



Princess Nourah bint
Abdulrahman University

COLLEGE OF PHARMACY

Faculty Manual

2020-2021



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SECTION I – OVERVIEW

1 Definitions

1.1. Course Portfolio

Its Electronic folder include: (CV course instructor, course specification, syllabus, teaching material, assessment tool, exam reports, course report, assessment of instructor (s) questionnaire, and course assessment report).

1.2. Course Specification

Course specifications is for each course in a program. The purpose is to make clear the details of planning for the course as part of the package of arrangements to achieve the intended learning outcomes of the program as a whole. Consequently, course specifications should include the learning outcomes required for students to achieve from that course according to the national qualification framework (NQF), the strategies for teaching and assessment in sufficient detail to guide individual instructors. Course learning outcomes, teaching strategies, and teaching methods are should be aligned and filled in the NCAAA Course specification form.

1.3. Course Report

Course report to be provided for each course in the program. The purpose is to document compliance with the course objectives and strategies mentioned in the course specification. This report will include students results distribution, assessment methods used for achieving learning outcomes and recommendation regarding resources, tools and strategies for Course improvement.

1.4. Exam Report

A written report that documents each exam students results including a total number of students attended or absent stating the percentage of grades distribution between A and F

1.5. Lab Assessor Faculty member who's responsible for participating in the lab activity in order to evaluate students individually or in groups.

1.6. Lab Instructor Faculty member who's responsible for preparing and providing lab lecture and lab activities.

2 Welcome Message

Welcome to the College of Pharmacy at Princess Nourah bint Abdurahman University. We are delighted to have another excellent faculty joining our growing college. In our College we have up to 70 faculty members who facilitate the growth and development of around 400 students annually.

This manual is intended to provide faculties with a general understanding of some of the college's policies, facilities and faculty responsibilities. It is not an employment contract or a legal document. The information in this manual should be helpful in familiarizing faculty with the college and it is updated annually.

3 Brief

The College of Pharmacy at PNU was established on 1428 AH and was the first health college to be established in the university. The college of pharmacy encompass two academic departments that are responsible for providing pharmacy specialized courses, which are:

- **Pharmaceutical Sciences Department:** Provides basic biomedical sciences courses in addition to pharmacy specialized courses in pharmacology, pharmaceutical chemistry, and pharmaceutics.
- **Pharmacy Practice Department:** Provides clinical sciences and practice courses as well as practical training through the simulated laboratories and clinical field training.

4 College of Pharmacy Vision and Mission

Vision	Mission
<p>The College of Pharmacy at Princess Nourah University has committed itself to be a pioneering women’s college in both education and research areas in which might contribute to the community service.</p>	<p>To graduate qualified, locally and internationally competitive pharmacists according to the highest sciences and professional criteria by accreditation programs, creative applied researches, and international partnerships, so they can contribute to make the healthcare better in our community.</p>

5 PharmD Mission, Goals and Objectives

Mission	
<p>To prepare competent pharmacists capable of providing high quality pharmaceutical services and striving for excellence and innovation in patient care , research and community wellness.</p>	
Goals	Objectives
<p>1. Excellence in pharmacy education and community wellness.</p>	<p>1. Apply scientific knowledge in pharmaceutical practice to provide optimum patient care</p>
	<p>2. Demonstrate proficiency in medication management to improve health outcomes of individuals and community</p>
<p>2. Distinction in leadership skills and pharmaceutical research.</p>	<p>3. Apply fundamental principles and skills in conducting pharmaceutical research</p>
	<p>4. Demonstrate effective communication and collaboration in various professional settings</p>
	<p>5. Practice life-long learning and demonstrate self-awareness to enhance themselves and their profession</p>

6 Dean's Words

Dear Colleague

Welcome to the College of Pharmacy at Princess Nourah bint Abdulrahman University, which is proud to be part of a system that leads the women empowerment in the Kingdom of Saudi Arabia. As stated in our vision we as academic organization obligated our self to excellence in education, research and community service.

