



Kingdom of Saudi Arabia

Ministry of Education

Jazan University

المملكة العربية السعودية

وزارة التعليم

جامعة جازان

College of Nursing and Health Sciences كلية التمريض والعلوم الصحية

Health Informatics Program

Faculty Job Description

Department of Public Health

Jazan University



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كلية التمريض والعلوم الصحية College of Nursing and Health Sciences

Job title: Faculty--Teaching Assistant / Lecturer/ Assistant Professor/ Associate Professor

Job type: Full time

Department: of Public Health

Reports to: Head of Department (HOD)

Brief Job Description : The faculty is responsible for facilitating meaningful learning experiences for students. He encourages a culture of learning that values mutual responsibility and respect, life-long learning, ethics, as well as personal and professional development. The faculty must embrace the JU philosophy and values, dedication to integrity, high morale, and hard work in the spirit of educational excellence and the common good.

Job Responsibilities:

- Fulfil Contractual Obligations for a Full Instructional / Teaching load during each study semester and term.
- Teaching: Plan and teach lessons to the classes they are assigned to within the context of the department's plans, curriculum and schemes of work. Assess, monitor, record and report on the learning needs, progress and achievements of assigned students. Participate in arrangements for preparing students for assignments and examinations.
- Facilitate student learning, provide effective instruction, and perform evaluations of students.
- Develop course materials, including lesson plans, assignments, quizzes, tests, course handouts, and presentations.
- Conduct teaching in accordance with the University's requirements (taking attendance, grading, preparing student materials, etc.).
- Conduct assessments as outlined in the course syllabus and guided by the Program Coordinator/ Head of Department
- Prepare required course documentation.
- Support student learning and advice students in order to help them to achieve their academic goals.
- Participate in program reviews, curriculum development, and quality and research activities.
- Any other assignments/work asked, delegated by HOD.



Official Conduct/ Additional Requirements: The Faculty is required to maintain Highest Ethical, Personal, Professional Standards and Conduct as per Jazan University (JU) Regulations for Non-Saudis.

Academic Staff Policies

Academic Responsibility & Duties:

The University considers the faculty's role in teaching and educational engagements as primary and essential. The faculty members, as teacher, shall discharge their teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. They should make every effort to encourage students to learn and perform better, and in this respect, they shall adopt teaching methods. They should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he/she should act as an intellectual guide, counselor, advisor and mentor.

Teaching Load: Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of available staff. Primarily, teaching load includes teaching preparatory year and undergraduate courses. The teaching load varies for staff depending on their professional rank. The teaching load distribution is as follows:

1. For Lecturers: 16 hrs.
2. For Assistant Professors: 14 hrs.
3. For Associate Professors: 12 hrs.
4. For Professors: 10 hrs.

The department may reduce the course load of a member who is assigned a special duty by the department, the College or by the University. Up to 40 hours periods per week, faculty members are expected to be available for



professional duties.

Curriculum Development

1. Each faculty member should have a continuing commitment to the development of subjects in his field.
2. He should review and update the course contents, as and when necessary, to reflect new developments and advances.
3. A review committee within the department is established for reviewing the quality and relevance of the content of the courses.

Hours of Instruction and Conduct of Classes

- The duration of each lecture and laboratory session is indicated by the Registrar's office.
- An instructor is responsible to the department offering the course and to the college dean for orderly and
- competent conduct of classes and all teaching activities.
- Faculty members are expected to start and finish their scheduled classes promptly on time.
- The teaching time of one lecture session is considered up to 50 minutes.

Classroom Supplies

Each classroom is fitted with a white board, an overhead projector, a screen, markers and dusters. A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He should work in collaboration with other faculty members in his field to seek continuous updating and improvement of curricula.

Record of Class Attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of



students, the University enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 25% of the lecture and laboratory sessions scheduled for the course or, if his attendance, allowing for both excused and unexcused absences, is less than 66.7% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students.

Cancellation of Classes and Make-up Classes

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

Course Portfolio:

The University maintains a policy on course portfolio, according to which an instructor/member of staff is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department`s policy and may including Lectures, Assignments, Course reports, Course specifications, Course descriptions, relevant resources, examinations and answer keys(encrypted) and samples of students` work.

Teaching Methodologies

The faculty engages in contemporary and innovative teaching methods based on an integrated curriculum,

which enables a thorough preparation for teaching and preparing students for their future professions.

- Faculty members are expected to meet students' diverse learning styles and expectations by ensuring the availability of contemporary resources and an appropriate learning environment to achieve the defined learning outcomes.
- Course descriptions are required to be distributed to students at the beginning of each semester.
- Teaching methodologies should enable the transfer of foundation knowledge to the student to facilitate achieving learning outcomes.
- All teaching methodologies should be integrated to allow progressive reinforcement of foundation knowledge in the curriculum, while minimizing unnecessary redundancy.
- Teaching methodologies should work collaboratively so that information is structured in a way that demonstrates relationships between key concepts.
- Teaching methodologies used for each course should incorporate a horizontal integration with other courses in the department to facilitate achievement of the program learning outcomes.

Teaching Methodologies

- Interactive Lectures:

Instructors are expected to carry out fifty minutes' lectures using PowerPoint Presentation during which the instructor delivers information by asking questions and providing feedback on their responses.

- Small Group Discussions:

The students are divided into small groups (5-7 students), with each group assigned a certain task to be completed in a predetermined amount of time. This may include a case study, a research paper, or other exercise.



Laboratory Demonstrations:

The instructor demonstrates procedures to the students in step-by-step, and students are subsequently expected to duplicate the procedure at the acceptable level of performance.

Assignment-Based Learning:

Assignments that are predetermined in the course syllabus are distributed among the students either individually or in groups. The instructor explains and discusses the outline of each assignment with each group of students, who are expected to complete the assignment within a predetermined period of time.

After evaluating the completed assignments, the instructor gives feedback to each individual or each student group.

Assuring quality of Teaching

To assure a high degree of excellence in the field of academic the Faculty of Public Health and Tropical Medicine has based its quality management system based on the guidelines of NCAAE and Deanship of Academic Development (DAD). The quality process is committed to perform comprehensive evaluation of its educational effectiveness. A quality assurance unit within the department is responsible for managing quality and plays an important role in distributing the quality culture among the institutional personnel. Quality coordinator is assigned to each department who oversees the quality process and guides the staff members about the requirements related to documentation which serve as evidence of quality teaching and learning activities.

Policies for assuring quality of teaching include:

- The faculty members will utilize the appropriate methods for comprehensive evaluation of the elements of its educational effectiveness.
- The results of evaluation must be discussed with academic leadership and beneficiaries in order to put enhancement and improvement action plans.
- Plans must be timed, monitored and measured by using objective key performance indicators.
- At the Course Level surveys in the form of questionnaires have to be distributed to students to evaluate students' satisfaction of the curriculum, teaching staff, continuous assessment and feedback, and learning resources.
- Surveys in the form of questionnaires have to be distributed to the teaching staff to evaluate faculty's satisfaction of the course
- Standardized key performance indicators for each course must be determined and benchmarked with the values in the previous years. The trend of performance is indicated and interpreted based on evidences of ideal assessment practices. The indicators are completion rate, success rate and grade distribution.
- The CLOs actual achievement should be tabulated, whereby the actual achievement of each CLO is calculated from the students' scores in various assessment events. Then the actual achievement score is compared to the target values expected from students to determine whether the students met, exceeded or unmet the target.
- The course instructors and course coordinator should prepare the course report at the end of the semester then send the report to the Quality Unit. The unit reviews the report, updates statistical charts and database, and saves it in the course file.