



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Faculty Manual

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Chapter One

Introduction

1.1 Manual Objectives

Praising is for Allah Who taught humans, Peace and Prayers be upon the leader of teachers, the Prophet Mohamed and all his followers.

Administration of Mustaqbal University works hard in creating a convenient environment for teaching staff members to be able to do their duties as required. Therefore, it became necessary to create this faculty handbook, which aims to provide teaching staff with information about their rights and duties, as well as their roles within the University.

Further, this faculty handbook deals with all what is related with teaching staff through defining Region, University, Rights, Duties and everything related to University. It has been prepared to include all aspects related to teaching staff, whether they are new or old ones. The manual will give information which will help the faculty in Mustaqbal University since the beginning of contracting in the University to service termination. The faculty handbook also deals with the subjects related to teaching staff from different aspects as it has been referred above in the contents. Wishing this faculty handbook be of a great use for all teaching staff members and for those of concern. This guide aims to:

- Improve the faculty's knowledge and provide the faculty member with the necessary information about the university and its surroundings.
- Inform faculty members and their assistants about their university rights and duties.
- Encourage the faculty members to practice up to date techniques that is in accordance with the standards of the National Center for Academic Accreditation and Evaluation, as well as with the Saudi Framework for University Qualifications.
- Provide awareness of the general university regulations that govern the behavior of faculty members and their assistants in the service of the university and society.
- Enrich ethical attitude of faculty regarding actions, words and behaviors within the framework of university work.
- Encourage the establishment of social and observational relations among faculty members on sound university bases.
- Support the values of accuracy, integrity and scientific honesty in the production of scientific research and supervisions.

1.2 About Mustaqbal University

As a result of the care given by the Kingdom to education and due to the elaboration in the educational institutions, the University of Mustaqbal (i.e., formerly Qassim Private Colleges) was founded to have a leading prominent role in the national higher education track on both

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national and international levels, worked on achieving more care with quality of criteria in a way allows its students gain skills to develop their abilities to cover the working market needs.

The actual study was started in Mustaqbal University, the former national colleges of Qassim, in the academic year 1426/1427 AH. The total area of the University location is more than (500) thousand meters. It has been established on a strategic location on the round western road of Buraidah city, which serves all governorates and cities of Qassim Region. It has been designed according to the modern design with grandiose buildings so as to help students, both males and females, enjoy more facilitated and relaxing study life. The Cost of implementing the project was more than (150) Million Riyal.

Mustaqbal University (i.e., the former National Colleges of Qassim) is the first national University in Qassim Region. It has been corner-stoned by his excellency, the late prince Sultan, May Allah mercy him, on Thursday 19/7/1424.

After remarkable efforts and development, the University turned to be Mustaqbal University in Qassim with the suggested name given by the Prince Faisal, the son.

1.3 Qassim Region

Qassim region is located at the mid of the northern part of the Kingdom. Its western and eastern borders are distanced equally from the Red Sea Coasts and Arabic Gulf, about (500) kilometers far. As for the main city of Buraidah, it is approximately (350) Kilometers to the western North from Riyadh, the Capital of the Kingdom. It is bordered by Riyadh District from the East and South, Hail District from the North and Almadinah Almonawarah District from the west. The City of Buraidah is the administrative Capital of Qassim region.

Qassim is considered the seventh district in the kingdom with its population. According to the Census of 2022, its population amounted to about 1336180. Such number represents 3.55% of the total population of the kingdom which is amounted to about 37 million and 600 thousand people. The total area of Qassim region is 73000 Kilometer which represents 3.2% of the total area of the Kingdom. About 49% population of Qassim region inhabit in Buraidah city. Qassim region is considered an important trading center particularly in Dates production and manufacturing and Buraidah city is one of the biggest producers of Dates in the world.

Qassim is one of the administrative areas in Saudi Arabia and its Emirate is in city of Buraidah. It is characterized by the availability of groundwater and provides the Kingdom of Saudi Arabia with the finest types of dates and vegetables. One of the most important city among her cities is Buraidah the largest city, the city of Onaizah, Rass, Moznib, Bakiriyah, Badaya, Comet, Khobara, Riyadh Khobara, Al-asyah, Oglat Al soqor, Dariya, Oyoon Al Gawaa and others. It is said that Antar Bin Shadad, Zohair Bin Aby Salama and his son Kab Bin Zohair are among the oldest celebrities who lived in this geographical spot and the former is the most famous who praised Prophet Muhammed (peace be upon him) in his famous poem. Qassim is located



in the center of the Kingdom within the Najd Plateau, which includes the regions of Riyadh, Qassim and Hail, making it occupying a prominent position in terms of trade, agriculture and population. The word Qassim was mentioned in the old sources, as stated in the tongue of the Arabs that Qassim is a part of land with many trees, and that Al-Qasimah is the breeding ground of the ancestors and the peace.



1.1: Qassim region map

In the old days, the Trade and pilgrimage routes used to pass through the Qassim region, in particular, the routes of Basra, Kufa and Baghdad. These trips flourished especially during the Abbasi and Omawy periods. Qassim still retains the monuments and landmarks of these roads and stations. Its inhabitants work in trade, agriculture, grazing and industry, distributed in more than four hundred cities, villages. The trade of the people of Al-Qassim is generally concentrated on agricultural wealth such as grains, dates, vegetables and so on due to the availability of surface and ground water, as well as livestock in camels, cows and sheep, in addition to clothing and other luxuries. Al-Qassim's climate is not different from that of central Arabia. It is cold, rainy and hot in summer. The Qassim region is connected to the regions of Riyadh, Medina and Hail by a network of high-quality highways. It also has a regional airport in the middle of the region, from which some international flights use to fly to other Arab countries. The North Train, which connects to Riyadh and then to the Eastern Province, passes through Qassim.

Geography of the region

The Climate

Hot in summer, cold rainy in winter, the average temperature in the summer is about 38 degrees Celsius and in winter 20 degrees Celsius and the temperature in the summer can rise to more than 40 degrees Celsius and fall in winter to 10 degrees Celsius. The average rainfall in Qassim is slightly more than most parts of the Kingdom due to the height of the region but rarely more than 200 mm per year.

Natural Characteristics of the Region

Wadi Al Romah is considered the most important natural phenomenon in Al-Qassim region. It crosses the whole region from east to west. It is the longest valley on the Arabian Peninsula, with a current length of 600 km from its source near Medina to its downstream in the sands of Thuwairat east of Qassim. Dozens of valleys are connected with Wadi Alromah from the north and south. The valleys that connect to it from the northern side are Wadi Al Romah, Wadi Marghala, Shuaib Sbeih, Shuaib Al-Dulaimiya. Wadi Al Romah is connected from the southern area with the following valleys Wadi Al-Jiflin, Wadi Al-Rajla, Wadi Al-Jarir, Shuaib Jarrar, Shuaib Al-Dath, Shuaib Al-Khushaibi and Wadi Dukhna and Wadi Al Nessaa. Wadi al-Rasha was also connected to Wadi al-Rumah near Unaizah governorate, but the Nofooz Alshakika stands between the two valleys at present. The height of the land of Qassim ranges between 500-750 m above sea level, and gradually declines, generally from west to east. The maximum height of the seabed above sea level as mentioned above 750 m, but in some hills up to 900 meters, which affects the climate. Qassim nights in the summer are similar to desert nights that have a gentle breeze, a clear sky, and bright stars in the sky which amaze those who love the quietness of the magnificent desert.

Area and Boundaries

It covers an area of about 73,000 square kilometers and represents about 3.2% of the total area of the Kingdom. Its maximum breadth is about 480 kilometers from north to south and 400 kilometers from east to west. It is bordered to the east and south by the Riyadh region, to the north by Hail and to the west by the Medina.

Population

According to the general census conducted in 2022, the total population in the Qassim region is 1336180 people, which represents about 3.55% of the total population of the Kingdom, which amounted to about 37 million and 600 thousand people. The number of Saudi residents in the Qassim region is 926490, while there are 409690 non-residents.



Chapter Two

Mustaqbal University Information

Vision, Mission, Goals and Values

2.1 Vision, Mission, Strategic Goals and Values

Vision

A nationally distinguished university in education and professionalization for future proficiencies.

Mission

Presenting a distinguished education and professionalism and enhancing creativity as per society need.

Strategic Goals

- 1- Instituting, ordaining, transacting good practices and getting the institutional funding.
- 2- Developing Learning and teaching quality and getting programing funding.
- 3- Scientific, professional, skillful and marketing enabling of the University graduates.
- 4- Developing set of research, development and higher study.
- 5- Availability of motivational environment and community services with sustainable value.
- 6- Enhancement of educational, communal and research partnerships.
- 7- Developing self-resources for the University, diversifying its sources of income, its sustainability and marketing its services and productions.

Values

1- Quality

We abide high quality in inputs, operation and outputs.

2- Honesty

We do our work sincerely and precisely according to the professional Ethics.

3- Transparency

We abide the highest levels of transparency, impartiality and accountancy in frame of institutional controllability.

4- Collectivism

We work with one team spirit.

5- Creativity

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We enhance positive thinking and the creative soul, in thought and in production.

6- Constant learning

We support lifelong learning and teaching in and out of University. 7- Development

We believe that development and growth in all aspects is essential.

2.2 Organizational Structure of Mustaqbal University

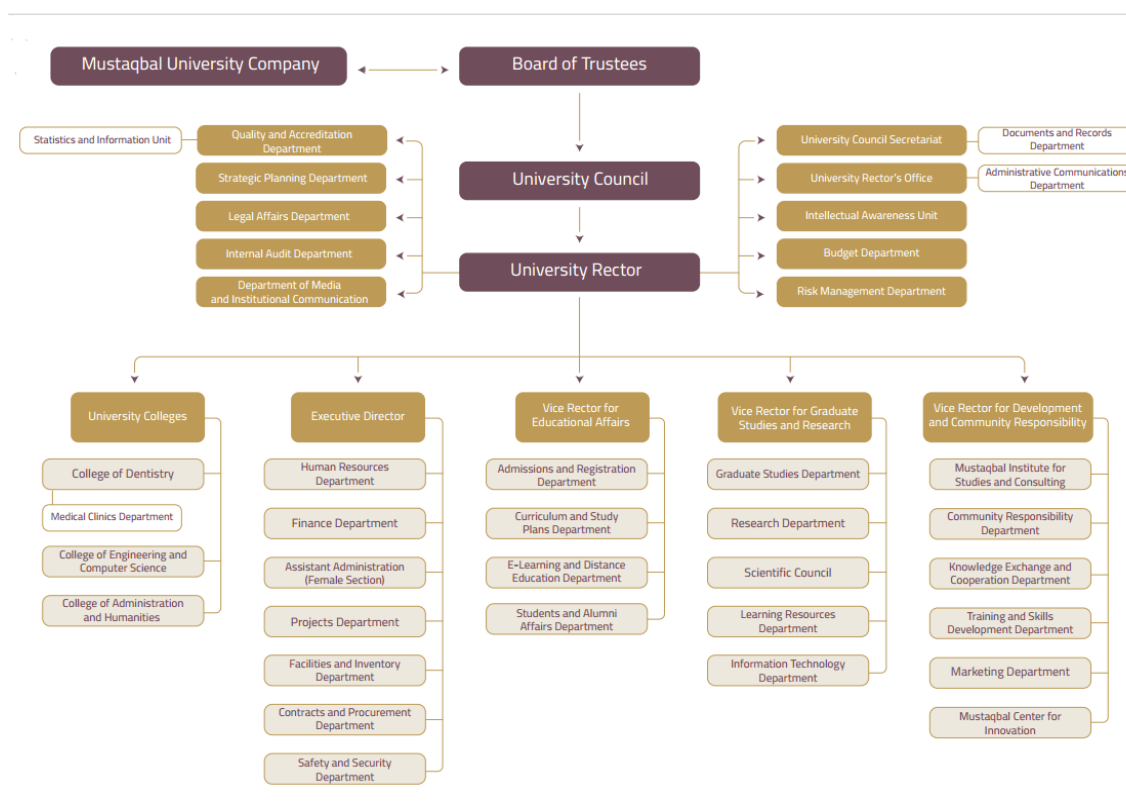


Fig. 2.1: MU organizational structure layout

2.3 Colleges and Academic Programs

2.3.1 College of Administration and Humanities

University Campus contains College of Administration and Humanities (Male/ Female).

College of humanities and Administration is one of the colleges in the University which plays a leading role, since its establishment. It serves the region of Qassim, in particular, and serves the Kingdom, in general, through graduating qualified male and female students with high skills and suitable qualifications that enable them to participate in leading the ongoing growth and leading the continual economic development. It aims at achieving a pioneering position in the region. Thus, it prepares its students well through providing them with the necessary



skills. Another goal of the College of humanities and Administration is to participate in developing the local economy through conducting helpful community services through making connections with local societies and institution.

Academic Programs in the College of Administration and Humanities

- 1- Law
- 2- English language
- 3- Business Administration (Accountancy, Financial Management, Human Resource Administration).

2.3.2 College of Dentistry

Since the University main goal is to serve community and to achieve people aspirations, the College of Dentistry was established. It grants students degree of Bachelor in dentistry. In order to face challenges, the Dentistry College focused on improving the academic outcomes by providing clinics, laboratories with the latest apparatus and modern medical appliances to be of a great use for the students to practice the theoretical knowledge they learned.

Academic Programs in the College of Dentistry

Dental Medicine and Surgery

2.3.3 College of Engineering and Computer Sciences

The College of Engineering and Computer Sciences (ECS College) was established in 1426 HA to serve the people of the Qassim region. It has done a remarkable experiment and contributed in developing systems and traditions, at the academic levels, in the Kingdom. It prepares students well to get employment in the field of engineering and computer science. Such a thing is signified in providing them with the latest data, developing techniques and encouraging creativity. It deals with the students registered in different programs according to the chronological and hierarchical timetables of the subjects prescribed, as it is stipulated by the regulations of the Ministry of Education.

Academic Programs in ECS College

- 1- Computer engineering (computer engineering and Network engineering)
- 2- Computer Sciences (Computer Sciences and Programming Engineering)
- 3- Electronics and Communication Engineering
- 4- Industrial Engineering
- 5- Artificial Intelligence

6- Cybersecurity

2.4 Administration of Human Resources

Human Resources Administration helps teaching staff to fulfil their mission well. It generally aims at serving them by providing the following:

- Issuing executive decrees based on the recommendations of the specialized council, the one with validity to deal with the financial issues of the teaching staff members.
- Issuing recognition certificates and service certificates for teaching staff. Issuing executive decrees according to the recommendations given by the
- specialized councils with validity to pay the committee financial awarding for the teaching staff members and the like.
- Complementing promotion process of the teaching staff members after being approved by the scientific councils.
- Following up the various amendments regarding the financial issues (i.e. salaries and awarding of teaching staff) as per Ordinances.
- Following up the preparation process of employing performance calendars and the systematic procedures required.
- Saving data and the special files of all employees in the University and getting use of the available modern techniques for fulfilling the purpose.
- Following up the procedures of employment and nomination of teaching staff in coordination with the administrations and colleges of concern.
- Issuing executive decrees according to the approval given by the person with validity regarding vacations of teaching staff and the like.
- Issuing executive decrees according to the acceptance given, by the specialized person with validity, to compensate the teaching staff members and other employees for any harm, any danger or any risk that might encounter them. Issuing executive decrees, according to the approval given by the person in charge, in respect of granting maternal vacation for the pregnant female workers. Issuing executive decrees, according to the approval given by the person of interest, in respect of granting an exceptional vacation for the teaching staff members and the like.
- Preparing and issuing special decrees of special resignations of the teaching staff members with contracts, according to the approval given by the Specialist.
- Issuing decrees of emergency vacations and approving the work commencement of teaching staff member after being approved by the responsible person.
- Issuing decrees regarding the annual allowances of the teaching staff members and the like.
- Issuing special decrees regarding paymentfortheextra subjects taught b the teaching staff members according to the agreement of the person in charge.



