

جامعة تبوك  
University of Tabuk

**UNIVERSITY OF TABUK**  
**FACULTY OF APPLIED MEDICAL SCIENCES**  
**(FAMS)**



**FAMS Manual**  
**2023**

**DUTIES and RESPONSIBILITIES**

# TABLE OF CONTENTS

Dean’s Message.....	3
Faculty of Applied Medical Sciences (FAMS) - Vision and Mission.....	4
FAMS History.....	4
1.Hierarchy of Faculty of Applied Medical Sciences (FAMS).....	6
A. FAMS Organizational Structure:.....	6
B. Tasks and Responsibilities in the hierarchy structure of FAMS:.....	8
1. FAMS Council.....	8
2. FAMS Dean.....	9
3. FAMS Vice Dean.....	11
4. FAMS Vice Dean of Development and Quality.....	13
5. FAMS Vice Dean of Graduate Studies and Scientific Research.....	15
6. FAMS Vice Dean of Clinical Training.....	17
7. FAMS Vice Dean of Female Section.....	20
8. Department Council.....	22
9. Department Head.....	23
2. FAMS members’ responsibilities.....	24
A. Academic Staff.....	24
B. Administrative Staff.....	25
C. Technicians.....	25
3. Committees:.....	26
Quality Committee (formerly Accreditation and Quality Assurance Committee).....	26
Curriculum and Course Development Committee (CCDC).....	27
Continuous Education and E-learning Committee (CEELC).....	27
Clinical Training and Internship Committee (CTIC).....	28
Exam Officer Committee (EOC).....	28
Examination Review Committee (ERC).....	29
Student Activity and Community Service Committee (SACSC).....	30
Strategic Plan Committee (SPC).....	30
Scientific Committee.....	30
Laboratory Management and Instrumentation Committee.....	31
Student Advisory Committee.....	32

---

# Dean's Message

## Dear Faculty Member,

Welcome to the University of Tabuk!

You are now a significant member of the FAMS family and as such, will be expected to constantly work in rendezvous with desired curricular experiences in the University.

A well-directed vision triggers the Faculty to provide this important manual, which orients faculty members, staff, and administration of their duties and responsibilities with eventual implementation to achieve smooth operation in their workplaces. This endeavour is a manifestation of a collaborative work of the faculty.

Consisting of duties, responsibilities, academic and administrative guidelines for specific functions as well as other related functions, this handbook explains and enlightens faculty members, staff, and administrative members to constantly maintain, assess and update its function to a standard based on quality performances.

I hope that this will bring direction to all the members leading to the attainment of our mission and goals.

May each one will continue to strive for excellence and continue to produce quality works as guided by this manual.

**Sincerely,**

Dean, Faculty of Applied Medical Sciences

# Faculty of Applied Medical Sciences (FAMS)

## Vision and Mission

### VISION:

Educational and research excellence in the field of applied medical sciences to contribute to the service of community.

### MISSION:

To provide outstanding education and innovative research in applied medical sciences to produce qualified graduates who will contribute to the service of community.

## FAMS History

The Faculty of Applied Medical Sciences (FAMS) was established at the University of Tabuk in Sha'ban, 1426 (H) under decree of the Council for Higher Education No. 14/37/1426 and the supreme approval from the Custodian of the Two Holy Mosques, Prime Minister and Chairman of the Council of Higher Education No. 9683/MB dated 5/8/1426 H.

FAMS was established to meet the needs of the community for qualified health cadres in various prevention, treatment, and rehabilitation fields to keep up with the level of health services developed and up to the level of scientific and technical progress in the health fields in general. FAMS started with the Department of Medical Laboratory Technology in 1426 H, which was followed by the Department of Nursing in 1430 H, then the Department of Physical Therapy in 1434 H. The remaining departments will be opened successively, Allah willing.

## Current FAMS Departments:

1. Medical Laboratory Technology
2. Nursing
3. Physical Therapy

---

## **Bachelor of Medical Laboratory Technology**

Medical Laboratory Technology program aims to qualify students with a level of theoretical knowledge and practical practice to diagnose clinical diseases and enrich scientific research, in addition to the advancement of community service. The main areas in the department include Hematology,

Immunology, Microbiology, Molecular Biology, Medical Genetics, Histology and Histopathology, Medical Parasitology and Clinical Biochemistry. The program consists of four academic years and one internship year. The program is available for both male and female students.

## **Bachelor of Nursing**

The Nursing program aims to keep up with health care needs in line with local and international academic standards, in order to promote patient health care and provide the necessary care to different groups of the community. Students are taught and trained to care for human beings at all stages of development. The program consists of four academic years and one internship year.

The program is available for both male and female students.

## **Bachelor of Physical Therapy**

Physical Therapy program aims to graduate highly skilled and competent professionals in the field of physical therapy to improve health services in the Kingdom. The Department provides subjects that qualify the graduate to evaluate and treat disorders of different body systems such as the muscular system, nervous system, respiratory system, circulatory system, cardiovascular system, internal

diseases, surgery, and pain relief. The program consists of four academic years and one internship year. The program is currently available to male students only.

This handbook aims to define the roles and responsibilities as a member of the Faculty Applied Medical Sciences.

