

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية الصيدلة الإكلينيكية
COLLEGE OF CLINICAL PHARMACY



Manual of Organization and Job Description

College of Clinical Pharmacy

2016-2017

Prepared by
Vice Deanship of Quality and Development



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Preface

The purpose of the manual of organization and job description is to highlight and project the administrative organization of College of Clinical Pharmacy, description of the jobs, definition of the activities and work that the employee must undertake based on that organization which will be conducive and advantageous

Dean's Message



Welcome to the Imam Abdulrahman Bin Faisal University College of Clinical Pharmacy. I am honored to welcome you to the pharmacy community. Together - students, faculty, staff, and friends - we share a powerful connection. That connection lies in the education of future pharmacy professionals, in research that benefits humankind, in service to the profession, and answering the needs of our greater community. Words can only begin to form a picture of all we do.

We do provide high quality education for our students. All lecture halls and laboratories are equipped with the state-of-the-art technology that enhance student learning and practice experiences. Aside from that, students can get the most out of resources provided by King Fahd Hospital of the University when they do their Pharmacy Internship at the hospital.

We are planning to have scores of clinical affiliation agreements with many universities in USA to provide the practical experience our students need to be successful in the workplace. Our research and scholarship is flourishing. Not only are we the only College of Pharmacy in Dammam, but we occupy the unique position of serving the Eastern province of KSA. At the same time we strive to achieve a top national ranking. With all due confidence, I can tell you our development is exceptional and exactly as planned.

We are also striving to have full accreditation by the National Center for Academic Accreditation and Assessment (NCAAA) and the USA Accreditation Council for Pharmacy Education (ACPE).

Beyond the classrooms and laboratories and clinics, our students, faculty and staff are as much a part of the community as they are with the University. The people affiliated with this College share a vision: we know what we are doing, we know where we are going, and we know we are the best. We are here to serve. We want to be your first choice.

Mastour Al-Ghamdi

Professor and Dean College of Clinical Pharmacy

Introduction

Since its formation in 1351H (1932CE), the Kingdom of Saudi Arabia has made the welfare and health care of its citizens a priority by establishing such health institutions as the medical, dental, pharmacy and applied medical sciences colleges. With the current development in the private and government hospitals, the pharmacist's work has evolved from a mere dispenser of medicines to an active participant in the total care of patients. This has led to changes in the curricula of existing pharmacy colleges to cover this new role. All newly established colleges of pharmacy are designed as "colleges of clinical pharmacy" with the focus on patient care. Additionally, in the Eastern Province, of which the area is bigger than the UK, there are only two colleges of pharmacy, i.e. at King Faisal University (public) in Al Ahsa and Mohammad Al Mana College for Medical Sciences in Al Khobar. It is therefore necessary to produce more pharmacists to serve the health needs of the population in this province by establishing a PharmD Program at the College of Clinical Pharmacy, Imam Abdulrahman Bin Faisal University.

The mission of the College of Clinical Pharmacy springs from its being a national college in the pursuit of excellence and leadership in teaching, learning, innovative research, production and dissemination of knowledge, nurturing the student's personality, skills and knowledge and building partnerships with both the public and private sectors. The College seeks to achieve all these aspirations through the ingredients of excellence and quality of its academic programs, the merit and superior quality of its teaching faculty and staff, student activities, promotion of provocative creativity and innovation, inculcation of the culture of quality and outreach to local, regional and global communities. This premise highlights and underscores the importance of the organizational aspect in achieving the College mission, vision and objectives. This also covers creation and provision of the optimal work environment. The absence of the job description will cause the College to enter in a series of "trial and error". For this reason, this manual has been developed to serve as a functional analysis that produces descriptions for the jobs of all employees of the college.

The fundamental benchmark for the rules of the public position and workers in the Kingdom of Saudi Arabia is, of course, Islamic Shariah as set forth in the provisions of Article 7 of the Basic Governance Regulation, promulgated by Royal Decree No. A/9, dated 27 Sha'ban 1412. It states "the governance in the Kingdom of Saudi Arabia derives its authority from the Book of Allah and the traditions of his Messenger, peace and prayers be upon him. These are the twin governors in this regulation and all other regulations of the State".

Hence, the rules and principles of public civil service positions and workers are built on both the Islamic Shariah rulings and human rights dictates as per the document issued in the summer of 1948. The document underscores the duties and traits of the employee

which revolve around assumption of duties, integrity, honesty, strength, perseverance, assiduity, loyalty, diligence and obedience of the employee's superiors. The employee's rights include giving him/her due and rightful wages at the designated time, not be tasked with duties that are outside the realms of his/her job, not to be overburdened with work, which can be remedied by determination of the number of working hours as it will not be permissible to increase the working hours or load beyond the limits set forth in his/her job description, which may have an adverse impact on the employee's productivity, health and emotional stability.

Imam Abdulrahman Bin Faisal University



The Imam Abdulrahman Bin Faisal University opened its doors to women and men in 1975 with two pioneering colleges, the College of Medicine and the College of Architecture. Almost four decades later this academic institution has grown into a leading research university with 21 colleges spread throughout the Eastern Province and a student population of over 45,000.

As a preeminent research-based institution, the Imam Abdulrahman Bin Faisal University continues to grow and develop, continually assessing and improving its curricula and expanding its academic capabilities in all disciplines, while at the same time engaging the public in addressing environmental and community challenges. The university has four clusters of colleges:

- Health Professional Cluster Colleges.
- Engineering Cluster Colleges.
- Sciences and Management Professional Cluster Colleges.
- Arts and humanities Cluster Colleges.

For further details of the University and colleges please visit:

<http://www.uod.edu.sa/en/colleges>

Vision

A leading University achieving distinction 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 Clinical Pharmacy

Vision

A pre-eminent college of pharmacy recognized in pharmacy practice education, pharmaceutical services and research.

