

Jazan University
College of Business Administration
Department of Business Administration



Business Administration
Program Faculty Staff
Handbook

N Prepared By:

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رؤية
VISION 2030

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



هيئة تقويم التعليم
Education Evaluation Commission

المركز الوطني للتقويم والاعتماد الأكاديمي

National Center for Academic Accreditation and Evaluation



Program Business Administration

Faculty/Staff Handbook

Regulations and Responsibilities

Updated in 2021

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PART I: INTRODUCTION

1. Welcome note

1.1 University President: Mar'ei Bin Hussein Mohammed AlQahtani



Message from His Excellency the President

Praise be to Allah and Prayers and Peace be upon the Messenger of Allah

Between the honor of science, the history of the place, and the advancement of humanity, a university's beacon shines brightly in the sky of knowledge and science, combining institutional excellence and academic achievements.

Jazan University, since the day of its foundation, has aspired on setting a benchmark in excellence and inspirational leadership. Jazan University has become a prestigious institution and has made a name for itself in scientific research and innovation. It has endeavored to make concerted efforts in the service of society and cognitive leadership. It aims to be a scientific beacon that will serve as a guiding light for the community and human civilization that would make a positive impact on the homeland's future and of the world.

Personal Information

Name: Mar'ei Bin Hussein Mohammed AlQahtani

Date of Birth: 13/4/1961

Specialization: Physical Geography and Environmental Sciences

Minor Specialization: Environmental Science – Pollution

Academic rank: Professor. **Office Telephone:** 0173297778

1.2 Head of the Department: Dr. Huthayifa al Madhkhali



The Department of Business Administration was established in 1429 AH, 2009 to be one of the main departments of the College of Business Administration at Jazan University. Today, the Department of Business Administration is proud of large groups of graduates from it, who contribute to advancing development in various regions and achieving the Kingdom's Vision 2030 in the field of business and commercial projects. The Department of Business Administration aims to qualify students to engage in business, spread

the culture of entrepreneurship and self-employment in the community, and empower students by connecting them with business support agencies, especially small and medium enterprises. The department also offers a range of training opportunities with several companies and institutions that will help students understand the details of business, project management and small and medium businesses.

Welcome to the Department of Business Administration, your scientific gateway to entrepreneurship and self-employment

1.3. Purpose of the Handbook:

This Faculty Handbook has been designed and well prepared to provide essential information you will need during your professional life in Jazan university's requirements and responsibilities.

Jazan University policies, regulations may be changed or modified at any time to reflect the current polices of the Kingdom* .

1.4. Identification of the Program

Business administration Program is interested in consolidating the values and concept of entrepreneurship and organizations' management that would assist professionals to think analytically, lead teams, and perform research. A business administration degree allows graduates to work in nearly any industry, companies and public organizations require business professionals who can help them succeed financially. As a result, business administrators can look for a field that aligns with their expertise and passion. Students in business administration programs study the fundamentals of business and management best practices. They learn to plan, organize, lead, and support the human, financial, and physical resources that comprise a business. Through coursework and training, students develop leadership skills, including analytical, communication, and problem-solving abilities. On the other hand, the program constructed to prepare graduates to become leaders in vary field for serving the community and national economy through researches and innovations which meet the mission and goals of Jazan University.

* For more general and specific information guides, you can visit the university site (www.jazanu.edu.sa).

** The ADMN Program Requirements & Regulations will be available on the College/Department websites.

1.5. ADMN Career:

The Business Administrators (ADMNs) typically work in numerous industries and organizational roles that may be available in the business field.

The following positions are only a sample of the possible careers a student with a business administration degree may pursue:

- Branch Manager
- Customer Support
- Project Supervisor
- Operation Manager
- General Supervisor
- HR Executive
- Quality Controller
- Business Analyst
- Business Development
- Executives
- Entrepreneur
- Aviation
- Advertising
- Consultancy

The ADMNs Responsibilities

- Sound knowledge of Business, Communication and social skills
- Ability to critically analyze and solve given business problems
- Work in an ethical and responsible manner
- Leadership and teamwork
- Self-appraisal and regular professional development

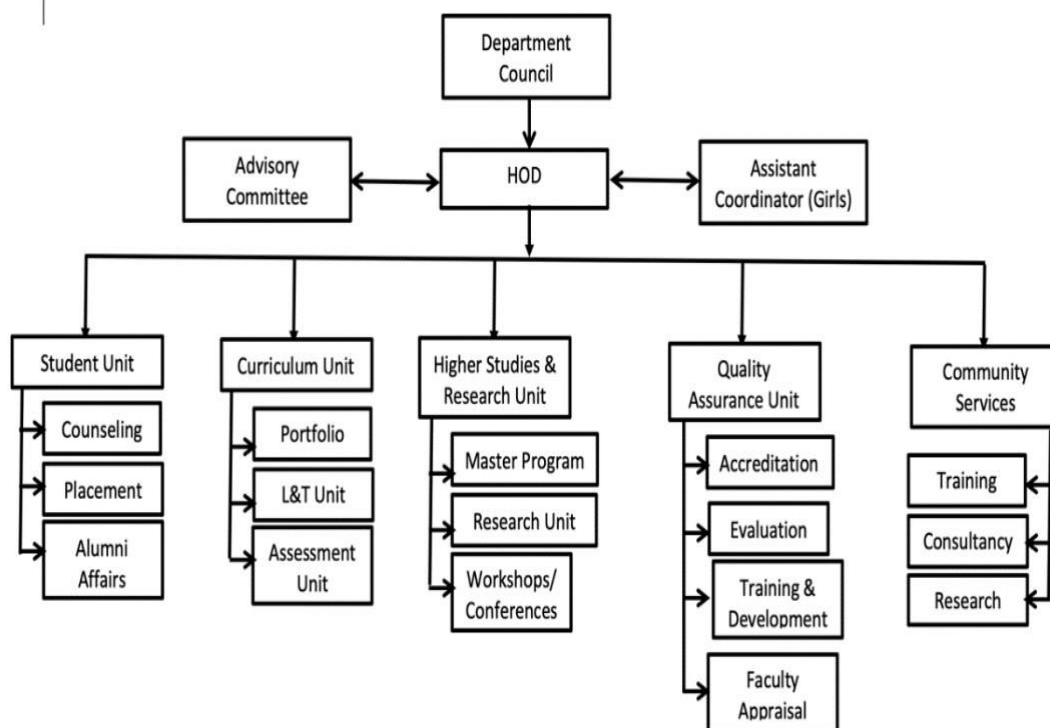
Academic Terms:

- Academic Year: Two semesters Usually and a third summer semester (if required).
- Semester: Study period not less than 15 weeks excluding registration and final exams periods.
- Summer Semester: Study period not more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.
- Academic Level: Study level as per approved study plan.
- Study Plan: Mandatory, elective, and free courses required for graduation in a specific specialty.

- **Course:** Subject matter in a certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and
- **Academic Unit:** Weekly theoretical lecture, clinical study no less than 50 minutes, or field work no less than 100 minutes.
- **Academic Warning:** Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.
- **Course Work Marks:** Marks awarded for student work, exams, research, and learning activities during a semester.
- **Final Exam:** Exam held at the end of a semester.
- **Final Exam Marks:** Marks awarded to a student in the final exam.
- **Final Mark:** Sum of course work marks and final exam marks for each course out of 100.
- **Grade:** Description of percentage of final mark of a course.
- **Incomplete:** Temporary grade for students who could not sit for the final exam, referred to as (IC).
- **In Progress:** Temporary grade for students whose study requires more than one semester, referred to as (IP).
- **Semester Grade:** Total points scored by student divided by all units studied in a given semester. Points are calculated by product of course units and grade in each course. 4 Finance and Banking Department
- **Grade Point Average (GPA):** Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.
- **General Grade:** Description of student learning level during study.
- **Credit Hours:** Points describing expected teaching load required to pass a course as part of program units.