In line with the university's vision to raise the quality of education outputs, the College of Pharmacy seeks to keep up with the global development in pharmaceutical education. Believing in the importance of scientific research and its role in developing society, we are seeking to create a supportive academic environment to encourage the contribution in research and innovation to ensure scientific and professional excellence.

As new faculty member, this manual was prepared especially for as starting up guide to provide you with basic knowledge you need.

Again, welcome to the college.

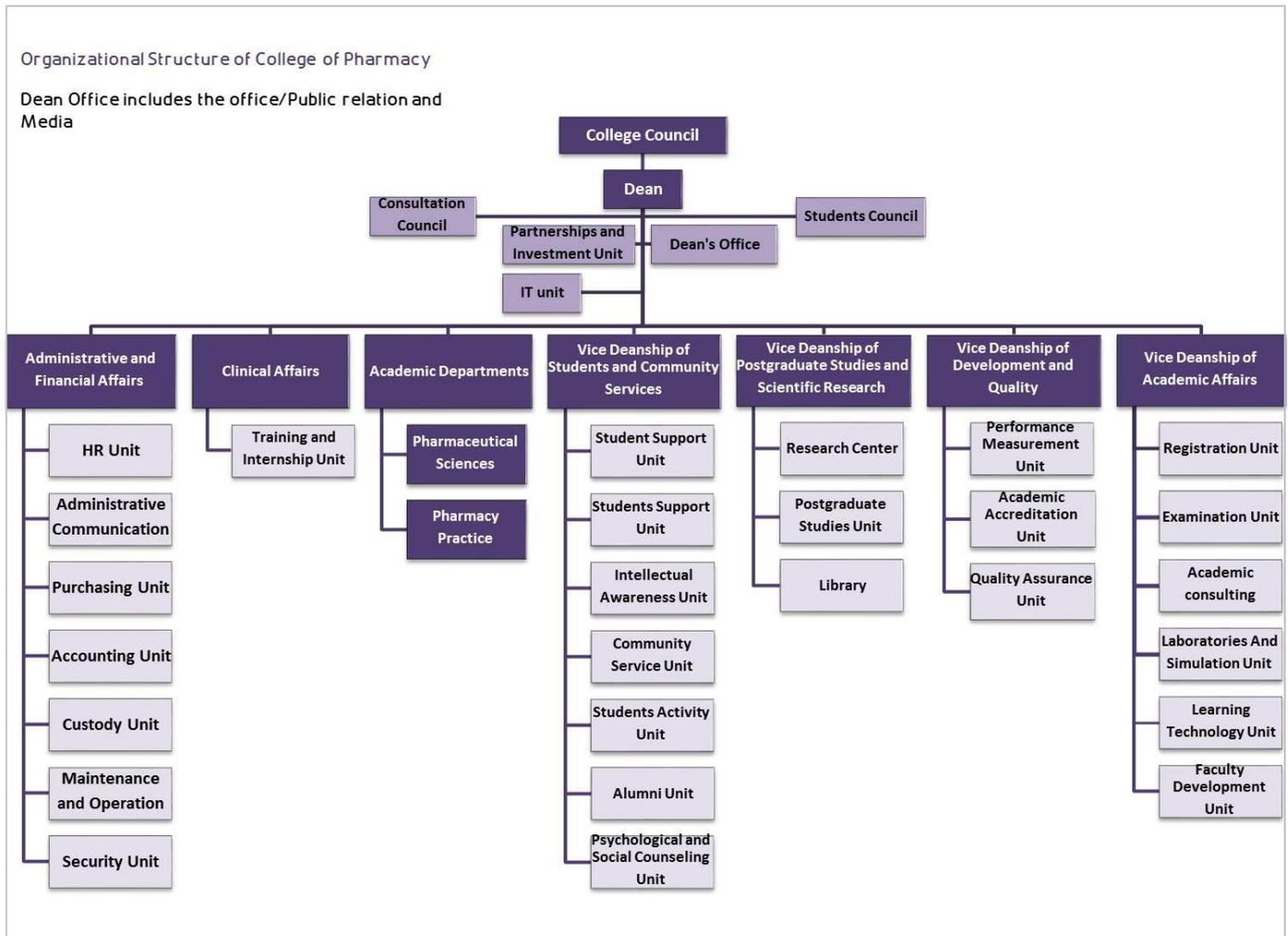
Dr Najla A. Altwaijry

Dean of the College of Pharmacy



7 College Organizational Structure

The following chart describes the formal arrangement and hierarchy of work positions within an organization. It identifies and shows divisions of work, supervisory relationships, communication channels, major subunits, and levels of management who make up the University.