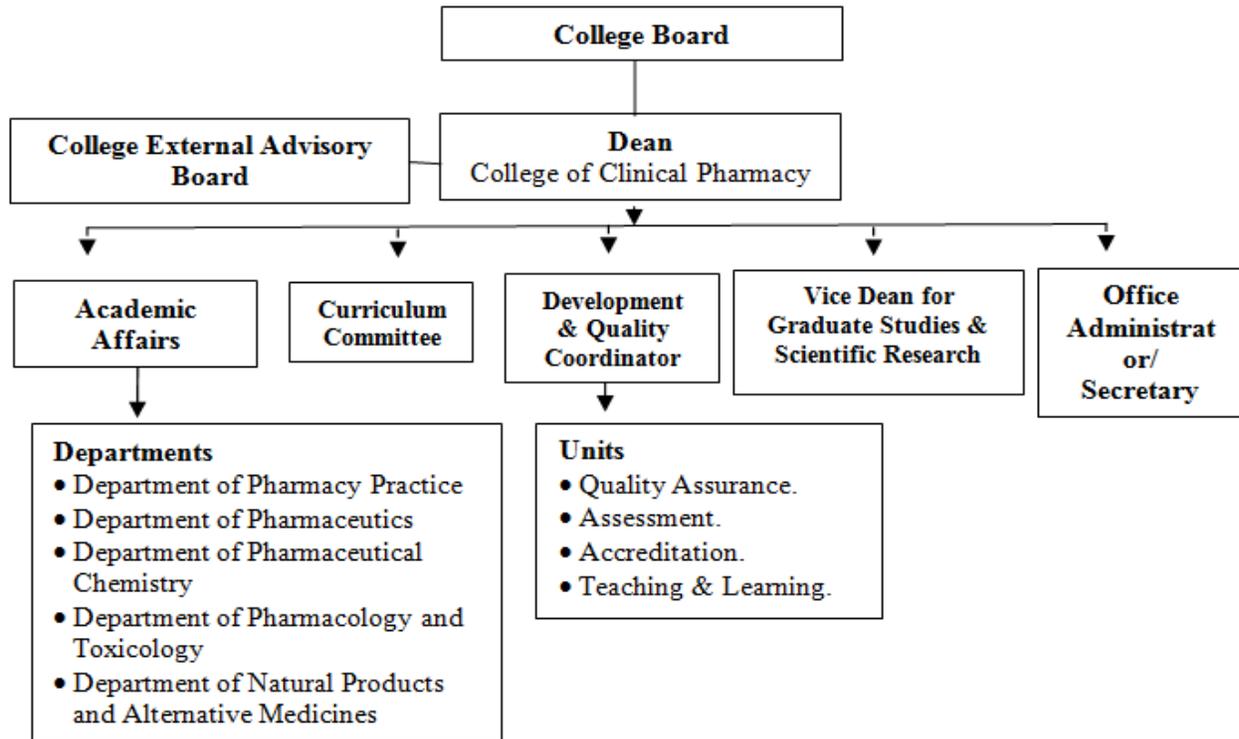
Mission

Providing high quality pharmaceutical education and research serving patients and community.

Values

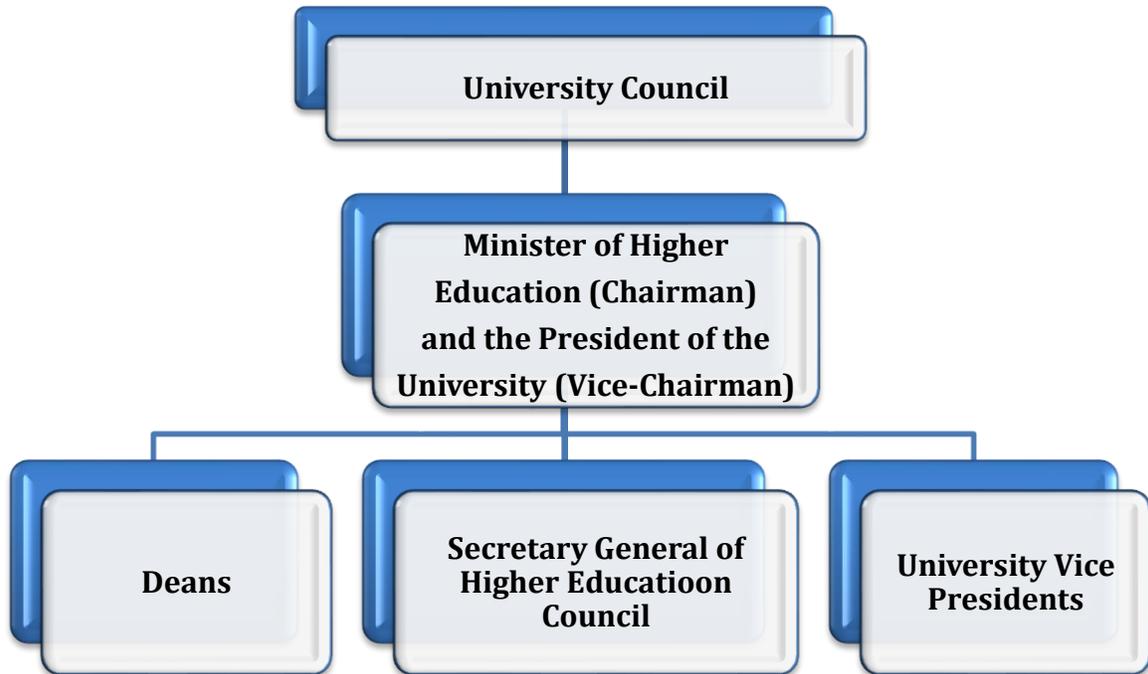
Equality, Diversity, Professional excellence, Creativity & Innovation, Teamwork, Life-long learning and Social responsibility.