PART II: ADMN PROGRAM ORGANIZATION

Organization Chart*



Program Head and Assistants

Position	Name	e-mail	Office
Head of Department	Dr. Huthayfah Madkhali	hhmadkhali@jazanu.edu.sa	224
Assistant HOD	Ms. Sawsan Alsuri	salsuri@jazanu.edu.sa	304

Program Administrators

Position	Name	e-mail
Student Affairs	Mr. Merie Hatany	mmhatany@jazanu.edu.sa
Student Affairs	Ms. Noha Yaseen	nalyaseen@jazanu.edu.sa

Position	Name	e-mail
Faculty Affairs	Mr.	@jazanu.edu.sa
Faculty Affairs	Ms.	@jazanu.edu.sa

* Updated information about the staff members including, name, unit, mobile no., office hours and their emails will be updated and be available in the faculty affairs office.

Common College Offices

Dean	Dr. Shafeeq Bin Mahdi Aseeri
Vice Dean	Dr. Tahani Hakami
Vice Dean (Academic Affairs)	Dr. Mohammed Alfifi
Assistant Vice Dean (Preparatory Year)	Ms. Hala Saddam
Secretary of College	Mr. Naief Aati
Secretary of College	Ms. Samah Zoagan
College Student Affairs	Mr. Othman Hakami
College Student Affairs	Ms. Noha Yaseen
Non-Academic Activity	Mr. Husam Alamoudi
Non-Academic Activity	Ms. Ohoud Halabi
Internship Affairs	Dr Huthayfah H M Madkhali
Internship Affairs	Ms. Saleha Alhazmi
College Academic Advising	Mr Helmy Nsibi
College Internship	Dr Osama Nishat

Dean Quality and Development	Dr Ali Hindi
Vice Dean Research and Development	Dr Abdullah Hadadi

Program organizational Committees/Units

	Head/ Assistant (Office)	
Quality Committee Head	Dr. Rehmath Jahan Chikkandar	rjahan@jazanu.edu.sa
Quality Coordinator	Mr Raziuddin	rmohammed@jazanu.edu.sa
Registration	Mr. Merie Hatany	mmhatany@jazanu.edu.sa
	Ms. Noha Yaseen	nalyaseen@jazanu.edu.sa
Training/Internship Unit	Dr. Huthayfah Madkhali	hhmadkhali@jazanu.edu.sa
	Ms. Umme Thayyiba khatoon	ukhatoon@jazanu.edu.sa
Students Advisory Unit	Mr. Mohammed Hamati	mhamati@jazan.edu.sa
	Ms. Nada Medarbesh	nmedarbesh@jazanu.edu.sa
Program Academic Advising	Dr Naeil Rababaah	nrababah@jazanu.edu.sa

PART III: ADMN PROGRAM IDENTIFICATION

3.1 Overview of the Program

3.1.1 Vision

The department would be at the top of the order among business administration departments.

3.1.2 Mission

Keeping pace with the rapid developments in the local, regional and international business environment, by graduating male and female students who possess the necessary skills that enable them to compete with others and face its ever-changing challenges, and actively participate with community institutions to develop projects, and collaborate with international organizations.

3.1.3 Values:

- Commitment to Quality
- Commitment to Innovation
- Commitment to respect Community
- Honesty and Transparency

3.1.4 Goals:

- Graduating qualified students who are able to work in a business environment, as well as work as teaching assistants in departments of business administration.
- Developing male and female students' abilities by collaborating with business establishments through research projects and field training.
- Providing the community with graduates of a high level of scientific and professional competence in a manner that meets the needs of the local labor market.
- Providing support and consultation to the public sector and the private sector.
- The relentless pursuit to update the department's curricula in line with future scientific and professional developments, and to continuously enhance, develop and update our educational and research capabilities and programs.

3.2. Why the ADMN program was established?

In order to develop high quality business skills among the youths for the national needs and development etc., the College of Business Administration specializes in offering high-quality undergraduate degree in Business Management. This program aim to deliver an innovative higher education experience dedicated to teaching excellence and the highest quality student learning experience. Our graduates are highly valued by employers with recent alumni now working for a range of leading organizations and contributing in the economic development of the kingdom in general and Jazan region in particular.

3.2.1 Economic reasons:

While Vision 2030 and its National Transformation Program aim to diversify the economy and strengthen a variety of industries in the country, it also lays out the future of relations between the Saudi state and its citizens. In the context of a global landscape characterized by increasingly competitive entrepreneurship, Saudi Arabia prioritizes its growing youth population and outlines plans to bolster education and employment. Its efforts aim to empower young Saudi citizens to carve out a path for the Kingdom in line with traditional cultural values and an increasingly interconnected world. The Kingdom is also investing massively in research and development to strengthen the country's world-class technological universities. This will encourage and promote the finest entrepreneurial ideas among future generations. Moreover, the Kingdom's social development has led to an increase in women's participation in the workforce. Therefore, there is a high demand of business professionals in line with growing business opportunities.

3.2.2 Social- culture reasons:

Education is widely regarded by Saudi social and political analysts as the single most important and most challenging area for change. Saudi Arabia is the world's eighth highest education spender and recently initiated a complete review of the education system, which will include building new educational institutes in addition to funding overseas degrees and training programs for Saudi students in alignment with Vision 2030 objectives. Saudi Arabia will close the gap between the outputs of higher education and the requirements of the job market. By the year 2030, the Kingdom intends to have at least five Saudi universities among the top 200 universities in international rankings. This will help Saudi students achieve results above

international averages in global education indicators. The Kingdom is preparing a modern curriculum focused on rigorous standards in literacy, numeracy, skills and character development. Saudi Arabia is now tracking progress and will publish a sophisticated range of education outcomes, showing year-on-year improvements. Education is linked to employment opportunities. The Kingdom has partnered with the private sector to ensure higher education outcomes are in line with the requirements of the job market. By investing in strategic partnerships with apprenticeship providers, new skills councils from industry, and large private companies, Saudi Arabia is developing the job specifications of every education field. Historically, Saudi Arabia has long-emphasized the importance of the arts to social development and culture. With the release of the national strategy plan, the Saudi leadership has pinpointed avenues by which culture and entertainment will contribute to long-term economic growth and bring about wider civil benefits.

3.2.3 Technological Development:

Technology has important effects on business operations. No matter the size of your enterprise, technology has both tangible and intangible benefits that will help you make money and produce the results your customer's demand. Technological infrastructure affects the culture, efficiency and relationships of a business. It also affects the security of confidential information and trade advantages. Saudi Arabia represents the region's largest IT market, with strong growth in consumer and enterprise end markets. Massive public investments in infrastructure, health, and education have paved the way for advanced technology and security systems in the country with the government planning for the industry to raise its contribution to the GDP by 20 percent by 2020. The IT market in the country was valued at \$3.6 billion in 2011 and was expected to reach \$4.9 billion after 2014. Liberalization is occurring across the telecommunications industry, driving increases in competition, service levels, and usage. Significant unmet demands for web-based and mobile services and increased enterprise and government commitments for web-based services provide large-scale opportunities for contractors and service providers, with massive public investments in connectivity for Economic Cities, extending unique opportunities for greenfield projects covering millions of users. On March 9, 2017, Saudi Arabia's Ministry of Communications and Information Technology signed a memorandum of understanding with IBM for the training and qualification of more than 38,000 individuals over the next four years through 30 new educational institutions in information and communication technology (ICT) programs. The agreement with IBM will address core challenges identified by the ministry, namely, "the

shortage in specialized human capital” and “poor user skills in the communication and information technology field.” The Kingdom will organize five new initiatives through the ministry involving the training, qualification, and recruitment of ICT experts. There is a broad spectrum of excellent opportunities for business graduates in Saudi Arabia. All businesses need individuals who understand information technology and how to use it to solve business problems for competitive advantage.