8 Communications

We understand that constant communication is the key to success in any organization. This section contains information on the services that are essential to effective communication that are helpful to any faculty including emails and offices' extensions information.

PNU Emails are the official means of communication between students and faculty, between faculty themselves and/or administration at PNU. It is expected that all official communication will be through PNU email address. Upon joining the University, each employee will be provided with a personal PNU email account after filling the required form and sent to the faculty department office.

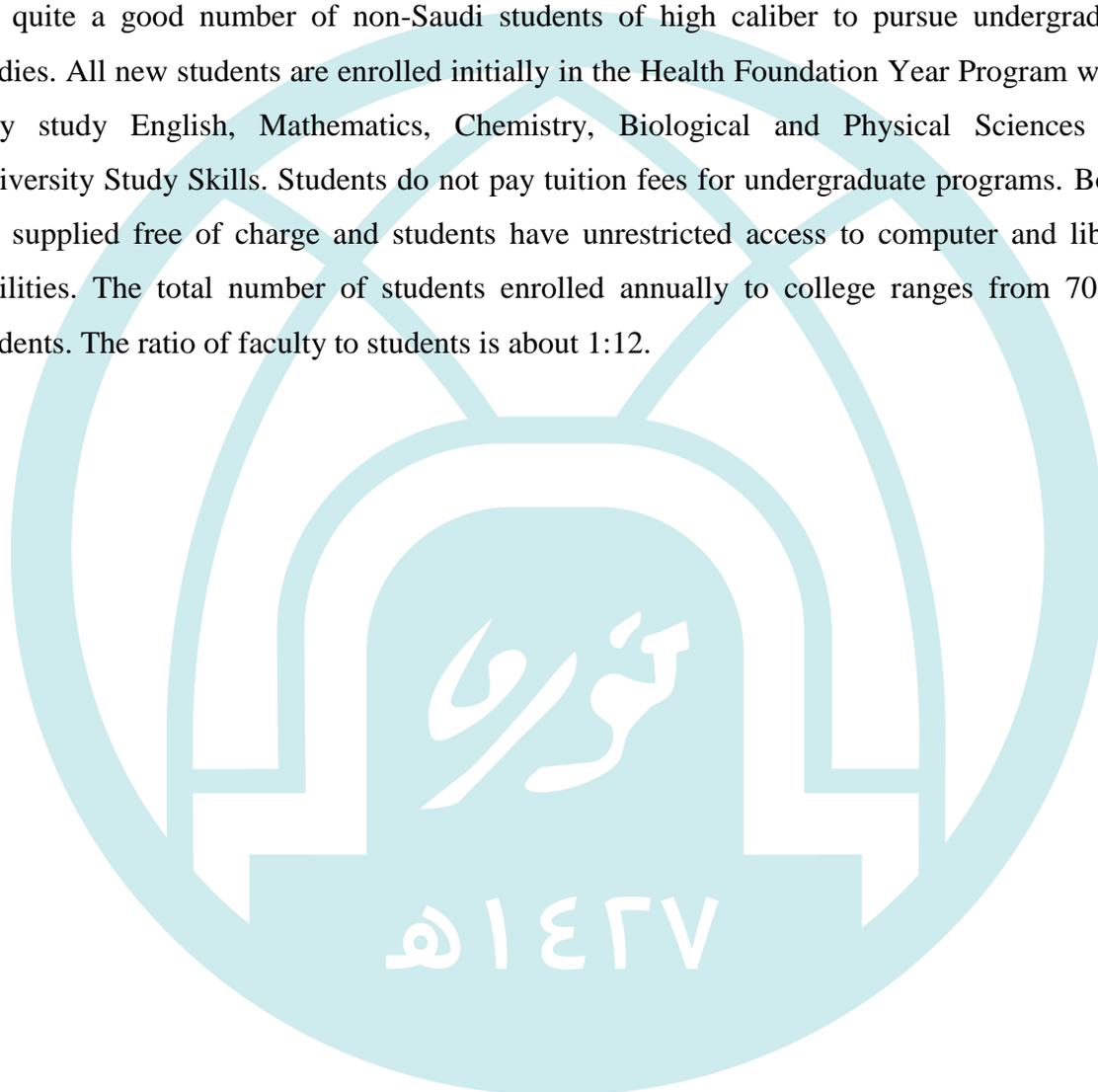
https://drive.google.com/file/d/1aNpSnezCydvYaMwA0j05wKo5_PBNBXgd/view?usp=sharing

