جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Organizational Structure,

Tasks, Authorities, and Job Description

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1. Organizational Structure and Tasks

Chapter 1
Organizational Structure and Tasks

1.1 Introduction

This manual aims to document the organizational structure of Mustaqbal University and clarify the roles and responsibilities across all administrative levels. Its purpose is to ensure operational efficiency, clear lines of authority, and improved coordination between academic and administrative units. The manual applies to all colleges, deanships, centers, departments, and units affiliated with the university.

1.2 Principles and Standards

The university's organizational structure has been built according to the following principles and standards:

- Compliance with regulations and bylaws issued by the Council of Universities Affairs
- Adherence to the Basic Statute of Mustaqbal University
- Compliance with executive rules and decisions issued by the Board of Trustees and the University Council
- Clarity in hierarchical structure and definition of responsibilities and authorities
- Operational efficiency and reduction of task duplication
- Transparency in reporting, performance indicators, and accountability

1.3 General Organizational Structure of the University

The organizational structure consists of the following:

- Board of Trustees

- University Council

- University President, supported by several departments and units

- Vice President for Graduate Studies and Scientific Research, supported by several departments related to his scope of work.

- Vice President for Development and Community Responsibility, supported by several departments related to his scope of work.

- Vice President for Educational Affairs, supported by several departments related to his scope of work.

- Colleges, headed by their deans

- Executive Director, supported by several departments

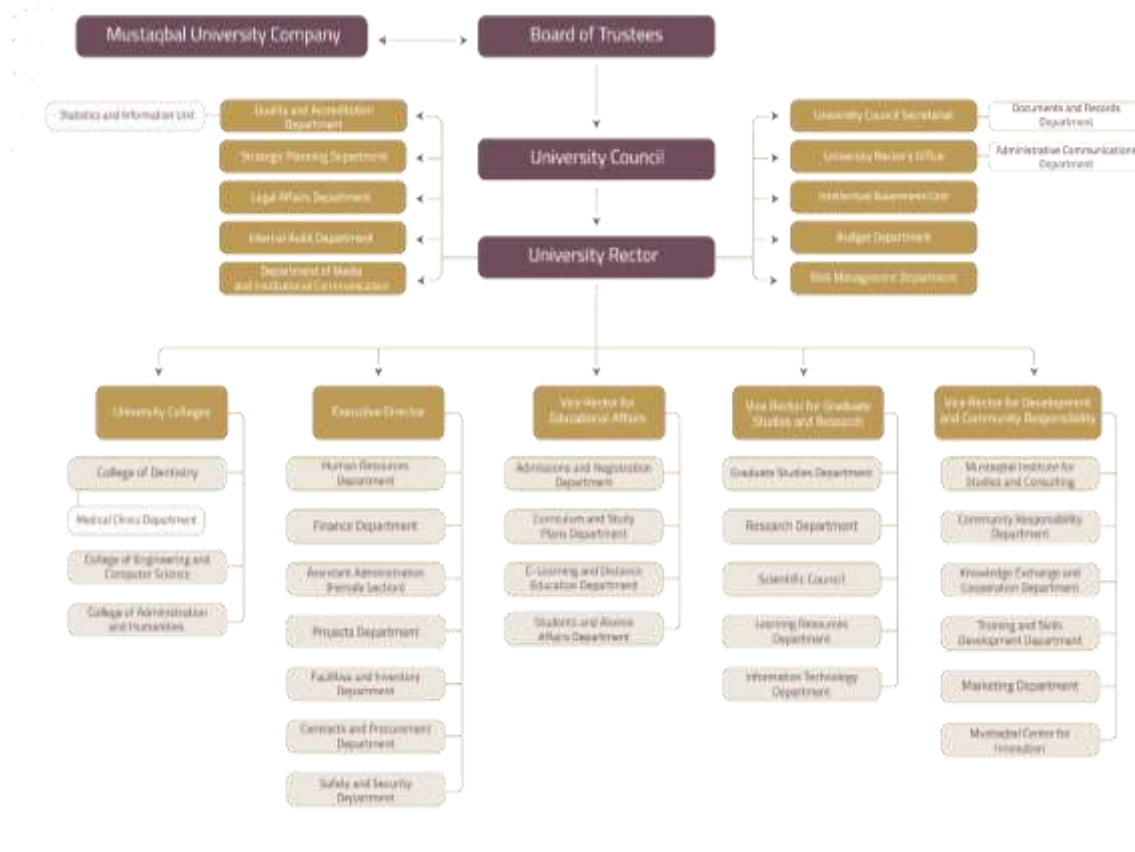Fig 1 illustrates the structure and leadership hierarchy.