3.3 ADMN program Information:

General Program Description

The program is a combination of different courses which are complementary for each other and distinguish into 4 stages:

Stage	Level	General Description
1st	1-2	The preparatory year (level 1 and 2), which is common and prepare the students to the different programs in the college. It includes mainly English courses in the 1 st level and the core courses, computer science in the 2 nd level.
2nd	3-4	The beginning of the ADMN program in which the basic and introductory courses are conducted in the 3 rd and 4 th levels
3rd	5- 6	The more specific one which includes the proficient courses distributed between level 5 and 6
4th	7- 8	The advanced stage which includes the more advanced and applied courses distributed between the 7 th and 8 th levels.

3.3.1. Brief Courses Description

Course Name	Course Code	Brief Description
Introduction to Business	211 ADMIN	This course provides students with an insight as to how a business is managed. Builds on the understanding of contemporary business and its environment; management, organization, and marketing. This course will give students the basics for understanding the basic aspects of business. It seeks to acquaint the students about the conceptual issues involved in Business.
Business Communication	212 ADMIN	This course provides students with the theoretical and practical framework for understanding and conducting effective oral and written communication.
Basic of Accounting	221 ACCT	This course basically deals with the theory and practice of accounting. It aims to develop a deep insight among the students on the different forms of accounting.
Human Resources Management	241 HRMT	This course introduces the functions of human resource management within an organization. The topics include recruitment, selection, planning, job analysis, job design, training and development, appraisal, career planning, etc.
Introduction to Economics	251 ECON	This course aims to develop a broad understanding of the functions of Economics in a complex organization.
IT Skills	271 MGIS	This course covers an overview of the study of Information Technology fundamentals. This study aims to develop an interest and understanding among the students towards IT field.

Financial Accounting	222 ACCT	This course basically deals with the theory and practice of Financial Accounting used in business organizations. It aims to develop better understanding about financial accounting.
Marketing Management	231 MRKT	This course deals with the introductory aspects of Marketing Management. It is meant to prepare a foundation for the students, which will help them to peruse further study in the field of marketing.
Organizational Behavior	242 HRMT	This course is oriented toward developing a better understanding of human behavior and using that knowledge to help people be more productive and satisfied in organizational settings. Students would study the behavior of individuals and groups as part of the social and technical system in the workplace. They examine individual and group behavior, communication, conflict and various management styles, motivational techniques and coordination in the work environment and apply these concepts to the development of an organization's human resources. The course explores concepts and theories related to the individual, the group, and the organization. Emphasis is given on developing knowledge and skills to assist you in understanding the way people behave in work setting.

Logistics and Material Mgmt.

312 ADMIN

The Program focuses on planning, organizing and controlling Logistics, Materials & Supply Chain Management activities which are key elements for successful management in any enterprise and it covers strategic planning and decision- making as an important part of the management process. This course also covers the study of knowledge of logistics and various techniques to be applied for acquiring the materials according to the need of a business/ organization without extra wastage with minimum expenditure which is an essential element for the development of any organization.

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Entrepreneurship and Small Business Mgmt.	313 ADMIN	<p>This course provides an understanding of the risks and rewards associated with entrepreneurship. It examines the principles and problems of operating a small business after it established.</p>
Employees Administration	341 HRMT	<p>This course is an overview of Human Resource administrative functions for employees in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.</p>
Business Environment in KSA	314 ADMIN	<p>This course basically covers the study of various environmental forces/factors which affect the working of an organization. It also provides a comprehensive study of Saudi Arabia economy.</p>
Strategic Management	315 ADMIN	<p>This course is designed to give the students experience in strategic analysis and decision making using the case study method. Students will learn to identify analyze, propose alternative solutions and make effective decisions for the business. The syllabus is devoted to create an understanding of the basic issues involve Business Policy and Strategic Management.</p>

Crisis Management	316 ADMIN	<p>This course offers students the basics in identifying, preventing, and controlling crisis situations. Crisis management basics, from preparation to training and compliance are discussed, as are various stages of a crisis, and the need to establish a crisis management team. Clearly identifying the roles and functions of each crisis management team member is essential for the ultimate success of contingency planning, which is also discussed.</p>
E- Business	317 ADMIN	<p>The Internet and more specifically, the worldwide web has brought about significant change in the way business is conducted. The rules and business models, however, for the new economy are still in their infancy. This course provides grounding in the concepts of electronic commerce, and then moves to an examination of the emergent and emerging business models. The IT/IS infrastructure that supports these various business models is addressed, particularly architecting systems including privacy and security issues.</p>

Production and Operation Mgmt.

318 ADMN

Production and Operations are the resources and the processes, by which an organization transforms inputs (e.g., labor, material, and knowledge) into outputs (products and/or services). This course provides proper understanding about different issues related to production & operation functions of an organization. Also, the course focuses on the basic concepts and tools employed by operations/production managers to provide their organizations with competitive advantages in terms of operations strategy, process design, quality, supply chain management, and resource planning and utilization. Further, the course focuses on how Production & Operation is created, captured, represented, stored and reused so as to fully leverage the intellectual assets of a firm. Then, This course introduces the students to the theory and practice of production management as a functional area in the management of business Enterprise

Course Name	Course Code	Description
Negotiation and Consulting	342 HRMT	This course focuses on the different aspects of negotiation and counseling and opportunity to the students to develop the required skills in this field.
Internship Training Report	410 ADMIN	Trainees will select the business in which they want to train from the list of available training sites. HOD will issue a letter to request accepting the student. Once a student is accepted for training, the department will approve the training request and students begin their training.
Money and Banking	421 ACCT	The Objective of this course is to provide exposure to the students about the fundamental of Money and Banking.

Project Planning and	411 ADMIN	This course focuses on the different aspects of negotiation and counseling and opportunity to the students to develop the required skills in this field
Global Outsourcing	412 ADMIN	This course focuses on issues faced when organizations engage in outsourcing. It equips students with the theoretical framework and tools to identify and analyze relevant activities for outsourcing. This course will provide an overview of global outsourcing concepts and practices and discuss new directions of outsourcing. Specifically, it introduced students to the fundamentals and theoretical perspectives of these phenomena and expose them to practical issues ranging from managerial to economical, from cultural to political, from methodological to regulatory. As such, the course leads students to understand global outsourcing and examine outsourcing from a wide range of perspectives, including economic, cultural and political.

