

Faculty Handbook

College of Business and Administration

Department of Business Administration

Management Program

2020-2021



Introduction

This document is provided to all related stakeholders to provide a clear, detailed and comprehensive overview of College of Business and Administration at Princess Nourah Bint Abdulrahman University (PNU).

This document is owned by PNU and not to be used in anyway without expressed written permission. While we believe information is accurate, if any errors or misrepresentation occur, kindly contact cba@pnu.edu.sa.

As the nature of any institutional documents, this Handbook is subject to changes.



Letter from the Head of the Department to Faculty

(To be approved)

Dear esteemed faculty,

This is a matter of pride for the College of Business and Administration to welcome you onboard as a valued member of our team and contribute in attaining the mission of CBA with your valuable competence. It gives me immense honour to be an integral part of this team. As per the Saudi Vision 2030, we strive to instill the vision of empowering Saudi women to be equipped with skills they need, to be able to compete in the workforce.

Management Program for undergraduate students has proven its valuable educational position in the practical business field by bridging the gap between theoretical studies and implementing pragmatic learning nationally and internationally. Students get full exposure, from early level of enrolment, to an on-ground business journey. Management program has so many strengths embedded within its study plan, which is supported by collaboration between business professionals and academics.

The college of Business Administration was established at the same year of the establishment of the first women's only university campus in Riyadh. Currently, with over 1734 enrolled students, the college has three academic departments: Business Administration, Economics and Accounting. The Department of Business Administration offers three programs: Management Program, Marketing Program and Human Resources Program.

This manual serves the purpose of providing faculties with a comprehensive understanding of certain important college's policies, services and facilities as well as faculty responsibilities, rights and duties. This is not an employment contract or a legal document. The information in this manual should benefit faculty members with vital information about some elements of the college that is updated annually.

The CBA is proud in imparting its services to students' learning through a very diverse and highly qualified teaching and administrative staff. I strongly believe that the epitome of our success lies in the amalgamation of a competent workforce and relevant quality programs. We intend to create a supportive academic environment to encourage your contribution in research and innovation to ensure scientific and professional excellence.

I wish great success to all staff in achieving the objectives of CBA by adhering to highest educational standards to all stakeholders nationally and internationally.

Dr

The Dean, PNU



TABLE OF CONTENTS

Contents

Letter from the Head of the Department to Faculty	3
SECTION 1: Overview	8
1.1 About College of Business and Administration	8
1.2 College's Facilities	9
1.5 College of Business and Administration Values	10
1.7 College of Business and Administration Objectives	10
1.7.1 Teaching and Learning	10
1.8 Research	10
1.9 Community Services:	10
1.10 Bachelor Degree Programs Introduced by the College of Business and Administration	11
1.11 Research excellence	11
1.12 Inspirational Teaching	12
1.13 Career and Development	12
1.13.1 Innovative	12
1.13.2 Solution – Oriented	12
1.13.3 Effective Communicators	13
1.14 Socially & Ethically Responsible	13
1.14.1 Socially & Ethically Responsible	13
1.15 Dynamic Leaders	13
1.16 Dedicated to Continuous Learning	13
1.17 Business Skills Development Courses	14
1.18 CBA Partnership	14
SECTION 2: Faculty Rights, Responsibility and Duties	14
2.1 Teaching and Service	15
2.1.1 Teaching	15
2.1.2 Classroom Responsibilities	16
2.1.3 Cancellation of Classes and Make-up Classes	16
2.2 Courses	17
2.2.1 Course Coordinator	17



2.2.2 Course Instructor	17
2.2.3 Course Management	17
2.3 Academic Advising	17
2.3.1 Responsibilities of the Academic Advisor	18
2.4 Office Hours	19
2.5 Examinations and Grades	19
2.5.1 Process for the Exam	19
2.5.1.2 On the Exam Day	21
2.5.1.3 After the Exam	22
2.5.1.4 Students Fail to Attend Examination	22
2.6 Change of Grade	23
2.6.1 Student Request of Reviewing Final Exam Grade	23
2.7 Electronic learning (Blackboard)	23
2.8 Faculty Portfolio	24
2.9 Research	24
2.9.1 College of Business and Administration Research Centre	24
2.9.1.1 Vision	25
2.9.1.2 Mission	25
2.9.1.3 Objectives	25
2.9.1.4 Values	25
2.9.1.5 Interest Groups	25
2.9.1.6 Research Center Council Members	27
2.9.1.7 Research Scope	27
2.9.1.8 Research Activities	28
2.10 PNU Research Grants	28
2.11 Required Conditions before Submitting Publications Sponsored by PNU Grant Programs	29
2.12 Research Collaborations	29
2.13 Academic Promotion Process	29
2.13.1 Promotion Minimum Requirements	29
2.13.2 Promotion Policy:	30
2.13.2 Promotion Process	31
2.13.3 Resources	32
2.14 Administrative work	32
2.15 Meetings	33



2.16 Social Services	33
2.17 Faculty Development	34
2.18 Quality Assurance	35
SECTION 3 : Committees Structures	36
3.1 Introduction	36
3.2 Policy and Procedure	36
3.2.1. General	36
3.2.2. Teaching Load	37
3.2.3. Dress Code	37
3.2.4. Attendance	38
3.2.5. Faculty Benefits and Awards	38
3.3. Evaluation of Faculty Performance	38
3.4. Holidays, Vacations and Non-Academic Leave	39
3.4.1 Leave/Benefits Policy	39
3.4.2 Exceptional Leave Without Pay	42
3.5. Academic Calendar	43
3.5.1 - First: Calendar of academic procedures for the first semester	43
3.5.2- Second: Calendar of academic procedures for the second semester	44
SECTION 4: Business and Administration Department	46
4.1 Faculty Members	46
4.2 Faculty Evaluation Elements	49
4.2.1 Goals	49
4.2.2 Competencies	50
4.3 Department Organization Structure	51
4.4 Management Program	51
4.4.1 Program degree	51
4.4.2 Teaching Methods	51
4.4.3 Study language	51
4.4.4 Graduate Attributes PNU	52
4.4.5 Academic Plan	53
4.4.6 Program Tree	59
SECTION 5 : Facilities	65
5.1 Library	65
5.2 Classrooms	66



5.3 Prayer Rooms	67
5.4 Learning Management System (LMS) Blackboard®	67
5.5 Center, Conference halls and meeting rooms	67
5.6 Faculty Suite	68
5.7 Hospital and Health Clinics	68
5.8 Transportation	69
5.9 Recreation Centers	70
5.10 Disability Support for staff, students, and visitors	71
5.11 College Campus Map	71
5.12 Department of Business and Administration	72
5.13 Contact Department of Business Administration	74



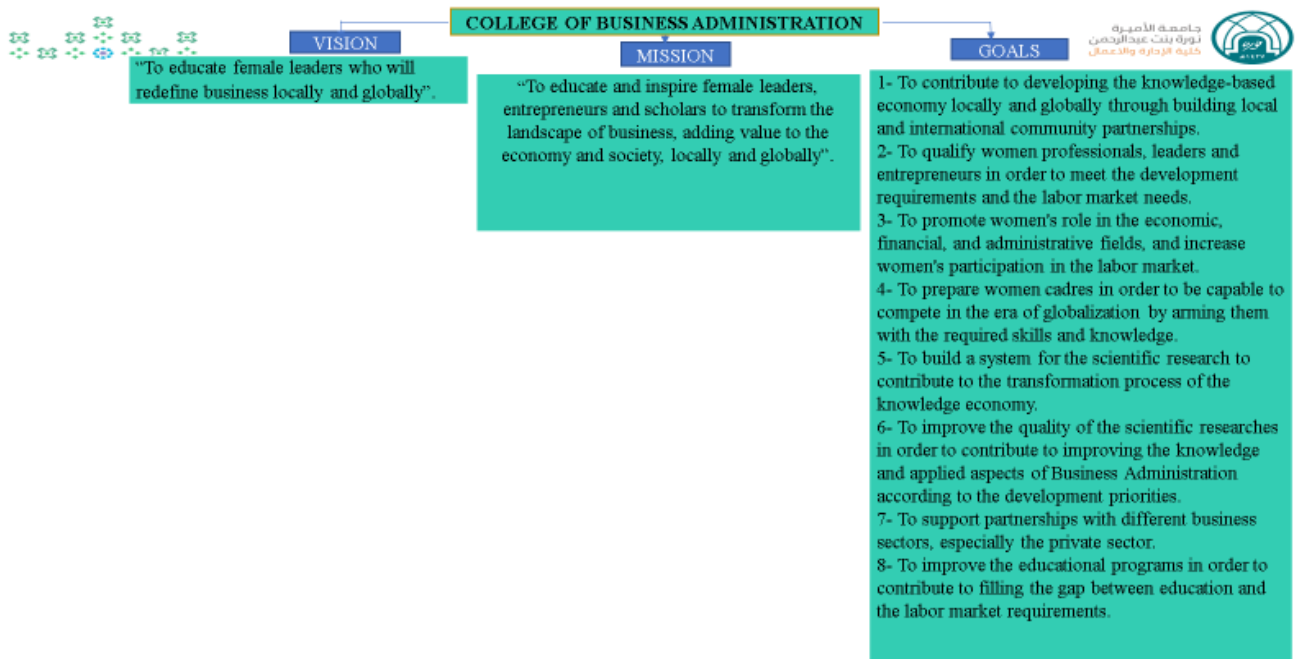
SECTION 1: Overview

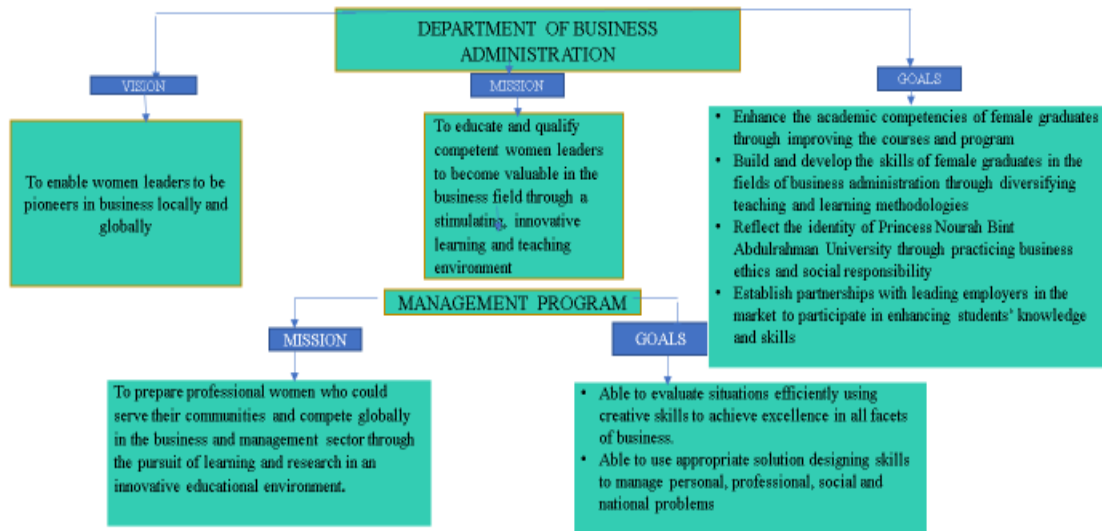
Overview

1.1 About College of Business and Administration

The College of Business and Administration was established at Princess Nourah Bint Abdulrahman University in 1428H. Where it presents a set of academic programs which consistent with vision 2030. And it's important for the national economy and its role to promote the development process in the country. CBA seeks to play a prominent role in the transformation towards the knowledge economy. This is the aim of the national transformation program. The College also looks forward to improve the level of the programs and the study plans and adapting them to the latest developments and global changes.

Where the college lent importance to raising the level of learning outcomes, both ideologically and skillfully. In addition to raising the students' competencies in different fields of business. Partnerships have also been established with effective communication with business sectors locally and globally.





1.2 College's Facilities

College of Business and Administration is located in the campus of Princess Nourah bint Abdulrahman University at the Station (A6). It includes 88 fully equipped halls and scientific seminars Auditoriums, in addition to spaces for group working. The college's library also provides study rooms for students, and includes a partition for postgraduate students and laboratories such as Bloomberg Laboratory, a special stock exchange hall for the College, besides Caribou Coffee Shop.

1.5 College of Business and Administration Values



Leadership, Innovation, Integrity, Professionalism, Loyalty and Competitiveness.

1.6 College of Business and Administration Goals

1.7 College of Business and Administration Objectives

1.7.1 Teaching and Learning

1. Enable graduates to understand business market needs and requirements for critical decisions and problem-solving using research-oriented approach.

2. Prepare women graduates to compete in business administration fields by using knowledge and skills to create and promote innovative solutions

3. Ensure that graduates exhibit leadership, team building, communication and negotiations skills in order to bridge the gap between theory and practice

4. Prepare faculty members to be aligned and equipped with goals of the program through effective communication to embrace and support changes

1.8 Research

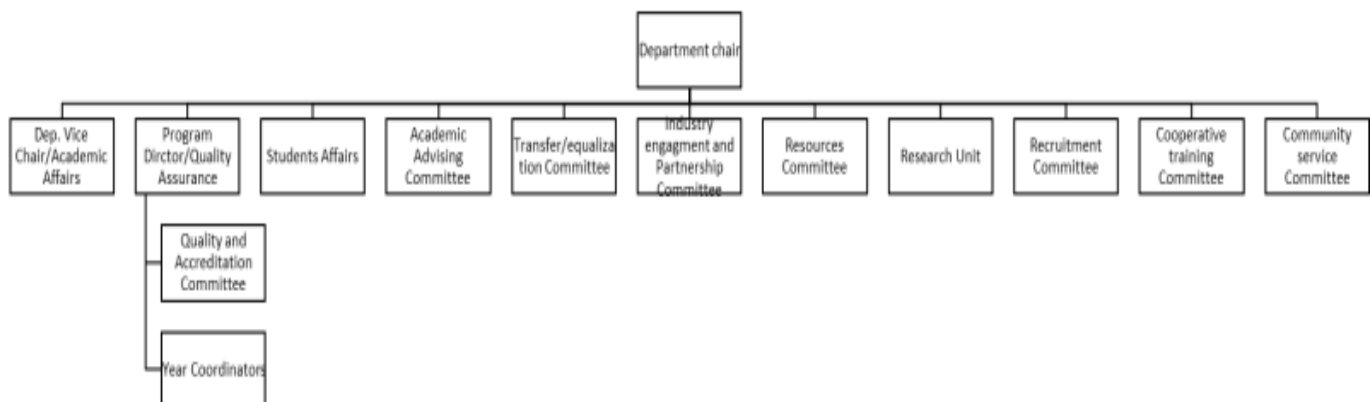
Foster research productivity and cooperation locally and globally.