- Issuing executive decrees according to the recommendations given by the specialized councils in respect of deputizing out of working- hours shift and regarding the training courses of the teaching staff members.
- Complementing the special administrative procedures of promotions as per ordinances in this regard.
- Conducting all the procedures related to preparing exit-return visa and final exit.
- Following up the need of colleges for non-Saudi teaching staff members.
- Submitting requests to the Ministry of higher education in respect of granting the University working visa.
- Coordinating with the Ministry of civil service regarding approval on contracting some employments in coordination with the Ministry of civil service and according to the request of the Ministry of higher education.
- Sending the necessary work offer to teaching staff who have been nominated by the University to teach.
- Corresponding with the cultural attaché about the teaching staff members who have been appointed to work for the University, finalizing procedures of contracting with them, getting entrance Visa and travel tickets.
- Coordinating with the Saudi cultural attaché abroad to welcome Deans of colleges to do interviews with the new appointed teaching staff members.
- Extending the expired Visas of teaching staff members with contract with their families abroad.
- Coordinating with colleges in regard of contracting with teaching staff members.
- Following up the new teaching staff members and finalizing the medical checkup, helping them in recognizing the advantages and services presented by the University. This thing is done by preparing work card, registration in medical insurance and in information Technology center.
- Welcoming and receiving the new teaching staff members, facilitating their stay (Iqama), insuring with their transportation until they are affiliated in the college.
- Preparing visit visas for those who come with the member of teaching staff. Getting Iqama for the new teaching staff members with their families and renewing Iqama of teaching staff members with their families or with those persons who come with them. In addition to following up the date of renewal of their Documents.
- Finalizing the Iqama transferring procedures of Mahram (i.e. the male person who comes and accompany their female relative) to another authority, if the University accepts.
- Transferring the information of the old passports of the teaching staff members and their companions to the new passports.
- Issuing duplicate of Iqama for teaching staff members and their companions who have lost the original one.

Chapter Three

Staff Members Governing Regulations

3.1 Definition of Teaching Staff Member:

According to the first item of the Regulating Board of University Affairs of the affiliation issued by the Higher Education Council number 4/6/1417, staff members are as follow:

Professor Associate Professor Assistant Professor

The second item, of the organizing board, states that lecturers, demonstrators, teachers of languages and researchers assistants follow, (i.e. come next and ranked second), the teaching staff as per the regulations in the organizing board.

3.2 Rights of Teaching Staff

Teaching Staff member has many rights such as

Travel Ticket

University ensures travel tickets for teaching staff member with his family for four persons including his ticket, the Tickets be of tourist class.

Housing

University insures housing for teaching staff, lecturers, Demonstrators and teachers of languages as it has been stated in the ranking ladder of worker payment. It is to be paid two times annually.

Medical Care

University abides registering teaching staff member for the general institution of social insurance and abides paying subscription as per its ordinances.

Conferences attendance

According to the recommendations of Department Council, College Council and after being approved by the Committee of Conferences, the Rector of University allows teaching staff member to attend any Conference or any scientific Symposia inside or outside of the Kingdom.

Service Termination awarding

If teaching staff member has taught for two years, he/she would be awarded half salary, as Service Termination awarding, for every year. Similarly, if teaching staff member completed teaching for five years, he/she should be awarded one-month salary, as Service Termination awarding, for every year. The maximum years of serving the University is ten years. The



Service Termination awarding is usually granted at the end of the service and is calculated as per the last salary the teaching staff member received.

Leaves

According to the Ordinances of University, teaching staff member is granted different types of vacations. They are as follows:

Annual Leave

Teaching staff deserves the Annual leave for every month which is (1.75) day for those who have served less than five years. Teaching staff members who have served more than five years, they are granted the Annual Leave for every month which is (2.50) day. Such Leave has to be spent during the period of contracting and there is not any financial compensation, for teaching staff member, for not spending it. Teaching staff member has the right to get a Leave on the religious and national occasions. The University according to its Ordinances and rules states the period of Leave.

Emergency Leave

1- Administration of University is empowered to grant teaching staff member emergency leave once there are reasons and circumstances compel him/her to be absent. Having it is bounded by the approval of the direct boss. The administration of the University grants teaching staff member Emergency Leave, but not more than five days per year. It is with full salary, but the period of the Emergency Leave is cut from the annual Leave of the teaching staff member and no ticket issued for it.

2- Sick Leave

3- Maternal Leave

4- The Two-Eid leaves:

These leaves are granted to the employee on the occasion of Eid al-Fitr and Eid al-Adha. Eid al-Fitr holiday begins on the 29th day of Ramadan and ends at the end of the fifth day of Shawwal. Eidal-dha holiday also starts from the beginning of the fifth of the month of Thual-hjjah until the end of the fifteenth of the same month.

5- National Day of the Kingdom

It is on 23rd of September. If the National Day date coincides with Saturday (comes on Saturday), it is delayed and celebrated the following day (i.e. Sunday). Likewise, if it happens to come on Friday, it is celebrated the former day (i.e. Thursday). If it happens to coincide with the vacation of Eid, the vacation of Eid starts the same day of the National Day vacation.

3.2.1 Duties of Teaching Staff Towards Students

The duties of teaching staff member towards students is signified in his/her special care of preparing and presenting lessons/lectures well and in the good way of dealing with students. Moreover, he/she must be active and interested in guiding them and in caring for their academic levels. In addition to be an ideal person, some other duties are as follow:

- Teaching according to the prescribed plan given
- An extra teaching is necessary, if there is need to do so.
- Preparing exams of the subjects taught.
- Abiding with traditions and values of the University and working on instilling them among students. Teaching staff member must contact directly with students and care for their academic, social and cultural affairs (i.e. help them overcome difficulties, motivate them to create and to achieve etc.).
- Conveying the last updated information, in his/her specialization, to students, Presenting recommendations about some essential amendments in the curricula, to the Department Council and suggesting new improved modern academic alternatives that insure qualitative outcomes.
- Be responsible for the exams of students according to the regulations given. Making the questions of exam for the subject being taught. According to the suggestions of the head of the department, the person selected by the College Council could make the questions of the exam, if necessary.
- The teaching staff member, who teaches the subject, is the one who corrects the final exam. It is possible for the head of Department and the college council to appoint persons to help correcting exams, if needed.
- Teaching staff member has to state and record the marks in the marks record and sign on it. Then, the Head of department approves it to be saved in the academic system for the administration of registration and acceptance.
- Participating, with the department teaching staff members, in preparing scholastic plans and developing programs of department.
- Supervising and observing the practical aspect of the requirement subjects he/she teaches, if required.
- Doing the academic guiding for students according to the instructions.

3.2.2 Duties of Teaching Staff Towards the University:

- Teaching staff member has to avoid any academic or professional behavior which degrades the University or causes financial loss for it. He has to pay the suitable support for the activities, conducted by the University, and for the committees appointed by the University. Moreover, he/she does not have to exploit the name of the University to achieve his own self-interest. Working out of the university without permission from the



University is not allowed.

- Participating in the meetings of Department Councils and interacting with the different committees of the college and University.
- Abiding with the library hours and attending conferences.
- Submitting suggestions to the authority of concern in the University for improving the scientific and administrative work and terming the mechanism of applying them.
- Participating effectively in the community serving activities of Department, college and University. Giving necessary recommendations for the Deputy of academic development and community serving in the University.
- Contribution in suggesting Symposia and Conferences within the cultural activities. Such contribution will be in the favor of the teaching staff member while promotion.
- Following up what is new in the specialization of the teaching staff member, working on developing specialization and submitting the suggestions and recommendations, in this regard, to the department and to the Unit of relevance.
- Spending working hours in teaching, research, academic guiding, community serving and in fulfilling any other activities.
- Teaching the subjects prescribed by the head of Department, attending and teaching at the right time and in the right place. Changing time or place of teaching, or even merging groups of study, is not allowed without coordination and prior permission from the head of the Department and administration of acceptance and registration.
- Abiding with the academic calendar particularly with the time of the final exams. Changing the time of exam is not allowed without the coordination and prior permission from the head of the Department and administration of acceptance and registration.
- Continuous communication with the head of Department regarding the academic, administrative and financial issues since he is the responsible person who presents annual report to the Dean of College about what happens in the Department.
- Teaching staff member has to be full freed to do lectures and the practical lessons. He/she has to present the college well through doing creative research works, guiding students and supervising laboratories, libraries and provide them with the new references.

3.2.3 Duties of Teaching Staff Towards Professional Development

- Teaching Staff Member has to develop himself professionally. He/she has to follow up all what is new in his specialization through getting acquainted directly with the references and periodicals about his/her specialization, participating in the scientific Institutions, attending the relevant symposia and conferences. Such things are compulsory due to the advancement of sciences which result in overflow of data and variety in techniques and approaches of learning and teaching.
- Conducting researches, studies and participating in the collective relevant researches.
- Doing creative writings and critical analyses which contribute in representing knowledge

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and serving society.

- Teaching staff members cannot teach or guide in other Universities without license from the University Rector based on the approval of the college council and Department Council. It is stipulated the license be limited to the studies in the University.
- Teaching staff member is not allowed to teach students extra private lessons with or without fees.
- Teaching staff members cannot do any other work such as do business or manage any industrial, financial or commercial activity.

3.2.4 Duties of Teaching Staff Towards Society

- Academic Participation in developing community of University through special courses for training graduates and enhance their abilities in a way conforms with work marketing and caravans which serve society in all specializations.
- He/she must be honest with country, its unity and its people. He/she has to work hard so as love and respect could not only be spread among people, but also between people and their leaders. Such attribute is required for achieving security and stability which lead to flourish and growth and for keeping reputation of country high among the humanitarian high-class societies and nations.
- Teaching staff member has to be dignified, respected and trusted by society. Thus, he/she must keep that respect and trust through behaving well and doing well.
- Teaching staff member ought to be an effective member in society, a member in whom people put their hope to spread the attributes for knowledge advancement, scientific improvement, intellectual creativity and civilizational contribution.
- To be the real picture of intellectual who loves his/her country and religion, a matter which obliges him/her to expand his/her culture and variate its sources. Such thing helps him/her make the right opinion based on knowledge and experience. Consequently, visions and thoughts get more real, logical and helpful in serving humanity and in building civilizations.
- To strengthen relations and trust between University and Society.
- To keep environment safe while dealing with the harmful chemical and biological materials.
- To take into consideration the opinion of society, since it is the beneficial, about the programs presented by the College.
- To work on finding out scientific and practical solutions for the problems encounter society.
- To do his/her best serving individuals, institutions and society properly and legally once required.
- To contribute in developing and advancement of society through urging students to participate in society serving programs.
- To connect what he/she presents with culture and with the inspiration of people of



society.

- To react with changes in society and participate in the public issues for the favor of learning and in favor of society.
- To connect findings of researches with the need of society as per the field studies and questionnaires conducted.
- Contribution in suggesting Symposia and Conferences within the cultural activities. Such contribution will be in the favor of the teaching staff member while promotion.

3.2.5 Duties of Teaching Staff Towards Scientific Research

- Abiding with the role of scientific research in improving learning in College and University and connecting University with society.
- Abiding with impartialness and logic while assessing any scientific research work for publishing.
- Resource, in his/her research work done, must be limited and clear while quoting.
- Taking care of the scientific researches which could be applied, in future, in important scientific domains.
- Abiding with not mentioning references which have not been used by researcher.
- Never make incorrect data or findings while compiling or analyzing data of the scientific research.
- Abiding with ordering names on researches published from Theses and Dissertations in a way the first name be of the researcher rather than name of the oldest supervisor or guide.
- Caring for going to different Universities for research discussion and getting to know what is new in this regard.
- Abiding with the scientific approach while researching.
- Be honest while transferring data and attributes thoughts and ideas to their owners.
- Preciseness and honesty in referring to the references used.
- Accuracy in summarizing texts, by not amputating them, lest their meaning get changed or lost.
- Necessity of clarification about the quantity of authoring with others in collective works.
- Considering updating authoresses to go abreast with time in realm of specialization.
- Considering attributing authoresses to their owners and borrowing names of some distinguished authors for any financial gaining or for fame.
- Necessity of respecting ideas and thoughts of former scientists and researchers. This thing could be done through appreciating rather than degrading them. If there is any criticism or evaluation for them, it must be based on confounding and refuting scientific approaches. Further, Cognitive abilities, nature of sciences, different research facilities from time to time must be taken into consideration while assessment.
- Taking into consideration consigning copies of authoresses in public libraries, so as be at

the hand of beginner researchers and students, and uploading summaries of those authoresses on internet.

- As moral and professional duty and for serving society and humanity, teaching staff member has to make his/her research works at the hand of people (i.e. to be easy to get and easy to use by all people).
- He/she must be honest in doing his/her researches and authoresses. In other words, he/she must not attribute ideas or works of others to himself/herself and quotations from other works must be limited and referred to in his/her own research work.
- Preciseness and logicity in presenting points of view of others is a must. With collective research works, roles of participants must be clarified precisely
- and putting names, who are not real participants for complimenting, is not allowed.
- Preciseness, Honesty and credibility are necessary while collecting data of field work.
- Teaching staff member does analysis, Interpretation, comparison, evaluation and dedication himself/herself while analyzing data.
- Keeping confidentiality of data, particularly if they are personal, financial or behavioral.
- Keeping in mind, updating data in curricula so as students be familiar with current status. This mission is a moral responsibility with a great significance.
- Regarding works published in foreign language, Translator could do some amendments in the original text with referring to the place of change or deletion to save reputation of author.

3.3 Conditions of Contracting

Teaching staff member is stipulated to be:

- Not less than twenty and not more than sixty years old. University Council is authorized to overpass maximum age of about ten years for professor and professor associate and five years for professor assistant relied on recommendation of his/her work.
- To be in a good health, according to recent medical report from accredited authority (Capable health wise).
- To be Well-raised and well-behaved person (i.e. to have good conduct and ethics)
- Holding the required qualification for the job.
- Not engaged with any contract with other Universities or Institutions in the Kingdom.
- Free to work for the University.
- Period of Contract starts the day of leaving home country for the kingdom through the shortest way. The period between leaving home country and commencement of work does not exceed three days. According to instructions, if the applicant live in the kingdom, it is not recommended to arrive earlier than the date of contract.



3.4 Mechanism and Assessment System of Teaching Staff

According to recommendations and reports of quality insuring in Mustaqbal University for institutional and programming accreditation, it is agreed to do a regular and complete annual assessment or teaching staff member. Assessment is conducted to measure performance of teaching staff members according to clear and unified standards including their duties stated in the law of University establishment and in the special list of teaching staff members. The annual Measurement standards of teaching staff performance depend on mission of University and performance of teaching staff members which is signified in the following three pillars:

Teaching and guiding students Research and scientific publishing Serving University and Society.

