teamwork and cooperation with colleagues in the research field.
- Seek to publish the research in scientific and prestigious journals.
- Work on presenting the research in the prominent scientific meetings.
- Clarify the affiliation of the college and university during scientific publishing or presenting lectures on work that has been performed within the university.

Community service tasks and responsibilities:

- Participate in community service activities and provide advisory services assigned by the college or university
- Consider the main oral health problems in the community in research, especially those related to field of specialization
- Promote for oral health and the prevention of common problems in the community
- Participate in the activities of community continuous education organized by the college or university

Moral tasks and responsibilities:

A faculty member should conduct all moral principles established by the college



and university in all academic activities and non-academic. Examples of these moral responsibilities:

- Contribute in promoting the message of college and university, by maintaining the highest standards of teaching and scientific research.
- Follow the core values of college and university.
- Show respect for students as individuals and consider being a role model for them.
- Provide equity and justice when dealing with students, colleagues and staff. Also avoid verbal or physical discrimination on any basis.
- Exercise intellectual honesty in the performance of academic and non-academic duties.
- Respect the special nature of the relationship between faculty member and student and avoid any exploitation or harassment.
- Protect the academic freedom of the students and avoid degrading or discouraging them because of their academic performance or any other reason.
- Examine and evaluate the students on their performance in the course without any delay and provide them with regular feedback.
- Avoid fraud in scientific research, which include: feigning, forgery, infringement of research, conducting research data from others or any other exercise deviate from the accepted standards within the research community.
- Protect the reputation of the college and university by maintaining professional standards.
- Take into account freedom of expression and show respect for others' opinions during the discussion and exchange of ideas.



- Avoid using the name of the college or university in order to obtain benefits and personal interests.
- Disclose any financial interests in companies or businesses that provide services or products for college or deal with it financially in any form.
- Commit to the working hours and understand the need of obtaining university approval before working in places other than university

Course Coordinator

Description:

The course coordinator is responsible for development and innovation as well as day-to-day operation of a specific course. The course coordinator works closely with Team Leaders in the planning and execution of a course.

Qualifications:

A department head in consultation with the Dean assigns the course coordinator.

Responsibilities:

Prior to the start of the course:

- Update syllabus , and submit copy of syllabus to the Department .



- Schedule and conduct an orientation to the course for faculty new to the course.
- Place any course announcements on the College web site.
- In consultation with the department head, select appropriate faculty instructors to ensure satisfactory course delivery.
- Order textbooks for the course.
- Develop valid and reliable methods to evaluate student learning outcomes.
- Create and facilitate a classroom climate that is conducive to student learning and academic integrity

During the course:

- . Facilitate course development through reflection and student evaluations.
- Supervise teaching assistants assigned to the course.
- Develop a meaningful and connected topic sequence and schedule in consultation with other instructors involved in the course.
- Provide students with course syllabus that includes broad course objectives, course schedule, grading policy, expectations of academic integrity, policy for missed exams, etc.
- Coordinate course activities including the development of innovative teaching strategies and maintain course information on the Blackboard Course info web site or equivalent site.
- Attend, as necessary, lectures, recitations and other instructional activities of participating faculty to facilitate consistency of the course.
- Assure that course content allows student achievement of objectives associated with that course.
- Organize and hold meetings of the course instructors to discuss issues affecting student learning, testing and other classroom issues.



- Organize and hold periodic meetings with the class representatives for the course to obtain constructive student feedback.
- Evaluate student achievement.
- Select test format appropriate to course objectives.
- In consultation with the other course instructors, will determine the weighting of term mark and final examination mark in the calculation of the final course grade; this weighting is to be the same for all sections.
- In consultation with the other course instructors, will allocate the marking of the final examination to the course instructors who are teaching the course in that term, in proportion to the number of lecture sections taught by each course instructor;
- Monitor student progress.
- Use valid and reliable methods to evaluate Maintain class grade record and keep Department Chair apprised of course and student progress including students in danger of failing at mid-semester.
- Student learning outcomes.
- Circulate information to course group members and conduct regular course group meetings.
- Grade assignments, quizzes, and tests (if appropriate, e.g. multiple choice tests
- Record and assign final grades in consultation with other course faculty instructors.
- Coordinate dissemination and collection of Student-Instructor Evaluations.
- Complete semester course report at the end of the semester by the requested deadline.

Accountability:



Course coordinators are accountable to their department head for academic and administrative activities associated with a course.

Announcement of Course Grades

1. Course Director:

- Notifies students of grades earned in the continuous assessments within 7-10 days following the exam.
- After the grades are released, students are provided feedback regarding their performance, and a list of correct answers is also provided for their review.
- Final exam grades and final course grades cannot be announced to students until they have been formally approved by the Department Chair, the Vice Dean for Academic Affairs, and the College Faculty Board.

2. Vice Dean for Academic Affairs:

- After approving the final course grades, will submit them to the Dean and College Faculty Board for formal approval.
- An identical process is followed for the finalization and announcement of grades for continuous assessments.



Faculty Evaluation of Course Policy

All faculties will submit a written evaluation of each course they teach during the academic year at the end of Semester. The Nursing Academic Committee for curriculum evaluation will use these evaluations.

Procedure:

- Each faculty will be responsible for completing a Faculty Course Evaluation Summary for each course at the end of Semester. Summaries for courses taught both Semesters will be completed at the end of second Semester. Summaries for special topics courses or courses taught only in one semester will be completed at the end of semester in which the course was taught. This summary must also include a review of course materials which includes but is not limited to, the syllabus, reference list, faculty assignments, practice settings, and strategies for evaluation.
- Each faculty will submit a Faculty Course Evaluation (see attached) to the Chair of Nursing Academic Committee and Dean each Semester.
- Each faculty will also submit a Faculty On-Site Clinical Facility Review for each clinical site used by that course at the end of the Semester. An additional site review will be required if any change in management or facility occur. (See Faculty On-site Clinical Facility Review)

Monitoring and Evaluation

The delivery of courses and program is monitored through various mechanisms.



These include but are not limited to the following:

1. Annual Program Report:

The Vice Deanship for Academic Affairs prepares Annual Program Report (APR) on the NCAAA template and submits it to the College Faculty Board and the office of Vice Deanship for Quality and Development for review and monitoring of suggested improvement actions.

2. Course Report:

At the end of the semester, all course directors will prepare a course report on NCAAA template that includes an evaluation of the course and any suggestions for improvement. All course reports are submitted to the office of VDAA for review. Salient features are included in the Annual Program Report with suggested improvement actions.

3. Quality Evaluation Surveys:

The Vice Deanship for Quality and Development at the College, in collaboration with Vice Deanship for Academic Affairs and the Deanship of Quality and Academic Accreditation at the University, will conduct a series of student surveys to assess the quality of the program and collect their feedback. These surveys include:

- Course Evaluation Survey (CES)
- Program Evaluation Survey (PES)
- Student Experience Survey (SES) and
- Student Survey of Lecturing Skills (SSLS)
- Alumni Survey
- Students Survey for Library Services



Results of these surveys are analyzed and forwarded to the college Dean, Vice Deans, Departmental Heads and concerned course director for their information, feedback and any suggestions for further improvement in the course and program, which are included in the course reports and annual program report.

Policy of student progress

Assessment of student progress toward the achievement of pre- established learning outcomes is continually utilized in the College. This enables College and University administrators to analyze and enhance the quality of teaching methods, learning outcomes and services provided. It also assists faculty in the development and improvement of their teaching methodologies.

2. Confidentiality: Data collected regarding a student's progress must be held in confidence, and no information should be disclosed to any individual without the consent of the student, with the exception of those College or University officials acting in their official capacity to serve the student's educational interest.

3. Modern statistical methods will be utilized to monitor the progression of students and analyze the results. Appropriate corrective action will be taken to support and improve the performance of underachieving students. Other traditional methods will also be used in this process to identify any potential barriers to students' learning. 4. This policy aims at providing reasonable and effective guidance to monitor student progress and provide timely interventions when corrective action is needed to ensure the achievement of expected learning



outcomes.

RESPONSIBILITY:

1. Vice Dean for Academic Affairs
2. Department Chair
3. Faculty of Nursing
4. College Registrar
5. Student

STRATEGIES:

1. Student progress and achievement are evaluated through a variety of measures, including written and oral examinations, practical examinations, evaluation of clinical competencies, and course assignments.
2. Students must attain a minimum GPA of 2.75 in order to be considered for graduation, and they also must complete required experiential experiences in a variety of disciplines.
3. The Academic Affairs reviews student grades and course progress and makes an assessment of each student's achievement and personal conduct at the conclusion of each academic semester (or more often if determined by the committee). Recommendations regarding student academic status and promotion are made by the student's academic advisors and are archived in each student's portfolio.
4. A 2.75 GPA is required for promotion to the following academic year, and all required prerequisite coursework and specified competencies must be



successfully

completed. Under no circumstances will students be allowed to begin patient care without successfully completing all prior course work.

5. Students are expected to demonstrate professional behaviors in addition to succeeding academically. The student code of conduct contains specific guidelines for these expected behaviors. Students can be dismissed from the College for professional, ethical, disciplinary, and/or academic reasons.

6. Students must complete their clinical responsibilities with discretion and must display concern for the dignity and importance of each patient.

PROCEDURES FOR REVIEW OF STUDENT PERFORMANCE AND PROGRESS

Course directors will contact the student's academic advisor if evidence exists that

the student is experiencing difficulty with a course.

1. The advisor and Course Director will coordinate a schedule of remedial activities: personal tutoring, extra sessions, assignments, etc.

2. If the problem continues, the student's advisor will notify the Office of

the Vice Dean for Academic Affairs. Detailed procedures are available in the College document entitled "Student Advising and Counseling Policies and Procedures".



3. The responsibility for reviewing each student's overall performance, including final grades and clinical progression, rests with the Academic Affairs Committee (AAC) and its subcommittee, if necessary.

4. The AAC committee is composed of at least 3 full time teaching staff along with all department chairs or their representatives. The Vice Dean for Academic Affairs will chair the Committee.

5. The AAC or one of its subcommittees (e.g., the examination committee) is responsible for making the following recommendations: promotion to the next academic year; remediation of failed courses; repeat of the entire academic year; academic probation; suspension, and if appropriate, dismissal from the College of Nursing.

SPECIFIC PROCEDURES FOR APPEALING ACADEMIC DECISIONS:

The office of the Vice Dean for Academic Affairs offers the following specific information on the process of appeal for an academic decision: (suspension, repeat of a year, or dismissal):

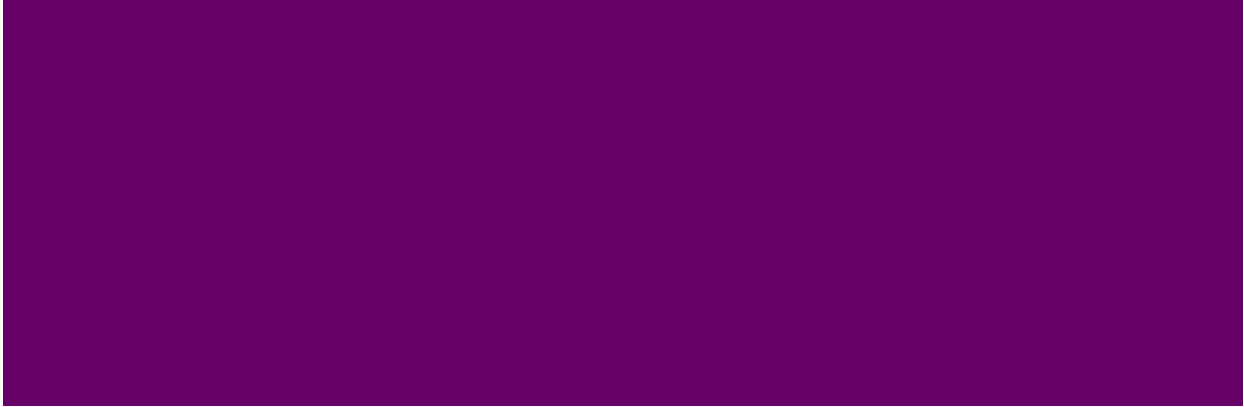
1. After receipt of notification, a student has 10 business days to submit a letter stating the intent to appeal to Dean.

