

Faculty and Staff Guide

Faculty of Nursing, University of Tabuk

1445-2024

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Chapter One

(About the Faculty - Related Terms)

Establishment of the Faculty

The nursing profession is one of the oldest professions, if not the oldest, after the teaching profession. Nursing education was not a recent phenomenon in the Kingdom of Saudi Arabia; rather, nursing education began through health institutes. Nursing education started in institutes in the cities of Riyadh and Jeddah, with ongoing interest in this profession to enhance nursing care and encourage enrollment. The Tabuk region seized this opportunity for nursing education, which went through the following stages: Firstly, the establishment of a health institute in the Tabuk region after the intermediate stage under the management of health institutes and Faculties, inaugurated during the reign of King Fahd, may Allah have mercy on him, in 1411 AH - 1990 AD. Secondly, the transformation of the health institute in Tabuk into a health Faculty in 1428 AH - 2006 AD. Thirdly, the transfer of the management of the health Faculty from the Ministry of Health umbrella to the Ministry of Education under the supervision of the University of Tabuk as a department within the Faculty of Applied Medical Sciences from 1429 AH - 2008 AD to 1445 AH - 2023 AD.

The nursing profession has received special care and support from the Crown Prince, His Royal Highness Prince Mohammed bin Salman Al Saud, may Allah protect him, as the Crown Prince's Nursing Program reflects the keen interest of the wise government in elevating the nursing profession and meeting the needs of the labor market. In line with the national transformation vision, the University of Tabuk has established a Faculty of Nursing in the Tabuk region by the decision of the University President, His Excellency Dr. Abdullah bin Mefrah Al Dhaibi, restructuring the nursing department in the Faculty of Applied Medical Sciences into a Faculty of Nursing on 23/3/1445 AH - 8/10/2023 AD, after the approval of the Universities Affairs Council to transform the nursing department into a nursing Faculty with four departments: Department of Medical-Surgical Nursing, Maternity and Pediatric Nursing Department, Community and Mental Health Nursing Department, and Nursing Education and Management Department.

This will significantly contribute to increasing the number of graduates and support the general direction of providing sufficient cadres to cover the needs of the healthcare sector and improve healthcare provision to meet the requirements of Vision 2030. The Tabuk region is a rapidly growing vital area with increasing

population density and many healthcare facilities, such as hospitals and health centers, especially as it is a strategic and promising area for many developmental projects such as NEOM, the Red Sea Project, and Amala Project. Therefore, the presence of the Faculty of Nursing will align with the Kingdom's aspirations under Vision 2030 by providing an adequate number of qualified nurses to address the shortage in this vital profession, overcoming current challenges. The Nursing Faculty at the University of Tabuk is the first nursing Faculty in the Tabuk region.

Vision

" Excellence in nursing education, scientific research and community service"

Mission

" Prepare qualified nursing cadres by providing academic education that complies with quality standards and enhances scientific research and community services."

Objectives

- Providing distinguished education that meets the needs of the labor market
- Stimulating and developing scientific research
- Contribute to community service.

Faculty Organizational Structure

الهيكل التنظيمي لكلية التمريض



0. TERMINOLOGIES

1- Code of Conduct:

Code of Conduct and Ethics of the Public Service.

2- Public Position:

The tasks and competencies performed by an employee for a public service in which he/she is subject to the presidential authority in the administrative organization.

3- Employee:

Any person who holds a civil office in the State, regardless of the nature of his/her work or the name of his/her job.

4- Job Conduct and Ethics of Public Service:

The conduct of an honest and objective employee who is conducted in the context of his/her endeavor to perform his/her job duties to achieve the objectives of his/her employer, within the powers vested in him/her.

5- Conduct:

The foundations on which the behavior of the employee is based.

6- Integrity:

Personal conduct characterized by objectivity, impartiality, justice, distance from suspicion, commitment to honesty, and non-abuse of authority or position for personal benefit.

7- Transparency:

Clarity and availability of information and procedures in force within the entity to employees and auditors.

8- Conflict of Interest:

A situation in which a private interest of the employee or of others, material or moral, direct or indirect, is significant or potential, affecting his objectivity or impartiality in making a decision or expressing an opinion related to his/her job.

9- Performance Charter

A model for identifying the competencies and areas by which the performance of a faculty member is assessed according to specific relative weights for each competency or area, to be filled out by the direct supervisor and shared with the faculty member.

10- Faculty Members:

They are full professors, associate professors, assistant professors, lecturers and teaching assistants.

11- Contracted Faculty Member:

Non-Saudis who work at the university under a contract according to the regulations for employing non-Saudis in universities.

12- Faculty member in charge of administrative work

Every faculty member who has been issued a decision by the university president or university vice-presidents assigning him/her an administrative work.

1. CHAPTER TWO

2. ACADEMIC LEADERS' ORGANIZATIONAL TASKS

3. FIRST: FACULTY COUNCIL

1- DEFINITION:

It is the highest authority in the faculty entrusted with making vital decisions in the faculty and exercising the powers and competencies stipulated in the Higher Education Council system for university affairs and its regulations.

2- Organization of the Council:

- The Council consists of the Dean as Chairman, the Vice Deans (provided that one of the Vice Deans is the Secretary of the Council) and the heads of departments, and the University Council, based on the proposal of the Faculty Council and the endorsement of the president, may include to its membership at most three members of the faculty of the corresponding Faculty or Faculty from the branches of the university and determine the duration of their membership.
- The Chairman shall call the Council to meet at least once a month, and the meeting shall be legal if attended by two-thirds of its members.
- The council decisions are issued by an absolute majority of the votes of those present, and in the event of a tie, the side favored by the president's vote prevails.

- The decisions of the Council shall be effective unless there is an objection from the President of the University within fifteen days from the date of its receipt, and the president shall return them to the Council with his opinion so that the Council can re-discuss them again, if the Council insists on its opinion, the objected decision shall be referred to the University Council for decision in the first regular or extraordinary session, and the University Council may ratify, amend or cancel the decision, and its decision in that regard is final.

3- Tasks of the Council:

- 1- Creating the Faculty strategic plan in line with the general policy of the university and achieving its mission and ambitions.
- 2- Proposing the appointment, secondment, and promotion of faculty members, teaching assistants and lecturers
- 3- Considering the plans of the scientific departments regarding inviting visiting professors, conferences, scientific seminars, delegation, sabbatical and vacations and recommending them to obtain the necessary approvals.
- 4- Preparing admission plans in the faculty departments and proposing or amending study plans after coordination with the academic departments.
- 5- Reviewing curriculum and course proposals in academic departments.
- 6- Recommending the granting of academic degrees to Faculty graduates.
- 7- Proposing training plans and missions necessary for the faculty.
- 8- Recommending the establishment, merging or cancelling scientific departments and proposing scientific disciplines and graduate programs

- 9- Reviewing the scientific research plans of the faculty departments, encouraging the preparation of scientific research and helping to publish it.
- 10- Supervising the implementation of the steps of academic accreditation and the application of quality standards for academic programs in the faculty
- 11- Approving the titles of theses for graduate studies, approving the nomination of supervisors for graduate students, nominating members of committees for discussion, and naming members of the comprehensive examination committees for doctoral students within the faculty.
- 12- Proposing exam dates and setting regulations for their implementation
- 13- Recommending the approval of the internal regulations of the faculty.
- 14- Forming committees to help perform scientific, administrative and educational tasks as needed.
- 15- Approving the Faculty's extracurricular activity plan
- 16- Deciding on student matters falling under its jurisdiction and directing them to the university council except for those beyond its scope.
- 17- Approving disciplinary sanctions on students.
- 18- Considering what is referred to it by the university council, its president, or vice president for study, or the dean of the faculty, and expressing its opinion.
- 19- The Council has the right to delegate some of its powers to the Dean of the Faculty.

4. DEAN OF THE FACULTY

1- Definition:

The administrative leader responsible for implementing university regulations and policies at the faculty, executing decisions of the faculty and university council, and one of the distinguished Saudi faculty members with scientific and administrative competence. The dean also serves as a member of the university council.

2- Reporting Structure:

Linked to the President of the University.

3- Duties of the Dean:

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 university president.
2. Applying the system of the Council of Higher Education and Universities and its regulations.
3. Contribute to the achievement of higher goals and policies at the university.
4. Implementing the decisions of the University Council regarding the Faculty.
5. Supervising the preparation of the faculty strategic plan and following up its implementation to achieve the faculty strategic vision.
6. Supervising the preparation of educational and scientific plans in the faculty and following up on their implementation within the scope of the regulations of the Higher Education Council, the University Council and the Faculty Council.

7. Setting executive plans for the conduct of the faculty's affairs and managing 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 in research.
 - Forming the necessary committees to perform the work and activities of the faculty.
 - Coordinate and develop Faculty relations inside and outside the university.
10. Evaluating the performance of Faculty vice deans, heads of departments, supervisors and heads of units.
11. Maintaining all facilities and properties of the faculty.
12. Coordinate the work of the Faculty Advisory Board - if any - and implement its recommendations.
13. Supervising all admission procedures in all Faculty majors.
14. Supervising the implementation of the faculty study plans and programs.
15. Supervising the progress of the educational process, implementing its plans and developing its academic programs.
16. Applying quality, evaluation and academic accreditation systems and regulations.
17. Distributing financial allocations to the departments of the faculty necessary to secure the requirements of the educational process.

18. Encouraging research in the faculty's various disciplines.
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 faculty, administrators, technicians and supporting 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 in society.
24. Supervising the various student activities in the faculty.
25. Work on establishing centers to serve the faculty students, such as service, recreational and social centers, in order to provide the students with the development of their skills and occupy their free time with hobbies that are of scientific benefit to them.
26. Forming and monitoring committees for tests, following up on the progress of study and examinations, and controlling order and discipline within the faculty.
27. Recommending the appointment of Faculty vice-deans and heads of departments and scientific units.
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

activity, 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)

- Suggestions of vice deans and heads of departments or what they observe about all the breaches of the required duties, or any other violations committed by the faculty member and the like

30. Carry out all other tasks assigned to him/her.

Vice-Deanships, academic departments and administrations under the Dean:

- Vice Deanship for Educational Affairs.
- Vice Deanship, Female Section.
- Vice Deanship for Graduate Studies and Development.
- Vice Deanship for Clinical Training.
- Administration Managers
- Units directly under the dean.
- Committees in the Faculty.

Vice Dean for Educational Affairs

1- Definition:

He is a faculty member tasked with overseeing the educational process for students at the university level, implementing approved policies and programs in student affairs and support services, and achieving their specified goals. Additionally, he/she is a member of the faculty council.

2- Reporting Structure:

He is associated with the Dean of the Faculty and is also a member of the Faculty Council.

3- Duties of the Vice Dean for Educational Affairs:

- 1- Setting the internal system of work in the Vice Deanship for Educational Affairs, general description of the duties of its employees and how to coordinate between its units.
- 2- Supervising the implementation of the regulations and executive rules of studies and examination regulations.
- 3- Supervising the preparation of study schedules for students in academic departments and coordinating with other Faculties 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 the 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 Extra-Curricular Activities Committees.
- 9- Chairing the committees of the Vice Deanship and submitting their reports to the concerned authorities.
- 10- Supervising the process of equivalency of courses.