In addition, the college have established a **shared folder** for all the academic and administrative staff that includes all the required forms that you might need during your work such as quality forms, examination forms, etc. All academic and administration staff should have this shared folder in their desktop. If you face any difficulties accessing/ uploading this folder, please contact your department secretary office.

9 Faculties and Students

The college have academic staff with different academic ranking including Professor, Associate Professor, Assistant Professor, Lecturer and Teaching Assistant. The college currently have about 50 highly qualified and experienced multinational professionals.

Most students at Pharmacy College are Saudis. However, the University offers opportunities for quite a good number of non-Saudi students of high caliber to pursue undergraduate studies. All new students are enrolled initially in the Health Foundation Year Program where they study English, Mathematics, Chemistry, Biological and Physical Sciences and University Study Skills. Students do not pay tuition fees for undergraduate programs. Books are supplied free of charge and students have unrestricted access to computer and library facilities. The total number of students enrolled annually to college ranges from 70-100 students. The ratio of faculty to students is about 1:12.



SECTION II - 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.

1 Teaching and Service

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) using the form below;

https://drive.google.com/file/d/1ETn6NR_5u2dECwag2eGDZTP2J0IZZxIF/view?usp=sharing

In addition, faculty should act as an intellectual guide, counselor, 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). However, in case of changing classroom for any reasons, use the form below after informing the department and audit unit:

<https://drive.google.com/file/d/12loHJQ15U9tqKaDeX5AfCNPedODA3Oi5/view?usp=sharing>

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.

<https://drive.google.com/drive/folders/14UDkXqeLZpNPuSUFA2jdhztK8f7uY7No?usp=sharing>

, forms must be filled by the requester and send it to the lab and simulation unit.

1.2. Classroom Responsibilities

1.2.1 Class Attendance Record

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

<https://drive.google.com/file/d/1LVKQA8RjBXNr9yVcyWposoiOhdFpLSQs/view?usp=sharing>

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 exceeds 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 counseles.

1.2.2 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.

1.3. Courses

1.3.1 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)

1.3.2 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.

1.3.3 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 ,

<https://drive.google.com/drive/folders/1E8tUd1RrTQwXxVZgEbYxXepXFxGA30Ck?usp=sharing>

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 [Course File](#).

1.4. Academic Advising

(Academic advising is the student's guide to a better academic life)

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.

1.4.1 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.
- <https://drive.google.com/drive/folders/1ovj8iuwBIJfjOuUcuY3vvpuwrQulVAUp?usp=sharing>
- 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, [check here](#).

1.5. 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.

1.6. 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:

https://drive.google.com/drive/folders/15RXjGmDD61-bS-mOYfuHF64TfkK_gyiT?usp=sharing

Before Exam

	Paper based exams	Electronic exams
Step1	Write exam questions using the Cover Page. (Two forms; version A & version B)	Build questions pool for each course in Blackboard.
Step2	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.