1.9 Community Services:

Encourage philanthropy engagement amongst the CBA family through volunteering and student-led community initiatives.

Maintain strong business relationships with potential reputable stakeholders locally and globally.

● College of Business and Administration Organizational Structure:



1.10 Bachelor Degree Programs Introduced by the College of Business and



Administration

- Bachelor of Science in Accounting
- Bachelor of Science in Economics
- Bachelor of Science in Human Resources
- Bachelor of Science in Financial Economics
- Bachelor of Science in Marketing
- Bachelor of Science in Management (with two tracks: Project Management, Events and Tourism Management).
- And Master degree of science in Business and Administration (introduced by DCU@PNU).

And as a part of our efforts to improve the quality of the educational outputs in line with international standards in education and the requirements of the labor market, CBA has initiated several educational and training partnerships as a means of developing the educational process and improving the relationship with educational institutions and business sectors.

1.11 Research excellence

The College of Management Business is distinguished by its quality of research. Its research addresses many of the major challenges facing the business community. Our research aims to work with leading business organizations such as SABIC, Dublin City University and the International Monetary Fund.

1.12 Inspirational Teaching

At CBA we pride ourselves on ensuring that our students receive a quality business education. Students learn from Instructors and Practitioners who are specialists in their field of business. Most are active researchers who work closely with enterprise and enjoy inspiring and empowering female students with their knowledge and innovation. Modes of Instruction in CBA are dynamic and reflect real life scenarios, students take part in workshops, seminars, individual and team presentations, computer laboratories, and use case studies and business simulations to apply theory to actual enterprise.

Alongside academic study, CBA students are encouraged and supported to develop their entrepreneurial skills, participate in team business challenges and gain professional development certificates and badges.



13 Career and Development

PNU CBA are committed to the personal and professional development of its students. This is encapsulated in the vision, mission, program learning outcomes of the BSBA, program learning outcomes of the Management major and concentration tracks. Each course offered as part of these programs has been carefully designed to maximize student potential to ensure that they graduate with the personal and professional competencies and skills necessary to succeed in a globalized, knowledge-based world. Students on successful completion of the BSBA program will be:

1.13.1 Innovative

PNU CBA students are encouraged through their program of study to be innovative in their approaches to problem solving, and to be flexible and adaptable to emerging business situations and ideas.

1.13.2 Solution – Oriented

PNU CBA encourage students to adopt a solution-oriented approach to dealing with problems, difficulties and opportunities in business and the real world. Graduates will be skilled at applying this knowledge to explore the real problem, which in turn allows them to explore a solution that might not have been immediately obvious.

1.13.3 Effective Communicators

PNU CBA stresses the importance and value of good communication in all aspects of work and society. Graduates will be able to draw on appropriate skills to negotiate effectively, collaborate, influence and support others.

1.14 Socially & Ethically Responsible

1.14.1 Socially & Ethically Responsible

PNU CBA encourages students to be locally and globally aware, to value tolerance, respect cultural



diversity, and be committed to working with others to make a difference in business and society. CBA graduates will value the importance of conducting themselves ethically and responsibly both in a personal and a professional capacity.

15 Dynamic Leaders

NU CBA recognized the importance of developing leadership skills. Graduates will have understood the significance of their personal responsibility to take the lead and effect change in every aspect of life.

1.16 Dedicated to Continuous Learning

PNU CBA promotes and nurtures a spirit of inquiry, reflection and evaluation. Graduates will understand from their studies that knowledge is not fixed or static, and that insights and skills can always be enhanced and

extended further. The table below outlines the skills development that students will participate and engage in throughout the duration of study for the BSBA. While the courses listed explicitly target skills development, many of the other course on the program also develop personal and professional skills, in the classroom, via e learning platforms, practitioner/professional lectures, seminars and symposiums and through carefully designed assessments. This approach to career planning and development supports the student in acquiring a set of relevant and transferable skills that enhance their employability on graduation from the program. To support this process students are required in Semester One, Year 1 to start work on a Professional Development

Portfolio. They are responsible for managing and developing their PDP with support from their academic supervisor and via e learning throughout their studies from level 1-7, years 1-4.

1.17 Business Skills Development Courses

Level Course Skills Development Aim

1 Skills for Business I Communications, Team working, Time Management, Introduction to CBA, learning to Learn

2 Skills for Business II Written and oral business communications, presentation skills, cross cultural communication, Spreadsheets, Database Management, Decision Making

3 Digital Innovation, Creativity & Enterprise, Project Management, Creativity and Enterprise



Business Statistics Data Management, Data Manipulation, Predictive Analytics, Decision Making
Entrepreneurship Creativity, leadership, planning, team management skills, decision making

18 CBA Partnership

Current Partnerships of College of Business Administration:

- 1- Bloomberg.
- 2- Saudi Stock Exchange (Tadawul).
- 3- Saudi Telecom Company (STC).
- 4- KPMG.
- 5- IHG Academy.
- 6- Wealth Preservation Co.

SECTION 2: Faculty Rights, Responsibility and Duties

In alignment with PNU goals for continuous excellence in teaching, research and intellectual leadership, and in developing new knowledge and disseminating it. The University has developed policies delineating the faculty's responsibilities in three distinct areas of scholarly engagement, namely: teaching, research, university and public services. As members of academia and the broader public community, the faculty have the obligatory duties of serving as scholars pursuing the search for knowledge and its free exposition, as teachers instructing and educating students, and as professionals contributing special knowledge and skills to the community through public service. In performing these duties, faculty members are expected to obey the rules and regulations of the University and, those of the Kingdom of Saudi Arabia.

2.1 Teaching and Service

2.1.1 Teaching

A faculty member is a teacher that has teaching responsibilities that encompass presenting scientific knowledge accurately and effectively in accordance with the approved course objectives and course outlines. She should make every effort to encourage students to learn to be self-learner through adopting effective teaching methods. Courses objectives should be shared at the beginning of each course and also



fulfilled throughout the course. In order to assure the best quality of teaching and for faculty continuous growth, faculty will have at least one lecture per semester evaluated by a peer (preferably same specialty).

In addition, faculty should act as an intellectual guide, counsellor, advisor and mentor to their students. And avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment. Normally, the department chair assigns the teaching load, academic advising, and other teaching-related tasks to the faculty members, all of which vary from semester to semester depending on the departmental requirements and university policies.

Primarily, the faculty member maximum instructional load during the regular semesters depends basically on their academic ranking. The distribution of loads are:

- (i) 10 teaching units per semester for a Professor,
- (ii) 12 teaching units per semester for an Associate Professor
- (iii) 14 teaching units per semester for an Assistant Professor
- (iv) 16 teaching units per semester for lecturer and teaching assistant.

However, the workload may be reduced upon assignment of administrative position approved by the vice rectorate of educational affairs.

Faculty members should adhere to the assigned lectures schedules according to the semester schedule (Time, days, location). Faculty members should prepare and post their schedule including the office hours and academic advising hours before the beginning of each semester or upon changing the schedule at any time during the semester and provide the department with a copy of their posted schedule.

2.1.2 Classroom Responsibilities

A course instructor should keep a record of class and laboratory attendances of all students. The student must be notified and sign on each warning she will get. All students are expected to attend all classes and laboratory sessions. The University enforces a policy on class attendance in which a student will have:

- First warning if students unexcused absence exceeds 10% of the total semester lectures



Second warning if students exceed 20% of the total semester lectures

Deprivation: if students excused/unexcused absences exceed 25% and student will not be allowed to continue a course and take the final examination

The student grade will be (ح) and notify the department regarding the student status to be approved by the department and college counsels.

2.1.3 Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to an emergency situation or an official business trip or assignment or any other unforeseen, unavoidable events. In such cases:

- 1- Faculty must inform the department of the cancellation with the justification and notify the class students in advance.
- 2- Submit an electronic leave through the system (TAYSEER)
- 3- Faculty is responsible for arranging the make-up class by finding an available classroom (through the educational affairs office) and according to students' schedule.

Make-up classes may need to be substitutes due to inclement weather, special holidays and a change made in the academic calendar under special circumstances.

2.2 Courses

2.2.1 Course Coordinator

Based on the assignment of the department the faculty may be the course coordinator. Her duties include preparing of course portfolio, arranging exam questions and grading. The entire course portfolio needs to be submitted to the requester (department or quality)

2.2.2 Course Instructor

Responsible for gathering the needed documents and information for the course portfolio and for teaching the course material based on the shared course specifications and course outline.



2.2.3 Course Management

Instructors are fully responsible for the administration of all course work which includes preparation of lecture notes, distribution of notes and other reading materials, preparation of homework or other assignments for the students and their grading, prepare and grade the exams and submit the final grades to the banner system. At the end of each semester, instructor should submit the full course file,

Within 72h after the end of the final exam and after receiving the course evaluation results. The course file should be delivered electronically (in memory flash) to the quality coordinator in the department and sign for completion after reviewed by the coordinator of the course with the quality coordinator. For more instruction, please check.

2.3 Academic Advising

The academic advising is one of the most important inputs of the university education system. It is an important link for directing students to achieve the best educational outcomes and the best possible academic achievement. The academic guidance service helps students adapt to the university environment and seize the opportunities available to them. By providing them with the knowledge and basic skills that raise the level of their educational attainment. The academic advisor works on introducing the student to the college, its support and supporting departments, and how to obtain its services in cooperation and coordination with the specialized department of the college. The academic advisor also informs the student of the academic difficulties that may face her, and how to prepare study plans and schedules.

2.3.1 Responsibilities of the Academic Advisor

- The academic advising unit determines for each group of students an academic advisor from the faculty member.
- To prepare and welcome new students on the first day in the college and to familiarize them with university regulations and laws and the university environment.
- Prepare a special file for each student and explain the university regulations and introduce them to their rights and duties, academic plan and graduation requirements.
- Preparing the student and guiding them in the appropriate courses according to the academic plan and achieving the best scientific outputs.



Assisting the student in preparing the course schedule in order to complete the graduation requirements, not exceeding the maximum number of years allowed.

The role of the instructor is not limited to directing the student during the registration period only but extends to follow students who fail to study and help them overcome their mistakes and achieve the desired success.

To assist students in facing difficulties in cooperation and coordination with the college administration and propose appropriate solutions.

- Effective communication with students, listening to them and engaging them in planning their studies and investing their experiences to be able to overcome the obstacles encountered during their studies.

- The student should be urged to attend a regular meeting/communicate through e-mail with the academic advisor throughout the semester.

- Cooperate and submit students follow up report to the academic advising unit within the deadlines.

- For more details on the fundamental of academic advising,

2.4 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 head of department normally specifies the number of office hours. Also, according to special circumstances there will be online office hours to support students and this scheduled by the instructors.

2.5 Examinations and Grades

As PNU is changing into paperless university, we highly encourage our faculty members to apply the electronic exams to their students using the university approved platforms (Blackboard). Here are some videos to support you in preparing your electronic exams:

-How to create questions pool (tagging the learning outcomes and levels of difficulty)

<https://youtu.be/lyCG4kYxeNY>



How to build 3 versions of test from the pool in Blackboard

<https://youtu.be/JfgdSgPCID0>

Other Blackboard instructions

<https://drive.google.com/drive/folders/0B5WeKDE6TKqEbVl4anpERWVmUjQ>

Faculty members need as well to complete all the required forms and submit it to the department wither the exam in papers or electronic.

2.5.1 Process for the Exam

2.5.1.1 Before the exam

	Paper based exam	Electronic exam
Step 1	Write exam questions using the Cover Page. (Two forms; version A & version B)	Build questions pool for each course in Blackboard.
Step 2	Send an email to the peer evaluator with Exam Peer Evaluation Excel sheet and submit the exam papers as hard copy to the peer evaluator 10 days before the exam day (Not allowed to use email for submission).	Create 3 exam versions from the pool and send an email to the peer evaluator with the Exam Peer Evaluation Excel sheet and electronic exam checklist 10 days before the exam day.



<p>Step 3</p>	<p>-Send an email to the head department with Completed Exam Peer Evaluation Excel sheet and hard copy of the exam papers for signature. -For Final Exams; the exam papers should be Stamped by the Standing Committee of Testing.</p>	<p>Send an email to the head department with Completed Exam Peer Evaluation Excel sheet and exam checklist for approval.</p>
<p>Step 4</p>	<p>If you get the head of the department approval signature, then, make a copy the following: the exam papers, cheating report, list of students' name, announcement form, student signing sheet, and student missed ID form.</p>	<p>After exam approval, export the exam to the other blackboard sections and announce all exam information to the students.</p>

2.5.1.2 On the Exam Day

	Paper based exam	Electronic exam
<p>Step1</p>	<p>Know the name of the exam invigilators (announced earlier by department email)</p>	<p>Know the name of the exam invigilators (announced earlier by department email)</p>
<p>Step2</p>	<p>Hand the exam papers manually and in sealed envelope to the exam invigilators. The envelop should include the following</p>	<p>Go the exam hall, insure all the students are logged in and they don't face any technical issues.</p>



	documents: the exam paper, cheating report, student signing sheet, and missed ID form.	
Step 3	On the exam hall door, the following: announcement form and list of students' names.	On the exam hall door, the following: announcement form and list of students' names.
Step 4	There is an emergency room for special students who has special needs and difficult circumstances.	
Step 5	For Midterms Exams; faculty is responsible for the numbering and distribution of tables in the form of parallel lines and sufficient distances.	For Midterms Exams; faculty is responsible for the numbering and distribution of tables in the form of parallel lines and sufficient distances.

2.5.1.3 After the Exam

	Paper based exam	Electronic exam
Step 1	Correcting the exam papers and inform students about their marks.	The exam will be automatically corrected and graded in blackboard except short answer questions that should be graded manually. All exam grades will appear in blackboard grade center.



Step 2

For Midterms Exams; Submit the following for the Standing Committee of Testing: exam report, key answers, and student signing sheet within 2 weeks of the exam day. For Final Exams; Submit the following for the Standing Committee of Testing: exam report, key answers, student signing sheet, exam papers, statistical detection, and grading marks form within 72 working hours

For Final Exams; Submit the following for the Standing Committee of Testing: exam report, statistical detection, and grading marks form within 72 working hours.