Structure of the College



Organizational Structures

University Council



College Council

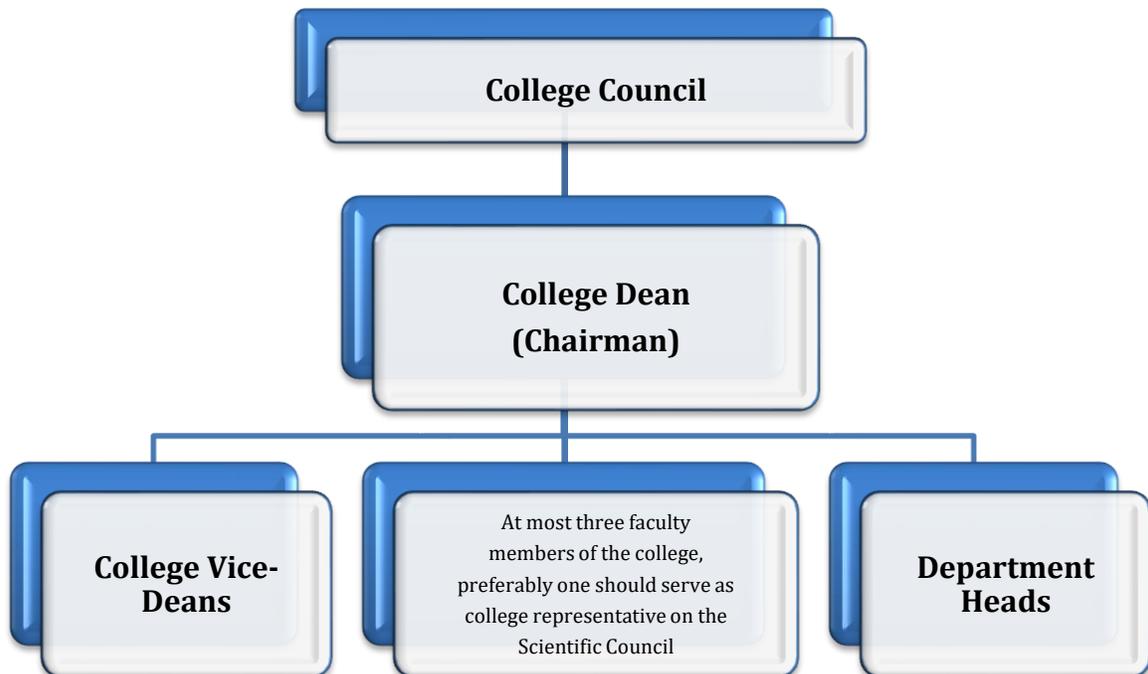
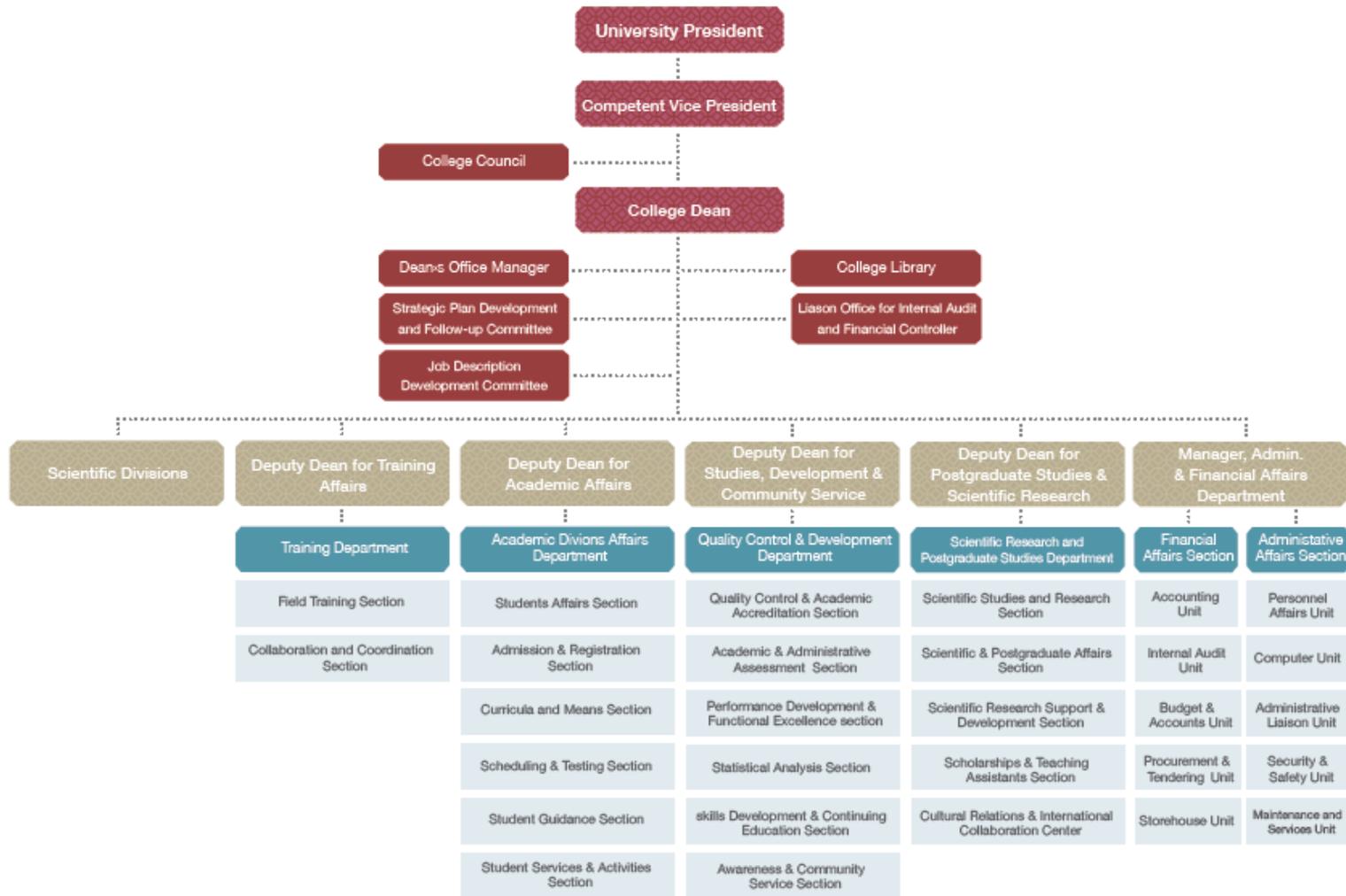


Illustration Sample of the Organizational Chart of a College at Imam Abdulrahman Bin Faisal University



The Permanent Academic Councils and Committees of the College

The College Council

Definition

The College Council is the highest authority of the college. The college or institute board comprises the dean, as president, and the membership of the division's vice-deans and heads and not more than three teaching faculty members in the college. It is preferable that one of them be the college's representative on the Scientific Council. The term of the members' office will be determined by a decision of the University Council and one of the deputy deans will serve as secretary of the board.

Organization of the College Council

- The College Council will convene at least once a month. Such meeting will be correctly held and valid only if attended by at least two thirds of the Board membership.
- The resolutions of the Board will pass by the absolute majority vote of the members in session and in case of a tie, the side on which the President votes will prevail.
- The resolutions of the Board will be regarded as executable unless objected thereto by His Excellency the President of the University within fifteen (15) days of the date of delivery to him. If the President objects to the resolution, such resolution will be returned to the board, amplified by the President's point of view for reconsideration. If the board still maintains its own opinion, the contested decision of subject objection will be referred to the University Council for resolution in its first ordinary or extraordinary session to be held. The University Council may either uphold or otherwise amend or revoke the resolution. The related decision of the Council will be final and binding.