2. Once notice for the intent to appeal has been received by the office of Academic Affairs, the Vice Dean of Academic Affairs will arrange an appeal



Committee according to The Studies and Examinations policy as soon as possible but no longer than 30 days after receiving notice.

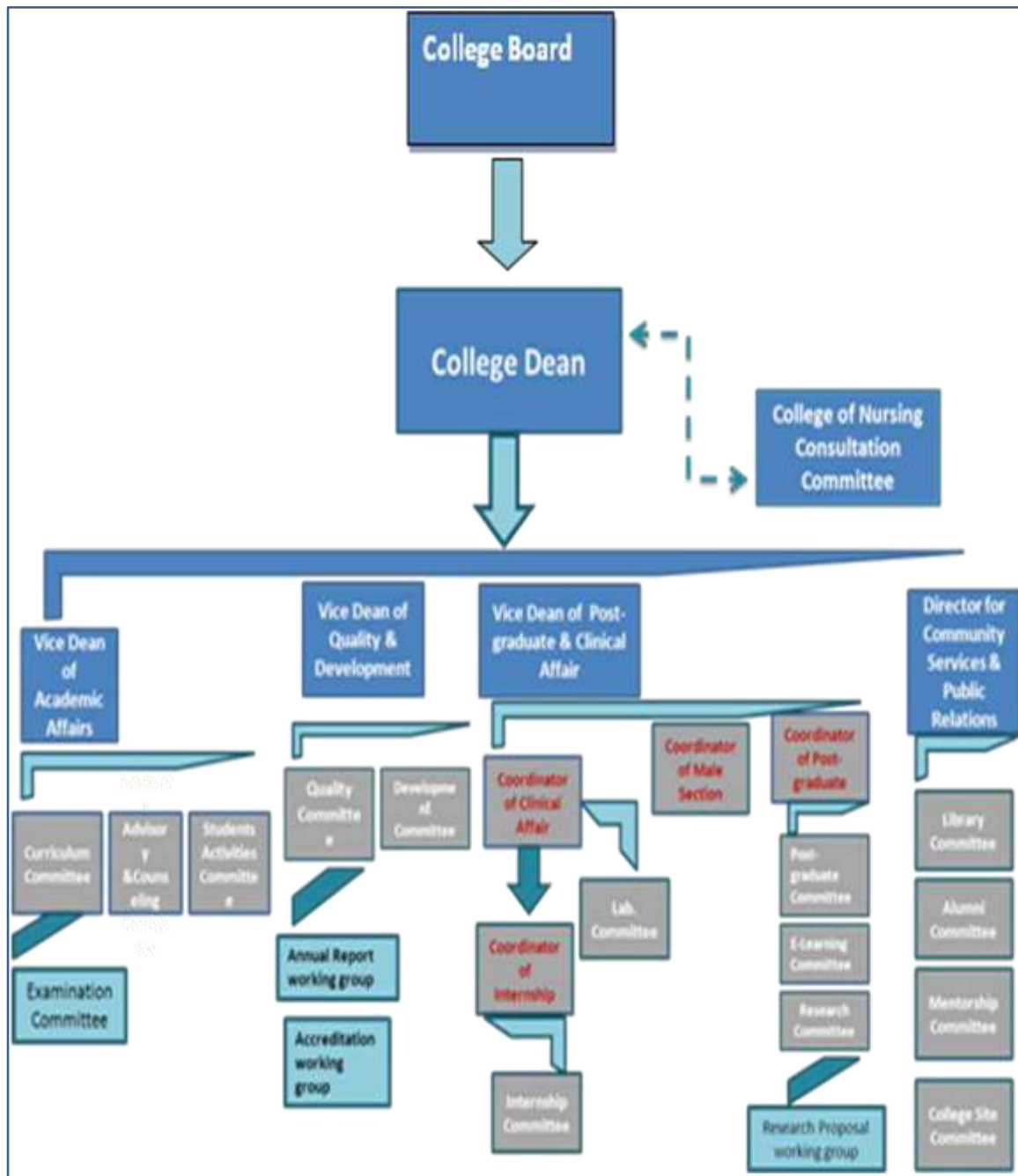
Further review within the University is available only through an academic grievance filed according to published University procedures.



CHABTER III

**Committee Structure of the
College**







Matrix of Nursing College Committees& Workgroups

Committees in the College

- The college of Nursing shall uses a series of committees to perform various tasks
- Ad hoc committees shall be formed as needed.
- The standing committees of the College shall be: Curriculum, Resource Development, policy and procedures, Undergraduate Progression and Academic Review, and Awards, Master’s Program Committee
- Faculty and staff shall be eligible for membership on committees.
- Students shall be eligible to serve on designated committees.
- Search committees shall be established whenever a tenure/tenure-track vacancy exists. At a minimum, all search committees will consist of an equal number of tenured, tenure track and non-tenure track faculty. In addition, search committees, especially those for Dean, and/or Vice Deans, may include student representation. Where appropriate and beneficial, search committees may also include faculty members from outside the College after permission from HS University Rector.
- With the exception of committees that Have University designated or appointed membership, such as Promotion & Tenure, Research Involving Human Subjects, and Graduate Grievance, members shall be appointed by the Dean of the College of Nursing.
- Committees shall perform designated tasks and serve as data gathering and processing groups that make recommendations to the faculty committee of the whole for final approval. Students may present specific concerns to the



appropriate committee chair and may be invited to present these concerns at a meeting of the committee.

- Only full-time faculty members shall chair standing committees. With the exception of committees that have chairs who are designated or appointed, all chairs shall be elected by the committee members via ballot
- The Dean of the College of Nursing shall be an ex-officio member of all standing committees
- Each standing committee shall meet at least once annually unless specified otherwise herein. An agenda for each committee meeting shall be made available one week prior to the meeting. At the beginning of the academic year, each committee chair shall be responsible for orientation of all members and setting the schedule of meetings.

Committees

General Rules

The business of the College of Nursing Faculty Organization shall be conducted through standing and ad hoc committees.

Committees are accountable to the College of Nursing Faculty Organization and to the Dean.

- Committees shall meet as necessary to fulfill assigned functions.
- Items for the proposed agenda shall be submitted to the committee chairperson a minimum of five (5) working days prior to the scheduled meeting.
- Committees shall file a copy of minutes for each meeting in the office of the



Dean within five (5) working days after the meeting.

- All committees shall prepare a written annual report to be submitted to the College of Nursing Faculty Organization at the last regularly scheduled meeting of the academic year.

Standing Committees

The standing committees of the College of Nursing Faculty Organization shall be:

- A. Admissions and Progression
- B. Nursing Academic
- C. Faculty Development, Promotion, and Tenure
- D. Nursing Faculty Affairs
- E. Nursing Student Affairs
- F. Endowment
- G. Program Evaluation

Committee Minutes

Policy

Faculty will appoint a recorder to complete minutes for every Committee Meeting. All Committees will use the same format for recording minutes.

Procedures

1. Faculty will take minutes using the attached format:
 - GROUP TITLE:
 - DATE:



- **CALL TO ORDER:** Include by whom, time, place
- **PRESENT:** List members present
- **NOT-PRESENT:** List members of committee not present
- **MINUTES:** Note action taken -- approval and corrections if indicated for minutes of prior meeting.

AGENDA TOPICS: (Listed) for each agenda item, the minutes should reflect a summary of the discussion, the final decision or action, and a brief rationale to explain the decision. If a formal motion is made, it should include the name of the person who made the motion, any amendments, and the results of the vote. Summaries should be written in third person, without the use of individual names, unless an individual requests that his/her name appear to identify his/her position.

NEXT MEETING: Include date, time place

ADJOURNMENT: Identify time

SIGNED: Signature of person taking minutes or his/her designee.

2. All minutes will be submitted to the Dean's secretary for typing.
3. The recorder will proof and sign the minutes.
4. The secretary will provide copies to the membership.
5. A copy of all minutes will be available in the Dean's office for review.
6. 6. Minutes of the academic council and committees and faculty board have to be permanently.

Dean's Advisory Committee



Policy

- The statutes of Imam Abdulrahman Bin Faisal University require that Faculty Board shall establish Standing Committees from among its members.
- The College shall strive to maintain the highest possible standard and professional performance of its Faculty and clinical consultants by means of recruiting the most qualified professionals, and by further enhancing their quality.
- Secondly, the college shall initiate, follow-up and continuously evaluate all its activities in education, clinical work and research as well as the tasks for committees.

Purpose

The Dean's Advisory Committee shall assist the Dean, and, hence, the Faculty Board to fulfill the above obligations.

Chairman

The Dean

Membership on Standing Committee:

The Dean's Advisory Council shall consist of the Dean as Chairperson, the Vice Dean(s), and the Coordinators.

A. Committee members elected by the faculty include:

- Admissions and Progression, to Nursing Academic; Faculty
- Development, Promotion,
- Nursing Faculty Affairs
- Program Evaluation,

B. Other members on the standing committees shall be appointed by the Dean.

C. Associate members may serve on Nursing Academic, Nursing Faculty Affairs, and Nursing Student Affairs committees. Associate members may enjoy all the privileges of members except that of voting.



D. Student representatives shall be on the Nursing Academic and Nursing Student Affairs committees. Student representatives may enjoy all the privileges of members except that of voting on the Nursing Academic Committee. Student representatives shall be elected by the student body during the fall semester for the subsequent academic year.

Functions

- Update the requirements of training, qualifications and experience for appointment as faculty, lecturer or demonstrator in the College, or, as consultant, specialist or “service” resident in the hospital.
- Review at regular intervals the current status of faculty and staff and their allocation to departments based on actual needs – teaching, service and research needs – and make recommendations
- Review the CV of each applicant who is supported by a department, and recommend suitable ones for recruitment. In relation to all Standing Committees for both College and hospital
- Recommend their Chairman and membership to Faculty Board.
- On the recommendations of the Follow-up Committee:
- Invite committee chairmen to Faculty Board meetings as and when required.
- Retain only those committees which are actually needed.
- Assist the Dean to prepare the yearly college report for submission to the University Administration.
- Study and make recommendations on any academic or professional issues referred to it by the Dean.

Meeting



The Dean's Advisory Committee will meet at least once a month (minimum 9 per academic year) or as frequently as required by the dean. A written agenda cum prior notice will be given to each member. Attendance will be kept.

Secretary & Minutes (Records)

The Vice Dean, Clinical Affairs is the secretary.

Minutes, in the Faculty Board format, are recorded by the secretary and signed by him and the Chairman.

Distribution: University Administration and members.

A "Minutes Book" is compiled.

Term of Office

Not more than 2 years effective from the date of the Administrative Order and setting it up.

Evaluation & Annual Report

The Committee evaluates itself annually against its stated functions, and submits a written report to the Faculty Board.

Policy

The practice of Nursing in IAU shall conform to the highest code of ethics and professional discipline. Aspects of clinical practice covered include patient: Nurse Relationship as well as teaching and clinical research.

Purpose

The committee will provide an administrative instrument to oversee the maintenance of high ethical standards in medicine and professional discipline.