- 11- Supervising requests for postponement and apology for study, as well as deletions and additions for undergraduate students in accordance with the regulations and decisions issued in this regard.
- 12- Supervising the preparation of barred lists, lists of graduates.
- 13- Supervising the activities of the faculty's induction week.
- 14- Guiding students and solving issues related to academic achievement.
- 15- Coordination with the Faculty units in the relevant fields.
- 16- Supervising the financial affairs and assets allocated to the vice-deanship for educational affairs and its programs in accordance with the rules and regulations.
- 17- Carrying out the work of the Secretariat of the Faculty Council.
- 18- Following up the update of the faculty's website regarding his/her vice-deanship and its administrative units.
- 19- Assisting the Dean in planning and organizing everything that would facilitate the functioning of the faculty.
- 20- Submitting periodic reports to the Dean of the Faculty on the progress of work in his/her units in accordance with the tasks entrusted to him/her, and the difficulties they face.
- 21- Executing the tasks assigned to him/her by the Dean of the Faculty.
- 22- Preparing the formal letters issued from the faculty to the university while ensuring and auditing their completeness and the correctness of their data in accordance with the administrative and academic procedures and regulations required for each of the following formal letters:
 - Continued attendance of conferences and seminars
 - Reports of the termination of a scientific mission

- Joint or supported research plans
- Requests for scientific promotions
- Requests for sabbatical leave

23- Submitting periodic reports to the Dean of the Faculty on the progress of work in his/her units according to the tasks entrusted to him/her and the difficulties they face.

Affiliated Units

- Heads of departments.

Educational Affairs Unit:

This unit is concerned with supervising the preparation of study schedules and organizing the process of registration, deletion and addition to the various Faculty courses.

Academic Advisory Unit:

This unit is concerned with supporting students' rights on a basis that complies with the rules and regulations applied at the university, developing a culture of justice and fairness among students, providing the necessary academic consultations for them and paying attention to students who suffer from poor academic achievement as well as talented ones.

Programs and Study Plans Unit:

This unit is concerned with reviewing and updating study plans in line with the needs of the labor market.

Examinations Unit:

This unit is concerned with organizing examination committees, and supervising the distribution of invigilators at the time of the test.

Laboratories Unit:

This unit is responsible for supervising the processing of academic laboratories of equipment and supplies and ensuring their readiness to serve the educational process.

Vice Dean for Female Section

1- Definition:

She is a faculty member responsible for implementing university regulations and policies in the female section of the faculty. She executes decisions made by the faculty and university councils and is one of the distinguished Saudi faculty members known for their academic and administrative competence. Additionally, she serves as a member of the faculty council.

2- Linkage:

Linked to the Dean of the Faculty.

3- Duties of the Vice Dean for the Female Section:

The vice-dean for the female section's tasks are as follows:

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 system of the Council of Higher Education and Universities and its regulations, the University Council and the Faculty Council.
4. Supervising the implementation of study plans and programs in the departments in the female section.
5. Develop executive plans for the management of 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.

6. Managing the affairs of the female section of the faculty of educational, research, administrative, financial and cultural affairs.
7. Evaluating the performance of administrative staff and following up on the evaluation of assistant heads of departments.
8. Participate in all admission procedures in all disciplines 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 on the progress of study and exams, and control order and discipline within the female section of the faculty.
12. Encouraging research in the various disciplines of the faculty.
13. Participate in the work of establishing academic links with similar educational organizations inside and outside the Kingdom.
14. Participate in attracting female faculty members.
15. Provide suggestions on completing the faculty's needs from the faculty, administrators, technicians and supporting categories.
16. Supervising the various student activities in the faculty.
17. Participate in the formation and control of examination committees.
18. Recommending the appointment of assistant vice deans and heads of departments and scientific units in the female section and preparing periodic reports on:
 - Conduct of study.
 - Proposals for the assistants of the faculty vice deans and the assistants of the heads of departments or what they observe about all the breach of the required duties, or any other violations committed by faculty members and the like.
 - 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

activity and the level of work performance, study and examination affairs and their results, a statement of the obstacles to implementation, and the presentation of proposals for appropriate solutions, and this report is presented to the Faculty Council).

19. Carry out all other tasks assigned to her.

Vice Dean for Graduate Studies and Development

1- Definition:

He/She is a faculty member in charge of supervising the progress of the educational, academic and research process for graduate students, in addition to development and quality affairs, achieving accreditation and evaluation standards and his/her affiliated units in the faculty, and he/she is also a member of the Faculty Council.

2- Linkage:

Linked to the Dean of the Faculty

3- Duties of the Vice Dean for Graduate Studies and Development:

1. Supervising the units and committees associated with the Vice-Deanship for Graduate Studies and Development.
2. Supervising the Secretariat of the Faculty Council.
3. Follow up on the implementation of university decisions.
4. Follow up on the implementation of graduate programs.
5. Follow up the process of creating study plans for graduate programs.
6. Follow up on the regularity of the educational process for graduate programs.
7. Follow up the admission procedures for graduate programs.
8. Follow up on the progress of tests in graduate programs.
9. Follow up the distribution of the academic load for graduate programs.
10. Submit academic performance reports for graduate programs to the Dean.

11. Supervising the activities of the induction program for graduate students.
12. Follow up on the procedures and applications for scholarships and training of Faculty employees.
13. Follow-up requests for scholarship students from the faculty's employees.
14. Motivating the Faculty employees to develop scientific research.
15. Follow up the organization of scientific meetings and seminars.
16. Supervising the activities of scientific journals and communities.
17. Follow up the implementation of the programmatic and institutional accreditation project for the faculty's programs.
18. Preparing the strategic plan for the faculty in coordination with the faculty's vice-deanships.
19. Follow up on the achievement of the objectives of the strategic plan of the faculty.
20. Follow up the commitment of scientific departments to quality standards.
21. Promoting a culture of excellence and quality in the faculty.
22. Submitting to the Dean the training need.
23. Preparing proposals for developing the faculty's internal and external relations.
24. Proposing programs to activate the role of the faculty towards its social responsibility.
25. Other responsibilities within the jurisdiction.

Units of the Vice Dean for Graduate Studies and Development:

Quality and Accreditation Unit:

This unit is concerned with spreading the culture of quality in the faculty and working on the implementation and follow-up of evaluation and academic accreditation in the faculty.

Strategic Planning Unit:

This unit is concerned with preparing, updating and developing the strategic plan of the faculty, including (vision - mission - strategic objectives) in coordination with the authorities inside and

outside the faculty. Also, this unit is concerned with the continuous updating of the database and the necessary information and statistics from inside and outside the faculty.

Social Responsibility Unit:

This unit is concerned with identifying the most important issues and problems of society and the role that the academic departments in the faculty can contribute to. It also motivates faculty members to contribute to society and self-development.

Postgraduate Studies and Scientific Research Unit:

This unit is concerned with affairs related to graduate studies in the faculty in addition to affairs related to the development of scientific research for faculty members in the faculty.

Secretariat of the Faculty Council:

It is concerned with determining the agenda of meetings and topics to be included in the meetings, following up the implementation of the decisions issued by the Faculty Council, and keeping all minutes of meetings electronically.

Vice Dean for Clinical Training

1- Definition:

He/She is the faculty member responsible for training and internship students in the faculty.

2- Reporting Structure:

Linked to the Dean of the Faculty.

3- Tasks of the Vice Dean for Clinical Training:

1. Counting the number of male and female students applying to study the internship year (all scientific departments).
2. Follow up all the results of the applicants in cooperation with the Vice Deanship of the Faculty.
3. Follow up on the academic affairs of students at the clinical stage.

4. Correspondence with all hospitals and medical centers in the region and all over the Kingdom, coordinating with them, providing admission for all male and female students to spend the Core internship year, and supervising the internship reward with the Deanship of Student Affairs.
5. Forming a committee from all disciplines in the faculty to follow up with students after their distribution in hospitals.
6. Supervising the study plan and curriculum at the clinical stage.
7. Follow-up and approval of the academic movements of clinical students according to the regulations governing this.
8. Follow up on course reports and take the necessary action regarding the recommendations included and changes in the courses.
9. Supervising the programs and activities provided to the students in the clinical stage, supervising the service provided to them, and working to develop and update them.
10. Approving the study schedules of the academic clinical 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 laboratories in the faculty.
14. Distributing all regulations and vacations as well as tasks required of internship students.
15. Visiting all hospitals in the Tabuk region to follow up with 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 for evaluation and measurement at the clinical stage.

18. Follow up on clinical tests and approve the results in accordance with the established regulations and policies.
19. Approving lists of deprivation in the clinical stage and submitting them according to the rules and regulations.
20. Deciding on student excuses issues at the clinical stage as needed in accordance with the rules and regulations.
21. Spread the culture of academic advising for the clinical years and propose 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 at 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 exams of the Saudi Commission for Medical Specialties to be classified to practice the service.
27. Supervising the affairs of graduates and following up their career and the extent of employers' satisfaction with their performance.
28. Supervise all aspects of the internship training program.
29. Follow up on 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 examiners (internally and externally) for the clinical stage.

33. Supervising 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 clinical years in teaching and learning processes.
35. Selecting the supervisors of units and departments affiliated with it and recommending their appointment.
36. Addressing the relevant authorities within the university in the competence and scope of work of the Vice-Deanship.
37. Issuing internal decisions required by the workflow of the faculty vice deanship and its units in accordance with the rules and regulations.
38. Evaluating the performance of the Vice-Rectorate's employees.
39. Developing the simulation training unit to qualify students to work in hospitals.
40. Carry out all other tasks assigned to him/her.

- Units of the Vice Dean for Clinical Training:

Clinical Training and Internship Unit:

This unit is concerned with supervising and following up everything related to clinical training in hospitals and training centers for internship year students, and it is also concerned with field supervision of students during the training period in coordination with the competent committees in the departments of the faculty in order to acquire clinical skills related to different academic levels. It also prepares reports on students during the training periods (internship year) in coordination with hospitals and training bodies approved by the faculty.

Student's Activity Unit:

It develops a plan of extracurricular activities that help students integrate with society by providing community events and distinguished and diverse activities for male and female students and their cultural, social and sports numbers, and working to discover, develop, refine and direct talents.

Alumni Unit:

This unit is concerned with periodically updating the graduates' database and surveying their opinions about the courses and skills required in the labor market and the difficulties they face after graduation and urging them to communicate with the faculty after graduation.

Heads of Departments

Definition

He/She is a faculty member with excellence and scientific and administrative competence and is tasked with managing scientific, administrative and financial matters in the department and is also tasked with applying the regulations of the Higher Education Council and the regulations issued thereunder.

Link:

Dean of the Faculty

Tasks

- 1) Striving to achieve the goals of the university and Faculty and adhering to its policy.
- 2) Chairing the Department Council, supervising the organization of its affairs, and inviting the members of the Council to attend the meetings.

- 3) Sending the minutes of the meetings to the Dean and following up on the decisions and recommendations of the Council
- 4) Implementation of the decisions of the Faculty Council regarding the department
- 5) Supervising the development of the department's strategic plan and following up on its work.
- 6) Work on developing the department academically and research.
- 7) Submit reports to the Dean on all problems in the department, scientific and behavioral violations, or breach of the job duties of faculty members and the like and follow up on the Dean's directives thereon.
- 8) Representing the department in activities and meetings related to the work of the department inside and outside the university.
- 9) Coordinate the department's relationship with other bodies inside and outside the university.
- 10) Submit reports to the Dean/Director of the teaching process for graduate programs at the end of each academic year (if any)
- 11) Executing the tasks assigned to him/her by the Dean.

Department Council

In each department of the academic departments in the faculties, centers, and scientific institutes at the university, there is a council called the Department Council. The council consists of faculty members, and each department has authority in scientific and administrative affairs within the limits of the Higher Education Council's regulations.