2.5.1.4 Students Fail to Attend Examination

Student should submit the excuse to the instructor immediately upon her return (within 3 days) and fill the required forms in the department secretary office to be reviewed by excuse committee.

If a student misses an examination or test, other than the final with approved excuse, an instructor will arrange for a make-up examination in the week fourteen.

In case of student fails to attend the final examination of a course with approved excuse, a make-up examination will conduct before the end of the semester.

In case of unapproved excuse, student will be given a zero in that examination. In that case, her course grade will be calculated based on her class work and other test scores she earned in the course.

2. 6 Change of Grade

No grade shall be reviewed or changed after the submission of the final grades to the Deanship of Admissions & Registration without a written request from the course instructor explaining the reasons for



the change. Such a request for a grade change must be endorsed by the department head and the dean of the college. The Deanship of Admissions & Registration should be informed of these changes no later than the beginning of the next semester. The corrected grade will appear in the student's record.

6.1 Student Request of Reviewing Final Exam Grade

The student who feels strongly that she has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and her instructor are unable to arrive at a mutually agreeable solution, the student may file an official appeal to an educational affair in the college, no later than the end of the semester. The department head who offering the course will investigate through committee. The committee will then take appropriate action.

2.7 Electronic learning (Blackboard)

E-learning services will target students and all the faculty members of Princess Nourah Bint Abdulrahman University.

The commitment to quality standards is reflected in all E-learning services to enable faculty members and students to master the technical competencies across differentiated E-learning environments to achieve success. To ensure the optimal use of E-learning management systems, the E-learning unit developed courses and training programs with the best E-learning techniques.

For all faculty members, you are responsible to use Blackboard to facilitate the assigned courses. Here some of the Instructions for using Blackboard.

<https://drive.google.com/file/d/1R1-GRYpK6KoT4jGa74vX04c0O6OaoJHI/view>

2. 8 Faculty Portfolio

Each faculty member is responsible of creating their own portfolio electronically where they add their evidence of teaching duties, community services, conference attended, conference participation, ongoing research, published research, training attended, Updated CV as well as any administration assignments such as college committees and units. Faculty should share this portfolio with the department chair in order to be used for faculty evaluation. Click here to know how to create your own portfolio.

https://drive.google.com/file/d/1Lvm5Emvw3eZ8eEYS1Aydrx4cnG_g0P1k/view



9 Research

Faculty undertaking research should do so in a manner consistent with professional honesty and within the public interest. Research should be designed to enhance knowledge in a particular field and should demonstrate sound methodology, accuracy and factual integrity of the data. The research should be indexed in the International Scientific Indexing (ISI) databases.

According to the Saudi Law of Ethics of Research on Living Creatures, PNU is responsible for any research conducted therein and shall, through a local ethics committee (IRB).

A faculty member must obtain formal approval from the university before proceeding with any major collaborative research with a laboratory or research group at another institution. One of the major components of the research activities of faculty members is their involvement as thesis advisors of graduate students with credit hour counted in their load. Students conduct their research under the supervision of a faculty member who provides the necessary guidance and advice. All thesis or dissertation proposals, which are prepared by graduate students under the guidance of the thesis advisors, must be approved by the graduate committee.

2.9.1 College of Business and Administration Research Centre

CBA-Research Centre was established in the middle of 2017, after receiving official approval from the Dean of Scientific Research, Princess Nourah Bint Abdul Rahman University.

2.9.1.1 Vision

Supporting research excellence based on local and international standards towards a knowledge based economy.

2.9.1.2 Mission

To enhance creative, innovative and scholastic capabilities of the College of Business and Administration members through supporting quality research, professional consultancy and research publications based on ethical conducts.

2.9.1.3 Objectives

To provide assistance for the exploration of new research areas along with the niche.

To nurture culture of ethical research, consultancy and research publications.



- o encourage knowledge sharing and collaboration in consultancy and research publications regionally and internationally.
- o promote research related to economic development and knowledge based economy.
- o support development programs in the field of scientific research.
- o encourage interdisciplinary research.

2.9.1.4 Values

- Integrity
- Excellence
- Creativity
- Collaboration

2.9.1.5 Interest Groups

Faculty members

Undergraduate and Post-graduate students

Practitioners

Future Outlooks

Establish a scientific society in one of the Business and Administration disciplines

Expand cooperation with relevant stakeholders

Hold conferences and forums in Business and Administration areas

College Research Interest Groups

To meet the growing need in research in the following areas, the department research interests will focus on the following themes (which include but not limited to the specified sub-themes):

1) Management:

- a) Change management
- b) Fintech eco-system related topics
- c) Strategic management
- d) Hospitality and tourism management
- e) Project management





2) Marketing:

- a) Market research
- b) Digital marketing
- c) Consumer behaviors

3) Business and technology:

- a) E-business
- b) E-commerce
- c) Big data
- d) Artificial intelligence in business

4) Leadership

- a) Managerial leadership
- b) Human Resource management
- c) Women empowerment

5) International business

6) Finance

7) Entrepreneurship:

- a) Innovation
- b) SME's
- c) Family Business
- d) Social Entrepreneurship

8) Supply chain and Operation Management

9) SDG and ESG

2.9.1. 6 Research Center Council Members

1- Dr. Abad Alzuman (Director)

Cmba-vdhssr@pnu.edu.sa

analzuman@pnu.edu.sa

2- Dr. Dalal Alrubaishi (Associate professor)

daalrubaishi@pnu.edu.sa

3- Dr. Noriha Halid (Associate professor)



hhalid@pnu.edu.sa

- Dr. Ghada Yousef (Associate professor)

myousif@pnu.edu.sa

9.1.7 Research Scope

PNU announced its new strategic research identity and priorities that are consistent with the vision of the Kingdom of Saudi Arabia 2030, and it focuses on the following topics:

Entrepreneurship and leadership in healthy and vibrant society,

Technology (a thriving economy) and; Women's empowerment (an ambitious nation).

CBA is aligning its research expertise to PNU's to make them compatible and in line with the Kingdom's 2030 goals that are related to promoting health and improving quality of life. Research areas to focus on are: strategic management, managerial leadership, behavioural economics, consumer behaviours, taxation, financial economics etc..

CBA is aiming to contribute to the development of national research policies related to improving business environment and create investment opportunities in Saudi Arabia.

Enhancing research capacity and innovation by building a sustainable research environment and community partnerships is one of the major objectives CBA is planning to develop as a core competency.

2.9.1.8 Research Activities

Published research in reputable scientific journals Conduct seminars, conferences and panel discussions

Patents and registrations of property rights Research collaborations and partnerships with national and international scholars and research institutions.

2.10 PNU Research Grants

PNU is organizing a broad and generous research grants program that aim at leveraging the research productivity at the university. Research grant programs target: junior researchers, undergraduate students, research groups, and joint research projects. Below are descriptions of the most prominent research grant programs at PNU: <https://www.pnu.edu.sa/en/Deanship/Research/Pages/Home.aspx>



-Targeted Research Grants

<https://www.pnu.edu.sa/ar/Deanship/Research/Documents/%D8%A8%D8%B1%D9%86%D8%A7%D9%5%D8%AC%20%D8%A7%D9%84%D8%A8%D8%AD%D9%88%D8%AB%20%D8%A7%D9%84%D9%85%D9%88%D8%AC%D9%87%D8%A9%20%D9%85%D8%AA%D8%B1%D8%AC%D9%85%20English.pdf>

- Fast Track Program: The project aims at encouraging and supporting researchers to publish their papers in the classified journals through smooth and easy procedures, i.e., they can receive funding without the need for the administrative and financial procedures with respect to the typical funding as most researchers believe that such procedures are of burden to them, consuming a lot of time and efforts. The new procedures enable the researcher to apply for funding easily by submitting a funding request once the research has been published in journals of impact factor, appearing in ISI or Scopus core collection. The smoothness of such procedures attracts the researchers and encourages them to increase the number of the University's classified scientific

output.<https://www.pnu.edu.sa/ar/Deanship/Research/Documents/%D9%88%D8%B5%D9%81%20%D8%A8%D8%B1%D9%86%D8%A7%D9%85%D8%AC%20%D8%A7%D9%84%D9%85%D8%B3%D8%A7%D8%B1%20%D8%A7%D9%84%D8%B3%D8%B1%D9%8A%D8%B9%20%D9%85%D8%AA%D8%B1%D8%AC%D9%85%20English.pdf>

3- Visiting Scholar Program: program to enrich the academic and scientific activities, PNU offer this program that aims at inviting international distinguished researchers to collaborate with researchers from the university on agreed upon joint research projects. The university is hoping through this program to offer an opportunity for international researchers who are looking for enhancing their international research exposure


2.11 Required Conditions before Submitting Publications Sponsored by PNU Grant Programs

In order to apply for PNU grants, researchers have to spell the name of the university in their research as following: Princess Nourah bint Abdulrahman University. Also appreciation statement should be added to the published research exactly as the following:

“The authors extend their appreciation to the Deputyship for Research & Innovation, Ministry of Education in Saudi Arabia for funding this research work through the project number XXX”

2.12 Research Collaborations





The College of Business and Administration has taken initiative to enhance collaboration between PNU staff members and other national and international institutes in terms of research and graduate studies and consultancy services such as:

1- Dublin City University DCU:

2- Saudi Arabian Monetary Authority

3- GUESSS stands for "Global University Entrepreneurial Spirit Students' Survey

4- Saudi General Authority of Statistics

5- King Abdulaziz University

2.13 Academic Promotion Process

2.13.1 Promotion Minimum Requirements

The main objective of the faculty promotion procedures is to promote academic excellence in the University. The University has established reputable guidelines that are comparable with governmental and international. In order to apply for promotion from the rank of Assistant Professor to the rank of Associate Professor, it is required:

- To have a minimum of four years of work experience as Assistant Professor at a Saudi University or other accredited university, provided that the period of service in Saudi universities shall not be less than one year.
- To have completed the minimum scientific production that required for promotion, in accordance with the provisions of Article 32 of the Regulations.
- The scientific production she has submitted has been published or ready to be published during her tenure as an Assistant Professor.

2.13.2 Promotion Policy:

The duration of secondment and transfer for the purpose of promotion is calculated as follows:



1. The full duration is counted if the secondment and transfer is to an academic body and the work was in the same field of specialty.

2. Half the duration is counted if the secondment and transfer is to a non-academic body and the work was in the same field of specialty.

3. No part of the duration is counted for the purpose of promotion if the work done was not in the same field of specialty.

Promotion is granted to the staff member according to the following:

1. Academic achievement.
2. Teaching.
3. University and community Service. (Refer Article 24 & 25)

Promotion procedures:

1. The staff member applying for promotion shall submit an application to the Department Council including the following:

- a) Statement of professional and academic qualifications in addition to the candidate's job hierarchy.
- b) Statement of teaching activities.
- c) Statement of activities regarding university and community service.
- d) Five copies, at least, of the academic achievement submitted for promotion and clarifying information.
- e) Additional information supporting the promotion application.
- f) Additional information/documents requested by the Department Council, College Council, or Scientific Council.

2. The Department Council shall review the promotion application to ensure the fulfillment of the necessary procedures and requirement. The Department Council shall recommend submitting the application to the College Council proposing the names of a minimum of eight specialized referees.

3. On the basis of the Department Council recommendation, the College Council shall review the application and nominates a minimum number of eight specialized referees, not less than eight, recommended by the Department or others.

4. On the basis of the recommendations of the Department and College Councils, the Scientific Council shall review the promotion application, before undertaking the following:



c) Selecting five referees from the College Council to evaluate the researches; three as main referees, the fourth as a standby examiner, and the fifth as a second standby examiner. At least two of the three referees should be from outside the university.

b) Researches and promotion data shall be confidentially sent for evaluation according to the criteria set by the Scientific Council.

Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the staff member's promotion.

d) Upon deciding not to promote the candidate due to the weakness of her/his professional achievement, the Scientific Council shall decide on the submitted researches whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements will include at least one new research for the rank of Associate Professor, and at least two new researches for the rank of Professor. ((Refer Article 26

2.13.2 Promotion Process

The faculty member shall submit an application for promotion to the relevant Department Council and it shall include the following:

1. Statement of her scientific and functional qualifications and her career progression.
2. Statement of her teaching activities.
3. Statement of her activities in the service of both university and community.
4. She should submit at least five copies of the scientific production for promotion application, in addition to the data to describe them as well.
5. She should provide any additional information to support the promotion application.
6. She should provide any other information or documents requested by the Department Council, the College Council, or the Scientific Council.

The efforts of the faculty member, who submitted (her application) for promotion, are evaluated on the basis of one hundred points (100), divided as follows:

- Sixty Points for the scientific production.



Twenty-five points for the teaching.

Fifteen points for the university and community services.

The University Council sets standards for evaluation of participation in teaching and serving the university and community upon the recommendation of the Scientific Council

2.13.3 Resources

World Economic Forum <https://www.weforum.org/reports/>

IMF <https://www.imf.org/en/Research>

World Bank Data <https://data.worldbank.org/>

Saudi Digital Library : <https://sdl.edu.sa/sdlportal/en/publishers.aspx>

Saudi Ministry of Finance Open Source https://data.gov.sa/Data/ar/organization/ministry_of_finance

2.14 Administrative work

The faculty play an important role in the conduct of the University affairs and in developing policies and plans of the college and university. Much of the planning and administration of the University's programs and policies are carried out by the standing committees and the ad-hoc committees formed by the College and/or University. The University seeks the fullest possible contribution of the faculties in such committees. However, administrative work is assigned to the member upon need. Normally, the faculty member is engaged in a number of committees and units that have persistent or temporary nature. These committees are assigned to the staff member by the college dean or the head of the department.

Academic accreditation can only be achieved through the interaction of the teaching staff, the college support staff, students and the beneficiaries from among the local community. Therefore, the success of the program and its students relies on whole college faculty members fully sharing the responsibilities and demonstrates ownership of quality assurance through serving in internal (within the college) or external (outside the college) committees. The aim of forming any committee is to enhance cooperation and sharing of good practice among college faculty and other employees.



2.15 Meetings

It is assumed that all faculty members will attend all department meetings and any other meeting scheduled by the Department, Assigned units and committees, College and the University.

Department Council meeting usually scheduled in advance and attendance is mandatory for doctors with the academic position of assistant professor and above, as in the meetings, all-important issues are discussed, and decisions taken based on a majority consensus or vote.

Faculty members are required to participate in the commencement ceremonies and is expected to attend and participate in social events and other activities that contribute to the cultural life of the University community.

