



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

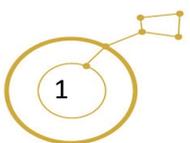
— كلية الصحة العامة —

College of Public Health

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# College of Public Health Faculty Handbook

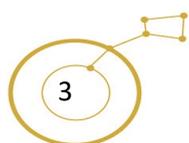




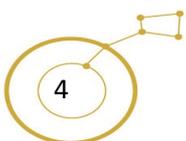


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## Preface

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The purpose of this handbook is to introduce and update faculty members of the College of Public Health (COPH), Imam Abdulrahman Bin Faisal University (IAU), about the college current status and relevant information for example the college vision, mission, values, bylaws, faculty duties and responsibilities, administrative organization and supportive services.

The College of Medicine and Medical Sciences, was established in (1999) in Dammam campus of King Faisal University in the Eastern Province of Saudi Arabia. In 2010, the Dammam campus became the newly established University of Dammam which is now named Imam Abdulrahman Bin Faisal University (IAU). It is located on King Faisal Road, midway between Al-Khobar and Dammam, approximately 10 km from each. The College of Public Health was established at Imam Abdulrahman bin Faisal University in 1436-1437 H to produce distinguished academic qualified cadres in various public health fields. The College has three scientific departments: Environmental Health, Health Information Management & Technology and Public Health Department. The College offers a bachelor's degree in these three disciplines in addition to a master's degree in public health & Healthcare Quality and Patient Safety. Soon the College will open new postgraduate studies such as; master of science in Environmental Health as well as postgraduate diploma in Food Safety and Quality.

The College of Public Health is interested in providing a distinguished academic environment that will locally and regionally elevate the College and will graduate professionals in various public health programs through providing distinguished academic programs and scientific research, opening channels of communication and interaction with other health sectors and services to meet the growing needs of the Kingdom's population. Therefore, the College aspires to prepare students that will meet this challenge by focusing on the practical training programs and instilling concepts of lifelong learning, critical thinking, leadership and the ability to take responsibility for social, ethical and health issues.

## College Dean's Message

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Praise be to God for the best of his blessings, and blessings and peace be upon his most honorable prophets and the best of his messengers, our master Muhammad, his family and all of his companions, and whoever walks on a gift and traces it to the Day of Judgment.

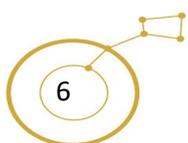
The primary goal for which Imam Abdul Rahman bin Faisal University was established is to graduate specialized national cadres from various applied sciences and human knowledge to serve the nation and citizens and meet the growing development needs, including health services.

The College of Public Health at Imam Abdulrahman bin Faisal University was established in 1436-1437 AH to produce distinguished academic competencies in various fields of public health.

The college includes three scientific departments, namely the Department of Environmental Health, the Department of Health Information Management and Technology and the Department of Public Health, and the College grants a bachelor's degree in these three specializations. For field and clinical training according to specialization.

It is my pleasure to present to the esteemed readers the Faculty Handbook of the College of Public Health as one of the leading and important educational institutions that care about the health of individuals, and it is considered a strong supporter and appropriate for the sons and daughters of this country, as it provides them with valuable job opportunities and a good source of income by supplying hospitals, health and professional centers with well-qualified national technical personnel in the fields of occupational health, environmental health, public health, health information management and technology.

This booklet gathered the roll and regularities of Public Health Faculty in different aspects, academic, professional, scientific research and community collaborations.

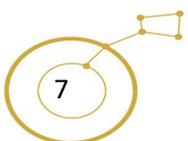


## Overview of the Kingdom of Saudi Arabia and Eastern province

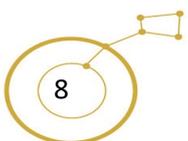
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Saudi Arabia is a rapidly growing nation. The total population is nearly 30 million; 5 million residents are non-Saudi. One-third of the population is at age 14 or younger. The Kingdom has an area of 2,250,000 square kilometres (868,730 203 square miles). Saudi Arabia is located in southwestern Asia. It is the major leading country in the Gulf Arab States and Islamic countries due to the presence of the Islamic sites, the Holy Mosques in Makkah and Madinah. Therefore, Saudi Arabia is called “The Land of the Two Holy Mosques” and its king “The Custodian of the Two Holy Mosques”. The two holy cities are located in the western region. Riyadh is the Capital of the Kingdom of Saudi Arabia and located in the central region. The western region is dominated by a mountain chain running the entire length of the country parallel to the Red Sea, rising between 1300 to more than 3000 meters. The central region extends from this fertile crest and falls towards the east as a desert plateau to the dry interior or the Nejd containing the great sand deserts of the Empty Quarter, Great Nafud and Ad Dahna.