Link:

Dean of the Faculty

Tasks:

The Department Council shall undertake the following tasks:

1. Recommending the approval of curricula, textbooks and references
2. Proposing admission controls for students in the department and transferring to it from other departments
3. Recommending the appointment, secondment and promotion of faculty members, lecturers, and teaching assistants.
4. Propose the names of part-time persons with prominent scientific status to teach in the department or supervise research and scientific theses as needed.
5. Recommending the use of visiting professors from Saudi Arabia and others to teach in the department.
6. Studying scientific research projects, encouraging faculty members to carry out research, and assisting in the publication of completed research.
7. Submit a report to the Faculty Council on the status of scholarship students for study after half of the scholarship period.
8. Proposing the necessary plans for graduate programs and the controls for accepting students.
9. Distributing lectures, exercises and training work to faculty members.
10. Forming standing or temporary committees of faculty members in the department as the case requires.
11. Consider a subject referred by the Dean, the Faculty Council or the Faculty Vice Deans.

Faculty Administration

1- Definition:

It is an administrative body in faculty and units that supervises the implementation of administrative and financial work in various departments and consists of management, assistant, administrative and financial units, warehouse, maintenance and administrative communications.

2- Reporting Structure:

Linked to the dean of the faculty.

3- Duties of the Administration Manager:

- 1- He/She heads the administration of the faculty.
- 2- The Administration Manager and the supervisors of the affiliated units shall supervise the implementation of administrative, financial and support services work in the faculty.
- 3- Implementation and application of the regulations of administrative and financial affairs at the university.
- 4- Carrying out the administrative work of the department units.
- 5- Securing Faculty purchases from urgent requests.
- 6- Supervising the work of the applications of contractors in the faculty with regard to procedures related to passports (residence, visas and travel tickets)
- 7- Coordination and follow-up of maintenance work and cleanliness of the various Faculty sites.

-
- 8- Follow up the work of public services and maintenance and coordinate with the competent departments and maintenance.
 - 9- Preparing and equipping classrooms and supervising their maintenance periodically.
 - 10- Evaluation of management staff.

Chapter Three

Duties of faculty members and the like

Duties of faculty members and the like

The duties of faculty members and the like in accordance with the provisions of the regulations governing the affairs of faculty members and the like in Saudi universities are summarized as follows:

- 1- Commitment to honesty, integrity, codes of conduct, ethics, regulations, instructions, and refraining from anything that compromises the dignity of the position.
- 2- Follow up on developments in the field of specialization and contribute to its development through scientific activity.
- 3- Transfer the latest scientific findings in the field of specialization.
- 4- Participate in the activities and work of the scientific department to which it belongs, including the work of the department council and other councils.
- 5- Contribute to community service.
- 6- Full-time work at the university and not to work outside it except after obtaining approval from the university administration.
- 7- Maintaining order in classrooms and laboratories and submitting a report to the head of the concerned department on each incident that violates the system.
- 8- Giving theoretical and practical lessons and lectures, conducting scientific research and supervising student research.
- 9- Follow the regulations and instructions in force in the Kingdom, respect the customs and traditions in force, and not prejudice religion or interfere in politics.

Teaching Load

Faculty members and the like perform thirty-five working hours per week, which may be raised to forty hours by a decision of the University Council in teaching, scientific research, academic advising and other work assigned to them by the competent authorities at the university.

The maximum shares of faculty members and the like shall be as follows:

Professor = 10 teaching units

- Associate Professor = 12 teaching units
- Assistant Professor = 14 teaching units
- Lecturer = 16 teaching units
- Teaching assistant = 16 teaching units
- Language teacher = 18 teaching units.
- The teaching unit means the weekly theoretical lecture of not less than fifty minutes or the weekly practical or field lesson of not less than one hundred minutes, and the teaching unit lasts a semester.
- The academic load is reduced for faculty members in charge of administrative work such as university vice-presidents, deans, Faculty vice-deans, heads of departments and directors of scientific centers, provided that the teaching load is not less than three teaching units.

Appointment and conditions

Teaching assistant

To appoint a teaching assistant, the following conditions must be met:

- Must have a university degree from a Saudi university or another recognized university.
- His/Her overall undergraduate grade should be at least very good.
- Other conditions issued by the University Council

Lecturer and Language Teacher:

- The appointment of a teaching assistant and a language teacher shall meet the following conditions:
- Must have a master's degree or its equivalent from a Saudi university or another recognized university.
- His/her general grade in the master's degree must be at least very good (if he obtained it from a university that awards it with a grade)
- What the University Council issues of other conditions.

Research Assistant

To appoint a research assistant, the following conditions must be met:

A- For those who are appointed to a master's degree from a Saudi university or another recognized university with a very good general grade, at least if he/she holds a master's degree from a university that grants this degree with a grade.

Any other conditions that the university deems appropriate.

B: For those who are appointed with a university degree (bachelor's degree or equivalent) and are called a research assistant b)

- Obtaining a university degree with at least a good grade from a Saudi university or another recognized university.

Any other conditions that the university deems appropriate.

Assistant Professor

For appointment to the rank of assistant professor, it is required to obtain a doctorate degree or its equivalent from a Saudi university or another recognized university, and the University Council may add other conditions.

Associate Professor

For appointment to the rank of associate professor, the following conditions must be met:

- Obtaining a doctorate degree from a Saudi university or another recognized university.
- Experience in academic work in one of the recognized universities, including assignment to teach during it, and a faculty member at the university or other recognized universities of not less than four years after appointment to the rank of assistant professor.
- To have been promoted to the rank of associate professor from a Saudi university or another recognized university.

Full professor

For appointment to the rank of professor, the following conditions must be met:

- Obtaining a PhD degree from a Saudi university or another recognized university

- Faculty membership experience at a university or other recognized university, of at least eight years, including at least four years as an associate professor.
- To have been scientifically promoted to the rank of professor from a Saudi university or another recognized university.

Promotions

Associate Professor

Promotion from the rank of Assistant Professor to Associate Professor shall meet the following conditions:

- Service of not less than four years at the rank of assistant professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- Fulfilling the minimum scientific production for promotion in accordance with the provisions of Article Thirty-Two of the regulations governing the affairs of faculty members and the like in Saudi universities.
- The scientific production submitted by him/her must have been published or accepted for publication while holding the rank of assistant professor.

Full Professor

It is required to apply for promotion from the rank of associate professor to full professor.

- Service of not less than four years at the rank of associate professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- Meet the minimum scientific production required for promotion.
- The scientific production submitted by him/her must have been published or accepted for publication during his/her tenure as an associate professor.

The efforts of the faculty member applying for promotion are evaluated on the basis of (100) divided as follows:

- Sixty points for scientific production
- Twenty-five points for teaching
- Fifteen points to serve the university and the community.

The University Council sets the criteria for evaluating participation in the service of the university and the community based on the recommendation of the Scientific Council.

The faculty member is scientifically promoted from the date of the Scientific Council's decision to do so, while his/her job promotion is considered from the date of issuance of the executive decision if a vacant position is available that can be promoted.

Employment Non-Saudis

According to the regulation of employing non-Saudis in universities.

Employment is subject to:

- 1- The existence of a vacant position approved in the budget, or the availability of a financial allocation allocated for the purpose of employment within the item of fixed salary item.
- 2- Lack of a qualified citizen to fill the job.
3. A description of the duties and responsibilities of the job, including the minimum qualifications required to fill it.

Article Five:

The contractor shall be required to be:

- 1- Has completed twenty years of age and did not exceed sixty Gregorian years, and the University Council may exceed the upper age limit within ten years for full professors and associate professors, five years for assistant professors, based on the recommendation of the Department Council and the Faculty Council, and three years for other categories based on the recommendation of their employer.
- 2- Fit for service, according to a recent health certificate issued by a medical authority recognized by the university.
- 3- Good conduct and morals.
- 4- Possess the qualifications required for the job.
- 5- Not bound by a contract with another party in the Kingdom.
- 6- Full-time to work at the university.

Salaries & Bonuses

Article Eight:

1- Salaries shall be determined in accordance with the tables contained in Appendix No. (1) attached to this regulation after determining the appropriate table for the job to be contracted, and the instructions attached to each table are considered an integral part of it, and the university may contract with a salary less than what is shown in the tables referred to if the two parties agree to do so.

2- Upon approval of the faculty member's promotion by the university, wherein the advancement is from an external scientific rank to a higher one, the faculty member may, upon contract renewal, commence receiving the salary corresponding to the newly attained rank. If the faculty member's pre-promotion salary equals or surpasses the initial salary of the new rank, they may be granted the salary immediately above their previous rank. However, during contract renewal, the annual bonus associated with the newly acquired rank is not applicable.

3- A contractor who is not a faculty member, lecturer and teaching assistant may be transferred when renewing his/her contract from a grade to a higher degree within the same category if he/she meets the required conditions.

4- The University Council may, when the contractor reaches the end of the grade to which he/she is appointed, grant him/her the degree allowance, after every two years upon the recommendation of its president.

Article Nine:

1- The University Council may increase the salaries specified according to the salary scale by not exceeding 50% of the salary due to those who are contracted from Europe, America or any developed countries in their level determined by the University Council.

2- The University Council may contract with those with rare specialties or those with scientific reputation, experience, high skill or excellent qualifications acquired in a famous university from faculty members and the like, as well as doctors, with an increase not exceeding 100% of the salary due, and the President of the University Council, in agreement with the President of the General Bureau of Civil Service, may apply the provisions of this paragraph to other categories.

3- It is permissible to contract with individuals possessing exceptional experience, reputation, and academic standing to work as faculty members, even if they do not meet the specified academic requirements outlined in the employment regulations, upon approval by the university council based on a recommendation from the academic council.

Contracted individuals - including faculty members, language instructors, lecturers, and teaching assistants - who have previously served in academic teaching positions after obtaining their qualifications or academic degrees are entitled to annual bonuses according to the salary scales specified in Appendix (1).).

2- Experiences may be calculated for faculty members, language teachers, lecturers and teaching assistants in non-university teaching if they are in the field of specialization and after obtaining the scientific qualification on which he/she was contracted by one year for every two years for the purposes of employment, and it may also be calculated for the purposes of scientific promotion by a decision of the Scientific Council based on the recommendation of the Council of the Faculty concerned.

3- Experience is calculated when contracting for non-faculty members, lecturers, language teachers and teaching assistants after obtaining the last qualification and the course in the specialization that takes place after this qualification is calculated as much as its duration, and does not combine the duration of the course and the duration of service at the same time and the experience or qualification is required to be issued by a party convinced by the university.

Article Eleven:

Experience for those who are contracted from the categories specified in the second article of these regulations is calculated for a maximum of five years at the start of the contract, and the

University Council may, in exceptional cases, exceed this condition and a maximum of fifteen years.

Article Twelve:

A contractor possessing an advanced qualification pertinent to the contracted position's scope may receive annual bonuses based on the duration of additional study beyond the required qualification for said position. However, such bonuses shall not exceed two increments for the period between obtaining a bachelor's and master's degree, three increments for the period between acquiring a master's and a doctorate, and five increments for the duration between acquiring a bachelor's and a doctorate degree. These bonuses are subject to the salary scales outlined in Appendix No. (1) for the contracted position.

Article Thirteen:

The contractor may be granted an annual bonus not exceeding 5% of the salary and not exceeding what is specified in the salary scales for each category, and a person who has completed a year for this purpose shall be deemed to have spent ten and a half months of his/her previous contract period whose contract period is related to the academic year.

