



FACULTY HANDBOOK

Doctor of Pharmacy (PharmD) Program

College of Pharmacy

Jazan University



Prepared by

Vice Deanship of Development, College of Pharmacy, Jazan University, Kingdom of Saudi Arabia



Preface

This handbook is prepared by the Vice-deanship of Development, College of Pharmacy, Jazan University, Jazan, Saudi Arabia. It contains brief information required to a faculty member for serving the mission of the College of Pharmacy through teaching, research or community service. The handbook does not provide detailed policies or procedures, rather it does provide quick glance into guidelines of the College. This handbook is organized in various chapters based on the type of information. Chapter 1 provides a brief introduction and overview of the College of Pharmacy and its PharmD program, including the establishment, mission, vision, objectives, strategic plan and facilities of the college. Chapter 2 covers the Duties and Responsibilities of the faculty with respect to teaching, student's assessment, research and academic advising. In Chapter 3 a brief information of policies and procedures regarding working hours, faculty evaluation, faculty promotion, complaints & grievances and ethics & professional conduct are provided.

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Dean's Words

Dear Faculty,

It is expected that faculty members will engage in wide spectra of activities as part of their professional duties. These activities include the multi-part duties of teaching, research, service and economic development. These duties naturally require a wide understanding of the operation and procedures of the College, which can change from time to time. The target of the Faculty Handbook is to provide a resource for faculty in support of the many questions that often arise as part of serving the mission of the College.

This handbook does not list policies or procedures in great detail, but it does provide quick glance into various aspects of the College and acts as a reference, facilitates finding the official and complete details needed. As new faculty member, this manual has been prepared especially for as starting up guide to provide you with basic knowledge you need. We hope that you find this Handbook useful.

Sincerely,

Dr. Abdulkarim M. Meraya
Dean, College of Pharmacy
Jazan University, Kingdom of Saudi Arabia



CHAPTER 1

COLLEGE OF PHARMACY

1.1. Overview

The College of Pharmacy was established by His Highness's auspicious Royal Decree no 5150/MB, dated 3/7/1429 AH (corresponding to 06/07/2008 Gregorian) to be among a group of colleges of Pharmacy in the Kingdom of Saudi Arabia. The College of Pharmacy is affiliated with the prestigious Jazan University, Jazan, Saudi Arabia. The college is a successful venture by the Ministry of Higher Education, Saudi Arabia, for promoting pharmacy education and learning in the Jazan region. The college offers PharmD program to educate and train students in the discipline of Pharmacy where in the students enrol and graduate as pharmacists holding PharmD degree and render their services to their country. From the beginning, the College of Pharmacy started in two sections, Male and Female. Both the sections are administered by Dean of The College, who is also the program administrator for PharmD program offered by the College of Pharmacy. The college has competent teaching staff in both male and female sections with qualifications and experience in various disciplines of pharmacy. The program administration is committed to maintain uniformity and similarity with respect to teaching & learning activities, facilities and resources, examinations, quality parameters and extracurricular activities between male and female sections. A number of measures are in place to ensure the equality and uniformity between male and female sections.

These measures are as under:

- Appointment of the Vice Dean of Female Section
- Separate registration and admission unit
- Female staff representation in all the academic and quality committees of the college.
- The College Quality Unit has members from female section
- At the department level, a female department coordinator, who is working under the supervision of the Head of the Department.

The college has well-equipped class rooms, state of the art laboratory facilities with one central Research Laboratory having a number of sophisticated instruments in collaboration

with Substance Abuse and Toxicological Research. The teaching staffs and students of the college of pharmacy are involved in research activities belonging to different disciplines of Pharmaceutical Sciences.

1.2. The College Governance and Administration

The administrative team of College of Pharmacy include Dean, the College Council, Vice Dean for Academic Affairs, the Vice Dean of Development, the Vice Dean for Clinical Affairs, the Vice Dean of Female Section and Vice Dean of Postgraduate studies.

Overall, the College has following organizational structure:

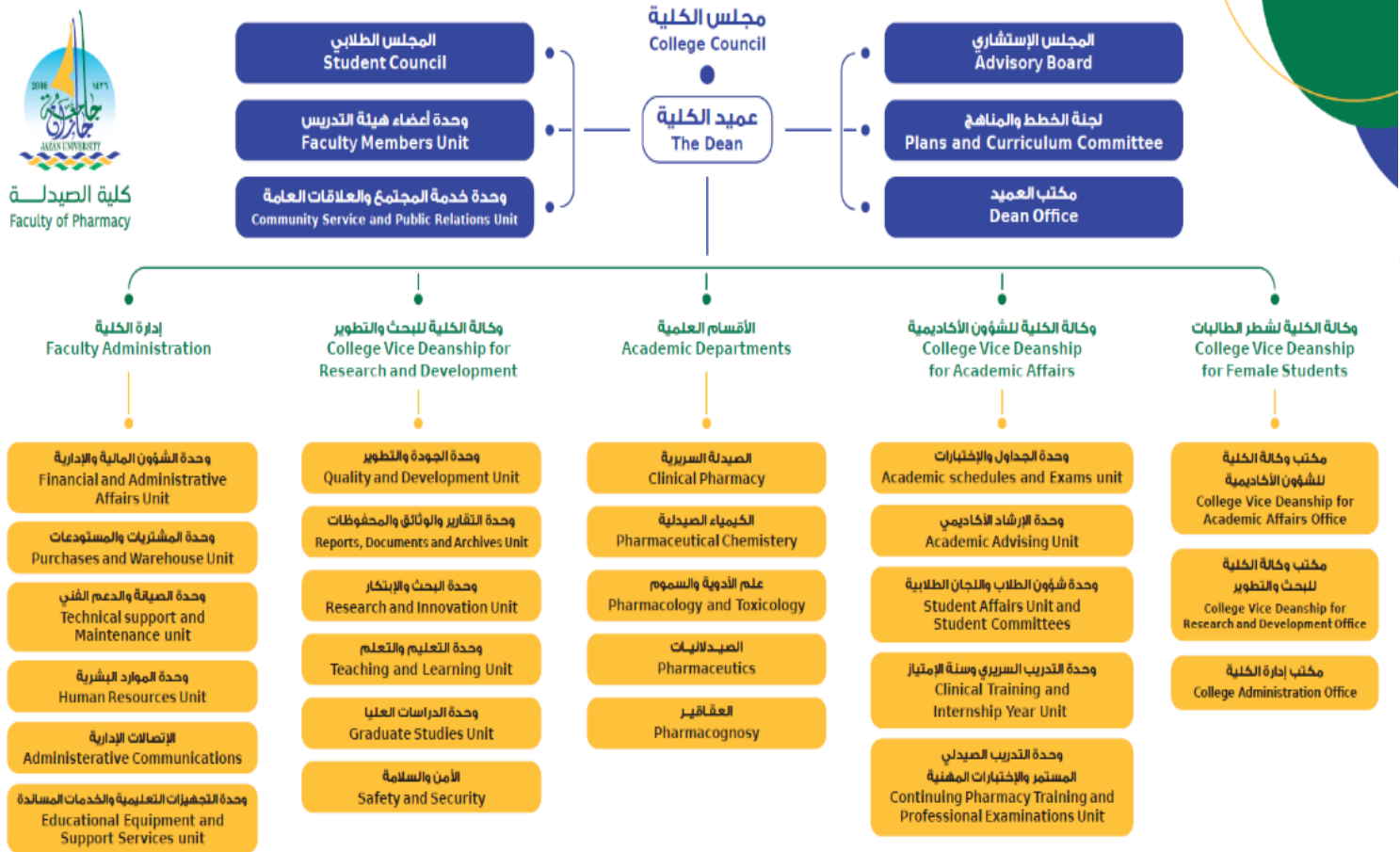


Figure 1: Organizational structure of the College of Pharmacy



The program organization of the College of Pharmacy begins with the Dean, who conveys the duties and has the legitimate expert in all parts of the program. The Dean has the duty of dealing with scholarly organization cycle inside the college and departments. Program administrators are providing effective and responsible leadership for the development and improvement of the program. Program administrators anticipate any issues and opportunities and exercise initiative in response. Program administrators also provide leadership and encourage and reward initiative on the part of teaching and other staff. Regular feedback is given on performance of teaching and other staff by the Head of the department.

1.3. Departments in College of Pharmacy

The College of Pharmacy currently consists of five academic departments:

- ❖ Department of Pharmaceutics
- ❖ Department of pharmaceutical Chemistry
- ❖ Department of Pharmacognosy
- ❖ Department of Pharmacology & Toxicology
- ❖ Department of Clinical Pharmacy

1.4. Vision, Mission and Goals of the College

Vision

Our vision is to actively participate in the transformative change based on the Kingdom of Saudi Arabia Vision 2030 in developing and using medicines to improve pharmaceutical core in particular and healthcare in general.

Mission

Our mission is to provide high-quality pharmacy education to build competent and skilled professionals, produce scientific research of critical importance in the fields of medicines and effective participation in community services and community development in both the Jazan region and the entire Kingdom.



College Goals

- ❖ Improve the PharmD program of the Faculty to align with KSA Education Vision 2030
- ❖ Develop a comprehensive system to recruit competent academic staff
- ❖ Provide high-quality teaching technologies and suitable learning environment
- ❖ Improve the student evaluation system
- ❖ Develop an effective practice of pharmacy
- ❖ Enhance the participation in community services
- ❖ Establish distinguished research and postgraduate programs
- ❖ Establish scientific collaborations at national, regional and international levels
- ❖ Foster independent thinking and innovations to attract sponsors

1.5. Mission and Goals of the Program

Vision

To lead and innovate in pharmacy education, research and community service to optimize patient care for individuals and the society.

Mission

The mission of Pharm. D. program is to prepare skilled pharmacy professionals having the abilities to conduct research and effectively participate in community activities.