The eastern region lies on the Arabian Gulf Coast and contains salt flats. The Great Nafud Desert in the north and the Rub Al Khali (The Empty Quarter), one of the largest sand deserts in the world, in the south form large stretches of sand dunes. The two great deserts are connected by a belt of narrow sand dunes known as Ad Dahna, converting nearly a third of the surface area of Saudi Arabia into sandy desert. Saudi Arabia is one of the world’s largest oil producing country, and has major world’s crude oil reserves. Saudi Aramco, the world’s largest oil company is located in the eastern region. Dammam is about 400 km away from Riyadh, the capital of the Kingdom. It is the capital of the Eastern Province, a very important port, and now a major commercial centre. There are 3 public universities in the Eastern province; University of Dammam, King Faisal University, and King Fahd University for Petroleum and Minerals. There is one private university; Prince Mohammad bin Fahd University. Dammam is the largest city in the eastern region; it has expanded to the city limits of two other modern towns, Al-Khobar and Dhahran. Near Dammam are located the most important centres in the world for the production and refining of petroleum. The population of Dammam is approximately 2 million. Dammam, Al Khobar and Dhahran are very well connected with a modern



and efficient network of roads. Several international schools and major shopping centres are located in these 3 nearby cities.



# Public Health Vision, mission, values, and goals

## Vision



A pioneering college that focuses on providing distinguished educational, research and community services in the field of public health with a high degree of professionalism, experience, and distinction at the local, regional and global levels.

## Mission



Providing a high-quality professional experience focusing on education, research and community service in public health

## Value



Respect, diversity, teamwork and cooperation, innovation, professionalism, and social responsibility.

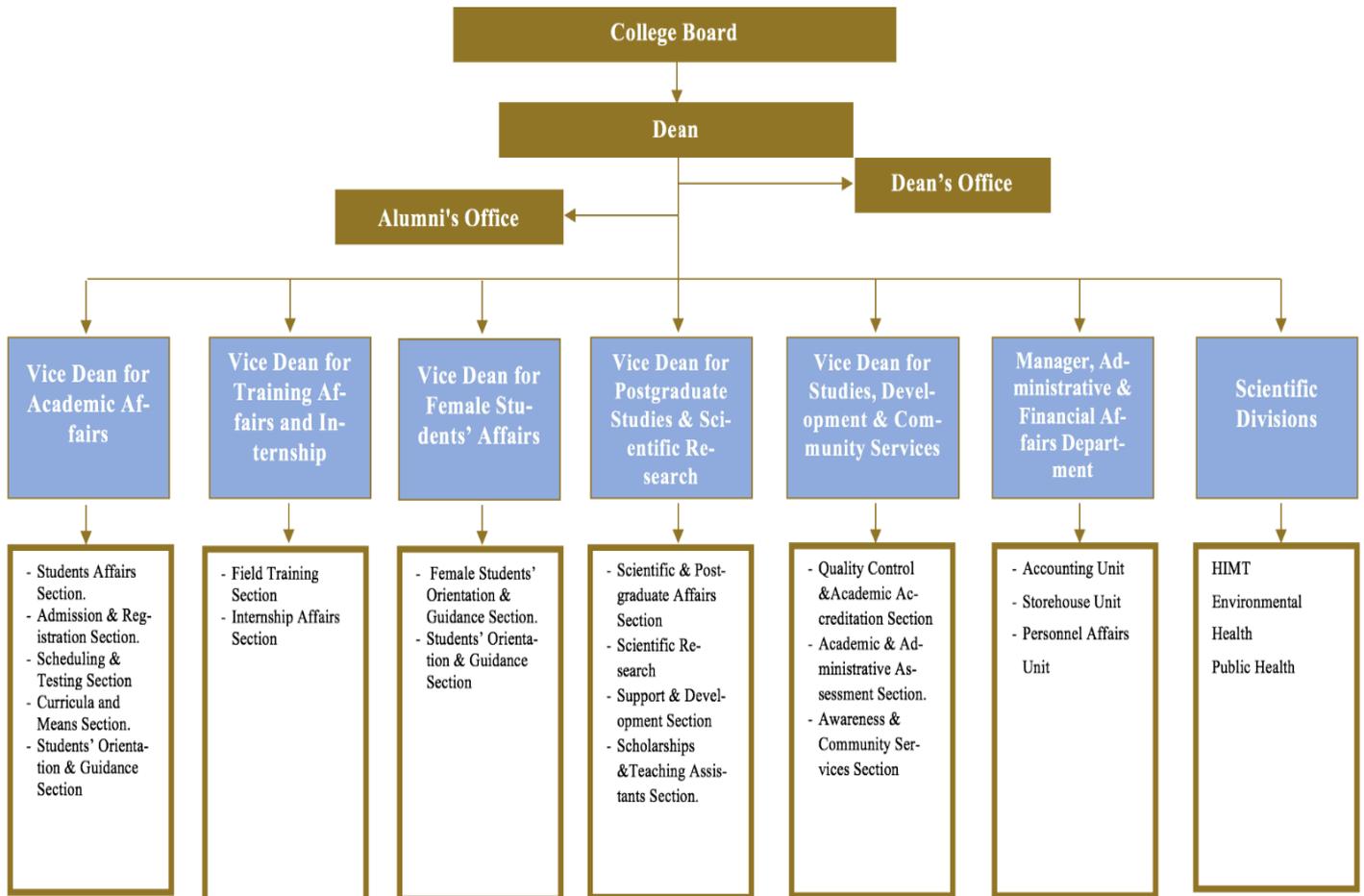
## Goals



The strategic policy of the College of Public Health is based on achieving several goals, which are:

- 1- Develop and sustain excellent education and support services for CPH students.
- 2-Achieve and maintain essential infrastructure, learning and financial resources to support the CPH.
- 3-Recruit and retain a highly qualified and diverse faculty and staff.
- 4-Emphasize a culture of continuous quality improvement & implement risk management system.
- 5-Achieve prominence in high quality research and scholarly activities.
- 6-Engage with practitioners,communities,alumni network and foster strategic partnership.

# PH Organization Chart



## List of Faculty Names and Specialty

| Faculty Name                        | Position   | Specialty  | Department                                 | ext.  | Email                    |
|-------------------------------------|--|--|--|-------|--------------------------|
| Turki M Alanzi                      | Dean of College of Public Health<br>Chairman Health Information Management Technology<br>Associate professor | Electronic health / mobile medicine  | Health Information Management & Technology | 31211 | talanzi@iau.edu.sa       |
| Faisal Mashel Albagmi               | Head of the Public Health Department<br>Assistant professor  | *Community health sciences<br>*Community rehabilitation & disabilities<br>*Medical rehabilitation consultant | Public Health                              | 31253 | fmalbagmi@iau.edu.sa     |
| Dr. Mohammed Aljassim               | lecturer   | Environmental management   | Environmental Health                       | 31215 | mtaljassim@iau.edu.sa    |
| Naof Faiz Al-Ansary                 | Vice Dean for Academic Affairs   | Healthcare administration  | Public Health                              | 32261 | nalansary@iau.edu.sa     |
| Arwa Al-umran                       | Vice Dean for Graduate Studies and Scientific Research   | Epidemiology and research methods  | Health Information Management & Technology | 31322 | aalumran@iau.edu.sa      |
| Arwa Althumairi                     | Vice Dean for Studies, Development and Community Service   | Biostatistics and epidemiology   | Health Information Management & Technology | 31246 | aalthumairi@iau.edu.sa   |
| Saja Abdullah Al-Rayes              | College Vice Dean for Female Student Affairs   | Health Informatics   | Health Information Management & Technology | 31242 | salrayes@iau.edu.sa      |
| Sama'a Al-Mubarak                   | College Vice Dean For training and excellence/Assistant Professor  | Policies and Evaluation  | Health Information Management & Technology | 32515 | shmubarak@iau.edu.sa     |
| Deema Saad AlShawan                 | Assistant professor  | Health policy  | Public Health                              |       | dshawan@iau.edu.sa       |
| Saleh saad alduhayhi                | Demonstrator   | Public Health  | Public Health                              |       | ssalduhayhi@iau.edu.sa   |
| Salma Mulla                         | Lecturer   | Educational research methods   | Public Health                              | 32523 | smulla@iau.edu.sa        |
| Shrifah Abdulaziz Alkhalaf          | Demonstrator   | Public Health  | Public Health                              |       | saalkhalaf@iau.edu.sa    |
| Raghad Mohammed Abdullah AlHotheyfa | Demonstrator   | Population health  | Public Health                              |       | rmaalhotheyfa@iau.edu.sa |
| Mona Faisal AL-Qahtani              | Associate professor  | Teaching and learning  | Public Health                              | 31310 | malqahtani@iau.edu.sa    |
| Atheer Alsaif                       | Lecturer   | Education evaluation   | Public Health                              |       | aksaif@iau.edu.sa        |
| Nawal Hatem HERZallah               | Demonstrator   | Health policies  | Public Health                              |       | nhherzallah@iau.edu.sa   |
| Khalid Saif Alsahli                 | Demonstrator   | Occupational health and safety   | Public Health                              |       | ksalsahli@iau.edu.sa     |
| Sultan Al-Otaibi                    | Associate professor  | Occupational health  | Public Health                              | 35211 | salotaibi@iau.edu.sa     |
| Hatem Khader HERZALLAH              | Assistant professor  | Environmental health   | Public Health                              | 35201 | hkherzallah@iau.edu.sa   |