<p style="text-align: center;">Total Quality Management</p>	<p style="text-align: center;">413 ADMIN</p>	<p>This course aims at introducing the philosophy of Total Quality Management (TQM), its historical evolutions and elements such as historical evolution of TQM, customer satisfaction, Employee involvement, continuous process improvement, supplier partnership and performance measurement. The course introduces the tools and techniques of total quality management; TQM involves all departments and employees into improvement of processes and products. It helps to reduce costs and to meet and exceed needs and expectations of customers and other stakeholders of an organization.</p>
<p style="text-align: center;">Change Management</p>	<p style="text-align: center;">441 HRMT</p>	<p>This course is meant to develop a deep insight about “Managing Change” among the students. As future executives, they may have to lead variety of organizations; therefore, knowledge about Management of Change will definitely be very much helpful for them.</p>
<p style="text-align: center;">Business Legislatio</p>	<p style="text-align: center;">461 LAWS</p>	<p>Business managers have to deal with the legislations prevailed in the country in which they operate their business. Therefore, keeping in view this aspect, the course of business legislation is designed for management students.</p>
<p style="text-align: center;">Insurance and Risk</p>	<p style="text-align: center;">414 ADMIN</p>	<p>The course covers the risks that are faced by an individual or firm and the various methods for their treatment. Methods of treatment include, but are not limited to, insurance, loss prevention, suretyship, simple retention, and self-insurance.</p> <p>Topics include personal and business insurance.</p>

Course Name	Course Code	Description
International Business Mgmt.	415 ADMN	With the rapid expansion in global world trade, there will be continuous demand for professionals who have the knowledge to manage and bring results for the company which is already present in the sector or plans to foray into it. This course has been developed after investigating the whole gambit of International Business.
Industrial Psychology	416 ADMN	Industrial psychology is a scientific study of human behavior in organizations and workplace. The main purpose of this course is to teach the students how to make the work interesting and inspiring so that everyone puts forth his best in an organization.
Knowledge Management	442 HRMT	This is about the creation, capture, representation, storage and reuse of knowledge, in order to fully utilize intellectual resources of a business. Business situations in many cases need the tools and techniques for knowledge acquisition, assessment, evaluation, management, organization and dissemination. Four topics will be studied including Introduction to Knowledge Management, Knowledge Management Life Cycle, Knowledge Management Models and Management and the Future of Knowledge Management.
Graduation Research	490 ADMN	Graduation Project is a whole hearted purposeful activity proceeding in a purposeful environment. It gives practical shape to theoretical learning and involves practical problems. By preparing projects students can have real learning. This is the systemized process to make an enquiry, verify the truth or test the real situation. Project is undertaken with certain specified and predetermined purpose.

3.4 Curriculum Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ENGL 107	English Language I	Required	None	6	Business Administration (BA)
	ISLM101	Islamic Culture I	Required	None	2	University
	ARAB101	Arabic Language Skills	Required	None	2	University
	COMP101	Introduction to Computer	Required	None	3	University
	HLCL101	Health Culture	Required	None	2	BA
Level 2	ENGL 108	English Language II	Required	None	6	College
	ISLM102	Islamic Culture II	Required	None	2	University
	ARAB102	Arabic Writing Skills	Required	None	2	University
	DVAS101	Developing Analytical Skills	Required	None	3	College
	RCHM101	Research Methodology	Required	None	2	College
Level 3	MATH101	Mathematics & Statistics	Required	None	3	College
	ADMN211	Introduction to Business	Required	None	3	College
	ADMN212	Business Communication	Required	None	2	College
	ACCT221	Basics of Accounting	Required	None	2	College
	HRMT241	Human Resource Management	Required	None	2	College
Level 4	ECON251	Introduction to Economics	Required	None	2	College
	MGIS271	IT Skills	Required	COMP101	2	College
	ISLM103	Islamic Culture III	Required	None	2	University
	ADMN213	Principles & Practice of Mgmt.	Required	ADMN211	3	College
	ACCT222	Financial Accounting	Required	ACCT221	3	College
	MRKT231	Marketing Management	Required	None	2	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	HRMT242	Organizational Behavior	Required	None	2	College
	ECON252	Managerial Economics	Required	None	2	College
	MGIS272	Mgmt. Information System	Required	None	2	College
Level 5	ISLM104	Islamic Culture IV	Required	None	ISLM104	University
	ACCT321	Financial Management	Required	ACCT222	ACCT321	College
	ADMN311	Event Management	Required	None	ADMN311	BA
	ADMN312	Logistics & Material Mgmt.	Required	None	ADMN312	BA
	ADMN313	Entrepreneurship & Small Business Mgmt.	Required	None	ADMN313	BA
	HRMT341	Employees Administration	Required	None	HRMT341	BA
Level 6	ADMN314	Business Environment in KSA	Required	None	3	College
	ADMN315	Strategic Management	Required	None	2	College
	ADM	Crisis Management	Required	None	3	BA

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ADMN 416	Industrial Psychology	Required	None	3	BA
	HRMT 442	Knowledge Management	Required	None	3	BA
	ADMN 490	Graduation Research	Required	ADMN 410	3	BA

3.5 Curriculum Chart

Level	Course Code							
L1		101HLCL		101 COMP		101ISLM	101ARaB	107 ENGL
L2		101RCHM		101DVAS		102ISLM	102ARAB	108 ENGL
L3	211ADMN	212ADMN	221ACCT	241HRMT	251ECON	101MATH	271MGIS	
L4	213ADMN	222 ACCT	231MRKT	242HRMT	252ECON	103ISLM	272MGIS	
L5	321ACCT	311ADMN	312ADMN	313ADMN	341HRMT	104ISLM		
L6	314ADMN	315ADMN	316ADMN	317ADMN	318ADMN	342HRMT		
L7	441HRMT	421ACCT	411ADMN	412ADMN	413ADMN	410ADMN		
L8	461LAWS	414ADMN	415ADMN	416ADMN	442HRMT	490ADMN		

General Subjects	English Courses	Preparatory Courses	Basic & Introductory Courses	Specific Courses	Advanced & Applied Courses	Research & Seminar Courses	Internship (Training)

Project/ Research Requirements

- Student Project and Research Methodology course (490 ADMN) is conducted in the 4th academic year of the program.
- This course is group work research in which the students are divided into groups and each group carry out their research on an assigned topic under the supervision of a

faculty member.

- The students are required to first write and submit a proposal and then perform research on the assigned problem. Then, the results and analyses are incorporated in to a written project then final thesis are submitted in the level then evaluated by internal evaluators in addition to the viva voce discussion.

The purpose of the course is to familiarize students with the methods of literature search, research proposal writing, experimental work, data collection and analysis, and

presentation of results and conclusions of the research in a project form.

- Students are also encouraged to write research papers for publication in scientific journals and participating in the scientific conferences, forums and in the funded projects enforced by Jazan University (Scientific Research Deanship).

Academic Support to Complete the Research Project

- Each staff will be assigned to supervise a group of students for their ongoing research project to follow them up and help in planning the work .
- A consultant will be available for each research group in addition to the general supervision of course coordinator, all of them are assigned to help and guide the student in the research .
- A practical course plan is designed to be followed to manage the time.
- A course report is submitted weekly to ensure the attendance and commitment with the course plan as well.

Research assessment

Assessment tasks	Proportion of Final Assessment
Midterm Theory	30 %
Supervisor Evaluation¹	20 %
Final exam evaluation³	50 %
Total	100

By the guide:

1. Evaluation of the students' performance in the research during the whole semester.
2. Student will have to face a research panel and defend his research or project and provide findings and justifications for the same through the viva voce exam at the end of the semester.
3. Supervisor and departmental committee will evaluate the submitted thesis and write their feedback.