Step3	<p>-Send an email to the head department with Completed Exam Peer Evaluation Excel sheet and hard copy of the exam papers for signature.</p> <p>-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>
Step 4	<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>

On the Exam Day

	Paper based exams	Electronic exams
Step1	<ul style="list-style-type: none"> - Know the name of the exam invigilators (announced earlier by department email) - 	<ul style="list-style-type: none"> - Know the name of the exam invigilators (announced earlier by department email)
Step2	<ul style="list-style-type: none"> - Hand the exam papers manually and in sealed envelope to the exam invigilators. The envelop should include the following documents: the exam paper, cheating report, student signing sheet, and missed ID form. 	<ul style="list-style-type: none"> - Go the exam hall, insure all the students are logged in and they don't face any technical issues.
Step3	<p>On the exam hall door, the following: announcement form and list of students' names.</p>	<p>On the exam hall door, the following: announcement form and list of students' names.</p>
Step4	<p>For Midterms Exams; faculty is responsible for the numbering and distribution of tables in the form of parallel lines and sufficient distances.</p>	<p>For Midterms Exams; faculty is responsible for the numbering and distribution of tables in the form of parallel lines and sufficient distances.</p>

After the Exam		
Step1	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.
Step2	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

1.6.4 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.

1.6.5 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.

1.6.6 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 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.

1.7. Electronic learning (Blackboard)

E-learning services will target students and all the faculty members of Princess Noura 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.

1.8. 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](#).

2 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), ensure that the researcher and research staff comply with controls, procedures and provisions set forth in the Law and its Regulations as well as decisions of the National Committee of BioEthics (NCBE).

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.

3 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.

4 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.

5 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.

6 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 Rector.
- 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: [Confirmation form](#) and [Registration of a training program form](#). In addition, provide a copy of the attendance certificate to the department.

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

To 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: [PNU QMS 2018](#)

SECTION III - Committees Structures

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.

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

The faculty member must have the following traits:

- 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.

2.2. 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.

2.3. 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.

2.4. 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 both awarded by the vice rectorate of higher education and scientific research.

2.5. Promotion

The main objective of the faculty promotion procedures is to promote academic excellence in the University. Protection against mediocrity and insignificant contributions to academia are additional goals for practicing such procedures. To achieve these goals, 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.

In order to apply for promotion from the rank of Associate Professor to the rank of Professor, it is required:

- To have a minimum of four years of work experience as an Associate Professor at a Saudi university or another 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 he has submitted has been published or ready to be published, during his tenure as Associate Professor.

2.5.1 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.

2.6. 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.

2.7. Holidays, Vacations and Non-Academic Leave

2.7.1 Vacations and Official Holidays

Weekends, which are Fridays and Saturdays in Saudi Arabia.

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.

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.

2.7.2 Emergency Leave

An employee may after the approval of her superior, take an emergency fully paid leave for a maximum period of five days during the fiscal year.

2.7.3 Sick Leave

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.

2.7.4 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.

It 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.

2.7.5 Compassionate Leave

The female employee is entitled to full paid leave for the entire waiting period as a widow.

2.7.6 Maternity Leave.

A female employee is entitled to full sixty-day maternity leave.

If a female employee wishes to take care of her child, she may obtain a period or periods of maternity leave of up to three years during her period of service in the State by a quarter of the salary after the end of the maternity leave provided that she wages are not less than One Thousand and Five Hundred riyals per month, according to the following regulations:

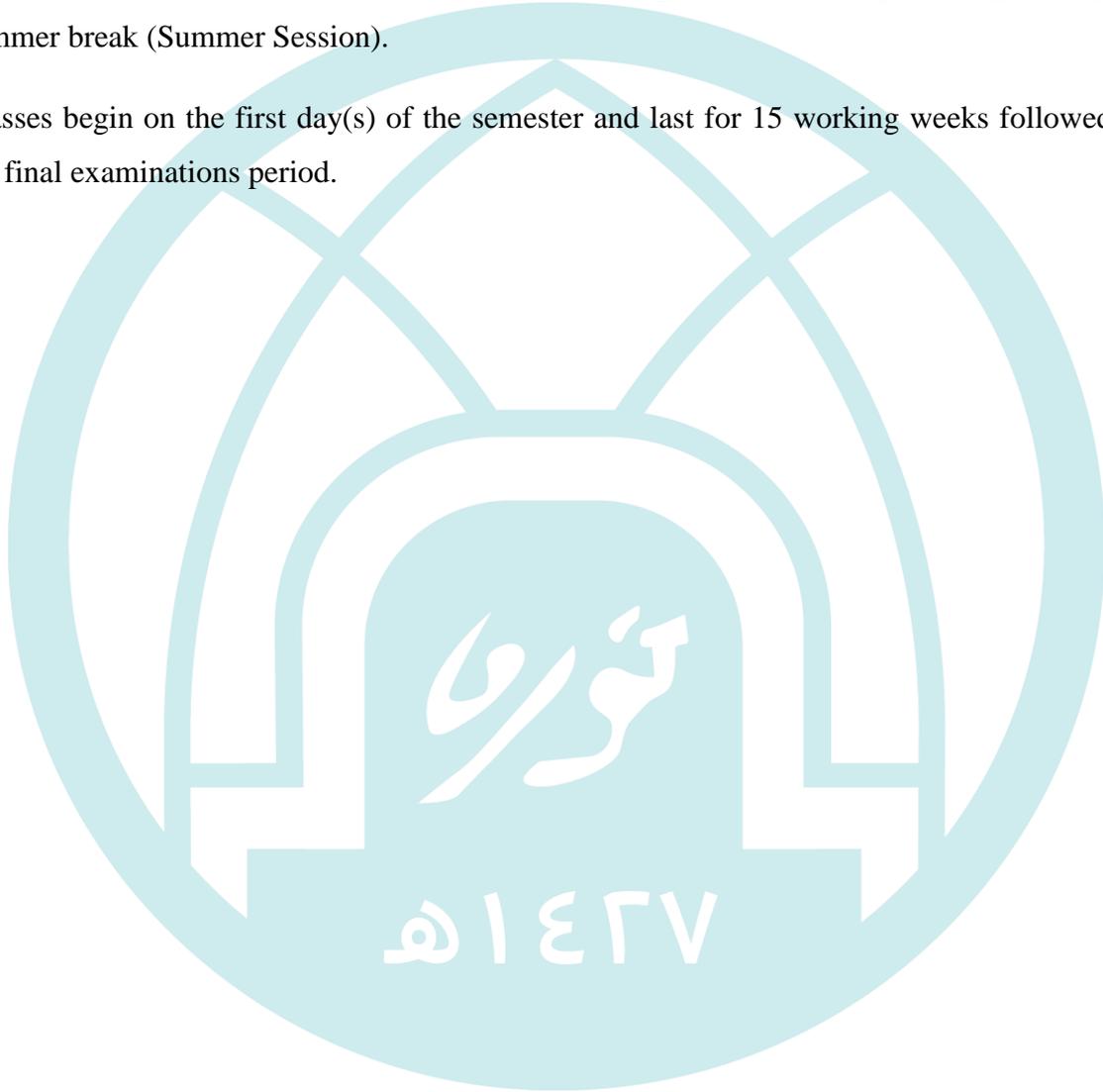
- This leave shall be granted to the female employee during the first three years of the child's life.
- The period of leave may be extended but subject to the approval of the entity within the above mentioned highest limit.