## List of Faculty Names and Specialty

| Faculty Name                  | Position            | Specialty  | Department                                 | ext.  | Email                   |
|-------------------------------|---------------------|--|--|-------|-------------------------|
| Azza El.Mahalli               | Professor           | Health department                                  | Public Health                              | 31245 | amahally@iau.edu.sa     |
| Sulaiman Bah                  | Professor           | demography   | Public Health                              | 31243 | sbah@iau.edu.sa         |
| Eltigani Osman Musa Omer      | Assistant professor | Epidemiology and population                        | Public Health                              | 31374 | eoomer@iau.edu.sa       |
| Mubashir zafar zafar Ahmed    | Assistant professor | Public Health                                      | Public Health                              |       | mzzahmed@iau.edu.sa     |
| ACHRYA Sadananda              | Assistant Professor | Microorganisms                                     | Public Health                              | 31679 | sabaikady@iau.edu.sa    |
| Uzma Ali                      | lecturer            | Health and Hospital Administration                 | Public Health                              |       | uasali@iau.edu.sa       |
| Malak Hassan Mubarak Aldosari | Demonstrator        | Epidemiology                                       | Public Health                              |       | mhaldosari@iau.edu.sa   |
| Heba AL Nujaidi               | lecturer            | Educational research methods                       | Public Health                              |       | hnujaidi@iau.edu.sa     |
| Mona M. Al-Juwair             | Assistant professor | Healthcare management and policy                   | Health Information Management & Technology | 32522 | mjuwair@iau.edu.sa      |
| Manal Alshakhs                | Lecturer            | Information Technology                             | Health Information Management & Technology |       | mshakhs@iau.edu.sa      |
| Robert Istepanian             | Professor           | Health Information Management                      | Health Information Management & Technology | 38851 | ristepanian@iau.edu.sa  |
| Hassh Abdullah Al-Dossary     | lecturer            | Health Administration (Quality and Patient Safety) | Health Information Management & Technology |       | hasaldossary@iau.edu.sa |
| Wid Hashim Yamani             | Lecturer            | Information Technology                             | Health Information Management & Technology |       | wyamani@iau.edu.sa      |
| Hana Mohammed Al Harthi       | Assistant Professor | Health informatics                                 | Health Information Management & Technology | 31309 | halharthi@iau.edu.sa    |
| Nouf Khalid Al-kahtani        | Assistant Professor | Systems engineering                                | Health Information Management & Technology | 31348 | nkalkahtani@iau.edu.sa  |
| Duaa Ibrahim Aljabri          | Assistant Professor | Health Services Administration and Policy          | Health Information Management & Technology |       | daljabri@iau.edu.sa     |
| Afnan Abdulaziz Aljaffary     | Assistant Professor | Health Services Administration and Policy          | Health Information Management & Technology |       | aaljaffari@iau.edu.sa   |
| Zahraa Moosa ALAKRAWI         | Assistant Professor | Health Information Management                      | Health Information Management & Technology |       | zalakrawi@iau.edu.sa    |
| Haifa Abdulaziz Aljanoubi     | lecturer            | Health Information Management                      | Health Information Management & Technology |       | haaljanoubi@iau.edu.sa  |
| Mishaal Fahad Alhuseini       | lecturer            | Health Services Department                         | Health Information Management & Technology |       | mfalhussaini@iau.edu.sa |

## List of Faculty Names and Specialty

| Faculty Name                   | Position            | Specialty  | Department                                 | ext.  | Email                   |
|--------------------------------|---------------------|--|--|-------|-------------------------|
| Byan Abdulrahman Hariri        | lecturer            | Health policy management                         | Health Information Management & Technology | 31362 | baHariri@iau.edu.sa     |
| Ohoud Abdullah AL Khaldi       | lecturer            | Health research methods                          | Health Information Management & Technology |       | oaalkhaldi@iau.edu.sa   |
| Hind AbdulRahman AL hussaini   | Demonstrator        | Health Informatics                               | Health Information Management & Technology |       | haalhussaini@iau.edu.sa |
| Asma S. Al-Fayez               | lecturer            | Risk management                                  | Health Information Management & Technology |       | afayez@iau.edu.sa       |
| Deema Mansour AL-salman        | lecturer            | Health Informatics                               | Health Information Management & Technology |       | dsalman@iau.edu.sa      |
| Fatima Nabih Alshakhs          | Demonstrator        | Information Technology                           | Health Information Management & Technology |       | falshakhs@iau.edu.sa    |
| Sumaya al-Rowei                | Assistant Professor | Health Information Management                    | Health Information Management & Technology |       | sealrawiai@iauedu.sa    |
| Amjad Saadah                   | lecturer            | Hospitals and health institutions management     | Health Information Management & Technology | 31248 | amsaadah@iau.edu.sa     |
| Ali Saad Rashed AlSubaie       | Assistant professor | Epidemiology                                     | Environmental Health                       | 31266 | asralsubaie@iau.edu.sa  |
| Saad Mohammed Dahlawi          | Assistant Professor | Environmental chemistry                          | Environmental Health                       | 31271 | smdahlawi@iau.edu.sa    |
| Abdualaziz Abdulrahman AlMulla | Assistant Professor | Soil and Environmental Science                   | Environmental Health                       | 31230 | aaalmulla@iau.edu.sa    |
| Mahmood alshrgawi              | Associate professor | Occupational health and safety and air pollution | Environmental Health                       | 31224 | msharkawy@iau.edu.sa    |
| Khaled salama                  | Assistant professor | Occupational health and safety and air pollution | Environmental Health                       | 31227 | ksalama@iau.edu.sa      |
| Mahmoud Mahmmed Berekaa        | Assistant professor | Molecular and Environmental Microbiology         | Environmental Health                       | 31304 | mberekaa@iau.edu.sa     |
| Mohamed Farouk Ezzeldin        | Assistant professor | analytical chemistry                             | Environmental Health                       | 31225 | mfezzeldin@iau.edu.sa   |
| Talal Alshehri                 | lecturer            | Public Health                                    | Environmental Health                       | 31269 | talshehri@iau.edu.sa    |
| Ossama ahmed labib ibrahim     | lecturer            | Environmental health                             | Environmental Health                       | 31297 | olabib@iau.edu.sa       |
| Saeed Mohammed Alshereef       | lecturer            | Environmental Health                             | Environmental Health                       | 31372 | smshereef@iau.edu.sa    |
| Saifullah Muhammad Feroz       | Assistant professor | Soil contamination                               | Environmental Health                       | 31228 | smferoz@iau.edu.sa      |
| Munthir Almoslem               | lecturer            | Water management                                 | Environmental Health                       | 35203 | mmalmoslem@iau.edu.sa   |