2.16 Social Services

Faculty members are also expected, as part of their academic duties, to perform social services by conducting continuing education courses, making contributions to professional organizations and meetings and to the community at large, and by providing consulting services.

2.17 Faculty Development

The University encourages its faculty members to participate in high-quality conferences. In order to become a truly great teacher, one must go beyond the textbook and attend workshops and ongoing education courses to truly master the practice. To do this, faculty must continue their education. There are conferences, workshops, and continuing education that could give the faculty that extra help in technology for the students.

A faculty member may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

- There should be a relationship between the subject of the conference or the seminar and the specialization of the faculty member or the actual responsibilities of her work.
- The participation in conferences and seminars that take place within the Kingdom are on the recommendation of the relevant Department and College Council and the approval of the Rector.



The participation in conferences and seminars held outside the Kingdom has the approval of the University Council on the recommendation of the Department and College Council and the support of the Dean.

The University Council has an established regulations and procedures for attending conferences and seminars on the recommendation of the Scientific Council that are updated annually.

The participant in the conference or seminar shall submit a report on that.

- If the participant want to attend any of the workshops/conferences or extra courses inside/outside Kingdom, she need to fill the two forms first:

<https://drive.google.com/file/d/18IUGWGa1WeGjG2PvOqARIJHGlahoIQHu/view>

Confirmation form and Registration of a training program form. In addition, provide a copy of the attendance certificate to the department.

<https://drive.google.com/file/d/18IUGWGa1WeGjG2PvOqARIJHGlahoIQHu/view>

https://drive.google.com/file/d/15XLouO4VOzNCwC6_BgvkT-A15xfwxWcj/view

2.18 Quality Assurance

PNU pursuing the attainment of regulatory requirements of the accreditation bodies by setting its own regulatory framework of procedures and policies in the form of this Quality Management System (QMS) which guide all members of the University in achieving its aim of providing high quality academic programs to assure the quality of the internal processes and securing the program in compliance with the prevailing procedures

and regulations. This will equip the programs to achieve academic standards recognized both nationally and internationally. The QMS is a dynamic process for ensuring academic standards and quality improvements at PNU and the annual updating of the manual reflects the careful consideration that will be applied by the PNU academic community.

The QMS recognizes that quality assurance procedures and the generation of quality improvements are most effective when operating closest to the point of delivery. All programs and colleges operate within the overall framework of the QMS. The QMS provides the institution with a comprehensive and widely



ccessible set of policies and regulations establishing the terms of reference and operating procedures for major committees, administrative units and positions within the institution.

o achieve the aim of fully embracing the QMS framework, it is important that all members of PNU take full responsibility for ensuring that they fully align their actions and promote the guiding principles for academic standards and quality as set out in the QMS. It is expected that key members of academic management at PNU and in the colleges will take lead responsibility for promoting and delivering all aspects of the QMS throughout the university.

For more information : <https://drive.google.com/file/d/1JXnDIRD2RgbBX6eTDTkAHu9RjaAtb-vU/view>
PNU QMS 2018.

SECTION 3 : Committees Structures

3.1 Introduction

The University designates the University Council as responsible for all awards made, and colleges must work within the framework of policies and procedures laid down by the Council and any delegated committee(s) established by Council to act on its behalf.

3.2 Policy and Procedure

All employees of the University are employees of the Saudi Arabian Government. On that basis, the University acts as an agent of the Government. Saudi faculty recruitment procedures follow the general rules and regulations of the Ministry of the Civil Service in addition to education by-laws. However, foreign faculty contracts are executed between the University and the individual in the role of foreign “contractor”, and all such employees are subject to the general laws of the Kingdom.



The information presented is based on the Unified By-Law for Saudi Universities and its implementation by the University authorities and the Faculty Guidelines.

Normally, all the below-mentioned procedures are followed strictly. However, exceptional circumstances that might occur can be discussed directly with the Dean of Faculty & Personnel Affairs.

.2.1. General

A staff member should demonstrate the following characteristics:

- Honesty and good morals to abide by the regulations, instructions, rules of conduct and ethics, and rise above all that is dishonorable to the job.
- To follow up on what is new in her specialized field, and to contribute through her scientific activity in the development of her specialized field.
- To convey to her students the latest scientific knowledge in her specialized field, to instigate the love and knowledge of science in her students, and to make them think in a scientifically way.
- To participate actively in the work of the Department's Council, in other Councils and committees, in which she shall be a member at the department, college and university level in the community service.
- To dedicate her work for the university, and may not work outside the university unless she has taken the prior approval in accordance with the rules and regulations.

3.2.2. Teaching Load

A. The maximum teaching load of staff members and the like is as follows:

1. Professor :10 teaching units.
2. Associate Professor: 12 teaching units.
3. Assistant Professor: 14 teaching units.
4. Lecturer 16: teaching units to be reduced during her/his study.
5. Teacher Assistant: 16 teaching units to be reduced during her/his study.
6. Instructor: 18 teaching units.



The teaching unit, which continues for the whole semester, is the weekly theoretical lecture with a minimum duration of 50 minutes, or the weekly practical or field work with a minimum duration of 100 minutes. (Refer Article 40)

Staff members and the like shall have (35) thirty-five hours working hours per week, raised to (40) forty hours by a University Council resolution. The hours include teaching, researching, academic supervision, office hours, scientific committees and other academic works assigned by the University concerned bodies. A minimum of three teaching hours shall be given to Vice-Rectors, Deans, and Vice-Deans assigned with administrative work. (Refer Article 41 & 42)

3.2.3. Dress Code

It is expected from the faculty member to dress properly and professionally. Remember you are representing your college on the campus. All Employees are expected to dress in a clean and neat manner, appropriate for their respective job responsibilities and business environment.

3.2.4. Attendance

A faculty member is obligated to have a significant presence on campus, to meet classes, to conduct research, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities.

The members of the teaching staff and those who are in a similar capacity shall complete thirty-five working hours per week. It may be raised to forty working hours per week by a decision of the University Council. They shall spend them in teaching, researching, providing academic guidance, working in their office, with scientific committees, or carrying other tasks entrusted to them by the competent authorities at the University.

3.2.5. Faculty Benefits and Awards

The college grants several annual awards to faculty members who have achieved excellence in teaching, research, and community services. The awards are the Distinguished Teaching award, Academic Advising Award, Distinguished Researcher Award, Supervision Award and others. These academic awards foster an



environment in which significant and meaningful academic life can develop. Awarded faculty members usually receive plaques and certificates from the Dean during a convocation ceremony at the end of each academic year.

Other awards are granted by the university such as research award, and publication financial benefits that are both awarded by the vice rectorate of higher education and scientific research.

3.3. Evaluation of Faculty Performance

Each faculty member will be asked to complete a professional performance file covering special goals that were agreed between the faculty member and the head of the department at the beginning of the academic year. The goals are mainly focus on teaching, research, admin and social service activities. The performance of the staff is submitted to the head of the department at the end of the year. The faculty member will then meet with the head of her department to review accomplishments and to establish goals and objectives for the upcoming evaluation period. In this process, the faculty member updates her professional performance file as appropriate to their particular classification.

Faculty performance evaluations are conducted annually by the head of the department to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development; and to obtain information relevant to contract renewal, promotion, and termination, awards for teaching, research and advising. The evaluation contains two main parts, which are goals and competences, for each part 50% of the evaluation.

3.4. Holidays, Vacations and Non-Academic Leave

3.4.1 Leave/Benefits Policy

The staff member may be granted a one-year sabbatical leave after a minimum serving term of five years, or after a previously taken sabbatical leave, based on the recommendations of the Department and College Councils, and the Scientific Council as well as the University Council resolution. The staff member may be granted a one-semester sabbatical leave after a minimum serving term of three years or after a previously taken sabbatical leave, provided that the given leave does not affect the educational process. The secondment period shall not be included in the



required time period. Regulations organizing sabbatical leave are laid down by the University Council based on the Scientific Council recommendation.

Controls of granting sabbatical leave to faculty members are as follows:

- 1- Sabbatical leave shall be granted to only one faculty member, or 10% of the staff members in each department in one calendar year.
- 2- The research program to be carried out during the sabbatical leave should be submitted by the faculty member. (Refer Article 61 &62)


Types of leaves	Saudi Faculties	Non Saudi Faculties
Vacations and Official Holidays	<p>Weekends, which are Fridays and Saturdays in Saudi Arabia.</p> <p>Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays, are announced by the office of the Rector mentioning the official beginning and end of these two holidays.</p> <p>The summer vacation of a faculty member is considered as the annual leave. The University Council determines the dates of return of the faculty members, provided that the summer vacation begins only after the completion of the tests and the announcement of the results.</p>	<p>Weekends, which are Fridays and Saturdays in Saudi Arabia.</p> <p>Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays, are announced by the office of the Rector mentioning the official beginning and end of these two holidays.</p> <p>The summer vacation of a faculty member is considered as the annual leave. The University Council determines the dates of return of the faculty members, provided that the summer vacation begins only after the completion of the tests and the announcement of the results.</p>
Emergency Leave	An employee may after the approval of her superior, take	The contractor is entitled to a paid emergency leave: a maximum of 10 days, and is





	an emergency fully paid leave for a maximum period of five days during the fiscal year.	deducted from the annual leave balance.
Sick Leave	<p>The employee shall be entitled to sick leave in a period of four years not exceeding two years in the following order: six months with full salary, six months with half salary, six months with a quarter salary and six months without salary. The start of the four years shall start from the beginning of the sick leave, but if the employee suffers from a serious disease determined by the specialized consultant, then she will be entitled to sick leave within four years in the following order: One year with full salary, three months with half the salary, three months with a quarter of salary and six months without salary. It starts from the date of her leave of absence.</p> <p>As per the guideline of CBA HR, member is entitled to full salary during the annual leave for 60 days from private clinics, as for clinics and hospitals 7 sick leave for government is unlimited.</p>	



Exceptional Leave Without pay	The legal leave does not exceed a period of six months and within three years without a salary.	
Compassionate Leave	The female employee is entitled to full paid leave for the entire waiting period as a widow.	The female employee is entitled to full paid leave for the entire waiting period as a widow.
Maternity Leave	.Maternity leave Baby care leave 70 days and it is entered through the Tasir system, the form is filled out, the department and college councils enter, and if approved  it is entered through the Tayssir system.	Maternity leave of 40 days (an official maternity notification must be sent from the hospital to obtain it)
Sabbatical leave	Sabbatical leave for a member for a full academic year . Years during the service and does not count in the service 10 leave to accompany the spouse	

3.4.2 Exceptional Leave Without Pay

A decision by the competent minister may grant the employee, for acceptable reasons to the authority, exceptional leave without pay, of not more than one year, within five years, whether for a continuous period or separated periods. The Minister of Civil Service may extend it for a period or periods not exceeding one year. However, the Saudi female employee, who wants to accompany her husband or her legal guardian abroad, is granted, by a decision from the relevant authority, an exceptional leave without pay, to the extent of the duration of the accompaniment and up to a maximum of ten consecutive or separate years throughout her time of employment.



is permissible to grant a member of the faculty and anyone in a similar capacity by virtue of a decision of the Rector, for reasonable reasons, exceptional leave of no more than six months within three years without pay.

The Council of the University may, where necessary, exclude this condition, provided that the leave period does not exceed a year.

3.5. Academic Calendar

The academic year, consisting of two semesters, normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members.

There is an inter

semester break between the semesters. Students are required to take the Summer Training program and part of the Co-op training during the summer break (Summer Session).

Classes begin on the first day(s) of the semester and last for 15 working weeks followed by the final examinations period.

3.5.1 - First: Calendar of academic procedures for the first semester

Gregorian date	Hijri date	Day-Period	Week	procedure
27 August 2020	8 Muharram 1442 E	Thursday		The return of the faculty members
30 August 2020	11 Muharram 1442 E	Sunday	First	The Beginning of study
9, August 2020	19 Dhul-Hijja 1441 E	Sunday	From	Request to postpone the study for the first academic semester
10 SEPTEMBER 2020	22 Muharram 1442 E	Thursday	To Second	
19 August 2020	29 Dhul-Hijja 1441 E	Wednesday	From	Deletion and addition
22 August 2020	E 1442 / Muharram / 3	Saturday	To	



August 23,2020	E 1442 / Muharram / 4	Sunday	From	Request to amend the schedule electronically	
6 August 2020	E 1442 / Muharram / 7	Wednesday	To		
August 23,2020	4Muharram1442 E	Sunday	From	First	Request to study by visiting system for the first semester
1September 2020	13Muharram1442 E	Tuesday	To		
23 September 2020	6 saffar1442/E	Wednesday		Forth	National Day holiday
13 September 2020	25Muharram1442 E	Sunday	From	Third	Request to be excused from studying the first semester. Apology for studying a course
5 November 2020	19 Rabi al-awwal 1442E	Thursday	To	Tenth	
20 September 2020	30 saffer1442 E	Sunday	From	Forth	Transfer request from outside Princess Noura bint Abdulrahman University
1 oct 2020	14 saffer1442	Thursday	To	Fifth	
4 oct 2020	17saffar 1442	Sunday	From	Sixth	Request an exceptional period for exceeding the statutory period
15 oct 2020	28 saffer1442/e	Thursday	To	7 th	
11 oct 2020	24 saffer 1442H	Sunday	From	7 th	Request for re-registration for students who have dropped out
22 oct 2020	5 rabi -alwwa1442	Thursday	To	8 th	
25 oct 2020	8 rabi - alawwl1442	Sunday	From	9 th	internal transfer request (change of specialization)
5 November 2020	19 rabi alawl 1442H	Thursday	To	10 th	
8 November 2020	22 rabi alawwel 1442H	Sunday	From	Eleventh	Early academic registration and counseling
19 November 2020	4 rabi Al -athani 1442 H	Thursday	To	Twelfth	
8 November 2020	22 rabi al thani 1442H	Sunday	From	Eleventh	Choosing personalization desires for college students: foundational health, engineering, designs, arts, languages and society
19 November 2020	4 RABI AL THANI 1442H	Thursday	To	Twelfth	
13December 2020	28 rabi al thani 1442H	Sunday	From	Sixteenth	Final exams
29December 2020	14 jamad al awaal1442H	Tuesday	To	Eighteen	
31December 2020	16 jamad -althani 1442 H	End of work on Thursday			Mid-year vacation