Accountability

The Dean

Chairman

Vice Dean, academic affair Affairs



Membership

- Vice Dean for Higher Studies
- One individual nominated by the Dean
- Vice dean for quality and development
- Co-opted member(s) as required

Functions

- Formulate in writing a Code of Conduct for staff and students in KFHU, and have it approved by the college
- Revise and update the above at least every two hours
- Use appropriate teaching tools to instruct staff and students on the requirements of the Code of Conduct, its due process and penalties for confirmed violations and discipline.
- Ensure that valid complaints are fairly investigated. This can be patient against staff, student, or the hospital (or vice versa), or staff against staff, and so on.
- Document the outcome of such an investigation, and establish a mechanism for preventing recurrence.
- Proposals for trials of novel or untested forms of treatment, or for phases I & II drug trials should first be referred to the committee for approval.
- Take steps to reassure staff and students that its activities are designed to enhance confidentiality rather than being secretive.

Meeting

- Meetings are held at least monthly (minimum 6/academic year)
- A written agenda is circulated in advance
- Attendance will be kept
- Secretary & Minutes (Records)



- The committee elects one member as its secretary
- Minutes are prepared by the secretary, and signed by him and the chairman
- Distribution is **STRICTLY RESTRICTED** in the interest of confidentiality
- A “Minutes Book” is compiled but kept confidential
- Term of office
- Not more than 2 years effective from the date shown below.
- Annual report
- The committee is required to produce an annual report evaluating its performance against its functions listed in Section 6.

CURRICULUM COMMITTEE

The Curriculum Committee is a representative body within the College which reviews and approves all curriculum and program requirements and forwards these to the College Faculty Board and subsequently to the University Council. It plays a central role for enhancing the quality of education in the college. Primarily it is responsible for maintaining the high curriculum standards and implementing the curriculum in an organized and efficient manner. The committee coordinates and integrates the courses, programs, and academic functions of the college.

Members:

1. Dean (Chair)
2. Vice Dean for Academic Affairs (Co-Chair)
3. Vice Dean for Quality, Development and Community Service
4. Chair of the Depts.
5. A representative faculty from all the department
6. Students



RESPONSIBILITIES:

1. Utilizing standards of good academic practices that ensure the highest possible quality for the effective and quality curriculum.
2. Carry out effective review and make recommendations for improvements and currency of the curriculum consistent with the mission, vision and goals of the College and the University.
3. Develop and effectively integrate new courses into the curriculum, when needed.
4. Make recommendations for approval of new courses, major changes in an existing course, discontinuance of a course and revisions in general education criteria.
5. Resolve interdepartmental curricular problems and guard against duplication of course contents.
6. Content or curriculum mapping, providing scope and sequence of the particular course focusing on the order in which the skills are introduced for maximum understanding of the content.
7. Review current text books and teaching materials consistent with the contemporary educational standards and supporting the curriculum as well.
8. Analyze the data gathered in the examination / assessments, review of text books and teacher's application of instructional methodologies to evaluate the curriculum.
9. Review the proposals received from various departments pertaining to curriculum amendments; provide support and assistance to individual faculty members making curricular changes.
10. Develop the appropriate plan for regular and periodic review of the existing curriculum/program to ensure they achieve the educational goals in accordance with the College and University's strategic plan and meet the academic accreditation requirements to attain excellence in all academic program/s offered by the College.
11. Participating in college planning process for long- and short-term curriculum directions.

Evaluation & Annual Report:

The Committee must evaluate its own performance and progress in terms of its stated functions and duties and responsibilities annually.



A written report must be submitted to the Vice Dean for Academic Affairs who will take it to the College Faculty Board for discussions and decision. If deemed necessary, the College Dean may decide to forward the report to the President of University / University Council.

COMMITTEES - VICE DEAN FOR ACADEMIC AFFAIRS

ACADEMIC AFFAIRS COMMITTEE

The communication, clarification and enforcement of College policies regarding curriculum and academic policy is administered through this committee with a diversity of membership. The committee is chaired by the Vice Dean for Academic Affairs.

Members:

1. Vice Dean for Academic Affairs (Chair)
2. Vice Dean for male Students
3. Chair of the Depts and unit.
4. Three students.

RESPONSIBILITIES:

The Committee will meet at least monthly to:

1. Coordinate semester schedules.
2. Discuss academic matters of significant interest to the faculty, staff and students and relay its observations and recommendations to the College Board.
3. Oversee the development, modification, implementation, and evaluation of the academic program at all levels.
4. Recommend policies, procedures, and guidelines for academic programs, as well as the admission, evaluation and promotion of students.
5. Review student complaints, grievances and appeals; and refer them to the appropriate entities of the College or the University.



6. Receive reports of student misconduct and either manage them or refer them to the Dean for further action.

7. Suggest the development or elimination of courses in response to recommendations of the curriculum committee and/or changes in the profession.

Reporting and internal quality assurance:

- The Committee reports to the Dean. The Committee Chair (Vice Dean For Academic Affairs) is a member of the College Board that meets monthly. He will report on the Committee's (and any subcommittees') activities, minutes, and recommendations. Approved actions will be accessible to all faculty staff, and students/ residents through departmental meetings and website postings.

- The committee will draft a report biannually (at the end of each semester) for submission to the Dean.

- The committee's performance is monitored internally by its own members and by feedback from departments.

ADMISSION (STUDENT REGISTRATION) COMMITTEE

The Admission (Student Registration) Committee is established to support the Registrar's office in establishing the policies, rules and regulations regarding the evaluation, recommendation, selection, and acceptance of qualified students for the College. This Committee evaluates and determines set of guidelines for student admission in the College that are properly implemented and practiced at all times.

RESPONSIBILITIES:

1. Assure that students have achieved the required academic credentials according to the criteria set by the university.
2. Oversee the manual dexterity test and evaluate the applicants' performance on the test.
3. Interview eligible students and make recommendations on their suitability for acceptance into the College.



ASSESSMENT AND EXAMINATION COMMITTEE

This committee formulates, directs, implements and monitors the University Assessment and Examination policies on all issues related to undergraduate Examination.

Examinations are an integral part of the College's services and the examiners involved have a key role in ensuring that the College runs high quality examinations that are transparent, authentic, reliable, valid and fair. The Examinations Unit undertakes range of administrative duties associated with examination examinations, papers, including issuing preparation of examination of timetables, cards, invigilation issuing of schedules, course results collation sheets, and recording printing of progress decisions, publication of pass lists, communication of results, student progress reviews, issuing full mark and transcripts and notification of student performance to responsible authority.

Assessment is a systematic and continues process of gathering, interpreting, and acting upon data related to student learning and experience for the purpose of developing a deep understanding of what students know, understand and can do with their knowledge as a result of their educational experience; the process culminates when assessment results are used to improve subsequent learning. For assessment and examinations to be performed optimally it is essential that strict compliance to all rules are adhered to and that the process of assessment and examinations, the provision of standard documentation and the keeping of evidence are evident at all times.

RESPONSIBILITIES:

1. To follow the standards and the specifications of the university **Examination And Standards Unit**; to construct the courses exams and to set the standards and rules for the exams.
2. To coordinate with the **Quality and Development Unit** in order to allow the faculties to attend courses and workshops regarding the examination affairs.
3. To refer the unit needs to the specialized authorities in order to provide the technical consultations for the exam evaluation.
4. To prepare the exams schedules in agreement with the Heads of Departments and the approval of the Vice Dean of Academic Affairs.
5. To Organize the invigilation schedule for all exams in coordination with the Heads of Departments and the approval of the Vice Dean of Academic Affairs.
6. To establish a questions bank for each course and include it under the Unit responsibility.
7. To send all the semester reports to the Vice Dean of Academic Affairs.



Committee Structure:

Chair: Faculty Member (selected by the Dean & Vice Dean of Academic Affair)

- 8 Experienced faculty

- Reporting and Internal Quality Assurance:

- The committee will draft a report biannually, at the end of each semester, and forward the report to the Dean.
- The committee's performance is monitored internally by its own members and by feedback received from departments.



DISCIPLINE (DISCIPLINARY ACTION) COMMITTEE

In accordance with policies and procedures established by the university, the Discipline Committee was established by the College of Nursing in order to more quickly respond to student disciplinary issues and offer an immediate decision with an appropriate action plan. This committee serves to protect and sustain the integrity and credibility of the College. Discipline Committee is a stand-alone committee governed by the Office of the Vice Dean for Academic Affairs. Per university rules and regulations, all matters concerning disciplinary action will require an immediate investigation. The committee will meet as necessary in response to reported incidents of academic or general misconduct.

RESPONSIBILITIES:

1. In reported cases of academic or general misconduct, the Dean will nominate a committee to serve as described above.
2. The committee investigates all incidents referred from the Permanent Disciplinary Committee at the University.
3. The committee will schedule a hearing no later than one week from the date of the incident.
4. A report with committee recommendations will be submitted to the Dean, who in turn will forward it to the University's Permanent Disciplinary Committee to determine the appropriate action.

Committee Structure:

- Chair: Vice Dean for Academic Affairs
- Members: (Depending on the issue or agenda)
- Department Chairpersons
- One additional member to be nominated by the Dean



STUDENT ACTIVITY COMMITTEE

The Student Activity Committee is established to energize, rejuvenate, and motivate students with appropriate extracurricular activities to enrich their daily life, as students.

RESPONSIBILITIES:

1. Develop annual and long-range plans for appropriate student activities at the College of Nursing.
2. Submit the plans to Student Affairs at the University for Approval.
3. Development of a proposed annual budget for the work of the Committee and submission to the Deanship for Student Affairs at the University for Approval.
4. Promote the implementation of the annual student activities plan in accordance with the Plan of Action adopted by the deanship.
5. Attract and engage students in the promotion of the annual plan of activities.

Membership:

- Chair: Faculty Member (selected by the Dean)
- Members: 10 Nursing Students from various academic levels

COMMITTEES - VICE DEANSHIP FOR QUALITY AND DEVELOPMENT

QUALITY ASSURANCE AND IMPROVEMENT COMMITTEE:

The Quality Assurance and Improvement Committee (QAIC) is established to monitor and evaluate the quality improvement activities for the academic, clinical, research and administrative programs of the College and recommend strategies for continuous quality improvement. The committee will encourage and facilitate the development of a culture of excellence in the program, policies, procedures, and practices of the College of Nursing according to national and international standards



RESPONSIBILITIES:

1. Ensure that the College programs, procedures, and policies are consistent with the Vision, Mission, and Goals of the College.
2. Ensure the adherence to Quality standards by all departments and by all College administrators, faculty, students, and personnel.
3. Ensure that all required documents, reports and appropriate Key Performance Indicators (KPIs) are submitted in a timely fashion. Facilitate the implementation and compliance with the College Quality.
4. Assurance Plan by all College administrators, faculty, students, and personnel.
5. Facilitate the appointment of appropriate departmental Quality Management Representatives (QMR) to lead and coordinate the Quality Assurance activities in their respective departments.
6. Formally review the policies and procedures of the College and its departments and divisions at least every three years, or more frequently, if necessary.
7. Develop new policies and procedures in coordination with the respective departments / divisions of the College, obtain approval by the Faculty Board, and communicate these changes to the College as appropriate.
8. Facilitate Quality awareness, training and communicate the need for Quality improvement initiatives to the faculty, students, and staff through various programs, workshops, memos and reports.
9. Discuss and finalize the Committee's goals and objectives that have been developed for the upcoming academic year in the annual May meeting.

ALUMNI COMMITTEE

The Alumni Committee is established to maintain a database of the College Alumni, communicate with them and involve them in the College's developmental activities and continuing progress as an important stakeholder of their alma mater.

RESPONSIBILITIES:

1. To establish a complete database of all the graduates of the



College of Nursing with an annual, electronically-generated communication system.