The duration of this leave shall not be less than one semester, and an exception may be granted for this leave for the rest of the semester provided that it is related to the maternity leave

3 Academic Calendar

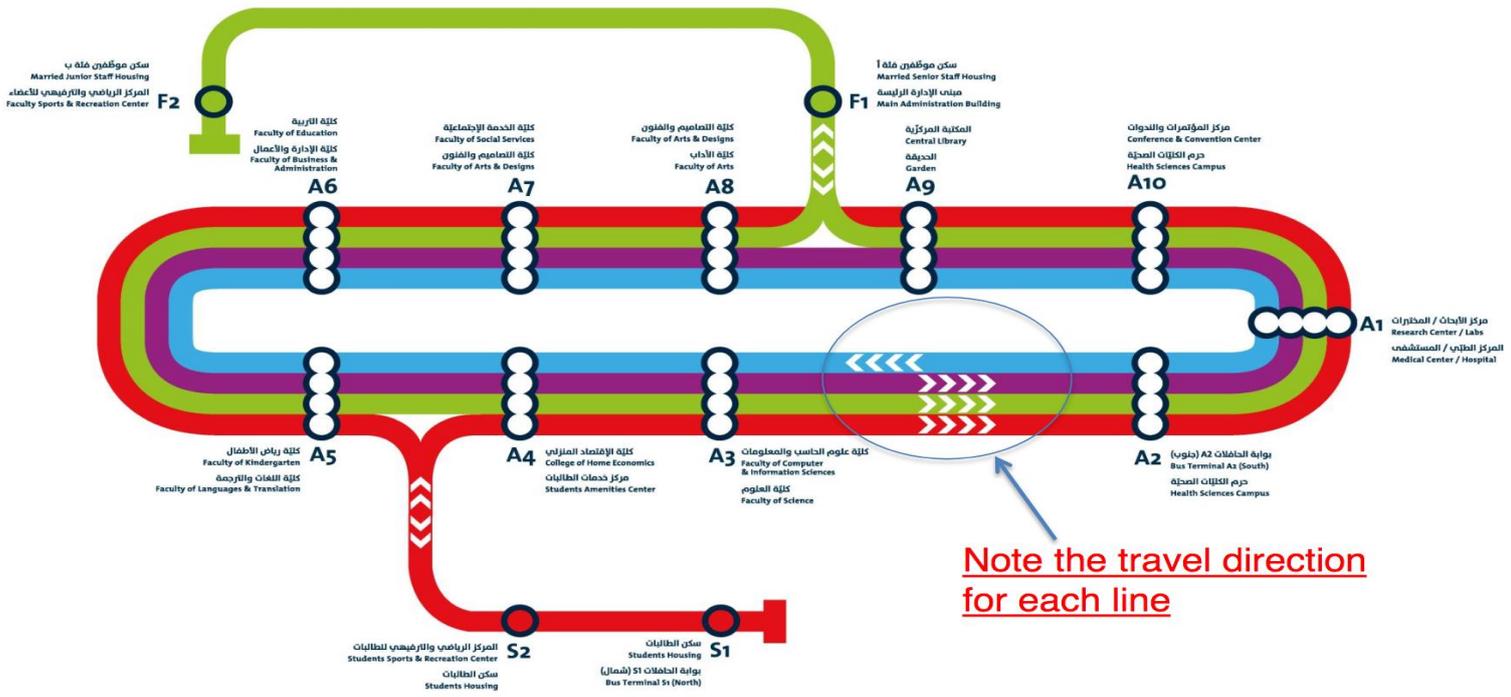
The academic year, consisting of two semesters, normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is an inter semester break between the semesters. Students are required to take the Summer Training 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.

