جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية بالجبيل
College of Applied Medical Sciences in Jubail

Faculty Handbook

2022-2023

Preface

This faculty handbook is intended to provide you with information on the college guidelines and operating procedures. The handbook will provide you with general information concerning your employment, the benefits which affect you personally, and the services available to assist you while performing your duties and responsibilities.

It must be understood that the guidelines and procedures explained in this handbook are established to assist your daily work activities. Continuous updates to the guidelines are being made routinely, thereby the college reserves the right to modify, supplement or terminate some or all guidelines and procedures at any given time. Furthermore, faculty will receive announcements regarding any updates.

The aim of this handbook is to provide faculty members with a comprehensive overview of the college's vision, mission, values, bylaws, faculty responsibilities, duties, administrative structure, and support services.

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Imam Abdulrahman Bin Faisal University

Imam Abdulrahman Bin Faisal University (IAU), formerly known as the University of Dammam (UoD), was established in 1975 with two colleges: the College of Medicine and the College of Architecture. Over the course of nearly four years, this educational institution has evolved into a prominent university, comprising 22 colleges located throughout the Eastern Province. Today, it has a student population exceeding 45,000.

The Dammam Campus of King Faisal University (KFU) initially existed as Imam Abdulrahman Bin Faisal University (IAU), when it was officially established by Royal Decree No. H/67 on August 7, 1975, which preceded the Council of Ministries request No. 1964/20/11/1394. KFU's primary campus was located in Al-Hasa in the Eastern Province. On May 24, 1977, His Majesty, King Khalid Bin Abdul Aziz, gave it a name and a formal inauguration. Imam Abdulrahman Bin Faisal University keeps increasing and improving as it evaluates, enhances, and expands its academic strengths across all disciplines, thriving to become one of the top universities acknowledged globally. According to the 2019 QS World University Rankings, IAU is among the top universities in the world. IAU was ranked by QS in position 581 globally, 16th among Arab universities, and 6th among Saudi universities.

As a leading research-based institution, the university is dedicated to enhancing its educational programs and scholarly capabilities, as well as engaging the public in addressing environmental and community issues. The goal of IAU is to establish itself as a distinguished university, renowned at the national, regional, and global levels. It aims to provide cutting-edge knowledge, research, and expert services, all while fostering vibrant communities. The university offers a wide range of academic programs, each with its own set of affiliated colleges.

Arts & Education	Engineering
College of Arts College of Education College of Science and Humanities–Jubail College of Sharia and Law	College of Architecture and Planning College of Design College of Engineering
Health	**Sciences & Management**
College of Medicine College of Dentistry College of Nursing College of Applied Medical Sciences College of Clinical Pharmacy College of Public Health College of Applied Medical Sciences – Jubail	College of Applied Studies & Community Service College of Business Administration College of Computer Science & Information Technology College of Science Applied College

Community College

Community College - Dammam Community Collage - Qatif	

Vision, Mission and Values of IAU

VISION

 A leading University Achieving Excellence Nationally, Regionally and Internationally.

MISSION

Providing creative knowledge, research, and professional services with effective community partnerships

VALUES

Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility

College of Applied Medical Sciences in JUBAIL

The College of Applied Medical Sciences in Jubail (CAMSJ) is the first college in the Jubail region to offer health education. The college attempts to stay current with advancements in the medical sector and to produce specialists qualified in the field of applied medical sciences who will serve the community by offering support and healthcare services.

In order to keep up with the rapid advancements in diagnosis, treatment methods, and scientific research, CAMSJ offers three academic programs that are currently in operation: anesthesia technology, neurosciences technology and respiratory care. These programs are dedicated to educating qualified healthcare professionals in the fields of curative, preventive, and rehabilitative medicine.

Vision, Mission and Values of CAMSJ

VISION

Excellence in health professions education, research, and social responsibility Nationally and Internationally.

MISSION

To graduate qualified professionals in health care striving for development and life-long learning, through distinguished education and commitment to scientific research and community service.

VALUES

Accountability, Social Responsibility, Collaboration, Transparency, Values, Excellence, Innovation, Diversity and Compassion.

College Departments

The Departments in the college are:

- ✓ Department of Anesthesia Technology
- ✓ Department of Neuroscience Technology
- ✓ Department of Respiratory Care
- ✓ Department of Health Information Management and Technology
- ✓ Department of Clinical Nutrition
- ✓ Department of Nursing
- ✓ Department of Medical Laboratory technology

Every department is headed by a Departmental Chairperson who is responsible for demonstrating professional leadership and example in teaching and other activities alongside supervising, coordinating and evaluating the departmental work and personnel.

The chairperson's responsibilities include:

- ✓ Establishing and enforcing departmental policies, organizing departmental meetings, and fostering faculty and student involvement in decision-making and activities, while ensuring effective internal communication.

- ✓ Creating, assessing, and implementing program objectives aligned with the College's goals.

- ✓ Coordinating program budgets, preparing annual budget requests, maintaining budget records, and serving as the official liaison to the Dean.

- ✓ Upholding academic policies and standards, creating class schedules, and monitoring faculty teaching loads and productivity.

- ✓ Overseeing, implementing, and evaluating the academic accreditation process for the programs.

- ✓ Recruiting, orienting, developing, evaluating, and recognizing full-time and part-time faculty members.

- ✓ Cultivating an environment that encourages faculty and staff to think innovatively, actively participate, and continuously develop professionally.

- ✓ Providing curricular and career guidance to students, addressing student grievances and complaints, and collaborating with the Registrar's Office to verify student eligibility for graduation.

- ✓ Reviewing all proposed curriculum changes from faculty members and students that directly impact the program.

- ✓ Engaging in professional associations and community service activities.

Academic Programs

The College of Applied Medical Sciences in Jubail offers programs that combine theoretical and practical components to promote intellectual development. The faculty and staff members strive to model professional ethics and behaviors as part of their teaching and learning skills, with the aim of encouraging future graduates to adopt these qualities. Additionally, CAMSJ expects its students to behave in a professional manner that aligns with the superior ethical principles taught by Islam and to refrain from actions that violate them. CAMSJ offers three Bachelor of Science (BSc) programs in:

- ✓ Anesthesia Technology
- ✓ Neuroscience Technology
- ✓ Respiratory Care

The three academic programs are structured in two stages, with the first four years being devoted to academic studies at the college, including the preparatory year. The curriculum begins with basic sciences and gradually progresses to more specialized courses in the following three years of the study plan. Students have access to highly equipped laboratories that replicate clinical settings and simulate hospital environments. During the first stage, CAMSJ's program provides early exposure to hospital practice to develop students' clinical and professional skills. In the second stage, students undertake a one-year full-time training (internship) that reinforces the practical skills they were taught and helps them integrate these skills with the theoretical knowledge they acquired throughout their studies.

Clinical Practice

Our curriculums provide students with early exposure to real-life professionals through clinical training, which is a crucial aspect of their professional development. Clinical practice allows students to integrate and apply basic knowledge of safety requirements, infection control, and quality assurance to their specialized disciplines, ensuring accurate and high-quality reporting. Additionally, it provides an opportunity for students to develop communication skills with other members of the healthcare team, helping them to become competent professionals in their field.

Vice Deanships

The college has four Vice Deanships headed by the respective Vice Deans

Vice Deanship for Academic Affairs

Academic Affairs is the mainstay of the college as it is concerned with serving students and faculty and providing a suitable educational environment to raise the level of education and ensure that graduates are distinguished and qualified for their future roles and responsibilities. In addition to the executive role of setting and applying academic policies and procedures.

The Vice Deanship of Academic Affairs is concerned with following the progress of the educational process in all programs while focusing on promoting quality practices and continuous improvement to achieve academic excellence in curriculum, teaching methods. In addition, to providing support and guidance to its students and staff and supports academic and development activities.

The Vice Deanship of Academic Affairs also seeks to achieve the vision, mission and objectives of the College, by building a unique personality for its graduates scientifically, skillfully, and professionally and qualifying them to perform their roles and responsibilities to serve the community and Compete with graduate requirements of the labor market.

Vice Deanship for Scientific Research and Innovation

The Vice Deanship for Scientific Research and Innovation at CAMSJ oversees the processes related to postgraduate studies and scientific research in the college. In line with the 2030 vision, the Vice Deanship works towards increasing the scientific production of CAMSJ and thereby aiming to raise the rank of IAU'S scientific output that is comparable to other educational institutes Nationally, Regionally and Internationally.

In addition, the Vice Deanship looks after the current and prospective postgraduate students, guiding them through the process of scholarship application and following up on their progress through it. This starts from selecting the right program that meets the College's vision until they graduate from the programs.