Duties and functions of the College Council

- Recommend the approval of the college's strategic plan in accordance with the University's overall strategic plans.
- Approve the college's Research strategy.
- Approve the college's general plan for application of quality and accreditation parameters.
- Set up and establish controls for admission and transfer from and to the college in line with the rules, regulations and executive rules for admission and enrollment.
- Form permanent or temporary committees from among its members or outside bodies.

- Encourage generation and coordination of Research between the divisions of the college or institute and seek to publish such research.
- Consider the appointment, loaning, secondment and promotion of the faculty, teaching assistants and lecturers.
- Recommend approval of the study plans proposed by the academic and scientific divisions.
- Determine and approve the study curricula, textbooks and references for the divisions of the college or institute.
- Determine and approve the dates of examinations and draw up the necessary organizations and procedures for conducting them.
- Recommend approval of the internal executive rules and bylaws of the college.
- Determine and approve the necessary training and scholarship plans of the college.
- Determine and approve the extracurricular activity of the college in coordination with the student affairs deanship.
- Resolve any student issues that fall within its jurisdiction and refer any issue other than that to the University Council.
- Consider any other issues referred to it by the University Council, its president or the college dean for review and opinion.

Powers and authority of the College Council

1. Relative to students' affairs

1. Approve the deprivation and disqualification lists and lifting of deprivation to allow the students to sit for the finals.
2. Approve granting the students an opportunity to sit for substitute finals within a period not exceeding the following semester.
3. Approve re-enrollment of the students.
4. Approve the necessary controls and measures designed to correct and straighten the student's performance.
5. Approve procedures for re-correction of the student's answer sheets and grading during a period not exceeding the beginning of the finals of the following semester.

2. Relative to academic affairs

1. Approve the definition of a grade for semester works.
2. Approve incorporation of a practical or oral test as part of the finals.
3. Approve the exclusion of the symposia, research and practical courses from the tests, assessments and student results in these curricula.
4. Set up a committee for regulating the processes of the finals.
5. Apply secrecy requirements in conducting the finals.
6. Draw up and formulate the questions of the finals for certain curricula based on the recommendation of the division head.

7. Assign correction of the exams to teaching faculty members who are other than the professor of the curriculum itself.
8. Set the duration and time limit of the finals at not less than one hour and not more than three hours.
9. Approve the equivalence of the curricula that a student has studied outside the university based on the recommendation of the academic divisions.
10. Approve the student's enrollment in study curricula if he or she has satisfied the requirements of the curricula prescribed for graduation if his or her GPA is below the required level.
11. Recommend granting a student a fourth opportunity to upgrade his or her GPA.
12. Propose the number of male and female students who may be enrolled in the academic year.
13. Propose issue of an economy travel ticket on a one time basis only during any single study stage if the academic program of the student requires him or her to travel outside the city where he or she usually studies.
14. Recommend granting the student an out of policy opportunity to satisfy graduation requirements by up to a maximum of not more than half the original period designated for graduation if the student fails to finalize the graduation requirements within a maximum period of half the term designated for graduation over and above the duration of the program itself.
15. Recommend granting a student who has been dismissed on account of exhausting twice the terms of the program the opportunity to complete his / her study by not more than two study semesters.
16. Recommend granting a student who has been dismissed on account of warnings to complete their study program by not more than two study semesters.

3. Teaching faculty affairs

▪ Saudi teaching faculty affairs:

1. Recommend recruitment of teaching faculty members.
2. Recommend appointment of lecturers, teaching assistants, language teachers and research aides.
3. Recommend appointment, in accordance with the controls set forth in the Higher Education Rules and Regulations, in assistant professor posts for candidates without having to require a PhD degree in the specialties which no PhD degrees are offered.
4. Consider the promotion of a teaching faculty member based on the recommendation of the competent Division Department Council and nominate a number of not less than eight specialist peer reviewers of those nominated by the Division Department Council or others.
5. Approve payment of teaching module allowance if over and above the designated share of the number of the teaching modules for the teaching faculty members and the like from within the university.

6. Recommend granting the teaching faculty member a full time academic sabbatical leave for one academic year after the elapse of five years since his / her appointment or since availing of a previous academic sabbatical leave or otherwise for one study semester after the elapse of three years since his /her appointment or availing of a previous academic sabbatical leave.
7. Consider and look into the report on the achievements of the teaching faculty member during the full time sabbatical leave.
8. Recommend approval of the work of the teaching faculty member in his /her capacity as a part time consultant in government agencies, the private sector or regional and international organizations.
9. Recommend approval of participation by the teaching faculty member in the conferences and symposia organized inside or outside the Kingdom.
10. Recommend secondment of a teaching faculty member and the like to work for government agencies.
11. Recommend the loaning of a teaching faculty member or the like.
12. Recommend the delegation of a teaching faculty member for an academic assignment outside the University's premises.
13. Recommend the delegation of a teaching faculty member for a teaching assignment outside the Kingdom.
14. Recommend allowing a teaching faculty member to travel in order to conduct research in a different university during summer recess.
15. Recommend the transfer of a faculty member and the like within the scope of his/her academic specialty from one to another division within the same college.
16. Recommend the transfer of a faculty member and the like from and to the faculty.
17. Recommend the transfer of a faculty member and the like to a position outside the University.
18. Recommend acceptance of the resignation or early retirement of a faculty member and the like at his or her request.
19. Recommend soliciting the help of part time professors for a period of not more than two renewable years
20. Recommend treating a part - time professor to a reward equal to the entry level of the academic grade which the professor was in. If the professor is not a previous faculty member, the University Council will determine the amount of the reward, which should not exceed that of an assistant professor.
21. Recommend soliciting the assistance of prominent and outstanding Saudi qualifications from outside the University for Teaching Assignments.

▪ **Affairs of non- Saudi teaching faculty**

1. Recommend employment of those who have exceeded the statutory upper age limit (sixty Gregorian years) within the limits of ten years for professors and associate professors, five years for assistant professors and three years for other categories.
2. Recommend the inclusion and calculation of the experience acquired in areas other than college teaching if the experience is in the specialty field acquired after the academic qualification at the rate of one year for each two years.
3. Recommend attendance by teaching faculty member of academic conferences or seminars.
4. Recommend raising the end of service award by up to 100 % on the provision that the total amount should not exceed SR100000 for faculty members and the like.