For being important element in the process of learning in the University, evaluation for teaching staff member is an essential thing based on transparency. Since doing research and studies are one of the basic missions of teaching staff member, it has been considered significant element and has been included in the annual evaluation. In addition to what has to be done towards the University and society by teaching staff member, the University urges teaching staff members to participate in the activities of committees and Councils and in scientific contribution inside and outside of the University.

Such evaluation covers the aspects which reflect and state extent of abundance of teaching staff member with responsibilities and duties imposed. Therefore, Focus has been given to the following domains to assess performance of teaching staff members:

- 1- Assessment of head of Department based on the accredited form in the relevant Department.
- 2- Students assessment for teaching staff member, guided by evaluation and measurement committee in the college the teaching staff member belongs to.
- 3- Research production and scientific activities of teaching staff member including published researches, books, patents and the supporting research activities.
- 4- His/her activities in serving University and Community.

3.5 Complaints and Grievance Mechanism of Teaching Staff

University of Mustaqbal is founded based on a group of the Islamic values such as transparency. It aims at making work academic environment to enhance the concept of collective work and mutual respect among all the affiliated employees so as to affect positively on the quality of educational outcomes. Nevertheless, some conflicts and disputes may raise and affect negatively on the performance of teaching staff members. In this case, making clear mechanism for dealing with the complaints of affiliated teaching staff members become

necessity.

Reasons that lead to Complaints and Grievance:

- Exposing to any pressure, obligation or illegal order from any affiliated worker in University to behave illegally, to do or not to do act which is considered violation for the duties of teaching staff member related to confidentiality or integrity.
- Complaint against colleague such as teaching staff member or employee. Complaint against the direct boss.
- Complaining from performance evaluation result.
- Complaining from any administrative decree related to the rights of teaching staff member.
- Complaining from any financial decree related to the financial rights of teaching staff member.
- Complaining from any academic decree related to the scientific research of teaching staff member and the similar ones with the same case
- Complaining from any decree related to promotion of teaching staff member.

Standing Committee for dealing with Complaints and Grievance

Rector of Mustaqbal University issued decree to form a committee to deal with complaints of the affiliated employees in the University with the name Standing Committee for dealing with Complaints It has been formed as follows:

University Rector Assistant of Academic Affairs as President.

University Rector Assistant for Development and Quality Member

University Rector assistant for Community and Scientific Research serving Member.

Supervisor of University Studies Center of Female Member.

Manager of legal Administration

Committee is authorized to enlist with any person it sees suitable as per the nature of Complaint presented. The validity of the Committee work is one year since its foundation (i.e., since the decree issuance).

Mission of Committee:

- 1- Dealing with Complaints of the affiliated employees against the administrative decrees issued against them or maltreating from any affiliated worker in University.
- 2- Achieving the principle of Transparency and Justice through applying work mechanism which clarifies the procedures followed in the process of presenting the Complaints of University affiliated employees.



- 3- Working on achieving equality and giving every person his/her own rights without any contradiction with the Ordinances of University.
- 4- Limiting of the Complaints presenting, against the University, to the judicial authority.
- 5- Contribution in achieving employment stability for the University affiliated employees.
- 6- Contribution in treating shortage in the administrative process which are affected by issuing decrees, if found.

Procedures of Complaints presentation:

- 1- The first step of problems solving is applying the approach of reconciliation. This principle is used in University norms derived from the Islamic Shariah as it is stated in the holy that Assoulh Khair which means that settling down disputes and solving problems peacefully is better. Then, any biased part could intervene to achieve that reconciliation to prevent the situation between the two disputed parts of getting worse. The direct head of Department is authorized, by University, to apply these basic stages of solving problems as per the Article (No.44) of the higher education Council law. If the direct head of Department could not solve problem using the above-mentioned basic stages of problem solving, he/she has to forward it to the dean of the College to deal with it according to the Article (No.37) of the higher education Council law.
- 2- Complainant must present it written according to the attached complaint form. The attached form must be filled in. The decree the complaint about and other relevant documents are preferably to be included to support the case.
- 3- Complaint must be presented directly to the boss who forward it to the Dean of college then to be forwarded to the specialist committee.
- 4- Complaint is not accepted once the required information in the complaint form is not complete or incorrect. If complaint presenter repeats presenting incomplete or incorrect information, legal act is taken against him/her.
- 5- Committee of specialty replies, in writing, that complaint has been received. The response must include the number of complaint, date of receiving, details of complaint, information about the complaint presenter and the expected period to respond.
- 6- Committee of specialty examines the complaint precisely, investigates and write report about the suitable recommendations and submit it to the Rector of University.
- 7- Rector of University take the right decision about complaint according to the Article (No.91) of the Ordinances Board about the affairs of the Saudi teaching staff affiliated to University and according to the Ordinances of Mustaqbal University. Teaching staff member and the relevant authority are notified about the decision taken.

3.6 Organizing Board and Organizing Articles

The organizing board of the affiliated Saudi teaching staff was issued by the decree of the Higher Education Council No (4/6/1417), taken in the 6th session of the Higher Education Council held 26/8/1417 AH, which is coroneted by the consent of the guardian of the two holy mosques, Prime Minister and Chief of the Higher Education Council with telegraphic guidance No 7/B/12457 dated 22/8/1418 AH.

Statement of Decree of Higher Education Council No 4/6/1417

According to the rules of the 7th Article of the item 15th of the Higher Education Council and Universities regulations which state that the Council is authorized to issue the Ordinances board of teaching staff affairs affiliated to University, be Saudi or Non-Saudi teaching staff members including their salaries, awarding and bonus, after preparing it by Ministry of Higher Education, Ministry of Finance and National Economy and General Council of Civil Service.

According to the Memorandum of the general secretary of the Higher Education Council and the copy of the project of Saudi teaching staff affairs affiliated to Universities attached with the request memorandum, the Council issued the following Decree:

Board of the Affairs of Saudi Teaching Staff affiliated to The Ordinances Board of the Affairs of Saudi Teaching Staff affiliated to the universities is as follows:

Article No. 1

Teaching staff members are:

- 1- Professor
- 2- Professor Associate
- 3- Professor Assistant.

Article No. 2

Lecturers, Demonstrators, Teachers of Languages and Researchers Assistants follow the teaching staff members of the Ordinances board mentioned above.

Appointment and Promotion

Article No. 3

In every university, Standing Committee for the affairs of lecturers, teachers of languages and researchers assistants to be founded and presided by Deputy of University for higher studies and scientific research. University Council is authorized to issue Decree based on recommendation from the Rector of

University. The founded committee presents its recommendations to the Council. Its mission



is as follows:

- 1- Suggesting general policy of selecting Lecturers, Demonstrators, Teachers of Languages and Assistants of Researchers and distributing them to Departments and Colleges.
- 2- Giving opinions about the recommendations from Councils of Colleges in respect of appointing of Lecturers, teachers of Languages and Researchers Assistants according to the following standards:
 - A. Number of Saudi teaching staff and their average to number of the teaching staff in department, their specializations and the subjects they teach.
 - B. Number of Lecturers, Demonstrators, Teachers of Languages and Researchers Assistants in Department.
 - C. Number of students deputized from Department, their specializations and the expected dates of their return.
- 3- Suggesting distribution of employments of Lecturers, teachers of Languages and Researchers Assistants according to the current and futuristic need of Departments.
- 4- Studying the recommendations of transferring lecturers, Demonstrators to administrative employments in the University or transferring them to Civil Service Council.

Article No. 4

For demonstrator appointing, it is stipulated to:

1. The applicant must hold a bachelor's degree from a Saudi university or another recognized university.
2. The applicant's overall grade at the undergraduate level must be at least "Very Good."
3. Any other conditions stipulated by the University Council.

Article No. 5

For appointing lecturer, demonstrators and language teacher, the conditions are:

- 1- Have Master Certificate (or its equivalent) from Saudi University or from other accredited University.
- 2- With "very good" general average.
- 3- Other conditions issued by University Council.

Article No. 6

For Researcher Assistant appointment, the conditions are:

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1- Researcher Assistant appointed with Master degree is called (Researcher Assistant

A. Have Master Certificate (or its equivalent) from Saudi University or from other accredited University.

B. With “very good” general average.

C. Other conditions issued by University Council.

2- Researcher Assistant appointed with Bachelor degree is called (Researcher Assistant B):

A. Have Bachelor Certificate (or its equivalent) from Saudi University or from other accredited University.

B. With “very good” general average.

C. Other conditions issued by University Council.

Article No.7

Lecturers, Demonstrators, Teachers of Languages and Researchers Assistants are appointed according to the recommendation and appointment of Department which are taken into consideration by the College Council and Standing Committee of Lecturers, Demonstrators, Teachers of Languages and Researchers Assistants affairs. According to the recommendation and appointment of Department given, College Council Issues Decree.

Article No. 8

Researcher Assistant is appointed by Decree from the Rector of University based on the recommendation of Department, College and standing Committee of Lecturers, Demonstrators, Teachers of Languages and Researchers Assistants affairs.

Article No. 9

1- Demonstrator with four years University study average is appointed as Demonstrator in first rank.

2- Demonstrator with five years University study average is appointed as Demonstrator in second rank.

3- Demonstrator with six years University study average is appointed as Demonstrator in third rank.

4- Demonstrator with seven years University study average is appointed as Demonstrator in fourth rank.

Article No. 10

The Board of educational employments, accredited by the Decree of Civil Service Council (No.



590) and date 10/11/1401, is applied while appointing teachers of Languages and Researchers Assistants.

Article No. 11

For appointment of Professor Assistant, he/she must have Doctorate Certificate from Saudi University from Saudi University or from other accredited University. University Council is authorized to add any other conditions thought to be relevant or suitable.

Article No. 12

University Council is authorized, if necessary and according to the recommendations of Department Council, College Council and scientific Council, to appoint professor assistant without holding Doctorate Certificate with specializations which do not grant Doctorate Certificate according to the following:

- 1- Have Master Certificate (or its equivalent) from Saudi University or from other accredited University.
- 2- Have been lecturing for, at least, three years.
- 3- With Scientific production (i.e. have published not less than three work papers, after getting the Master Certificate one of which is individual. Such Scientific production must be concordant with what comes in the Article (No.29) in the board of teaching staff affairs.

Article No. 13

For appointment of Professor Associate, it is stipulated:

- 1- To be Doctorate certificate holder from accredited University.
- 2- An experience in teaching in accredited Universities for four years since being nominated as professor assistant.
- 3- Having got the academic promotion as Professor Associate from Saudi University or from other accredited University.

Article No. 14

For appointment as a Professor, the conditions are:

- 1- Have a Doctorate Certificate from Saudi University or from other accredited University.
- 2- An experience in teaching staff membership in accredited University not less than eight years of which four years as Professor Associate.
- 3- Having already got the academic promotion as Professor from Saudi University or from other accredited University.

Article No. 15

Members of teaching staff are appointed according to the recommendation of Department Council, College Council and scientific Council. Decree is issued by Council of University based on the Appointment and recommendation of the Department Council, College Council and scientific Council.

Article No. 16

1. An individual who transfers from any of the employment scales to the faculty member cadre (including lecturers and teaching assistants) at universities and holds a doctoral degree shall be classified at the rank of *Assistant Professor* in the specialization corresponding to the Ph.D. degree. They shall be granted the first salary grade of the Assistant Professor rank. If their salary at the time of transfer equals or exceeds that grade, they shall be granted the first grade that surpasses their current salary. If their salary exceeds the highest step of the Assistant Professor rank, the difference shall be granted as an allowance until the difference is eliminated through promotion or the annual increment.

2. If the person to be classified is a former faculty member, they shall be appointed at the academic rank they previously held and then treated in accordance with paragraph (1) above.

3. If the person to be transferred has experience acquired after obtaining the academic qualification required for appointment, and the salary determined under paragraph (1) of this article is less than what they would deserve after accounting for that experience, such experience shall be credited to them at the rate of one annual increment for each year of experience, provided it is in the same field of specialization.

The provisions of paragraphs (1), (2), and (3) above shall likewise apply to those holding a bachelor's or master's degree when appointed to the rank of *Teaching Assistant* or *Lecturer*, respectively .

Article No. 17

The one who transfer from the educational employment board to teaching staff members who hold Doctorate certificate gets the rank of the specialization like his/hers. The prior experience in teaching is calculated after getting the qualification. Bonus is for every year of experience with condition that the last correlation never overpasses the rank of Professor Assistant. This is applied on the Bachelor and Master holders who want to be appointed as Lecturer or Demonstrator.

Article No. 18

The appointed teaching staff member is granted the first rank of employment appointed in. If the salary, while appointment, is equal to the salary of this rank or more, he/she is granted the salary of first rank overpass his/her salary. Teaching staff member, who has been promoted, is



granted the salary of first rank in the new employment. If the salary while promotion is equal to the salary of this rank or more than it, salary of the first rank overpasses his/her salary is granted.

Article No. 19

Remunerations, bonus and other monetary advantages of Teaching staff members, lecturers and Demonstrators are dealt on the following base:

Demonstrator

Lecturer

Professor Assistant Professor Associate

Professor

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Eighth Rank

Ninth Rank

Twelfth Rank

Thirteenth Rank

Fourteenth Rank

Article No. 20

When Professors' salary reaches the last rank of the teaching staff members salary rank, the regular annual bonus is not stopped, but continue to be granted.

Article No. 21

To apply for the promotion from Professor Assistant to Professor Associate, the following are the conditions:

1. Have worked as Professor Assistant for four years in Saudi University or in any other accredited University. The Period of service in Saudi University must not be less than one year.
2. Have researched the maximum average with his/her scientific production as it has been stated in the Article (No.32).
3. The scientific production must be published or approved for publishing while working as professor assistant.

Article No. 22

To apply for the promotion from Professor Associate to Professor, below are the requirements:

1. Have worked as Professor Associate for four years in Saudi University or in any other accredited University. The Period of service in Saudi University must not be less than one year.
2. Have researched the maximum average with his/her scientific production as it has been stated in the Article (No.33).
3. The scientific production must be published or approved for publishing while working as professor associate.

Article No. 23

Member of teaching staff could apply, to Department Council, for promotion before completing the regular period, at least six months.

Article No. 24



Period of deputizing, delegating and mandating, for promotion, is as follows:

1. If deputizing, delegating or mandating was to practical destination and the work was in the field of specialization, the whole period is taken.
2. If deputizing, delegating or mandating was to non-practical destination and the work was in the field of specialization, only half of the period is taken.
3. The period of deputizing, delegating and mandating is not taken for promotion, if the work was not in the field of specialization.

Article No. 25

Promotion of teaching staff members is done according to the following criteria: 1. Scientific production

2. Teaching
3. Serving University and Community.

Promotion Procedures

Article No. 26 Promotion Procedures:

1- Teaching Staff Member presents the promotion request, to the specialized Department Council, which includes:

- A. A statement of the scientific qualifications, professional and employment ranks.
- B. A statement of teaching activities.
- C. A statement of University and community serving.
- D. At least, five copies of the scientific production presented for promotion
- E. Any extra information for supporting the for promotion.
- F. Any other information or documents required from the Department Council, College Council or scientific Council.

2- Department Council examine the order for promotion and ensures it is complete and conformed. Then, it recommends forwarding the Order for promotion to Council of college and suggests a number, not less than eight, of special referees.

3- Council of college studies the Order for promotion based on the recommendation of the Council of Department and nominates at least eight referees (they might be the same referees suggested by the Department or might be others selected by council of college).