Article Fourteen:

The contractor's salary shall not be subject to any deductions except by an order issued by the competent authority in accordance with regulations. The university president may deduct any amounts owed to the state before the contractor's entitlements, without the need for any procedures. Except for alimony debt, the reserved amount monthly shall not exceed one-third of the salary. In case of conflicting claims, priority shall be given to alimony debt, followed by state dues.

Required working hours.

Article Fifteen:

1- Faculty members, lecturers, teaching assistants and language teachers perform forty working hours per week spent in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities at the university.

2- The rest of the university employees perform forty-eight (48) working hours per week spent in teaching, research and training duties and tasks assigned to them by the competent authorities at the university, and those who work in hospitals have their working hours not exceeding (55) hours.

In line with the requirements of the work interest, the university may determine the beginning and end of the daily working hours or its fragmentation.

3. The contracted faculty member and the like shall be treated with regard to the hours of the teaching load and the rules followed in the remuneration for additional teaching hours as Saudi faculty members.

Allowances and compensation

Article Sixteen:

1- The university council is authorized to allocate a scarcity allowance for rare specializations, up to a maximum of 30% of the initial salary level, for faculty members and those in equivalent positions working in their specialized field. The university council determines these specializations and the scarcity allowance for each specialization, without combining the scarcity allowance with what is stipulated in paragraphs (2.1) of Article Nine.

2- The University Council may grant doctors and dentists from faculty members, lecturers, teaching assistants and research assistants working in hospitals a hospital work allowance for the additional hours required by law when they work these hours, up to a maximum of 80% of the

basic salary, and it is not permissible to combine the scarcity allowance with the hospital work allowance.

3- Pharmacists and specialists in applied medical sciences, including faculty members, lecturers, teaching assistants and research assistants from hospital workers, may be granted a hospital work allowance for the additional hours required by law when they work these hours, up to a maximum of 50% of the basic salary, and it is not permissible to combine the scarcity allowance with the hospital work allowance.

Article Seventeen:

The university provides the contractor and his/her family when they are brought for the purpose of accommodation travel tickets within the limits of four people only, including the ticket of the contractor himself/herself, and travel tickets are due whether they traveled with the contractor or traveled individually and in the following:

- 1- Once when coming from his/her home country to the Kingdom at the beginning of the contract, unless he/she was residing in the Kingdom at the time of contracting.
2. From the Kingdom to his/her home country back and forth once a year during the contract period when he/she is licensed to take a regular leave, as well as his/her contract internally and two years have elapsed since his/her contract, unless he/she was residing in the Kingdom at the time of contracting.
- 3- From the Kingdom to his/her home country at the end of the contract upon his/her final departure, with the exception of those who were residing in the Kingdom at the time of contracting and their service period was less than two years, or whose sponsorship was transferred to another party within the Kingdom in accordance with the instructions regulating this.

Vacations

Article Thirty-Two:

In addition to the weekend and the two Eids, the contractor shall be entitled to an annual leave with full salary paid at the beginning of the amount of (60) days for the faculty member and the like and (45) days for others, and the leave is due for part of the year in proportion to that, and it is considered as the person entitled to the full leave who started his/her contract within one month from the date of the start of contracts at the university, and the University Council may amend the annual leave period in accordance with the requirements of the academic calendar. The duration of the leave may be less than what is prescribed by a written agreement between the two parties, and the university has the right to determine the beginning and end of the leave, and it is not due for the period of secondment, emergency leave and absence.

Article Thirty-Three:

In case of necessity, based on the request of the contractor, the recommendation of his/her employer and the approval of the University, the annual leave of the contractor may be divided into two periods at most, provided that the period of each of them is not less than one third of the leave, provided that the contractor enjoys one of the two periods during the same year for which the leave was due.

Article Thirty-Four:

- 1- The Rector may, in accordance with the requirements of the work or at the request of the contractor, postpone the contractor's access to the regular leave or part thereof, provided that the postponement period does not exceed six months of the new year of the contractor.
- 2- The Rector may amend the date of the contractor's weekly leave according to the requirements of the work.

3- The Rector of the University may cancel all or part of the regular leave with compensation to the contractor for it, provided that this cancellation is with the consent of the contractor, except in case of extreme necessity, and the compensation for the period that was canceled shall be equivalent to his/her salary in the year in which he/she was entitled to the leave, and the contractor's right to the travel ticket shall be forfeited alone in the event of complete cancellation of his leave.

4- The Rector of the University may cancel the Eid Al-Fitr and Eid Al-Adha holidays or part thereof in accordance with the requirements of work, provided that this cancellation is with the consent of the contractor, except in case of necessity, and the compensation for the period of the canceled leave shall be equivalent to its salary or duration.

You can refer to the university guide for faculty members regarding:

- Appointment and its conditions
- Promotions
- Appointment and its conditions
- Promotions
- Periodic salaries and bonuses
- Rewards and allowances
- Vacations
- Transfer, assignment and return
- And other relevant data

Executive Rules for Grievances of Faculty Members at the University of Tabuk

Article (5)

A committee shall be formed to consider the complaints and grievances of faculty members from the university employees and the like by a decision of the President of the University, headed by the Vice President for Educational Affairs, and the membership of a number of members nominated by the chairman of the committee in their functional legal capacity, and the period of work of the committee shall be one year from the date of issuance of the decision.

- 1- Vice President for Educational Affairs
- 2- Dean of Faculty Affairs Member and Vice-Chairman of the Committee
- 3- Dean of the concerned Faculty
- 4- Manager of Faculty Affairs Department
- 5- Manager of Personnel Department
- 6- An appointed member from the Deanship of Development and Quality
- 7- Member of the Legal Affairs Department
- 8- Member of the Vice-Presidency
- 9- Committee Secretary

The Committee shall have the following tasks and responsibilities:

- 1) Follow-up on continuous improvement of methods of handling complaints and grievances
- 2) Addressing problems facing faculty members

- 3) Offering appropriate recommendations to resolve the causes of complaints and grievances.
- 4) Verifying the reasons for complaints and grievances with impartiality and objectivity
- 5) Maintaining the confidentiality of information to ensure the proper conduct of its consideration procedures and maintaining the safety of committee members.
- 6) Documenting complaints and grievances received by the committee by Faculty, department and their topics.
- 7) Prepare meeting minutes and a detailed report that includes appropriate recommendations for handling complaints and grievances.
- 8) Submitting the minutes of the committee's meetings, including the recommendations contained therein, to the President of the University.
- 9) Referring complaints or grievances of a criminal or penal nature to the competent authorities.

Article (10)

Reasons for complaint or grievance

- 1- Grievance against a decision regarding any of the rights of a faculty member included in the executive regulations.
- 2- Complaining about another faculty member
- 3- Complaint against his/her direct supervisor
- 4- Appeal against an academic decision in relation to scientific research or academic promotions.
- 5- Grievance against a financial decision regarding his/her financial rights

- 6- Issuance of an unjust decision by the authorized person against a faculty member that does not maintain parity with their counterparts or does not restore their full right.

ARTICLE (11)

Means of submitting complaints and grievances

- 1- Faculty members' complaint boxes (a box in front of the dean's office of the concerned Faculty and the Deanship of Development and Quality)
- 2- Face-to-face meetings with senior management
- 3- Meetings of heads of departments directly
- 4- Complaints and Suggestions System through the university's website
- 5- E-mail of the Deanship of Development and Quality.

Article (13) Documents required to consider a complaint or grievance.

- Complaint or Grievance Form
- Any supporting documents
- Complaint or Grievance Follow-up Form

Evaluating the job performance of faculty members and the like:

Standards

The criteria for evaluating the job performance of faculty members are based on the main tasks that represent the duties of the faculty member, namely:

1. Teaching and supervising students.
- 2- Research.

3. Social Responsibility.

The functional tasks of a faculty member related to the educational process include teaching, supervising students, and evaluating their work, which are the most important aspects of faculty performance assessment. Additionally, assessing research activity is another crucial part of performance evaluation. Teaching and research activities are followed by serving the university, local community, and nation as elements of evaluating faculty members, along with personal qualities, general and administrative competencies that reflect the adherence of faculty members to the rules of professional conduct, ethics, and the requirements of administrative work assigned to them. Therefore, performance evaluation is a process that involves measuring the performance of faculty members based on specific foundations, criteria, and levels related to the core functions of the university.

Framework for evaluating the job performance of faculty members and the like:

The regulatory reference for the evaluation procedures of faculty members and those in their capacity is based on a number of regulations issued by the Ministry of Human Resources and Social Development and the Ministry of Education:

1. Executive Regulations for Human Resources in the Civil Service (Ministry of Civil Service, 1440 AH)
2. Organizational frameworks for the executive regulations of human resources (Ministry of Civil Service, 1440 AH)

3. Regulations governing the affairs of Saudi university employees, including faculty members and the like, Ministry of Higher Education, 1436 AH.

4. Regulation of employing non-Saudis in universities (Ministry of Higher Education, 1436 AH)

The following is a detailed statement of the regulatory articles related to the procedures for evaluating the job performance of faculty members and the like:

Terms and elements of the faculty member's job performance charter:

The performance charter for the faculty member consists of a number of main items, which represent the competencies in which the performance of the faculty member will be measured, and the performance charter determines (100) points for each member. The faculty member assigned to administrative work has been allocated an item related to administrative competencies, and the performance charter contains an additional part dedicated to the strengths and excellence of the faculty member during the performance cycle and allocated to the strengths and excellence points (10) points to become the final grade (110) points.

They are as follows:

- General Competencies
- Academic Competencies
- Administrative competencies
- Research
- Social Responsibility
- Strengths and distinctions.

Since the nature of work at the university requires assigning a number of faculty members to carry out administrative work and tasks in addition to their work and tasks as faculty members and to

ensure fairness when measuring the performance of assigned faculty members compared to others, a job performance charter has been prepared for the faculty member Form (A) and a job performance charter for the faculty member assigned by the President of the University and the university vice-presidents to administrative and supervisory work Form (B).

The following is an explanation of the items and elements of each form and the points assigned to it in the Charter:

First: Job Performance Charter Form (A) for a faculty member:

Form (A) is used to measure the performance of faculty members and similar contractors and Saudi faculty members who are not assigned administrative and supervisory work.

General and personal competencies (10 points)

General and personal competencies refer to a set of behaviors and traits that can be observed and measured, contributing to enhancing the performance of a faculty member and thus leading to institutional success. In Form (A), general and personal competencies consist of two behavioral indicators, each with five levels distributed on a five-point scale and the following are indicators or behavioral descriptions of general and personal competencies:

- 1) Adherence to professional conduct rules and ethics of general job duties.
- 2) -2 Acceptance and implementation of directives, demonstrating a sense of responsibility, and collaborating with supervisors and colleagues.

Academic Competencies (45 Points)

Academic competencies include everything related to the teaching and education process of knowledge, skills, behaviors and qualities that the faculty member adheres to in order to ensure his/her success in performing the roles and tasks associated with that, and due to the multiplicity

of aspects of the educational process and its importance at the same time, it has been allocated to measure the performance of a faculty member in these competencies in the form (a) nine behavioral indicators, and five levels have been allocated to measure each indicator. The indicators of academic competencies are:

- 1- Commitment to lecture schedules and office hours.
2. Diversity of teaching strategies used and course activities and duties.
- 3- Effective communication with students and possessing the skills of managing the educational process efficiently and effectively.
- 4- Taking care of evaluating students and the diversity of its methods and covering the cognitive, skill and emotional aspects.
5. Commitment to the quality standards of tests and implementation dates and delivery of results according to the specified instructions.
6. Effective participation in academic advising, quality committees, accreditation and monitoring of tests.
- 7- Employing digital technology in managing the educational process and updating the electronic personal page.
- 8- Preparing quality reports (such as the course plan, course report... etc) according to the specified criteria and on time.
- 9- Benefiting from feedback in developing performance (students' opinions, recommendations of the course report, results of self-study, recommendations of internal and external accreditation committees... etc.