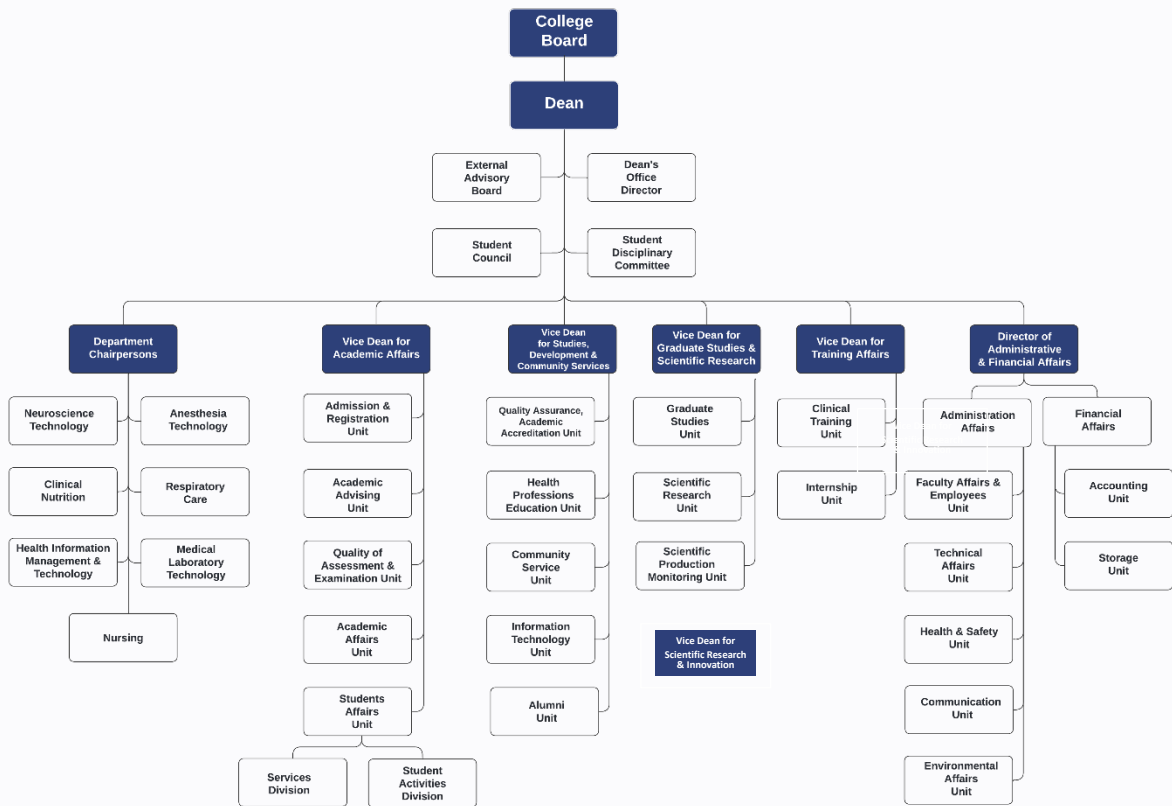**Vice Deanship for Development and Community Partnership**

The Vice Deanship for Development and Community Partnership at CAMSJ has a primary aim to support the Dean's mission" of creating a stimulating environment for students to thrive by enabling them to practice their communication and professional skills through their participation in community services planned by CAMSJ. In addition to providing the college's alumni career development advice and taking their overall reflections and feedback into consideration during the accreditation processes. The Vice Deanship supports developing skills of College faculty and its staff members.

Finally, one of the exciting endeavors is the bridge created by the Vice Deanship between CAMSJ and the community via the social responsibility bank. All community services coming from students, faculty and staff are counted as community service hours through the community service e-gate at IAU. In addition to creating a volunteer opportunity via the national volunteer work platform.

Vice Deanship for Training Affairs

The Vice Deanship for Training Affairs performs an imperative role in managing, following up, and continuously developing clinical training outcomes for all academic programs at the college through the general supervision of undergraduate students during their enrollment in clinical training courses, as well as during their internship year at affiliated hospitals. The Vice Deanship perform general supervision of clinical training affairs for undergraduate students and interns and cooperate with hospitals to provide a high-quality clinical training environment. The Vice Deanship ensures that students are qualified with the required clinical skills and professional competencies.

CAMSJ Organizational Structure

College Board

Dean

External Advisory Board

Dean's Office Director

Student Council

Student Disciplinary Committee

Department Chairpersons

- Neuroscience Technology
- Anesthesia Technology
- Clinical Nutrition
- Respiratory Care
- Health Information Management & Technology
- Medical Laboratory Technology
- Nursing

Vice Dean for Academic Affairs

- Admission & Registration Unit
- Academic Advising Unit
- Quality of Assessment & Examination Unit
- Academic Affairs Unit
- Students Affairs Unit
  - Services Division
  - Student Activities Division

Vice Dean for Studies, Development & Community Services

- Quality Assurance, Academic Accreditation Unit
- Health Professions Education Unit
- Community Service Unit
- Information Technology Unit
- Alumni Unit

Vice Dean for Graduate Studies & Scientific Research

- Graduate Studies Unit
- Scientific Research Unit
- Scientific Production Monitoring Unit

Vice Dean for Scientific Research & Innovation

Vice Dean for Training Affairs

- Clinical Training Unit
- Internship Unit

Director of Administrative & Financial Affairs

- Administration Affairs
  - Faculty Affairs & Employees Unit
  - Technical Affairs Unit
  - Health & Safety Unit
  - Communication Unit
  - Environmental Affairs Unit
- Financial Affairs
  - Accounting Unit
  - Storage Unit

Key Contacts

Position	Name	Email	Extension
Dean	Dr. Abeer Alsubaie	dean.camsj@iau.edu.sa	31502
Vice Dean of Clinical Affairs	Ms. Ahoud Al-Ohali	camsj.vdca@iau.edu.sa	38605
Vice Dean for Academic Affairs	Mrs. Ahood Almutairi	camsj.vdaa@iau.edu.sa	38571
Vice Dean for Development and Community Partnership	Dr. Sama Hammad	camsj.vdsdcs@iau.edu.sa	31608
Vice Dean of Scientific Research and Innovation	Mrs. Ghaida Alamri	camsj.vdpssr@iau.edu.sa	38573
Neuroscience Technology Program Chairperson	Dr. Mohammed Salama (Acting)	mesalama@iau.edu.sa	38653
Respiratory Care Program Chairperson	Dr.Shoug Alhumoud	salhumoud@iau.edu.sa	38801
Anesthesia Technology Program Chairperson	Dr. Lamya Yamani	lzyamani@iau.edu.sa	38674

Guidelines for Academic Process

Workload

A faculty member is required to work (40) hours a week which are distributed for teaching and other related duties as assigned by the Dean/Chairperson of the concerned College/Department.

A standard teaching load for full–time faculty will be sixteen credits per semester for Lecturers and Demonstrators. Fourteen credits for Assistant Professors, twelve credits for Associate Professors and ten credits for Full Professors.

Availability on campus

All faculty will make themselves available for teaching, meetings, student advising, and other activities Sunday through Thursday.

General Education Responsibilities

The college encourages a variety of teaching methods, including lectures, student discussions, team-based learning, group projects, written and oral reports, laboratory sessions and field training. Regardless of the method of instruction, the faculty member should follow the IAU academic regulations and are expected to

- ✓ Conduct the classes on time. After each 50 min class, the students should have a10 min break.
- ✓ Absences for any reason must be approved in advance by the chairperson. Consequently, the faculty member must make appropriate arrangements for providing students with the missed classes.
- ✓ Prepare class material consistent with the course syllabus, be informative and be able to answer reasonable student questions.
- ✓ Follow the grading system of the university. All Students' performance evaluations must be on academic grounds.
- ✓ Encourage scientific discussions, inquiries, and scientific expressions. Give students the accountability to learn course content on their own.
- ✓ The Department Chairperson should ensure that these standards are upheld and that academic evaluations and class participations are conducted without bias.
- ✓ Follow the university policies regarding student record confidentiality.
- ✓ Should comply with the deadlines announced by academic affairs for grades submission.
- ✓ Allow students the opportunity to question their grades by following guidelines and making sure students do so without fear of faculty reprisal to the request.

- ✓ In addition to keeping attendance, faculty should keep an accurate record of each student's grades (for all course assessments).
- ✓ Must retain records of students' grades and sets of final examination papers for at least three years. In addition, all critical graded assignments should be kept for at least one year after the end of a course.
- ✓ Cleanliness should be fully implemented and observed in the classroom. This entails erasing the whiteboard and making sure that the classroom is clean and orderly before leaving it.
- ✓ Submit the course specifications, course reports and course portfolios in the provided templates.

Course Syllabus

Faculty will prepare a course syllabus for each course offered. The syllabus should contain the following elements:

- ✓ Course name, number and year offered
- ✓ Course description and objectives
- ✓ Expected student learning outcomes
- ✓ Scheduled sequence of topics to be covered, reading assignments and laboratory sessions
- ✓ Evaluation policies
- ✓ Dates and deadlines: exams, major assignment deadlines
- ✓ Course expectations and logistics: attendance policies, required text books, equipment and materials
- ✓ Instructor information: office, phone, and office hours

Scheduling of Classes

The scheduling of classes and assignment of classrooms is prepared by the department chairperson and the VDAA. No change may be made to the regular schedule of courses or the room assignments except as approved through the VDAA.

Safety

The faculty member should follow all safety precautions during theory and practical sessions. All laboratories are equipped with safety equipment for fire hazards and other types of events. Policies regarding wearing laboratory coats, proper uniform, and good grooming should be imposed at all times.

- ✓ Faculty members should ensure that all students must wear laboratory coats during laboratory sessions and hospital rotations.
- ✓ Students must follow all safety procedures and guidelines during laboratory sessions.
- ✓ Students found to be noncompliant with safety polices are not allowed to enter the theory or practical class, with further disciplinary actions to proceed.

For more information refer to College Safety Manual.

Attendance

Regular attendance is expected of all students at all scheduled class sessions. Faculty members' guidelines for student attendance should be specified in writing in each course syllabus. Students are responsible for all material presented and announcements made in class, regardless of attendance. Whenever absences are risking a student's academic standing, the faculty member should alert the student as early as possible. Attendance should be recorded for both didactic lectures and laboratory sessions. Absence of more than 15% of the course credit hours will lead to a student's denial for entering the final exam. The faculty member should not remove a student from a course so long as the student is achieving a passing grade and has not exceeded 25% absenteeism.