3.5.2- Second: Calendar of academic procedures for the second semester



Gregorian date	Hijri date	Day-Period	week.	procedure
17 Jan 2021	4 jamad al a7ar442	Sunday	first	Resume the study
27 December 2020	12 jamad al aweel 1442	Sunday	From	Request to postpone the study for the second academic semester
28 Jan 2021	15 jamad al akar 1442	Thursday	To	
10 Jan 2021	26 jamad al awel 1442	Sunday	From	Deletion and addition
12 Jan 2021	28 jamad al awwel 1442	Tuesday	To	
13 Jan 2021	29 jamad alaweel 1442	Wednesday	From	Request to amend the schedule electronically
16 Jan 2021	3 jamad alakar 1442	Saturday	To	
10 Jan 2021	26 jamad al aweel1442	Sunday	From	Request to study by visiting system for the first semester
19 Jan 2021	6 jamad alakar 1442	Thursday	To	
31 Jan 2021	18jamad al akaeer 1442	Sunday	From	Request to apologize for studying the first semester Apology for studying a decision Apology for studying a decision
25 march 2021	12 Shaaban1442/	Thursday	To	
7 Feb2021	25 jamad al akaeer 1442	Sunday	From	Transfer request from outside Princess Noura bint Abdulrahman University
18 Feb 2021	6 rajab 1442	Thursday	To	
21 Feb 2021	9 rajab 1442	Sunday	From	Request an exceptional period for exceeding the statutory period
4 Mar 2021	20 rajab 2021	Thursday	To	
28 Feb 2021	16 rajab 2021	Sunday	From	Request for re-registration for students who have dropped out
11 Mar 2021	27 rajab 2021	Thursday	To	
14 Mar 2021	1 shaban 1442	Sunday	From	Internal transfer request (change of specialization)
25 Mar 2021	12Shaaban1442	Thursday	To	
21 Mar 2021	8 Shaaban1442	Sunday	From	Introducing the desires of the summer semester decisions for the academic year 1442 AH
25 Mar 2021	12 Shaaban1442	Thursday	To	
28 march 2021	5Shaaban1442	Sunday	From	Early academic registration and counseling
8 April 2021	26Shaaban1442	Thursday	To	
28 march 2021	15Shaaban1442	Sunday	From	Choosing personalization desires for college students: foundational health, engineering, designs, arts, languages and society
8 April 2021	26 Shaaban1442	Thursday	To	
27 April 2021	15 Ramadan 1442	Tuesday	Fifteenth	Start of final exams
29 April 2021	17 ramadan1442	Last day of Thursday	Fifteenth	Beginning of Eid Al-Fitr vacation) for female students
18 May 2021	6 Shawal1442	Tuesday	Sixteenth	The resumption of studies after the Eid al-Fitr holiday
23 May 2021	11Shawal1442	Sunday	From	Resume final exams
3 June 2021	22Shawal1442	Thursday	To	
3 June 2021	22Shawal1442	Last day of Thursday	Eighteenth	Beginning of the end-of-year vacation for female students
29August 2021	21Muharram1443		Sunday	The beginning of the academic year 1443 AH



SECTION 4: Business and Administration Department

4.1 Faculty Members

The college have academic staff with different academic ranking including Professor, Associate Professor, Assistant Professor, Lecturer and Teaching Assistant. The college currently have about 47 highly qualified and experienced multinational professionals.

Table 4.2.1

List of professionals	Numbers
Professor	01
Associate Professor	04
Assistant Professor	26
Lecturer	16
Teaching Assistant	10

Faculty Members Contact Information

Faculty Member	Degree	Email Address
Dr. Bakenaz Barakka	Professor	bebarakka@pnu.edu.sa
Dr. Nawal Adam	Associate Professor	NAAdam@pnu.edu.sa
Dr. Naila Eqbal Qureshi	Associate Professor	SSSamad@pnu.edu.sa
Dr. Sarmina Samad	Associate Professor	NIQureshi@pnu.edu.sa



Dr. Dala Alrubashi	Assistant Professor	daalrubashi@pnu.edu.sa
Dr. Ghada Alarifi	Assistant Professor	Gaalarifi@pnu.edu.sa
Dr. Areej Alfawaz	Assistant Professor	ArAAlfawaz@pnu.edu.sa
Dr. Ahlam Almusharraf	Assistant Professor	AIAlmusharraf@pnu.edu.sa
Dr. Nourah Albishri	Assistant Professor	noaalbishri@pnu.edu.sa
Dr. Rasha Alghafes	Assistant Professor	raalghafes@pnu.edu.sa
Dr. Shatha Alabduljabbar	Assistant Professor	SAAbduljabbar@pnu.edu.sa
Dr. Abad Alzuman	Assistant Professor	analzuman@pnu.edu.sa
Dr. Hind Almziel	Assistant Professor	hsALMOZEIL@pnu.edu.sa
Dr. Nourah Alshaghdali	Assistant Professor	noalshaghdali@pnu.edu.sa
Dr. Mona J. Mohammed	Assistant Professor	mgmohammed@pnu.edu.sa
Dr. Sameera BenBelgacem	Assistant Professor	benbelgacem@pnu.edu.sa
Dr. Kareema Ali	Assistant Professor	KAALi@pnu.edu.sa
Dr. Khoula Aliani	Assistant Professor	KCaliani@pnu.edu
Dr. Hayet Jemli	Assistant Professor	HAJemli@pnu.edu.sa
Dr. Astha Rahul	Assistant Professor	abrahul@pnu.edu.sa
Dr. Sayeda Meharunisa	Assistant Professor	SMeharunisa@pnu.edu.sa
Dr. Renu Sharma	Assistant Professor	RSraviparashar@pnu.edu.sa
Dr. Sana Shahab	Assistant Professor	sshahab@pnu.edu.sa
Dr. Zaiba Ali	Assistant Professor	ZAIAl@pnu.edu.sa
Dr. Nisa Vinodkumar	Assistant Professor	NVinodkumar@pnu.edu.sa
Dr. Fatima Ummatul	Assistant Professor	Dr. Fatima Ummatul
Dr. Atiya Naaz Bukhari	Assistant Professor	Dr. Atiya Naaz Bukhari
Dr. Anjali Chaudhary	Assistant Professor	archaudhary@pnu.edu.sa
Dr. Subuhi Khan	Assistant Professor	Dr. Subuhi Khan



Dr. Suheela Shabir	Assistant Professor	Dr. suheela shabir
Maaila Alshayban	Lecturer	LSAAlshayban@pnu.edu.sa
Anwar Alobathani	Lecturer	ASALAWBATHANI@pnu.edu.sa
Ahmed Alshebel	Lecturer	RAAlshebel@pnu.edu.sa
Abtehaj Almuqrin	Lecturer	ehalmuqrin@pnu.edu.sa
Lojain Alwehibi	Lecturer	LAAAlwehibi@pnu.edu.sa
Nourah Alfawaz	Lecturer	NKAlfawaz@pnu.edu.sa
Ebtihal Alfawaz	Lecturer	EKAlfawaz@pnu.edu.sa
Hadeel Aljasser	Lecturer	HKAlJasser@pnu.edu.sa
Alaa Alamoudi	Lecturer	aaalamoudi@pnu.edu.sa
Khadijah Bafeil	Lecturer	KABafeil@pnu.edu.sa
Sara Alrabeah	Lecturer	shalrabeah@pnu.edu.sa
Sara Alfawaz	Lecturer	saaalfawaz@pnu.edu.sa
Aljawharah Almosa	Lecturer	amalmosa@pnu.edu.sa
Aljawharah Almazyad	Lecturer	almalmazyad@pnu.edu.sa
Raza Attar	Lecturer	raAttar@pnu.edu.sa
Nahid Alghamdi	Lecturer	nasalghamdi@pnu.edu.sa
Ameerah Alghamdi	Lecturer	ASAAAlghamdi@pnu.edu.sa
Ghada Almazroa	Lecturer	GAlMazroa@pnu.edu.sa
Maha Alsuwailem	Lecturer	MAAlsuwailem@pnu.edu.sa
Safia Alshibani	Lecturer	smalshibani@pnu.edu.sa
Rawan Almohanna	Lecturer	rkalmohanna@pnu.edu.sa
Nadia Almasri	Lecturer	nfalmasri@pnu.edu.sa
Shatha Zaidan	Lecturer	smzaidan@pnu.edu.sa
Sahar Alabdullah	Lecturer	swalabdullah@pnu.edu.sa



Amal Alqahtani	Lecturer	afalqahtani@pnu.edu.sa
Lojain Alkhuzaim	Lecturer	loalkhuzaim@pnu.edu.sa
Amal Mnna	Lecturer	ammnna@pnu.edu.sa
Hsan Aljohani	Lecturer	edaljohani@pnu.edu.sa
Sara Alsaif	Lecturer	ssalsaif@pnu.edu.sa
Reem Alqahtani	Lecturer	rcaalqahtani@pnu.edu.sa
Amal Alhazmi	Lecturer	ahalhazmi@pnu.edu.sa

4.2 Faculty Evaluation Elements

4.2.1 Goals

- Commitment to the teaching load by 95% during the academic year 1440/1441 AH

This goal includes:

- Attending the lectures
- Following the course specification and syllabus
- Following the quality standards when conducting the exams
- Submit the course portfolio on time with the required quality
- Commitment to the office hours (40% of the teaching load) during the semester

This goal includes:

- Office hours
- Academic advising hours
- Participate effectively in community service and/or scientific activities (at least one workshop or one scientific activity) during the semester
- You need to provide an evidence for this goal



Submit an academic advising report as required by academic advising committee (one report per semester)

Contribute effectively to the department or college committees (at least two committees) during the academic year 1440/1441 AH

This goal includes:

Achieve the duties assigned to the member

- Submit a report about the tasks of the committee and the role of each member at the beginning of the semester
- Submit a report about the achievements of the committee and of each member at the end of the semester
- Attending development workshops (one workshop per semester)
- You need to provide an evidence for this goal
- Commitment to other tasks assigned by the department in accordance with the rules and regulations
- Be well-behaved

This goal includes:

- Cooperation and good behaving with colleagues and superiors
- Good behavior with students
- Good looking and general behavior
- Seriousness in performing the work

4.2.2 Competencies

- Employee-engagement
- Ready to face business challenges - looks forward to a higher level of achievement and innovation when carrying out the work - abides by work dates and is present when needed
- Cooperation
- Communication



Employee-improvement

seeks to learn and develop continuously - helping others to develop themselves

Be responsible

3. Department Organization Structure

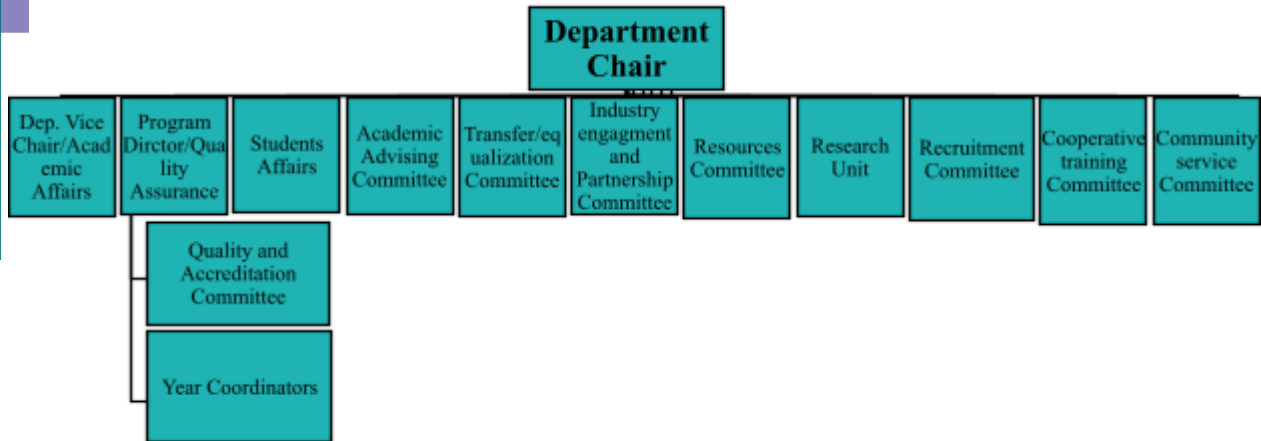


Table
4.5.1

Department structure

Academic Program-Management

4.4 Management Program

- Overview

The Management Program was introduced in 2007 in response to a rapidly increasing industry demand for business professionals. To meet the needs of this market and in order to achieve PNU vision and mission, BA department has carried out various major improvements and changes to its programs. This has included a review and reform process of current management program along with the proposed introduction of a new Bachelor of Science in marketing and human resources management. The management program includes three elective packages: Project Management, Human Resource Management, and Tourism and Events Management. The program curriculum has been extensively revised based on internal and external review by key stakeholders to include new courses that reflect advancement, developments and meet the needs of industry and society in business administration and management fields.

4.4.1 Program degree

Bachelor of Science in Management

4.4.2 Teaching Methods



The study plan for the program is designed to be equivalent to eight semesters.

4.3 Study language

English

4.4 Graduate Attributes PNU

Graduate Attributes PNU	Graduate Attributes (Program-Management)	Explanation
Knowledge	Lifelong Learning	Management program promotes and nurtures the graduates with a spirit of commitment to continuous learning and to maintain intellectual curiosity for learning new concepts, knowledge and skills at any point of time throughout the life.
Application	Problem Solvers and Decision Makers	Management Program ensures graduates to apply their knowledge to explore the real problem, which in turn allows them to explore an effective solution by a creative and evidence-based thinking in order to conceive innovative responses to upcoming business challenges. Graduates will be in a position to implement effective decisions in the competitive environment to generate an array results.
Innovation	Innovative Team Builders	Program ensures that students are involved in activities to develop their teamwork skills. Students are provided with opportunities to develop interpersonal relationships and they are expected to be accountable in achieving specific common goals for the team.
Leadership	Professional Leaders	Program incorporates professional and leadership skills in the graduates and develop potential to take important roles in their chosen careers or occupation to take lead and manage change in every aspect of life.
Communication	Effective Communicators	Management program stresses the importance and value of good communication in all aspects of work and society. Graduates will be able to draw on appropriate skills to negotiate effectively, collaborate, influence and support others.
Ethics	Socially and Ethically Responsible	Management program encourages students to have positive work ethic, to value tolerance, respect cultural diversity, and be committed to working with others to make a difference in business and society.



4.5 Academic Plan

The management program consists of eight semesters. The duration of each semester is fifteen academic weeks. Each semester covers one level of the program with addition to some university and college courses.