Scientific research (30 Points)

The research activity of a faculty member comes next after the teaching process. It has been designated to measure the faculty member's activity in this area through the following indicators:

- 15 points when publishing a single scientific paper, obtaining publication approval, or obtaining publication approval.
- 25 points when publishing in the ISI database or obtaining publication approval from the same database.
- 20 points when publishing in the Scopus database.
- One point for each citation in the published database, so that the total score allocated to this indicator does not exceed (10) points.
- 5 points when obtaining financial funding from outside the university to complete one research project inside the Kingdom.
- 10 points when obtaining financial funding from outside the university to complete a research project (Outside the Kingdom).
- 30 points for patents and innovation completed during the performance cycle.
- 15 points for authoring or translating a book or part of it.
- 5 points for arbitration of master's or doctoral theses
- 5 points for supervising graduate theses and projects, so that the total scores allocated for this indicator do not exceed (10) points.
- 10 points for participation in conferences, seminars and scientific lectures in case of submitting a scientific paper.
- 5 points for participation in conferences, seminars and scientific lectures without submitting a scientific paper.

- 5 points to carry out one or more scientific activities in the department.

Requirements for calculating the activity of a faculty member in the field of scientific research.

- Scientific production should be during the performance cycle.
- Scientific research in social and humanitarian disciplines should be published in the ISI or Scopus database or journals of universities, societies and scientific bodies, and in the database of (ARCIF) or Tabuk University Journal
- To publish scientific research in scientific disciplines in a Scopus or ISI databases
- A clear reference to the author's affiliation to the University of Tabuk in the title of the research.
- The conference, symposium or scientific lecture should be in the field of specialization and during the performance cycle.
- The faculty member must attach the certificates in the relevant form.

Social Responsibility (15 Points)

The performance of a faculty member in this area is represented by the training programs they provide for university affiliates, including students, faculty, and staff. Additionally, it includes the training and awareness programs they offer for the local and national community, as well as their participation in voluntary work within the university or the local and national community. This indicator is allocated 15 points, with the faculty member receiving 5 points for each participation during the performance cycle after submitting their contributions and evidence to the head of the

academic department according to the established form. See Performance Management Procedures Forms in the appendix.

Strengths and Excellence (10 Points)

This section of the performance charter has been designated as a systematic and regulated mechanism for measuring the performance of faculty members who exceed their peers' performance, especially in the fields of scientific research and community responsibility. It also includes receiving internal, national, and international excellence awards. The points for this item are calculated not to exceed ten points, and achievements and works are not counted during the performance cycle in the remaining items of the performance charter. The performance of a faculty member in this item is measured according to the following criteria:

- Faculty member receives a point for each additional participation in community service and the university, provided that it is not previously calculated in the items of scientific research and social responsibility.
- The member receives a point for receiving an award of excellence at the university.
- The member receives a point for each published research or patent provided that it is not previously calculated in the item of scientific research.
- The member receives two points for each National Excellence Award.
- A faculty member receives three points for receiving an international excellence award.
- The faculty member must attach the certificates in the relevant form.

Performance Scale for Competencies and Overall Performance of a Faculty Member:

Competency Grade Score	Performance Description	Overall performance rating score
5	Excellent	More than 90
4	Very good	80 to less than 90
3	Good	70 to less than 80
2	Patients	60 to less than 70
1	Unsatisfactory	Less than 60

Academic Advising

The main objective of the academic advisor is to guide students, guide them in choosing the appropriate courses according to the academic plan set to obtain the degree successfully, and help them overcome the obstacles and problems they encounter in their studies and provide advice on matters that affect the course of their education.

Academic Advising Skills

Leadership Skill:

This skill is intended to form a positive relationship with students to influence them and help them move towards achieving the set goals.

Empathy skill

This skill is intended to share with students their feelings and emotions to understand them, and to form a good relationship with them that helps them accept guidance and advice.

Planning skill

This skill refers to the ability of the academic advisor to set goals and turn them into achievable actions, such as helping the student choose the appropriate major to achieve goals related to their academic and career future or helping them prepare a plan to improve their cumulative grade.

Organization skill

It is the ability of the academic advisor to organize the work of the supervisor and arrange them in a way that achieves the maximum benefit from them, and this applies to organizing student files, for example.

Listening skill

It is important for the academic advisor to be a good listener to students who learn about their opinions, ideas, suggestions and the problems they face, which enhances their self-confidence and strengthens the relationship between the advisor and them, and thus enables them to extend a helping hand to them.

Decision-making and problem-solving skill

This is the skill that the academic advisor needs when listening to the views of students and their dialogue to identify the problems they face, so they learn from them how to identify the problem and develop proposals to solve it and then help them to make the right decisions necessary to solve it.

Group counseling skill.

This skill specializes in dealing with a group of students who share a problem such as ignorance of the system, academic delay or absence. Group counseling is used to shorten the time and to achieve other goals, including involving students in solving their problems, reaching results and making the right and appropriate decisions, and one of the methods of collective counseling is to divide students into groups so that they identify the

problem and dialogue in its causes and consequences, then make solutions to deal with it and take appropriate decisions.

Time management and investment skill

It is an important skill that includes scheduling and coordinating work, determining the time plan for the mentor's work, which includes registration dates, and scheduling office hours through which students can meet with their mentor.

Third: Tasks of the Academic Advisor

The academic advisor is responsible for following up on the student from the moment of their admission to the university until their graduation, assisting them with everything they need to ensure the smooth progress of the educational process. This includes ensuring the completion of course requirements for graduation, achieving program goals and outcomes. Therefore, the academic advisor must make every effort to achieve this goal and success by performing the following tasks:

A. Registration of Courses:

- The academic advisor must be familiar with the details of the study plan for each academic year for the students covered by the counseling, as the study plan includes prerequisite and optional requirements.
- Familiarity with the names of the courses in the department, their numbers and prerequisites.

- Familiarity with the dates of registration of courses and dates of withdrawal and addition.
- Create a unique file for each student with a serial number in which all papers, documents and information related to the student's level are documented.
- Informing the student at the annual university calendar, the start dates of teaching for the first, second, and summer semesters, and the dates of the exams
- Informing the student that their failure in a particular course or withdrawal from it after the end of the withdrawal date does not make them meet the condition of the prerequisite.
- Emphasizing on the student the need to sit for exams and the requirements for success in the course, and in the event that the student is absent from the final exam with an excuse, the student must be familiar with the procedures and dates for submitting the excuse.
- Informing the student of the danger of their cumulative average falling below (2), as the student must be directed and helped to raise their average, remove the academic warning from them, and direct the student to the need to register courses within their plan to raise their cumulative average and remove the warning from them, such as registering the courses in which they failed.
- The academic advisor must ensure that the student's graduation procedures are completed.

Chapter Four

Duties of the Employee

Code of Conduct and Ethics of Public Service

Approved by the decision of the Council of Ministers
No. (555) dated 25/12/1437 AH.

Article VII: general Duties

The Employee shall:

- 1- Uphold the integrity and dignity of their position, whether at work or outside.
- 2- Allocate work hours for performing job duties, and work outside official hours when required for public interest.
- 3- Execute orders from superiors accurately and faithfully within the limits of regulations and instructions.
- 4- Perform job duties and assigned tasks actively and efficiently, observing integrity, honesty, accuracy, professionalism, and impartiality.
- 5- Work towards the goals and objectives of the organization and achieve public interest above all else.
- 6- Process transactions, especially those from supervisory authorities, swiftly and accurately within the scope of authority.
- 7- Stay informed about relevant regulations, laws, and instructions related to their work and apply them without any violation, deviation, or neglect.
- 8- Work on improving knowledge and skills through continuous training to enhance professional competence and effectiveness.
- 9- Adhere to ethical values.
- 10- Be loyal and devoted to the state.
- 11- Preserve the mission of their workplace and enhance public trust in it.
- 12- Maintain workplace safety.
- 13- Act objectively and impartially without discrimination.

- 14- Take responsibility inherent in their job nature and make decisions required by such responsibility.
- 15- Maintain a good appearance appropriate to the job requirements and prevailing customs and traditions.
- 16- Demonstrate honesty in any official investigation or legal proceeding related to their job duties if requested.
- 17- Take appropriate measures to ensure the confidentiality of others' personal information, protect it from loss, access, use, modification, or disclosure without authorization from their superiors.

Article Eight: Duties of the Employee towards the Public

In their actions towards the public, employee shall take into account the following:

- 1- Respect the rights and interests of others without exception, and deal with the public with respect, tact, courtesy, neutrality, impartiality and objectivity without discrimination.
- 2- Seeking to gain the public's trust through integrity, responsiveness and proper behavior in all their work in accordance with the regulations and instructions.
- 3- Answering the public's inquiries and questions and completing their transactions accurately, objectively and quickly.
- 4- Care and kindness in dealing with the public, especially people with special needs, the elderly, women, and the sick, and providing aid and assistance.
- 5- Dealing with documents and personal information of the public with complete confidentiality in accordance with the regulations and instructions.

- 6- Refrain from any action that negatively affects public confidence in the public office.

Article Nine: Duties of the employee towards their superiors

In their actions towards their superiors, the employee shall take into account the following:

- 1- Executing the orders of their superiors in accordance with the administrative hierarchy, and if such orders are contrary to the regulations and instructions in force, they must inform their superior in writing.
- 2- Dealing with their superiors with respect and providing them with the opinion, advice and experience they possess objectively and honestly in the interest of the work.

Article Ten: Duties of the employee towards their colleagues

The employee shall take into account in their actions towards their colleagues the following:

- 1- Dealing respectfully, tactfully and honestly with their colleagues, maintaining a sound and friendly relationship with them, without discrimination, and being careful to respect their privacy and refrain from exploiting any information related to their private lives with the intention of offending.
- 2- Cooperating with their colleagues and sharing their opinions with high professionalism and objectivity and providing them with assistance as much as possible, to solve the problems they face in the field of work.

Article Eleven: Duties of the employee towards their subordinates

In their actions towards their subordinates, the employee shall take into account the following:

- 1- To be a good example for their subordinates in terms of compliance with regulations and instructions.
- 2- Developing the capabilities of their subordinates, helping them and motivating them to improve their performance through training and others.
- 3- Transfer the knowledge and experience gained to their subordinates and encourage them to increase the exchange of information.
- 4- Supervising their subordinates, following up on their work, evaluating their performance objectively, impartially, holding negligent among them accountable, and seeking to provide training and development opportunities for them in accordance with the relevant regulations and instructions.
- 5- Respect the rights of their subordinates and deal with them without favoritism or discrimination.
- 6- Instructions and directions to their subordinates should be written as much as possible.

Prohibitions

Article XII: General Prohibitions

An employee shall be prohibited from the following:

- 1- Misusing official authority.
- 2- Exploiting influence.

- 3- Accepting or soliciting bribery or engaging in any form of corruption as stipulated in the anti-corruption system.
- 4- Forgery.
- 5- Engaging in trade.
- 6- Participate in the establishment of companies or accept membership of their boards of directors or work in them unless appointed by the government.
- 7- Combining their job with the practice of another profession without obtaining a license in accordance with the Law.
- 8- Obstructing or inciting the workflow or strike from work.
- 9- Carrying out any behavior or behavior that violates the values, traditions or customs of society.
- 10- Accepting favoritism or well-connections in the performance of work tasks and responsibilities, which negatively affects public confidence in public office.
- 11- Participate in collective complaints or file malicious complaints against persons or entities.
- 12- Collect documents, samples or personal information about any person, except within a regulatory framework and within the necessary business requirements.