2. To develop an alumni guide for the graduates of the college in collaboration with the University's students admission office.
3. To assist graduates who wish to pursue additional studies with the necessary information, guidance, and advice inside and outside of the kingdom.
4. To provide training to develop and enhance CV writing skills and interpersonal and interviewing skills, in collaboration with Continuing Education Unit and Vice Dean of Clinical Sciences.
5. To invite and encourage the participation of all College alumni to participate in annual conferences and workshops.
6. To participate in the planning of commencement ceremonies at the end of the academic year, and to make suggestions for gifts that are bestowed to graduates from the College and fellow alumni.
7. To develop, distribute and analyze regular and periodic (e.g., 5 yr. 10 yr., etc.) surveys of alumni to obtain feedback on the academic program and campus services and make a report to the Vice Dean for Academic Affairs, the Curriculum Committee, and other appropriate College administrators.
8. Collaborate with government hospitals, private companies, and other appropriate health care facilities to compile and maintain a current list of career opportunities for College alumni.
9. To participate in the planning of the annual Student Conference at the Ministry of Higher Education, in which College alumni and current interns present their research.

EVALUATION & ANNUAL REPORT

The Committee will annually evaluate its own performance and progress in terms of its stated duties, and responsibilities. A written report will be submitted to the College Dean, who may take it to the College Faculty Board for discussion and decision, as appropriate. If deemed necessary, the College Dean may decide to forward the report to the President of the University / University Council.



CHABTER IV

Academic Policies for the Undergraduate Nursing Program



Admission Requirements

- To be admitted into the college of nursing,
 - The student must be a Saudi or of a Saudi mother.
 - It is required for the acceptance of the internal scholarship from non-Saudis, whether from the displaced tribes or other nationalities, that they have a valid residency. Acceptance of this category of students is done according to the available seats for each nationality after the approval of the Ministry of Education.
 - Have high school certificate in science or its equivalent.
 - Not have exceeded five years from the date of graduation from the high school.
 - Be of good behavior and conduct.

Orientation of New Students

- Prior to matriculation, all selected students are required to participate in a New Student Orientation Program.
- During Orientation, students are provided with necessary information about their matriculation into College of Nursing, including policies information and student resources.

Student Cards & Numbers

- The student shall have identification number. The identification number is required for submission of all nursing courses official documents and communication.



- The student should be prepared to produce picture ID.
- The student will provide with internet and e-mail services username and password which can be obtained from ITC. It allows the student to use online web services for:
 - Registration
 - Registration status
 - Student transcript
 - Student transfer credits transcript
 - Student schedule
 - Graduation declaration
 - Dropping without permanent record
 - Dropping of course with (W) grade and etc.

Attendance

The Students has two areas of learning: classroom and clinical experience. Both of these require observation of certain rules and conduct. Because the nursing student is about to enter a career that requires special conduct and behavior while in the performance of specified duties, the student shall adhere to the ethics and conduct listed under the regulations and policies of each Health Care Facility while either in the IAU campus or other Affiliated hospitals.

Attendance

Appointment should avoid conflict with a student's schedule.

**Classroom:**

- Students are expected to be in every class, if a student was absent for more than 25% of the classes per course, student will be denied from sitting for the final exam and will repeat the course.
- All course related announcements are posted in the course blackboard
- Theory days and hours are variable from 8:00 A.M to 4:00 P.M with one hour prayer/lunch break.
- Scheduled nursing skills lab or clinical check-off times may end by 3:00 P.M with one hour for prayer/ lunch.
- Scheduled nursing skills lab or clinical check-off times may end by 4:00 P.M and these are mandatory. Mandatory means that attendance is required or consequences of missed clinical rotation may be imposed.
- There are periodic workshops during the year, which may have different hours. Students will be notified in advance of workshops so that they may make the necessary arrangements for attendance, which is mandatory.

Clinical:

Clinical hours will vary depending on the facility. Hours may begin as early as 8 A.M morning. All clinical experiences are under the supervision of a clinical nurse preceptor.

Clinical absences

- For a clinical absence, the student is responsible to notify their assigned facility 1 hour prior to the assigned shift. The student is advised to ascertain who is receiving this call-off notice.
- It is recognized that there is an occasional need to be absent from clinical, therefore ONE absence (called in one hour before the assigned shift) is permitted for each semester or session that contains a clinical practicum component.



- Failure to notify the facility (No Call and No Show) results in an unexcused absence and a full grade reduction from the final total clinical score. This unexcused absence cannot be made up.
- If the student slept in and calls the facility within (2) hours after the shift has started, he or she will be considered tardy. (See Unsafe Practices Policy regarding “habitual tardiness”).
- An unused clinical absence may be used during the subsequent semester or session.

Note:

- Subsequent clinical absences will result in a full grade reduction per day. (Example: the Student was absent two day. If the student’s clinical course was a C; the student’s final course grade is now a D).
- Extenuating circumstances will be dealt with on an individual basis and the decision is based on the Practical Nursing (PN) faculty’s recommendation. Examples of extenuating circumstances include: the death of an immediate family member, giving birth, or jury duty.

Lab Absences

Learning lab practices and check offs are mandatory. The first absence from a Learning Lab practice or check-offs will be considered the first check off. Subsequent absences will be considered subsequent check-offs. A student has a limit of three opportunities to successfully complete check-offs prior to the clinical practicum

Penalties

- A Student may be denied entrance to the final examination if his attendance is less than the limit determined by the University rules. This limit cannot be less than 85 % of classes and lab sessions assigned to each course during the



semester. A student who is denied entrance to the final examination due to excessive absences will be considered as having failed that course and a DN grade will be assigned for him in the course.

- The College Council or its delegate may exempt a student from the provisions of attendance and allow him to attend the final examination if the student provides an excuse acceptable to the Council. For such an exemption by the College Council, the minimum attendance requirement is not less than 50 % of the lecture and laboratory sessions scheduled for the course.
- A student who fails to attend the final examination will be given zero in that examination. In this case, the course grade will be calculated on the basis of the class work score earned in the course.
- If a student fails to attend the final examination of any scheduled courses due to circumstances beyond the student's control, the College Council, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

Course Load	
Course Load Allowed	GPA
12 unit	less than 2
15 unit	2 to 2.5
18 unit(Full unit registration)	2.5 to less than 4
23 unit	more than 4



Registration

- Registration is mandatory for all enrolled students who intend to continue their studies in the University.
- The student register according to a time table announced each semester
- Students should check their registration and can make any changes if necessary during the designated period. It should be noted that only the student himself can do the registration confirmation. Necessary action will be taken if registration is confirmed by someone other than the student himself.
- Courses and the term will be dropped for those students who fail to do registration confirmation either through the **PeopleSoft** students are fully responsible for their registration
- The student has to pass successfully one level in order to be upgraded to the next level.
- The student may re-enroll in failed courses at its next offering.

Pre-Requisites/Co-Requisites



The student is expected to know and follow the academic rules and regulations. It is entirely her/his responsibility to make sure that both pre-requisite and co-requisite requirements have been met for the courses added during the early registration period. She should refer to the Undergraduate Bulletin and consult her/his advisor for these requirements.

Withdrawal

A student may be allowed to withdraw from the College for a semester and not be considered as having failed if the student furnishes an acceptable excuse to the authorized body as determined by the College Council, at least five (5) weeks before the commencement of the final examinations. If absolutely necessary, the College Council may extend this period. A grade of "W" will be recorded for the student in that semester, and the semester will be included in the period within which the student is required to complete graduation requirements.

Suspension & Interruption of Enrollment

- A student may submit an application for suspension of enrollment, for reasons acceptable to the appropriate authority designated by the College Council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during the student's entire course of study at the College. Otherwise, the student's enrollment status will



be canceled. However, the College Council may, at its discretion, make exceptions to this rule. The period of suspension will not be included in the period within which the student is required to complete graduation requirements.

- If a regular student interrupts studies for one semester without submitting an application for suspension of enrollment, the student's enrollment status at the College will be canceled. The College Council however, may at its discretion, cancel a student's enrollment status if the student discontinues studies for a period of less than one semester. The enrollment status of a student studying by affiliation will be canceled if the student makes himself absent from the final examination of all the courses in the semester without submitting a valid excuse.
- A student is not considered to have interrupted studies during the terms spent as a visiting student in other universities.

Re-Enrollment

Student, whose enrolment status has been canceled, may apply for re-enrollment with the same College ID number and academic record the student had before his suspension, if provided:

- The student applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status.
- The Student obtains the approval of the College Council and related bodies for re-enrollment.
- If four or more semesters have lapsed since cancellation of the student's



Enrollment, the student can apply to the College for admission as a new student without considering the student's old academic record, if the student fulfills all the admission requirements for new students. However, the College Council may make exception to this rule, in accordance with the regulations established by the Council.

- The student has not been re-enrolled previously. The however exempt the student from this restriction, if needed.
- The Student was not on academic probation prior to the cancellation of his enrollment.
- A student who has been dismissed from the College for academic or disciplinary reasons or from other universities for disciplinary reasons - will not be re-enrolled at the College. If it becomes known later that a student has been dismissed for such reasons, enrollment will automatically be considered null and void as of the re-enrollment date.

Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative is not less than 2. Following the recommendation of a department council, the College Council may determine certain additional courses the student should take to improve the student's cumulative if the student has passed the required courses, but with a low GPA.





Dismissal

Dismissal from the College will occur in the following circumstances:

- A student will be dismissed if the student obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 2.00 out of 5.00. The College Council may allow the student a fourth opportunity if the student is able to improve his cumulative by taking additional courses.
- A student will be dismissed if the student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for the Student's graduation in the original program period. The College Council, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.
- Under exceptional circumstances, the College Council, as a remedial measure, may exempt the student from the foregoing requirements and may further extend the maximum duration required for graduation, not exceeding two regular semesters.

Assessment of student progress

Assessment of student progress toward the achievement of pre- established learning



outcomes is continually utilized in the College. This enables College and University administrators to analyze and enhance the quality of teaching methods, learning outcomes and services provided. It also assists faculty in the development and improvement of their teaching methodologies.

2. Confidentiality: Data collected regarding a student's progress must be held in confidence, and no information should be disclosed to any individual without the consent of the student, with the exception of those College or University officials acting in their official capacity to serve the student's educational interest.

3. Modern statistical methods will be utilized to monitor the progression of students and analyze the results. Appropriate corrective action will be taken to support and improve the performance of underachieving students. Other traditional methods will also be used in this process to identify any potential barriers to students' learning.

4. This policy aims at providing reasonable and effective guidance to monitor student progress and provide timely interventions when corrective action is needed to ensure the achievement of expected learning outcomes.

RESPONSIBILITY:

1. Vice Dean for Academic Affairs
2. Department Chair
3. Faculty of Nursing
4. College Registrar
5. Student



STRATEGIES:

1. Student progress and achievement are evaluated through a variety of measures, including written, oral and practical examinations, evaluation of clinical competencies, and course assignments.
2. Students must attain a minimum GPA of 2.75 in order to be considered for graduation, and they also must complete required experiential experiences in a variety of disciplines.
3. The Academic Affairs Committee (ACC) reviews student grades and course progress and makes an assessment of each student's achievement and personal conduct at the conclusion of each academic semester (or more often if determined by the committee). Recommendations regarding student academic status and promotion are made by the student's academic advisors and are archived in each student's portfolio.
4. A 2 GPA is required for promotion to the following academic year, and all required prerequisite coursework and specified competencies must be successfully completed. Under no circumstances will students be allowed to begin patient care without successfully completing all prior course work.
5. Students are expected to demonstrate professional behaviors in addition to succeeding academically. The student code of conduct contains specific guidelines for these expected behaviors. Students can be dismissed from the College for professional, ethical, disciplinary, and/or academic reasons.
6. Students must complete their clinical responsibilities with discretion and must display concern for the dignity and importance of each patient.



PROCEDURES FOR REVIEW OF STUDENT PERFORMANCE AND PROGRESS

Course directors will contact the student's academic advisor if evidence exists that the student is experiencing difficulty with a course.

1. The advisor and course director will coordinate a schedule of remedial activities: personal tutoring, extra sessions, assignments, etc.
2. If the problem continues, the student's advisor will notify the Office of the Vice Dean for Academic Affairs. Detailed procedures are available in the College document entitled "Student Advising and Counseling Policies and Procedures".
3. The responsibility for reviewing each student's overall performance, including final grades and clinical progression, rests with the Academic Affairs Committee (AAC), if necessary.
4. The AAC committee is composed of at least 5 full time teaching staff along with all department chairs or their representatives. The Vice Dean for Academic Affairs will chair the Committee.