Goals

- ✓ Establish student-centered learning and academic environment
- ✓ Develop an effective practice of pharmacy
- ✓ Participate in program-related community services
- ✓ Enhance scientific research skills
- ✓ Practice patient-centered approach in providing comprehensive medication management
- ✓ Promote ethical practices with honesty, trust, and respect with patients and other healthcare professionals

1.6. Equal opportunity in education and employment

As an integral element of its desire to become a globally outstanding research-intensive institution and attract leading academic staff (Strategic Plan of the College) and students, the College of Pharmacy is committed to the principal of not to discriminate against any person on the basis of race, color, religion or gender.

1.7. Teaching and learning strategies

The program policies of the College of Pharmacy, Jazan University are aimed at providing patient-focused pharmacy education and professional development. This starts from the planning of the program and individual courses, implementation and periodic evaluation to ensure that best practices are being followed. This promotes consistency between the program learning outcomes (PLO), teaching and learning strategies and the methods of assessment.

Teaching and learning strategies are designed to facilitate alignment with the Jazan University's policies and procedures, mission of the University and the College and the achievement of the PharmD curriculum objectives. The curriculum content is the primary component of the teaching and learning strategies and has been designed to be up-to date with the growing demands of the pharmacy discipline. The curriculum of the program is based on the expected PLO.

The following are the key principles of the teaching and learning strategies of PharmD program:

- ❖ Student-centered teaching and learning.
- ❖ The curriculum addresses the learning needs of the students along with feedbacks.
- ❖ Pharmacy-focused teaching and learning which prepares the students to be skilled in professional practice.
- ❖ Value-based education where students are responsible and are committed to be a life-long learner.

1.8. Faculty and Students

The College of Pharmacy has highly competent teaching staffs actively participating in teaching and research activities.



All new students are enrolled initially in the Health Science Foundation Year campus, which is a part PharmD Program, where they study English, Mathematics, Chemistry, Biological and Physical Sciences and University Study Skills for two beginning semesters (One year). There are no tuition fees levied on students for undergraduate programs. Reference materials, books and online contents are supplied free of charge and students have unrestricted access to computer and library facilities. The total number of students currently enrolled in the PharmD program ranges from 800 – 900 including male and female students. The ratio of faculty to students is about 1:12.

1.9. Contact information

College of Pharmacy, Jazan University, Jazan Kingdom of Saudi Arabia.

Location: Faculty of Public Health and Tropical Medicine, Main University Campus (Male)
Southern Medical Campus (Female)

Phone: 017-3342662, 017-3343485

Email: pharmacycollege@jazanu.edu.sa

For more information about the College, please visit the College website:

<https://www.jazanu.edu.sa/en/colleges/college-pharmacy>



CHAPTER 2

DUTIES AND RESPONSIBILITIES

In alignment with its goals for continuous excellence in teaching, research and developing new knowledge and disseminating it; the Jazan University has developed policies delineating the responsibilities of faculty members for scholarly engagement in teaching, research, university and community services. As members of academic fraternity and broader public community, the teaching staffs have obligatory duties for serving as scholars in pursuing the search for new knowledge and its free exposition; as teachers in instructing and educating students and as professionals in contributing special knowledge and skills to the community through public services. In performing these duties, faculty members are expected to abide by the rules and regulations of the University in specific and country in broader perspective.

2.1. Teaching

Jazan University considers the faculty's role in teaching and educational engagements as

primary and essential. The teaching staffs of the College of Pharmacy shall discharge teaching responsibilities through presentation of scientific knowledge accurately and effectively in accordance with the approved course objectives and course outlines. He/she should make every effort to encourage students to learn and also to be self-learner by adopting effective teaching methodologies. Courses objectives and the teaching plan should be shared at the beginning of each course and followed throughout the course. Apart from traditional teaching, the faculty should develop a professional relationship with students and should act as an intellectual guide, counsellor, advisor and mentor to their students. Avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment.

The Heads of the departments assigns the duties related to teaching loads, academic advising, and other related tasks to their respective faculty members. The

loads may vary from one semester to another depending on the requirements of the departments and university policies.

According to university policy, the academic workloads of the faculty members during the regular semesters depends on their academic ranking. The distribution of workloads are as follows: 10 credit hours per week for a Professor, 12 credit hours per week for an Associate Professor, 14 credit hours per week for an Assistant Professor, 16 for a lecturer and teaching assistant. However, the workloads may be reduced upon assignment of administrative position approved by the vice rectorate of educational affairs. The faculty members should adhere to the Program Time Table for lecturers and practical classes with respect to time, days and location. Faculty members shall prepare and display their schedule including the office hours and academic advising hours before the beginning of each semester and/or upon changing the schedule at any time during the semester. The copy of the schedule should also be submitted to the department.

2.2. Classroom related responsibilities of faculty members

2.2.1. Attendance records

Records of student's attendance for all lecture and practical classes should be maintained by the course instructor. The student should be notified about their absences and warning should be issued for the students having poor attendance. Actually, all students are expected to attend all theory and laboratory classes. In alignment with the university, the college has enforced policy on class attendance, according to which:

- ❖ The student will receive first warning, if his/her unexcused absence exceeds 10% of the total number of classes in the semester.
- ❖ The course instructor issues second warning, if student exceed 20% of the total number of classes in the semester.