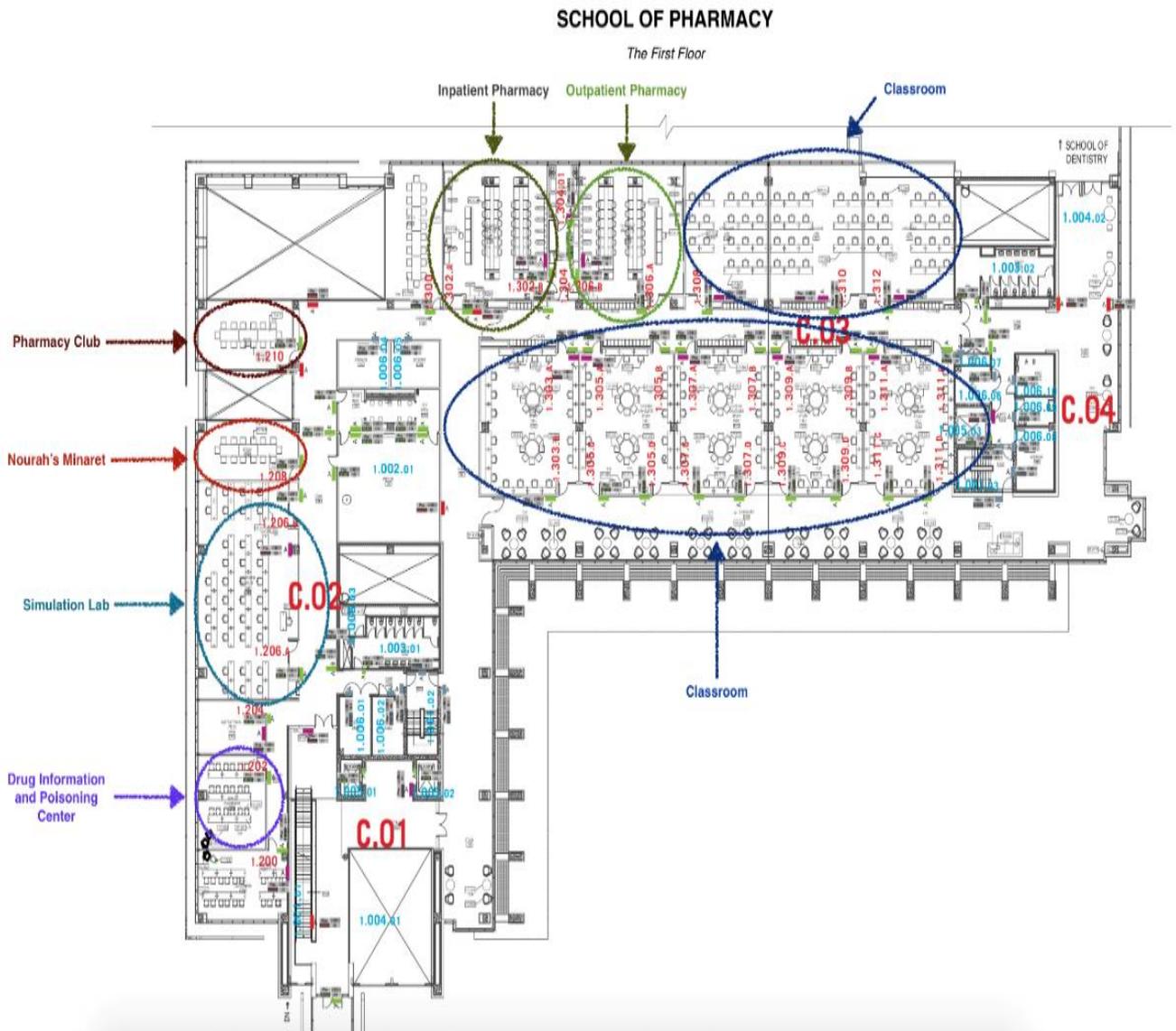


SECTION IV - FACILITIES

1 Campus Map with Train Lines



2.2. First Floor of Pharmacy College



SECTION V – Appendix

Appendix A: Additional Resources for Faculty “Good Reads for Faculty”

1. Zlatic, T. D. (Ed.). (2010). *Clinical faculty survival guide*. ACCP.
2. Bain, K. (2011). *What the best college teachers do*. Harvard University Press.
3. Brown, P. C., Roediger, H. L., & McDaniel, M. A. (2014). *Make it stick*. Harvard University Press.
4. Babcock, A. (2016). Teach Students How to Learn. *Learning Assistance Review (TLAR)*, 21(1), 93–97. Retrieved from <http://search.ebscohost.com.sdl.idm.oclc.org/login.aspx?direct=true&db=ehh&AN=114160820&site=eds-live>
5. [الإدارية اللغة في دروس](#)