Students must successfully pass six levels in order to proceed to three elective packages, human resources, project management and tourism and event management.

The study plan for the program is designed to be equivalent to eight semesters.

- **Level one:**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ISLS 101M	Islamic Culture (1)	Required	N/A	2	University
	Math 161	General Statistics	Required		3	College
	ENG101-1	English Language (1)	Required	N/A	3	University
	BUS 101	Principles of Business Administration	Required	N/A	3	College
	BUS 161	Business Skills I	Required	N/A	3	College

- **Level two:**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 2	ARAB 101M	Arabic Composition	Required	N/A	2	University
	ENG 102-2	English Language II	Required	ENG 101M	3	University
	BUS 151	Digital Innovation, Creativity & Enterprise	Required	BUS 101	3	College



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	BUS 111	Business Ethics & Social Responsibility	Required	N/A	3	College
	BUS 162	Skills for Business II	Required	BUS 161	3	College
	MATH 106	Maths for Business	Required	N/A	3	College

• **Level three:**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 3	ISLS 202M	Islamic Culture (2)	Required	ISLS 101M	2	University
	ECON 261	Business Statistics	Required	MATH 161	3	College
	ACCT 201	Principles of Financial Accounting	Required	N/A	3	College
	ECON 201	Principles of Microeconomics	Required	N/A	3	College
	BUS 252	Management Information Systems	Required	BUS 101	3	College
	MKT 203	Principles of Marketing	Required	BUS 101	3	College

• **Level four:**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 4	ACCT 202	Principles of Cost and Managerial Accounting	Required	ACC 201	3	College



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	FIN 204	Principles of Finance	Required	ACC 201	3	College
	ECON 202	Principles of Macroeconomics	Required	ECON 201	3	College
	HRM 213	Human Resource Management	Required	BUS 101	3	Department
	HRM 214	Organizational Behavior	Required	BUS 101	3	College
	LAW 211	Commercial Law	Required	N/A	3	College

- **Level five:**

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 5	ISLS 303M	Islamic Culture (3)	Required	ISLS 202M	2	University
	BUS 341	Project Management	Required	BUS 151	3	Department
	BUS 354	Electronic Commerce	Required	BUS 252	3	Department
	BUS 353	Entrepreneurship	Required	N/A	3	College
	BUS 342	Operation Management	Required	BUS 101	3	Department
	BUS 322	Operational Research	Required	BUS 261	3	Department

- **Level Six:**



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	ARAB 202M	Arabic Language Skills	Required	N/A	2	University
	BUS 331	International Business Management	Required	N/A	3	Department
	BUS 355	Supply Chain Management	Required	BUS 342	3	Department
	BUS 343	Managerial Leadership	Required	HRM 214	3	Department
	BUS 344	Total Quality Management	Required	N/A	3	Department
		Elective (1)	Elective		3	Department

- **Level Seven:**

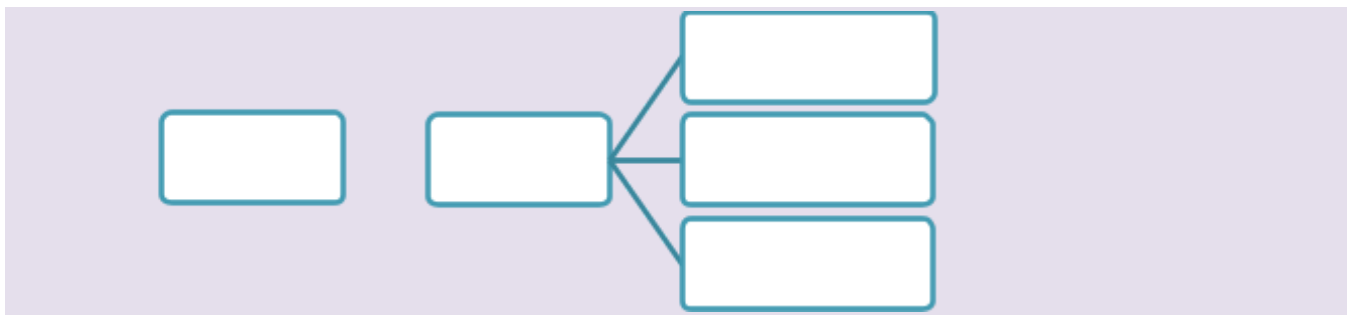
Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 7	ISLS 404M	Islamic Culture (4)	Required	ISLS 301M	2	University
	BUS 445	Strategic Management	Required	N/A	3	Department
	BUS 456	Innovation and Change Management	Required	N/A	3	Department
		Elective Course	Elective	N/A	3	Department
		Elective Course	Elective	N/A	3	Department
		Elective Course	Elective	N/A	3	Department



Level Eight:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 8	BUS 491	Internship	Required		6	University

- The student has to choose one of the following elective package study plans:



1. Human Resource Management Elective Package Study Plan:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	HRM 441	Strategic Human Resources Management	Elective	HRM 213	3	Department
Level 7	HRM 313	Staffing Management	Elective	HRM 213	3	Department
	HRM 316	Talent Management	Elective	HRM 213	3	Department
	HRM 414	Employee Learning & Development	Elective	HRM 213	3	Department



Project Management (PM) Elective Package Study Plan:

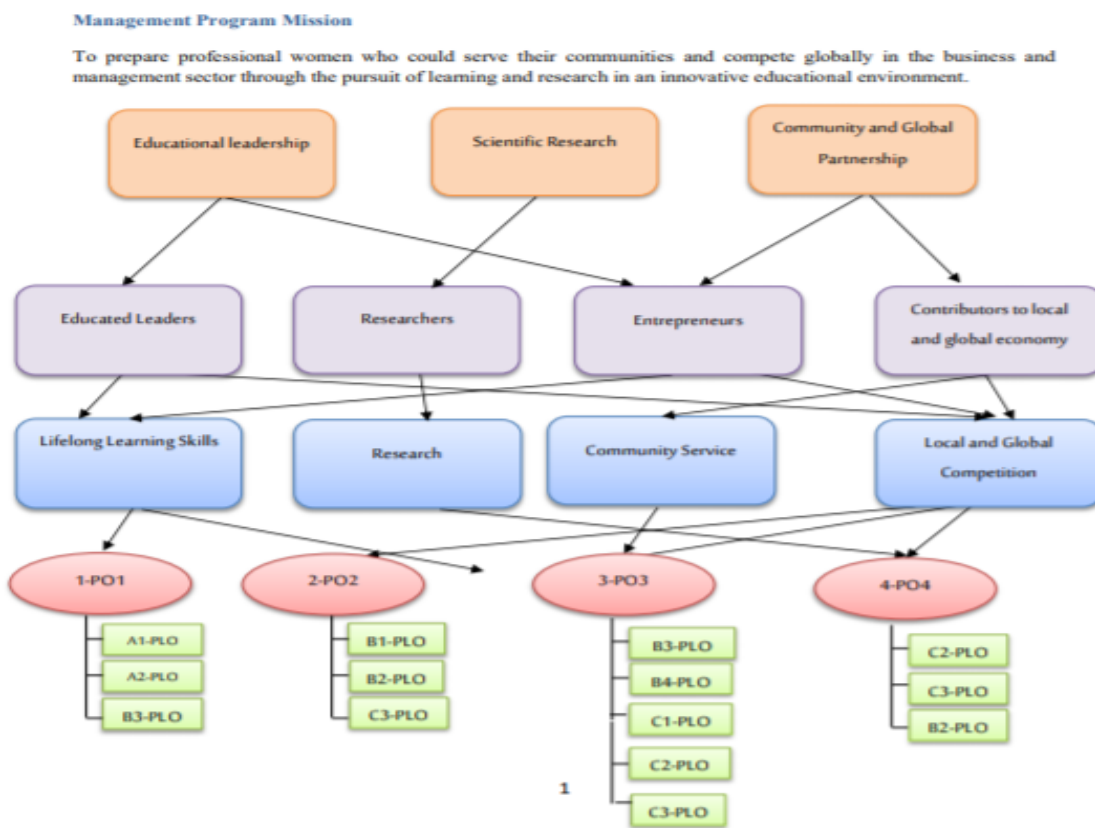
Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	BUS 347	Negotiation & Conflict Management	Elective		3	Department
Level 7	BUS 446	Advanced Project Management	Elective	BUS 341	3	Department
	BUS 457	Risk Management	Elective	BUS 341	3	Department
	BUS 458	Knowledge Management	Elective	BUS 341	3	Department

3. Tourism and Event Management (TEM) Elective Package Study Plan:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	MKT 351	Digital Marketing	Elective	MKT 203	3	Department
Level 7	BUS 405	Tourism Management	Elective	N/A	3	Department
	BUS 406	Event Management	Elective	N/A	3	Department
	BUS 407	Small Business Management	Elective	BUS 353	3	Department



4.6 Program Tree



4.5 Business and Administration club – Students Club.

4.5.1 Club message

Preparing administrative, scientific and cultural programs and activities that allow female students to discover their capabilities and build relationships inside and outside the university, which leads to the development and development of students' talents.



4.5.2 Vision of the club

Preparing generations with distinguished experiences in the field of Business and Administration to achieve the highest levels of management, creativity, participation and social development, and this diversity makes our society stronger and more vibrant.

4.5.3 Club goals

Discovering student talents and nurturing talented students- Creating an appropriate environment for female students to develop their capabilities and skills, exchange experiences between them, and work to encourage and honor them.

- Spending spare time with meaningful and useful programs.
- Preparing the university student to face the career after graduation

4.6 Business and Administration -Community Service

Community Services Committee: Department of Business Administration

An opportunity to create an academic space in the form of Community Services committee in Department of Business Administration for the convergence of service providers and the needy market. Intending to deliver enhanced support in the form of the finest management thinking, creating innovative, socially responsible outcomes through the faculty and administrative team, thereby bridging community-institution gaps by working actively towards creating social good for the community at large. The community services committee is engaged in the promotion of the culture of community services in the department by coordinating with faculty members and collecting information on their areas of interest in engaging with community and documenting the same after the achievement of their engagement in community service related activities. Faculty engagement in activities and services for the stakeholders outside the University (PNU) is highly valued as Community Service Engagements (as per the new guidelines issued by Deanship of Community Services).

The community services committee engages in the following activities:

- Collecting information from our faculty members in CBA on the following:
 - The area of specialty
 - The area of interest in contributing towards the needy community
- Collecting database of the faculty members' area of interest in engaging with multi-stakeholders from the CSR perspective that could be linked to SDGs, further leading to enhancing the pieces of evidence of such activities being initiated by the College of Business Administration.



Presenting evidences to the "SDG Unit in PNU", thereby linking them to the "SDG Dashboard". This will help PNU to apply with ample evidence for participating in the "Times Higher Education ranking-2011-22".

The CBA community services initiatives cover a range of activities for the needy market. There are plenty of people who require assistance in areas like marketing research, developing a business plan, financial analysis, feasibility studies, steps to start a business, steps to apply for a loan, digital agricultural technologies, sessions on leadership, stress management, health awareness, personality development, educating the educators, women health, adolescent health, investment, saving, ERP , AI- role in promoting agriculture based investment, stock market investments etc.

The strategies to enhance the contribution of faculty and students towards community services

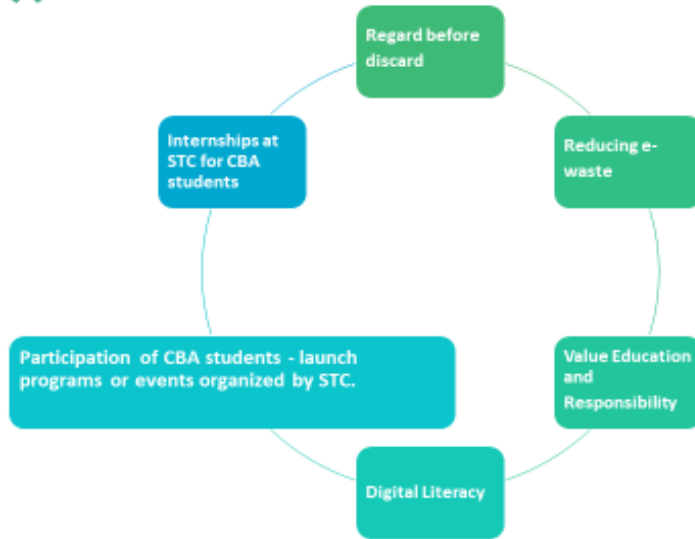
1. Awareness Activities for students through reciprocity of resource persons (subject expertise) within the Colleges of PNU
2. Training for women community on selected areas like “Paradigm of Financial Literacy”
3. Involving resource persons from different colleges inside PNU for the students on a mutual sharing basis.
4. Platform for students to come up with open market experience of their hand craft products
5. Social Service Activity involving students, administrative staff and faculties
 - School teaching, distribution of storybooks etc.
 - Blood Donation camp in association with King Abdullah Bin Abdulaziz Hospital
6. Conducting Tadawul and other Community Services Initiatives workshops by faculty.
8. STC-CBA outreach program goals.