---

# **I. Hierarchy of Faculty of Applied Medical Sciences (FAMS)**

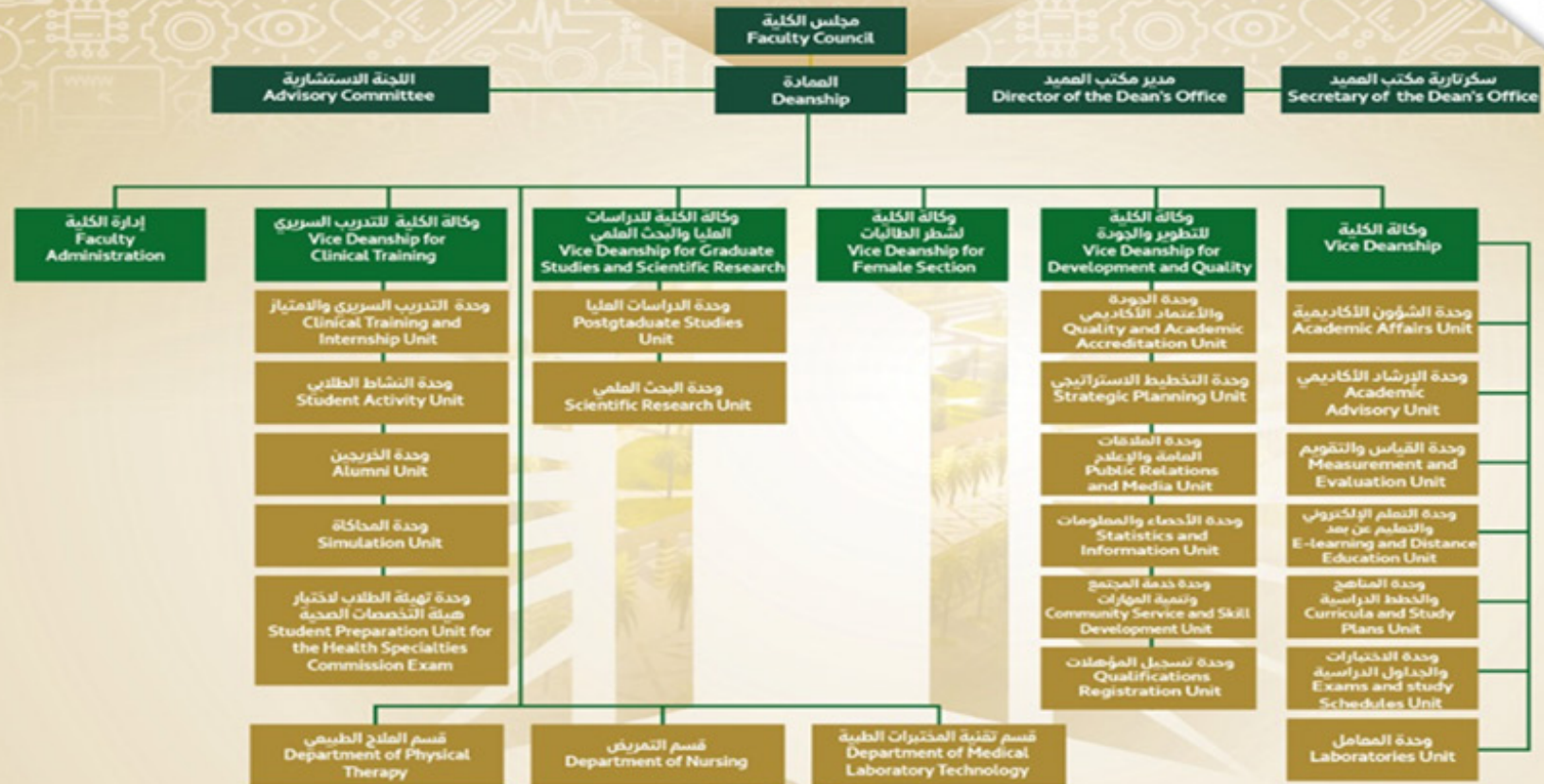
## **A. FAMS Organizational Structure:**

It is a framework for the administrative hierarchy at the FAMS to clarify the jobs description, administrative responsibilities, and define of authority, and communication between superiors and subordinates.

The organizational structure is usually translated in a graphic form that shows the overall structure of the organization and is called the organizational map, which is a depiction of the organizational structure.



# كلية العلوم التطبيقية Faculty of Applied Medical Sciences



www.ut.edu.sa

Figure I: Hierarchy Structure of FAMS

## **B. Tasks and Responsibilities in the hierarchy structure of FAMS:**

### **I. FAMS Council structure of FAMS:**

#### **Job Description:**

It is the highest authority in the faculty entrusted with making vital decisions in the faculty, exercises the powers and competencies contained in the system of the Council of Higher Education and Universities and its regulations.

#### **Members:**

Dean, Vice Deans, Department Heads, and invited Authorities.

#### **Tasks and responsibilities:**

1. Recommendation to approve the strategic plan of the faculty in line with the strategic plans of the university and achieve its mission and ambitions.
2. Approving a strategy for scientific research in the faculty.
3. Approving the general plan for the application of quality and academic accreditation in the faculty.
4. Setting admission and transfer controls to and from the faculty.
5. Forming permanent or temporary committees from among its members or others.
6. Encouraging the preparation and coordination of scientific research between the departments of the faculty and working to publish it.
7. Proposing the appointment, secondment, delegation, and promotion of faculty members, teaching assistants, and lecturers.
8. Consider the plans of the scientific departments regarding the invitation of visiting professors, conferences, scientific seminars, delegation, scientific sabbatical, and vacations and recommend them to obtain the necessary approvals.
9. Recommending the approval of the study plans proposed by the academic departments.
10. Approving the curriculum, textbooks, and references in the departments of the faculty.
11. Approving the dates of the exams and setting the regulations for conducting them.
12. Recommending the approval of the internal executive regulations of the faculty.
13. Approving the necessary training and scholarship plans for the faculty.
14. Approving the faculty's extracurricular activity plan.