- ❖ Deprivation: if students excused/unexcused absences exceed 25%. In this case the student will not be allowed to continue the course and take the final examination.

2.2.2. Cancellation of classes and arrangement of make-up classes

A course instructor may cancel his/her classes only in case of an emergency situation, an official trip or assignment or any other unforeseen and unavoidable events.

In such cases:

- ❖ The faculty member should inform the Head of the department regarding the cancellation of classes along with the reason.
- ❖ The faculty should also notify the students in advance.
- ❖ Faculty is responsible for arranging the make-up classes based on the availability of classroom/laboratory and students with the help of academic affairs office.
- ❖ Make-up classes may need to be substituted due to inclement weather, special holidays and a change made in the academic calendar under special circumstances.

2.3. Responsibilities related to courses

2.3.1. Course Instructor

- ❖ The course instructor or course teacher is the most important staff in the teaching and learning process and is the sole authority in course delivery of his/her assigned section/group. In the College of Pharmacy, a course instructor has following responsibilities:
- ❖ Teaching the course material based on the shared course specifications and course outline.
- ❖ Maintain discipline and decorum in the classroom and laboratories.



- ❖ Collect and provide required documents and information for the preparation of course portfolio.
- ❖ Assist the course coordinator in preparing course specification and course road map at the beginning of each semester.
- ❖ Attend meetings organized by his course coordinator and head of the department.
- ❖ Implement all decisions taken in the course coordination meeting.
- ❖ Update daily student attendance manually and upload onto the edugate portal (web portal) on daily basis.
- ❖ Maintain course delivery report and provide the up-to-date report on demand at any stage.
- ❖ Attend meetings called by the college administration and Quality Committee when required.
- ❖ Give appropriate suggestions to the course coordinator in the course coordination meetings.
- ❖ Conducting internal assessments like Quiz and Assignments as per course roadmap.
- ❖ Coordinate with course coordinator in conducting common mid-term and final exam.
- ❖ Conducting final practical examinations after the question papers getting duly approved from the course coordinator.
- ❖ Assist the department administration/quality committee in academic and administrative activities of the college.
- ❖ Motivate the students for actively participating in competitions/workshops /seminars at various levels.
- ❖ Prepare the consolidated mark sheet for his course and get the approval from course coordinator/HoD before final exam.
- ❖ Monitor student's progress and their attendance periodically and give the report to the respective academic advisors.
- ❖ Participate and provide necessary documents to the course coordinator in the preparation of course report.

- ❖ Engage in the research and scholarly activities in the appropriate discipline by involving the students.
- ❖ Motivate and guide the students to choose and pursue case studies/mini-projects in such a way to address the issues of the local community.

2.3.2. Course Coordinators

The Course Coordinator is appointed by HOD from among the course instructors who are teaching the course. His/her duties include overall management of his course and ensuring effective course delivery. The course coordinator has following responsibilities:

- ❖ Prepare and maintain the course file and other course related documents according to NCAAA guidelines and the requirement of the department or quality unit of the college.
- ❖ Monitor the course delivery by conducting minimum meetings with his/her fellow course instructors.
- ❖ Take approval from the Academic Council through HOD for any amendments in the course
- ❖ descriptions/ contents at the beginning of every semester.
- ❖ Prepare the course specification before the start of every semester and circulate to the course instructors.
- ❖ Brief the course specification and course roadmap to all the course instructors at the
- ❖ beginning of every semester.
- ❖ Give proper induction training to the new faculty members before the start of the course delivery.
- ❖ Keep track of all schedules of his/her course sections.
- ❖ Receive feedbacks from the course instructors at every meeting about the course coverage, difficulties found in course delivery and any other issues related to the course.
- ❖ Discuss all the course assessments (quiz exam, midterm, assignments, lab exam, final

- exam etc.) with the course instructors in the meetings.
- ❖ Prepare question papers for midterm, final practical exam and final written exam in consultation with all the course instructors by following the standards set by the college and ensure that common question papers prepared for both male and female sections.
 - ❖ Ensure smooth conduction of common examinations like midterm and final exam for the course in male and female sections.
 - ❖ Review the results of all the sections of his/her course and make appropriate suggestions to the course instructors for necessary action.
 - ❖ Prepare consolidated course report by considering the results of all the sections of the course.
 - ❖ Update the course file with the necessary documents of the current semester.

2.4. Academic Advising

The academic advising is among the most important components of the higher education system. It establishes an important link between the students and teachers in an academic institution. The academic advising is a way of directing the students to achieve the best educational outcomes and the highest possible academic achievements. The academic guidance helps students to adapt to the university environment and seize the opportunities available to them. 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 departments of the college. The academic advisor also helps to solve the academic difficulties the students and provide support and guidance for preparing study plans and examinations.