The AAC or one of its subcommittees (e.g., the examination committee) is responsible for making the following recommendations: promotion to the next academic year; remediation of failed courses; repeat of the entire academic year; academic probation; suspension, and if appropriate, dismissal from the College of Nursing.



SPECIFIC PROCEDURES FOR APPEALING ACADEMIC DECISIONS:

The office of the Vice Dean for Academic Affairs offers the following specific information on the process of appeal for an academic decision: (suspension, repeat of a year, or dismissal):

1. After receipt of notification, a student has 10 business days to submit a letter stating the intent to appeal a decision of the AAC.
2. Once notice for the intent to appeal has been received by the office of Academic Affairs, the Vice Dean of Academic Affairs will arrange an appeal hearing with the ACC as soon as possible but no longer than 30 days after receiving notice.
3. Once the notice for the intent to appeal has been received by the office of Academic Affairs, the student may continue to attend classes with their originally assigned class.
4. Once the date of the appeal hearing has been established, the student will be notified at least three (3) days in advance, and must confirm attendance at least 24 hours in advance. If the student cannot attend the appeal hearing, the ACC may conduct the meeting without the student present.



5. The student may bring a support person to the meeting with him/her as a parent, a faculty member, a fellow student, etc.
6. The student will be advised as to the decision of the ACC as soon as possible following the deliberations and decision of the committee.
7. The decision of the AAC on the student's appeal will be considered final.

Further review within the University is available only through an academic grievance

filed according to published University procedures.

PROBATION, SUSPENSION AND DISMISSAL

A. Probation

Students are expected to maintain satisfactory academic progress toward graduation. Any student not making satisfactory academic progress may be placed on academic probation upon recommendation of the ACC. The ACC seeks to uphold the essence and the spirit of the College's rules and regulations, and is therefore empowered to make exceptions in cases where regulations may be working to a student's educational disadvantage.

1. A minimum cumulative GPA of 2 which must be maintained throughout the program to be considered for graduation from the program.



2. If a GPA below 2 minimum is achieved, or if the student earns an “F” grade in a course, the student is placed on probation with specific requirements that must be fulfilled. The student remains on probation until the course with the “F” grade is successfully remediated.

3. A student will be placed on probation if either the semester GPA or the cumulative GPA falls below 2 . A student will remain on probation until both the semester and the cumulative GPA are 2 or above. A student will remain on probation if the semester GPA falls below 2 , regardless of whether the cumulative GPA is above 2 . A student may be suspended or dismissed, as determined by the ACC if, while on probation, (1) the cumulative GPA falls below 2 ; (2) the student receives a failing grade; or (3) the semester GPA falls below 2 for two consecutive semesters.

4. A student on probation must successfully complete all requirements for academic performance developed by the ACC. If the student meets the requirements for academic performance and the semester and cumulative GPA are at least 2. the student may be removed from probation. If the requirements are met but the cumulative GPA is still less than 2 , the student will remain on probation. If goals are not met, the student may be suspended or dismissed as determined by the ACC.

5. A student on probation for any reason, or who has a GPA less than 3.0 may not serve in a leadership position (i.e. class officer).



Probationary Procedures:

1. It is the student's responsibility to be aware of his/her academic status including the status of probation. The ACC Chair will contact the student regarding the probationary status and requirements for the student to be removed from probation.
2. A student will normally have one probationary semester to raise her/his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.
3. If the student's semester or cumulative GPAs are below 2.0-at the end of the probationary semester, or if a course is not remediated by the end of the next term, the ACC will decide whether to place the student on probation for a second semester or to dismiss the student from the program.

B. Suspension

When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. Following the suspension period, a student must petition the College of Nursing in writing at least 6 months prior to the beginning of the semester he/she is expecting to return if the petition is granted, the student will be provided with a specific contract for performance.

C. Dismissal

Students may be dismissed/suspended from the program for scholastic and/or professional misconduct (refer also to the section of Codes of Conduct and University guidelines for disciplinary protocols), regardless of their grade point average. For expulsion and re-admission, please refer to University guidelines for



Disciplinary Protocols.



It may be noted that:

1. If a student is dismissed from the College of Nursing, she/he may be readmitted only upon recommendation of the University's Student Affairs Committee. Suspension has been corrected, together with convincing prospects that improved work will follow.
2. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.
3. Upon return to the College after petitioning to reenter, the student's progress will be monitored. If the student does not successfully complete the contract, he/she shall be suspended again.
4. Students may appeal suspension decisions to the College ACC.

Study By Affiliation

Based upon the recommendation of a department, the College Council may adopt the principle of admission by affiliation in some departments and majors which allow this option. The College Council shall set the rules and procedures for affiliation according to the following parameters:

- The credit-hours required for the graduation of an affiliate student should not be less than the credit-hours required of a regular student.
- The affiliate student will be treated, with regard to admission, grading,



transfer, dismissal, re-enrollment, and others in exactly the same manner as a regular Student except for the requirement regarding class attendance.

- The College Council shall determine the rules required to evaluate the performance of affiliate Students.
- The academic record, graduation document, and certificate will indicate that the Student has studied by affiliation.

Examination & Grades

On the basis of the recommendation of the department council offering the course, the College Council determines the class work score (being not less than 30 % of the course final grade). The class work score is evaluated either by:

- Oral and practical examinations, research, other class activities, or some or part of all the above and at least one written examination; or,
- At least two written examinations.
- On the basis of the recommendation of the department council offering the course, the College Council may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.
- Upon the instructor's recommendation, the council of the department which teaches the course may allow the student to complete the requirements of any course during the next semester. In such an event, the grade "IC" will be recorded for the student in his academic record. "IC" grades are not included in the calculation of the semester and cumulative GPA until the Student obtains a final grade in the course by completing all the requirements. If no change has been made in the "IC" grade after the lapse of one semester, the



"IC" status will be changed to an "F" grade which will be included in the calculation of semester and cumulative GPA.

- If any course of a research nature requires more than one semester for its completion, the student will be assigned an "IP" grade, and after the completion of the course, the student will be given the grade earned. However, if the student fails to complete the course on time, the department council teaching the course may approve the assignation of an "IC" grade for this course.

Student earns in each course are calculated as follows				
Percentage	Grade	Grade Code	GPA (Out of 5.00)	GPA (Out of 4.00)
95 – 100	Exceptional	A+	5.00	4.00
90 – less than 95	Excellent	A	4.75	3.75
85 – less than 90	Superior	B+	4.50	3.50
80 – less than 85	Very Good	B	4.00	3.00
75 – less than 80	Above Average	C+	3.50	2.50
70 – less than 75	Good	C	3.00	2.00
65 – less than 70	High Pass	D+	2.50	1.50
60 – less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

Based on the cumulative Grade Point Average achieved by a graduating student, the Student's graduation rank is assigned to one of the following levels.

Range of Cumulative GPA



Level	Out of 5.00	Out of 4.00
Excellent	4.50 – 5.00	3.5 -4.00
Very Good	3.75 – less than 4.50	2.75 – less than 3.50
Good	2.75 – less than 3.75	1.75 – less than 2.75
Pass	2.00 – less than 2.75	1.00 – less than 1.75

Honors

First honors will be granted to graduating Students who achieve a cumulative GPA of 4.75-5.00 (out of 5.00) or 3.75-4.00 (out of 4.00).

Second honors will be granted to graduating Students who achieve a cumulative GPA of 4.25 - less than 4.75 (out of 5.00) or 3.25 - less than 3.75 (out of 4.00) (A30).

In order to eligible for the first or the second honors, the Student:

- Must not have failed in any course at the College or any other University,
- Must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study.
- Must have completed 60 % or more of the graduation requirements at the College.

Re-Site Exam



- Students who have failed for courses, the aggregate of which is not more than 16 credit hours are eligible to sit for another examination (without any additional teaching). This is applicable to pre-clinical subjects
- The re-sit for clinical subjects is called summer course. Students who have failed for not more than 9 units and not more than 2 subjects are eligible for this

Repeaters

Students who failed for courses, the aggregate of which is more than 16 credit hours and those who have failed in the re-sit examination, shall be labeled as repeaters. They have to undergo the course again along with the regular students.

Final Examination Procedures

Purpose

Examination for undergraduate or postgraduate shall be conducted under conditions determined by the college. For assessment and examinations to be performed optimally it is essential that strict compliance to all rules be adhered to and that the process of assessment and examinations, the provision of standard documentation and the keeping of evidence are evident at all times.

Policy according to the Assessment and Examination policies of the University



Before the Conduction of Examination:

1. At the beginning of each semester, the assessment and evaluation unit addresses courses' coordinators in order to obtain individual assessment plan for each course throughout the semester (quizzes, mid-term exam) and final for each level (year 2,3 & 4).
2. After gathering assessment plans for all courses, a comprehensive proposal examination table for each level will be formulated.
3. Display the proposed schedule for students and courses' coordinators written and electronically to determine the required modifications.
4. Required modification for proposal schedules will be carried out with consideration of students' academic interest and achievement.
5. As regards to final examination schedule; it will be prepared one month before examination time as per university calendar. The proposed schedule will be presented to the students on the blackboard for their feedback. Any required modification will be carried out in order to avoid overlap of examination time for any student.
6. Submit assessment/examination plans to the Vice Dean for Academic Affairs for consideration & approval.
7. Identify the most appropriate settings for conducting exams and will be announced along with ongoing examination schedule.
8. Revise the academic schedule and staff workload in order to identify the suitable invigilators.
9. Determine the necessary equipment and facilities that are required for the process of conducting examinations.
10. Based on examination dates, formulate a tentative schedule for copying examination papers.



11. Alert course coordinators to communicate with the administrative coordinator in order to finalize the suitable time for copying the examination papers (no later than three days before examination date).
12. Carry out the procedures of copying with respect of accuracy and strict confidentiality.
13. Identify the number of students eligible for examination for each subject.
14. Divide examination papers according to the number of classes (20-25 students). Put each group of examination papers in sealed envelope. Write the examination data on each envelope such as; course, course number, examination date, number of papers, number of class, invigilator.....
15. Formulate a plan for monitoring, and supervision of the examination. One supervisor will be assigned for each course and the number of assigned invigilators will be planned based on the number of students in each course (1:20) with minimum two invigilators per class. Specialty of invigilators should be considered (the supervisor and invigilators should be away of the field of the examined course).
16. The invigilation plan will be submitted to the Vice Dean for Academic Affairs for approval.
- 17.** Instruction for both students and invigilators about the rules related to the examination will be distributed one week prior to the exam electronically and sometimes are supported with short session especially for newly staff members

Preparation of the examination setting:

- a. Identify the examination settings.
- b. Inform officially the coordinator of the building and provide him/her with the examination timetable.
- c. Put a copy of examination schedule in bulletin board in examination building.
- d. Make the necessary arrangements in each examination setting in order to insure appropriate seats, lighting, and air conditioning.... Etc.
- e. Arrangement of seats in each class with consideration of cheating prevention.
- f. Develop an instruction sheet for the students at the door of the examination halls.

Design the required forms to facilitate the condition of examination

- a. Students list of names distributed on the classes.
- b. Invigilation absenteeism list
- c. Students' absenteeism list
- d. Students' instruction list
- e. Special instructions list for invigilators.

Prepare electronic correction answer papers (optical) {from the Assessment and Examination unit at the college and keep it in envelopes and question papers according the number of student in every exam



Revising Examination Papers

Revising of examination papers was carried out by committee from faculty members selected by vice dean of academic affair and the dean of the college. The committee responsibilities were concerned with revision of examination papers for both undergraduate nursing program and ensuring the quality of examination papers. Recently the responsibilities of other committee for postgraduate nursing program are carried out by each nursing department independently. Each department formulated a committee for revising examination paper. This committee composed of 3- 4 members that will be selected based on their expertise in such area of assessment.