15. Deciding on student matters that fall within his competence and directing the University Council otherwise.
16. Approving the faculty's plan to obtain academic accreditation, supervising the implementation of its steps, and applying quality standards for academic programs in the faculty.
17. Recommending the establishment, merging or abolition of scientific departments and proposing scientific disciplines and graduate programs.
18. Approving the titles of theses and theses for postgraduate studies, approving the nomination of supervisors for graduate students, naming members of defence committees, and naming members of comprehensive examination committees for doctoral students within the faculty.
19. Consider what is referred to it by the University Council, its president, vice president, or the dean of the faculty for study and opinion.
20. The Council has the right to delegate some of its powers to the Dean of the Faculty.
21. Carry out all other tasks assigned to him.

## 2. FAMS Dean

### **Job Description:**

The administrative leader responsible for implementing the rules and regulations of the faculty and implementing the decisions of the faculty and university councils, and he is one of the Saudi faculty members with excellence and scientific and administrative competence, and the dean is a member of the university council.

### **Qualifications:**

PhD degree in one of the disciplines available in the faculty.

### **Tasks and responsibilities:**

1. Chairing the Faculty Council, supervising the organization of its affairs, inviting to attend its sessions, implementing its decisions, and sending the minutes of its meetings to the Rector.
2. Applying the system of the Council of Higher Education and Universities and its regulations.
3. Contribute to achieve the higher goals and policies at the university.
4. Implementing the decisions of the University Council regarding the faculty.

5. Supervising the preparation of the strategic plan of the faculty and following up its implementation to achieve the strategic vision.
6. Supervising the preparation of educational and scientific plans in the faculty and following up their implementation within the scope of the regulations and regulations of the Higher Education Council, the University Council, and the faculty Council.
7. Develop executive plans for the management of the faculty affairs and manage its scientific, academic, administrative, and financial affairs within the scope of the system of the Council of Higher Education and Universities and its regulations, the University Council, and the faculty Council.
8. Managing the faculty's educational, research, administrative, financial, and cultural affairs.
9. Develop executive policies for all departments to achieve the following:
  - Coordination between all academic, technical, and administrative units of the faculty.
  - Developing the faculty administratively, academically and research.
  - Forming the necessary committees to perform the work and activities of the faculty.
  - Coordinate and develop the faculty's relations inside and outside the university.
10. Evaluate the performance of the faculty vice deans, heads of departments, directors and heads of units affiliated to it.
11. Maintaining all facilities and properties of the faculty.
12. Coordinate the work of the Advisory Council of the faculty - if any - and implement its recommendations.
13. Supervising all admission procedures in all majors of the faculty.
14. Supervising the implementation of study plans and programs in the departments in the faculty.
15. Supervise the progress of the educational process, implement its plans, and develop its academic programs.
16. Applying the systems and regulations of quality, evaluation, and academic accreditation.
17. Distributing the financial allocations to the departments of the faculty necessary to secure the requirements of the educational process.
18. Encourage research in the various disciplines of the faculty.
19. Work to establish academic links with similar educational organizations inside and outside the Kingdom.

- 
20. Supervising the recruitment of faculty members in the faculty.
  21. Provide suggestions on completing the faculty's need for teaching staff, administrators, technicians, and auxiliary groups.
  22. Developing and strengthening the faculty's own financial resources.
  23. Finding channels of communication between the faculty and graduates to benefit them and benefit scientifically from them, reflecting a positive image on society.
  24. Supervising the various student activities in the faculty.
  25. Work on establishing centres to serve faculty students, such as service, recreational and social centres, in order to provide faculty students with developing their skills and occupying their free time with hobbies that benefit them scientifically.
  26. Forming and monitoring committees for examinations, following up the progress of study and examinations, and controlling order and discipline within the faculty.
  27. Recommending the appointment of vice deans and heads of departments and scientific units in the faculty.
  28. Approving the recommendations of the councils of scientific departments.
  29. Prepare periodic reports on:
    - Progress of study
    - Academic, administrative and research performance in the faculty
    - The scientific, educational, administrative, and financial affairs of the faculty at the end of each academic year, and the report includes (a presentation of the aspects of the faculty's activities, the level of work performance, study affairs, examinations and their results, a statement of obstacles to implementation, and the presentation of proposals for appropriate solutions, and this report is presented to the Faculty Council for opinion)
    - Proposals of vice deans and heads of departments or what they observe about all that occurs from the faculty member and the like of breaching the required duties or any other violations
  30. Perform all other tasks assigned to him.

### 3. FAMS Vice Dean

#### **Job Description:**

Supervising the academic affairs in the faculty, supervising, and following up the administrative and financial work in the Vice Deanship and applying the system of the Council of Higher Education and Universities and its regulations, and the regulations issued by the university.

#### **Qualifications:**

PhD degree in one of the disciplines available in the faculty and Experience.

#### **Tasks and responsibilities:**

1. Develop the internal regulations of work in the Vice Deanship for Academic Affairs, specializations, general description of the duties of its employees and how to coordinate between its units.
2. Supervise the implementation of the executive regulations and rules of the regulations of studies and tests for the university stage.
3. Supervising the preparation of study schedules for students in academic departments and coordinating with other faculty in cooperation with the Deanship of Admission and Registration.
4. Supervising the academic performance of students in the faculty.
5. Supervising the distribution of students to the various departments of the faculty in coordination with the departments.
6. Supervising the conduct of final exams and forming their committees, in coordination with the academic departments and the Deanship of Admission and Registration.
7. Supervising the application of admission and transfer controls to and from the faculty and between academic departments.
8. Supervising the work of the Student Affairs Committee and the Student Extracurricular Activities Committees.
9. Chairing the committees of the Vice Deanship and submitting their reports to the concerned authorities.
10. Supervise the process of equivalency of courses with departments.
11. Supervising requests for postponement and apology from study, as well as deletions and additions for undergraduate students in accordance with the regulations and decisions issued in this regard.
12. Supervise the preparation of lists of deprivation and lists of graduates.
13. Supervising the activities of the introductory week in the faculty.