Article Thirteen:

Employee shall be prohibited from the following:

- 1- Disclosure of confidential information, documents and documents of an important, confidential or private nature obtained or accessed by reason of their position, even after the end of their service period, unless disclosure is expressly permitted under the Law.

- 2- Provide to the media or in social media any information, comment, statement or intervention on topics that are still under study, investigation or deliberation by the entity in which they work, without obtaining the prior written consent of their side.
- 3- Criticize or blame the government by any means in domestic or foreign media.
- 4- Publishing, issuing or signing statements or letters that oppose the State's policy or contradict its political systems.

Article Fourteen

Prohibitions related to public fund.

An employee shall be prohibited from the following:

1. Embezzlement, squandering, neglecting or disposing of public funds illegally.
- 2 - Exploiting the interests of the state for their benefit or forfeiting any of its rights.
- 3 - Keeping any property belonging to their employer and not handing it over after the end of its purpose.
4. Use the property of the State handed over to them because of their position, for their personal benefit or for the benefit of other parties, unless the Law otherwise requires.

Article Fifteen

Prohibitions related to gifts and privileges.

An employee shall be prohibited from the following:

- 1- Accept gifts or services offered directly or indirectly to them or any advantage that has a direct or indirect impact on their integrity in carrying out their job duties or that may affect their decisions to commit to perform or refrain from doing work.
- 2- Accept any honor, decoration, gift or award from any foreign government without official approval.
- 3- Accept any special facilities or discounts on private purchases from suppliers who have official transactions with their entity.
- 4- Use any information obtained by virtue of their work to obtain a special service or treatment from any party.

Employee duties and responsibilities related to the use of technology.

Article Sixteen: Use of technical devices

An employee who is provided with a computer, fax or other technical equipment shall:

- 1- Take all measures to preserve it.
- 2- Do not download programs on devices until after reviewing the competent department.
- 3- Rationalize the use of these devices and ensure that they are turned off before leaving the workplace.

- 4- Maintain their password and confidential information in their devices and not disclose them to others.
- 5- Use the device only for work-related purposes.
- 6- Not to use the authority to access the accounts of others, for the purpose of obtaining private or public information or data, except for the purposes of work with official competence in this regard.

Article Seventeen

Dealing with the Internet

An employee who has access to the Internet shall:

- 1- Be committed to use of the network for work purposes and to develop their abilities and skills related to the nature of work.
- 2- Comply with the terms and requirements of intellectual property rights for files and programs and observing the terms of their use license.
- 3- Inform the competent department immediately when they notice any usual matter during the use of the network.
- 4- Not to collect texts or images that contain immoral materials or any not statutory activity.
- 5- Not upload files that are not related to the nature of their work directly, such as video files and multimedia files.
- 6- Not use the network to attempt to access or infiltrate other networks, or irregular materials.

Article Eighteen

Dealing with email

An employee to whom an e-mail address is assigned shall meet the following:

- 1- Do not use e-mail to create and distribute messages that are not related to their work.
- 2- Not to open or resend any message received from an unknown or unexpected source, and not to open or collect any attached file whose source is suspected, except after coordination with the competent department.
- 3- Not to object to the control of the entity in which they work on their e-mails by authorized employees.

Conflict of interest and anti-corruption

Article Nineteen: Conflict of Interest

- 1- The employee shall disclose in writing to the management determined by their entity any case of conflict of interest, case or potential, before taking the decision or expressing it in the incident in question.
- 2- The employee shall not participate in any decision that directly or indirectly affects the award of any contract to which one of their relatives is a party.
- 3- Conflicts of interest include, but are not limited to, the following:
 1. The existence of an interest between the employee and the contracting party or the one that initiated the steps of contracting with their employer, whenever the employee has a real or potential role in that contract.
 2. The existence of a kinship up to the fourth degree between the employee and the person nominated for a job in their employer, when the employment depends on a decision or opinion from the employee.

Article 20: Anti-Corruption

In order to combat corruption, an employee shall:

- 1- Inform their direct supervisor in writing of any violation of the regulations and instructions in force that they become aware of during their work.
- 2- Inform the competent authorities of any corruption they became aware of during their job.
- 3- Cooperating with the competent authorities in administrative, financial and criminal investigation.
- 4- Inform their direct supervisor immediately in the event of a bribe offered to them, and the president shall take the necessary action, prepare a report on this incident and inform the competent authorities thereof.

Government Entity's Obligations towards the Employee

Article Twenty-One

The government entity shall:

- Publish this code of conduct on its website and inform the employee about it and inform them that they must abide by its provisions.
- Create a safe and healthy environment for the employee that meets the basic requirements for performing their work.
- Encourage entrepreneurship and innovation and provide opportunities for employees to participate in making suggestions related to improving services and developing work in an environment of trust and common understanding.
- Apply the relevant laws, regulations and decisions fairly and equitably without discrimination.

Article Twenty-Two

Final provisions

After the issuance of the decision to appoint them, every employee shall review the regulations relating to their work and this code of conduct, be familiar with them, and abide by the provisions contained therein when performing their duties and job responsibilities.

Article Twenty-Three

- The Personnel Department or the like shall spread awareness of the culture and principles of job code of conduct and public office ethics and provide all departments with a copy of this Code of conduct.

Scholarship and training the university's administrative and technical employees.

- It is permissible to send employees of the University of Tabuk (administrators / technicians / health / engineering / others in all their non-academic job categories) to obtain a degree (master's or doctorate).
- The specialization must be among the specializations needed by the university - according to the advertised seats.
- The study should be in courses and field training for those whose specialization requires it.
- The scholarship should be for those on the sixth rank and above.
- The approval of the employer (direct head - head of the entity - university vice-president) on the nomination for scholarship and the scholarship program shown by the acceptance obtained.
- He/She must not have been disciplined during the last four years, or a final judgment has been issued against them for a crime involving moral turpitude.

- The candidate must sign a written undertaking to work at the university for a period not less than the scholarship period, and that obtaining the qualification does not oblige the university to appoint him/her to an academic position.
- The scholarship period for each stage should be according to the training and scholarship regulations.
- The duration of the scholarship shall be calculated from the years of service in the event that he/she obtains the qualification according to the civil service regulations based on Article (38) of the Scholarship and Training Regulations for University Employees.

Rules Governing the Scholarship of University Employees

- To be a Saudi national.
- He/She should not exceed 45 years of age and the University Council may make an exception to this condition.
- His/Her general grade in the university degree or its equivalent should not be less than (good)
- He/She must have spent in the service of the university for a period of not less than two years from the date of the appointment, with the exception of doctors who may be sent after completing one year from the date of their appointment.
- There should be a direct relationship between the specialization to which he/she will be sent to and the nature of the work he/she is prepared to do.
- The job performance evaluation for the last two years should not be less than very good.
- To have an acceptance from a scientifically recognized scientific institution.
- To accompany the female scholar student abroad a guardian throughout the scholarship period.

Appendices

استبانة تقويم المقرر

استبانة تقويم المقرر Course Evaluation Survey (CES)			
<p>أخي الطالب/ اختي الطالبة</p> <p>السلام عليكم ورحمة الله وبركاته، وبعد</p> <p>فيسعدنا إبداء الرأي عن مدى رضاكم عن جودة التعليم والتعلم في المقرر، وذلك من خلال الإجابة عن فقرات الاستبانة المرفقة أدناه بدقة ومصداقية وموضوعية. كما أننا نرحب بأي تعديل أو إضافة من شأنها الارتقاء بتطلعاتنا معاً، وتلبي الاحتياجات التعليمية والتربوية، علماً بأن إجاباتكم سوف تحاط بالسرية التامة.</p>			
<p>أولاً: معلومات عامة</p> <p>First: General Information</p>			
الكلية:	اسم البرنامج		
العام الدراسي:	اسم المقرر ورمزه		
الجنس:	الفصل الدراسي		
Faculty	Program		
Academic Year	Course title and code		
Gender	Semester		

مع ملاحظة أن هناك خمسة مستويات لدرجة موافقتك: تحت الخيار الذي يعبر عن رأيك (✓) ثانياً: نرجو التفضل بالإجابة عن الفقرات التالية بوضع علامة (1) كبيرة جداً (5)، كبيرة (4)، متوسطة (3)، ضعيفة (2)، ضعيفة جداً (1).

Second: Place a checkmark (✓) next to the choice that best represents your opinion about the following statements.

م	البند Items	درجة الموافقة							
		لا أوافق بشدة Strongly disagree	لا أوافق Disagree	غير متأكد Not sure	أوافق agree	أوافق بشدة Strongly agree			
1	2	3	4	5					
Questions about the start of the course بنود خاصة ببداية دراسة المقرر									
1	كانت الخطوط الأساسية للمقرر واضحة بالنسبة لي (بما في ذلك المعلومات والمهارات التي صمم المقرر لتطويرها) The course outline (including the knowledge and skills the course was designed to develop) was made clear to me.								
2	كانت متطلبات النجاح للمقرر واضحة بالنسبة لي (بما في ذلك الواجبات التي يتم التقييم بناء عليها، ومحاكات التقييم) The things I had to do to succeed in the course, including assessment tasks and criteria for assessment, were made clear to me.								
3	كانت مصادر مساعدتي في المقرر واضحة بالنسبة لي (بما في ذلك الساعات المكتبية لعضو هيئة التدريس، والمراجع) Sources of help for me during the course including faculty office hours and reference material were made clear to me.								
Questions about what happened during the بنود خاصة بسير المقرر									
1	2	3	4	5					

					course	
					كان تنفيذ المقرر والأشياء التي طلب مني أدائها متسقة مع الخطوط الأساسية للمقرر The conduct of the course and the things I was asked to do were consistent with the course outline.	4
					كان عضو هيئة التدريس ملتزماً بإعطاء المقرر بشكل كامل (مثل: بدأ المحاضرات في الوقت المحدد، تواجد عضو هيئة التدريس بشكل دائم، الإعداد الجيد للمواد المساعدة في التدريس، وهكذا) My instructor(s) were fully committed to the delivery of the course. (E.g. classes started on time, instructor always present, material well prepared, etc)	5
					لدى عضو هيئة التدريس الذي يقوم بتقديم هذا المقرر إلمام كامل بمحتوى المقرر My instructor(s) had thorough knowledge of the content of the course.	6
					كان عضو هيئة التدريس مستعداً للمساعدة خلال الساعات المكتبية My instructor(s) were available during office hours to help me.	7
					كان عضو هيئة التدريس متحمساً لما يقوم بتدريسه. My instructor(s) were enthusiastic about what they were teaching	8
					كان عضو هيئة التدريس معيناً لي ومهتماً بمدى تقدمي My instructor(s) cared about my progress and were helpful to me.	9
					كان كل ما يقدم في المقرر حديثاً ومفيداً، (النصوص المقروءة، التلخيصات، المراجع، وما شابهها) Course materials were of up to date and useful (Texts، handouts, references etc.)	10
					كانت جميع المصادر التي يتطلبها هذا المقرر متوفرة متى احتاج إليها. The resources I needed in this course (textbooks, library, computers etc.) were available when I needed them.	11
					كان هناك استخدام فعال للتقنية لدعم تعليمي في هذا المقرر In this course effective use was made of technology to support my learning	12
					وجدت تشجيعاً لإلقاء الأسئلة وتطوير أفكارتي الخاصة في هذا المقرر In this course I was encouraged to ask questions and develop my own ideas	13
					وجدت تشجيعاً على تقديم أفضل ما عندي خلال هذا المقرر In this course I was inspired to do my best work	14
					ساعدت الأشياء التي طلبت مني في هذا المقرر في تطوير معارفي ومهاراتي التي يهدف المقرر إلى تعليمها (مثل: الأنشطة الصفية/ المعامل/ وهكذا). The things I had to do in this course (class activities, assignments, laboratories etc) were helpful for developing the knowledge and skills the course was intended to teach.	15
					كانت كمية العمل في هذا المقرر متناسبة مع عدد الساعات المعتمدة المخصصة للمقرر The amount of work I had to do in this course was reasonable for the credit hours allocated	16
					قدمت لي درجات الواجبات والاختبارات في هذا المقرر خلال وقت مناسب Marks for assignments and tests in this course were given to me within reasonable time	17
					كان تصحيح واجباتي واختباراتي عادلاً ومناسباً Grading of my tests and assignments in this course was fair and reasonable	18
					وضّحت لي الصلة بين هذا المقرر والمقررات الأخرى بالبرنامج (القسم) The links between this course and other courses in my total program were made clear to me	19
1	2	3	4	5	تقييم المقرر Evaluation of the Course	