Faculty Office Hours

Faculty members should post the times of at least two office hours per week. Office hours are given to the Chairperson and VDAA. Faculty are expected to be available by appointment to students who need additional time or who cannot attend during regular office hours. Students may require additional office houses during the first week of classes and the last days to withdraw from a course.

Student Conduct in Classes

Faculty are permitted to set reasonable standards for their students' classroom behavior which will promote learning objectives. Student conduct which is disruptive or otherwise inappropriate may result in a verbal warning, and in extreme cases may result in removal from a class (which may be counted as an absence). In obvious persistent cases, Faculty members shall refer the case to the academic code of conduct committee or the Dean for their consideration.

Student Withdrawal Policy

Students may "add" or "Drop" a course during the initial Add–Drop Week, however, they can withdraw from a course until week 7" - This is according to the academic calendar, the date is published in advance by the Deanship of Admission and Registration. Students submit an online withdrawal request found on the Student Information System (SIS) which is subjected to both the academic advisor and VDAA approval.

Student Advising

Student advising is one of the fundamental keys to achieving the objectives and mission of the college. It aims to provide academic support to students and cultivate a successful and well-rounded academic experience. Collaborating with the university's student counselling centre, student advising works towards offering guidance and assistance to college students, helping them develop their skills, excel academically, and graduate within the designated timeframe. Moreover, it serves as a resource for students to overcome any personal or psychological challenges they may encounter during their academic journey.

Roles and responsibilities of academic advisors are:

- Promote awareness of the tasks and responsibilities of the academic advisor and the services available to students.
- Acquaint themselves with the study plan and graduation requirements of the academic program, ensuring students' schedules align accordingly.
- Stay informed about enrollment, drop, and add course dates communicated by the Deanship of Admissions and Registration.
- Have a thorough understanding of the faculty's academic calendar and the procedural timeline for student follow-up based on academic weeks.
- Possess familiarity with the student information system.
- Review students' academic records and follow-up reports.
- Safeguard the confidentiality of students' information and academic records.

Examinations

Examination of student work can include student projects, oral examinations, multiple choice questions, extended matching questions, short and long essay, etc. Preparation of exam blueprint is mandatory for all type of examination and subjected to the approval of the quality of assessment examination unit. Faculty members should grade the written assignment, reports, and essay through approved assessment rubrics. Final written examinations must be scheduled during the last two weeks of the semester unless a specific exemption is approved by the VDAA.

If a student is unable to attend an exam, it is important for them to notify the instructor about their absence. To be eligible for a makeup exam, the student must provide an approved excuse, such as a medical certificate or official documentation. The academic affairs office will verify the reason for the absence before granting approval. It is worth noting that during midterm and final exams, students who arrive more than 10 minutes late will not be permitted to enter the examination room.

Furthermore, it is necessary to provide an overview of the students' academic performance, including the highest and lowest marks, to their academic advisors. During the final exam, course coordinators should hold discussions about the performance of students who did not meet the requirements, which then will be forwarded to the Department Chairperson for further consideration and necessary actions.

Incomplete Grade

In certain cases, the department council, with the approval of the VDAA, based on the recommendation of the course instructor, may allow a student to complete the requirements of any course in the following academic level or semester. In this case, an "incomplete" grade will be assigned to the student, which will not be included in the cumulative or semester GPA.

Grade Changes

Faculty are not permitted to change grades after approval of VDAA or issued by the Registrar's office, except when there has been a calculation error in determining the grade. Faculty member will request a grade change through SIS and must obtain the approval of both the Chairperson and finally the VDAA. A final grade cannot be changed by reexamination or by additional work. Faculty should not consider delayed material submitted by students.

Feedback

Feedback is provided to students about their midterm exams and assignment or other assessment within seven days of the grade announcement.

Student's Appeals

A student may appeal a final grade through the procedure found in VDAA. The appeal must be initiated no later than one weeks after the grade announcement. The appeal process for exam grades involves completing an official appeal form and submitting it to the VDAA. Accuracy of information provided on the form is essential. Students may have limitations on multiple appeals, and the specific procedure for appealing final grades can be found in the guidelines provided by the Vice Dean for Academic Affairs.

Community Service

The University's mission emphasizes the importance of serving the community. Faculty members are expected to become involved in community service organization and participate in projects that serve the community. This will fulfill the university's mission and encourage professional identity that will be reflected as contributions in the University's Social Responsibility Bank account that is converted to a value that helps document and direct the future trajectory of the university's community services throughout the year in a sustainable manner.

Professional Advancement

Junior faculty members must continuously pursue professional advancement by enrolling themselves in graduate or postgraduate studies (the provision applies only to Saudi Nationals). They must attend and participate in seminars, workshops and symposiums that will encourage them to gain and contribute to the spread on new idea..

Research and Scholarly Activity

Full-time faculty members are encouraged to engage in research and share with the entire University the responsibility for discovering and exploring new knowledge. Research is also essential for reinforcing and vitalizing teaching. Such activities must not interfere with the University's obligations and expectations. Furthermore, in association with any research investigation, it must receive prior approval from the Research Development Unit.

Faculty Participation

The college depends upon faculty participation in certain special events, which extend beyond the classroom. Full-time faculty are expected to serve on academic and non-academic functions and attend the following:

- ✓ Orientation meetings with first-year student
- ✓ Graduation ceremony

Professional Ethics / Conducts

As colleagues, faculty members have commitments derived from common membership in the community of a researchers". They respect and defend the free inquiry from their partners. In exchange for criticism and ideas, the faculty shows due respect for the opinions of others. Faculty accept their share of responsibilities for the management of the institution.

As members of their institution, the faculty seeks above all to be effective teachers and a researchers. The college determines the amount and nature of the work they perform outside the institution with due regard to its responsibilities within it. When considering discontinuity or termination of service, faculty members are aware of the impact of their decision on the institution's program and give prior notice of their intentions.

Even when faculty members are out of service and off campus, faculty must behave in mannerisms that reflect appropriate and professional characteristics as they are representatives of the College which extends towards the whole Institution.The faculty members are obliged to be aware of the laws of the government. Violations of these laws almost inevitably constitute unprofessional behavior. There is an unequal power relationship between faculty and students, in which faculty must exercise extreme caution in developing any relationships with students that extend beyond normal mentoring relationships. In no case shall faculty members establish unprofessional behavior relationships with students under their direct supervision. Even when close relationships between students and faculty are committed to all professional standards, faculty members must be aware that relationships may lead to conflicts of interest.

Faculty Obligations

The faculty member is expected to meet the following requirements:

- Maintain a strong reputation, demonstrate honesty, and adhere to public rules and regulations. They should avoid any form of professional misconduct or illegal behavior.

- Stay updated with the latest advancements in their field of expertise and actively contribute to its development.

- Share the most recent knowledge and innovations in their field with their students, fostering inspiration, motivation, and scientific thinking.

- Actively participate in departmental councils and other professional committees at the department, college, and university levels. Additionally, engage enthusiastically in non-curricular and community activities within the department, college, and university.

- Devote their full-time commitment to their work at the university. Engaging in any external part-time employment requires prior permission in accordance with the university's employment policies and guidelines.

Faculty Code of Ethics and Charter

The charter and code of ethics

As esteemed members of the faculty at IAU University, our commitment to the institution is rooted in our shared values and principles. These values encompass honesty, integrity, respect for the law, and a dedication to upholding ethical standards. We have carefully reviewed the contents of this introduction, along with the rules and regulations that govern our rights and responsibilities, and we pledge to uphold the following principles throughout our tenure:

Compliance: We will demonstrate strict adherence to all applicable regulations, instructions, and laws that govern the university.

Diligence: We will approach our duties with a high level of care, efficiency, transparency, and professionalism, ensuring that entrusted tasks are carried out diligently.

Integrity: We will conduct ourselves in a manner that upholds the principles of integrity, honor, transparency, and professionalism.

Collaboration: We will foster a spirit of collaboration and teamwork among our colleagues, recognizing that together we form a cohesive professional community.

Equality and Respect: We will embrace and promote equality, integrity, respect, and non-discrimination in all interactions within the university community.

Alignment with University Mission: We will align our actions and behaviors with the mission and objectives of the university, avoiding any conflicts that may arise.

Professionalism: We will maintain the highest standards of professionalism, exemplifying politeness, civility, and impeccable conduct.

Reputation: We will actively contribute to the enhancement of the university's reputation and standing, both within and outside the institution.

Accountability: We accept responsibility for our words and actions, recognizing the impact they have on our academic profession and the university as a whole.

Community Engagement: We will actively promote a culture of faith, confidence, citizenship, and respect for human rights in the broader community.

By upholding these principles, we collectively contribute to fostering an environment of excellence, integrity, and ethical conduct within the academic community at IAU University.

Rights and Duties of the Faculty Member

First: Rights

Faculty members play a crucial role in shaping and preparing the framework of our nation. Through their scientific research, they contribute to the economic growth and social development of the Kingdom. In order to fulfil their responsibilities effectively and stay abreast of scientific advancements in their respective fields, it is essential that the Kingdom provides them with the necessary resources and a dignified living environment.

For detailed information regarding the rights and privileges of faculty members, we encourage you to refer to the Civil Service Council Law and the regulations governing the affairs of Saudi Universities' faculty members and similar categories. These regulations were established by decision No. 4/6/1417 of the Higher Education Council during its session on 26 Sha'ban 1417, and were subsequently sanctioned by a High Order dated 22 Sha'ban 1418.