14. Guiding and advising students and solving issues related to academic achievement.
15. Coordination with the faculty units in the relevant fields.
16. Supervise the financial affairs and custody allocated to the Agency and its programs in accordance with the rules and regulations.
17. Carry out the work of the Secretariat of the Faculty Council.
18. Follow up the update of the faculty's website with regard to the faculty's vice deanship and its administrative units.
19. Assist the Dean in planning and organizing everything that would facilitate the progress of work in the faculty.
20. Submit periodic reports to the Dean of the Faculty on the progress of work in his units in accordance with the tasks entrusted to him, and the difficulties they face.
21. Executing the tasks assigned to him by the Dean of the Faculty.
22. Prepare the transactions issued by the faculty to the university, while ensuring and checking their completeness and the validity of their data, in accordance with the required administrative and academic procedures and regulations.
23. Submit periodic reports to the Dean of the Faculty on the progress of work in his units in accordance with the tasks entrusted to him, and the difficulties they face.
24. Carry out all other tasks assigned to him.

#### **4. FAMS Vice Dean of Development and Quality**

##### **Job Description:**

Encouraging and supporting the dissemination of a culture of quality and the application of academic accreditation standards in the faculty, supervising the administrative and financial work in the Vice-Deanship, and applying the system of the Council of Higher Education and Universities and its regulations.

##### **Qualifications:**

PhD degree in one of the disciplines available in the faculty and Experience.

##### **Tasks and responsibilities:**

1. Dedicating the concept of quality and spreading its culture at the faculty level by providing lectures, meetings and introductory workshops to the departments and introducing the latest

## **Tasks and responsibilities:**

1. Dedicating the concept of quality and spreading its culture at the faculty level by providing lectures, meetings and introductory workshops to the departments and introducing the latest developments in academic accreditation and its applications, or in quality practices in order to improve the level of performance to support the scientific aspect provided by the program's professors and employ it to serve the processes and outputs.
2. Supervising the implementation of the quality program in the faculty.
3. Study the difficulties or problems facing development and quality programs and propose solutions to them.
4. Supervising the performance evaluation in the faculty.
5. Providing the necessary facilities for all work teams based on the application of quality.
6. Develop the internal system of work in the Agency for Development and Quality, the terms of reference, the general description of the duties of its employees and how to coordinate between its units.
7. Planning for obtaining the programmatic and academic accreditation of the faculty and preparing the program for national and international academic accreditation.
8. Supervising the implementation of the evaluation and academic accreditation program for the faculty's programs.
9. Submit memoranda to the departmental councils and the faculty council on scientific or administrative practices that enable the faculty to obtain academic accreditation from the National Centre for Academic Accreditation and Assessment, or from external accreditation bodies.
10. Consult - within the limits of powers - with any entity with which the faculty or a section of its departments signs an internal or external cooperation agreement related to academic accreditation, peer review work, course descriptions, preparation of measurement exams, or improving the quality of teaching and research processes.
11. Supervising the establishment of course files and the program file in the academic/scientific departments in the male and female sections, building their information, and updating them at the end of each semester in line with the requirements of academic accreditation.
12. Follow up the implementation of self-evaluation and academic work for all departments of the faculty.
13. Preparing and implementing the development and strategic plans of the faculty and following up their implementation with the academic/scientific/research departments.



14. Coordinate with the academic/scientific/research departments, and with the Vice Deanship for Development and Quality and accreditation bodies, to receive internal or external auditors and evaluators, and to accomplish the tasks and work resulting from their reports.
15. Identify the specialized training needs of faculty members in the academic departments of the faculty.
16. Encourage faculty members to participate in attending courses, training programs and workshops.
17. Supervising the preparation of a plan to develop the skills of the faculty's faculty members, staff, and students.
18. Implementation and follow-up of the activities of creativity and excellence awards in academic, research and career performance in the faculty.
19. Supervise the preparation of the annual report of the faculty and submit it to the authorized person in the competent authorities after its approval by the Dean.
20. Supervise the registration of qualifications in the Saudi Qualifications Observatory.
21. Carry out all other tasks assigned to him.

## **5. FAMS Vice Dean of Graduate Studies and Scientific Research**

### **Job Description:**

Encouraging and supporting scientific research matters in the faculty, supervising graduate programs in the faculty and administrative and financial work in the agency, and applying the system of the Council of Higher Education and Universities and its regulations.

### **Qualifications:**

PhD degree in one of the disciplines available in the faculty and Experience.

### **Task and responsibilities:**

1. Supervising and following up the implementation of the faculty's policy for graduate studies, scholarship, and scientific research.
2. Supervise the development and review of postgraduate admission requirements.
3. Supervising the operations of graduate studies in the faculty, its tests, and committees.
4. Receiving the files of graduate students applying to the Deanship of Graduate Studies and distributing them to the various departments in the faculty.
5. Receiving the departments' decisions regarding graduate students' applications and sending them to the Deanship of Graduate Studies after being approved by the Faculty Council.