					What I learned in this course ما تعلمته في هذا المقرر مهم وسيفيدني مستقبلاً is important and will be useful to me.	2 0
					ساعدني هذا المقرر على تحسين قدراتي على التفكير وحل المشكلات بدلاً من حفظ المعلومات فقط This course helped me to improve my ability to think and solve problems rather than just memorize information.	2 1
					This course ساعدني هذا المقرر على تحسين مهاراتي في العمل بروح الفريق. helped me to develop my skills in working as a member of a team.	2 2
					This course ساعدني هذا المقرر على تحسين قدراتي على التواصل بفاعلية improved my ability to communicate effectively.	2 3
1	2	3	4	5	Overall Evaluation التقويم العام	
					Overall, I am satisfied أشعر بالرضا بشكل عام عن مستوى جودة هذا المقرر with the quality of this course.	2 4

ثالثاً: أمل التكرم بالإجابة عن السؤالين الآتيين:

Thirdly, I respectfully request that you respond to the following two questions.

<p>?What did you like most about this course ما الذي أعجبك بشكل كبير في هذا المقرر؟</p> <p>.....</p> <p>.....</p>	25
<p>?What did you dislike most about this course ما الذي لم يعجبك بشكل كبير في هذا المقرر؟</p> <p>.....</p> <p>.....</p>	26
<p>?What suggestion(s) do you have to improve this course ما الاقتراحات التي لديك لتحسين هذا المقرر؟</p> <p>.....</p> <p>.....</p>	27

استبانة خبرة الطالب

استبانة خبرة الطالب

Student Experience Survey (SES (

أخي الطالب/ اختي الطالبة

السلام عليكم ورحمة الله وبركاته، وبعد:

فيسعدنا إبداء الرأي عن مدى رضاكم عن جودة البرنامج، وذلك من خلال الإجابة عن فقرات الاستبانة المرفقة أدناه بدقة ومصداقية وموضوعية. كما أننا نرحب بأي تعديل أو إضافة من شأنها الارتقاء بتطلعاتنا معاً، وتلبي الاحتياجات التعليمية والتربوية، علماً بأن إجاباتكم سوف تحاط بالسرية التامة.

أولاً: معلومات عامة

First: General Information

الكلية Faculty	اسم البرنامج program	
العام الدراسي Academic Year	اسم المقرر ورمزه Course title and code	
الجنس Gender	الفصل الدراسي semester	

ثانياً: نرجو التفضل بالإجابة عن الفقرات التالية بوضع علامة (✓) تحت الخيار الذي يعبر عن رأيك. مع ملاحظة أن هناك خمسة مستويات لدرجة موافقتك: كبيرة جداً (5)، كبيرة (4)، متوسطة (3)، ضعيفة (2)، ضعيفة جداً (1).

Second: Place a checkmark (✓) next to the choice that best represents your opinion about the following statements.

درجة الموافقة					البنود Items	م
لا أوافق بشدة Strongly disagree	لا أوافق Disagree	غير متأكد Not sure	أوافق agree	أوافق بشدة Strongly agree		
1	2	3	4	5		
المشورة والدعم Advice and Support						
					كان من السهل على أن أجد المعلومات الخاصة بالجامعة وأقسامها (برامجها) قبل أن أسجل فيها. It was easy to find information about the institution and its programs before I enrolled at this institution for the first time.	1
					عندما بدأت في هذه الجامعة، ساعدني برنامج التهيئة المعد للطلبة المستجدين When I first started at this institution, the orientation program for new students was helpful for me.	2
					هناك فرص كافية في هذه الجامعة للحصول على المشورة فيما يتعلق بدراساتي ومستقبلي المهني. There is sufficient opportunity at this institution to obtain advice on my studies and my future career.	3
					إجراءات التسجيل للمقررات سهلة وذات كفاءة Procedures for enrolling in courses are simple and efficient.	4
1	2	3	4	5	مصادر وتجهيزات التعلم Learning Resources and Facilities	

					الفصول الدراسية (بما في ذلك قاعات المحاضرات، والمعامل، وهكذا) جذابة ومريحة. Classrooms (including lecture rooms, laboratories etc.) are attractive and comfortable.	5
					مرافق وتجهيزات الحاسوب المخصصة للطلبة تكفي احتياجاتي. Student computing facilities are sufficient for my needs.	6
					يساعدني منسوبو المكتبة عندما أحتاج لذلك The library staff are helpful لذلك to me when I need assistance.	7
					أشعر بالرضا عن جودة ومقدار المواد التعليمية المتاحة لي بالمكتبة I am satisfied with the quality and extent of materials available for me in the library.	8
					تفتح المكتبة أبوابها في أوقات ملائمة The library is open at convenient times.	9
					هناك مرافق متاحة للأنشطة اللائحة (بما في ذلك الأنشطة الرياضية والترفيهية) Adequate facilities are available for extracurricular activities (including sporting and recreational activities)	10
					هناك مرافق مناسبة متاحة بالجامعة لأداء الشعائر الدينية Adequate facilities are available at this institution for religious observances.	11
1	2	3	4	5	تقويم التعليم الذي حصلت عليه Evaluation of my Learning	
					يهتم معظم أعضاء هيئة التدريس الذين أتعامل معهم بمدى تقدمي بصورة فعالة of the faculty with whom I work at this institution are genuinely Interested in my progress	12
					هيئة التدريس بالجامعة عادلون في معاملتهم للطلبة Faculty at this institution are fair in their treatment of students	13
					تشجعني المقررات والواجبات التي أكلف بها على دراسة الأفكار الجديدة وعلى التعبير عن رأيي. My courses and assignments encourage me to investigate new ideas and express my own opinions	14
					تزيد دراستي في البرنامج قدرتي على دراسة وحل المشكلات المستجدة وغير العادية. As a result of my studies my ability to investigate and solve new and unusual problems increasing.	15
					تنمي دراستي في البرنامج قدرتي على صياغة الأبحاث ونتائجها والتعبير عنها بصورة فعالة. My ability to effectively communicate the results of investigations I undertake is improving as a result of my studies.	16
					يحفزني البرنامج (القسم) الذي أدرس به على المزيد من التعلم My program of studies is stimulating my interest in further learning.	17
					تشكل المعارف والمهارات التي أكتسبها أهمية كبيرة بالنسبة لمستقبلي الوظيفي. The knowledge and skills I are learning will be valuable for my future career.	18
					أتعلم كيف أعمل بشكل فعال مع الأنشطة الجماعية I am learning to work effectively in group activities.	19
					التقويم العام Overall Evaluation	
					أشعر بالرضا بشكل عام عن الحياة الطلابية في هذه الجامعة. Overall, I am satisfied with my life as a student at this institution.	20

ثالثاً: أمل التكرم بالإجابة عن الأسئلة التالية:

Thirdly, I respectfully request that you respond to the following questions.

21	ما أكثر شيء أعجبك فيما يخص دراستك في هذه الجامعة؟ ?What did you like most about your studies at this institution
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.....	
<p>ما أكثر شيء لم يعجبك فيما يخص دراستك في هذه الجامعة؟ ?What did you dislike most about your studies at this institution</p> <p>.....</p> <p>.....</p> <p>.....</p>	22
<p>ما الاقتراحات التي لديك لتحسين البرنامج (القسم) الذي درست به في هذه الجامعة؟ What suggestions do you have for improvements in ?your program at this institution</p> <p>.....</p> <p>.....</p> <p>.....</p>	23

استبانة تقويم البرنامج

استبانة تقويم البرنامج Program Evaluation Survey (PES)			
<p>أخي الطالب/ اختي الطالبة السلام عليكم ورحمة الله وبركاته، وبعد: فيسعدنا إبداء الرأي عن مدى رضاكم عن جودة البرنامج، وذلك من خلال الإجابة عن فقرات الاستبانة المرفقة أدناه بدقة ومصداقية وموضوعية. كما أننا نرحب بأي تعديل أو إضافة من شأنها الارتقاء بتطلعاتنا معًا، وتلبي الاحتياجات التعليمية والتربوية، علمًا بأن إجاباتكم سوف تحاط بالسرية التامة.</p>			
أولاً: معلومات عامة First: General Information			
الكلية Faculty	اسم البرنامج program		
العام الدراسي Academic Year	اسم المقرر ورمزه Course title and code		
الجنس Gender	الفصل الدراسي semester		

ثانياً: نرجو التفضل بالإجابة عن الفقرات التالية بوضع علامة (✓) تحت الخيار الذي يعبر عن رأيك. مع ملاحظة أن هناك خمسة مستويات لدرجة موافقتك: كبيرة جداً (5)، كبيرة (4)، متوسطة (3)، ضعيفة (2)، ضعيفة جداً (1).

Second: Place a checkmark (✓) next to the choice that best represents your opinion about the following statements.

م	البنود Items	درجة الموافقة								
		لا أوافق بشدة Strongly disagree	لا أوافق Disagree	غير متأكد Not sure	أوافق agree	أوافق بشدة Strongly agree				
1	2	3	4	5						
	المساعدة والدعم اللذان قدما لتعليمي Help and Support for my Learning									
1	أتيج لي الإرشاد الأكاديمي والمهني المناسب خلال فترة دراستي بالبرنامج Adequate academic and career counselling was available for me throughout the program.									
2	كانت هيئة التدريس متاحة للإرشاد والمشورة عندما كنت أحتاج للتحدث إليهم. The instructors were available for consultation and advice when I needed to speak with them.									
3	كنت أحظى بتشجيع هيئة التدريس بالقسم على تقديم أفضل ما عندي The instructors in the program inspired me to do my best.									
4	قدمت لي هيئة التدريس بالقسم تغذية راجعة لكل أعمالي The instructors in the program gave me helpful feedback on my work.									