4- Scientific Council studies the request for promotion relied on the recommendation of Department and College councils and does the following:

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- A. Selection process of five referees for research evaluation three of which are main, the fourth one is first-spare examiner and the fifth one is second-spare examiner. The two additional referees are used while necessity. Two of the three main referees must not be from the University.
- B. Sending the researches and data of promotion secretly to the referees, for evaluation as per the form of scientific Council.
- C. Issuing Decree to promote or not to promote the teaching staff member after examining the reports of referees, special reports of the activities of the promotion applicant in the fields of teaching, university and community serving.
- D. If the Council did not agree on promotion due to the weakness of scientific production, it states the destiny of the researches presented and states what part of it should be omitted and what part should be kept once presented again. In case of applying again for promotion, one new research unit is required for professor associate promotion and two research units for Professor promotion.

Article No. 27

Evaluation of teaching staff member applied for promotion is done on the base of granting 100 points divided as follows:

Scientific Production	60 point
Teaching	25 point
University and Community Serving	15 point

Council of University Puts Criteria for evaluating participation in University and Community serving according to the recommendation from the Scientific Council.

Article No. 28

Teaching Staff Member applied for promotion must get (60 Points) to get the promotion. To promote for Professor Associate, the applicant must get at least (35 Points) in the field of the scientific production whereas the promotion for Professor, the applicant must get not less than (40 Points) in the field of the scientific production. The promotion to Professor Associate is granted by the majority of opinions of the three referees, but The promotion to Professor requires unanimous agreement of all referees. If two referees approved the promotion and the third one did not, fifth referee would be called to give his/her opinion and his/her opinion is the final (i.e. to grant it or not).

Article No. 29

Minimum average of the scientific production, of teaching staff member, for promotion



includes the following:

1. Research work published or are approved to be published in Scientific refereed journals. Scientific Council puts criteria for accepting the refereed Journals.
2. Refereed Essays presented to Conferences and scientific Symposia whether published or approved to be published. One unit of it is only accepted for promotional purpose.
3. Published Essays and Essays approved to be published from special research centers of University.
4. Refereed scientific references and University books. One unit of it is only accepted for promotional purpose.
5. Investigation of refereed rare books. One unit of it is only required for promotional purpose.
6. Refereed Translation of special scientific books. One-unit of it is only accepted for promotional purpose.
7. Books and essays published by scientific authorities are accredited by scientific Council and be subjected to refereeing. One unit of it is only accepted for promotion purpose.
8. Inventions and Innovations with patents from innovation centers accredited by the scientific Council in University.
9. Extraordinary creative activity based on rules accredited by Council of University according to recommendation of scientific Council. Only one unit of it is accepted.

Article No. 30

Minimum average of what is published or approved to be published in refereed journals for teaching staff promotion is one research unit for Professor Associate promotion and two units for Professor promotion.

Article No. 31

Research works presented by teaching staff member has to be published or are approved to be published in more than one publishing house. Those publishing houses must not belong to mere one University or only one scientific institutions.

Article No. 32

The minimum average of the scientific production required for the promotion of Professor Associate rank are four Units published or approved to be published of which two as individual work. According to the recommendation from the scientific Council, the University Council could exclude this condition with some specializations, but every published research work must

not be less than one unit.

Article No. 33

The minimum average of the scientific production required for the promotion of Professor rank are six Units published or approved to be published of which three as individual work. According to the recommendation from the scientific Council, the University Council could exclude this condition with some specializations, but every published research work must not be less than three units.

Article No. 34

Scientific production (research work) is evaluated as one unit, if it is individual work (i.e. done by one author). It is evaluated as half unit, if it is done by two authors. If it is done by more than two authors, half unit is given to the main author and each of the two others is given quarter of unit. If it is done by more than three authors, Quarter of unit is given to everyone.

Article No. 35

The scientific production presented must not be taken from any thesis, Dissertation or former studies. If it is proved to be plagiarism, its own applicant cannot apply for promotion again for one year since the issue of deprivation Decree by the scientific Council.

Article No. 36

Referees of promotion must be Professors. If promotion is for Professor Associate, one of the referees could be a Professor Associate.

Article No. 37

The Scientific promotion of Teaching staff member is approved since the Decree issuance of scientific Council whereas the professional promotion is approved since the issuance of the executive Decree, if vacant position is available for promotion.

Teaching Staff Duties

Article No. 38

Teaching staff member must have the following attributes:

- 1- Must be honest with good behavior. He must abide with rules, instructions, norms and avoid what affects employment.
- 2- Following up updates in the field of Specialization and contribution in Specialization Development through his/her activities.
- 3- To keep students familiar with the latest updates with specialization, motivate them and embed the love of knowledge and love of the scientific thinking.



4- To participate in the works of Department Council and other Conferences and Committees in which he/she member at the level of Department, College and University. He/she also has to participate effectively in the activities of serving University and Community.

5- To be free to work in University and does not have to work for any other University without prior permission according to the rules.

Article No. 39

Teaching staff member has to Keep Order in Halls and Laboratories and present report, about any act breaks the rules, to Head of Department.

Article No. 40

A. The maximum average of teaching units for teaching staff members is as follows:

Professor	10 teaching Unit
Professor Associate	12 teaching Unit
Professor Assistant	14 teaching Unit

Lecturer 16 teaching Unit. They get less while his/her studying.

Demonstrator 16 teaching Unit. They get less while his/her studying.

Teacher of Language 18 teaching Unit.

B. Teaching Unit is the weekly lecturer which is not less than fifty minutes. It could be the scientific lesson, practical weekly lesson which is not less than hundred minutes. The teaching unit lasts for one whole academic semester.

Article No. 41

Teaching staff member teaches 35 hours a week and could be raised to 40 hours by a Decree from the Council of University. The number of hours mentioned are spent in teaching, research, academic guidance, library, committee or any other work stated by the special authorities in the University.

Article No. 42

Those with administrative works, such as Deputies of Universities, Dean and Deputies of Colleges, managers of centers and Heads of Departments, teach few units, but not fewer than three units.

Article No. 43

Heads of Departments present annual report, to Dean of College, about study in the Department

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and about the scientific activities by its members. Similarly, Dean of college presents annual report to the Rector of University about the college.

Salaries, Bonus and Awarding

Article No. 44

Salary and bonus policy attached to the board is applied on teaching staff members, lecturers and Demonstrators.

Article No. 45

3000 SR is allocated to Deputy of University as a monthly Awarding.

Article No. 46

As a monthly Awarding, 1000 SR is allocated to Dean of College and to those of the same rank with annual maximum average worth 10000 SR. As a monthly Awarding, 800 SR is allocated to Deputy of the Dean of College and to those of the same rank with annual maximum average worth 8000 SR. Heads of Departments and Centers get 500 SR monthly with annual maximum average worth 5000 SR.

Article No. 47

Amount of 10000 SR is allocated to Trustee of Scientific Council as annual awarding, if he/she is teaching staff member. If he is not teaching staff member, the relevant Civil Service rules are applied.

Article No. 48

Awarding of Teaching staff members, who have been hired by the University to teach non-curricula teaching Units, is stated as follows:

1- Professor	300 SR for teaching one non-Curricula Unit
2- Professor Associate	250 SR for teaching one non-Curricula Unit
3- Professor Assistant	200 SR for teaching one non-Curricula Unit
4- Lecturer and Language Teacher	150 SR for teaching one non-Curricula Unit
5- Demonstrator	100 SR for teaching one non-Curricula Unit.

Article No. 49

Deputies, Deans, Heads of Departments and teaching staff members who have been assigned work during vacation are granted compensation equals the period of assignment, but never overpasses (i.e., not more than) two-month basic salary.



Article No. 50

1- Awarding of 200 SR is given to anyone participates in any standing committees in University for attending every meeting during working hours shift and 300 SR for every meeting held off the working hours shift in University, with maximum average of 6000 SR in one financial year.

2- Describing the Standing Committees as follows:

- a) To be founded according to Laws, rules and Regulations of Ministry of Higher Education and Universities.
- b) Not to be mono-natured with mere one-sided responsibility (i.e. about one task and dominated by one authority or person).
- c) With standing nature
- d) Nature of committee work be at the level of the University.
- e) Some of its members be of teaching staff members and of high-ranked persons who cannot be treated with awarding out of official working shift of the University. Members of the scientific and Ordinances committees of conferences and of the scientific Symposia organized by the University are treated as Standing Committees members.

Article No. 51

If teaching Units number is more than the number of teaching Units prescribed and taught by teaching staff members, Council of College Issues Decree about alternative allocating worth 150 SR for teaching every Unit.

Article No. 52

University Council states awarding not more than 25% from the first connector of the rank of teaching staff members, lecturers and Demonstrators specialized in Computer science who work in the field of their specialization.

Article No. 53

Pharmacy teaching staff members, lecturers and Demonstrators work in their specialization are granted 50%, from first connector of the rank they are in, as time off awarding and for extra working hours.

Article No. 54

Doctors teaching staff members, lecturers and Demonstrators work in medical specialization are granted 70%, from first connector of the rank they are in, as time off awarding and for extra working hours.

Workers other than Doctors who work in hospitals with clinical specialization are granted 20%,

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from the first connector of the rank they are in, as time off awarding and for extra working hours.

Leaves and Vacations

Article No. 56

Summer Vacation, for teaching staff members, Lecturers, Demonstrators and teachers of language, is considered annual leave. University Council states the dates of their coming back. It should not start unless exams are finished and results are declared.

Article No. 57

Rector of University could authorize teaching staff members, Lecturers, Demonstrators and teachers of language to teach during vacation. Compensation is granted in return for the period during which work is done. The compensation worth one-month salary and the authorized period of teaching should not exceed 60 days.

Article No. 58

For work interest, Rector of University is authorized to postpone the whole vacation of teaching staff member or part of it.

Article No. 59

Other vacations and leaves are granted as per the law of Civil Service and its executive Boards.

Article No. 60

Rector of University Issues Decree to grant teaching staff member exceptional leave for not more than six months and during three years without salary.

University Council, when necessary, excludes this condition and extends it to one year.

Scientific Leave for Scientific mission

Article No. 61

According to Recommendation from Department Council, Scientific Council and College Council, University Council could issue a Decree grant teaching staff member Leave for Scientific Mission for one academic year after five years of getting appointment or after having a prior Leave for Scientific Mission. Teaching staff member could also get it for one academic year after three years of getting appointment or after having a prior Leave for Scientific Mission unless it does not affect passively on the process of teaching and learning in university. During the Leave, the period of deputing and delegating is not calculated. University Council puts the regulations for such type of leaves as per suggestions of Scientific Council.



Article No. 62

For granting teaching staff member Leave for Scientific Mission, it is conditioned:

- 1- Not to be granted for more than one teaching staff member or 10% of teaching staff members in every Department every year.
- 2- The applicant teaching staff member for the leave has to present outlines of the project or program to be fulfilled during the leave.

Article No. 63

The person granted the Leave for Scientific Mission is granted the following:

- 1- Whole salary and monthly Transferring allowance for the whole period.
- 2- Air Travel Tickets for him, his wife and his sons and daughters below 18 years old.
- 3- Book allowance which is granted for University students delegated for higher studies.
- 4- Scientific Research expenditures. It is estimated by Decree from scientific Council (each case is different to other and is estimated separately)
- 5- Cost of Medication for the person, with his family, who spends it abroad (out of the Kingdom). It is 5000SR for the person without family and 10000 SR for the person with family. Half of it is for the person with one-semester leave.
- 6- Freeing alternative for doctors of teaching staff members in return for working extra hours, at least 3 hours every day including Thursday work shift, not less than 3000 SR is allotted as minimum average, if the leave is in the public hospitals in the kingdom.

Article No. 64

The person granted the Scientific leave could not be delegated or deputized and he/she cannot do any contract or consultation.

Article No. 65

The person granted the Scientific leave has to abide with what he is free for according to the scientific program of University Council in limited time. He/she has to submit detailed report about what has been achieved by the end of the semester following the end of the leave. Copies of the scientific works achieved have to be attached with report to be presented to the Council of College and the Scientific Council.

Medical Consultations

Article No. 66

Teaching staff member who serves University and community could be consultant not free in

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governmental authority, in private sector, in the regional and international Organizations which the kingdom is the headquarter for them according to the following:

- 1- To work as a consultant in the field of Specialization.
- 2- Not to work as a consultant in more than one place.
- 3- The maximum average of the period of consultation is one renewable year.
- 4- For the governmental side, the special minister is the person who presents the Order to the minister of Higher Education. For the private sector and Organizations, the Order is presented by the head of Institution.
- 5- Approval of consultation and renewal is presented in written by the Minister of Higher Education according to the recommendation of the College Council and Department Council and the approval of University Rector.
- 6- Consultant must present annual report to the Minister of Higher education, at the end of consultation period, about the works achieved during the period and provide the Rector with a copy of it.
- 7- Working as a consultant must not affect the main work, of teaching staff member, particularly in the following:
 - a) Teaching
 - b) Being in office during the office hours and in laboratories, clinics and computer centers, if the nature of work requires so.
 - c) Contribution in sessions and committees in which he must be there.

Attendance of Conferences, Symposia and Sessions

Article No. 67

Teaching Staff Member could attend Conferences and Symposia in or out of the Kingdom according to the following:

- 1- Relationship between the Topic of Conference or Symposium and teaching staff member Specialization.
- 2- Participation in the Conferences and Symposia held in the Kingdom be according to the recommendations of Department Council and College Council and approval of the Rector.
- 3- Participation in the Conferences and Symposia held out of the Kingdom be through the acceptance of University Rector according to the recommendation of recommendation of Department and College councils and approval of the Rector.



4- University Council puts regulative and executive rules of Conferences and Symposia attendance based on recommendation from the Scientific Council.

5- Participator in conference or symposia presents report about that University.

Article No. 68

University issues travel tickets and allowance of delegation for teaching staff member participates in Conference or Symposia. Sometimes, travel tickets only are issued without allowance.

Mandating, Delegating and Deputation

Article No. 69

Teaching staff member could be mandated for governmental authorities by Decree from University Council according to the recommendation from Department and College. University covers salary and monthly transferring allowance.

Article No. 70

Service of Teaching staff member could be mandated by Decree from University Council according to the recommendation from Department and College. University Council authorized to nullifies the mandating Decree before ending of its period.

Article No. 71

For deputing teaching staff member, it is stipulated:

1. Have spent, at least, 3 years working in the University. Council could exclude this condition when necessary.
2. Number of members deputized must not exceed one or 10% of the teaching staff members in every department every year.
3. The period of working for University spent must not be less than the previous period of deputing.
4. Deputing process must not affect study process, during the deputing period.
5. Any other conditions University Council thinks convenient.

Article No. 72

Deputing are for the following;

- a) Universities and University Colleges in and out of country.
- b) Ministries and governmental authorities

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- c) Public and private Institutions
- d) Governments, regional and international authorities.

Article No. 73

Period of Deputing is for one renewable year. It must not be for more than five continual years. University Council is authorized to exclude overpassing this period with maximum average of two years. Total of deputing periods must not be more than 10 years along the period of teaching staff members work in the University or in any other university.

Article No. 74

The deputing authority has to pay the salary, awarding and allowance since the date of work commencement for it. Dealing with the deputed regarding his/her bonus and priority as if being in the University. During the period of deputing, the rebates of retirement must be done and the period of deputing must be assessed for promotion as per the Article No.24 of the Ordinances Board.

Article No. 75

The Decree includes deputing, authorizing the deputed to contribute in some academic works such as teaching, scientific supervision or training with condition that University never undertake any expenditure.