## List of Faculty Names and Specialty

| Faculty Name                        | Position            | Specialty                             | Department                                 | ext.  | Email  |
|-------------------------------------|---------------------|---------------------------------------|--|-------|--|
| Abdulrahman naseer alobireed        | Demonstrator        | Environmental and occupational health | Environmental Health                       |       | analobireed@iau.edu.sa                                       |
| Mohamed Elfatih Hassan Ahmed        | Assistant Professor | Water Pollution                       | Environmental Health                       |       | mehahmed@iau.edu.sa  |
| Mohamed Ali AlBorthan               | lecturer            | Occupational and environmental health | Environmental Health                       |       | zgart87@hotmail.com  |
| Salman Ali AlQuwayi                 | Lecturer            | Occupational health and safety        | Environmental Health                       | 35216 | saalquwayi@iau.edu.sa  |
| Muath M Almoslem                    | Demonstrator        | Environmental Health                  | Environmental Health                       |       | malmoslem@iau.edu.sa   |
| Manna M. Alwadei                    | lecturer            | Atmospheric science and air pollution | Environmental Health                       |       | malwadei@iau.edu.sa  |
| Muhammad Atif Ashraf                | Assistant professor | Food Safety                           | Environmental Health                       |       | maashraf@iau.edu.sa  |
| NUMAN KHALID MAHMOOD MALIK          | Assistant professor |                                       | Environmental Health                       |       | nkmalik@iau.edu.sa   |
| Abdul Malik Salman Muhammad Al-Saif | lecturer            | Environmental management              | Public Health                              |       | ab-malik@hotmail.com   |
| Hadeel Y. Alyagoub                  | lecturer            | Information Technology                | Health Information Management & Technology |       | <a href="mailto:Halyacoob@yahoo.com">Halyacoob@yahoo.com</a> |
| Mehwish Hussain Mohammed Hussain    | Assistant Professor | Vital statistics                      | Public Health                              |       | mhmhussain@iau.edu.sa  |
| Fatima Ouda                         | lecturer            | Information Technology                | Health Information Management & Technology |       | fatema.ouda@hotmail.com                                      |
| saleh saad alduhayhi                | Demonstrator        | Public Health                         | Public Health                              |       | ssalduhayhi@iau.edu.sa                                       |

## Rules and Regulations

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The rules and regulations of the University for Faculty Affairs are shown in (pages 149-202 and pages 273-339) of the Higher Education Council Rules and Regulation for Universities. These are generally identical in all universities in Saudi Arabia.

## Faculty

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### The charter and code of ethics

In my capacity as an employee of Imam Abdulrahman bin Faisal University, because I do believe in my responsibility to the University that I belong to, based on the foundations of our principles and moral ethics, at the top of which are honesty, integrity, lofty moral values and respect of the law and order, and out of my keen desire to apply the work ethics which call on me to monitor myself in the interest of the work and the transfer of its objectives, results and outputs to the community where I live, and having carefully read and clearly understood without any confusion or misperception the contents of the above introduction and after having reviewed the rules and regulations which organize the rights and duties, I undertake and pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in all activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall strictly comply with all regulations, instructions and laws applicable in the university.
2. I shall carry out and execute with due diligence all duties and activities entrusted to me, with the maximum degree of accuracy, efficiency, transparency and professionalism.
3. I shall refrain from any act or work that may constitute directly or indirectly a violation of the principles of integrity, honour, transparency and professionalism.

4. I shall deal and cooperate with my colleagues in the spirit of a single professional team.
5. I shall hold fast and commit to the principles of equality, integrity, respect and absence of discrimination.
6. I shall refrain from any act or behaviour that may be in conflict with the nature of the university's operations.
7. I shall comply with the highest dictates of politeness, civility, impeccable behaviour and morals.
8. I shall work hard to promote the good name and image of the university.
9. I shall be subject to accountability and responsible for all my acts and sayings which are in conflict with the nature of my academic profession.
10. I shall boost, consolidate and propagate the culture of faith, confidence, citizenship and respect for human rights in the community.
11. I shall do my best to update my scientific knowledge, develop teaching skills and seek to gain new skills
12. I shall avoid and refrain from any conflict of interest with companies, individuals, or institutes.