4. Scholarships and training affairs

1. Recommend sponsoring scholarships for teaching assistants and lecturers, extension or otherwise termination of their sponsorship.
2. Recommend approval for changing the specialization, university or country of scholarship as may be requested by the Division Department Council.
3. Recommend suspension of the sponsored student appropriations, if: If he or she changes his/her specialization, university or place of his/her study without the benefit of the faculty's approval.
4. If he or she fails to continue his/her studies based on his or her study progress reports.
5. If he or she violates the regulations and instructions or otherwise declines to carry them out.
6. If he or she fails to secure the qualification within the prescribed period of time.
7. If it is discovered that he or she has stopped studying or left the study premises in the absence of acceptable excuse.
8. If he or she applies for termination of the scholarship and returning to the Kingdom.
- 9.
10. Submit to the Council a report on the status of the college- sponsored students who are defaulting in their studies after the elapse of half the term of their studies.
11. Generate and submit to the University Council detailed annual report on the college's scholarship status.
12. Recommend approval of the academic trips of the sponsored student.

5. Postgraduate affairs

1. Recommend addition of the admission conditions for the masters' degree based on the recommendations of the competent division
2. Recommend addition of the admission conditions for the PhD degree based on the recommendations of the competent division
3. Recommend acceptance of a master's or PhD applicant in a specialty other than his or hers based on the recommendations of the competent division.

4. Recommend granting the student an additional opportunity for up to a maximum of one to two study semesters in case of depressed GPA below very good based on the recommendations of the competent division.
5. Recommend granting the student an additional opportunity of not more than two semesters based on the recommendation of the Division Department Council which recommendation is based on the report of the supervisor of the student's thesis if the student fails to secure the degree during the maximum period of time prescribed for it.
6. Recommend approval of a student's transfer from one university to another recognized university based on the recommendation of the Division Department Council, subject to compliance with the transfer conditions
7. Recommend the equivalence of the study modules taken by the student who has been transferred from another recognized university based on the recommendation of the Division Department Council.
8. Recommend the reassignment of a student from a specialty inside the university to one of the college's specialties subject to compliance with the admission conditions and any other requirements that the division believes necessary based on the recommendation of the Division Department Council.
9. Recommend the proposal of the curricula required for securing the diploma and nomenclature of the certification based on a proposal by the Division Department Council.
10. Recommend approval of substitute examinations and curricula whose study may require more than a study semester in the postgraduate study curricula based on the recommendation of the Division Department Council.
11. Recommend, based on the recommendation of the Division Department Council, administration of a comprehensive written and oral test to be held by a specialized committee in accordance with the specific rules for the postgraduate student after completion of all prescribed curricula.
12. Recommend, based on the recommendation of the Division Department Council, increasing supervision share by a faculty member of academic theses to.
13. Approve a substitute supervisor for the thesis in the event the [original] supervisor is unable to continue with the assignment or the event of his or her death or otherwise termination of his/her services with the university based on the recommendation of the Division Department Council.
14. Recommend the formation of a committee for the review and discussion of the academic theses based on the recommendation of the Division Department Council.
15. Recommend re-enrollment of the student if his/ her enrollment has been revoked and definition of the curricula that must be repeated if less than six study semesters have elapsed since the revocation of the student's enrollment.

16. Recommend the drafting of the university theses in a language other than Arabic, amplified by adequate synopsis in the Arabic language.
17. Recommend that supervision of academic theses be undertaken by supervisors with outstanding experience and scientific adequacy in the field of the research and who are other than the University's teaching faculty as may be recommended by the Division Department Council.

The Division Council

Definition

This board represents the highest authority of the division. The board consists of the division's teaching faculty. Each Division Department Council has a set of authorities and powers that are relevant to its academic affairs within the limits of the regulation and its rules.

Organization of the board

- The Division Department Council will convene at least once a month. Such meeting will be correctly held and valid only if attended by two thirds of the Board membership.
- The board will be headed by the academic head of the division and its resolutions will pass by the absolute majority vote of the board members in session and in case of a tie, the side on which the President votes will prevail.
- The resolutions of the Board will be regarded as executable unless objected thereto by the dean of the college or institute within fifteen (15) days as of the date of delivery to him. If the dean takes exception to the resolution, such resolution will be returned to the board, amplified by the dean's point of view for reconsideration. If the board still maintains its own opinion, the decision of subject objection will be referred to the college council for resolution.

Duties of the Division Department Council

- Recommend appointment, loaning, secondment and promotion of the faculty members, teaching assistants and lecturers.
- Recommend approval or otherwise amendment of the study plans.
- Recommend approval of the study programs, curricula, textbooks and reference.
- Encourage the division members to prepare, coordinate and publish academic research.
- Propose names of part time persons of prominent academic status to teach or supervise academic research and thesis.
- Propose and recommend seeking the help of Saudi specialists and other nationals as visiting professors to teach in the division for a limited period of time.
- Submit reports to the College Council on the status of students on scholarships after the elapse of half the period.
- Submit detailed annual report to the College Council on the status of scholarship in the division.
- Suggest controls for admission and transfer from and to the division.
- Propose the necessary plans for postgraduate studies and admission controls.

- Consider and review the report filed on the achievements of the college during academic sabbatical leave.
- Consider the issues referred to it by the College Council, its president or Vice President for review and feedback opinion.
- Form permanent or temporary committees from among the teaching faculty members.

Powers and authorities of the board

1. Academic affairs

- Recommend studies for the student who completes the designated curricula for graduation but with GPA below the required in order to upgrade the student's GPA in the case where the student passes the curricula but fails the GPA.
- Form committees from among its members or members from outside the University.
- Propose setting the semester work grade at not less than 30 grades.
- Recommend incorporation of practical or oral exam as part of the finals and set the grade for the test.
- Approve the exclusion of seminar, research and practical curricula from the tests, assessments and measurement of student achievements in these curricula and scientific curricula from the rules which determine the semester work grades, method of calculation and the rules of the finals.
- Recommend fixing the timing of the finals at not less than one hour but not more than three hours.
- Allow the student, based on the recommendation of the subject teacher, to satisfy and complete the requirements of any curriculum in the upcoming study semester. The student academic record will be marked as "incomplete" or otherwise only the grade that the student secures after completion of the requirements of that curriculum will be documented in the semester average or the GPA. If the student spends one study semester and the "incomplete" status is not changed in the student's record, the assessment will be used as "F" and will be incorporated as part of the semester average and the GPA.
- Allow incorporation of the student's (M) or (IP) grade if the curriculum requires more than one study semesters. After the student completes the curriculum as scheduled, the board may approve documenting (L) or (IC) in the student's transcript.
- Recommend the equivalence of the curricula that the student has completed in a facility outside the University.
- Recommend formation of peer review committees for the tests.
- Recommend formation of committee to assess the teaching processes of the teaching faculty members.