Scientific Connection

Article No 76

Deputing teaching staff member for scientific mission out of University for not more than four months is done by Decree from University Council according to the recommendation of Scientific Council, Department Council and Council of college. If necessary, the period could be extended to one year. The deputed is dealt with as mandated, if the period is not more than month. If the period is more than month, the deputed is dealt with as employee delegated for training abroad.

Article No 77

With consideration to the instructions applied, teaching staff member could be deputed for teaching out of the Kingdom by Decree issued by University Council based on the recommendation of Department and College Councils. The deputed is dealt with as official delegated for working abroad, but the period of deputing never be more four years.

Article No 78

Teaching staff member is allowed to travel to do research work in other University during the summer vacation by Decree from University Council based on the recommendation of



Department and College Councils as per the following:

1. Teaching staff member presents the Order of travel including the relevant information.
2. On coming back, he/she has to present report, to the special Council of Department, about the research work achieved to be submitted to the Scientific Council.
3. Issuing Travel Ticket for him/her.

Transferences

Article No. 79

It is possible to transfer teaching staff member in the range of his/her specialization from Department to another in College by Decree from University Rector based on the recommendation of Department and College Councils. Article No. 80

Transference of teaching staff member from college to another be by Decree from University Rector based on the recommendation of the Department and College Councils he/she transferred from and the recommendation of Department and College Councils transferred for.

Article No. 81

Transference of teaching staff member to another employment out of University is done by issuing Decree from the University Rector based on the acceptance recommendation of Department and College Councils to transfer teaching staff member to another employment.

Punishment

Article No. 82

The Punishment Committee of teaching staff member is constituted by the Decree of University Rector as follows:

- | | |
|---|-----------|
| a) One of the University Deputies | President |
| b) One of the Deans other than the one who investigates | Member |
| c) Teaching staff member with a professor rank | Member |
| d) One of the specialists in Law and Sharia'ah | |

Article No. 83

With consideration to the rules of punishing employees, if one of the teaching staff members is thought to break rules or have shortcomings in performing duties, one of the Deans investigates with him according to the authorization granted from the Rector of University. Then, a report about the investigation is presented to the rector according to which the Rector forwards the targeted teaching staff member to the committee of Punishment.

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Article No. 84

Rector of the University is authorized to issue Decree stops teaching staff member from work, if necessary. The period of stoppage must not be more than three months unless a decree from the committee of Punishment is issued about the term. The period of stoppage could be extended according to the circumstances of investigation, but every stoppage period must not exceed one year.

Article No. 85

Have of the basic salary is given to the teaching staff member halted. If he/she is judged innocent or has been punished but not fired (i.e. dismissed), the other Half of his salary is given to him. In case of being fired, nothing is given unless the special committee which issued the Decree of punishment decides otherwise.

Article No. 86

Rector of University notifies the accused teaching staff member with complaints and accusation against him/her with a Xeroxed copy of the investigation report before 15 days of the court session commencement.

Article No. 87

The accused teaching staff member has the right to get acquainted with the investigation done.

Article No. 88

The special Committee of punishment deals with the Case as follows:

1. Committee secretary is occupied by the employee selected by the Head of Committee.
2. Committee holds its Sessions according to the Order of the Head of Committee. The accused teaching staff member is notified officially to attend in front of the Committee for listening to his sayings and for defending.
3. Committee holds its Session with the attendance of the person investigated or someone to stand on behalf of him/her. If they did not attend, the Committee pursues confidentially processing of the Case and listening to the Witnesses.
4. Decrees of the Committee are taken unanimously. Hence, its Sessions are not approved unless all members attended. The Decrees of Committee are presented to the Rector of University with the file of the Case, during period not be more than two months since investigation, to approve it. If the Rector did not approve the Decree of Committee, the file of the Case would be returned to the Committee again. If the Committee persists with its opinion, the file will be forwarded to the Council of University and its Decree is final.



5. Rector of University notifies the accused teaching staff member with the Decree of the Committee.

6. The accused teaching staff member could disapprove with the Decree through writing to the Rector in 30 days of notifying him with the Decree or the Decree becomes final. If the letter of disapproving is received during the 30 days, the Rector forwards the file to the Committee for reconsideration. If the Committee persists with its opinion, the file will be forwarded to the Council of University and its Decree is final.

Article No. 89

In accordance with the provisions of Article (32) of the Civil Service Disciplinary Regulations, the disciplinary sanctions that may be imposed on a faculty member and those of equivalent status shall be as follows:

1. Warning.
2. Reprimand.
3. Deduction from salary, not exceeding the net salary of three months, provided that the monthly deduction does not exceed one third of the net monthly salary.
4. Deprivation of one periodic increment.
5. Postponement of promotion for a period of one year.
6. Removal from academic work and assignment to other duties for a maximum period of five years, and the period of removal shall not be counted within the period required for promotion.
7. Dismissal.

Article No. 90

The punishment Case never affects the judicial Case of the same incident.

Article No. 91

Rector of University warns the teaching staff member who does not do his work properly. The warning be either oral or written. The Rector signs the punishment of warning and blaming on the condemned teaching staff member after investigating with him/her and after listening to his/her sayings and defending. The, final Decree is issued. Deans have to inform Rectors, based on what come to them from Heads of Departments, about teaching staff members who break rules or do not fulfil their work properly.

Service Termination

Article No. 92

Service of Teaching staff member is terminated by the following reasons:

- 1- Resignation
- 2- Requesting for retirement before reaching the limited age (according to the retirement rules).
- 3- Employment Cancellation.
- 4- Health disability
- 5- Absence without reason or absence of applying the Transference Decree. 6- Dismissing for punishment reasons.
- 7- Dismissing by Royal Order or by the Cabinet.

Article No. 93

Teaching staff member get retired by Decree from University Rector, if he/she worked for 60 years. University Rector Decree could extend the service, the service of those got 60 years during the academic year, to the end of the academic year.

According to the recommendation of University Rector, the higher education Council could extend the service of those reached 60 years into one or two periods to reach to 65 years.

Article No. 94

If it is proved that one of the teaching staff members is unable to do his/her work perfectly and properly due to health problem, University Rector presents report to University Council for service termination.

Article No. 95

University Council is authorized to accept the resignation of teaching staff member or forwarding him/her to the early retirement according to the recommendation of Councils of Department and College.

Rules of Hiring Part-time Teachers (not seconded full-time)

Article No. 96

University could enlist with non-free teachers. They must be of the former teaching staff or from the distinguishing Scientists with long experience in Specialization to be taught. They



must not be given any administrative work.

Article No. 97

Enlisting with Non-free teaching staff members should not be more than two years with renewability by Decree from University Rector based on the agreement from University Council and recommendation of the Scientific Council and Councils of College and Department.

Article No. 98

Non-free teaching staff members is granted allowance equals to the first connector of the scientific rank he/she was in. If he/she was not teaching staff member, the University Council determines it according to recommendation of the Scientific Council and Councils of College and Department. Such recommendation must not overtake the first connector of the scientific rank he/she was in.

Article No. 99

Based on the law, Article No. 96 of this regulating list, non-free teaching staff member has to abide with the duties of teaching staff members numerated in this board. The extra teaching Units must be treated according to the regulations of Article No. (51).

Article No. 100

If Non-free teaching staff member has not abided with the duties of teaching staff members, the special rules of teaching staff members punishing applied. Such rules regulate and motivate the Saudi competencies out of the University to come and teach in University, its Colleges and Institutes.

Regulations Governing the Encouragement of Saudi Talents Available Outside the University To Teach in The University's Colleges and Institutes.

Article No. 101

Those part-time teaching staff members, who teach the credit teaching Units, are granted the following awarding for each teaching unit taught:

- | | |
|--|---------|
| 1- Ministers, their Vices and the excellent rank owners | 1000 SR |
| 2- Teaching staff members, from other Universities, who have been hired: | |
| a. Profess | 400 SR |
| b. Professor Associate | 350 SR |
| c. Professor Assistant | 300 SR |

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3- Those with employee's ladder ranks (job grade scale);

a. Ranks No. 14	400 SR
b. Rank No. 13	350 SR
c. Rank No. 12	300 SR
d. Rank No. 9,10,11	250 SR

4- Those employees on ranking of educational employments:

a. Sixth Level	250 SR
b. Fifth Level	200 SR
c. Fourth Level	150 SR.

5- Military:

a. General Officer	1000 SR
b. General and Colonel	400 SR
c. Brigadier and Colonel	350 SR
d. Lieu	250 SR.

6- Retired: According to their scientific degree (qualification), vocational ranks, military ranks before retirement.

7- Non-employed: With the approval of the University Council based on recommendation of the Department Council and College, it is possible to hire the distinguishing Saudi competencies from out of the University, other than the ones mentioned above, to teach in the University Colleges, Institutes and Centers and state their awarding within the limits (i.e. not to overpass the first rank salary from Professor Assistant rank).

Article No. 102

If the teaching staff members are out of the Campus or out of its branches, awarding is granted to them according to the Article No. 101 of this regulating board. In addition to awarding, he/she is granted Return Travel Ticket and mandating alternative (e.g., deputing stipend) or Universities pays the expenditure of residence, transportation and living along the period of stay.



Chapter Four

The Role of The Faculty Member in The Academic Guidance of Students

Student orientation and academic Advising are of the pillars of university education in the Kingdom. Given the importance of academic guidance in the faculties of the university. Therefore, it is advised to form a unit or committee with the responsibility of taking care of the students' academic support and guidance.

4.1 Fresh Students Orientation

The fresh students receive orientation once they join the College of Engineering through

- i- Orientation presentation arranged by the College and Student Club through senior faculty members. In this presentation, the students are informed about the three BSc programs offered by the College regarding their requirements, academic plan and job opportunities.
- ii- Student hand book and related brochures.
- iii- Guides and instructions are presented on the College site.

4.2 Academic Advising

4.2.1 General Concepts

The Academic Support and Counseling Unit is a unit established by a decision of the College Dean.

Academic guidance is the responsibility of all faculty members, not just the Academic Support and Guidance Unit. Therefore, all faculty members participate in academic supervision activities for students.

The Academic Advisor is one of the faculty members or similar in their assignment.

The unit works in coordination and cooperation with the Department of Guidance and Counseling Deanship of Student Affairs.

4.2.2 Academic Support and Guidance Unit (Committee)

a) Objectives

The Academic Support and Counseling Unit is concerned with providing support and guidance to the college students in order to benefit from their own abilities, work on developing their skills, and encourage them to excellence and academic creativity, to graduate in the specified time after they have gained scientific expertise and practical skills that provide them with a successful opportunity to work and study their problems. Psychological, health, physical and

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functional and contribute to its solution. The objectives of the unit can be summarized as follows:

- Preparing students to know and adapt to university life.
- Provide students with correct information about the college, educational policies, resources and study programs.
- Enhancing the academic achievement of students, raising their abilities and overcoming obstacles encountered during their academic achievement.
- Reducing chances of academic failure (preventive counseling).
- Providing advice and assistance to students with academic problems of college students.
- Paying attention to students with low and stuttered academic achievement and follow up them so that they can improve their academic level.
- Care and help students socially, physically, health, psychologically and functionally if necessary.
- Attention to outstanding and talented students and provide them with what will enhance their abilities and support their creativity.

b) Tasks

The tasks of the Support and Academic Advice unit (committee) are as follows:

- Develop a plan for academic supervision at the College.
- Supervise the implementation of the academic supervision plan.
- Spreading awareness among students about the unit and its importance and how to benefit from its services through meetings, pamphlets and the college website.
- Introduce students to the objectives and mission of the college, its educational programs, scientific departments, the fields of work of its graduates, and the aspects of care and services that it provides to its students.
- Distributing new students to academic supervisors and publishing lists on bulletin boards and the college website at the beginning of each year.
- Periodically upload (mid-term) a report containing the work of the unit as well as a report on the levels of students to the college administration.
- Study the cases referred to it by the College Administration and prepare reports on them to be submitted to the competent authorities.



- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider complaints of students of an academic nature and advise appropriate solutions or submit them to the college administration if necessary.
- Consider the students' complaints towards any course and find solutions and raise this to the college administration.
- Awareness of the importance of academic guidance and the importance of communicating with the academic advisor by publishing brochures and publications and using the college website for this purpose.
- Supervising orientation programs for new students to introduce the system of study and tests in the college.
- The Committee meets periodically every 4 weeks or as required to discuss periodic reports or exceptional reports from academic advisors.
- Contribute to solving the students' psychological, financial, social and functional problems and submit them when necessary to the Deanship of Student Affairs to take needed actions.

4.2.3 Tasks of the Academic Advisor

- Familiarity with the dates of registration, dropping and adding courses announced by the Deanship of Admission and Registration.
- Knowledge of the college study plan and graduation requirements for students. Ensure that the student's schedule is in line with the college study plan.
- Preparing and updating the academic guidance record file for each student. Or alerts from the course decision through which the level of the student can be assessed.
- Organize periodic interviews (at least once at the beginning of each semester) with each student supervised by:
 - Identify the performance of students in the last semester.
 - Urging the student to encourage more praise if he is distinguished in some courses.
 - Discuss the difficulties, if any, and seek appropriate solutions.
 - Discuss the appropriate options for the student in the next semester (recording or deleting courses, raising the rate, choosing a specialization etc ..).
 - Helping the student in case of difficulty in registering or opposing some materials.

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- Strict follow-up of the achievement of the student or scientific student in the materials recorded in it and write periodic reports and attach them in the file of the student.
- Addressing faculty members if the student's level is low.
- In case the student is not attending or his achievement level is weak, the advisor will intensify the regular meetings and discuss the student or the student accurately about the reasons and try to resolve or raise them to the Committee of Academic Guidance.
- Discover and develop students' talents.
- Helping students to make the most of the e-learning site at the college.
- Urge students to participate in academic and extra-curricular activities.
- The Dean or his designee does not sign a certificate of good conduct until after a letter from the academic advisor that the student has completed or finished all the requirements.
- It is necessary to build a relationship of academic friendship Bain Almarshad and the student or guide and student defrost differences between them.
- It is preferable that the role of the counselor as a social and career counselor for the student to know his or her social conditions and help to stabilize or the future of the student or student career and contribute to the opening of prospects for his or her employment opportunities, training or further study.
- Allocate office hours to meet students in his office to discuss problems encountered during the study.
- Introduce students to the objectives and mission of the college, its educational programs, scientific departments, the fields of work of its graduates, and the aspects of care and services it provides to its students. They are also enlightened and guided to select the appropriate disciplines that suit their abilities and capabilities.
- Submit a periodic report on the performance of students to the unit of academic support and guidance (before the end of the semester). The report covers the academic performance of the student (better or worse than before) and the measures taken to address the worst performance.
- Report on problems that require the intervention of the unit or the management of the college.
- Urge and encourage students to make use of the library and manage time effectively.
- Encourage students to study as groups and benefit from their peers.

It is preferable not to change the student's advisor from enrollment until graduation so that follow-up and coexistence will continue.



4.2.4 Student Responsibility and Role

- Take full responsibility for his academic performance as academic guidance is a mechanism of assistance.
- Undertake the college directory and website to learn about all the requirements of the department, college and university.
- Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc .
- Knowledge of his academic advisor and office hours.
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.
- Implementation of the guide's recommendations and attendance of the guide as scheduled.
- Notify the advisor of any variables that may affect his program or academic performance.