6. Supervising requests for postponement and apology from study, as well as deletions, additions and lists of deprivation in accordance with the regulations and decisions issued in this regard for graduate students.
7. Coordination with all parties within the faculty in all related fields.
8. Chairing the committees of the Vice Deanship for Scientific Research and Graduate Studies and submitting their reports to the concerned authorities.
9. Supervising the activities of the induction program for graduate students and following up on its implementation.
10. Supervising scientific activities and developing the faculty's capabilities in the field of scientific research.
11. Supervise the development of research strategy and plan and develop mechanisms for its implementation in the faculty
12. Supervising the provision of financial support for research from the university and from funding bodies outside it.
13. Coordinate with the Deanship of Scientific Research at the university, research centres in the faculty and other research institutions regarding conducting research and obtaining support for it.
14. Receiving and following up the needs of the departments of researchers, faculty members and teaching assistants in various related disciplines.
15. Developing cooperation between the faculty and the university in everything related to faculty members and their research achievements.
16. Supervision and continuous follow-up of all that is received to the faculty from the university regarding studies, conferences, seminars, scientific forums, and workshops, and informing the departments about them.
17. Coordination and follow-up of student research in the faculty.
18. Work to adapt the fields of scientific research to serve the community.
19. Encourage the establishment of distinguished scientific chairs or research centres of excellence.
20. Supervising the follow-up of the conditions of the faculty's scholarships abroad.
21. Coordinate with the Department of Attracting Faculty Members and Researchers at the University regarding the recruitment process.

---

22. Prepare the transactions issued by the faculty to the university, while ensuring and checking their completeness and the validity of their data, in accordance with the administrative and academic procedures and regulations in force at the university required for each of the following transactions:

- Forms for attending conferences and seminars
- Scientific mission completion reports
- Joint or supported research plans
- Requests for scientific promotions
- Sabbatical leave requests

23. Supervising the units of the Vice Deanship for Scientific Research and Graduate Studies.

24. Supervise the implementation of the topics referred to it in terms of specialization in graduate studies and scientific research.

25. Follow up the update of the faculty's website with regard to its agency and its administrative units.

26. Submit periodic reports to the Dean of the Faculty on the progress of work in his units in accordance with the tasks entrusted to him, and the difficulties they face.

27. Supervise the process of accepting faculty members and the like in coordination with the competent departments.

28. Carry out all other tasks assigned to him.

## **6. FAMS Vice Dean of Clinical Training**

### **Job Description:**

Follow-up and supervision of the training of faculty students in the internship year and all administrative and financial work related to the clinical training of students, and the application of the system of the Council of Higher Education and Universities and its regulations.

### **Qualifications:**

PhD degree in one of the disciplines available in the faculty and Experience

## **Tasks and responsibilities:**

1. Counting the number of male and female students applying to study the internship year (all scientific departments).
2. Follow up all results for applicants in cooperation with the Vice Deanship of the Faculty.
3. Follow up the academic affairs of students in the clinical stage.
4. Correspondence with all hospitals and medical centres in the region and all over the Kingdom, coordinate with them, provide admission to all male and female students to spend the compulsory internship year, and supervise the internship reward with the Deanship of Student Affairs.
5. Forming a committee from all disciplines in the faculty to follow up students after their distribution in hospitals.
6. Supervising the study plan and curricula in the clinical stage.
7. Follow-up and approval of the academic movements of students of the clinical stage according to the regulations governing this.
8. Follow up on course reports and take the necessary action regarding the included recommendations and changes in the courses.
9. Supervising the programs and activities provided to the student in the clinical stage, supervising the service provided to them, and working to develop and update them.
10. Approving the study schedules of the clinical academic departments in the faculty and supervising the implementation of the study plans of the faculty and the various scientific departments.
11. Supervise all aspects of internal and external training programs in clinical departments.
12. Verifying the provision of academic references in various disciplines in coordination with the scientific departments, the central library, and the faculty library, and raising the needs of the scientific departments in accordance with the statutory procedures.
13. Supervising the provision of appropriate educational equipment and emphasizing its employment in the teaching and learning processes in the faculty, following up on educational facilities and determining the laboratories in the faculty.

14. Distributing all regulations and vacations as well as the tasks required of internship students.
15. Visiting all hospitals in the Tabuk region to follow up students in the internship period through the coordinators in the committee.
16. Overcoming all difficulties for our students at this important stage in their academic future.
17. Developing methods and tools of evaluation and measurement in the clinical stage.
18. Follow up the tests in the clinical stage and approve the results in accordance with the regulations and policies set.
19. Approving lists of deprivation in the clinical stage and submitting them according to the rules and regulations.
20. Deciding on student excuses cases at the clinical stage as needed in accordance with the rules and regulations.
21. Spreading the culture of academic advising for the clinical years and proposing an implementation plan.
22. Follow up on academic advising reports and propose appropriate steps towards them.
23. Study students' grievances and problems, propose appropriate solutions, and coordinate with the relevant authorities in the faculty.
24. Studying student cases in the clinical stage, chairing disciplinary committees for violating students, and applying the statutory procedures against them.
25. Issuing certificates of completion of the internship year for all male and female students (all medical scientific departments) after completing the training period and archiving the certificates.
26. Qualifying students and training them to pass the Saudi Commission for Medical Specialties exams to be classified to practice the service.
27. Supervise the affairs of graduates and follow up their career and the extent of employers' satisfaction with their performance.
28. Supervise all aspects of the internship training program.
29. Follow up the affairs of interns and evaluate performance during training periods.
30. Approving policies and regulations for clinical training and internship.
31. Supervision and follow-up of faculty members and part-time collaborators for the clinical stage.

32. Approving the names of examinees and visiting examinees (internally and externally) for the clinical stage.
33. Supervise the organization of activities, training courses and seminars aimed at developing the capabilities of faculty members in the field of medical education and clinical training.
34. Contribute to raising the efficiency of faculty members for the clinical years in the teaching and learning processes.
35. Selecting the supervisors of its units and sections and recommending their appointment.
36. Addressing the relevant authorities within the university in the competence and scope of the Vice-Deanship's work.
37. Issuing internal decisions required by the workflow of the Faculty Vice Deanship and its units in accordance with the rules and regulations.
38. Evaluate the performance of the Vice-Deanship's employees.
39. Developing a simulation training unit to qualify students to work in hospitals.
40. Perform all other tasks assigned to him.