Assessment and Examination unit's role during the examination

- The chair and co- chair of the assessment and examination unit attends on examination day early morning in order to check the examination setting and the presence of invigilators at least half an hour before examination time.
- Ensure that all invigilators are attended and assign reserve ones to work whenever necessary.
- Ensure that examination rules are considered and followed by students and invigilators.

Post- examination roles and responsibilities

- A copy of students' attendance and examination papers should be given to the course coordinator for correction the essay questions. regarding MCQ. Questions will be corrected by electronic scanner in the assessment and examination unit daily after that the results send to course coordinators, chairpersons department, and vice dean of academic affair.
- After correction, revision and finalization of the result, the corrected papers will be kept in the examination unit for at least one year for reference unless if there is any unresolved student's claim or appeal regarding any examination paper.
- After finalization of results the examination papers will be kept in the assessment and examination unit 3 year according the rules of examinations of the university.



- During an examination candidates shall not communicate with one another or leave their places except to obtain additional stationary or to speak to an invigilator.
- Students shall not be admitted to an examination later than thirty minutes after it has commenced, except with permission of the senior invigilator.
- Students shall not leave an examination until thirty minutes after it has commenced, except with permission of the senior invigilator
- The students may leave an examination temporarily only with permission of senior invigilator, and when accompanied by an invigilator or other person authorized by the senior invigilator.
- Human or electronic translators/dictionaries may not be used during exams
- Cheating, or attempting to cheat, or violating instructions or examination rules shall render the offender subject to punishment in accordance with student disciplinary regulations as issued by the College Council.
- If the need arises, the council of the department which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the examination of the following semester.
- Following the recommendation of the relevant department council, the College Council shall determine the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration, Consistent with the provisions of Final Examination Procedures of these College Bylaws, the College Council establishes the regulations that govern the final examination procedures.



Absence from Examinations & Quizzes

In the case of absence on an examination day, the student must follow the procedures outlined below.

Absences on examination and test days are considered a serious matter.

Faculty has the right to establish the procedure for and the format of make-up examinations.

Quizzes:

1. When a quiz is administered to the class, if a student is not present, there is no opportunity to make up quizzes.
2. Timing of the administration of the quiz is at the sole good judgment of the faculty- the quiz can be given at the beginning, middle, or end of class.
3. If a student arrives during the administration of a quiz, the student can begin the quiz but must complete the quiz with the rest of the class- no additional time will be granted.

Examinations:

1. Students must notify the faculty member the morning of the test prior to test time indicating name and telephone number, where they can be reached, and reason for absence.
2. Valid excuses must fall under the following guidelines:
 - Illness certified by a personal physician or Nurse Practitioner from official government health authority through official communication.
 - Serious illness or death in the student's immediate family.
 - Being away from campus with the sanction of the faculty/university.
 - Recognized religious holiday



3. Upon return to the university, the student must present the appropriate faculty member with written or verbal documentation of the circumstances regarding the nature of the absence.
 4. The faculty member responsible for the course will review the request and make a determination if the test can be made-up. In making the decision, the faculty takes into consideration the reasons the students missed the test and previous performance in the class. Faculty has the provocation to deny a make-up examination.
 5. Make-up examinations may be of alternative format (i.e. essay). A make-up examination may not be the same examination taken by the whole class.
 6. The student is accountable to schedule the time of the make-up examination with the appropriate faculty. The examination must be taken within 1-2 academic days of the originally scheduled examination.
 7. Arriving late for an examination or quiz will reduce the amount of time that the student has to complete the examination. Overtime will not be permitted in order to complete the examination.
- **THE STUDENT IS ACCOUNTABLE FOR FOLLOWING THESE PROCEDURES.**
 - **THE FACULTY WILL NOT INITIATE CONTACT WITH A STUDENT ABSENT FROM A SCHEDULED EXAMINATION**



REMEDATION

Remediation is defined as the act of correcting or counteracting; to put right or reform. It includes all activities aiming at providing support to students with suboptimal academic performance or at modifying grades in response to problems in assessment. This policy should also be seen in context with the following policies.

- 4) Policy for Monitoring Students Performance and Progress
- 5) Policy for Students Grievances and Grade Appeals

RESPONSIBILITY:


- 1. Vice Dean for Academic Affairs
- 2. Heads of the Departments
- 3. Course Director / Instructor/s
- 4. Students

PROCEDURE:

The remediation activities can be done following some or all of the continuous assessment tasks or at the end of the semester when it is time to award course grade. These include:

- A.** Modifying written tests' grades based on the results of item analysis:
Items or questions which are identified in the item analysis report as being very difficult (correctly answered by <20% of students) or questions with negative





discrimination index, the course director may eliminate them from the question pool in this exam and the grade denominator modified accordingly.

B. If the students get with percent grades approaching the borderline to the higher letter grade can achieve that letter grade. Examples are percent grades = 68%, 88%, etc. leaved as it is not any change according the policy of the University

C. In courses/assessments without lab / clinical expectations: Assignments, presentations, etc., can be repeated to improve the continuous assessment grades. In this case, the course director can require student to submit one extra assignment or repeat the one where performance was poor (scoring <60% of this assessment mark). The mark recorded in the end is the average of attempted assignments.

D. In case of incompletion of course requirements (clinical, lab, assignments etc.) by specified time at the end of the semester, the following applies

1. The student is awarded incomplete (IC) grade.
2. The student sits for the final written exam (with his/ her class) and the student's actual mark for written is recorded.
3. The final practical / clinical exam or other assessment is rescheduled during the first two weeks of the following semester. The grade the student gets in this assessment is reduced by a percent specified in the course specifications and announced from the beginning of the semester (in course specifications). This does

not exceed 25% of all marks of the activities postponed for IC.

4. If the student gets an F in the overall course grade after (#2 and 3), he / she repeats the course whenever it is opened.

Policy on Exam Security

SUBMITTING THE EXAM FOR PRINTING

After the revising the exam paper the course coordinators will submit the final exams with the blueprint to the assessment and examination unit directly for printing copies according the number of students in each level. The assessment and Examination unit will keep the completed exams locked until exam due date. An assigned member in the examination unit will be responsible for distributing the exams to all classroom on exam day. When exams are in the possession of faculty, they are to be kept under lock in the faculty member's office.

ADMINISTERING THE EXAM

Students will be dispersed as space allows and monitored closely. When deemed necessary, the faculty member requests an alternative classroom or an additional monitor. Faculty will comply with the statement on Academic Dishonesty found in the college Bulletin.

EXAMS REVIEWING

If exam questions are to be re-used, according the rules of assessment and examination of university should reused 30% from previous questions only and the rest of exams will used new questions if the student review of previous tests will be monitored carefully.

STORING AND DISPOSAL OF EXAMS

Exams are to be saved for 3 years. This includes test forms, Optic OMR sheets. All course coordinators will submit all exams papers to the assessment and examination unit to be stored in storage room, disposal of exams must be done by a secretary or faculty member.



Assessment & Examination policy

The Assessment and Examination policies of the College of Nursing will ensure that examinations are conducted ethically to provide valid assessment of academic performance and the achievement of proficiency of learning outcomes without adding undue stresses on students. These policies outline the rights and responsibilities of students in the assessment process so that this process can add to their learning experiences.

These policies apply to assessment of students in the different courses offered by the College of Nursing, Imam Abdulrahman Bin Faisal University. They encompass all types of assessment including continuous assessment and finals, examinations (written, OSCE, OSPE and others) and other types of assessments (assignments, presentations, practical/ clinical requirements, etc.). These policies govern the actions of teaching staff, administrators and students in assessment activities.

Responsibility

1. Deanship for Admission and Registration,
Imam Abdulrahman Bin Faisal University.
2. Dean, College of Nursing.
3. Vice Dean for Academic Affairs.
4. Registrar.
5. Faculty.
6. Students.



Polices

1. Ethics of Assessment

1. The assessment of a student's performance in a course shall be just and fair. 2. All rules and arrangements related to examinations and assessments are transparently published and made available to students whose responsibility is to get and clinical requirements).
3. There should be more than one assessment for each course. This includes different types and / or different times during the course.
4. Students shall be provided with a description of the means of assessment to be used in each course including:
 - the number and types of assessment
 - the date, time and location of assessment (dates of examinations, deadlines/ due dates for submission of assignments and clinical requirements)
 - the weighting to be accorded each assessment
5. Pre-defined criteria are announced to students to indicate the method of grading and marking for different types of assessment in each course.
6. Students who are faced with circumstances beyond their control such as illness or family tragedy that prevents them from attending an assessment can be granted (after following the indicated procedure) another opportunity for the same assessment or a replacement of it.
7. Every student has a right to review and discuss an assessment with the Instructor/ Examiner provided the indicated procedure for this is followed.



Students also have the right to appeal to the Chair of the Examination and Assessment Committee regarding a decision related to procedures of assessments and examinations but not an examiner judgment.

8. Students are required to adhere strictly to ethical and responsible conduct through all types of assessments. Academic misconduct including cheating, plagiarism and others are subject to penalty according to College and/ or University rules.

2. Confidentiality of Assessment

1. All examination related materials including questions sheets and answer sheets are confidential and shall be returned to the Course Director unless otherwise determined.
2. Assessment outcomes are confidential. No person involved in the process should divulge to any unauthorized person any information related to an individual student's assessment or grades.

3. Validity of Assessment

1. Assessment shall reflect the content of the course and its course learning outcomes (CLOs).
2. Assessment activities and examinations are monitored by the Assessment and Examination Committee for the validity of the questions, their difficulty and discrimination ability.

Assessment as Part of the Learning Experience

1. The learning process is guided by formative assessment where students can

answer ungraded questions to train for exams and monitor their academic performance.

2. Feedback shall be provided about performance in assessments and examinations through discussion of correct/ model answers and announcement of grades to complete the learning cycle.

4. General Rules

1. In order to pass the course, the student must achieve a cumulative minimum of 60% in the didactic component (Continuous Assessment + Final Assessment) as well as a cumulative minimum of 60% in the clinical / laboratory component (Continuous Assessment + Final Assessment).

2. Students must score a minimum of 60% in laboratory / clinical requirements in order to sit for Final Laboratory / Clinical and Written Examination.

3. Students will not receive grades for attendance.

4. Students who are absent from 25% or more of the classes will not be allowed to sit for the Final Examination, and therefore will be required to repeat the course.

5. The percentage allocated for department discretion can be utilized in the form of: pop quizzes, written assignments, and presentations (not for attendance).

Assessment procedures must be clearly identified in course specifications.

Assessment and Examination Procedures



EAMINATION COMMITTEE



Prepare a preliminary draft of assessments schedule including all assessments both continuous assessment and finals with the following criteria:

- a. The maximum number of assessments (worth $\geq 10\%$ of course grade) to be scheduled per day is 2.
- b. The same day and time of lecture or lab/ clinic session is used to the greatest extent possible for scheduling of continuous assessment and final exam/ assessment
- c. Duration of exam/ assessment matches the number of questions and number of marks
- d. Assessments (worth $\geq 10\%$ of course grade) are scheduled in clusters (exam periods); mid exam (week 7th to week 10) and final exam (at the end of the semester after week 15). Assessments with less grades ($< 10\%$ of course grade) can be scheduled in between these clusters.
- e. Include details of types, weights, and locations of assessments with the schedule
 - Course coordinator & Department chair Provide feedback for exam schedule.

Assessment and Examination Committee: Consider and modify schedule and details according to students' feedback.