					The instructors in the program had thorough knowledge of the content of the courses they taught.	5
					The instructors were enthusiastic about the program.	6
					The instructors cared about the progress of their students.	7
1	2	3	4	5	المصادر الخاصة بدعم تعليمي Resources to Support my Learning	
					Study materials in courses were up to date and useful.	8
					Library resources were adequate and available when I needed them.	9
					Classroom facilities (for lectures, laboratories, tutorials etc) were of good quality.	10
					Student computing facilities were sufficient for my needs.	11
					Adequate facilities were available for extracurricular activities (including sporting and recreational activities).	12
					Adequate facilities were available for religious observances.	13
					Field experience programs (internship, practicum, cooperative training) were effective in developing my skills (Omit this item if not applicable to your program)	14
1	2	3	4	5	التقويم التعليم الذي حصلت عليه Evaluation of my Learning	
					What I have learned in this program will be valuable for my future.	15
					The program has helped me to develop sufficient interest to want to continue to keep up to date with new developments in my field of study.	16
					The program has developed my ability to investigate and solve new problems.	17
					The program has improved my ability to work effectively in groups.	18
					The program has improved my skills in communication.	19
					The program has helped me to develop good basic skills in using technology to investigate issues and communicate results.	20
					I have developed the knowledge and skills required for my chosen career.	21
					التقويم العام Overall Evaluation	

					Overall, I am أشعر بالرضا بشكل عام عن مستوى جودة هذا البرنامج .satisfied with the quality of this course	22
<p>ثالثاً: أأمل التكرم بالإجابة عن الأسئلة التالية:</p> <p>Thirdly, I respectfully request that you respond to the following questions.</p>						
<p>?What did you like most about your studies at this institution ما أكثر شيء أعجبك فيما يخص دراستك في هذه الجامعة؟</p> <p>.....</p> <p>.....</p> <p>.....</p>						23
<p>?What did you dislike most about your studies at this institution ما أكثر شيء لم يعجبك فيما يخص دراستك في هذه الجامعة؟</p> <p>.....</p> <p>.....</p> <p>.....</p>						24
<p>What suggestions do you have for improvements in ما الاقتراحات التي لديك لتحسين البرنامج (القسم) الذي درست به في هذه الجامعة؟ ?your program at this institution</p> <p>.....</p> <p>.....</p> <p>.....</p>						25

استبانة استطلاع آراء الطلاب حول الإرشاد الأكاديمي

استبانة استطلاع آراء الطلاب حول الإرشاد الأكاديمي Student Survey on Academic Counselling

أخي الطالب / أختي الطالبة:

السلام عليكم ورحمة الله وبركاته، وبعد:

فَبَيِّنْ يدك استبانة نستطلع من خلالها رأيك فيما يتعلق بإجراءات التسجيل وذلك من خلال تقييم أداء المرشد الأكاديمي، سعياً إلى الارتقاء بالمستوى الأكاديمي وتحقيقاً لأهداف البرنامج في التطوير المستمر، فنأمل منكم التفضل مشكورين بالإجابة عما ورد فيها من أسئلة مع مراعاة الدقة والموضوعية، علماً بأن جميع البيانات والمعلومات والآراء تحاط بسرية تامة.

Dear Student:

Here is a survey through which we explore your opinion and feedback regarding registration procedures by evaluating the academic advisor's performance in order to enhance the academic level and achieve the program's goals for continuous development. Thus, we hope you kindly answer the questions included therein accurately and objectively, knowing that all data, information and opinions are kept strictly confidential.

أولاً: معلومات عامة

First: General Information

الكلية Faculty	اسم البرنامج program	
العام الدراسي Academic Year	اسم المقرر ورمزه Course title and code	
الجنس Gender	الفصل الدراسي semester	

ثانياً: نرجو التفضل بالإجابة عن الفقرات التالية بوضع علامة (✓) تحت الخيار الذي يعبر عن رأيك. مع ملاحظة أن هناك خمسة مستويات لدرجة موافقتك: كبيرة جداً (5)، كبيرة (4)، متوسطة (3)، ضعيفة (2)، ضعيفة جداً (1).

Second: Place a checkmark (✓) next to the choice that best represents your opinion about the following statements.

درجة الموافقة					البنود Items	م
لا أوافق بشدة Strongl y disagree	لا أوافق Disagree	غير متأكد Not sure	أوافق agree	أوافق بشدة Strongl y agree		
1	2	3	4	5	المشورة والدعم Advice and Support	
					يوجد إعلانات إرشادية واضحة لمساعدتي للحصول على الإرشاد الأكاديمي المناسب في البرنامج.	1.

					There are clear announcements to help me get the right academic counselling in the program.	
					تتوفر معلومات كافية عن الإرشاد الأكاديمي على الموقع الإلكتروني للكلية Sufficient information about academic counselling is available on the faculty's website.	.2
					يمكنني التواصل بسهولة مع المرشد الأكاديمي في مكتبه خلال الساعات المعلنه والمخصصة للإرشاد الأكاديمي. I can easily communicate with the academic advisor in his/her office during the hours allocated for academic counselling.	.3
					أتاحت لي مجموعة مهمة من الجلسات الحوارية عبر مبادرة حوار لشرح إجراءات الإرشاد الأكاديمي وأهميته وطريقة تواصله مع المرشد الأكاديمي إلكترونياً. I had essential dialogue sessions through the Hiwar Initiative, in which I was introduced to the academic counselling procedures, its importance, and how I communicate with the academic advisor electronically.	.4
					تساعدني الجلسات واللقاءات الحوارية على استيعاب طريقة احتساب معدلي الفصلي والتراكمي ووضع خطة لتحسينه. Dialogue sessions and meetings helped me understand how my semester and cumulative GPA are calculated and develop a plan to improve it.	.5
					يوضح لي المرشد الأكاديمي أنظمة ولوائح الجامعة، مثل: (ضوابط وعقوبة الغياب/الغش...). The academic advisor explains the university rules and regulations, such as: (controls and penalties for absence/cheating...).	.6
					تهتم وحدة الإرشاد الأكاديمي بالبرنامج باكتشاف مجالات موهبتي وإبداعي وتبنيها. The Academic Counselling Unit discovers and adopts areas of my talent and creativity.	.7
					يقدم لي المرشد الأكاديمي خطة كاملة لدعمي ومتابعتي حال تعثري أو انخفاض معدل أدائي. The academic advisor provides me with a complete plan to support and follow me up in case of low achievement and performance.	.8
					يقدم لي المرشد الأكاديمي خطة كاملة لرعايتي وتحفيزي حال تفوقي.	.9

					The academic advisor provides me with a complete plan to motivate me in case of high achievement.	
					استفدت من اللقاءات الفردية التي عقدها معي المرشد الأكاديمي لتشخيص ومعرفة أسباب تعثري الدراسي أو أدائي الأكاديمي المنخفض وتقديم التوجيه الأكاديمي والاجتماعي والنفسي المناسب لذلك. I benefited from the individual meetings held by the academic advisor to diagnose and find out the reasons for my low academic performance and achievement and provide appropriate academic, social and psychological guidance.	10.
					استفدت من اللقاءات الجماعية التي عقدها معنا المرشد الأكاديمي. I benefited from the group meetings held by the academic advisor.	11.
					يحتفظ المرشد الأكاديمي بملف خاص بي. The academic advisor keeps my own file.	12.
					يشرح لي المرشد الأكاديمي الصلة بين المقررات الدراسية وتفاصيل الخطة الدراسية للبرنامج. The academic advisor explains the connection between the courses and the program's study plan.	13.
					يساعدني المرشد الأكاديمي في تسجيل الساعات الدراسية المتوافقة مع قدراتي والنظام الجامعي. The academic advisor helps me register the credit hours compatible with my abilities and the university system.	14.
					يساعدني المرشد الأكاديمي في إعداد جدول زمني وخطة لإكمال متطلبات التخرج. The academic advisor helps me prepare a timeline and plan to complete the graduation requirements.	15.
					يقوم المرشد الأكاديمي بالتأكد من عدم وجود أي تعارض في مواعيد جدولي الدراسي. The academic advisor makes sure that there is no conflict with my schedule.	16.
					يقوم المرشد الأكاديمي بمتابعتي ويقدم لي التوجيه المناسب لحل مشكلاتي الأكاديمية والاجتماعية والنفسية. The academic advisor follows up on me and provides me with appropriate guidance to solve my academic, social and psychological problems.	17.
					يقدم لي المرشد الأكاديمي التوجيه المهني المناسب من خلال التوجيه لحضور الدورات المهنية التي يقدمها البرنامج.	18.

					The academic advisor provides me with appropriate career guidance by encouraging me to attend the professional sessions offered by the program.	
					يساعدني المرشد الأكاديمي في مناقشة نتائجي في مقررات الفصل السابق مع مدرسي المقررات. The academic advisor helps me discuss my results in the previous semester's courses with courses instructors.	19.
					وجدت تشجيعاً من مرشدي الأكاديمي لتطوير أفكارتي وتوجهاتي في مجال تخصصي. My academic advisor encouraged me to develop my ideas and approaches in my field.	20.
					يؤثر دور المرشد الأكاديمي على تحصيلي الدراسي. The role of the academic advisor affects my academic achievement.	21.
					يعاملني مرشدي الأكاديمي باحترام. My academic advisor treats me with respect.	22.
					أشعر بالرضا بشكل عام عن مستوى خدمة الإرشاد الأكاديمي في البرنامج. I am generally satisfied with the program's academic counselling service level.	23.

ثانياً: أمل التكرم بالإجابة عن الأسئلة التالية:

Secondly, I respectfully request that you respond to the following questions.

<p>ما الاقتراحات والحلول الممكنة - من وجهة نظرك - لتطوير العملية التعليمية والإرشادية في البرنامج؟ What are the suggestions and possible solutions - from your point of view - to develop the educational and counselling process in the program?</p> <p>.....</p> <p>.....</p>	24
<p>ما الذي أعجبك بشكل كبير في الإرشاد الأكاديمي في البرنامج؟ What did you like most about the academic counselling in the program?</p> <p>.....</p> <p>.....</p>	24
<p>ما الذي لم يعجبك بشكل كبير في الإرشاد الأكاديمي في البرنامج؟ What did you dislike so much about academic counselling in the program?</p> <p>.....</p> <p>.....</p>	25

Related Evidence

No.	Guide	Link
	Executive rules for faculty grievances at the University of Tabuk.	https://www.ut.edu.sa/ar/Faculties/education-and-arts/Documents.pdf
	Code of Conduct and Ethics of the Public Service	https://www.ut.edu.sa/ar/Faculties/education-and-arts/Documents/Evidence/Code of Conduct and Ethics of Public Service.pdf
	Faculty and Staff Guide – University of Tabuk	https://www.ut.edu.sa/ar/Faculties/university-branch-in-taymaa/Documents
	Professional development for faculty and staff	https://www.ut.edu.sa/ar/Deanship/quality-and-development/Pages/default.aspx
	Training Kits	https://www.ut.edu.sa/ar/Deanship/quality-and-development/Training-bags/Pages/default.aspx

	Excellence Award	https://www.ut.edu.sa/ar/Deanship/quality-and-development/Excellence-Award/Pages/default.aspx
	Forms and Guides of the Deanship of Scientific Research, including the establishment of directed research groups, research funding program.	https://www.ut.edu.sa/ar/Deanship/scientific-research/Pages/default.aspx
	Non-Saudi Employment Regulations	https://www.cua.gov.sa/regulations%D8%AF%D9%8A%D9%8A%D9%86/
	Development and Quality Forms	https://www.ut.edu.sa/ar/Deanship/quality-and-development/Pages/default.aspx
	Guides and Regulations of the Vice Presidency for Graduate Studies and Scientific Research, including the Scholarship Regulations	https://www.ut.edu.sa/ar/administration/vrgssr/Pages/default.aspx/en/administration/vrgssr/Pages/default.aspx
	Conditions for scholarship and training of the university's administrative and technical employees	https://www.ut.edu.sa/ar/Deanship/human-resource/Pages/scholarship-system.aspx