2.4.1. Responsibilities of the Academic Advisor

The academic advising unit appoint academic advisors from the available faculty members and assign a group of students (5-10 students to one academic advisor) to each academic advisor. The role of the academic advisor is not limited to directing the student during the registration

period only but extends to follow students who fails to study and help them overcome their mistakes and achieve the desired outputs. The academic advisor has following responsibilities:

- ❖ Prepare and welcome new students on the first day in the college and familiarize them with university rules and regulations and the university environment.
- ❖ Prepare a special file for each student assigned to him and explain the university regulations.
- ❖ Introduce the students about their rights and duties, academic plan and graduation requirements.
- ❖ Prepare the student and guide them in the appropriate courses according to the academic plan and achieving the best outputs.
- ❖ Assist the student in preparing the course schedule in order to complete the graduation requirements, not exceeding the maximum number of years allowed.
- ❖ 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.
- ❖ Motivate the students to attend regular meetings/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.

2.5. 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 both students and instructors. The head of department normally specifies the number of office hours.

2.6. Student assessment

The following procedures and schemes are adopted for reliable, consistent and fair conduct of the student assessments in the college.

2.6.1. Assessment Schemes

The following examination schemes are being followed for examinations of PharmD program.

Scheme-1: Courses with Practical

Assessment type	Assessment Task	Percentage of Total Assessment Score
Internal Exam	Quizzes	5%
	Midterm Exam	20%
	Assignments	5%
	Practical Exam	20%
Final Exam	Final Theory Exam	50%

Scheme-2: Courses without Practical

Assessment type	Assessment Task	Percentage of Total Assessment Score
Internal Exam	Quizzes	10%
	Midterm Exam	25%
	Assignments	15%
Final Exam	Final Theory Exam	50%

Scheme-3: Practical only Courses

Assessment type	Assessment Task	Percentage of Total Assessment Score
Internal Exam	Quizzes	10%
	Midterm Exam	25%
	Assignments	15%
Final Exam	Final Theory Exam	50%

2.6.2. Procedures for Internal Examinations (Quizzes, Midterm)

This section provides the procedures for the smooth conduction of internal examinations, that includes, quizzes, midterm and practical examinations.

- ❖ All internal exams will be conducted for 50 marks in total for all the subjects in the program.
- ❖ Internal Exams will be conducted as per the academic semester calendar.
- ❖ Course coordinators should plan and distribute the course units accordingly in a way by considering the course contents in each chapter/unit and the total contact hours.
- ❖ The course coordinators should ensure that the chapters included for the exam, question paper format and grading scheme is same for all the groups and sections (male and female) taking a particular course.
- ❖ The course coordinator will check and approve the question papers to ensure the standard
- ❖ set by the course team.
- ❖ The Question paper format for the internal exams will be same for all the courses and its sections.
- ❖ Instructions to candidates should be made clear and unambiguous.
- ❖ The marks assigned for each section/question need to be clearly indicated on the question paper.
- ❖ Use typesetting features such as bold, italics, indentation or boxes effectively to help candidates focus their attention on the task.
- ❖ Exam attendance will be maintained by the course instructor and submitted to academic unit through course coordinator.
- ❖ After every internal examination the mark list should be displayed to students and the evaluated papers should be shown to students, if they demand.
- ❖ Soon after completing the examination, the course teacher should forward the mark list
- ❖ with statistics to the HOD through course coordinator.

2.6.3. Recommendations for Assignments

- ❖ The topics/problems/tasks of the assignments will be given by the course instructor (the scope must be limited to the course).

- ❖ The assignment may include:
 - ✓ Problem Solving
 - ✓ Design/Analysis problems
 - ✓ Case studies
 - ✓ Group discussions
 - ✓ Presentations
 - ✓ Paper preparation & Submissions and
 - ✓ Hand written assignments
- ❖ The assignment can be allotted as an individual or group activity.

2.6.4. Guidelines for Practical Examination

- ❖ Practical examination will be conducted as per the time table provided by the academic unit of the college in each semester.
- ❖ The lab instructor with teaching assistant will prepare necessary chemical, reagents and equipment ready for examination at least one day before the exam.
- ❖ The lab instructor will prepare the lab exam question paper and get approved by the course coordinator.
- ❖ Lab exam questions should be related to experiments included in the laboratory manual.
- ❖ Practical questions will be prepared in a way to assess their practical and analytical skills.
- ❖ The lab examination date and time must be announced well in advance to the students and the examination should be conducted as per the time table.
- ❖ The Lab instructor is mainly responsible to smoothly conduct the practical exam; the department may assign other staff to assist him/her in this regard
- ❖ Before the examination, the lab instructor must check the status of students' attendance in
- ❖ the system and ensure that the student status is "Regular", if not, send the students to student affairs for ratification.

- ❖ The whole practical examination of a course should be supervised by the course coordinator.
- ❖ After the lab examination, the lab instructor must send the mark list to the Course Coordinator within 48 hours along with question paper & answer key.
- ❖ The course coordinator will distribute the lab marks to the concerned theory teachers.
- ❖ The lab marks may be published to the students before the final examination.