3.6. ADMN Program Assessment

3.6.1. Assessment methods:

(i): Direct Method: The students submit their own work to the reviewers who can assess how well the students meet expectations and based on sample of actual student work including:

- ✓ Midterm/ Final Exam (Multiple-Choice-Question & Short Answer Question)
- ✓ Quizzes
- ✓ Homework assignment
- ✓ Case Studies
- ✓ Class Seminar/Discussion

(ii): Indirect Method: This method based on a report of perceived student learning. It gives the students the chance to report their opinion and to reflect on their learning outcomes and experience. It is including:

- ✓ Student feedback
- ✓ Surveys: (Current, graduated, internship students and supervisors).
- ✓ Graduation/ Retention rates (University Portal System)
- ✓ Percentage of graduated students who joining scholarship programs.

Student Assessment Strategy:

(i): Preparation of Examination Questions:

All the examinations are prepared by the participation of both instructors in male/female campus in which each one put half of the questions and submit the agreement final form in addition to the answer key. All question should cover whole the course and constructed from the curriculum contents

Peer-review of assessments

Review of the assessments by the exam committee formulated through faculty council

Quality verification of exams results by the ACRAD committee and quality assurance unit.

3.7. ADMN Program Outcomes

Program Learning Outcomes, Assessment Methods, and Teaching Strategy according to the five *National Qualification Framework* (NQF) learning domains:

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge A successful learner from Business Administration Program will be able to ;		
1.1	Recognize significant knowledge and articulate disciplinary and interdisciplinary theories, concepts, principles and practices of Business.	<ul style="list-style-type: none"> - Lectures - Seminars - Conduct scientific research - Group discussion - Field visits 	-Direct Assessment: 1. Pre and post-tests: a) Multiple- choice test question b) Essay test question 2. Course –embedded assessment: a) Homework assignment b) Discussion seminars. 3. Case study 4. Class Project
1.2	Demonstrate sound knowledge to become an entrepreneur themselves or will be able to contribute to the realization of entrepreneurs’ business vision.		-Indirect Assessment: Departmental Survey
1.3	Recognize the new trends in the business world.		
2.0	Cognitive Skills At the end of the program , graduates should be able to		
2.1	Analyze and implement secure solutions to complex business issues.	<ul style="list-style-type: none"> - Laboratory assignment - Problem- based learning - Student- centred instruction - Competency- based instruction - Pre- assignments - Critical Thinking 	- Direct Assessment: 1. Oral presentation. 2. Reflective journals 3. Internship and clinical evaluation. 4. Capstone projects 5. Focus Groups Discussion. 6. Brain Storming - Indirect Assessment: 1. Graduate Survey
2.2	Demonstrate use of appropriate technologies and related technical skills to run a business organization.		

3.0	Interpersonal Skills & Responsibility At the end of the program , graduates should be able to		
3.1	Demonstrate effective decision making, leadership, public speaking skills.	- Creating working groups.	- Direct assessment: 1. Poster presentation
3.2	Show the ability to be an influential team player for effective interaction with the peers and health personals.	- Students Tasks	2 Class project (individual or group)
3.3			3 Viva
3.4			4 Class and out class assignment.
4.0			- Indirect Assessment 1 Employers surveys
	Participate actively in community service by contributing towards the emerging issues in clinical diagnostic field.		
	Appraise Life-long learning for personal development.		
Communication, Information Technology, Numerical At the end of the program , graduates should be able to			
4.1	Ensure effective communications skills for accurate and appropriate information transfer	- Journal Reflection	- Direct Assessment 1. Research 2. Observation checklist to evaluate each student presentation.
4.2	Assess latest technology for data analysis to rejuvenate academic development.	- E- lectures - Electronic references and materials - Virtual Classes	3. E- quizzes 4. E-homework - Indirect Assessment: Exit interview

3.8. Learning Resources/ Facilities

3.8.1 Learning Resources.

Mechanism for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

- For every course, there is an appointment of a expert called "Course Coordinator". His/Her job is to take care of the entire responsibilities of the course such as to design and maintain the course curriculum, arrange the meeting with the faculties to synchronize the course teaching material etc. In addition, this coordinator is responsible to select the textbook and other referenced teaching material for his course.
- The entire material is designed by the Course Coordinator and inspected by the Curriculum Unit in terms of outcomes, content, assessment strategies, teaching strategies and the authors.
- Finally, the entire material is thoroughly inspected by the HOD / Academic Council and then the Final Syllabus and as well as the Text Book and other referenced teaching material is approved. Once the Text Books and other referenced teaching materials are approved then the students are informed that they can use the required Book for the said course.

- The Course Coordinator is responsible to upload the approved Text Book and other referenced teaching material online on Blackboard in LMS (Learning Management System) so that the students would be benefited with the online Text Book.
- These selected books are forwarded to HOD to consult with the higher authority for acquisition at University and Library level.
- They are required to consult the main University Library for the required textbook or reference.
- If the required text is not available, they are required to consult the College internal library for books.

They are also required to check the online resources for text and reference on the e-books databases. *

3.8.2 Facilities and Equipment

(Library, laboratories, medical facilities, classrooms, etc.).

College has a library, sufficient number of classrooms and computer labs for present strength. College infrastructure covers all government norms that include provision for medical facilities and dealing with emergency situation.

3.8.3 Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)

Well maintained classroom with projector facilities. There are fire extinguishers and alarm system at every floor.

PART IV: GENERAL PROGRAM RESPONSIBILITIES OF FACULTY

4 Responsibilities of a faculty:

4.1 General responsibilities of a faculty:

1. Submits required document for employment.
2. Meets classes regularly as scheduled.
3. Renders required contact/office hours according to faculty designation.

4.2 Specific responsibilities of a faculty:

The primary responsibility of a faculty is instruction. However, there are others that are relative to it like academic-related involvement, creativity, innovation and research.

4.2.1 Instruction:

1. Teaches the course assigned based on the Course Specification.
2. Keeps the students informed about academic activities and schedules like examinations, requirements, etc.
3. Evaluates students' performance.
4. Uses teaching strategies and appropriate instructional materials.
5. Accomplishes and submits required reports on time.
6. Attends faculty meetings called for and seminars relative to teaching and learning.
7. Assists students in the proper execution of laboratory methods and procedures.
8. Supervises students in their work (laboratory, practical and Field Experiences).
9. Helps in the implementation of policies relative to teaching and learning as well as administrative ones.
10. Uses facilities and equipment under their custody and observes policies on their maintenance.
11. Maintains high personal and professional integrity.

4.2.2 Academic-Related Involvement:

1. As examiner and invigilator during examinations.
2. As a form of student support, the faculty should:

- Be available for individual student consultation, academic advising and counseling.
- Provide enhancement to students whose performance is low.

3. As a member of a committee, the faculty should:

- Attend meetings called for and participate therein.
- Collaborate with other members of the groups in the realization of tasks and goals.

4.2.3 Creativity and Innovations:

1. Recommends and upgrades changes and developments in the academe, labor market and new discoveries in sciences and technology.
2. Coordinates, collaborates and participates with other faculty and Program Coordinators governing better delivery of the program/course through planning sessions.
3. Produces supplementary instructional materials for a more productive teaching and learning process.