STC-CBA CSR Outreach Program Goals

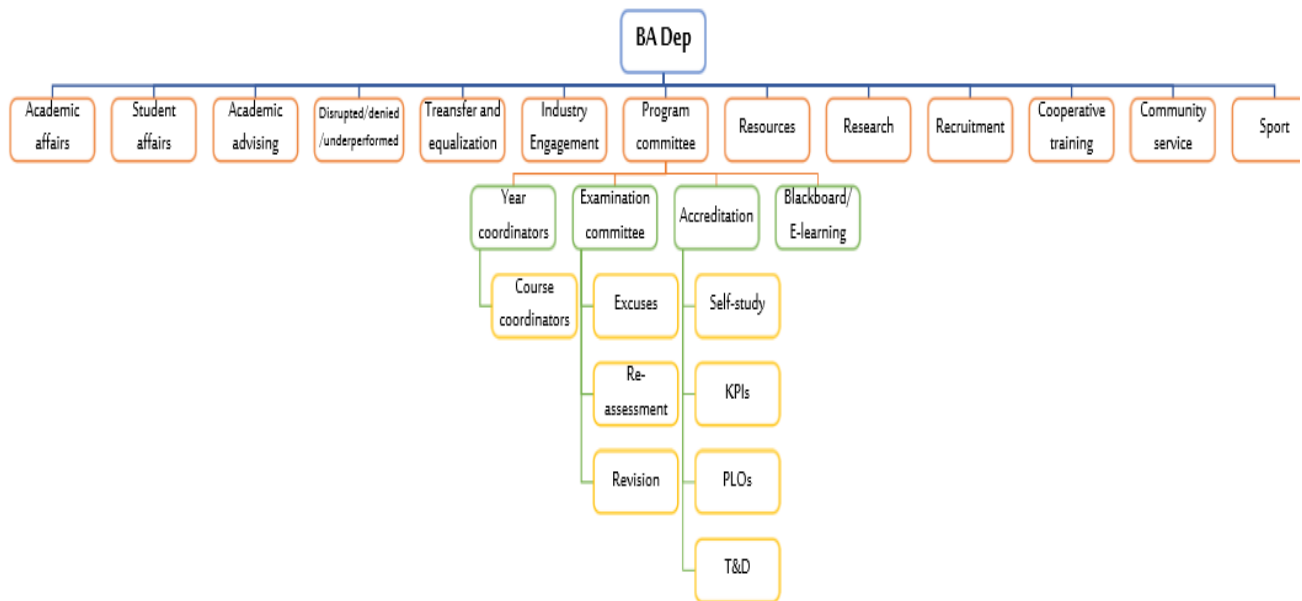
Short-Medium term activities



9. The Nourah Social Index Initiative (Index for Social Responsibility) CBA in association with KAAUH.

4.7 Business and Administration Department Committees Structure-2020/2021

Table 4.9.1



4.8 Business and Administration Department Committees for the Academic year 2020/2021 First Semester

Table 4.9.2

Committee\ Task	Leader	Members			
Academic Affairs	Ms. Razan	Ms. Khadegah Bafael Ms. Anwar			
Student Affairs	Dr. Nawal Adam				
Academic advising	Ms. Sara Alrabia	Ms. Ebtahaj Almuqren	Ms. Alaa Alamoudi	Ms. Khadegah Bafeal	
Disrupted/Denied Students + Underperformed Students	Dr. Sameera	Dr. Suheela			
Industry Engagement and Certificates	Dr. Abad Alzoman	Ms. Aljawhara			
Textbooks and online resources	Dr. Atyah	Dr. Astha			
Research/ postgraduate	Dr. Sarmina Samad	Dr. Nawal Adam	Dr. Bakenaz	Dr. Dalal Alrubaish	
Recruitment	Dr. Ghada Alarifi	Dr. Ahlam Almusharraf Dr. Nora Albishri	Dr. Rasha Ahghafis	Dr. Dalal Alrubaish	Dr. Abad Alzuma n
Cooperative Training	Ms. Ebtahaj Almuqren	Ms. Sara Alrabia	Ms. Aljawhara Almazyed	Ms. Hadeel Aljaser	Ms. Ebtahal Alfawaz
Community Service	Dr. Nisa	Dr. Naila	Pakinaz		



Sport Committee	Dr. Anjali	Ms Ameerah Alghamdi			
-----------------	------------	---------------------	--	--	--

Committee\ Task	Leader	Members				
Program committee	Vice dean of quality and development	Program director	Year coordinator	coordinators		
Program Directors	Dr. Hayet (Management)	Dr.Sarmina (Human Resources Management)	Dr. Renu (Marketing)			
Year Coordinators	Ms. Ebtehal Alfawaz (1st)	Ms. Aljawharah Almousa (2nd)	Dr. Sayda (3ed)	Dr. Hind Almozeil (4 th)		
Examination Committee	Dr. Kareema	Ms. Sara Alfawaz	Ms. Nourah Alfawaz	Ms. Alaa Alamoudi		
Excuses Unit	Ms. Ameerah Alghamdi	Ms. Nahid Alghamdi				
Re-assessment Unit	Ms. Nourah Alfawaz	Ms. Ebtehal Alfawaz	Ms. Lujain Alwahaibi			
Exam Revision Unit	Ms. Ebtehal Alfawaz (1st)	Ms. Aljawharah Almousa (2nd)	Dr. Sayda (3ed)	Dr. Hind Almozeil (4 th)		
Accreditation Unit	Dr. Renu (College)	Dr. Atya (Department)				
Self-Study	Ms. Laila Alshabani (standard 1 coordinator) Dr. Sameera Ms. Ebtehal Alfawaz Ms. Lujain Alwahaibi	Dr Hind (standard 2 coordinator) Dr. Sana Dr. Saydah Dr. Ziba	Dr. Rasha (standard 3 coordinator) Dr. Naila Dr. Mona Dr. Suhaeela	Dr. Subuhi (standard 4 coordinator) Dr. Kareema Dr. Fatemah	Dr. Khoula (standard 5 coordinator) Dr. Nawal Ms. Anwar	Ms. Hadeel Aljaser (standard 6 coordinator) Dr. Sarmeena Dr. Anjali Dr. Nisa
KPIs	Dr. Ashta (coordinator)	Dr. Ziba				
PLOs	Dr. Sana (years 1&2)	Dr. Fatemah (year 3)	Dr. Naila (year 4)	Year coordinators	Course instructors Training	
Training and Development	Dr. Nisa (coordinator)	Ms. Alaa Alamoudi				
Blackboard/ E-learning	Dr. Khoulah (College)	Dr. Ashta (Department)				

Table 4.9.2



SECTION 5 : Facilities

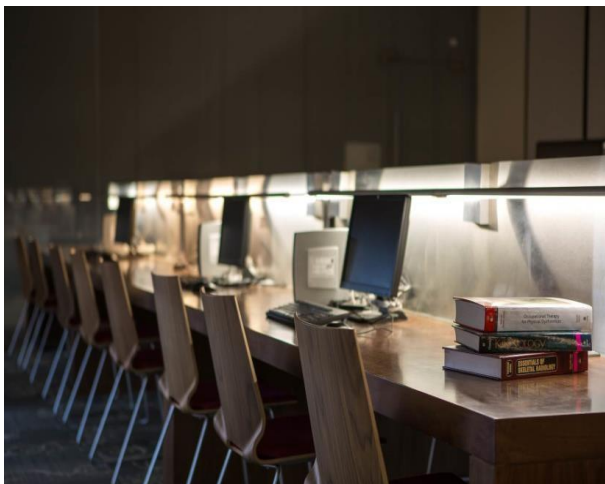
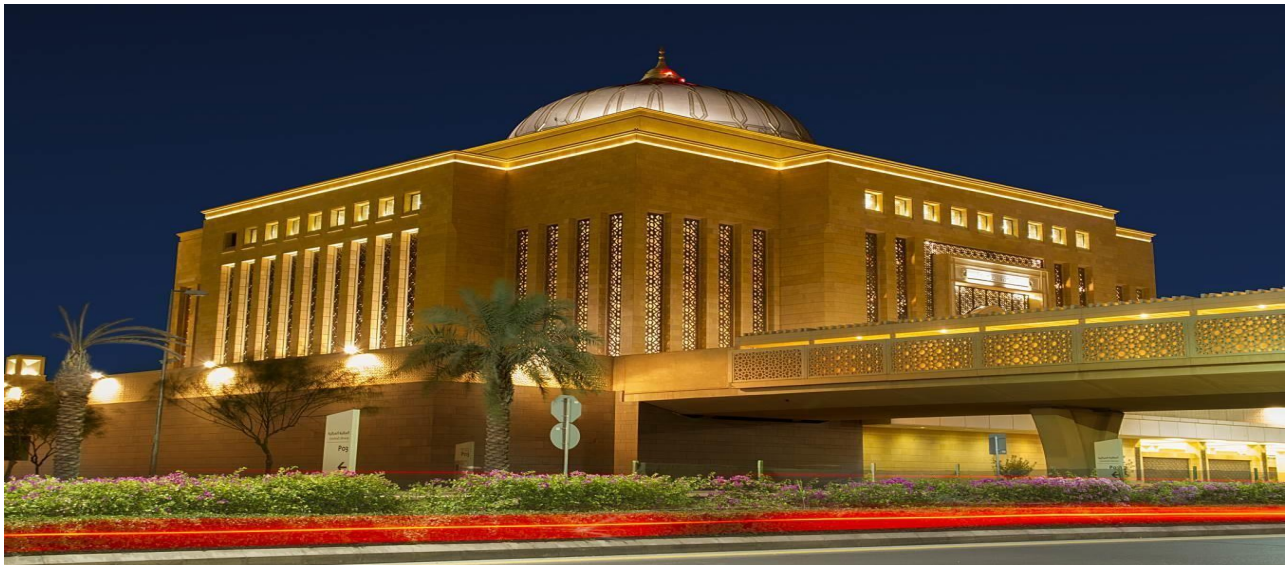
5.1 Library Central Library

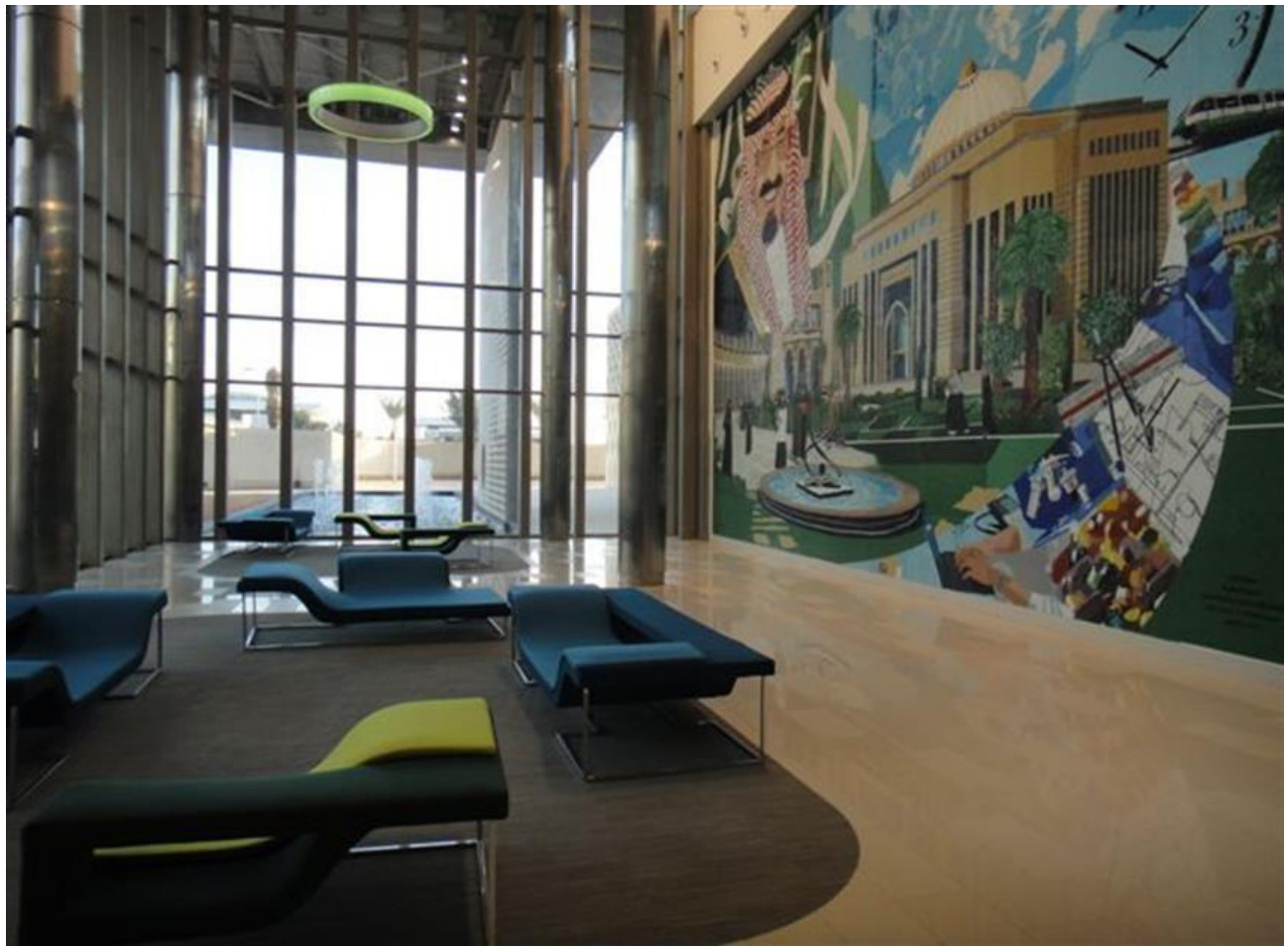
The central library is considered to be one of the main landmarks in Princess Nourah Bint Abdulrahman University. It was designed perfectly to clearly express the beauty of the Arabian Heritage. It occupies an area of (38523 square meters). Also, it contains a digital system for keeping and storing books. It has a capacity of five million books. This digital system is designed to bring the requested book to the client in less than 9 minutes. It also has the capability of bringing down almost 1500 book an hour.

E-Services - Faculty and students can also access online the following:

Saudi Digital Library - <https://sdl.edu.sa/>

E-Library - <http://www.ac-knowledge.net/>





5.2 Classrooms

All classrooms are equipped with modern technologies like the E-podium and other audio-visuals to support teaching-learning activities. Classrooms with varied accommodation sizes and functions are available for academic activities.



3 Prayer Rooms

The university has accessible Mosques and prayer rooms all over the vicinity. There are the prayers room in the College of Business and Administration, which are located at each floor of the CBA building.



5.4 Learning Management System (LMS) Blackboard®

Blackboard is an innovative learning management system used by the College of Business and Administration to conduct courses as supplemental to the classroom didactics. It is an online platform utilizing the internet where students can access learning from anywhere using the blackboard's suite of tools.

5.5 Center, Conference halls and meeting rooms

Provisions for conferences and meetings for both large and small groups are available within the college building. These are equipped with state of the art technologies and are designed for comfort and work safety.

The Convention Center is a landmark venue for the greater Riyadh metropolitan area. The venue is a versatile space able to accommodate large events, conventions, plays, concerts for mixed and exclusively-women events. The stunning interiors find inspiration in geometric pattern and vernacular color palette. A grand concourse splits into three distinct lobbies connecting to the convention center, large performance hall for a total capacity of 4,000 spectators, and small performance hall.





5.6 Faculty Suite

The College provides offices with miscellaneous rooms like pantry, washrooms, and consultation areas for the faculty members located at the college building.

5.7 Hospital and Health Clinics

Staff and student can avail free medical services at the King Abdullah bin Abdulaziz University Hospital (KAAUH) located at the A1 station within the university. It is a 300-bed teaching hospital with associated outpatient, inpatient, and emergency facilities with clinical services covering: Obstetrics/Gynecology, Internal Medicine, Surgery, Pediatrics, ENT, Ophthalmology and Urology.