Second: Duties

The duties of a University professor "teaching faculty member" stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which includes, but not limited to, integrity, rectitude, honesty, capability, efficiency, neutrality, equality and freedom of research, subject to compliance with the Islamic values and principles which constitute the bedrock foundation of the Saudi community system. Such duties can be summarized as follows:

1. I shall refrain and desist from establishing personal relationships with the students, while keeping my behavior at bay from anything or act that may raise suspicions or doubts, such as accepting gifts or personal courtesies and compliments with the students or their families at the expense of the educational process.

2. I shall refrain from giving private tutoring and lessons and keep at a distance from any act that is likely to diminish, compromise or tarnish the integrity of the University professor.

3. I shall exert every effort within my capacity to direct the students, seek to resolve the difficulties and problems that they may encounter, extend care to all without any discrimination or bias, avoid overloading the students with any roles or works which are not part of their key duties, and allow space for discussion and objection within the boundaries of the educational process.

4. I shall refrain from disclosure of the student's secrets which I may be privy to unless such disclosure is based on a court order or avoidance of gross damage to others.

5. A University professor is prohibited from committing negatively or positively any acts that may constitute participation in the cruel treatment of the student, or otherwise collude in or instigate such acts. A University professor is by the same token prohibited from taking advantage of his or her knowledge or skills to offer assistance in a way that may be detrimental to the student's psychological, emotional or academic stance.

6. A University professor must stay within the boundaries of his or her skills and solicit help, in case of need, from professors who are more knowledgeable and efficient than him or her, particularly in the field of scientific research. He or she must avoid negligence, variations in and falsification of the research findings and abuse a fabrication of the research conclusions.

7. A University professor is required to track and follow up on the developments as they unfold in his field of specialty, seek to develop his or her skills on an ongoing basis, should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.

8. A University professor must be aware of and familiar with the emerging and new developments in the subject matter of his or her specialty as well as knowledge of the community's educational culture, the educational issues at hand and teaching methods and styles. A professor must apply the quality standards to the subject he or she is tasked with teaching in a manner that enables the graduate to achieve the required standards of proficiency.

9. A University professor must exercise patience be mild-mannered with his /her students and colleagues and takes under his care the students whom he or she senses have the academic and moral aptitude and efficiency to feed the University teaching faculty with fresh and highly qualified and capable elements.

10. A University professor will be committed to applying the University policies related to the scientific content and the targeted educational products. He or she must heed and be mindful of the relative weight of both the contents of the teaching process and the examinations alike.

11. While assessing the students, a University professor must take into consideration the academic standards of higher education and scientific research facilities as well as clarity and transparency in assessing the grades without discrimination for any reason that is not related to the student's academic abilities.

12. In non-urgent cases, a University professor may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or at any stage while the research is progressing. However, a such apology will not be accepted in urgent cases.

13. In the absence of another specialist, a specialist University professor may not refuse any scientific consultation if he or she is asked to.

14. A University professor will be required to report to the competent authorities any suspicious cases which involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The professor may invite another colleague to participate in debating the case and drafting the report before presenting the case and the report to the competent entity in the University.

15. In the event a University professor ceases mentoring one of his or her students for any reason whatsoever, he or she must provide his or her substitute professor with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.

16. A University professor is expected to support, encourage and back up all efforts intended to boost scientific research in universities and academic research centers and must work hard to attain the highest universal standards and levels by discharging his or her duties in support of sustainable faith in College education and academic research institution.

17. A University professor will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.

Supportive Deanships and Offices

The University offers a dynamic environment for academics, research, and community services. Discover the multitude of possibilities within these realms, including the following key areas:

- ✓ Office of the Vice President for Administrative and Financial Affairs
- ✓ Office of the Vice President for Academic Affairs
- ✓ Office of the Vice President for Scientific Research and Innovation
- ✓ Office of the Vice President for Development and Community Partnership
- ✓ Deanship of Quality and Academic Accreditation
- ✓ Deanship of Academic Development
- ✓ Deanship of Information and Communication Technology
- ✓ Deanship of E-learning and Distance Learning
- ✓ Institute for Research and Medical Consultations
- ✓ Patent & Technology Transfer office
- ✓ Centre for Scientific Publications
- ✓ Office of Collaboration & Knowledge Exchange
- ✓ University Counselling Centre
- ✓ E-Services: Student information system, E-learning and Digital library.
- ✓ Partnership with Universities and Institutes

Please explore IAU website for further information

Healthcare

University Primary Care Center

The Primary Care Center, located on the University campus, serves both faculty and students. Staffed by experienced physicians, the center has the authority to refer more serious cases to King Fahd Hospital of the University for specialized care.

Teaching Hospital

King Fahd Hospital of the University, operated by the faculty of Imam Abdulrahman bin Faisal University, serves as the primary teaching hospital. It provides medical care for all students and faculty of the university.

Library

Faculty/Student Library

The library of CAMSJ allows borrowing privileges for students and faculty. The goal is to enhance learning progression and research by increasing educational material such as media, services, and facilities that are easily accessible and are of the highest quality.

Library Facility Hours

Full-Service hours during the academic year are:

Sunday-Thursday from 8:00 AM – 3:00 PM

Access to the Library and Its Resources

The library serves all faculty, employees and students of CAMSJ for databases, e-books, books and e-journals.

IAU E-Service

STEP BY STEP GUIDE TO USE E-SERVICES OF IAU:

Login and IAU Homepage

1.   An email ID, username and password will be created for each faculty by the College administration affairs.

2.   The password can be changed by the user at any point in time.

3.   After creating, log on to https://eservices.iau.edu.sa/#/login

4.   Login with the username and password.

5.   You will be redirected to a page.
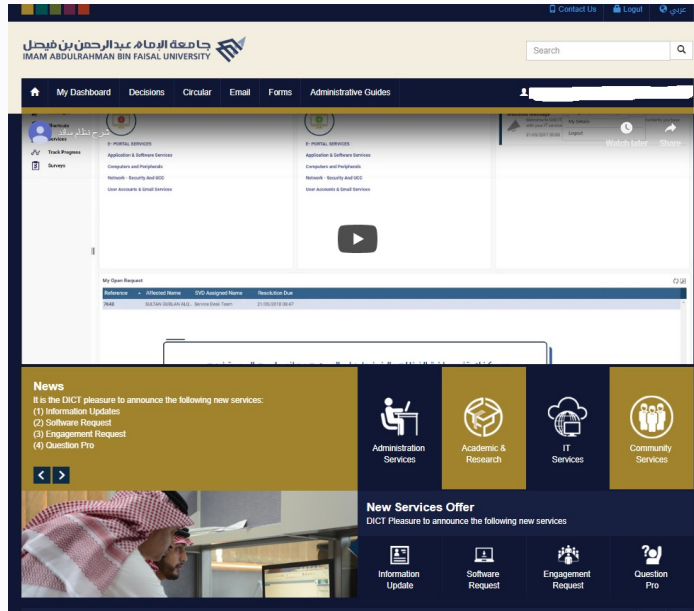
6. In MY DASHBOARD, you will have 4 services available to you.

   ✓ Administrative services

   ✓ Academic and research activities

   ✓ IT services

   ✓ Community services

Each of the pages looks as below:

7. Please fill in the INFORMATION UPDATE in IT services.
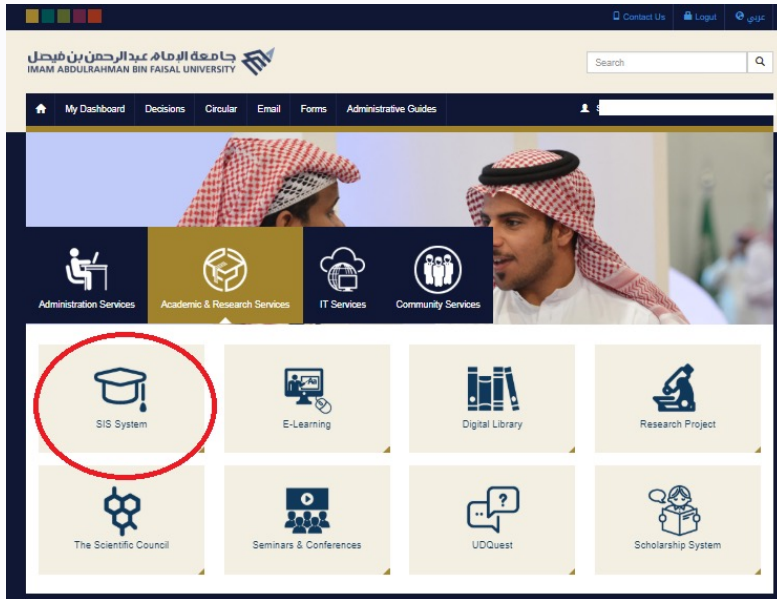
This is the FIRST STEP to start using all the e-services.