4.2.4 Research:

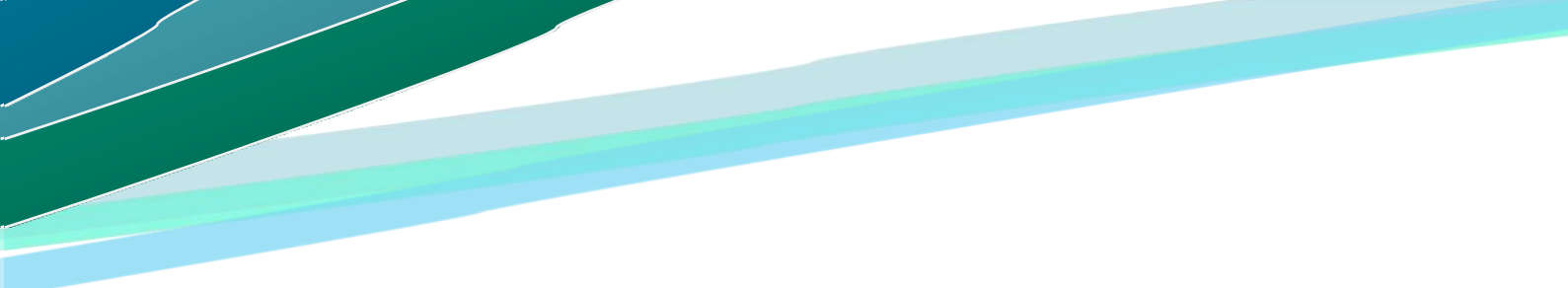
1. Conducts research based on the provisions of the Research Manual and Short-Term Research Development Plan.
2. Develops the research skills of the students in the course taught.

As a member of the organizational structure, the faculty is still expected to perform other jobs assigned within academic and administrative contexts which are consistent with existing laws and policies and employment terms.

4.2.5 The Duties of a Faculty:

Each faculty member is responsible for the quality and content of instruction in the classroom. The instructor should at all times strive to promote the general purposes of the Dept. and to achieve the objectives of the College.

The following objectives and considerations should guide the faculty:

- 
1. Provide the highest quality classroom instruction toward the attainment of the goals of the University, the College, the Department, and the courses.
 2. Combine teaching and research in the faculty member's major field of interest and incorporate the latest research, knowledge, and theory in classroom instruction.
 3. Seek new and better devices, techniques, online technologies, procedures, and methods that may improve the teaching and learning process, in the field of Medical Laboratory Technology.
Recognize individual needs of students and provide challenging learning opportunities for all learners.
 4. Recognize and provide academic and career guidance and encouragement through formal and informal conferences with students in order to supplement and improve the regular classroom instruction.
 5. Develop efficient and equitable procedures for the evaluation of student academic performance and assign grades that reflect the achievement and progress of students enrolled in the courses. Provide timely and appropriate feedback to students.
 6. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
 7. Complete the syllabi in the subjects assigned to you.
 8. Prepare Lecture Plan/ Lecture Materials/ Course Material
 9. Conduct at least two - three internal Tests during each semester in the subjects assigned to you
 10. Encourage students to participate in co-curricular and extra-curricular activities.
 11. Plan, deliver and evaluate theoretical / practical instructions.
 12. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
 13. Advise and assist the students in their project works.
 14. Participate in professional development activities

15. Involve in at least one task for Institutional Development during a semester
16. Any other responsibilities that may be assigned by the HOD.
17. To produce 95% result in the subject taught.
18. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
19. To take up Collaborative programmes with leading organizations by exchange of know - how's and in turn help placement.
20. To take all efforts in bringing the name and fame of the institution to the top level in the nation

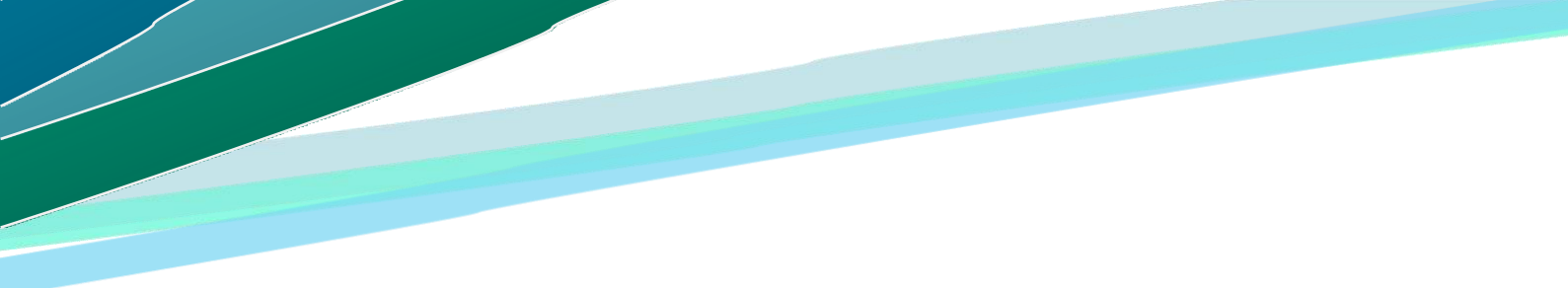
4.2.6 Work schedule work week:

It is the policy of MLT Department to maintain working hours for all its employees in accordance with University regulations, labor agreements, workload and the maintenance of an efficient and effective schedule of work.

- The normal workweek is Sunday through Thursday.
- The normal working hours for most faculty and staff is 8:00 a.m. to 4:00 p.m., Sunday through Thursday.
- The schedule of hours for faculty and staff shall be determined by the courses which they are assigned.
- Faculty and staff shall be informed of any changes to their normal scheduled working hours as far in advance as possible.
- It is strictly prohibited to change any lecture or lab timings without the approval of the Head of Department.
- Flexible work hour scheduling is subject to approval by the HOD, Vice Dean and the Dean.

4.2.7 Attendance and Punctuality:

It is important that you report to work regularly and on time. Regular attendance and punctuality ensure the efficient functioning of your department. However, if unexpected or uncontrollable



circumstances require you to be late or absent, you should notify your supervisor within at least one hour of your starting time. If absence is due to an illness and will extend over a period of time, you should inform your supervisor of the anticipated length of the absence. If you do not call in, your absence will be considered unauthorized, and may result in disciplinary action. A pattern of excessive absenteeism or lateness may be cause for disciplinary action, up to, and including separation from employment.

4.2.8 Code of Conduct:

The MLT Department's Code of Conduct is intended assist employees in understanding the types of behaviors expected by those in a professional environment, and those maintaining a professional image for the Department. General rules of conduct are considered essential to the safety and well-being of those at

MLT Dept. Disciplinary action is defined as an action designed to correct breaches of standards of conduct or expected performance. The following list is not all inclusive and contains examples of conduct which are considered serious violations of standards of conduct and may result in disciplinary action:

- Failure to maintain quality/ quantity performance standards.
- Unauthorized absence from the workplace during working hours or failure to notify Dept. you will be absent from work.
- Excessive unexcused absenteeism or lateness.
- Sleeping during working hours, and/ or neglecting duties.

- Refusal to follow supervisor's instructions, unless supervisor's instructions violate stated Dept. policy and/ or applicable laws, safety or moral issues.
- Insubordination - unwillingness to follow instructions of supervisor or person of authority.
- Discriminatory actions against applicants, employees, students or patients because of race, color, religion, sex, age, marital status, disability, national origin, or any other protected class or status.
- Sexual harassment, harassment and/or assault.
- Disrupting the performance of employees, or engaging in language or actions which are inappropriate in the workplace,
- Falsification of employment records or other College records, including timesheets.
- Theft of personal, college, or intellectual property.
- Failure to follow Dept., and as applicable, Affiliation policies or procedures.
- Performing or conducting personal business during business hours, or use of Dept. property for non-college business.
- Inappropriate or misuse of Dept. property, and/ or computer systems, including but not limited to: e-mail, internet, electronic games, social networking, etc.
- Unauthorized use or unauthorized possession of intoxicants on work premises, or reporting to work under the influence of alcohol or other intoxicants.
- Use of narcotics, except by prescription.
- Possession of firearms, weapons or explosives on work premises.
- Gambling or possession of gambling devices on work premises.
- Negligence or deliberate destruction or misuse of Dept. or affiliated property or property of another College member, visitor or student.
- Creating unsafe or unsanitary conditions or contributing to such conditions.
- Threatening, intimidating, coercing, stalking, bullying, hostile or violent behavior/assault or actions directed toward another staff member, student or other employees.
- Illegal conduct on work premises.
- Soliciting or accepting gratuities from visitors, students, patients, or vendors.