## 7. FAMS Vice Dean of Female Section

### **Job Description:**

It manages scientific, administrative, and financial matters in the female section of the faculty, coordinates with the dean of the faculty in this, and applies the system of the Council of Higher Education and Universities and its regulations.

### **Qualifications:**

PhD degree in one of the disciplines available in the faculty and Experience

### **Tasks and responsibilities:**

1. Implementing the decisions of the University Council and the Faculty Council regarding the female section of the faculty.
2. Participate in the preparation of the strategic plan of the faculty and follow up its implementation to achieve the strategic vision of the faculty.
3. Participate in the preparation of educational and scientific plans in the faculty and follow up their implementation within the scope of the regulations of the Higher Education and Universities Council system and its regulations, the University Council, and the Faculty Council.
4. Develop executive plans to manage the affairs of the female section of the faculty and manage its administrative and financial affairs in coordination with the Dean of the Faculty within the scope of the system of the Council of Higher Education and Universities and its regulations, the University Council, and the Faculty Council.



5. Managing the educational, research, administrative, financial, and cultural affairs of the female section of the faculty.
6. Evaluating the performance of the assistants of the Vice Dean of the Faculty and the assistants of the heads of departments, directors and heads of units affiliated to it.
7. Participate in all admission procedures in all majors of the faculty.
8. Supervising the implementation of study plans and programs in the departments in the female section of the faculty.
9. Supervising the progress of the educational process, implementing its plans, and developing its academic programs in the female section.
10. Supervising the application of quality, evaluation and academic accreditation systems and regulations.
11. Follow up the progress of study and examinations and adjust order and discipline within the female section of the faculty.
12. Encourage research in the various disciplines of the faculty.
13. Participate in the work to establish academic links with similar educational organizations inside and outside the Kingdom.
14. Participate in attracting female faculty members in the faculty.
15. Provide suggestions on completing the faculty's needs of faculty, administrators, technicians, and auxiliary groups.
16. Participate in the development and enhancement of the faculty's own financial resources.
17. Supervising the various student activities in the faculty.
18. Participate in the formation and control of examination committees.
19. Recommending the appointment of assistants to the faculty's vice deans and heads of departments and scientific units in the female section and preparing periodic reports on:
  - Progress of the study.
  - Proposals of the assistants of the faculty vice deans and the assistants of the heads of departments or what they notice about all that occurs from faculty members and the like of breaching the required duties or any other violations.
  - Scientific, educational, administrative, and financial affairs of the female section at the end of each academic year, and the report includes (a presentation of the aspects of the faculty's activities and the level of work performance, study affairs, examinations and their results, a statement of obstacles to implementation, and the presentation of proposals for appropriate solutions, and this report is presented to the Faculty Council for opinion).
20. Perform all other tasks assigned to her.

## 8. Department Council

### **Job Description:**

A council called the “Department Council” shall be formed in each of the departments in the faculty’s, centres and scientific institutes at the university, and the Council shall consist of its faculty members, and each department shall have powers in scientific, financial, and administrative affairs within the limits of the system of the Council of Higher Education and Universities and its regulations.

### **Members:**

Department Head and faculty members.

### **Tasks and responsibilities:**

1. Proposing and amending study plans.
2. Recommending the approval of curricula, textbooks, and references.
3. Proposing controls for the admission of students in the department and transferring to it from other departments.
4. Recommending the appointment, secondment, delegation and promotions of faculty members, lecturers, and teaching assistants.
5. Propose the names of part-time persons with prominent scientific standing to teach in the department, or supervise research and scientific theses, as needed.
6. Recommending the use of visiting professors from Saudi Arabia and others to teach in the department.
7. Studying scientific research projects, encouraging faculty members to carry out research, and assisting in the publication of completed research.
8. Submit a report to the Faculty Council on the status of scholarship students for study after half of the scholarship period.
9. Proposing the necessary plans for graduate programs, and the controls for accepting students in them.
10. Distributing lectures and training work to faculty members and teaching assistants.
11. Study the reports submitted by faculty members who have sabbatical leaves and recommend them.
12. Study program reports for quality and academic accreditation.
13. Forming permanent or temporary committees of faculty members in the department, as the case may require.
14. Consider any subject referred by the Dean, the Faculty Council, or the Vice Deans.
15. Perform all other tasks assigned to them.

## 9. Department Head

### Job Description:

Managing scientific, administrative, and financial matters in the department, and applying the system of the Council of Higher Education and Universities and its regulations.

### Qualifications:

PhD degree in one of the disciplines available in the faculty and Experience

### Tasks and responsibilities:

1. Striving to achieve the objectives of the university and faculty and adhering to its policy.
2. Chairing the department council and supervising the organization of the affairs of the members of the council and inviting them to attend meetings.
3. Send the minutes of the meetings to the Dean and follow up the implementation of the decisions and recommendations of the Council.
4. Implementing the decisions of the Faculty Council regarding the department.
5. Supervise the development of the strategic plan of the department and follow up its implementation.
6. Supervise the management of the department's affairs and work to provide the requirements of work in it.
7. Work on developing the department academically, administratively and research.
8. Supervise the fulfilment of academic quality requirements in the work of the department.
9. Submit reports to the Dean on all problems in the department, scientific or behavioural violations, or breach of the job duties of faculty members and the like and follow up the implementation of the Dean's directives thereon.
10. Representing the department in activities and meetings related to the work of the department inside and outside the university.
11. Coordinate the department's relations with other bodies inside and outside the university.
12. Carry out all other tasks assigned to him.