Once you fill in the manager/Administrative head/Dean has to open the account and approve:
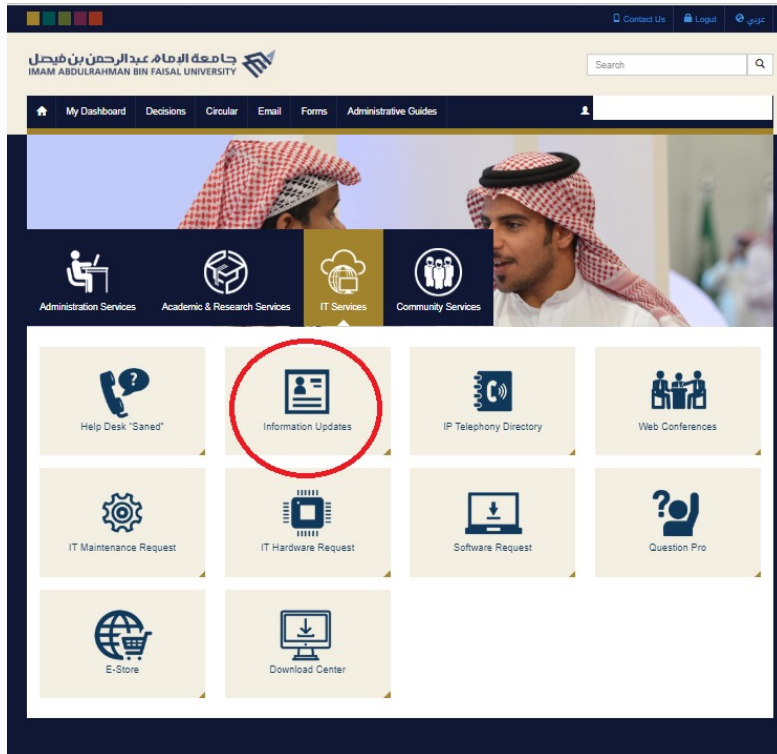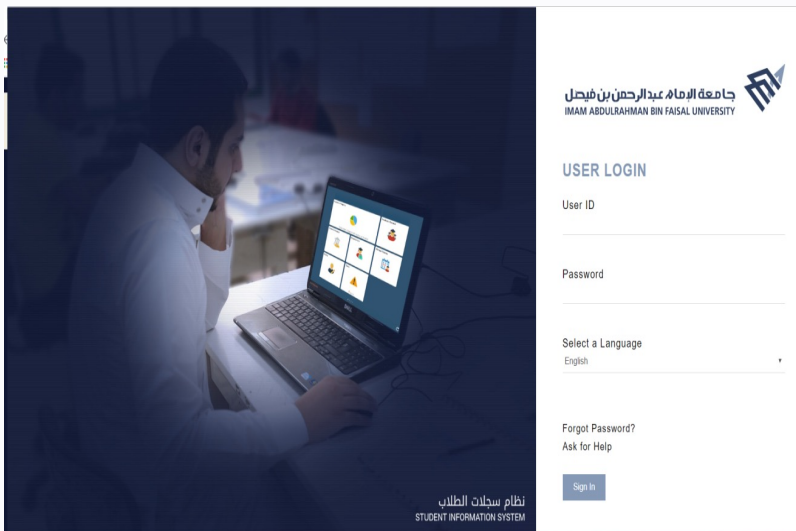

8. You can check the emails with your University email ID by directly clicking on the Email icon.
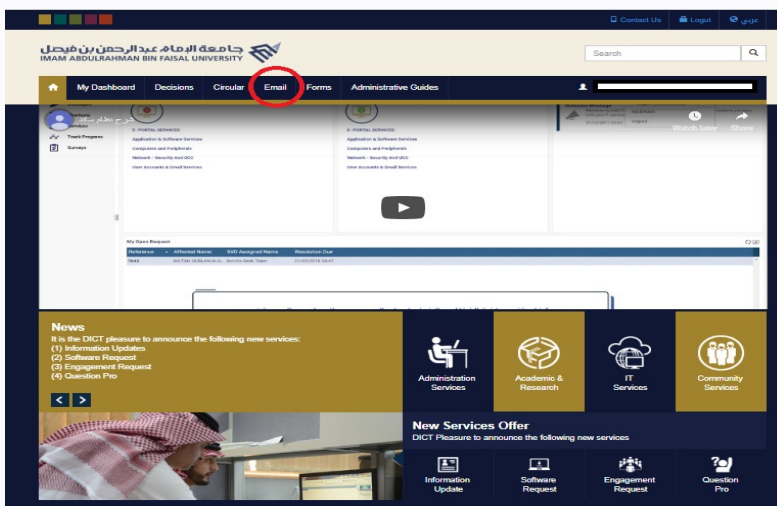
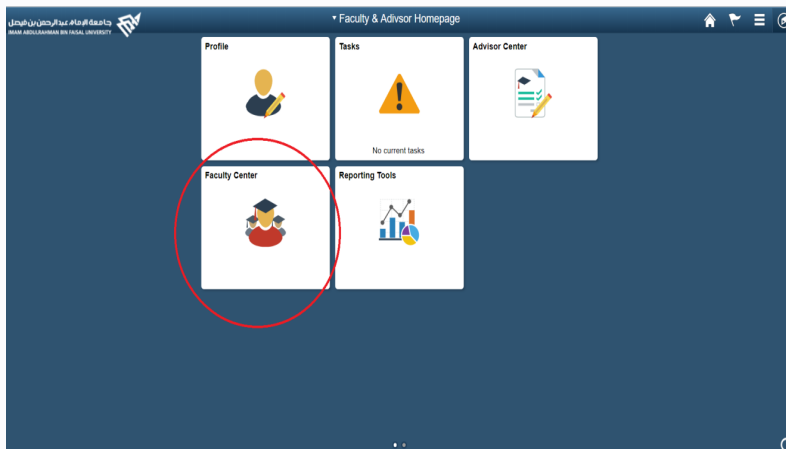9. The academic activities can be checked in the Student Information System (SIS) account.
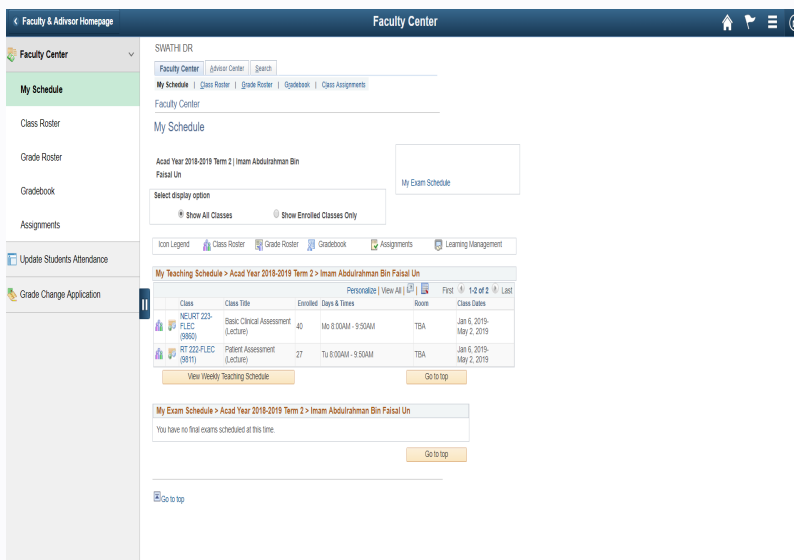

SIS Account Log-in
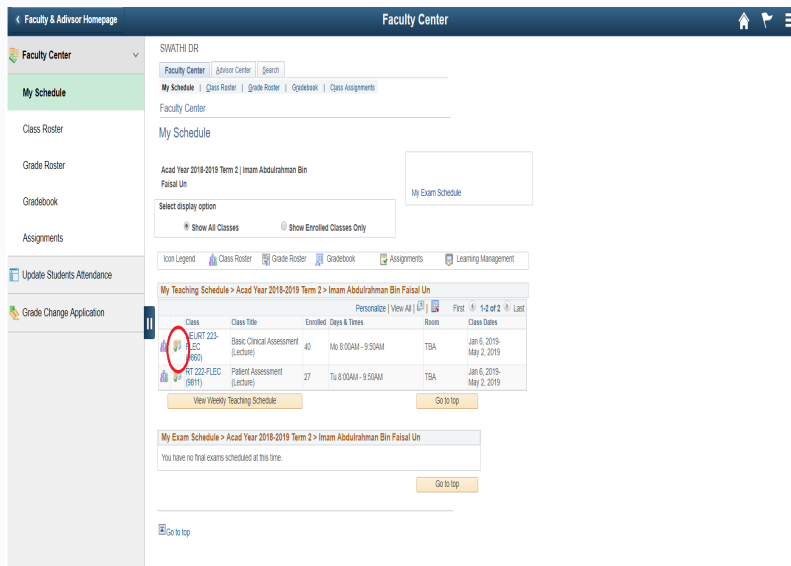
1. Home page of SIS account.

2. Click on "Faculty Center"

3. Home page of Faculty Center. You will have the information on the courses you are enrolled in, and the list of students enrolled.