2.6.5. Procedures for Final Theory Examination

- ❖ The course coordinator is mainly responsible to prepare the final examination question paper, which he/she will set after proper consultation with concerned course instructors.
- ❖ The course coordinator will conduct a meeting with concerned course instructors and collect the information regarding chapters/units covered, number of students in each group/section.
- ❖ Course Coordinator must ensure that the sentence arrangement, spelling, language, grammar, figures, symbols and the number of questions are correct and appropriate.
- ❖ The question paper should be reviewed experienced staff members assigned by HOD to ensure that the quality and standard of the questions are fulfilling the requirement of course and covering course learning outcomes.
- ❖ After the question paper will be submitted to Department head for final review in well advance to the date of examination.
- ❖ After making the suggested corrections course coordinator will print sufficient number of copies with the help of the course instructors.
- ❖ Sealed packets of question papers as per room allocation will be handed-over to the exam committee at least 48 hours before the date of examination along with model answer key and question paper for substitute examination.



2.6.6. Allocation of invigilation duties

Exam invigilation is one of the important academic responsibilities of every faculty member

The allotment of invigilation duties will be prepared by the examination committee.

Examination invigilation duties will be distributed equally to all faculty members; however, the academic ranking of the staff members should be taken into consideration while preparing the invigilation duties.

Dean, Vice Deans, Heads of the Departments, Head of the Examination Committee and Head of the Quality Committee will be exempted from the invigilation duties.

2.6.7. Students Fail to Attend Examination

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

If the student fails to attend the final examination of a course with approved excuse, a make-up examination will conduct at the beginning of the next semester as per the time table issued by examination committee. In case of unapproved excuse, student will be given a zero in that examination and the student will be considered absent.

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

2.6.8. Grade Modification

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.



2.6.9. Review 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 instructor are unable to arrive at a mutually agreeable solution, the student may file an official appeal to educational affair in the college. The department head who offering the course will investigate the matter through committee. The committee will then take appropriate action.

2.7. Administrative work

The faculty play an important role in the conduct of the College affairs and in developing policies and plans of the college and university. Much of the planning and administration of the programs and policies are carried out by the standing 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 departments.

Academic accreditation can only be achieved through the interaction of the teaching staffs, the college support staffs, 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.

2.8. Social Services

Faculty members are 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.

2.9. Participation in Faculty Development Programs

Jazan University encourages its faculty members to participate in high-quality conferences and workshops to upgrade their knowledge and skills of teaching. In order to become a good 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. 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 seminar/conference and the specialization of the faculty member or the actual responsibilities of his/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.
- ❖ The participation in conferences and seminars held outside the Kingdom should have approval from 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 the seminar/conference attended.

2.10. Research

The College campus has a central research laboratory equipped with a number of modern sophisticated instrument and related facilities. The laboratory is run by Substance Abuse and Toxicology Research Center (SATRC) in collaboration with College of Pharmacy. The faculty members engaged in research activities are obliged to follow attributes consistent with professional honesty and 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 published in worldwide reputed journals indexed in the International Scientific Indexing (ISI) databases.

According to the Saudi Law of Ethics of Research on Living Creatures, College of Pharmacy is responsible for any research conducted therein and shall, through a local ethics committee (IRB), ensure that the researcher and research staffs 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 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 supervisor of graduate students. 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 supervisor must be approved by the graduate committee.

2.11. Quality Assurance

College of Pharmacy believes that proper designing, implementing and continuous assessment and improvement of all of its departments and activities can guarantee high quality output. For this reason, it has recommended general guidelines and procedures in the form of quality practices in order to ensure that good practices of all sections follow the requirements of NCAAA quality expectations. The quality committee, consisting of faculty members of the college is responsible for overseeing the development of quality procedures and processes to ensure quality provision, and for their implementation across academic, research and administrative areas of college, departments and programs. It is also providing academic guidance for quality education by improving teaching & learning strategies, program planning, self-review, and continuous improvement. The committee is enforcing quality standards in the faculty, regulated by Deanship of Academic Development (DAD) for gaining accreditation of NCAAA.



The College of Pharmacy is following regulatory framework of procedures and policies in the form Quality Management System (QMS), which guide all members of the college in achieving its aim of providing high quality academic processes and securing the program in compliance with the prevailing procedures and regulations. This will equip the program to achieve academic standards recognized both nationally and internationally. The QMS is a dynamic process for ensuring academic standards and quality improvements and the annual updating of the manual reflects the careful consideration that will be applied by the academic community of the college. To achieve the aim of fully embracing the QMS framework, it is important that all members of College of Pharmacy 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.

For more information:

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CHAPTER 3

POLICY AND PROCEDURES

All employees of the University are employees of the Government of Saudi Arabia. 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.

In general, the faculty member must have the following traits:

- ❖ Honesty and good morals to abide by the regulations, instructions, rules of conduct and ethics.
- ❖ Follow up on what is new in his/her specialized field, and to contribute through his/her scientific activity in the development of her specialized field.
- ❖ Convey the latest scientific knowledge to students in the specialized field, to instigate the knowledge of science in the students, and to make them think in a scientific way.
- ❖ Participate actively in various councils and committees at department and college levels and community services.
- ❖ Dedicate his/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.