## Rights and duties of the faculty member

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### First: Rights:

A faculty member plays a vital role in the formation and preparation of the nation's framework. A faculty member contributes through scientific research to the promotion of the economic growth and social development of the Kingdom. To be able to assume his/ her duties in the best manner possible and to be able to keep pace with the scientific development in his or her field of specialty, it is imperative that the Kingdom should warrant for him or her means and amenities of honorable living. For more information on the rights and privileges of the faculty, please see the Civil Service Council Law and the regulation rules on the affairs of Saudi Universities' faculty members and similar categories, promulgated by decision No. 4 / 6 / 1417, of the Higher Education Council, adopted in the

Council's session held on 26 Sha'ban 1417 and sanctioned by High Order dated 22 Sha'ban 1418.

## **Second: Duties:**

The duties of a university faculty "teaching faculty member" stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which include, 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 faculty.
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 faculty is prohibited from committing in a

negative or a positive way any acts that may constitute participation in cruel or inhumane treatment of the student, or otherwise collude in or instigate such acts. A university faculty is similarly 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 faculty must stay within the boundaries of his or her skills and solicit the help, in case of need, from the faculty 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 an abuse a fabrication of the research conclusions.
7. A university faculty 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 in an ongoing basis, should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.
8. A university faculty 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 faculty 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 faculty must exercise patience and to be mild-mannered with his /her students and colleagues, 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 faculty 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 to the relative weight of both the contents of the teaching process and the examinations alike.

11. While assessing the students, a university faculty 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 students' academic abilities.
12. In non-urgent cases such as providing a consultation for an ongoing research ,a university faculty may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or in any stage while the research is progressing. However, such apology will not be accepted in urgent cases such as being a main supervisors for a project.
13. In the absence of another specialist, a specialist university faculty may not refuse any scientific consultation if he or she is asked to.
14. A university faculty will be required to report to the competent authorities any suspicious cases that involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The faculty 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 faculty ceases mentoring one of his or her students for any reason whatever, he or she must provide his or her substitute faculty with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.
16. A university faculty 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 faculty will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.

## New Faculty Orientation

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Orientation programs for new faculty members are offered by Deanship of faculty and personnel affairs, Deanship of academic development, the college, the academic department and King Fahd Hospital of the University.

## Supportive Deanships and Offices

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The University is providing a vibrant environment for academics, research, and community services. Please explore these areas in the university website. Few examples of important sites are listed below:

- Deanship of Faculty and Personnel Affairs
- Deanship of Scientific Research
- Deanship of Library Affairs
- Deanship of Academic Development
- Deanship of Quality and Academic Accreditation
- Deanship of Information and Communication Technology
- Deanship of E-learning and Distance Learning
- Deanship of Community Service and Sustainable Development
- Institute for Research and Medical Consultations
- Scientific Publication Centre
- Patent and Technology Transfer office
- Office of Collaboration and Knowledge Exchange
- Monitoring office for Research and Research Ethics
- Scientific Council Services for Faculty Appointments and

### Promotion

- E-Services: Student Information System, E-learning and Digital Library.
- Partnership with Universities and Institutes

Please explore the college website for further information and publications.

## Healthcare

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### **University Primary Care Clinic:**

The Primary Health Care Clinic was established in the Department of Family and Community Medicine in 1982 with the intent of training medical students, doctors and graduate students in the field of primary health care. The Clinic has become a center for business and research activities for graduate students enrolled in the Family Medicine and Community Health fellowship program and is the first of its kind.

In addition to providing training opportunities, this center provides comprehensive health care services that focus on the maternal and child health area. The clinic has 15 doctors on staff and is equipped with the latest equipment for study and research.

The physicians in the Primary Care Centre have the authority to refer the more serious cases to King Fahd Hospital of the University.

### **Clinic for Employees of the University of Dammam, Main Campus:**

This clinic provides medical services to IAU employees and their families.

### **King Fahd Hospital of the University:**

King Fahd Hospital of the University is the main teaching hospital run by the faculty of the University of Imam Abdulrahman bin Faisal. All students and faculty can receive medical care at this hospital.

# Faculty Duties and Responsibilities

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## Definition:

A faculty member is the person who is academically qualified to serve the university in teaching, scientific research and community service; and the professionals specialized in a branch of Medical Practice will provide clinical work.

Faculty members are Professors, Associate Professors and Assistant Professors. A faculty member spends 35-40 hours per week in teaching, research, supervision, administrative and clinical responsibilities and participants in different committees.

## Organizational Attachment:

### Commitments:

A faculty member is one of the members of the Departmental Board and is responsible to the chairperson of the department for all academic, administrative and clinical matters.