Chapter Five

Faculty Professional Ethics

5.1 The Policy of Ethics of Scientific Research

The University of Qassim, represented by the Department of Scientific Research, is concerned with protecting the rights of all university employees and protecting the privacy of scientific research topics. The university is concerned with supporting scientific mobility within international scientific frameworks and foundations that raise the level of the university as a center of elaborate research with a distinguished level. This document was drafted to achieve these objectives and in response to the funding requirements for research from different funding bodies. The following is a description of the procedures and controls for scientific research at the university.

Item 1: Types and areas of research:

Theoretically, all research topics have a congenital dimension, but there are some research trends in which the moral aspect has a special place: research that is concerned with the human and health aspects; research conducted using experimental animals; and research that has social and political sensitivity.

Item 2: Researchers:

Moral responsibility is primarily the responsibility of the researcher; the ethical aspects must be given special importance in all steps of research, from the idea to final steps, and results. In addition, the researcher must be familiar with, and have full knowledge of the rules and policies of the university in this aspect, and must apply these rules, and regulations. These rules and regulations apply to anyone who conducts research under the auspices of the university, whether research is conducted inside or outside the university.

1- The researcher is responsible for obtaining the prior approval of all the subject of the research, and the researcher should clarify to the participants in the research as follows:

The aim of the research, the source of funding, their right to withdraw from the research, or the refusal to participate in the research should be respected.

2- If the participants in the research are unaware of the nature of the research, or the value of their participation in it, for example, children, a written consent must be obtained from a parent or guardian.

3- If the participants' knowledge of the nature of the research will affect the results, they should at least mention the research of those participants.

4- It is recommended that the researcher consults with experts in the research subject, or the opinion of one of his colleagues when there is a need, especially in research related to some disciplines such as:

- Dynamic, or psychological stress.



- Infringement on the privacy of others.

5- The researcher should clarify the nature of the research to the participants, and obtain their consent to participate in it, including the method of writing the names of the participants and how they will be arranged with the definition of their workplace.

6- Research participants should be made aware of the importance of not publishing any data on the results, the privacy of the research, as well as not disclosing or using the information and results of the research until it is completed and published.

Item 3: General principles and ethics of research:

1- Credibility and honesty: Focus on the importance of honesty in all research steps including: gathering information, recording results, the method used, writing and publishing the research.

2 - Objectivity of the research: The researcher should avoid bias to any point of view, or adopt a prior result in the steps of research such as, analysis of results, data, writing the research plan, review of views, and previous research.

3 - Accuracy: Commitment to accuracy, and seriousness in all aspects of research, and keep records of the steps and results of the search.

4 - Cooperation, sharing ideas, data and devices, as well as providing advice and assistance to those who need colleagues, and accept criticism, and suggestions.

5- Respect: Appreciate and respect the opinions and suggestions of the participants in the research, as well as the protection of minors, or unaware that may be covered or dealt with by the research.

6-Respect for intellectual property rights: such as patents, copyrights and other types of intellectual property.

7-Privacy: Protect the privacy of individuals and information in all aspects of research.

8-Justice, treating others with respect for and observance of their rights, giving each person his destiny, and his appropriate status.

Item 4: Regulations and rules governing scientific research

1- The researcher should follow the regulations and regulations set by the National Committee for Bioethics and Medical <http://bioethics.kacst.edu.sa>

2- The researcher should follow the rules and regulations stipulated by the university, college or department, if any.

3- In the first place, the researcher must demonstrate moral responsibility in all aspects of scientific research, including everything mentioned in the general principles and ethics previously.

4. The researcher must follow the regulations and regulations stipulated by other supporting bodies, government agencies, or those authorized to regulate this practice.

- 5- The researcher should follow the safety methods and keep the safety of the participants in the study, researchers, assistants, and other workers. As well as maintaining the integrity of the facility and the environment.
- 6- The researcher should dispose of all waste, including sharp, infectious, chemical, and other wastes.
- 7- The researcher should familiarize himself with and abide by all regulations and controls stipulated and regulated for misconduct in scientific research.

Item 5: Regulations and rules governing the scientific research on human beings:

All research and scientific studies involving humans, or similar genetic material DNA or RNA or Human Tissue must be subject to the following rules and regulations:

1. The researcher must abide by the provisions of Islamic legitimacy, principles, and scientific norms governing this practice.
2. The person participating in the study must know the subject of the research in full.
3. The participation of people in the research should be voluntary and optional after knowing the details of the research in full.
4. The persons studied shall be respected and protected by explaining all the details of the research, damages and risks, if any.
5. The subject should be accepted within the ethics and general customs of the region.
6. Written informed consent must be obtained from the person participating in the study, or his legal guardian.
7. To inform all persons participating in the study, if necessary, of the results.
8. Respect the privacy of individuals participating in the study and respect the privacy of the information relating to all aspects of scientific research.
9. Scientific research Information, especially personal and private information, must be protected.
10. Persons participating in the study shall be protected from the study sample, researchers or assistants, as well as the integrity of the facility and the environment.
11. Researchers in this field can learn more using the following websites:
 - Medical Research Council: Human tissues and biological samples for use in research www.mrc.ac.uk
 - Royal College of Physicians www.rcpath.org
 - National Health Foundation www.nih.org
 - The National Committee for Bioethics and Medical Ethics: <http://bioethics.kacst.edu.sa>

Item 6: Regulations and rules governing scientific research on animals

The use of experimental animals in scientific research is one of the most important catalysts for conducting medical and applied research.



1. The researcher must abide by the provisions of Islamic legitimacy and scientific principles and norms governing this practice.
2. The researcher should review and apply all regulations and rules governing scientific research.
3. The minimum number of experimental animals should be used in scientific research.
4. Damage to experimental animals should be minimized at all stages of scientific research.
5. Experimental animals may only be used by trained persons.
6. Endangered animals may not be used.
7. The facility should contain the places suitable for the care of experimental animals during all stages of scientific research.
8. The persons involved in the study should be protected by researchers, assistants and others, as well as the integrity of the facility and the environment.

Item 7: Regulations and rules governing scientific research on the environment

The human being is an essential part of the surrounding environment and he depends heavily on the natural resources in it. Accordingly, all environmental research will apply to the following regulations:

- 1- The researcher should apply all regulations and rules governing scientific research and adhere to the provisions of Islamic Sharia and scientific principles and norms.
- 2- The researcher should explain the mechanisms of the research in full and estimate all the damage resulting from the work of the research in addition to the development of other alternatives to do so.
- 3- To the extent possible, damage to all forms of life in the environment should be minimized, including humans, animals, plants and other natural resources.
- 4- The study should be initially done on a narrow size to verify the associated damage.
5. The researcher must respect private and public property in all aspects and coordinate in this regard.
- 6- Healthy and proper disposal of all harmful substances resulting from research, including infectious substances, chemicals and others.
- 7- Participants must be protected and natural resources protected.

Item eight: Some other ordinances that must be observed:

Conflict of Interest, Safeguarding Facility and Environment, Justice, Respect for Privacy, Intellectual Property Protection, Written Agreement with Researchers, Written Agreement with Supporters, Risk Assessment, Procurement Management, Financial Management, Cost-Benefit Analysis, Training, Student and Student Support Teaching staff.

Item nine: Policy of misconduct in scientific research:

The Department of Scientific Research and the University in general expects all researchers inside or outside the University to abide strictly by the rules and regulations governing scientific research referred to above. Any breach of these regulations will be taken very

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seriously, in order to minimize the damage caused and to maintain the level of scientific research and the reputation of the university as a leading center of scientific research.

In the event of any violation of the regulations of ethics of scientific research, the matter is referred to the research center concerned to make a recommendation to the Committee on Ethics of Scientific Research at the University.

Paragraph (1) Application:

The policy of misconduct in scientific research is applied at all stages of scientific research starting from the idea, research proposal, literature review, research work mechanisms, references, final report, researchers, assistants, supporters, and others.

Paragraph (2) Definition:

Misconduct in scientific research is defined as follows:

- Making or fabricating results and reports.
- Distorting and falsifying the results and methods of research and other work or selectivity in showing some of the results and hiding some.
- Plagiarism or literary theft, including all stages of scientific research, starting with ideas and ending with reports.
- Mistakes and damages resulting from the lack of full compliance with the regulations and rules governing scientific research.
- Misconduct in scientific research does not include spontaneous errors or different methods of interpretation among researchers.

Paragraph (3) Proof:

To prove misconduct in scientific research, the researcher must:

- If there is an unacceptable error, or if it is far from practicing scientific research.
- If the commission of this mistake was done on purpose by the researcher or as a result of recklessness and non-compliance with controls.
- To prove that by evidence.

Paragraph (4) Responsibility:

The responsibility for reporting misconduct in scientific research rests with everyone, so that anyone who believes that misconduct in scientific research has occurred or happens should inform the Dean or Dean of Scientific Research.



Paragraph (5) Investigation:

The supporting body, represented by the Department of Scientific Research, shall ensure the verification of misconduct in scientific research in the appropriate manner after the initial evaluation. The Department of Scientific Research is also in charge of communicating with relevant external bodies, both governmental and private. All papers shall be referred to the Scientific Research Ethics Committee for appropriate decisions.

Paragraph (6): Possible penalties:

After all the evidence has been investigated and the relevant parties heard, the possible penalties for misconduct in scientific research vary according to the wrongdoing and there are several stages of the resulting penalties.

- Not supporting the project in case of submission.
- Monitoring and following-up the researcher's work in particular.
- Removing the researcher from a specific research project.
- Not reducing or cancelling the fund of the future research projects of the researcher.
- A letter of attention to the researcher may be included in the researcher file.
- Deduction from the monthly salary or deprivation of the premium.
- Stop the job promotion.
- Termination of service.

Other penalties may be applied from third parties relevant to the case depending on the applicable system.

All research proposals submitted to the Department of Scientific Research at the Mustaqbal University with an ethical dimension should be evaluated by the Research Ethics Committee.

5.2 The Ethics of Teaching and Learning

The set of high values and ethical rules of conduct that the University seeks to establish in the field of learning and education is determined by the need for the commitment of both faculty members and students to the following items:

Programs and Courses:

- 1- Working to achieve the objectives of higher education in the Kingdom of Saudi Arabia, and ways to achieve them in accordance with the possibilities of the curriculum being taught and access to sufficient information to reach the vision and mission of the university.
- 2 - Attention to the Saudi framework and rules that are acceptable in the field of specialization, including the requirements of the professions that the students are prepared to practice.
- 3- Planning programs in the form of integrated packages of options, with plans to deliver and evaluate programs in the light of their knowledge, skills, teaching strategies and continuous development processes, and take any necessary action to ensure that necessary adjustments are made to the content and references to ensure continuity of quality and consistency.
- 4 - Description of any course or program to include methods of teaching, and methods of assessment that fit with different types of learning.
- 5- Designing and implementing of the components of the course and its objectives, scientific content, activities and educational media that help in teaching and are useful in evaluating the performance of students, including the preparation of integrated scientific content, and sources of learning that enable access to knowledge in the easiest ways, with the choice of methods and teaching strategies appropriate to the nature of the content And calendar methods.
6. Benefit from educational programs or courses offered by international organizations, including e-learning or other distance learning programs or courses, unless approved or shown to be quality assured and approved by a relevant educational quality assurance agency, authorized From the government in the country of origin.
7. Submit a report on the course that has been taught. The student may express his opinion in what he learned after being exposed to the scientific content of the course.
8. Maintain records of student completion rates in all courses. They are used under performance indicators.
9. Make appropriate modifications to the plans of teaching courses after studying the courses reports and taking into account what is contained in it.



10. Provide program managers (department head or other officials) with regular reports (at least annually) on the teaching of each course.
11. The use of appropriate mechanisms (honest and consistent), programs to verify the levels (standard) of student achievement compared to the relevant benchmarks (levels or levels), both internally and externally
12. Monitor the quality of the program and program courses as a whole regularly through appropriate evaluation mechanisms, with regular adjustments and comprehensive reviews.
13. Retain in the course file and program file, details of changes made. This is when these changes were made as a result of periodic evaluations.

University Text Books:

Adherence to the standards of the quality of the university textbooks in terms of:

- 1- The existence of clear and measurable goals.
- 2 - An introduction explaining the organization of its content.
- 3 - It includes headings and subheadings for each topic.
- 4 - Integration of content with the objectives of the curriculum.
- 5 - Presentation of the article in a comprehensive and coherent logical manner.
- 6 - The proportion of its content is suitable with the number of hours set for it.
- 7 - Containing the appropriate drawings and illustrations.
- 8 - Using the appropriate methods for evaluation of primary and structural formative.
- 9 - Motivate the student to think in different ways.
- 10- Suitable for the level of the learner in his language and style.
- 11- The learner is directed to various relevant scientific activities.
- 12- Guide the learner to other sources of knowledge available.
- 13- Linking theoretical and practical matters.
- 14- Utilization of available knowledge and learning resources in the local environment.
- 15- Linking the learner to the surrounding community issues.
- 16- Help the learner to better understand what the lecturer offers him.

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- 17- The development of the methods of self-learning, and increases his ability to research and investigate.
- 18- Help the student to collaborative learning, and promote the spirit of teamwork and participation.

Approach Used:

1. Clarify students' responsibilities and codes of conduct, and ensure that they are fully aware of them at the start of their studies.
2. Clearly identify the developmental characteristics of students with the development of appropriate mechanisms to achieve, evaluate, and report.
3. Encouraging students to respect their right to express their personal views, not to deliberately impose any decision or opinion, and to provide a scientific environment based on trust, mutual respect and fair treatment, while avoiding humiliation or degradation of their abilities. Providing a scientific climate based on trust, mutual respect and fair treatment while avoiding humiliation or degradation of their abilities.
4. Social interaction between students and faculty members, and create an atmosphere of good relations between them, while being patient about mistakes.
5. Develop disciplinary systems against the right of the student who exceeds the limits of literature in dealing with his teacher as a way to preserve the dignity of the professor and educate the generation on morality virtuous.
6. Informing students of the requirements of assignments and student assessments (this information can be obtained in detail from the course description forms).
7. Helping students to develop their information, skills and positive attitudes towards religion, science and society through the acquisition of mental and scientific skills that develop scientific thinking and criticism, and love of continuous self-learning and practice.
8. - The right of the faculty member to listen to the professor during the lecture.
9. Informing the students of the course objectives, vocabulary, content, and methods of evaluation in the course of accomplishment, through the Internet and through the university website, e-mail or personal account of each student or by other means.
10. Discipline in the presence of lectures and commitment to the place and dates of the beginning and end in accordance with the general schedule, and not assigned to anyone, and any change must be based on the formal procedures governing it, and in case of approval of the change is placed in the room allocated to inform the students of the change, and the student must adhere to this.
11. Attention to office hours to guide students and guide them on how to deal and solve their personal and social study problems, in a public manner, and the student to review the faculty members on a regular basis.