Department Chairmen and Vice Dean for academic affair: Publish final version of assessments schedule by the beginning of the academic year:

Publish grading and assessment criteria by the beginning of the academic year

Assessment Design



Course
Coordinator

1. Prepare a blueprint showing how the course CLOs will be assessed (type of assessment, weight and time). Indicate the topics, lectures and lab/ clinic sessions that are included in every type of as- assessment before the beginning of the semester.
2. Review and approve the alignment of course CLOs and topics to assessment types, weight and time.
3. Develop grading criteria for practical/ clinical examinations, presentations, and assignments.
4. Develop training questions for formative assessment and mechanism of providing feedback to students
5. Develop question pool with model answers for different types of questions in written examinations covering all course units.
6. Include different types of questions in written examinations (short notes, Complete, MCQs, True/ False, matching, extended matching) assessing different levels of knowledge and understanding with different degrees of difficulty.
7. Select from questions collected from course team following the course assessment blueprint. The percent of marks allocated for close ended questions (MCQS, True/False, Matching and Extended Matching) should be at least 20% of all marks for written exams for the course.
8. Prepare at least two different versions of the exam by shuffling questions and answer options.



9. Add suitable instructions and identifiers to exam sheet following the University and College rules. 10. Have at least one other member of course team review the prepared exam to ensure clarity and avoid repetitions.

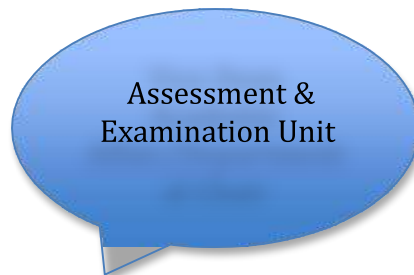


Submit to Department Chair examination and model answers.



Submit examinations to assessment and examination unit with model answers at least 4 business days before examination time as shown in schedule.

Conducting of Assessment Activities



Prepare examination/ assessment setting:

- a) Prepare a list of staff members responsible for Invigilation with equal and fair distribution of tasks with a ratio of one invigilator to ten students. Indicate a Chief Invigilator to supervise the invigilation of each examination.
- b) Notify invigilators in writing of the date, time and location of exam. Indicate in the same document the responsibilities of the invigilator and his/ her authorities.
- c) Prepare a plan of students' seating and/ or flow during exam. Change this plan from one assessment activity to the next.
- d) Schedule exams in lecture room where class is held during lecture time. Schedule OSCEs/OSPEs in appropriate designated locations. Change of location is allowed provided adequate justification exists and adequate notice is provided to all concerned.
- e) Prepare a list of instructions indicating when students should arrive and where they should leave, how they should behave during their stay in the exam premises.
- f) Prepare in consultation with department chairs a list of external examiners to join course team in the practical/ preclinical or clinical assessment activities.

Assessment & Examination Unit : Publish the list of exam setting instructions to students by the beginning of the semester and all the time in the area of exams.

Transfer of Students

The transfer of a student from outside the College may be accepted under the following conditions:

- The student should be enrolled at a recognized college or university.
- The student must not have been dismissed from that institution for



disciplinary reasons.

- The student must satisfy the transfer conditions as determined by the College Council.

The College Council shall review the courses taken by the student outside the College based on the recommendations of the departments which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of the student's cumulative GPA.

If, after transfer, it is discovered that a student had been dismissed from student's previous institution for disciplinary reasons, the Student's enrollment be considered canceled as from the date of acceptance of the Student's transfer to the College.

Visiting Students

A "visiting student" is a Student who studies some courses at another university without transferring. Equivalency for such courses shall be granted according to the following rules:

- The Student must obtain prior approval from the university at which he is studying.
- The Student should be enrolled at a recognized college or university.
- The course the Student is taking outside the Student's university should be equivalent to (or an appropriate substitution for) one of the courses included in the Student's degree requirements.
- The College Council determines the maximum percentage of credit hours to be allocated to a visiting Student from outside the College.
- The course grades credited to the visiting Student at the other university will



not be included in the cumulative GPA. However, these courses will be shown on the transcript.

- The College Council may establish other conditions regarding visiting Students.

Academic Counseling

The College of Nursing is interested to counsel their students and to advise them on the curriculum, the study plan, the nursing departments, and the available student's activities. Academic counseling begins on student's admission to the College and is maintained throughout their studies. It is an opportunity to inform students about the necessary rules and regulations concerning nursing program. The process of counseling assists students to view their educational experience as meaningful, purposeful, and consistent with their goals and interests. Counseling helps also students to become self-reliant and able to make significant decisions about their educational experience.

Each student will be assigned an academic counselor in her first semester and are linked electronically via Students Information System (SIS). They can find out the name of their counselor/adviser on the SIS.

The academic counselor is one of the faculties who are responsible for detecting and solving problems encountering students during their academic years. Counselor ensures that students successfully meet the requirements of their academic programs and serve as an essential support for students when they face not only academic and administrative problems but also personal problems. The academic counselor has to make sure that each student's study load should follow the internal rules and regulations of the College.

Regular contact with advisers is an important part of a successful advising



campus and maintain contact as they pursue their academic career. Under her supervision, the students will have the chance to choose the courses that has to be studied each semester. After the approval of the academic counselor the student may add or withdraw a course or more within a specific period of time after registration. Consult with the adviser to verify graduation requirements and review academic performance.

ACADEMIC ADVISING RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

1. The student has the **RIGHT** to an advisor and has the **RESPONSIBILITY** to learn the name and office location of the advisor early in her first semester.
2. The student has the **RESPONSIBILITY** to schedule appointments with her advisor and to keep them. If the student finds that it is not possible to keep the scheduled appointment, the student will notify the advisor before the appointed time.
3. The student has the **RIGHT** to expect her advisor to thoroughly understand the university's structure and its academic policies on such things as registration, add/drop, withdrawal, and academic grievances.
4. The student has the **RIGHT** to expect her advisor will be familiar with the variety of degree offerings, the procedure for referral to and the types of support services available.
5. The student has the **RESPONSIBILITY** for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
6. The student has the **RIGHT** to expect her advisor to help plan a program of study, designed through personal interaction between the student and the advisor, which reflects the student's academic background, course



prerequisites, and educational goals.

7. The student has the **RIGHT** to expect the advisor to create an atmosphere of openness, caring and concern so meaningful communication and trust can occur.
8. The student has the **RESPONSIBILITY** to consult with her advisor on a regular basis, when in academic difficulty, prior to changing majors, prior to making changes in an approved schedule, transferring to another college, or withdrawing from college.
9. The student has the **RESPONSIBILITY** to follow through with appropriate action after the advising session.
10. The student has the **RESPONSIBILITY** to seek reassignment to a new advisor if differences between the advisor and student should develop.

Advisor Rights and Responsibilities

1. The advisor has the **RESPONSIBILITY** to know her advisees' names.
2. The advisor has the **RESPONSIBILITY** to keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
3. The advisor has the **RIGHT** to expect the student to be knowledgeable about policies, procedures and requirements. They are listed in a variety of sources (e.g., catalog, schedule of classes, student handbook, department check sheets).
4. The advisor has the **RESPONSIBILITY** to gain the necessary knowledge and skills to effectively and accurately articulate specific degree requirements, as well as college, Core Curriculum, Areas of Proficiency, and licensure requirements, if applicable.
5. The advisor has the **RESPONSIBILITY** to provide the student with accurate information about alternatives, limitations and possible consequences of



academic decisions.

6. The advisor has the **RIGHT** to expect that the student will clarify personal values and goals in advance of the advisement session and will be prepared. The student will have an idea of the kind of courses required and a list of alternatives.
7. The advisor has the **RIGHT** to be treated in a respectful manner and to become acquainted with the advisee.
8. The advisor has the **RESPONSIBILITY** to maintain a complete and accurate file on the student in order to monitor progress towards goals and graduation requirements.
9. The advisor has the **RIGHT** to expect the student to meet with the advisor at appropriate times to receive advice in a timely fashion.
10. The advisor has the **RESPONSIBILITY** to assist in that reassignment process.

Academic Dishonesty & Code of Student Conduct

General

1. Academic integrity is expected of all individuals in University.
2. The University and College have a responsibility to protect its educational mission.
3. Proper use of the College's disciplinary power is to protect the academic environment, and the health and safety of all members of its community and to educate students relative to proper professional conduct.
4. The College has the legal right to establish standards for academic and personal conduct, and continued membership in the College community, to deny membership to those who do not meet these standards, and to impose



disciplinary sanctions, including suspension and expulsion, on students, who are found to have violated these standards

5. Academic dishonesty in any form is unacceptable.
6. Academic dishonesty includes but is not limited to cheating and plagiarism.
7. The Code applies to the conduct of all students. The Code also applies to the off- College's conduct of students in connection with the following:
 - A professional practice assignment;
 - academic course requirements, such as preceptorships, internships, field trips, clinical experiences, or student teaching;
 - Any activity sponsored, conducted or authorized by the College and
 - with any other activity that, in the college's judgment, seriously and adversely affects the College and/or other members of the College community.

Definitions

Cheating

Is defined as the act of using or attempting to use in examinations or other academic work, material, information, or study aids that are not permitted by the instructor.

Examples of cheating include but are not limited to:

- Obtaining, providing or using unauthorized information during an examination verbally or visually or by notes, books, or other materials.
- Acquiring, possessing, or providing to others examinations or other course materials without authorization of the instructor. This is understood to include providing information about an examination before the scheduled administration of that examination.
- Taking an examination for another person or arranging for someone else to take an examination for you.

- Submitting for course credit the same work or substantial portions of the same work more than once.

Plagiarism

Is defined as representing another person's words, ideas, data, or work as one's own. Plagiarism includes but is not limited to the exact duplication of another's work and the incorporation of a substantial or essential portion thereof.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, paraphrased statements, summarizations of the work of another, and other information that is not considered common knowledge must be cited or acknowledged usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most professors require certain forms of acknowledgment or referencing and may evaluate a project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.



Fabrication/Falsification:

Falsification and alteration of documents (e.g., furnishing false personal information; alteration of grades; falsification and alteration of patient charts, records or care plans; fabrication of patient data and information).

Aiding and/or Facilitating Dishonesty:

Aiding another student in any form of dishonest or unethical conduct. Failing to report an observed breach of integrity. Allowing another student to copy papers, tests, examinations, assignments for his/her credit.

Failure to Maintain Confidentiality:



Communicating or relaying personal information about a client other than for professional reasons. Communicating confidential information about another student obtained through classroom or laboratory activities. When there is a need to exchange personal information about a client for professional reasons, it is the student's responsibility to ensure the privacy of the location and to conduct an appropriate professional discussion. Written material regarding client information should also be safeguarded.

Prohibited Disruptive Behaviors in the Instructional Setting

- Using cell phones or other paging devices.
- Talking during lectures.
- Entering the classroom late.
- Leaving the classroom early without authorization.
- Conduct that distracts or intimidates others

Student discipline

- Where it is suspected that a student has breached Nursing College, or University Policies and Regulations or a Student has a complaint which could reasonably be expected to have a material effect on the Student's academic performance
- Students are subject to the policies, regulations, and procedures of the College relating to criminal offences and breaches of the general (non-academic) regulations of College and for complaints of a non-academic nature
- Any alleged breach of such policies, regulations, and procedures or any such complaints must be reported and discussed with Dean within seven (7) days of such alleged breach or complaint.
- The matter will be referred to the Program Director to be dealt with in accordance with College and University Policies and Procedures.



- The College's decision in respect of non-academic complaints and non-academic disciplinary matters shall be transfer to female Dean of faculty affair for Dispensary committee

Penalties:

The following is a listing of the penalties, which may be imposed for academic dishonesty. Each penalty is separate. In no way is it intended that these penalties be imposed in a sequential order. Combinations of penalties may be imposed.