- Approve the distribution of lectures, drills and works among the teaching faculty members and the like.
- Propose issue of an economy travel ticket on a one time only basis during any single study stage if the academic program of the student requires him or her to travel outside the city where he or she studies.

2. Teaching faculty affairs

▪ Saudi teaching faculty affairs

- Recommend recruitment of teaching faculty members.
- Recommend appointment of lecturers, teaching assistance, language teachers and research aides.
- Recommend appointment, in accordance with the controls set forth in the Higher Education Rules and Regulations, on assistant professor posts without having to require a PhD degree in the specialties which no PhD degrees are offered.
- Recommend the promotion of a teaching faculty member based on the recommendation of the competent Division Department Council and nominate a number of not less than eight specialist peer reviewers.
- Recommend payment of teaching module allowance if the number is over and above the designated share of the number of the teaching modules for the teaching faculty members and the like.
- Recommend granting the teaching faculty member a full time academic sabbatical leave for one
 - academic year after the elapse of five years since his / her appointment or since availing of a previous academic sabbatical leave or otherwise for one study semester after the elapse of three years since his /her appointment or availing of a previous academic sabbatical leave.
- Recommend the report on the achievements of the teaching faculty member during the full time sabbatical leave.
- Recommend approval of the work of the teaching faculty member in his /her capacity as a part time consultant in government agencies, the private sector or regional and international organizations.
- Recommend approval of the participation by the teaching faculty member in the conferences and symposia organized inside or outside the Kingdom.
- Recommend secondment of a teaching faculty member and the like to work for government agencies.
- Recommend the loaning of a teaching faculty member or the like.
- Recommend the delegation of a teaching faculty member for an academic assignment outside the University's premises.
- Recommend the delegation of a teaching faculty member of a teaching assignment outside the Kingdom.

- Recommend allowing a teaching faculty member to travel in order to conduct research in a different university during summer recess.
 - Recommend acceptance of the resignation of a teaching faculty member and the like or placing him/her on early retirement at upon his/her request.
 - Recommend seeking the help of part time professors for a period of not more than two year renewable period.
 - Recommend treating a part time professor to a reward equal to the entry level of the academic grade which the professor was in. If the professor is not a previous teaching faculty member, the University Council will determine the amount of the reward, which should not exceed that of an assistant professor.
 - Recommend seeking the assistance of prominent and outstanding Saudi qualifications from outside the University for Teaching Assignments.
 - Recommend the transfer of a teaching faculty member and the like within the scope of his/ her academic specialty from one to another division within the same faculty.
 - Recommend the transfer of a teaching faculty member and the like within the scope of his/ her academic specialty from one faculty to another faculty within the university.
 - Recommend the transfer of a teaching faculty member and the like to a position outside the university.
 - Submit the above recommendations to the faculty board.
 - **Non Saudi teaching faculty member Affairs**
 - Recommend employment of those who have exceeded the statutory upper limit of age (sixty Gregorian years) within the limits of ten years for professors and associate professors, five years for assistant professors and three years for other categories.
 - Recommend the inclusion and calculation of the experience acquired in areas other than college teaching if the experience is in the specialty field acquired after the academic qualification at the rate of one year for each two years.
 - Recommend attendance by teaching faculty member of academic conferences or seminars.
 - Submit the above recommendations to the faculty board.
- 3. Scholarships and training affairs**
- Recommend sponsoring scholarships for teaching assistants and lecturers, extension or otherwise termination of such sponsorship.
 - Recommend approval for changing the specialization, university or country of scholarship as may be requested by the Division Department Council.
 - Recommend suspension of the sponsored student appropriations, if: If he or she changes his/her specialization, university or place of his study without the benefit of the colleges approval.
 - If he or she fails to continue his/her studies based on his study progress reports.

- If he or she violates the regulations and instructions or otherwise declines to carry them out.
- If he or she fails to secure the qualification within the prescribed period of time.
- If it is discovered that he or she has stopped studying or left the study premises in the absence of acceptable excuse.
- If he or she applies for termination of the scholarship and returning to the Kingdom.
- Recommend approval of the academic trip of the sponsored student.
- Task the teaching assistant or the lecturer on an in-Kingdom postgraduate scholarship undertake academic and administrative work, on the condition that this should not have an impact on his academic performance.
- Coordinate with the Scholarship and Training Deanship in tracking the status of the sponsored students and trainees.
- Submit the above recommendations to the College Council.

4. Postgraduate affairs

- Recommend addition of the admission conditions for the masters' degree.
- Recommend addition of the admission conditions for the PhD degree.
- Recommend acceptance of a master's or PhD applicant in a specialty other than his or hers
- Recommend granting the student an additional opportunity for up to a maximum of two study semesters based on the report of the supervisor.
- Recommend the equivalence of the study modules taken by the student who has been transferred from another recognized university.
- Recommend approval of substitute examinations and curricula whose study may require more than a study semester in the postgraduate study curricula.
- Recommend administration of a comprehensive written and oral test to be held by a specialized committee in accordance with the specific rules for the postgraduate student after completion of all prescribed curricula.
- Recommend increasing supervision by a faculty member up to five academic theses.
- Propose a substitute supervisor of the thesis in the event the [original] supervisor is unable to continue with the assignment or the event of his death or otherwise termination of his/her services with the university
- Recommend the formation of a committee for the review and discussion of the academic theses.
- Approve postponement of a student's enrollment subject to the condition that such postponement should not exceed two study semesters.
- Approve the removal and deletion of the student from all curricula of the study semester.
- Recommend approval of a student's transfer to the university from another recognized university
- Propose supervisors for the academic theses.

- Propose the curricula required for securing the diploma and nomenclature of the certification.
- Recommend re-registration of a student if his /her entry has been cancelled.
- Recommend the drafting of the university theses in a language other than Arabic, amplified by adequate synopsis in the Arabic language.
- Recommend that supervision of academic theses be undertaken by supervisors with outstanding experience and scientific adequacy in the field of research and who are other than the university's teaching faculty.
- Submit the above recommendations and proposals to the College Council.

The Advisory Councils

The Faculty Advisory Council

Objective

This is a consultative commission of the college that aims to contribute to continuous improvement of the faculty's academic programs, direct its future policies, assess its strategic plans and improve communication with the public and private sectors.