- Distributing literature, pamphlets, photographs or other printed matter other than work-related information necessary to proper job performance.
- Actions detrimental to the operations of the employer and/ or towards student's learning.

PART V. Disciplinary Measures:

For individuals to work efficiently and effectively together, certain standards of performance and conduct must be maintained. When employees do not observe these standards, they will be subject to certain disciplinary measures. When an employee's performance is found to be unsatisfactory or there are infractions of rules of conduct, the following progressive discipline steps may be taken:

- Verbal warning,
- Written warning,
- Other steps as necessary and/or appropriate by the College Council.

5.1 Examiner and Invigilation Information:

The conduct of formal examinations is the responsibility of the Senior Invigilator. All examinations should start promptly at the scheduled time. However, should this not be possible, the Senior Invigilator will post corrected start and completion times in compliance with the published examination (s) requirement (s).

5.2 The following information is applicable to all examinations:

1. Equipment necessary, to include reference material, must be indicated carefully and thoroughly on the cover sheet provided to the control room. Other materials will not be allowed in the examination room. It is the responsibility of the Examiner to advise the students of the examination requirements prior to the examination

date. Students must bring sufficient equipment to the examination and may not borrow from others during the period.

2. Cheating is neither allowed nor tolerated. The Senior Invigilator will state this at the beginning of the period. The Senior Invigilator will document all incidents of cheating.
3. This document will be signed and submitted to include supporting materials to the control room as soon as possible to examination's conclusion. Although not a comprehensive list, talking, passing of information between students and failure to cease making the paper at the conclusion of the exam are clear _ examples of academic dishonesty (cheating). Reports of cheating will be shared with the Department Head and the Coordinator prior to being presented to the College Dean or Assistant Dean who may convene an appropriate committee. If the student is dismissed out of the exam room due to disruption of the examination, the exam will be cancelled for him and he will get "F" to that course.
The Senior Invigilator is required to pick up the examination and allied documents from the control within a period of 15 to 20 minutes prior to the scheduled start time. All assigned invigilators must report to the examination room not later than 10 minutes prior to the start time. The Senior Invigilator is required
4. to pick up the examination and allied documents from the control within a period of 15 to 20 minutes prior to the scheduled start time. All assigned invigilators must report to the examination room not later than 10 minutes prior to the start time.
5. If a student fails to report to the examination for 10 minutes past the start time, please advise the control room.
6. The conduct of examinations is a professional and closed process. Invigilators must ensure the security, removal of extraneous materials and maintenance of a conducive academic atmosphere for the duration of the examination. This is the collective responsibility of the invigilators.

7. Late students are allowed entrance up to 30 minutes past the start time. Please note that if a student is absent from an examination no student may depart prior to 35 minutes after the start.
8. Once a student completes his examination he will notify the staff by raising his hand. After handing in the paper(s) the student will quickly and quietly depart the facility.
9. Should a student require the use of the toilet, an invigilator will accompany the student to the door, ensure the facility does not contain extraneous material and escort the student back to the exam room.
10. Certain activities by invigilators, to include but not limited to the following specifics, are prohibited:
 - Unnecessary conversations.
 - Reading and writing activities not related to the examination.
 - Failure to maintain astute attention to detail.
 - Admission of extraneous personnel to the exam room.

5.3 Rules for Senior invigilators, Co-invigilators and Examiners Final Examinations:

1. The Senior Invigilator collects the examination papers from the control room at least 20 minutes before the start of the examination.
2. The Senior and Co-Invigilator should be present in the examination room at least 15 minutes _ before the start of the examination. All exams should start on time.
3. The extra question paper must be kept with the examination papers at all times, and handed in with the rest of the papers.
4. All the identification cards of students must be checked before the start of the examination.
5. Translation of any questions or the answer of any queries related to the questions in the examination paper, by invigilators, is not allowed. Only the examiner can answer these questions during the allocated time.

6. The Senior Invigilator, at the start of each examination, should remind students about the University regulations regarding cheating and misconduct during the examination.
7. The Examiner should submit his examination papers at the control room at least 48 hours before the date of the examination.
8. The examiner is expected to be in the examination room for the first 10 minutes to answer any questions by the students, after that he is also expected to be in his office, for the duration of the exam, so he can be reached if needed.
9. The examiner should collect his papers, for grading, in the same day of the examination.
10. The Examiner should submit his results and graded exam, at the control room, within a period of 48 hours after the examination.

5.4 Guidelines for the preparation of examination questions:

1. The examinations should test the objectives of the course, i.e. the assessment should match the objectives, in content and level, as stated in the appropriate approved curriculum text.
2. The examination should include different types of questions, appropriate to the level of learning being tested. More specifically, an examination consisting of 100% of multiple-choice type of questions should be avoided. Lengthy essay questions, as opposed to guided/structured essay requiring one or two paragraph answers, should be avoided. The guidelines on question type, as stated in the appropriate approved curriculum test must be adhered to.
3. Repetition of large numbers of questions from previous examinations, whether from the same semester or from previous semesters should be strictly avoided. Ideally, all questions should be original.
4. The time allowed for the examination should be appropriate. No written examination should be set to last for less than one hour or more than three hours. The time allowed should be released

to the semester credit hours allocated to the course. Moreover, the examination should be set at such a level that no more than 50% of the students complete it in 75% of the time allowed.

5.5 Passing the Examination Grading System:

The examination and grading system of the program are limited by the following regulations:

- ✓ Each course will have a total of 100 marks, and these are distributed as follows
- ✓ 50% for the course work (quizzes, assignments, homework, midterm exams)
- ✓ 40% for the final examination.
- ✓ The passing mark in each course is 60% out of the total.

Letter Grade	Numerical	Point Average	Meaning
A+	95-100	5.0	Excellent
A	90- less than 95	4.75	
B+	85- less than 90	4.5	Very Good
B	80- less than 85	4.0	
C+	75- less than 80	3.5	Good
C	70- less than 75	3.0	
D+	65- less than 70	2.5	Acceptable
D	60- less than 65	2.0	
F	Below 60	1.0	Failure

5.6 Program completion or graduation requirements.

The student graduates after successful completion of graduation requirements according to the approved program study plan with cumulative GPA not less than (2.00) out of (5.00) with grade – Acceptable. In order to obtain the degree of Bachelor of Business Administration, the students should complete the following requirement successfully:

5.6.1 Making-Up Missed Examination Regulation

There are clear guidelines for students who failed to attend any of their exams due to genuine reasons by asking to apply for a re-sit exam (Theory & Practical- Midterm/Final).

There is no retake examination in the courses have more than two quizzes. While, the courses that have just two quizzes the students allowed to submit their excuses which treated as the same manner of the other excuses.

