



University of Tabuk
Institute of Languages
English Language Skills Department

Teacher Guide

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The purpose of this guide is to outline all official policies and specific procedures in the Institute of Languages (IL). All teachers should familiarize themselves with the information provided below in order to ensure that the IL work-flow is carried out in a smooth and professional manner.

1- TEACHING HOURS AND OFFICE HOURS:

All teachers are required to teach their assigned sections as allocated by the Academic Affairs Unit. In addition to teaching, teachers are required to hold ten office hours each week. Office hours should be distributed evenly throughout the week. Once teachers set their office hours in Week 1 of the term, coordinators and students should be informed of the timings. Teachers should be available in their offices during the set hours to assist students and complete any administrative tasks.

2- OFFICIAL CORRESPONDENCES:

It is the responsibility of all teachers to read all correspondences on a daily basis. Official correspondences include, but are not limited to, emails, faculty updates, official IL documents, meeting minutes, memos, WhatsApp, and announcements. All teachers must be aware of the information disseminated through these correspondences and act accordingly.

3- INSTRUCTORS' ABSENCE POLICY:

Planned Leave of Absence

If an instructor has a planned absence, the following procedures must be followed to apply for leave

1. An email including the following information must be sent to the Campus Coordinator to request leave. The academic coordinator, Program Director, and the Vice Dean must be copied in the email. If the instructor is a member of a unit, the unit head must also be copied in the email.

- The reason for the requested leave
- The date and duration of the requested leave
- The name of the substitute who will be responsible to cover the tasks (teaching/administrative) during the leave period, if available.

2. If the leave is approved, a “Leave Request Form” must be filled out and submitted to the administration. This form will be provided by the HR Department.

Single-Day Absence:

If an instructor will be absent for one day only, the following procedures must be followed:

- Inform your campus coordinator
- If the instructor is a member of a unit, the unit head must also be informed.
- The name of the substitute who will be responsible to cover the tasks (teaching/administrative) during the leave period, if available.

Tardiness and/or Early Dismissal:

If an instructor must be late for class or needs to dismiss class early, the following procedures must be followed:

1. The instructor must inform his/her academic coordinator as soon as possible.
2. The instructor should clarify his/her case in an email within one day citing the reason for the tardiness or early dismissal.

This should only be used for emergency situations. Excessive tardiness and early dismissals will be taken into consideration and instructors will be notified officially in these cases.

4. STUDENT ATTENDANCE AND DN SUBMISSION:

An accurate submission of student attendance is the instructor's responsibility. Attendance is taken on a daily basis: One term includes an average of 13 teaching weeks with 5 days per week. Any student who exceeds 25% of absences will be marked DN.

Instructors should refrain from announcing the DN status to any student, as the finalized list is approved by the IL administration and published by the Academic Affairs Unit.

5. DRESS CODE:

The IL requires all faculty members to present themselves professionally, both in overall appearance and dress. They are expected to dress modestly, be well-groomed and professional in their appearance, adhering to accepted norms for an academic environment. Business casual attire or professional dress is the standard dress code for IL faculty members and staff. IL is a professional work environment and requires and expects strict adherence to the stated dress code.

6. VIOLATIONS:

As a part of an educated and a highly professional community working at IL, all the instructors and staff are expected to follow the above policies and the specific procedures listed. Failure to follow any of these carefully outlined policies and procedures might lead to official repercussions, which can vary from issuance of a verbal and/or a written warning letter, which will be reflected in the professional evaluations. In order to steer clear of any possible violations, this Policy and Procedures Guideline, approved by the IL administration, will serve as a quick and common reference to all teachers.

First and Second Terms Curriculum

College	First semester	Second semester	Daily teaching hours	Credit hours
Medicine	QSkills 3 + Supplementary Material	QSkills 4 + Supplementary Material	4	5
Applied Medicine			4	5
Pharmacy			4	5
Languages and Translation Department	QSkills 1 + Supplementary Material	QSkills 2 + Supplementary Material	4	5
Computer and Information Technology			3	5
Engineering			3	5
Business Administration	Headway Beginner + Supplementary Material	Headway Elementary + Supplementary Material	3	5
Science	Headway Elementary + Supplementary Material	Headway Pre-Intermediate + Supplementary Material	3	5
Education and Arts	Headway Beginner + Supplementary Material	Headway Elementary + Supplementary Material	2	5
Art and Design			2	5
Sharia and Law			2	5

The Blended Learning Program (BLP) will be implemented on the following colleges:

Number	College	First term curriculum	Course Code
1	Medicine	QSkills 3 + Supplementary Material	EMD001
2	Applied Medicine		EMD001
3	Pharmacy		EMD001
4	Computer and Information Technology	QSkills 1 + Supplementary Material	ECE001
5	Engineering		ECE001
6	Languages and Translation Department		ELT001

The New Headway curriculum will be implemented on the following colleges:

Number	College	First term curriculum	Course Code
1	Business Administration	Headway Beginner + Supplementary Material	EBA001
2	Education and Arts		EHS001
3	Sharia and Law		EHS001
4	Art and Design		EHS001
5	Science	Headway Elementary + Supplementary Material	ESC001

Assessment Policy / Headway Curriculum:

Number	Component	Percentage
1	Midterm 1	%20
2	Midterm 2	%20
3	Final Exam	%50
4	Quizzes	%5
5	E-content	%5

As for the Blended Learning Program (BLP) assessment policy, please refer to the supplementary material for more details.

Course Details of the English Language Program:

College	Term 1 Course Code	Term 2 Course Code	Daily Teaching Hours	Credit Hours
Medicine	EMD001	EMD002	4	5
Applied Medicine	EMD001	EMD002	4	5
Pharmacy	EMD001	EMD002	4	5
Languages and Translation Department	ELT001	ELT002	4	5
Computer and Information Technology	ECE001	ECE002	3	5
Engineering	ECE001	ECE002	3	5
Business Administration	EBA001	EBA002	3	5
Science	ESC001	ESC002	3	5
Education and Arts	EHS001	EHS002	2	5
Sharia and Law	EHS001	EHS002	2	5
Art and Design	EHS001	EHS002	2	5

Useful Links:

Number	Link Content	Link Address
1	Institute of Languages Website	https://ut.edu.sa/ar/web/english-language-unit/home
2	QSkills- E-content	https://iqse.ouponlinepractice.com/auth/index
3	Headway- E-content	www.oxfordlearn.com