Duties and responsibilities of the council

1. The College Council will nominate not less than 9 and not more than 15 members. The formation of the advisory council will be subject to the approval of the University President.
2. The college advisory council will consist of the following:
 - The college dean.
 - The College Vice-Dean for Development and Quality Assurance.
 - (Seven to thirteen) members with experience in the various operating sectors from inside and outside the Kingdom, including some of the outstanding and illustrious alumni of the college.
3. The council will select in its first session the chairman and vice chairman, who must not be the college dean. The Vice-Dean for Development and Quality Assurance will serve as secretary of the council.
4. The council will convene on the invitation of its chairman at least twice a year.
5. Meetings may be held inside or outside the college and may also invite the persons the council deems appropriate from outside the council to attend its sessions.
6. The term of the council membership tenure will be two renewable years.
7. The council members will be issued certificates of appreciation at the end of their membership term.

Duties and responsibilities of the council

1. Submit proposals on all issues that well serve exploration of the college's future.
2. Offer ways and means to consolidate the partnership between the college and local and international community.
3. Contribute to the development of the programs and curricula in accordance with the labor market requirements.
4. Contribute to the execution of the college's strategic plan.
5. Submit proposals conducive to availability of material and moral support for the college.

6. Contribute to the establishment of a coordination mechanism for organization of joint ventures between the college and the community sectors as a way of finding solutions to the community problems in an integrated manner.
7. Propose ways and means to avail of funding sources for the college's developmental enterprises and projects.

The Students' Advisory Council

Objective

This is an advisory body concerned with realization of effective student participation in the university decisions involving the development of the educational and academic process, probing the views of the male and female students on the menu of the educational and service activities offered to them with view to arriving at the knowledge and science society.

General organizations

1. Two advisory councils, one for male and the other for female students, will be set up by a decision of the College Council. The formation of the students' advisory council will be as follows:
 - College dean, as president of the advisory council.
 - Vice-Dean for Academic Affairs/ female vice-dean of girls' college, as vice president of the advisory council.
 - Male/ female student from each division of the college, to be nominated by the Division Department Council.
2. The council will meet periodically twice in any given study semester.
3. The council may be called into session on an out-of-policy basis if requested in writing by at least half the membership.
4. The council may be called into session on an out-of-policy basis if the president/ vice president receive not less than ten topics raised for discussion.
5. The meetings will be presided over by the vice president if the president cannot or is unable to attend.

Objectives of the council

1. Serve as communication link and causeway between the college and its students in a way that would enhance the progress of the academic, educational and service processes in the college.
2. Explore the viewpoints of the male/female student population on the academic and extracurricular activities and services offered.
3. Present advice and consultation to the college dean on the issues of interest to the student population.
4. Cooperate in order to render the college the ideal place to receive knowledge and a fertile environment to absorb and soak in higher ethics and morals, make acquaintances and nurture the spirit of brotherhood among all members of the college.
5. Link the students to the college and its activities.

6. Clarify to the students certain procedures the purport of which they may have missed out.

Permanent Committees – College of Clinical Pharmacy

Student Rights Committee

Objectives

The objectives of this committee are to support and uphold the students' rights on principles that are consistent with the University's applicable regulations and rules for promotion of fairness and equity culture among the students, offering of the necessary consultations, informing the students of and educating them on their rights and how to secure them through the statutory channels.

Formation of the committee

The committee will be composed of the following entities by a decision of the dean:

1. One of the male/female vice-deans of the college.
2. Two male/female faculty members of the college.
3. Two of the academically and ethically outstanding students of the college.
4. Male/ female secretary.

Duties and responsibilities of the committee

1. Receive complaints and grievances filed by the students in connection with academic and non-academic problems which the student may encounter inside his/her college or institute even if the complaint was against a faculty member who is cooperating with the college or institute.
2. Reach a resolution in such complaint within a maximum period of thirty days as of the date of filing the complaint.
3. If it is the committee's opinion not to resolve the complaint in view of the unique importance of the case or on account of a moral deterrent that precludes taking the appropriate decision, the committee will refer the case as is to the University's Student Rights Committee so that it may exercise its prerogatives with respect thereto.
4. All operations of subject committee are governed by the Student Rights Charter.
5. The committee will transmit its resolutions to the college dean for forwarding to the competent agency.

Student Disciplinary Committee

Purpose

The purpose of this committee is to review cases of violation of the applicable public order, rules and laws of the university or digression from academic norms or Islamic ethics and morals. If any such case has been substantiated against a student, the committee will take the appropriate decision and submit it to the College Council for onward submittal to the University for the Appropriate Action in accordance with the regulatory rules. This process will exclude infliction of the penalty for violations which occur outside the university and which do not prejudice the University or its various regulations. Such violation will be the concern of the general competent authorities of the state, excluding the cases where the concerned agency refers the case to the University.

Formation of the committee

The committee will be formed by a decision of the dean as follows:

1. The college vice-dean for academic affairs / female vice-dean of the girls' college, for chairman.
2. Head of the student affairs unit, rapporteur of the committee.
3. Head/ female deputy dean of the academic division where the student is enrolled.
4. Male/ female teaching faculty.

Duties of the committee

1. Consider and look into violations and offenses referred to it by the University President, any of the college deans or the student affairs dean.
2. Monitor and control the behavior of the students and similar categories inside the university or any of its facilities.
3. Adjust the behavior and attitude of the students and similar categories inside the university or any of its facilities.
4. Refine and cultivate the behavior of the students and similar categories and process them using any appropriate educational and counselling methods available to the college.
5. Invite any of the parties to the case or division heads to hear their testimony and statements.
6. Determine the disciplinary penalties to be meted out to violating students in accordance with the applicable regulations and rules of the university.
7. Submit the committee's decisions to the college dean for onward forwarding to the competent agency.

Faculty Attraction Committee

Objective

This is a specialized committee highly experienced in attracting exceptional candidates in science and research from inside and outside the Kingdom to work for the university in accordance with and in response to the requirements of the various divisions and departments of the University.

Formation of the committee

The committee will be formed by a decision of the University President and will consist of five members (the chairman of the committee, members of the committee, including one expert member, and secretary of the committee). The committee forms part of the prerogatives of the University Vice President for Administrative and Financial Affairs.

Duties and responsibilities of the committee

1. Identify, in collaboration with concerned divisions, the needs of the various sectors (colleges) of the university for prominent faculty.
2. Attract teaching faculty members from all over the world through advertising or else contacts with recruitment agencies or direct personal contacts with the faculty members to be contracted and hired.
3. Review and scrutinize the folders, portfolios and files of prospective faculty members nominated for work in the various divisions of the university.
4. Conduct personal interviews, select the most suitable candidates for work in the various sectors of the university, and submit the files of Saudi faculty members to the competent division for resolution in accordance with the pertinent rules and regulations.
5. Follow up with the university administration to finalize the recruitment processes with faculty members who have been nominated for work in the various sectors of the university.
6. Receive, orient and direct the new faculty members to their respective divisions.
7. Attract cooperating practitioners to give lectures or teach certain classes from the modules of the college curricula.