## B. Administrative Staff

### Tasks and responsibilities:

1. Identify, arrange, and organize appointments.
2. Arrangement of office work.
3. Receive of students and visitor.
4. Follow-up topics in and out of the departments.
5. Answer calls and divert them to the administrator.
6. Organize and arrange office files and save files and documents.
7. Doing any other work assigned to them.

## C. Technicians

### Tasks and responsibilities:

1. Supervising the operation and maintenance of laboratory devices.
2. Participate in training students on the use of laboratory equipment.
3. Organizing the laboratory to conduct the necessary experiments for students and follow up the delivery and receipt of tools from students before, after and during the performance of the practical lecture.
4. Preparing lists of the needs of the laboratory supervised by him and submitting them to the Chairman of the Laboratories Committee and receiving applications for the laboratory.
5. Preparing a file for the devices that includes all the main information about them, how to use them, periodic maintenance, and retention of them, and reporting any damage or malfunctions that occur
6. Supervising the cleanliness and arrangement of laboratories and carrying out medical waste disposal operations in accordance with the approved methods
7. Carry out a quarterly inventory of tools, devices, chemicals, and consumables and document their regular update.
8. Familiarity with the safety procedures of each laboratory and follow-up.
9. Carrying out any tasks assigned to them by the head of the laboratory committee, the head of the department or the supervisor of the subject and does not conflict with the nature of his work.

### 3. Committees:

#### Quality Committee (formerly Accreditation and Quality Assurance Committee)

1. Implementation of NCAAA standards with regard to MLT program's mission, vision, goals, and values.
2. Determine strategic goals and priorities of the MLT program and preview their achievement performance.
3. Prepare MLT program's vision and mission in harmony with the vision and mission of FAMS and UT.
4. Determine the Program Learning Outcomes (PLOs) according to NCAAA standards.
5. Fill-in program and course specification forms:
  - a. NCAAA program specification form.
  - b. NCAAA course specification form.
6. Fill-in course report (every semester) and program report (annually) forms.
  - a. NCAAA course report form.
  - b. NCAAA program report form.
7. Collect program performance indicators for the last three years and prepare performance indicators' study report and recommendations for improvement accordingly.
8. Take arrangements for conducting surveys for program evaluation through collecting opinions from stakeholders such as students, faculty members, employees, graduates, and employers to prepare survey reports and recommendations for improvement.
9. Specify and collect performance indicators from five similar programs for benchmarking.
10. Prepare self-evaluation scales with participation of faculty members.
11. Arrange contracting with external independent experts in MLT program to evaluate the program, self-study report and key performance indicators including results and recommendations.
12. Make sure of the use of performance indicators reports, recommendations in survey reports, benchmarking reports and self-evaluation scales. And include all in the self-study report to specify priorities for improvement in program activities.
13. Prepare the self-study report according to NCAAA including methodology of the study, results obtained, evidence for results and recommendations for improvement.
14. Review the self-study report and raise it to the department council for approval.
15. Follow up on approvals of the program self-study by the higher administration in the university.

16. Prepare and fulfil all preparations needed for the visit of external review panel.
17. Follow-up the performance of related initiatives (projects) in FAMS and UT strategic plans.
18. Any other related duties assigned to the committee.

### **Curriculum and Course Development Committee (CCDC)**

1. Prepare department course syllabi according to the manual provided by the Curricula and Courses Unit at the University of Tabuk.
2. Evaluate curricula and teaching methods in terms of:
  - a. Study programs.
  - b. Teaching procedures.
  - c. Classroom management.
  - d. Academic performance of students.
  - e. Teaching efficiency.
  - f. Compliance of curriculum with accreditation and quality standards.
3. Follow-up implementation of related initiatives in the strategic plan.

### **Continuous Education and E-learning Committee (CEELC)**

1. Suggest and implement programs related to teaching techniques and methods.
2. Develop training programs for department members to raise performance and develop skills.
3. Present recommendations related to e-learning issues.
4. Implement, follow-up and develop training and procedures related to e-learning technology.
5. Cooperate with all committees to make use of education technology in their fields of work.
6. Participate in implementing initiatives related to duties of the committee in strategic plans of MLT department, FAMS, and University of Tabuk.

### **Clinical Training and Internship Committee (CTIC)**

1. The general overseeing of clinical training and internship.
2. Communicate with the different training bodies inside and outside the kingdom.
3. The awareness of students towards clinical training and internship and its importance and how to make the most of it and ways to deal with the problems they face.
4. Follow-up to the performance of various training bodies and make sure to achieve the objectives of clinical training and year of the concession contract.
5. Follow-up to the performance of students and the revision of the evaluation mechanisms, training records, attendance, and absence periodically to ensure its effectiveness to achieve the objectives of clinical training and year of the concession contract.
6. Consideration of student complaints and training bodies and find solutions to them and raising them to the department head.
7. Proposing and developing plans to increase the efficiency of clinical training and internship.



## Exam Officer Committee (EOC)

1. Follow-up the attendance of the proctors in the exams.
2. Preparing tables for proctors and daily supervision.
3. Follow-up of the signing of the proctors in daily record template.
4. Identify alternative is noticeable when the delay or absence of one of the proctors before the start of the exam.
5. Receiving questions and lists of students from courses instructors before the start of the final exams and compiling lists of students allowed entering the final exam and delivering them to the proctors on the day of the exam.
6. Receipt of the answer sheets and students signing lists from the proctors and deliver them to the course instructor directly after the.
7. Provide a daily report on the progress of the final exam.
8. Provide the answer sheets according to the type of exam.
9. Set up private records of the receipt of the questions for each section, in terms of the date of receipt of the test, and the name of an instructor, and the name of the article.
10. Inventory the students' absences and follow-up names; guarantee for non-entry student test article, which deprived.
11. Prepare templates for students' absentees and deprived of entry the exam.
12. Order classroom according to the number of students in each exam.
13. Raise student cases (request a replacement-cheating) to the relevant committees and prepare cheating records of each case and raise them department supervisor after the completion of the entire proceedings.
14. Ensure the exclusion of all teaching aids, and all related materials outside the classrooms during the exam.
15. Place announcements on exam classroom distribution.
16. Preparation of the final report on exams.