3.1. Working Hours Required

- ❖ Faculty members, lecturers and language teachers shall perform forty hours of working per week in teaching, research, academic guidance, and other administrative and academic work allocated and defined by the competent authorities of the College.
- ❖ The faculty members are 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 rest of the college staffs shall perform forty-eight (48) hours of work per week on assignments of teaching, research, training and the tasks assigned to them by the competent authorities of the University and staffs who work in hospitals have working hours of no more than 11 hours.
- ❖ The University may, in conformity with the requirements of the Labor Department, determine the beginning and end of the daily working hours or its fragmentation.
- ❖ The contracting faculty member shall be treated with regard to teaching quorum hours and the rules for remuneration for additional teaching hours are followed by the treatment of Saudis teaching.

3.2. 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.

3.3. Performance Evaluation

The objective of the policy is to improve the professional competence of faculty members. The quality and excellence of the students and College depends on the standards of the faculty members. Well-established evaluation procedures are strictly practiced evaluating the faculty members.

- ❖ Faculty evaluation is done regularly to maintain the quality of teaching and progress of the faculty at the institution.
- ❖ The faculty is evaluated through by the academic advisory committee (observation), students and department head.
- ❖ The evaluation process is conducted throughout the year.
- ❖ The following areas are covered in evaluation:

- a) Teaching and training (Lecture and clinical)
- b) Research /scholarly activities
- c) Publications
- d) Personal/professional development
- e) Administration
- f) Community service activities

3.4. Faculty Promotion

The policy's objective is to make clear to the faculty the criteria for promotion to various ranks. Promotions to eligible faculty encourage and motivate the faculty to improve their performance while also helping them achieve financial and professional benefits. It also helps the college in retaining the desired faculty.

3.4.1. Promotion from Assistant Professor to Associate Professor

For promotion from the rank of Assistant Professor to Associate Professor, the following conditions are to be met:

- ❖ The service period in the rank of assistant professor at a Saudi University or other accredited University shall not be less than four years, provided that the service period at the Saudi University shall not be less than one year.
- ❖ To meet the minimum research work required for promotion as per article no. Thirty-two (32) of this regulation.
- ❖ This research work must have been published or accredited for publication during the period of filling the post of assistant professor.

The Executive Rules

- ❖ The candidate's service period at Jazan University should be not less than one year.
- ❖ Suppose the faculty member is academically promoted to assistant professor's rank but not administratively appointed in this position. In that case, the time he spent in the academic position will be counted as part of the regulating period required to promote to the rank of associate professor.

- ❖ The scholarly publications submitted to fulfil the minimum requirement for the promotion should be pertinent to the candidate's academic field; they also should have been published while the candidate was at the rank of assistant professor. Up to one research unit may be accepted concerning scholarly publications that require overlapping with one or more specialties besides the candidate's specialty.
- ❖ The scholarly publications submitted for promotion must have been published or accepted for publication in journals recognized by the Scientific Council, Jazan University

3.4.2. Promotion from Associate Professor to Professor

In order to be promoted from the rank of Associate Professor to Professor, the following conditions are required:

- ❖ The service period in the rank of associate professor at a Saudi University or other accredited University shall not be less than four years, provided that the service period at the Saudi University shall not be less than one year.
- ❖ To meet the minimum research work required for promotion as per the thirty-second article of this regulation.
- ❖ The submitted research papers are the research work published or accepted to be published during the period of filling the post of associate professor.

The Executive Rule

- ❖ The candidate's service period at Jazan University should be not less than one year.
- ❖ Suppose the faculty member is academically promoted to associate professor's rank but not administratively appointed in this position. In that case, the time he spent in the academic position will be counted as part of the regulating period required for the promotion to the rank of professor.
- ❖ The scholarly publications submitted to fulfil the minimum requirement for the promotion should be pertinent to the candidate's academic field; they also should have been published while the candidate was at the rank of associate professor. Up to one research unit may be accepted concerning scholarly publications that require overlapping with one or more specialties besides the candidate's specialty.



- ❖ The scholarly publications submitted for promotion must have been published or accepted for publication in journals recognized by the Scientific Council, Jazan University.
- ❖ If research work has been published after approval of the Scientific Council to send the submitted scholarly publications to referees, but before issuing the decision of promotion to associate Professor," then up to one research unit can be accepted as part of the scholarly publications submitted for promotion to "Professor."

3.4.3. Criteria for Promotion

The faculty members shall get promoted as per the following criteria:

- i. Research work
- ii. Teaching
- iii. University community service

3.4.4. Procedure for Promotion

- ❖ The faculty member shall apply his/her promotion to the relevant department council, including the following:
 - a) The academic qualifications details, employment information, and career progression.
 - b) Teaching activities information.
 - c) The details of his activity in the field of the University and community service.
 - d) At least five copies of the research work submitted for the purpose of promotion and explaining information.
 - e) Any additional information for the purpose of supporting the promotion application.
 - f) Any other information or documents required by the department, college or University Council.
- ❖ The department council shall review and consider the promotion request and ensure that all the promotion conditions are met and recommended to the college council, proposing a minimum of eight specialized referees.
- ❖ The college council then reviews and considers the request based on the department council's recommendation and nominates not less than eight specialized referees.