Fig.1: Organizational chart

1.4 Details of the Organizational Structure Components

1.4.1 Governing Councils

Board of Trustees

Responsibilities:
The Board of Trustees assumes the responsibilities and authorities stipulated in the Universities Law issued under Royal Decree No. (M/27) dated 2/3/1441 AH, and the regulatory bylaws for private universities and colleges issued by the Council of Universities Affairs under Decision No. (3/16/45) in its sixteenth meeting held on 14/2/1445 AH.

University Council

Responsibilities:
The University Council assumes the responsibilities and authorities stipulated in the Universities Law issued under Royal Decree No. (M/27) dated 2/3/1441 AH, and the regulatory bylaws for private universities and colleges issued by the Council of Universities Affairs under Decision No. (3/16/45) in its sixteenth meeting held on 14/2/1445 AH.

Lines of Reporting and Organizational Relationship: Board of Trustees.

1.4.2 University Rector

Responsibilities:
The University Rector oversees the overall management of the university and its academic, administrative, and financial affairs in accordance with the organizational structure, ensuring operational efficiency, optimal resource utilization, and compliance with approved regulations and bylaws.

Lines of Reporting and Organizational Relationship: University Council and Chair of the Board of Trustees.

Units Reporting to the University Rector

1. University Council Secretariat
2. Documents and Records Department
3. Office of the University Rector
4. Administrative Communications Department
5. Intellectual Awareness Unit
6. Budget Department
7. Risk Management Department
8. Quality and Accreditation Department
9. Statistics and Information Unit
10. Strategic Planning Department
11. Legal Affairs Department
12. Internal Audit Department
13. Department of Media and Institutional Communications

1. University Council Secretariat

Responsible for organizing and managing all activities of the University Council, including preparing meetings, agendas, and related documents; documenting minutes and decisions; and maintaining secure and organized archiving. It coordinates with internal and external entities and serves as the executive and administrative arm of the Council.

Lines of Reporting and Organizational Relationship: University Rector.

2. Documents and Records Department

Responsible for organizing and preserving the university's official documents in a manner that ensures confidentiality and easy retrieval.

Lines of Reporting and Organizational Relationship: University Council Secretariat.

3. Office of the University Rector

Provides direct support to the University Rector in managing academic, administrative, and organizational affairs.

Lines of Reporting and Organizational Relationship: University Rector.

4. Administrative Communications Department

Acts as the primary communication link between the university and external entities, as well as among internal units, ensuring accuracy, speed, and effective organization.

Lines of Reporting and Organizational Relationship: Office of the University Rector.

5. Intellectual Awareness Unit

Based on Article 3 of the regulations governing Intellectual Awareness Units in higher education institutions (Council of Universities Affairs Decision No. 78549 dated 27-07-1442 AH), the unit aims to:

a. Strengthen loyalty to religion, leadership, and national values
b. Promote moderation, tolerance, and coexistence
c. Prevent extremist ideologies and address their effects
d. Monitor intellectual violations, extremist behaviors, and negative phenomena in the university environment
e. Encourage research initiatives related to intellectual issues and national cohesion

Lines of Reporting and Organizational Relationship: University Rector.