### **Examination Review Committee (ERC)**

1. The committee is tasked to review and follow up student examination. The task also includes staff development with regard to exam preparation.
2. The committee works in coordination with the curriculum committee.
3. Committee duties:
  - a. Ensure availability of test paper blueprint and Table of Specification (TOS) for periodic and final examinations.
  - b. Specify corrections and rationale for the correction
  - c. Provide feedback to supervisors regarding corrected exams
  - d. Conduct training and workshops for faculty on testing and student evaluation.
  - e. Follow up faculty implementation of committee recommendations.
  - f. Evaluate faculty performance in testing and evaluation.

### **Student Activity and Community Service Committee (SACSC)**

1. Prepare annual and terminal plans to define and develop student activities.
2. Organize and supervise student activities in coordination with other faculty committees.
3. Spread awareness among students about rules and regulations concerned with costumes, good manners, academic behaviour, and student affairs.
4. Make short- and long-term plans for community service.
5. Organize and implement community service programs with participation from students, faculty members and partner associations in the community.
6. Follow-up completion of initiatives in strategic plans of FAMS and UT.

### **Strategic Plan Committee (SPC)**

1. Coordinate with initiative managers, units, and different committees to implement initiatives and objectives of the strategic plans of Faculty of Applied Medical Sciences and University of Tabuk within the designated time frame for each objective.
2. Coordinate with the Strategic Planning Unit in FAMS to follow-up the implementation of the strategic plan according to the designated time frame.

## Scientific Committee

1. Developing the scientific research environment in general in the department in terms of developing the research skills of faculty members through seminars, programs, and development courses.
2. Follow up on the establishment and development of laboratories and laboratories for scientific research in the department and supervising them, in addition to preparing a mechanism for faculty members to benefit from them.
3. Encouraging joint research among faculty members in the various departments of the faculty, as well as with faculties and research centres at the university.
4. Encouraging students to participate in scientific research through workshops, lectures and other means showing the importance of scientific research and urging faculty members to involve students in their research.
5. Stimulating research directed to meet the needs of the community, in addition to building research partnerships with local community institutions.
6. Submitting proposals for conducting internal and external cooperation and agreements to support scientific research.
7. Inventory of the research interests and activities of the faculty members.
8. Contribute to motivating, facilitating, and supporting the research affairs of faculty members to develop and increase quantitative and qualitative research production.
9. Procedures related to all matters related to scientific research in the department.
10. Contribute to holding workshops, seminars, courses, meetings and scientific and research conferences at the faculty and university, in addition to nominating distinguished staff in scientific research from the department's staff to honour them.
11. Contribute to the preparation and development of a plan to establish postgraduate programs and their annexes in the department.
12. Procedures related to graduate studies affairs in the department.
13. Cooperating with other faculty departments to open postgraduate programs.
14. Submitting proposals for internal and external cooperation and partnerships to support programs and benefit from expertise.
15. Preparing databases to limit the research production of the faculty members of the department.

## Laboratory Management and Instrumentation Committee

1. Preparing the laboratories necessary for the department and reviewing the offers and specifications of the devices and laboratories units required by the specialists within the department.
2. Ensure compliance with the specifications of the equipment to be supplied to the laboratories before completing the purchase process. Forming technical committees to examine and decide on purchase offers and prepare technical receipt minutes.
3. Ensure that there is regular maintenance for the laboratories.
4. Equipping the laboratories with the necessary furniture and the appropriate teaching aids based on the request of specialists within the department.
5. Inventory of materials, devices and equipment in the various laboratories and laboratories of the department and organize the process of storing and dispensing them in accordance with the laws and regulations in force.
6. Inventory and assessment of all types of risks in the laboratory.
7. Inventory and assessment of all types of risks to which laboratory workers are exposed.
8. Working on developing security and safety procedures in the laboratory and providing safety requirements, first aid and firefighting equipment in the laboratories.
9. Follow up on hygiene and management of toxic and hazardous waste according to the standards in force in the Kingdom of Saudi Arabia.
10. Follow up on the implementation of the periodic maintenance of laboratories and devices and receive reports of any malfunction in medical devices or equipment to communicate with the authorities responsible for repairing them.
11. Monitoring the duties and responsibilities of laboratory technicians, which are:
  - Maintaining the cleanliness and general arrangement of laboratories.
  - Return devices and materials to their places after use and store them periodically.
  - Label all materials in the laboratory for easy identification.
  - Inventory of laboratory contents systematically and periodically.

## **Student Advisory Committee**

1. Supervising and following up the academic advising process in the faculty.
2. Distribute the faculty students into groups and specify the names of the academic advisors from the faculty members or the like in each group. This is at the beginning of each academic year. The committee informs the academic advisors of the names of the students assigned to each group.
3. Assisting academic advisors in their work and overcoming any difficulties they may face, in coordination with the department head.
4. Receiving the periodic reports submitted by each academic advisor on the progress of the student's study during the year, as well as the exceptional reports that the academic advisor may submit on specific cases, such as low rates or poor general level of the student.
5. Discussing students' problems that may affect the level of their educational attainment and finding solutions to them.
6. Considering students' complaints about any course, finding solutions, and submitting this to the department head.
7. Awareness of the importance of academic guidance and the importance of communicating with the academic advisor by publishing brochures and leaflets and using the faculty website for this purpose.
8. Supervising the orientation programs for new students to introduce the study and examination system in the department.