A. Penalties within a Course

1. Warning—the faculty member indicates to the student that further academic dishonesty will result in other sanctions being imposed.
2. Resubmission of Work—the faculty member may require that the endeavor in question be rewritten in conformance with proper academic standards and requirements or that a new project be developed. The instructor may specify additional requirements.
3. Grade Reduction—the student's grade may be lowered or a grade of "F" may be assigned for a test, project, or other academic endeavor.
4. Failing— A grade of "F" is assigned for the course.
5. Records—any act of academic dishonesty will be placed in the student's permanent file. This information may be made available for prospective employers or other educational institutions. Thus, any student committing an act of academic dishonesty may be jeopardizing his or her future education or employment opportunities.

B. Penalties at the University Level:

The decision to impose the penalties of suspension or expulsion shall be made by an ad hoc committee formed for the purpose of evaluating the incident and determining the penalty to be imposed.



Academic appeals.

Students who wish to appeal the decision must follow the stated guidelines set forth below:

- Write a formal letter to assessment & examination unit requesting a re-evaluation of their performance in the course.
- The assessment & examination unit will refer the student letter to the Dean of the college for approval.

 - Provide the following information in the letter: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

 - The Dean will approve the letter and refer to the Vice Dean of Academic Affairs for approval.

Problem Resolution Procedure

Purpose:

To assure due process for all parties involved in a problem. To equitably solve problems at the lowest administrative level possible.

Definition:

Problem—a situation within the College of Nursing that a student perceives cannot be resolved and does not pertain to a student with a grade appeal.

Procedure:

- The student should verbally attempt to resolve the problem with the involved party first, then the course coordinator and then the level coordinator. These meetings should be documented by the student.

- If not satisfied, the student should complete the Problem Resolution packet.



This can be obtained from the program secretary. The student should complete one of the packets, entitled Problem Notice Form-Student Problem Form, and submit the entire packet to the Vice Dean within two weeks of Step 1. Upon submission of the notice, the student agrees to postpone any other appeal process.

- The Vice Dean will determine if the problem continues along the problem resolution tract or if it is a Retention/Progression problem. If it is a Retention/Progression problem, it will be referred to the next progression committee meeting within two weeks, whichever occurs first, and the student will be notified of this decision.
- The Vice Dean sends the packet with the first page completed by the student to the involved party within five working days.
- The involved party completes the Involved Party Response to student problem form within five working days after receipt, and returns the packet to the Vice Dean
- Upon receipt, the Vice Dean the Problem Notice packet to the Program Coordinator.
- The Program Coordinator attempts resolution of the problem and completes the Program Coordinator Recommendation for problem resolution within five working days after receipt of the packet. The packet is submitted to the Vice Dean.
- The Vice Dean meets with the involved parties to review the Program Coordinator's recommendation. If parties involved accept the recommendation the procedure stops.
- If the recommendation is not accepted by both parties the process continues to the Problem Resolution Committee.



- The Vice Dean shall schedule a meeting of the Problem Resolution committee within five working days after determining that one or both parties did not accept the Program Coordinator's recommendation. The meeting shall not interrupt class or clinical time for any party involved.
- The Vice Dean shall inform involved members that they may be present and allowed to state their problem at the hearing with any pertinent information. Refer to procedure for hearing.
- A decision shall be reached by the Problem Resolution Committee during the hearing if possible. It will be based on majority vote of committee members. A written decision by the Problem Resolution Committee shall be provided to all parties involved within five working days of the meeting.
- Records of all Problem Resolutions and Committee actions shall be kept on file in the administrative offices of the respective program.
- If the student is not satisfied with the decision of the committee, the student may direct the problem to the Dean within five working days.
- The Dean makes a decision and submits written decision to the involved parties within five working days after meeting with the student. The Dean's recommendation is final within the College of Nursing
- If the student's problem is not resolved, the Dean will advise the student as to further action/options within the university and transfer it to the vice rector office.

Student Health Policies

- These policies are to insure that students enter the clinical nursing courses in



good health prior to their contact with clients.

- College of Nursing students having clinical experiences in settings where patient care is provided are at increased risks for both exposure to and transmission of communicable diseases and blood borne pathogens. Therefore specific procedures are needed to:
 1. Protect patients and other health care providers with whom students interact.
 2. Decrease health risks to students.
 3. Comply with College of Nursing (agency contracts, University) of:
 - Every student planning to start the practice courses must complete a physical examination and specific immunizations and tests.
 - Students will be sent the required health forms. Written proof of completion of these requirements must be on file in the College of Nursing.
 - Students must have completed the first two (of three) Hepatitis B immunizations before the semester deadline, with the third immunization due shortly after the semester starts.

STUDENTS WHO NEGLECT TO FULFILL THE HEALTH REQUIREMENTS WILL NOT BE PERMITTED TO REGISTER FOR A CLINICAL PRACTICUM COURSE.

- Students are asked to bring evidence of recent immunizations. Students, who have completed the Hepatitis B inoculation series more than three years prior, will be required to have a titer drawn to verify immunity. A health history will be taken, and a physical examination will be performed by a physician.*
- Students who choose to go to their personal physician or nurse practitioner to fulfill the health requirements must bring documentation to the College of Nursing.

NOTE: Indicate on all documents the semester you plan to be in clinical and your



student I.D. number.

The list of required immunizations and tests appears on the other side of this sheet

Immunization Policies

The following immunizations and tests are required of all students who are accepted for enrollment in nursing practice:

An annual tuberculin skin test and/or chest x-ray for undergraduate students, these are to be completed within 6 months prior to enrollment in the following clinical practicum courses:

Diphtheria-tetanus toxoid booster within 10 years

Rubella (measles) immunity, demonstrated by titer. If titer is negative, an MMR and a second titer, drawn 45 days later, are required.*

Rubella (German measles) immunity, demonstrated by titer. If titer is negative, an MMR and a second titer, drawn 45 days later, are required.*

Varicella (chicken pox) titre.*

Hepatitis B vaccine

The series of three is administered over a 6-month period.

- A student who is absent from the University for a period of one semester
- Or more must consult with the Health Center and the college of Nursing before enrolling in a practicum course.
- Proof of immunity, in the form of laboratory reports, is the only acceptable Documentation.

Cellular Phones & Beepers



Students must turn off all beepers and cell phones during class lectures. Students may not bring beepers or cell phones into clinical areas. Students may not bring beepers or cell phones into classrooms on test days.

Cameras in the Classroom

Because most classrooms and skill lab. Black board distance learning ready, each contains a camera. As part of the system, the college Coordinator can access any one of those classrooms or lab via a “central command center station” to assist faculty who are having any difficulties with the electronic teaching podium. Although it was NOT the intent of the technology, it can enable viewing of all student interactions in the classrooms. The cameras are transmitting signals back to a control room. These video signals may from time to time capture your image in the classroom. There are full-time personnel who may see these images in the control room.

Student Lockers

1. Lockers in (750 Female and 6 D male building Dammam campus) will be available for use by students by rent.
2. College lockers are the property of the College district
3. Students are responsible for providing their own locks.



Consent for Release of Student Information

- The College of Nursing considers all student records as confidential. Copies of the student records will not be released directly to anyone, including a student or graduate. Any student or graduate wishing to directly visualize and take handwritten notes from their records on file in the College of Nursing, may do so under advisor/instructor supervision.
- In order for student information to be released for the purpose of recommendations, grievance proceedings, or referrals, the student must sign a "Consent for Release of Information" form. The signed consent gives the faculty and staff of the College permission to use and release academic and personal information. Any exceptions for the release of information can be listed on the consent form. The "Consent for Release of Information" form can be acquired in each program office in the College of Nursing. The "Consent for Release of Information" form will be filed in the student's permanent academic record in the College of Nursing.

Student Rights & Responsibilities

Academic Rights

- The Faculty staff in the classroom and in conference should permit free discussion, inquiry and expression of thought by the student.



- Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards.
- Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled.
- The student has the right to have the course taught in a systematic, meaningful manner and of knowing at the beginning of the course those academic standards required of the student in the course.
- Administrative staff and faculty members should respect confidential transcripts of academic records should contain only information about academic status.
- Students should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately

Student Responsibilities

An initial enrollment all students must sign the following declaration as undertaking:

"I undertake, as a student of college of nursing, IAU , to comply with the Bylaws, Rules, and regulation of the college as are from time to time in force"

The students in College of Nursing of IAU are expected to:

Follow University general academic and student life regulations and the College of Nursing admission and progression policies as listed in University catalog.

2. Follow all policies and guidelines established by the College of Nursing.
3. Comply with rules and regulations; that pertain to student conduct as presented in Code of Student Conduct". A copy of these regulations may be




obtained from the Office College coordinator.

4. Acquire a current course syllabus, required textbooks, and other required materials for each nursing course.
5. Utilize the policy on ethics and confidentiality in the College of Nursing.
6. Make appointments with assigned faculty advisors each semester prior to registration.
7. Participate in academic committees.
8. Participate in the evaluation process for the University and the College of Nursing.
9. Know and use the lines of authority and channels of communications at the University and the College of Nursing.
10. Follow the dress code of the College of Nursing.

Uniform Policy

- Each student is an ambassador of the University at all times and is judged not only as an individual, but as a typical student representing the entire student body. Students are visible to a large segment of the population and it is of more than casual importance that each student's appearance and behavior enhance the image of Saudi culture, Islamic tradition and the prestige of the University.
- The student uniform must be worn with dignity, pride and reflect credit on the University, and the nursing profession.
- No policy statement or list of guidelines can possibly cover every conceivable situation or answer every question in advance; therefore, each faculty member



is specifically charged with the responsibility of assisting students in making the best appearance possible in the uniform. Faculty reserve the right to evaluate the appropriateness of student attire/hygiene during clinical experiences and require appropriate changes as necessary.

- Because the nursing student is embarking in a profession which promotes health, the student uniform must be perfectly clean at all times.
- Failure of the student to comply with approved policies on uniforms is a reflection upon her professional behavior, responsibility, and compatibility.

The purpose of this professional dress is to:

- Identify the person as a College student nurse.
- Promote the safety of both the client and student nurse.
- Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-client relationship.

Student Guidelines Related to Student Uniforms

Official Name and I.D. Badge:

- An I.D. badge identifying you as College of Nursing IAU students should be worn at all time.
- Name tag is the student responsibility to buy.
- It will be placed in your student file.

Uniforms / Clinical Agency

- Nurses' uniforms should be worn during clinical training both in the hospital and nursing laboratory.
- Hair should be worn in a neat and tidy manner at all times, no exaggerated accessories are allowed.
- Loose long slacks, with blue color, are allowed.
- Black veil
- Blue long sleeve blouse
- White leather shoes with closed toes and closed heels.
- Plain white socks are permissible.
- The student is responsible for purchases uniform



Specialty Area Uniforms

Uniform requirements may vary in specialty units and institutional policies will be followed.

Other as specified by faculty (Faculty requesting variation from this policy must submit Written request to College administration for approval.)

Lab Coats

- A. Uniform must be worn under the long lab coat.
- B. Students are NOT permitted to wear, miniskirts, jeans, or inappropriate shoes with the lab coat.

General Requirements

- All uniform materials must be of sufficient thickness so that under-garments are not visible.
- Tight fitting uniforms not be worn.
- Slacks should reach the top of the shoe.
- Jeans not be worn.
- All apparel must be clean and in a good state of repair.
- Hair must be clean, confined and well groomed covered by veil. Small barrettes and combs used to secure long hair must be of the same color as the hair. No bows/ribbons may be worn.
- Nail polish not be worn. Fingernails are to be clean and not to exceed the fingertip in length.
- No Perfume or Cologne
- Only the following jewelry may be worn with the uniform:
 - Wedding band
 - Watch



- Female - studded pierced earrings - example: small, sphere-shaped earrings; one per year, 5 mm. or less. No jewelry in any other piercing sites.

NOTE: Faculty will discuss the uniform policy in class early in the semester. Students wear uniforms on clinical or lab days.

In addition to uniforms students need the following:

- watch with a sweep second hand or a digital watch which displays seconds
- pen light
- bandage scissors
- multi-colored pen which includes red and black ink
- stethoscope
- blood pressure cuff and monometer