6. Budget Department

Responsible for proper financial planning and overseeing the allocation of financial resources to ensure the university's academic and administrative goals are achieved efficiently, while maintaining long-term financial sustainability.

Lines of Reporting and Organizational Relationship: University Rector.

7. Risk Management Department

Responsible for strategic vigilance and fostering a culture of prevention by identifying and analyzing potential risks, developing effective mitigation mechanisms, and supporting senior management in making risk-informed decisions.

Lines of Reporting and Organizational Relationship: University Rector.

8. Quality and Accreditation Department

Ensures the university achieves high levels of academic and administrative performance and complies with local and international quality standards.

Lines of Reporting and Organizational Relationship: University Rector.

9. Statistics and Information Unit

Collects and analyzes statistical data related to university activities and provides information to support decision-making and strategic planning.

Lines of Reporting and Organizational Relationship: Director of Quality and Accreditation.

10. Strategic Planning Department

Monitors the implementation of the university's strategic plan and ensures alignment between unit-level plans and the university's overall objectives.

Lines of Reporting and Organizational Relationship: University Rector.

11. Legal Affairs Department

Safeguards the university's legal interests and ensures compliance with laws, regulations, and legal frameworks.

Lines of Reporting and Organizational Relationship: University Rector

12. Internal Audit Department

Provides oversight and advisory functions to protect university assets, enhance efficiency, ensure transparency and compliance, and support governance and risk management.

Lines of Reporting and Organizational Relationship: University Rector.

13. Department of Media and Institutional Communications

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Responsible for enhancing the university's public image, managing internal and external communication, and ensuring effective delivery of media messages.

Lines of Reporting and Organizational Relationship: University Rector.

1.4.3 Vice Rector for Graduate Studies and Scientific Research

Responsibilities:
Assists the University Rector in managing matters related to the departments and councils under this sector.

Lines of Reporting and Organizational Relationship: University Rector.

Units Reporting to the Vice Rector for Graduate Studies and Scientific Research

1. Graduate Studies Department
2. Scientific Research Department
3. Scientific Council
4. Learning Resources Department
5. Information Technology Department

1. Graduate Studies Department

Oversees postgraduate programs (PhD, Master's, Higher Diploma) and manages all student-related activities at the postgraduate level. It also contributes to research development and academic excellence.

2. Scientific Research Department

Facilitates and organizes research activities, oversees the development and direction of research in alignment with national priorities, and enhances the university's research reputation.

3. Scientific Council

Supervises academic affairs of faculty members, research, studies, and publications in accordance with relevant regulations and the university's Basic Statute.

4. Learning Resources Department

Provides, organizes, and facilitates access to resources that support learning, teaching, and research.

5. Information Technology Department

Responsible for developing, maintaining, and supporting the university's technological infrastructure and digital transformation initiatives.

1.4.4 Vice Rector for Development and Community Responsibility

Responsibilities:

Assists the University Rector in managing its affairs concerning the institute system, departments, and affiliated centers, according to the university's organizational structure, ensuring performance efficiency, optimal resource utilization, and adherence to approved regulations and policies.

Lines of Reporting and Organizational Relationship: University Rector.

Units Reporting to the Vice Rector for Development and Community Responsibility

1-Mustaqbal Institute for Studies and Consulting

2- Community Responsibility Department

3- Knowledge Exchange and Cooperation Department

4- Training and Skills Development Department

5- Marketing Department

6- Mustaqbal Center for Innovation

Lines of Reporting and Organizational Relationship: Vice Rector of the University for Development and Community Responsibility.

Responsibilities:

1- Mustaqbal Institute for Studies and Consulting

The institute aims to strengthen the links between the university and the surrounding environment by harnessing the university's human, scientific, research, technical, consulting, and administrative capabilities to provide studies and consultations that meet the needs of various sectors, invest research and study results, and build a knowledge-based economy that contributes to achieving the university's strategy according to the Kingdom's vision.