### Coordination:

A faculty member coordinates with other faculty members and faculty equivalents in the department and as well with staff of the medical service team at the University Hospital and its units.

## Functions:

### Academic Responsibilities:

1. fulfil teaching load as specified by the Departmental Board or Chairman of the department

The teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor

2. Perform assigned academic and administrative assignments with competence and perfection
3. Acquisition and application of the knowledge contained in the course description, and to follow the rules and regulations as

- stipulated in the allocated course.
4. Awareness of the program objectives and the competences required for graduation from the program in Health information management, Public health and Environmental health, and taking these (objectives competencies) in consideration while teaching evaluating students.
  5. Abiding by the relevant rules and regulations of the department, the college and the university, while performing various academic activities.
  6. Make use of available educational resources and teaching methods
  7. provide students with the best knowledge and relevant training abilities Keep close and meticulous supervision on the students while they are performing training activities in laboratory or clinical courses.
  8. Exhibit a timetable at the office, and abide by office hours for preclinical faculty and coordinators of courses in the clinical department.
  9. Perform academic counselling based on guidelines approved by the college.
  10. Evaluate students on just, clear parameters that will ensure realistic evaluation of students' academic standard, and submit the results of evaluations as required in the course.
  11. Report unexpected failure of a student, such as academic weakness, or misconduct, or absence, to the course coordinator or the chairman of the department according to college approved regulations.
  12. Abide by invigilation tables for tests and follow regulations and instructions given by the college in this regard.
  13. Participate in teaching students for higher studies, interns and trainees in different programs on the college as specified by the Department Board or the Chairman.
  14. Continuous update of knowledge about the rules and regulations that govern academic activities at all levels (the course, the department, the college and the university).
  15. Active participation in programs promoting the skills of faculty members organized by the department, the college or the university.
  16. Strive to achieve development and continuous update of knowledge, professional skills in different academic and clinical aspects, including teaching/learning and evaluation, in response to academic performance standards expected by the college and university.
  17. Practice and encourage the spirit of teamwork with colleagues in the

academic environment.

18. Propose programs, policies and plans conducive to improving the department and college.

### Research Responsibilities:

1. Doing research and scientific studies according to their specialty.
2. Practice and encourage a spirit of teamwork and cooperation with colleagues in the research environment.
3. Make great efforts to publish research work in scientific journals that are refereed, and well-renowned, in accordance with regulations followed by Vice President for Higher Studies and Scientific Research.
4. Present research in distinguished scientific journals, books and scientific research media.
5. Scientific Publications should clearly indicate affiliation with the college and the university; this is also applicable when giving lectures about works done within the university.
6. Avoid plagiarism in scientific research, including: make up, forge or copy from research publications, or steal research data from others, or any other practice that deviates from accepted norms within the research community, while preparing a research proposal/s or doing the actual research work, or when publishing the results.
7. Obtain an ethical permit from an authorized committee, before any scientific research,
8. Observe ethical guidelines approved by the college and the university that relates to scientific research, and abide by these guidelines in all stages and aspects of research activities.
9. Publish two papers annually in Scopus, ISI or international conferences.

## Administrative Responsibilities:

1. Abide by the working hours stipulated by the Ministry of Higher Education System.
2. Observe the vision, mission, values and strategic objectives of the college and the university.
3. Implement projects related to the strategic plan of the college and the university.
4. Abide by all policies and procedures adopted by the department, the college and the university.
5. Perform departmental administrative duties assigned by the department.
6. Attendance and active participation in departmental board meetings.
7. Active participation in committees and units of the department, the college and the university.
8. Participate in questionnaires for quality that are run by the college and the university.
9. Take the initiative to propose programs, policies and plans to improve the work environment in the college.
10. Participate in applying quality assurance systems.
11. Update their respective curriculum vitae annually.
12. Present an annual report on professional, academic and research achievements.

## Responsibilities towards the Community:

1. Participate in activities of community service and offer consultation services that do not contradict the college and university regulations.
2. Disseminate Public Health Education to the community in the respective area of specialization utilizing appropriate media and means.
3. Disseminate and adopt a culture that promotes health and disease prevention.
4. Participate in Continuing Medical Education activities directed towards health practitioners, as specified by the

college and the university.

### Ethical Responsibilities:

1. Observe all moral principles and conduct procedures as per university, and the Kingdom's Higher Education regulations.
2. Abide by and observe the values and principles of the College and the University.
3. Protect the name and prestige of the college and the university by observing the professional standards and by avoiding any say or deed that will abuse their names.
4. Active participation in promoting the mission of the college and the university by maintaining the highest academic, research and service standards.
5. Active participation to achieve the strategic goals of the college and the university
6. Respect for the students, and offering consultation truthfully and faithfully.
7. Adopt truthful thinking while performing academic duties and responsibilities.
8. Respect the relation between faculty members and students, and avoid any utilization or annoyance to the students, or any discriminatory handling against them.
9. Protect the academic freedom of students, avoid insulting or humiliating them because of their academic performance or because of questions or inquiries they may present.
10. Observe fairness and justice while dealing with the students, professional colleagues and employees; and avoid any words or deeds that may reflect discrimination between them based on personal or unjust principles. acknowledge the freedom of speech and show respect for other views during discussions and exchange of ideas.
11. Avoid utilization of the name of the college of the university for personal gains and interests.
12. Admit to any financial interests with companies of trade or firms that render services or products to the college and has financial dealings

with the college in any form.