Re-sit examination is only possible in the following cases:

- ✓ In case of absence due to serious illness (accident/hospitalization), the student is required to submit the following:
 - Medical report of a specialist consultant (not a general practitioner) on his/her printed letterhead duly signed and stamped within 7 days of absence
 - A discharge letter of hospital (in case the student was admitted in hospital)
- ✓ In the instance of death in immediate family, the student is required to provide proof of death (death certificate).



PART VI JOB DESCRIPTION

6.1 DEAN OF THE COLLEGE:

General information:

The dean of CBA is experienced academic personnel who is expected to make a strong contribution to research and administrative services in the department and the college.

Duties and responsibilities:

- Guide and evaluate workers performance
- Create work schedules
- Arrange meetings and assign duties
- Develop and implement strategies to improve department performance
- Hire and train new employees
- Monitor curriculum development
- Evaluate teaching strategies

6.2 HEAD OF THE DEPARTMENT

Qualifications

- PhD in related field
- Work experience in research

Position identification:

- Job title: Head of Department
- Job type: Full-time

- Classification: Exempt
- Immediate supervisor: dean of the college

General information:

The Head of Department oversees and establishes policies and procedures as well as coordinate the work within the department. The HOD also establishes departmental goals and ensures all the workers are working to meet these goals

Duties and responsibilities:

- Allocate course coordinators
- Revise course structure and syllabus
- Revise teaching load for each lecturer
- Follow up departments progress
- Follow up timely lectures and practical sessions
- Teach and evaluate students
- Ensure regular meetings with department members

Qualifications:

- PhD in related field

6.3 Assistant Head of Department (female campus)

Position identification:

- Job title: Assistant head of department
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head (male campus)

General information:

The assistant head of department (HOD) is academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Supervise research for graduated students
- Assist in performance evaluation process
- Create work schedules and assign meetings
- Assist in departmental goals and strategies development
- Administrative tasks assigned by the head of department



Qualifications:

- Certified in related field
- Work experience in research .

6.4. Professor/ Assistant Professor/lecturer/teacher assistant:

Position identification:

- Job title: Professor/assistant professor/lecturer/teaching assistant
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

General information:

The faculty is experienced academic personnel who are expected to make a strong contribution to teaching, research and administrative services in the department and the college.

Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Undertake research at different levels, undergraduate, post-graduate students, or college related research
- Review/develop the course plan
- Designing, developing the curriculum/program
- Involvement in the recruitment, managing, and developing of the staff
- Administrative tasks assigned by the head of department

Qualifications:

- PhD/Masters/bachelors in related field.

PART VII FACULTY MEMBERS AFFAIRS:

- Recommend the appointment of faculty members.
- Recommend the appointment of lecturers, teaching assistants, language teachers and research assistants.
- Recommend the appointment to the rank of assistant professor without the requirement to obtain a doctorate degree in the disciplines. The doctoral degree is not granted in accordance with the regulations specified in the system and regulations of higher education.
- Recommend the promotion of a faculty member and nominate a number of specialized arbitrators, at least eight.
- Recommending the payment of a unit allowance if the number of teaching units for faculty members as quorum prescribes.
- Recommend acceptance of full-time reports for faculty members.

- Recommend the approval of the work of the faculty member as part-time consultant in government agencies or the private sector or regional or international organizations.
- Recommendation to approve the participation of the faculty member in conferences and seminars held within the Kingdom and abroad.
- Recommending the secondment of the faculty member who like to work for government agencies.
- Recommend the secondment of the services of the faculty member.
- Recommend sending a faculty member on a scientific mission outside the university.
- Recommend sending a faculty member to teach outside the Kingdom.
- Recommend to allow the faculty member to travel for research at another university during the summer vacation.
- Recommendation to accept the resignation of the faculty member and his or her spouse on early retirement at his request.
- Recommend the use of part-time professors for a period not exceeding two years, which is renewable.
- Recommend the use of distinguished Saudi competencies from outside the university for teaching.

- Recommend the transfer of the faculty member and the like within the scope of his specialization from one department to another within the college.
- Recommend the transfer of the faculty member who like to work outside the university.
- Recommend the employment of those who exceed the upper age limit (sixty calendar years), for contractors within ten years for professors and associate professors, five years for assistant professors and three years for other classes. Recommend the calculation of experiences in non-university teaching to contractors if they are in the area of specialization with the qualification and the scientific basis on which he was hired is a one year biennial.

PART VIII Quality and Development Committee

7.1 Definition: This committee aims to pay attention to all matters related to development and quality in the department.

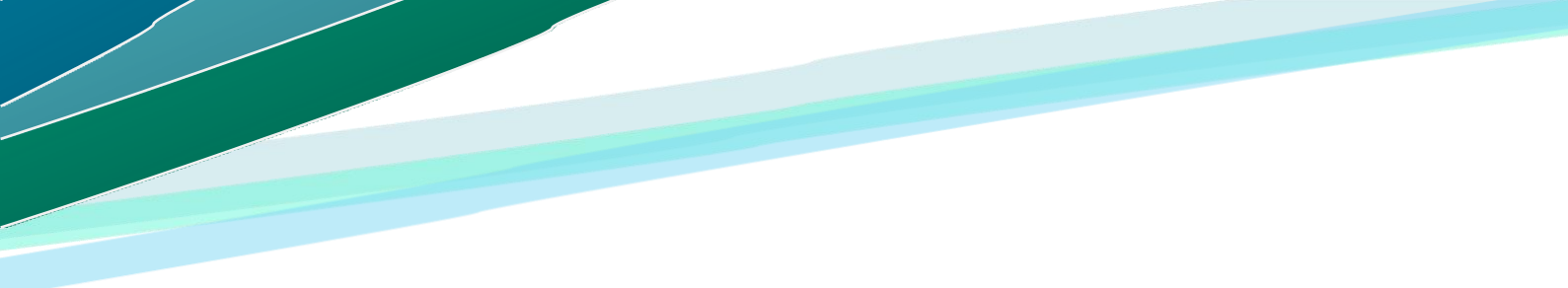
7.2Composition: This committee is formed by a decision of the department council and consists of at least three faculty members selected

Decision of them, and reports to the Department Council.

7.3 Duties:

- Spreading the culture of quality in the department

- Supervise the department's strategic plan and follow up its implementation.
- Propose development plans for the department. Implementing and following up the activities of evaluation and academic accreditation in the department
- Propose learning objectives or outputs for the various programs of the department (bachelor - master - doctoral), as well. Propose ways or means to achieve these goals, and various assessment methods to measure the outputs to achieve these goals
- Supervising the preparation and processing of course files,
- Preparation and processing of manuals of the department, as well as introductory leaflets of the department and job opportunities and study plans
- Receiving teams from different academic accreditation bodies from outside the university and quality committees from within the university, and other quality resource persons who visit the department from time to time.
- Encouraging members of the department to propose projects and assist them in activating these proposals.
- Supervise the process of self-evaluation of the various programs of the department and prepare self-study reports for academic programs

- 
- Contribute with the quality unit in the faculty, in the dissemination of a culture of quality and academic accreditation, and organize educational lectures, workshops, quality seminars for academic accreditation, and attend these events.
 - Documenting the efforts and results of the academic accreditation procedures in the department and submitting them to the department head.
 - Continuously collect data and information on academic accreditation requirements and quality activities and apply them in the department.
 - Prepare periodic reports on the performance levels in the department and the amount of satisfaction of the beneficiaries in each activity.
 - Regular meetings to discuss how to apply the requirements for accreditation of academic programs.