4. Attendance can be updated by clicking on the circled icon below.

BLACKBOARD

The course instructional material must be uploaded on the BLACKBOARD LMS. To access Blackboard, please follow these steps:
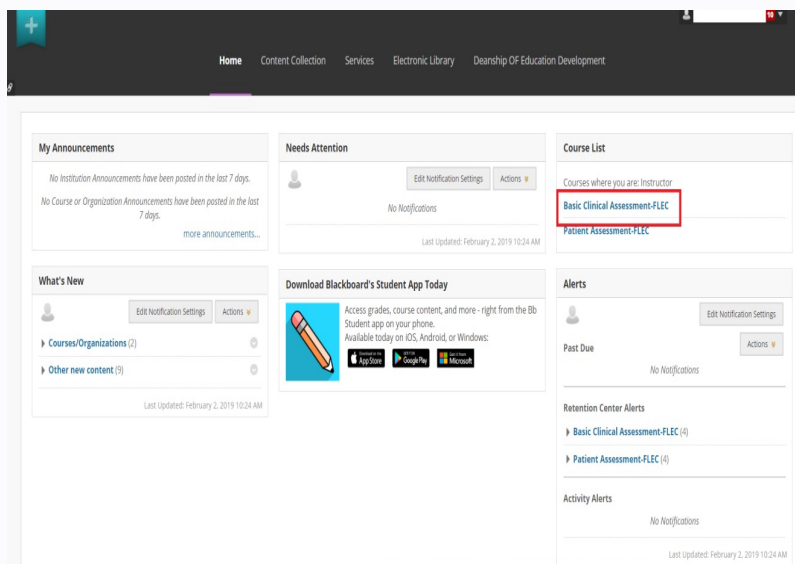
1. Go to the "Academic & Research Services" section of the university's website.
2. Look for the "E-learning" or "Online Learning" category.
3. Click on the E-learning link to navigate to the Blackboard login page.
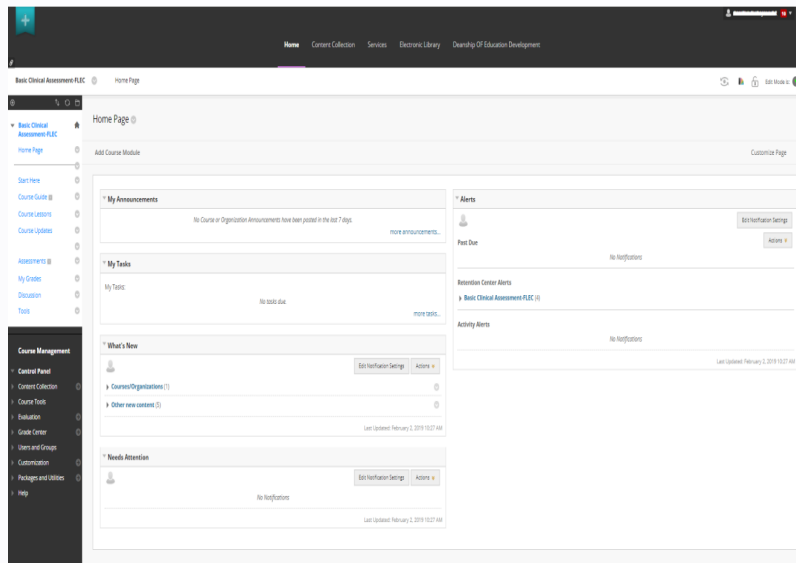4. Enter your username and password in the provided fields.
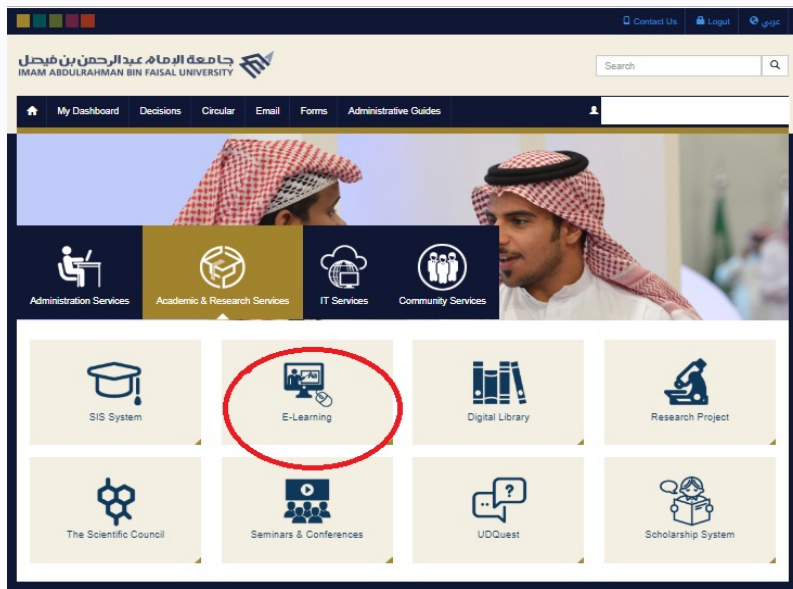
5. Once logged in, you will have access to the Blackboard home page.
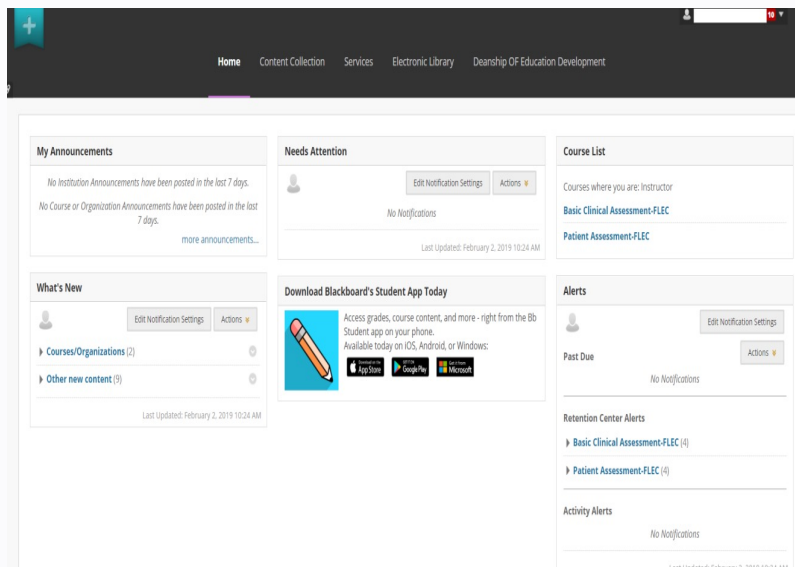
6. Select the course you are enrolled in

7. Once you have successfully logged into Blackboard and accessed the homepage of the course

8. To add new course content or a PowerPoint presentation

   a. Locate the "COURSE LESSON" section on the course homepage.
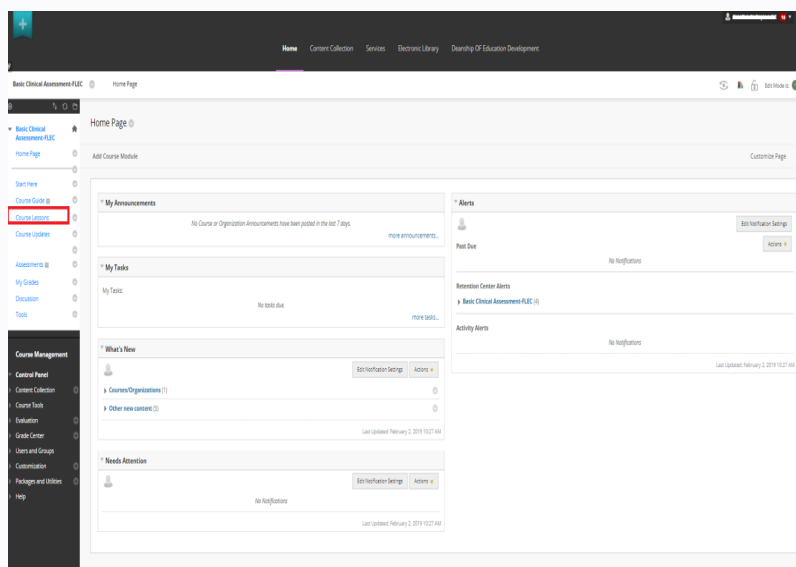
b. Click on "Build Content" within the Course Lessons area.
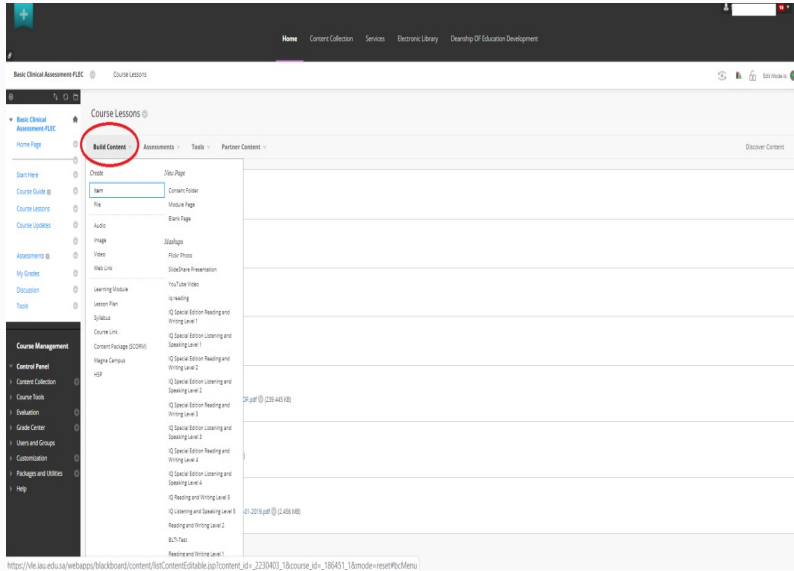
c. This will open a menu where you can select the type of content you want to add, such as "File" or "PowerPoint Presentation."
d. Choose the appropriate option based on the content you wish to upload.
e. Follow the prompts to browse your files, select the desired PowerPoint presentation, and upload it to the course content area.
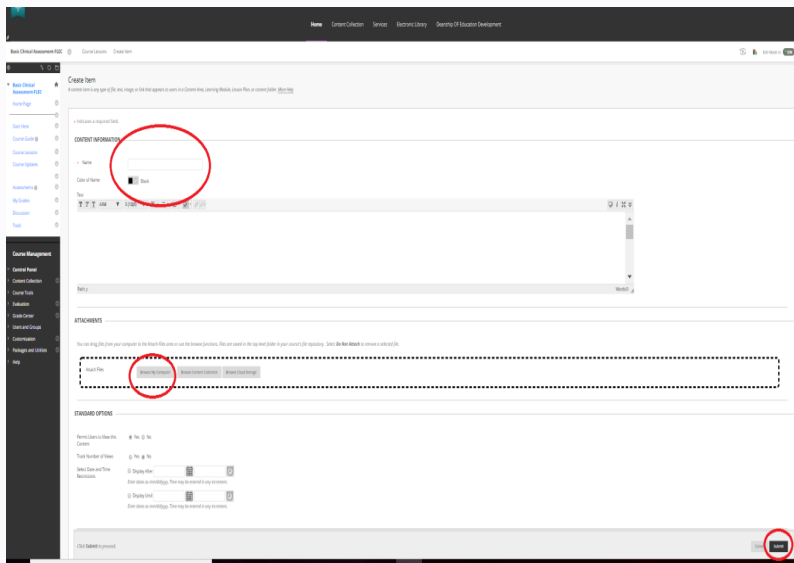
SANED – IT Support

For any technical support, click on "SANED" in the IT SERVICES

Arrival and Joining Procedure

New employees who are joining IAU must complete the following administrative procedure.