13. Observe official working hours and avoid work with any party outside the university without prior consent of the college and the university.
14. Contribute to the safety of university properties and avoid any deed that might lead to wastage of university resources or its misuse.
15. Avoid humiliating or belittling other specialties or colleagues in the medical or health professions or other employees either by open statements or gestures at all times and in all circumstances.
16. Acknowledge any assistance or help in any form, related to research.

### Appointment Procedure:

Saudis are appointed by His Excellency the President of the University on the recommendation by the Departmental Board and Faculty Board. Non-Saudis are appointed in accordance with university regulations concerning expatriates.

### Professional Development:

1. All faculty need to attend college orientation day (usually conducted at the first two weeks of an academic year).
2. strategies, tools of assessment and other qualifications for teaching faculty.
3. Attendance of at least one scientific program per year in the area of specialization.
4. Attendance of at least one program in academic leadership, personal development or scientific research per year.
5. Attendance of at least one workshop per category (Teaching circle, Quality and accreditation courses, eLearning courses) per year.

## Job Knowledge, capabilities and Skills:

1. Knowledge of modern concepts and theories in the area of job field.
2. Knowledge of rules and regulations and procedures applied in the university.
3. Knowledge of concepts and applications and new developments in Medical Education.
4. Knowledge of concepts and applications of quality assurance.
5. High English Language Proficiency.
6. Ability to solve problems and make decisions.
7. Ability to use university site and computer application in his word.
8. Ability to plan and organize work and to administer time.
9. Ability to supervise, counsel and follow-up.
10. Ability to appreciate students' problems and act wisely to find appropriate solutions thereof.
11. Leadership skill and administrative innovations.
12. Skills in presenting, lecturing, administration of dialogues and group discussions, and administration or large and small teaching groups.
13. Skills in scientific research methodologies.
14. Skills in preparing examination questions, planning its formats and analysing its results and reports.
15. Communication skills and establishing effective work relations with others, and ability to maintain these.
16. Effective administration skills for meeting.
17. Skills in preparing reports and making report files.

## Performance evaluation of teaching staff:

Annual evaluation is carried out by the chairman of the department as per format for evaluating performance (faculty assessment criteria manual). If the performance of any faculty is observed to be less than satisfactory, that faculty member will be expected to undergo a counseling session in which clear requirements are established for his/her improvement. For those faculties whose teaching performance is consistently low, they will be directed to undertake the teaching skills enrichment workshops conducted

by the deanship of education development.

The programs also evaluate the performance of faculty members and academic staff in accordance with the university regulations and the approved evaluation rules. This includes evaluating different aspects such as the course file and its contents for each faculty member, evaluating students for the effectiveness of teaching, the contributions of university faculty members, scientific research and community service. There is a standardized evaluation model at the university level to which the program is committed. In addition, the university regulations regarding the faculty members' promotion encourage the spirit of innovation.

Outstanding academic or administrative performance is recognized and rewarded. At the university level, a "Teaching Excellence Award" is being offered to those faculty members who demonstrate considerable excellence in teaching, motivating & inspiring the students and is carried out at the level of university.

The college acknowledges hard working and outstanding teaching staff and honors them in appreciation of their distinctive performance in teaching. Selection of faculty members to get the " Teaching Excellence Award - college" depends on the evaluation by students. This award is being granted to faculty members in a grand ceremony and it includes a monetary reward. The program prepared clear criteria for this award (Teaching Excellence Award booklet). All teaching and administrative staffs are given appropriate and fair opportunities for personal and career development.

### Appealing:

In accordance with policies and procedures established by the university, the Discipline Committee is established by the College of Public Health in order to more quickly respond to student and faculty's disciplinary issues and offer an immediate decision with an appropriate action plan. This committee serves to protect and sustain the integrity and credibility of the College. Discipline Committee is a stand-alone committee governed by the office of the Dean. Per university rules and regulations, all matters concerning disciplinary action require an immediate investigation.

The committee will meet as necessary in response to reported incidents of academic or general misconduct.

## **Prepare**

MS. Atheer K. Al-Saif  
Lecturer in Public Health  
Department coordinator of training and internship

Ms. Suaad AlMazrou  
Vice Dean of the College of Public Health for Quality,  
Development and Community Service secretary

## **Audit and review**

Dr. Arwa Abdulrahman Althumairi  
Vice Dean of the College of Public Health for Quality,  
Development and Community Service



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية الصحة العامة  
College of Public Health