2-Community Responsibility Department

The Social Responsibility Department is concerned with implementing and enhancing the university's role in the national social responsibility strategy by promoting and managing the university's voluntary commitment to work on projects and programs aimed at creating a sustainable impact on community development, economy, and environment, and monitoring and measuring the impact of the university's activities related to social responsibility.

3- Knowledge Exchange and Cooperation Department

The Cooperation and Knowledge Exchange Department aims to strengthen the university's relationships with internal and external entities to exchange knowledge and expertise and develop joint programs. It also works to enhance strategic partnerships that contribute to raising the university's level.

4- Training and Skills Development Department

The Training and Skills Development Department is responsible for designing and implementing training programs aimed at developing academic, administrative, and personal skills for all university affiliates, including students. The department focuses on enhancing professional, personal, and educational capabilities, contributing to raising academic and administrative performance at the university.

5- Marketing Department

The Marketing Department contributes to enhancing the university's image, highlighting it, and showcasing its identity and media footprint through marketing strategies directed at various target groups.

6- Mustaqbal Center for Innovation

The Mustaqbal Innovation Center promotes a culture of innovation and creativity within the university. Its responsibility is to support and guide research and creative ideas and transform them into practical projects that can be applied in various fields. The center also contributes to developing entrepreneurial skills and providing a stimulating environment for students and faculty members to generate new ideas, technological innovations, and startups.

1.4.5 Vice Rector for Educational Affairs

Responsibilities:

 The president assists the university inadministering its affairs with regard to the system of affiliated departments, according to the organizational structure of the university. This ensures efficiency and Performance, as well as commitment to the systems and regulations approved.

Lines of Reporting and Organizational Relationship: University Rector

Units Reporting to the Vice Rector for Educational Affairs

1- Admission and Registration Department
2- Curriculum and Study Plans   Department
3- E-Learning and Distance Education Department
4- Student and Alumni Affairs Department

Lines of Reporting and Organizational Relationship: Vice Rector for Educational Affairs

Responsibilities :

1- Admission and   Registration Department

The Admissions and Registration Department is responsible for carrying out all operations related to student admission and registration, issuing documents and certificates, academic transactions, in addition to student services and procedures.

2- Curriculum and Study Plans   Department

The Curriculum and Study Plans Department is responsible for organizing and recommending the approval of curricula and study plans for academic programs at the university, ensuring they meet academic and educational standards. It also ensures that the programs offered meet quality and academic accreditation requirements and the needs of the labor market.

3- E-Learning and Distance Education Department

The E learning and distance education department is responsible for overseeing the issuance- of necessary licenses and designing, organizing, and providing e-learning platforms and tools that contribute to delivering academic programs or courses in a non-traditional manner. It also ,ensures the continuity of the digital learning process with flexibility and effectiveness especially inemergenciesor to expand access to learning and education .

4- Student and Alumni Affairs Department

The Student and Alumni Affairs Department is responsible for providing support, guidance, and counseling to students in social and psychological aspects, instilling values, and fostering disciplined behavior among students, while also supervising... The programs and support services offered to students throughout their studies and until graduation aim to enhance and develop their intellectual, personal, and physical skills and abilities in a balanced and integrated manner. These programs also strengthen relationships with students, encourage their contributions to the university's development, and ensure their participation in its activities.

Furthermore, they play a key role in enhancing the student experience. The administration also oversees the academic, cultural, social, and athletic aspects, ensuring students benefit from the various services provided by the university. It maintains continuous communication between the university and its alumni to support their professional journeys and strengthen their connection to the institution and academic community. This helps align educational outcomes with labor market needs.