- ❖ The Academic Council shall review the promotion request based on the recommendation of the department and college council, then takes the following steps:
 - a) Selects five referees to evaluate the research papers. Referees may be those recommended by the college council or others. Three of them should be primary referees, the fourth should be the first auxiliary examiner, and the fifth should be the second auxiliary examiner for necessity. At least two of the three referees should be from outside the University.
 - b) The research and promotion information shall be sent to the referees for evaluation confidentially. The referees have to fill out the format of the academic council.
 - c) The promotion decision depends on the referees' review reports and the reports of activities related to the person nominated for promotion in the fields of teaching, university, and community service.
 - d) Once the Council decides to reject the promotion because of the research work's weakness, it will determine the submitted research works' fate, the excluded research and suggests resubmission. Upon resubmission of an applicant for promotion, the candidate must submit at least one new research unit for the applicant to associate professor and two new units regarding promoting to a rank of professor.

3.4.5. Promotion Evaluation Basis

The efforts of the faculty member applying for promotion shall be evaluated on the basis of hundred (100) points divided as follows:

- a. 60 points for the research work.
- b. 25 points for teaching.
- c. 15 points for the university and community service.

The university council should set standards for evaluating the participation in teaching and community and university services according to a recommendation to be submitted by the academic council. Further details can be obtained from Policy and Procedures Manual of the College of Pharmacy.

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3.5. Academic Calendar

The College of Pharmacy is obliged to follow the academic calendar issued by the University, is generally consisting of two semesters: The First semester typically extends from late August through mid-December; and The Second semester extends from early January through mid-May.

A summer session, an eight-week period extending from early June through early August, during which intensive courses are offered.

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

3.6. Ethics and Professional Conduct

A conflict of interest exists when there is a divergence between the individual interests of a person and their professional responsibilities to the University such that an independent observer might reasonably conclude that the professional actions of that person are unduly influenced by their own interests.

Faculty are expected to give their primary professional allegiance to the University and College and to act in the best interests of the institution and the furtherance of its mission. When facts known to faculty members reasonably suggest a potential, actual, or apparent conflict of interest or commitment, they must, in good faith, disclose the circumstances to avoid or manage the potential conflict in a manner that is consistent with the spirit and objectives of this policy. They must not allow external activities, or external financial or other interests interfere with, or appear to interfere with, these obligations.

3.7. Complaints and grievance

The College strives to nurture an environment that not only supports academic achievement and integrity but is safe and provides equality and fairness. It is committed to create and maintain a community where all individuals are provided equal opportunities, free from discrimination and harassment. Therefore, objective of the policy is to create awareness among the faculty about the procedures to process complaints or grievances and to assure that college believes in fairness and equality to everyone.

3.7.1. Complaint

A complaint is a concern that a faculty/employee wants to discuss with supervisory personnel to resolve the matter.

- ❖ The complaint needs discussion with the immediate supervisor initially.
- ❖ If not resolved, then it should be addressed to the Department Head and submit the written complaint.
- ❖ If still not resolved, the faculty is entitled to register complaints.

University Rector, Dean, or Vice-Dean are entitled to receive written complaints depending on the nature of the issue and the parties involved

- ❖ If the issue is between faculty and any of the Vice Deans, it is to be addressed to the Dean.
- ❖ If the issue is between faculty and Dean, it is to be addressed to the University Rector.
- ❖ If the issue is between female faculty members, it will be reported to the Vice Dean for Female Section.
- ❖ If the issue is between the male faculty members, it will be reported to the Vice Dean for Academic Affairs.
- ❖ If the issue is between a patient/auxiliary staff and faculty, it will be reported to Vice Dean for Clinical Affairs/Clinical Director.
 - A. All unresolved complaints by the immediate supervisor are reviewed by the complaint and grievance committee and the decision made is forwarded to the Dean.
 - B. The Complaint and Grievance Committee consists of the committee's Head and two members whom the Dean appoints.
 - C. The Dean decides sanction according to committee recommendation.
 - D. Malicious complaints are transferred to the University Permanent Student Affairs Committee of the University Vice-President for Academic Affairs to decide

- E. on proper action towards malicious complaints. In the case of faculty, it will be transferred to the university rector.
- F. A decision about a complaint becomes final when approved by the authorized personal (Dean for internal registered complaints and University President for external registered complaints).

3.7.2. Grievance

A grievance may result from any action the institution has taken against the student/faculty/employee.

All have the right to appeal sanctions within one week from the date of being informed of the decision. They are entitled to appeal against disciplinary actions as follows:

i) First Level Appeal

An appeal against a decision can be made to the Dean, who forwards it to the authorized committee for a final decision.

ii) Second Level Appeal

An appeal against second-level action by Permanent Student Affairs Committee or other higher committee at the university level is made directly to University President within the time frame for final appeal.

Grievances of disciplinary sanctions issued by the disciplinary committees of the college are raised to the College Dean. On the other hand, if the university disciplinary Committee issues the sanctions, the University Rector requests the committee to reconsider or issue a decision thereon. Disciplinary decisions shall not be final until after the verdict of the grievances submitted and the College Dean's approval or the Rector of the University or after the deadline of grievance.