5.8 Transportation

An 11.5 km driverless light metro serves the Princess Nourah Bint Abdulrahman University. It is claimed to be the world's first metro system entirely within a university campus. The service is based on four routes. Two serve the 10-station loop, clockwise and anti-clockwise, providing students with access to all the main faculty buildings at the center of the 800 ha campus. Two further routes run from the outer anti-clockwise loop onto branches serving family and single students' accommodation, each with two further stations.

Facilities and services are available to transport students from their residences to PNU;(This includes PNU students from outside Riyadh e.g. Rimah, Al-Amajiah, Al-Kharj Road, Dareiah, Special Security Forces, and Salboukh); transport PNU students for field training at hospitals, universities, and specialized centers; transport on-campus students and contracted faculty members to hospitals, medical centers, and markets near campus, in addition to 24-hour emergency services; and transport PNU students, faculty, and staff members to attend conferences, seminars, visits and participate in events and community service inside and outside the University.



5.9 Recreation Centers

A faculty recreation center designed to enrich the faculty campus experience and provide a place for relaxation is located east of the faculty housing zone. It includes amenities like spa, swimming pool, sports facility, fitness rooms, and the like. spa, swimming pool, sports facility, fitness rooms, and the like



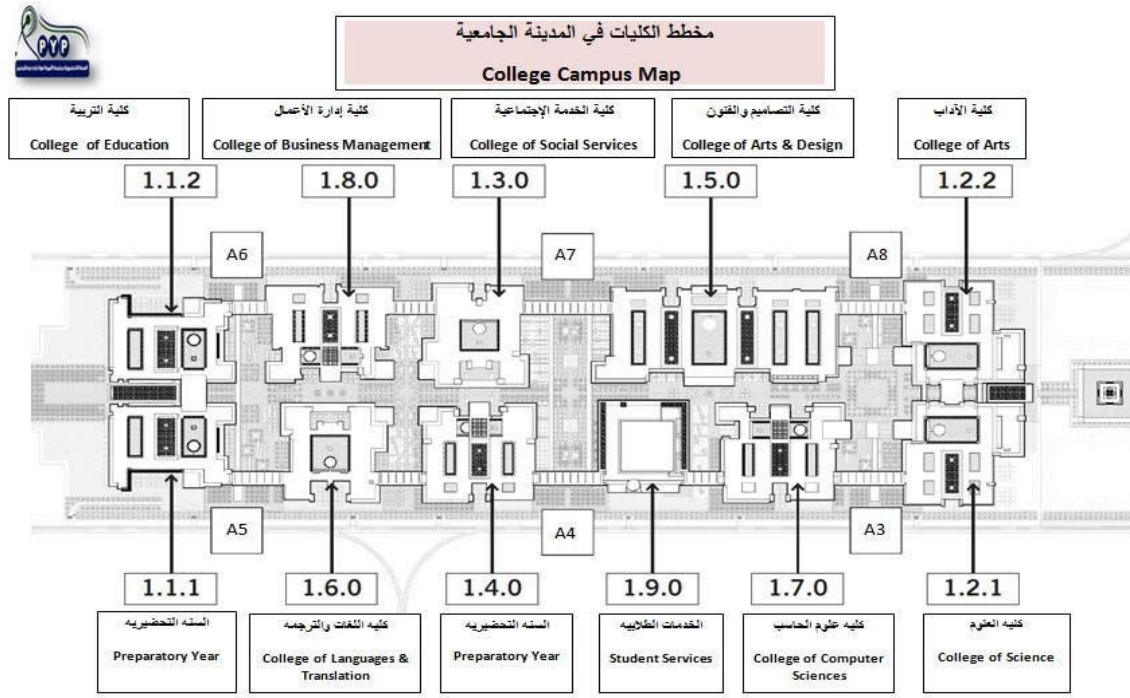
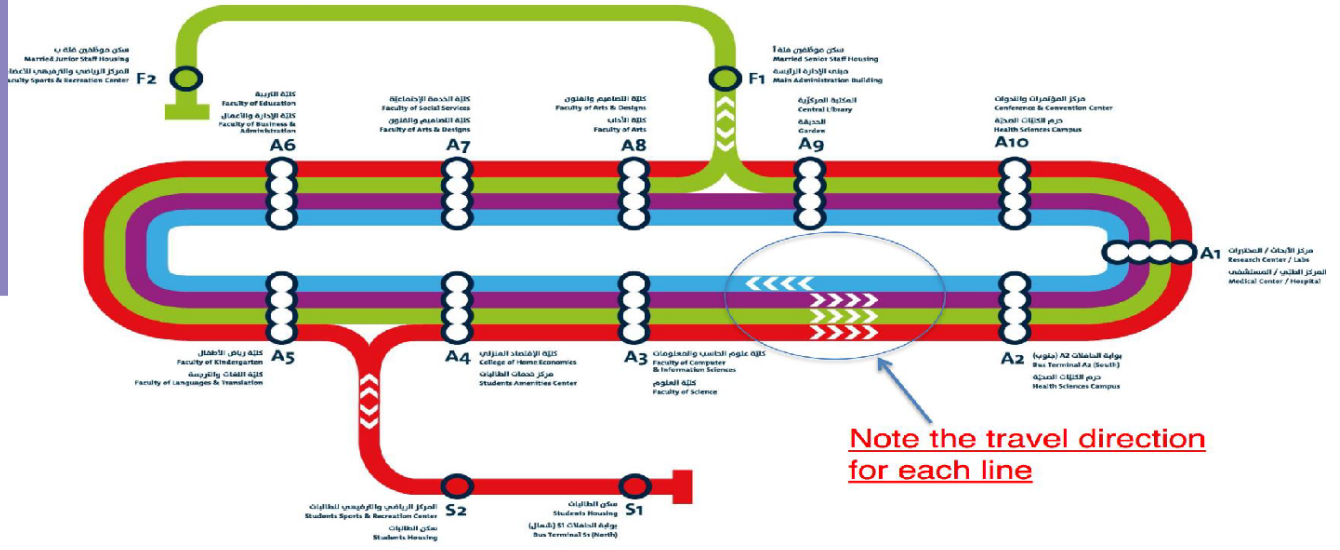
5.10 Disability Support for staff, students, and visitors

The College of Business and Administration provides equal opportunities for staff and students with disabilities (mental and physical) with an environment that enables them to have access to both facilities and learning environment. It ensures that barriers (structural, cultural, organizational, and attitudinal) are addressed and controlled.

This disability policy extends to the public who are using the College premises and services.

5.11 College Campus Map



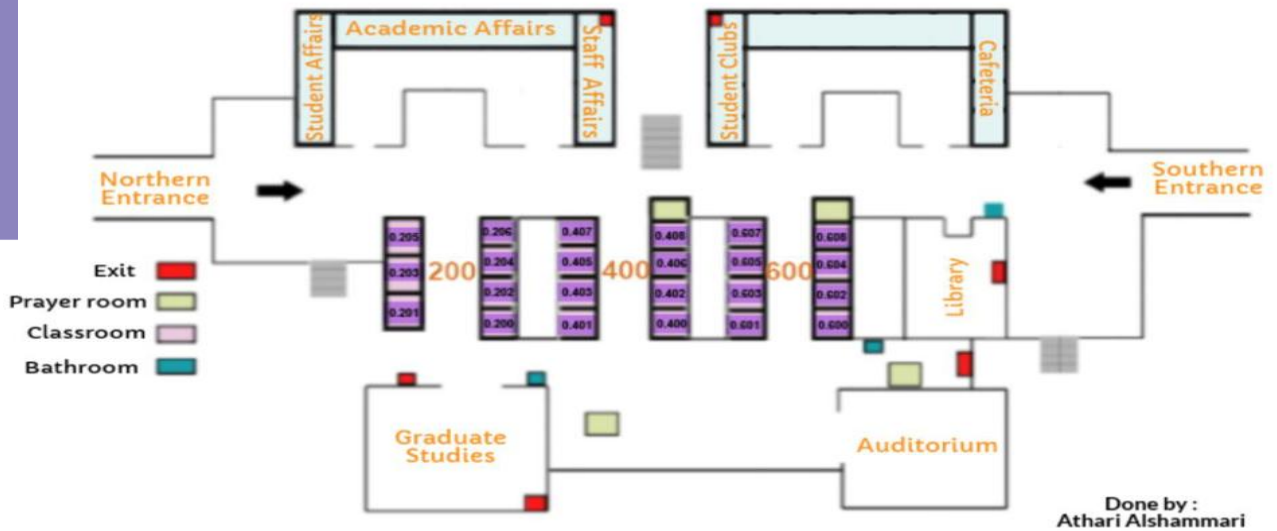


5.12 Department of Business and Administration

Ground Floor

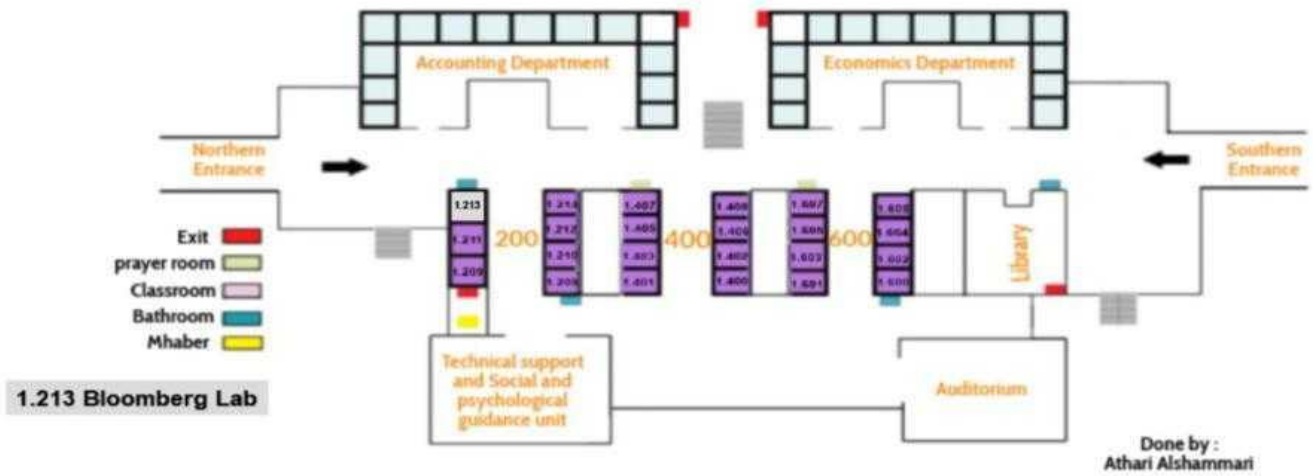


Ground Floor



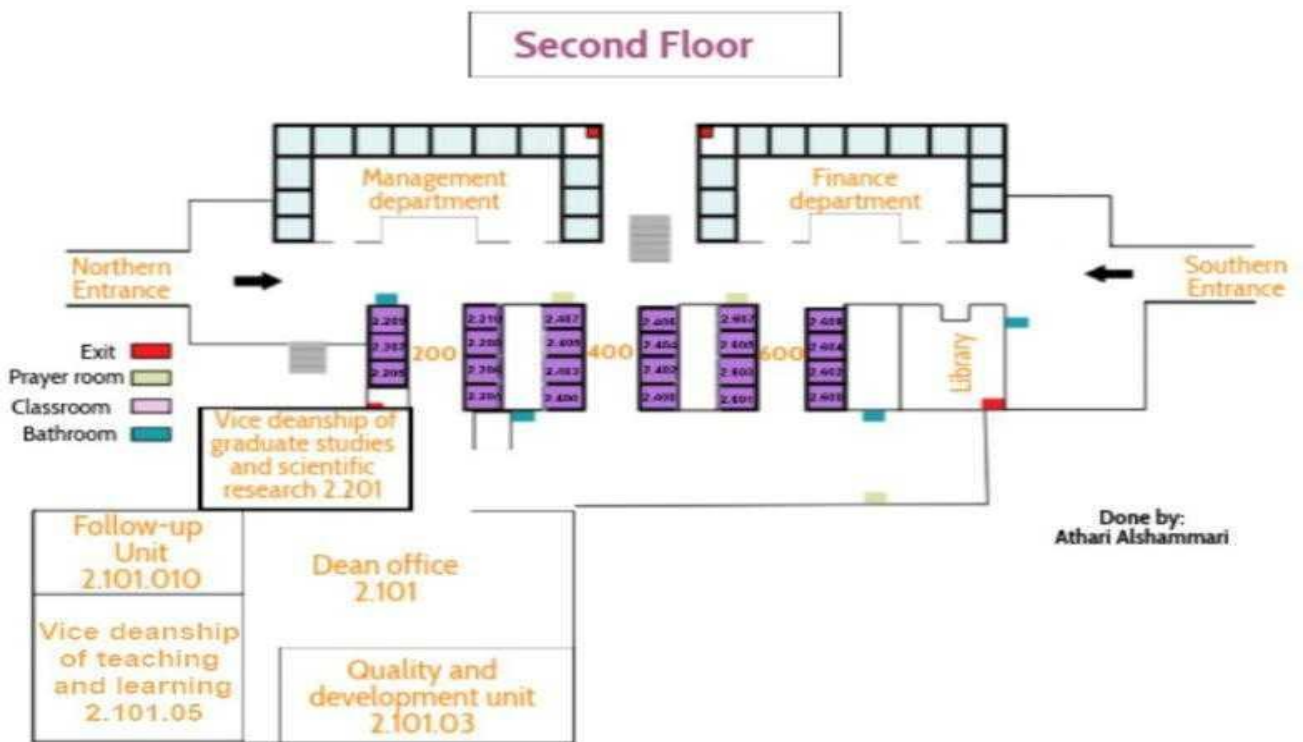
First Floor

First Floor



Second Floor





5.13 Contact Department of Business Administration

College location on Google Maps

Buliding Number	180
Train Station	A6
Department Floor	Second floor
College Location	On Google map
Phone (Secretary) College of Business and Administration	01182-23021
Email	cbadepartment@pnu.edu.sa
Social Media Accounts	@Cba_pnu
College of Business Administration	@_PNU_KSA / @PNUEVENTS / @PNU_LIVE

Building 180 , Train Station A6, Second Floor



College location on Google Maps



Done By

Ms.Nahed Alghamdi

Dr. Anjali Chaudhary

Dr.Zaiba Ali

2020-2021