1.4.6 Colleges of the University

1- Dean of the College of Dentistry
   -Medical Clinics Department
2- Dean of the College Engineering and Computer Science
3- Dean of the College the sciences Administrative and humanity

Lines of Reporting and Organizational Relationship: University Rector

Responsibilities of the Dean of the College :

The dean is responsible for managing the college's academic, educational, administrative, and financial affairs, in accordance with the university's organizational structure, ensuring efficient performance, good resource utilization, and compliance with approved regulations and bylaws.

Medical Clinics Department
,University medical clinics bear a comprehensive responsibility towards university students including providing primary health care, emergency first aid , medical referrals, preventive follow-up, and health education, in order to ensure a safe and healthy university environment .for students and faculty members

Linesof reporting and organizational relationship:: .Dean of the Faculty of Dentistry

1.4.7 The Executive Director

Responsibilities :
The Executive Director assumes general supervision and management of the operational and administrative processes of the departments under their responsibility, in accordance with the university's organizational structure, to ensure efficient performance, effective resource allocation, and compliance with approved regulations and bylaws.

Lines of Reporting and Organizational Relationship: University Rector

Units Reporting to the Executive Director

1- Human Resources Department

2- Finance Department
3- Assistant Administration (Female Section)
4-Projects Department
5-Facilities and Inventory Department
6- Contracts and Procurement Department
7- Safety and Security Department

Lines of Reporting and Organizational Relationship: The Executive Director.

Responsibilities

1- Human Resources   Department

The Human Resources Department is responsible for overseeing the organization of the affairs of the university's staff, including faculty members and those in similar positions, employees, technicians, and other categories working at the university, in accordance with the university's organizational structure, ensuring efficient performance, good investment of resources, and compliance with approved regulations and bylaws.

2- Finance Department

The university's financial Department is responsible for effectively and efficiently managing financial resources, ensuring support for the university's academic and administrative goals, in accordance with approved financial policies, the university's budget, and the university's organizational structure, thus ensuring efficient performance, good investment of resources, and compliance with approved regulations and bylaws.

3- Assistant Administration (Female Section)

The Assistant Administration (female section) is responsible for providing support and care to female students, staff, and faculty members within the university, as well as enhancing their academic, administrative, and social participation. The department's role includes several tasks related to facilitating a conducive academic and administrative environment for women within the university, in accordance with the university's organizational structure, ensuring efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

4-Projects Department

The university's project management department is responsible for planning, managing, and monitoring major projects undertaken by the university across various fields, including academic, administrative, technical, and service-oriented projects. It also contributes to transforming ideas and needs into reality by developing clear and purposeful projects that enhance the university environment and achieve its strategic objectives, in accordance with the university's organizational structure. This ensures efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

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5-Facilities and Inventory Department

The Facilities and Inventory Department is responsible for managing all university facilities, including buildings, classrooms, laboratories, offices, and various activity spaces, as well as managing the inventory of tools, equipment, materials, and supplies needed by the different units within the university. Its aim is to ensure a comfortable and efficient university environment for students, staff, and faculty, while guaranteeing the smooth and sustainable operation of all activities within the university's organizational structure. This ensures efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

6- Contracts and Procurement Department

-The Contracts and Procurement Department is responsible for organizing and executing all processes related to the procurement of goods and services necessary for the university, as well as preparing and reviewing contracts concluded by the university with suppliers, contractors, consultants, and investors. This department aims to ensure that all procurement processes are conducted in accordance with applicable laws and regulations, with the highest levels of transparency and financial efficiency, and within the framework of the university's organizational structure, thereby guaranteeing efficient performance, optimal resource utilization, and adherence to approved rules and regulations.

7- Safety and Security Department

The Safety and Security Department is responsible for maintaining a safe and secure environment for all members of the university community. Its responsibilities are diverse, encompassing accident prevention, rapid emergency response, and maintaining campus security. The department also aims to protect lives and property and ensure the safe and efficient operation of university activities, in accordance with the university's organizational structure, thereby guaranteeing efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.