12. Maintaining the system within the classrooms and lectures to allow students to achieve the highest level of achievement allowed by their abilities.
13. To instill balanced Islamic concepts and values in the minds of students, as well as to acquire knowledge and information, and develop their abilities to apply.
14. Providing a list of reference books for the department's materials and facilitating the students' access to them, while directing them to the various sources of knowledge, information vessels and study references in terms of their place and time of publication.
15. Inform students in advance and fully about course requirements through course descriptions that should include knowledge and skills targeted for development.
16. Avoid giving private lessons completely under any name pay or without pay, and whoever commits this offense, whether a member of the teaching staff or students to the punishment based on the results of investigations.
17. Urging students to scientific integrity and in the event of breach, whether in the exam or in the preparation of research is to apply the penal laws in force at the university.
18. Prepare a list of students' names, and use them in monitoring attendance and absence, and record the grades of the work of the year and the results, in a way that allows quick recall and extraction if needed.
19. Allow the student to review his / her answer papers in all cases.
20. Deal with disciplinary, penalty procedures, academic or personal problems of students in strict confidentiality, and respect the confidentiality of information relating to students, and not leaking information or giving it except to only those who are directly concerned with their affairs.
21. Design an integrated and comprehensive program to guide and direct new students; to ensure full understanding of the types of services provided by the institution, as well as the duties and responsibilities placed on them.
22. Implementation of the method of electronic guidance and provide the requirements for its implementation on the university website and its needs of manpower.
23. Create effective systems to help students learn through academic guidance and follow-up on students' progress, encourage high-performance students, and provide assistance to individuals who need it.
24. To be present at sufficient and specific times in a schedule to provide appropriate counseling and guidance to partially regular students as well as to wholly organized groups.
25. Evaluate the effectiveness of academic guidance through the use of electronic means and data available, such as analysis of response time and the results of the assessment of students, in the case of procedures for the guidance and academic direction of the student through electronic communications, including e-mail and others.
26. Provide adequate (private/extra) lessons to students to ensure their understanding and ability to apply what they are learning.

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27. Maintain documentary files (Portfolio) containing evidence and witnesses of orthodontic processes and improvement strategies.

Teaching Process:

1. Work on self-growth and develop academic, technical and professional performance through continuous follow-up of scientific developments and developments in the field of specialization and evaluation of scientific material, and then develop them according to these innovations.
2. Good preparation for the duration of the scientific to reach the target scientific level, and take into account not to deviate from the lecture issues not related to the article, while adhering to the duration of the lecture from the beginning to the end.
3. Mastering the teaching process and make it more interesting and fun, using appropriate teaching strategies to develop the skills of scientific thinking, criticism and creativity of the student.
4. Giving the student equal opportunities in dialogue and discussion, and expressing his ideas in a sequential, logical and related to the subject matter, while committing to a quiet dialogue sober away from passion.
5. Self-emotional awareness in terms of self-knowledge and acceptance and management of emotions and anger and away from verbal insults or quarrel and maintain appropriate emotional control does not let the opportunity of anger to possess and does not give quick judgments of different positions, and set an example.
6. The textbooks include recent references and the latest developments in the field of study.
7. The right to educational rehabilitation, which can enable the performance of the educational mission in the best way, through the provision of innovations contained in programs to develop the capabilities of faculty members.
8. The right to teach in the field of specific and qualitative specialization and not assigned to other disciplines, or administrative work is not the competence of his competence, with the justice in the distribution of lectures and tasks within the college, and to have full sovereignty in the lectures received, and to be criticized or taken from a qualified and satisfactory according to controls known.
9. The right to attend the necessary training opportunities before and during service, and to facilitate access.
10. Providing the appropriate study environment that enables to work comfortably, and helps students to accommodate such buildings with good specifications and all the work required by the means and tools of modern educational help to achieve the goals and objectives of education.
11. Benefit from the educational techniques and media that facilitate the teaching and learning processes, and pay attention to the system of external scholarship to acquire and train in one or more skills.



12. Commitment by faculty to teaching and evaluation strategies explicitly stated in the descriptions of courses and programs, and the use of appropriate strategies for different categories of educational outputs (outputs).
13. Developing appropriate strategies to improve teaching performance.
14. Application of modern technology in distance education, such as the use of computers, video and communications via satellite.
15. Review the program report and the course report, and then develop the study plan for the period including all the items stipulated in the report of the course of the vocabulary and requirements, duties, activities and time stages of the study plan, the dates of delivery of duties and research, and the method of distributing grades and names of references and primary and secondary sources of information, and determine the office hours, Etc., and students are notified of the content of the plan at the beginning of each semester.

Activities and Evaluation:

1. Participate in diverse student activities.
2. Diversify the activities assigned to students to meet individual differences.
3. Follow up on duties and activities and make them have effective weight in the calendar.
4. Following up on the plan to organize, encourage, promote and diversify the participation of students in cultural, sports, artistic, social, educational, recreational, and development activities and other activities that suit their interests and meet their needs.
5. Finding the appropriate mechanism to follow up and evaluate the size of student participation in extra-curricular activities, and compared with the size of student participation in other similar institutions, and the development of policies to improve levels of participation.
6. The evaluation process is based on objective evidence and is linked to appropriate criteria and predefined performance indicators. Independent experts are also involved in the interpretation of evidence.
7. Evaluation based on inputs, processes and outputs, with emphasis on quality of outputs.
8. Evaluations for quality improvement include routine work and activities as well as strategic priorities for improvement.
9. Use appropriate evaluation mechanisms for programs and courses such as student questionnaires, graduate employment output data, employer views and post graduate performance
10. Take all necessary precautions to protect exam questions from leakage and loss.

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11. Participating in the work of the examinations, preparing periodic examinations, correcting the exams, distributing the results of periodic examinations, reviewing the answers with students, if necessary, and monitoring the results and submitting them to the responsible authorities of the university for adoption.
12. Avoid participation in the development of the exam questions or the correction process in the case of having a relative of the faculty member up to the fourth degree.
13. Commitment to the system and discipline in the examination sessions and work to prevent fraud strictly and punish anyone who cheats or attempts to cheat.
14. Correcting the answer sheets according to key answers and organizing the data entry process of the exam marks in a way that achieves accuracy and neutrality.
15. Based on the grievances and processes of academic grievance and announced to students, and applied fairly
16. Be objective when preparing achievement exams and making sure that the exams are consistent with what has been taught, and that they can distinguish between different levels of students.
17. Encourage innovation, creativity and modernization.
18. Investigate accuracy and fairness in correcting the students' answer sheets.
19. Use effective procedures to verify that the work submitted by students is actually the work of the students themselves.
20. Criticize students constructively whenever discussing with them.
21. Distribute activities and duties regularly throughout the semester.
22. Ask questions and encourage students to think and seek answers.
23. To announce the results of periodic tests and written work promptly.
24. Provide key answers to the questions of the periodic tests.
25. Make student assessments appropriate to the targeted learning outcomes, and then apply student assessments effectively and fairly.
26. Make the mechanisms used to evaluate students' performance appropriate to the required learning patterns.
27. Avoid breaching any of the above clauses.

5.3 The Ethics of Relations with Colleagues



Relationships with colleagues play an essential role in achieving the University's objectives, provided that the faculty member is committed to a set of desired behaviors when establishing this relationship, which are specified in the following items:

1. To show a high ethical Islamic behavior in dealing with colleagues and employees of the university staff and workers.
2. Maintaining social relations with colleagues based on cooperation, both on a personal and scientific level.
3. Respect the right of colleagues to freedom of expression and academic freedom that is guaranteed by the system of higher education, on the rights and duties of faculty members.
4. Be fair and objective when issuing any specialist judgment, consultative evaluation, or public discussion of the work of the teaching staff.
5. Respect the confidentiality of personal information of faculty members who submit their scientific production for promotion.
6. Attending seminars, discussion and the circulation of thoughts between him and his colleagues and those who have previous experience in the field of scientific research.
7. Refraining from accepting gifts or donations from suspicious parties or from notorious persons, or raising moral controversies or affecting honor and integrity.
8. Announce gifts, donations, grants, and recipients, their uses, and documentation in official records at the department, college, or university.
9. Building bridges of communication, scientific cooperation, and research with colleagues
10. Spreading the spirit of cooperation and fraternity between faculty members, students, and staff.
11. Settling any dispute that may arise between a faculty member and one of his colleagues because of the profession by friendly means within the department and deanship, in a process of an attempt resolve the dispute before resorting to higher bodies inside or outside the university.
12. Avoid interfering of competing with the work of any colleague, indecently related to the teaching profession.
13. Avoid diminishing the capabilities of colleagues, and if there is a need to criticize a colleague professionally, it has to be done professionally.
14. The oldest faculty members shall supervise the taught courses and prepare its tests in coordination with the participants in the teaching of the course if more than one member participates in teaching the same course.
15. Use the expert people in the university in situations that require advice in solving specific problems that need experience.
16. Commitment to the principles and ethics associated with the various schools, such as medical schools and others.
17. Avoid breach of any of the preceding provisions.

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18. Practice literature and discussion between colleagues in a way that does not lead to some kind of intellectual conflict between them.

5.4 University Service Ethics

The faculty member who is concerned with serving the University shall abide by the following items:

1. Review the employment booklet that contains all the regulations, policies and rules governing the recruitment process of faculty and staff at the university, as well as the rights and responsibilities of faculty and staff, and processes of recruitment, supervision, performance evaluation, promotion, guidance, support operations, career promotion, and complaints, Disciplinary, and appeal procedures.
2. The right to see the functional and penalty systems specifically, and this is what makes the teacher aware of his rights and duties.
3. Ensuring that an effective strategy is in place to ensure that regulations are understood and complied with.
4. Contribute to the creation of a positive organizational environment (ie, an atmosphere in which individuals feel involved in decision-making, their ability to initiate and achieve their career aspirations, in which faculty and management believe that their contributions are valuable).
- 5 - Giving the faculty member a suitable educational level on the condition that his appointment was done fairly in accordance to the rules and regulations of the university. The rules of promotion also have to be clear and announced.
- 6 – To be given the right of promotion in the institution and to ensure fairness when necessary.
- 7 - The right to incentives, rewards, and material allowances in the light of accurate criteria.
- 8 - Enjoy the health and security benefits, housing, and consumer price discounts, with the establishment of special social clubs to give them the opportunity of educational meetings outside the walls of the university, and develop social relations between them
- 9 - Receive financial dues when assigning faculty members to work more than the official working hours, or the rewards of training courses they attend.
10. Review job descriptions, working conditions, mission, programs, and detailed information on the nature of work, performance indicators, and performance appraisals. As well as ensuring that the University contacts the referees whom the applicant mentioned them in his application in order to make sure of his education, qualifications and experience.
- 11 - The right to participate in a program of reception and guidance for new faculty members to ensure that they learn about the institution and its services, programs, strategies for the



- development of students, and the priorities to achieve and support the university in achieving its mission.
- 12- Respect the university system in terms of regulations, laws and instructions in every work done by the faculty member.
 13. Demonstrate a high level of ethics consistent with the university work ethics.
 14. Contribute effectively to serving the University.
 15. Developing academic capabilities, to ensure the continuity in scientific, research and service tasks, and seeking to disseminate knowledge in the best way on the basis of being up to date.
 16. Avoid using academic or administrative office for personal gains or unfair benefits that are incompatible with the status of a university professor.
 17. Participate in the membership of committees formed by the university, colleges and departments when requested to do so.
 18. Benefiting from the abilities and experiences of the faculty members, documenting their outstanding achievements and activities such as studies and researches, etc., and introducing others to them and involving them.
 19. Avoid practicing any work outside the university that is contrary to the responsibilities and duties of the faculty member at the university.
 20. Avoid the provision of scientific consultations using the University's name without getting first the approval of the University.
 21. Commitment of not representing the university and speaking in its name officially in forums and forums unless someone is authorized to do so.
 22. Protecting public funds in any means he deems appropriate, whether in the use of equipment, tools, raw materials, his time, expressing his opinion and participating in financial committees.
 23. Avoid the purchase of equipment, devices or services from any sources with which the faculty member has any relationship, whether family or personal, unless there is a committee formed for this purpose and has approved the purchase by a majority of its members according to required specifications and is subject to the terms of tenders applicable in such circumstances.
 24. Avoid hiring a member of the family as an employee or consultant in any project supervised by the university, without the approval of a competent committee.

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25. Avoid using the University's computer and network services for the following purposes:
 - ◀ Obtain or use other users' passwords without their consent.
 - ◀ Trying to access unauthorized files and information.
 - ◀ Attempting to disable or slow down the network or the computer system of the university.
 - ◀ Misuse of email or other means of communication within the university.
26. Ensure communication with officials who perform similar work in the male and female sections.
- 27 - Planning programs, facilities and services, which ensure the achievement of similar standards in the sections of male and female students, taking into account the diversity existing between the two sides due to different needs.
28. Participate in self-evaluation processes and cooperating with quality improvement processes and report on them in their respective fields.
29. Recognize mistakes and weaknesses in an understanding spirit, and work to help to overcome weaknesses.
30. Avoid refusal of senior faculty responsibility for quality management, and is given the necessary time and guidance and support the quality processes in the educational institution.
31. Avoid refusing the assignment of forming a quality committee that represents all the major units / departments in the institution.
32. Recognize that the quality assurance system in the educational institution is an integral part of routine planning and development strategies, in a specific series starting with planning, implementation, evaluation, and external review.
33. Paying attention to the provision of standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the educational institution in a framework that defines the processes and timetable for evaluation, review and reports.
34. Being keen to provide standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the institution within the framework of determining the processes and schedule of evaluation, review and reports.
35. Verify the results of the self-evaluation by comparing them with the evidence obtained from the surveys, and the opinions of the stakeholders such as students, faculty, graduates, and employers employed by the graduates.



36. Verify the validity of the interpretation of the evidence or proofs of the quality of performance by consulting people who are aware of the type of activity being examined, and use impartial mechanisms to eliminate the conflict between the different opinions.
37. Provide regulations and procedures to verify the level of student achievement compared to other educational institutions in accordance with the requirements of the National Qualifications Framework.
38. Participation of the University in the social, cultural, intellectual, sports, and scientific societies.
39. Consideration of attending various events held by the University.
40. Consideration of attending the meetings of the section and abiding by its directions
- 41 Seeking the official channels in the presentation of personal matters and commitment to the confidentiality of sessions.
42. Avoid breaching any of the foregoing clauses.

5.5 Ethics of Community Service

With respect to community service, the faculty member shall abide by the following items:

- 1 - A sense of responsibility towards the community to which the faculty member belongs.
- 2 - Publicly disclose that the views adopted by a member of the teaching staff expresses his own opinion and does not necessarily reflect the views of the university.
- 3- The University faculty member can provide external consultations provided that they do not affect the duties and academic performance of the member to be consulted.
- 4 - Participating in all matters that raise the awareness of the society, such as participation in public lectures, and in the press and audio-visual media.
- 5 - Taking into account the balance and moderation in the presentation of social and intellectual problems, with the responsibility to maintain the constants of the Saudi Arabian society.
- 6 - Contribute to the development of human knowledge associated with community service in a way that enables the graduation of citizens more able to participate in society effectively.
- 7 - Indulge in the affairs of society in all its intellectual, political and economic issues.
- 8 - Interact positively with the data and issues of the surrounding environment.
- 9 - Guiding and directing students to serve the community and the environment through work projects.

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- 10 - Acting in public and private life in a manner appropriate to social and academic status without vulgarity or come.
- 11 - Respect regulations, rules and decisions aimed at achieving the safety, security, stability, progress and prosperity of society.
- 12 - The commitment of the contractor from outside the State to the laws, customs of society and traditions and not to prejudice.
- 13 - Enhance the student's sense of belonging to his religion and his country.
- 14 - Promoting positive interaction between the student and other cultures.
- 15 - Work for the sovereignty of love and sincere respect among students and others to achieve the security and stability of the homeland, and to enable its development and prosperity and to ensure its reputation and status among high-end human societies.
- 16 - Taking into account his status as a moral and social role model in his dealings and relations with various institutions of society.
- 17 - Avoid breach of any of the above clauses.