Submission of Original Documents

The IAU's personnel department, situated on the second floor of the administration block in building number 10 on the university's old campus, requires new employees to submit their original attested credentials and other necessary documents, along with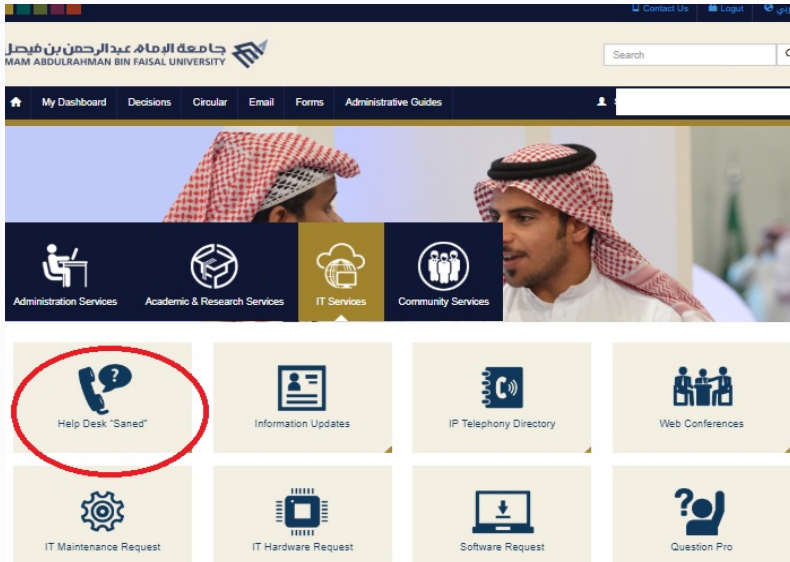 an Arabic translation. These documents should be attested by the Saudi cultural attaché in the country of origin. Academic credentials, work experiences, and internship certificates must be attested by the country's higher education commission, the current institution of enrollment, the Saudi Embassy / Consulate, and the ministry of foreign affairs. The Saudi Cultural Attaché in the country of origin should only certify degrees and diplomas.

Signing of Contract

Original documents need to be certified and prepared for the final contract by the personnel department. The department will securely hold the original documents until they are ready for certification and signing of the contract.

Medical Examination Letter from Personnel Office

After reporting their arrival to the personnel department, new employees are required to obtain a letter for a medical checkup from the King Fahad Hospital of the University (KFHU) in Al Khobar. This letter will be provided to the employees, along with instructions to visit KFHU for the medical checkup. The medical reports should then be submitted to the Passport Office at the University for the issuance of Iqama (Residency Permit). It is mandatory for all new employees, as well as any accompanying family members, regardless of their age, to undergo the medical checkup.

Reporting at Employee Health Services - EHS, (KFHU)

Upon receiving a letter from the personnel department, new employees are advised to visit the Employee Health Services at KFHU for a mandatory medical examination. To obtain a medical record number, the employee should present the letter and their passport to the front desk staff. Subsequently, the employee will proceed to the employee health clinic for further processing.

Medical Tests

EHS verifies personal details and conducts medical examinations, referring individuals to the laboratory and radiology department for any necessary investigations. The medical record system is updated upon completion of the medical report, which typically takes 3-4 working days. Subsequently, applicants are required to submit the original medical report to the passport office at the university, located on the second floor across from the personnel department. They can obtain their medical fitness reports from the laboratory coordinator's counter, situated next to the main clinical laboratory, and then proceed with the processing of their Iqama at the passport office.

Procedure for Acquiring Iqama

To process the Iqama, applicants should visit the university's passport office located on the second floor of the administration block, building number 10, directly across from the personnel office. The following documents are required for submission:

- Payment of the Iqama fee in accordance with government regulations. Additionally, a separate fee should be prepared for children under 18 years old.
- Original medical fitness report of the applicants and their family, if applicable.
- Original passport.
- Four passport-sized photographs of each applicant should be included with the application.

Other Important Information

Accommodation / Housing

The personnel department will notify new staff members about the availability of vacant University accommodations for allotment. In the absence of available accommodations, staff members will receive an annual accommodation allowance as stated in their contract, starting from the beginning of the contract. The accommodation allowance will be credited to the staff member's bank account each year upon contract renewal.

Children Education Allowance

IAU staff members are eligible to receive an annual children education allowance of up to SR 25,000. This allowance covers school tuition fees for a maximum of four children. Please note that this allowance does not cover expenses such as books and transportation fees. The amount allocated for each child is as follows: SR 10,000 per year for the first child, SR 7,500 per year for the second child, SR 5,000 per year for the third child, and SR 2,500 per year for the fourth child. This allowance is applicable for children aged six years and above. To claim this allowance, staff members need to submit the school fee payment invoice at the end of the academic year.

Process for Exit Re-Entry Visa

To obtain an exit re-entry visa, you need to follow these steps:

1. Obtain an approval letter from the College administration.

2. Pay the visa fee, which is SR 200 for single entry and SR 500 for multiple entries per passport. The payment can be made online through the Ministry of Interior account using online banking or ATM.

3. If you have dependents, you can issue their visas online by creating an account on the Ministry of Interior's website (www.moi.gov.sa). However, for your own exit re-entry visa, you will need to visit the University Passport Office.

Bank Account

To open a new bank account, you will need to fulfill the following requirements:

- Firstly, obtain a letter (Shahada Tareef) from the Personnel department of the University administration.

- Additionally, provide a copy of your Iqama.

- Next, complete the online bank account application form and obtain a reference number.

- Finally, book an appointment and visit the nearest branch to finalize the account opening process.

College ID Card

To obtain a college ID card, you should visit the security office and apply in person. Please remember to bring a recent photograph with you for the application.

Driving License

To obtain a driving license, you will need to follow these steps:

1. Prepare the required documents: Bring passport-sized photos, the original and a copy of your Iqama, a copy of your passport and visa, and a valid driver's license from your home country. Additionally, you will need to provide an original blood group report from a hospital.

2. Visit Al Khobar Driving School: The driving school is located on the service lane of the Dammam-Khobar Highway. It is recommended to arrive at the school by 7:00 AM. If you have any questions or need assistance, you can approach the receptionist or customer service representative at the school who will guide you through the process.

3. Translate your driver's license: Get your native-language driver's license translated into Arabic. This translation process does not require any payment.

4. Prepare your file: Compile all the necessary paperwork and submit it to the nearby file preparation center.

5. Pay the license fee: Make the payment for the license fee through Riyadh Bank or Al Rajhi Bank, using your Iqama number as reference.

6. Complete medical tests: Undergo the required medical tests as part of the driving license process.

7. Take the preliminary driving test: Proceed to the designated outdoor area to take the preliminary driving test. Follow the instructions provided by the instructors and demonstrate your driving skills. The instructor will mark "I" on your form if you pass the test.

8. Attend the instruction session: If you pass the preliminary driving test, you will proceed to the classroom and attend an instruction session on the same day. Pay the necessary fees for this session. Your file will be retained, and you will receive a receipt with the name and timing of your instruction class. Attend the class on time for a briefing on the electronic test.

9. Take the electronic test: Head to the designated classroom for the electronic test. You will receive a book or sheet containing traffic regulations and signs. The test consists of multiple-choice questions on a touch screen. You must answer at least 15 out of 20 questions correctly for an individual driving license or 18 out of 20 for a heavy driving license. The test has a time limit of 30 minutes. Once you reach the required number of correct answers, the test will end, and you will be congratulated.

10. Take the driving test: If you pass the electronic test, you will be called for the driving test. Remain calm and follow the instructions of the examiner. Ensure you wear your seat belt, adjust the side and rearview mirrors, release the hand brake, shift into first gear, and drive attentively while obeying traffic signs and using indicators when necessary. When parking, make sure to align the vehicle in a straight line and engage the double signals and hand brake before shifting to neutral.

11. Collect your driving license: Return to the area where you received the results of your electronic test. Your name will be called, and you will receive your file back if you pass the driving test. Take the file with you to the designated area and submit it. After a short wait, your name will be called again, and you will be issued your driver's license.