Chapter Six

Faculty Member's Guide to Quality

6.1 Reasons for Increasing Interest in the Application of Quality in Higher Education

- Achieve a high level of performance in the educational process.
- Increase the number of students enrolled in higher education.
- life-long education.
- The ICT revolution and its impact on the educational process.
- Achievement of the outcomes of higher education institutions with the aspirations and requirements of society.
- Intense competition among educational institutions in the provision of higher education.
- Rationalize spending and set priorities in meeting community needs.

Quality comes at the forefront of the vital strategic concerns that face us in our lives in general, and in the areas of specific quality in particular, due to the success of scientific and technical progress and increasing competition between the productive and service institutions. The concept of quality goes beyond the traditional meaning of the quality of a product or service to include the quality of an organization or organization to improve and develop processes and performance, reduce costs, control time, achieve customer desires and market requirements, and work team spirit and strengthen belonging, and these can all be summarized in two key points:

- a. Compliance with specifications
- b. Recent developments in science and various academic fields have led to an increasing interest in academic quality in recent times. In order to reach graduates to internationally recognized standards so that they are able to compete locally, regionally and globally, quality assurance and academic accreditation have become one of the most important topics of concern to the Ministry of Higher Education. This is through the establishment of an independent body to monitor quality issues in Saudi universities, the National Center for Academic Accreditation and Assessment (NCAAA).

Quality Terminologies

To help achieve a common understanding of the important concepts and terminology used in the accreditation and quality assurance system, definition of some commonly used terms will be given.

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Term	Definition
Accreditation	It is a recognized certificate issued from an approved organization that approves that the educational program or the institution is following a specific required set of standards and criteria.
Programmatic Accreditation	Accrediting a program by providing the program a certificate that explains that it applies the proper standards of being acceptable as a valid educational program in a certain area with the required level.
Institutional Accreditation	Achieving the level of the educational quality of the institution according to a specific set of standards and criteria established by an external authority.
Assessment	A diagnostic formula for reviewing quality and assessing the learning and teaching process and programs by examining the course curricula, the organization and infrastructure, and the mechanisms of assessing the internal quality in the university.
Academic Program	A set of correlated courses spread over a specified period that qualify the candidate in a specific specialization according to a predefined rule.
Benchmarking	The comparison points or the performance levels are used to determine the goals and evaluate the outcomes.
Evaluation	Measuring the performance according to a set of standards, predefined criteria and thresholds.
Goals	Specific statements that apply to the missions or desires of the institution/program in specific subjects.
Graduate Attributes; GA	Characteristics and qualities demonstrated by the graduates in the field.
International Accreditation	Accrediting an institution or its programs through an accreditation agency in a different country.
KPI(s)	Selected principal performance indicators used in assessing the performance.
Learning Outcomes	Knowledge, skills, and values are gained from participating in a specific program or taking a specific course.
Mission	It is a general, short, clear statement describing the work and purpose of a certain body
Objectives	General statements that describe and provide a guide on putting goals and detailed plans
Outcomes	The results of the teaching, learning, research, and community activities in the institution.
Quality	There is a lot of definitions for quality:



	It is summarized in achieving accuracy and high standards with continuous improvement.
Internal Quality Assurance	The processes done by the institution/program to ensure quality in all the activities and is assessed by the internal agency.
Quality Management	The management job is to specify and implement the quality strategy and dedicate the resources and activities towards achieving quality.
Quality Inspection	Quality inspection is the process of evaluating and examining products (outcomes) or services to verify their conformity to required standards and specifications.
Quality Control	The process of inspecting the products (outcomes) and services, detecting variations from standard specifications, and making necessary corrections during the production process to achieve results that conform to specifications.
Quality Assurance	Quality assurance is a system or process that aims to ensure that all activities related to product (outcomes) development or service provision are carried out in accordance with predefined standards and procedures to ensure consistently high quality.
Comprehensive Quality	It is a philosophy with tools and techniques that aims to achieve the culture of continuous improvement, which is achieved by all the institution workers in order to make the clients happy.
Standards	Diagnostic evaluation criteria for evaluating the education, research, and community partnerships, the organization infrastructure, the governing policies, the leadership performance, and the mechanisms of assessing the quality in the university.

6.2 National Center for Academic Accreditation and Evaluation

The National Commission for Academic Accreditation and Assessment was established on the basis of His Highness the kind approval No. 7 / B / 6024 dated 9/2/1424 AH and the Higher Education Council Resolution No. 3/28/1424 at its 28th session held on 15/1/1424 AH. The Royal Decree No. (108) dated 14/02/1440 was issued to amend the name of the Education Evaluation Authority to be the Education and Training Evaluation Authority and the recommendation of the General Committee of the Council of Ministers No. 837 dated 08/02/1440 approved the organization of the Education Evaluation Authority. The Council of Ministers issued Decision No. (94), dated 7/2/1438 AH approving the organizational arrangements of the Education Evaluation Authority, which include that the authority is the competent body in the Kingdom to evaluate and accredit in education and training to raise their quality, adequacy and contribution. Later, the National Center for Academic Accreditation and Assessment is one of the centers supervised by the Commission, an extension of what was formerly known as the National Commission for Academic Accreditation and Assessment, so

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that it enjoys the moral character and administrative and financial independence and is the authority responsible for academic accreditation and quality assurance in educational institutions. Secondary - governmental and private. In order to improve the quality of private and public higher education, ensure clarity and transparency, and provide standardized standards of academic performance. The center's duties include setting rules, criteria and conditions for academic evaluation and accreditation, and formulating the regulations that guarantee their application in higher education institutions. Recently, the name of the Center has been changed to the “National Center for Academic Accreditation and Evaluation.”

6.3 UOM Quality and Accreditation Standing Committee

The Sanding Committee for Quality is formed annually according to a decision by the University President based on the membership suggestion presented by the University Vice-President for Development and Quality. The suggestion of membership of the Standing Committee of Quality takes into consideration the following:

- 1- Representing most of the colleges (such as health colleges, scientific colleges, and literature colleges).
- 2- Balanced representation of male and female.
- 3- Existence of the necessary experience in the nominated member (for example: directors of the quality units in the colleges, deans of nationally accredited colleges, and ex-consultants for the accreditation authorities).
- 4- Relation of the body which the member represents with the programmatic or institutional quality criteria (for example: supervisor of the Scientific Research Center and supervisor of the Community Service Center)

The Committee is concerned with designing and reviewing the general policies and procedures for the development, quality and academic accreditation activities in the University, designing the internal audit program for academic programs; centers and directorates, and suggesting the training plans for the University teaching staff and employees. Its tasks are detailed as follows:

- Development and review of the general policies for quality and academic accreditation activities at the University.
- Design and participation in the implementation of the annual internal audit programs for academic programs, centers, and directorates in the university.
- Participation in the follow-up of all academic and administrative bodies in the University regarding the implementation of quality improvement plans.
- Study of the requests of international and national accreditation of the academic programs and confirming them.



- Recourse of those who are deemed competent people from the University staff.

6.4 Quality and Accreditation Department

The university structure includes the "Quality and Accreditation Department" to manage and support academic quality activities in the university's colleges, centers, and departments.

Objectives of the Quality Assurance and Accreditation Department

- Contributing to the formulation of the university's strategic goals in the areas of development, quality, and academic accreditation.
- Achieving the university's mission of "Introducing distinguished educational and professional environment, enhancing innovation, encouraging partnerships to effectively meet community demands."
- Providing effective advisory support to the university's colleges, centers, departments, units, and programs in the areas of quality and accreditation.
- Building cooperative relationships and partnerships with prestigious institutions in the fields of quality and accreditation, achieving strategic benefits for the university.
- Building distinguished expertise in the areas of quality, evaluation, and academic accreditation in university education.
- Supporting efforts to raise the university's academic ranking.
- Promoting a culture of quality among university staff, organizing events in the field of quality and academic accreditation, and encouraging research in this field.
- Working to qualify all university programs to obtain academic accreditation from national and international accreditation bodies.

6.5 NCAAA Program Accreditation Standards

In 2022, the National Center for Academic Assessment and Accreditation (NCAAA) developed the standards for baccalaureate accreditation to be six rather than the eleven old standards, and their details are as shown below.

Standard 1: PROGRAM MANAGEMENT AND QUALITY ASSURANCE

The program must have effective leadership that implements the institutional systems, policies and regulations. The program leadership must plan, implement, monitor, and activate a quality assurance system that achieve continuous development of program performance in a framework of integrity, transparency, fairness and within a supportive organizational climate.

This standard has the following two sub-standards:

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1.1 Program Management

1.2 Program Quality Assurance

Standard 2: TEACHING AND LEARNING

Program learning outcomes must be precisely defined, and consistent with the requirements of the National Qualifications Framework and with the related academic and professional standards, and the labor market requirements. The curriculum must conform to professional requirements. The teaching staff must implement diverse and effective teaching and learning strategies and assessment methods that are appropriate to the different learning outcomes. The extent of achievement of learning outcomes must be assessed through a variety of means and the results are used for continuous improvement.

This standard has the following three substandard:

2.1 Learning Outcomes

2.2 Curriculum

2.3 Quality of Teaching and Students' Assessment

Standard 3: STUDENTS

The criteria and requirements for student admissions in the program must be clear and publicly disclosed and must be applied fairly. The information about the program and the requirements for completion of the study must be available, and students must be informed about their rights and duties. The program must provide effective guidance and counseling services, and extracurricular and enriching activities to its students. The program must evaluate the quality of all services and activities offered to its students and improve them. The program must follow its graduates. The program must follow its graduates.

Standard 4: FACULTY

The program must have sufficient numbers of qualified teaching staff with the necessary competence and experience to carry out their responsibilities. The teaching staff must be aware of current academic and professional developments in their fields of specialization, participate in research and community service, and in improving the program and institutional performance. Teaching staff performance must be evaluated according to specific criteria, and the results of these evaluations must be used for development.

Standard 5: LEARNING RESOURCES, FACILITIES, AND EQUIPMENT

Learning resources, facilities, and equipment must be adequate to meet the needs of the program and its courses; and must be available to all beneficiaries using an appropriate



arrangement. Teaching staff and students must participate in identifying such resources based on their needs, and in assessing their effectiveness.

6.6 Learning Outcomes

A group of knowledge, skills and values should be provided to the graduate and this is done through the inclusion of these knowledge, skills and competencies in the curriculum of the courses being taught. The content of those courses should be reviewed and evaluated periodically to ensure good results in the favor of the graduate that will benefit him in the labor market. Due to the importance of the student being able to identify the learning outcomes from the educational process, The following is a simple explanation of these outcomes:

- 1 - Knowledge: Ability to understand and present specific facts, concepts, theories and methods.
- 2 - Cognitive skills (mental) application of the foundations and theories in thinking and creative solution to problems and duties assigned and to unexpected new topics. In general, it is the ability to apply an understanding of knowledge to solve problems in creative ways and deal with critical situations.
- 3- Soft Skills: Includes leadership, communication skills which is the ability to communicate effectively when speaking or editing and using information resources and communication technology.
- 4- Practical skills in scientific fields that require it such as surgery, drawing, music and acting.
- 5 - Values and responsibility: Includes the values, attitudes and responsibilities that govern the behavior of graduates in the work field such as teamwork, ethical behavior, and learning autonomy.

6.7 Mustaqbal University Experience Regarding Institutional Accreditation

6.7.1 The official institutional academic accreditation project

After the completion of the university development study at the institutional and programmatic level and the visit of the external judges to the university and writing their reports, which included many recommendations, which the university considered obligatory in its implementation in order to continue improvement in the development and development of the university and raise the university's readiness to obtain institutional academic accreditation.

Project Achievements

- Preparation of the executive plan for the recommendations of the external auditors and approval of the Standing Committee for Academic Accreditation and start implementation.
- Determine the purpose and objectives of the institutional academic accreditation project and prepare the executive plan for the project and the timetable required for its implementation.
- Prepare the media plan for the project and the timetable for its implementation.

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- Identify the different sources of information needed to prepare a self-study report for the project.
- Finalization of the quality assurance system for academic programs.
- Obtaining institutional accreditation for 2 years (from March 2022 to February 2024).

6.8 Colleges Experience in the Field of Academic Accreditation

6.8.1 National (NCAAA) Accreditation

- The COE BSC Programs at the College has been conditionally accredited by the NCAAA for 2 years, which ends at 31st of March 2026.
- The Law Program at The Administration and Humanities Sciences College has been conditionally accredited by the NCAAA for 2 years, which ends at 30th of April 2026.

6.9 Role of the Faculty in Quality Activities

First: Quality Activities:

- Transparency and serious handling of questionnaires distributed by the university, college or department.
- To participate in the quality activities at the university or college level and to seek to identify and culture.
- Maintaining student gains and rights, whether academic or extra-curricular, by participating in evaluating these services and demanding their improvement and proposing some solutions to help them.
- Ensure transparency and objectivity when participating in focus groups to discuss topics that serve quality issues at the university or college level.
- Ensure follow-up contact with the graduates unit at the university after graduation to follow up the activities of the university to serve the graduates and contribute to its development.
- Respond effectively to the invitation of the university, college or department to participate in the work of the committees of external auditors.

Second: Development Activities

- To participate actively in the University's external and internal activities in a way that contributes to raising the University's classification in student activities.
- To participate actively in the activities of the scientific and extra-curricular departments of the importance of this matter when reviewing the work and activities of the college or department with a view to accreditation.
- Adherence to the values of the university and announced in the context of the strategic plan of the university.



- Initiating development proposals for the college or department to improve the educational process.
- Ensuring participation in the membership of faculty councils, departments and committees related to activities
- Students, to achieve the principle of active participation in decision-making.
- Make sure to register and complete your personal data with the College Student Affairs Unit during the study and after graduation.

Third: Educational Activities

- Taking advantage of the scientific assistance provided by faculty members, especially office hours, as well as keenness to evaluate their effectiveness in helping students.
- Interact and participate in the activities offered in the classrooms that serve the quality of the educational process.

6.10 Academic Accreditation Importance

For students:

- Assists students in the process of selecting the university and knowing its reputation.
- Accreditation strengthens the University's reputation and popularity as an attraction for students and facilitates the process of attracting outstanding students.

For educational institutions:

- The direct advantage of accreditation for the university is to help build fame and brand for it, and be an attractive factor for regional and international universities to cooperate with them in academic fields, so that the University is proud to belong to members.

For discipline:

- Accreditation helps promote discipline among new and existing students.
- Accreditation is particularly useful for new and future specializations and is beneficial for industries facing a shortage of skilled labor.

For employers:

Accredited Universities and Specializations give local and international employers a good idea of the level of skills and behavior of graduates (prospective employees) before any actual hiring is done.

- Accreditation provides guarantees to employers that graduates of the program are able in their disciplines theoretically and practically and are ready to enter the labor market.

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- For businessmen:
- Recognition by international accreditation bodies opens borders and facilitates the free movement of qualified and skilled competencies between different countries.
- Academic accreditation provides an appropriate assurance to businessmen that accredited university graduates have the minimum knowledge, skills and competencies necessary to make a successful business.

For the Country:

- Local and international academic accreditation, based on stringent quality standards, helps to build a stereotype of the country as an attraction for students seeking higher education and promotes educational tourism.
- Accreditation helps build a realistic image of the country as a source of high-caliber competencies to operate in global markets.

Standing Committee for Quality