Overview of Kingdom of Saudi Arabia

Overview

Saudi Arabia history traces back to its founder, King Abdulaziz Al Saud, who established the Kingdom in 1932. The process of unification and nation-building continued until 1939, aimed at achieving stability, progress, and cultural advancements. The name "Saudi Arabia" was officially adopted after the country's unification.

Following King Abdulaziz's passing, his sons carried on his legacy of accomplishments and advancements in various aspects, including the economy, religion, culture, and education.

Saudi Arabia comprises 13 regions with a population of nearly 34 million. While the Arabic language unifies the nation, each region possesses distinct culinary traditions, dialects, cultural heritage, and historical backgrounds.

Vision 2030 is an ambitious plan introduced by His Royal Highness the Crown Prince Mohammed bin Salman, under the guidance of the Custodian of the Two Holy Mosques, King Salman bin Abdulaziz. It aims to leverage the country's strategic location, investment potential, and its role as a hub in the Arab and Islamic worlds. The Kingdom's focus is on utilizing its capabilities to achieve its goals and aspirations, as directed by the leadership.

General Information

Eid al-Fitr and Eid al-Adha, two important Muslim festivals, along with the National Day on September 23 and Founding Day on February 22, are the four recognized annual celebrations in Saudi Arabia.

Kingdom National Day

The Saudi people hold a deep appreciation for national holidays, which they joyfully celebrate each year. During these occasions, they proudly raise their green flags as a symbol of gratitude towards their nation and its founders. To commemorate the establishment of this prosperous country, various businesses participate in the festivities by offering limited-time deals and sales throughout the duration of the national holidays.

Saudi Arabia considers the National Day as one of the three non-religious national holidays in the country. Every year on September 23rd, the Kingdom of Saudi Arabia celebrates the country's unification. This date refers to the Royal Decree number 2717 issued in 1932 by the country's founding King Abdulaziz Al-Saud, that declares he renamed the Kingdom of Nejd and Hejaz as the Kingdom of Saudi Arabia on that date.

Founding Day

The celebration of Muhammad bin Saud's enthronement as the prince of Diriyah and his various achievements is officially recognized on February 22nd, as per a royal decree issued by King Salman bin Abdulaziz Al Saud. This date is also recognized as the anniversary of the Founding Day of Saudi Arabia and is observed as a non-religious national holiday in the country.

The Currency

The official currency of Saudi Arabia is the Saudi riyal symbolized as SAR or ر.س. It is divided into 100 halalas (singular: halalah) and is issued by the Saudi Arabian Monetary Authority (SAMA Bank). The currency has a fixed exchange rate pegged to the US dollar since 1986.

Currency Details:

Symbol: SAR, SR, ر.س.

Subdivisions: Halalah (1/100).

Central Bank: SAMA Bank.

Commonly used banknotes: 1, 5, 10, 50, 100, 500 riyals.

Less commonly used banknotes: 20, 200 riyals.

Coins: 1, 5, 10, 25, 50 halalas; 1 riyal, 2 riyals.

Exchange Rate: The Saudi riyal is pegged to the US dollar at a fixed rate of 3.75 SAR to 1 USD.

The currency is freely exchangeable with no restrictions on money transfers within or outside Saudi Arabia.

Working Hours and Vacations

Employers are responsible for acting in accordance with Saudi labor law, which specifies the working hours of employees on ordinary days and during Ramadan. These are the working hours of different sectors overall the country:

Government sector:

The working hours for the government sector on ordinary days should be 8 hours a day or 40 hours a week with 1 additional paid day and they are entitled to be paid when their employer requires them to work more hours. However, working hours, including overtime, should not exceed 11 hours a day and overtime work should be paid at 150% of the normal wage rate. Moreover, workers cannot be asked to work for longer than 5 hours nonstop without receiving a 30-minute break from their employer, while the time for meals, prayers, and rest are not part of the standard workday. In addition, any work more than 48 hours a week or 8 hours a day as well as any work during public holidays should be considered overtime and it should be paid.

Keep in mind that overtime and working hours regulations cannot be applied to people who are filling high-ranking managerial positions. On the other hand, the working hours in Ramadan should not exceed 5 hours a day, starting from 10:00 AM and ending at 3:00 pm for Muslim workers, while non- Muslim workers' working hours should be 8 hours a day.

Private sectors

The working hours for the private sector on ordinary days should be 8 hours a day or 40 hours a week, but for some workers who do not work on an ongoing basis, it can be 9 hours a day. It should also be reduced to 7 hours a day if the work is dangerous and that should be determined by the minister of the ministry of industry and mineral resources. On the other hand, the working hours in Ramadan should not exceed 6 hours a day or 36 hours a week from 10:00 AM and ending at 3:00 pm for Muslim workers, while non- Muslim workers working hours should be 8 hours a day or 40 hours a week. Keep in mind that the management of private companies determines the working hours for the private sector unless the type of job requires longer hours.

Culture

Saudi Arabia has a diverse culture that has been influenced by its Islamic history, its historical role as an ancient trade center, and its Bedouin customs. Over the past several decades, Saudi society has undergone significant growth. The Saudi people have adapted their beliefs and practices, including their hospitality, rituals, and even the way they dress to the modern world.

Arab and Islamic Traditions:

Arab cultures are deeply rooted in the Islamic faith, which plays a central role in shaping their customs and traditions. While Islam is the dominant religion, Arab societies also exhibit tolerance and respect towards other religious groups. Arabs believe in the supreme authority of Allah (God in Arabic) and view various aspects of life as being under His control. The integration of religion and state is highly emphasized, including the incorporation of Islamic teachings in educational institutions. Piety holds great value within Muslim communities, and individuals are encouraged to lead a devout and virtuous life. Mosques are regarded as sacred spaces, and there are certain protocols to follow when visiting them, such as restrictions on photography and guidelines regarding appropriate attire. Men are advised to avoid wearing shorts, while women are encouraged to refrain from sleeveless or short-sleeved garments. These customs and traditions reflect the rich and fascinating Arab heritage deeply influenced by Arab-Islamic values.

The Significance of Family

Family holds immense importance in Arab cultures, second only to religious faith. In Arab societies, both male and female children have distinct roles, and children, regardless of gender, are seen as precious "jewels." Honor and dignity are deeply rooted in family heritage and lineage.

It is important to approach these customs and traditions with respect and cultural sensitivity. Understanding and appreciating Arab and Islamic traditions can foster better intercultural understanding and promote harmonious interactions.

Jubail

Jubail, situated on the coast of the Persian Gulf in the Eastern province of Saudi Arabia, is renowned as the world's largest industrial city. It is home to the Middle East's largest petrochemical company, SABIC, and hosts the world's largest Independent Water and Power Project (IWPP). According to the General Authority for Statistics of Saudi Arabia, the population of Jubail was estimated to be approximately 684,531 individuals as of 2021.
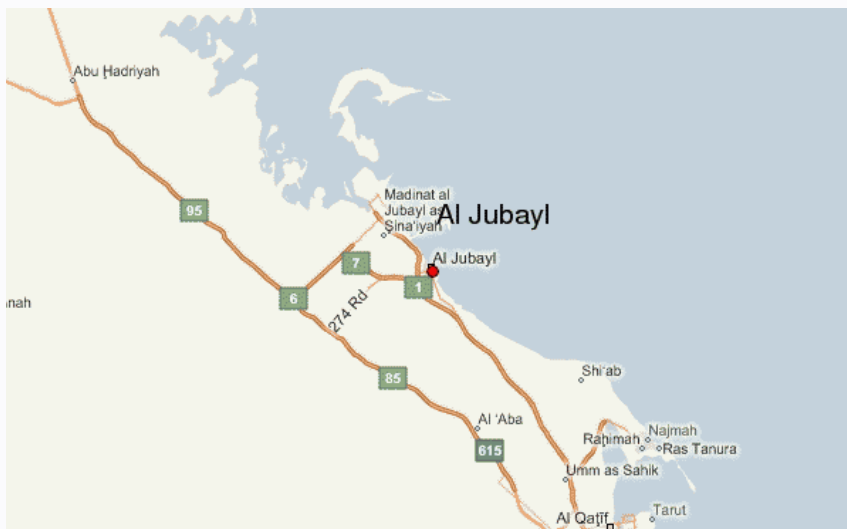
Jubail is composed of two main areas: the Old Town of Al Jubail, which was once a small fishing village until 1975, and the newly developed industrial zone known as Jubail Industrial City. Jubail Industrial City stands out as the most extensive civil engineering project worldwide. After being chosen by the Saudi Arabian government as the site for a new industrial city in 1975, it experienced rapid growth and industrialization. The residential and industrial sectors that emerged were collectively named Jubail Industrial City.

Main Sights in Jubail

- Fanateer Beach: A popular spot for picnics and other outdoor activities.
- Al Salam Park: A public park that provides ample space for family outings and recreational activities.
- Dareen Beach: A beach that offers a tranquil environment for relaxation and swimming.
- Al Nakheel Beach: A popular beach in Jubail that features pristine waters and soft sand.
- Abu Ali Island: A beautiful island located off the coast of Jubail, famous for its picturesque beaches and crystal-clear waters.
- Deffi Park: A public park with green spaces, playgrounds, and picnic areas.

Additionally, Jubail has a robust marketplace, known as International Market. It also has several malls, such as the Giant Store, Galleria Mall, Jubail Center Mall, City Max, Hyper-Panda, Panda, Hypermarket, Home Center, Red Tag, Centrepoint, Nesto, Jubail Plaza, Lulu and Jubail Mall. Each of these malls has its own unique features and specialties, providing a wide range of shopping and entertainment options for residents and visitors in Jubail.