Quality and Academic Accreditation Committee

Objective

The duty of this committee is to supervise the academic quality and accreditation programs at the college level.

Formation of the committee

The committee will be set up by a decision of the dean and will consist of:

1. Dean of the college, as chairman of the committee.
2. College vice-dean for Development and Quality Assurance.
3. Female vice-dean of the college.
4. Department heads.
5. Quality unit supervisor to serve as secretary of the committee.

Duties and responsibilities of the committee

1. Draw up and chart the general development and quality assurance policies at the college level.
2. Propagate and broadcast the quality culture and support related activities.
3. Supervise the academic assessment and accreditation activities of the college.
4. Follow up and monitor the levels of discipline and quality maintenance in the college.
5. Endeavor to enhance on an ongoing basis the quality parameters of the college.
6. Nominate the outstanding personnel of the college for the various excellence awards.

Committees at the academic division levels

Students Committee

Objective

The purpose of this committee is to supervise the students' affairs, including guidance and orientation, processing of student's complaints and grievances in addition to the multiple activities.

Formation of the committee

The students committee will be formed by a decision of the Department Council and will consist of at least three faculty members, including selection of a rapporteur of the committee, in addition to an outstanding student from the division. The committee reports to the Department Council.

Duties and responsibilities of the committee

1. Direct and orient the division students with regard to the study material and the required skills as well as follow up and guide faltering or stumbling students academically and emotionally.
2. Receive student's complaints with respect to the study curricula or teaching faculty member.
3. Explore the problems of the students and propose solutions therefor.
4. Encourage the students, support their activities, supervise their educational trips and organize academic competitions, seminars and conferences.
5. Propose and execute activities in collaboration with the students such as the division bulletin, seminars, public lectures and similar activities related to the field of study.
6. Submit proposals relative to development of the division's academic and scientific programs.
7. Study legal violations perpetrated by the students and propose penalties therefor in accordance with the applicable rules and regulations.
8. Review possible re-grading of the examinations in case of dispute over the grades.
9. Investigate and verify the efficiency of the supplies related to the educational and learning processes.
10. Coordinate with the other concerned agencies with respect to cooperative training in the division.
11. Review any other issues that may be referred to it by the Division Department Council or the head of the division.

Faculty and Their Equivalents Affairs Committee

Purpose

In general, the committee takes care of the affairs of the teaching faculty members and similar category, including appointment, promotions, secondment and loaning, etc., as well as affairs of scholarships and sponsored students.

Formation of the committee

This committee will be set up by a decision of the Division Department Council and will consist of at least three teaching faculty, one of whom will be selected as a committee rapporteur. The committee reports to the Division Department Council.

Duties and responsibilities of the committee

1. Consider the appointment of new teaching faculty through review of their applications, conducting personal interviews and submitting its reports and recommendations to the Division Department Council.
2. Consider applications for promotion of faculty members, examine their documentation and submit its reports and recommendations to the Division Department Council.
3. Consider applications by faculty members involving transfer, secondment, loaning, resignation and consultations (both full time and part time), attendance of conferences, workshops and training courses and submit reports thereon to the Division Department Council.
4. Consider the appointment of teaching assistants, researchers, researcher aides, conduct suitable employment tests and submit recommendations thereon to the Division Department Council.
5. Consider sponsoring teaching assistants and lecturers for scholarships, verify the integrity of the programs they wish to enroll in in line with the division's policy on scholarships, including the veracity and legitimacy of the admission papers and other similar documentation.
6. Follow up on and track the study status of the division's personnel on internal and external scholarships and submit reports thereon to the Division Department Council.
7. Study the division needs for faculty members and the like and submit reports thereon to the division head.
8. Review any other issue that may be referred to it by the division head or the Division Department Council.

Postgraduate Studies Committee

Objective

The purpose of this committee is to take care of and attend to all issues related to postgraduate studies affairs within the division, including review of the study plans, administration of admission test for the applicants for postgraduate studies and other pertinent issues.

Formation of the committee

The postgraduate studies committee will be formed by decision of the Division Department Council and will consist of at least three faculty members of the division and one rapporteur will be selected from them. The committee reports to the Division Department Council.

Duties and responsibilities of the committee

1. Review and develop the division's postgraduate studies plans and programs.
2. Administer admission tests for the division's postgraduate studies applicants and nominate to the Division Department Council the candidates that it proposes to be accepted.
3. Provide academic orientation and guidance to the postgraduate students.
4. Consider and submit to the Division Department Council the applications filed by the students with respect to granting extra opportunities and re-enrollment requests, etc.
5. Study and submit to the Division Department Council the proposals related to matters which involve PhD theses.
6. Propose allocation of the study curricula to the division's faculty members.
7. Propose the potential number of students to be accepted for the upcoming years.

The Development and Quality Committee

Objective

The committee will take care of all matters related to the development and quality in the division.

Formation of the committee

The Development and Quality Committee will be formed by decision of the Division Department Council and will consist of at least of three faculty member, one of whom will be selected as committee rapporteur. The committee reports to the Division Department Council.

Duties and responsibilities of the committee

1. Spread and propagate the culture of quality assurance in the division.
2. Supervise and track implementation of the division's strategic plan.
3. Propose the division's development plans.
4. Implement and monitor the division's academic assessment and accreditation activities.
5. Propose learning objectives and outputs for the division's various programs (bachelors, masters and doctorate degrees), as well as propose ways and means to achieve these objectives and diverse assessment methods for measuring the outputs and products for realization of these objectives.
6. Supervise, prepare and ready the study curricula files, so that each file will embody the following: The curriculum vitae of the faculty member.
 - Copies of certificates of appreciation and teaching excellence awards.
 - Description of the content of the curriculum in both Arabic and English in line with the forms of the National Assessment and Accreditation Commission.
 - Samples of the questions of the previous exam questions.
 - Samples of the students' answer sheets from various levels.
7. Identify possible areas for improvements and propose the necessary projects for their achievement at the division level.
8. Prepare and develop the division's brochures and manuals as well as introductory bulletins, employment opportunities and study plans in the division.
9. Receive the teams of the various accreditation commissions from outside the university and quality committees from inside the university who visit the university from time to time.
10. Encourage the division members to initiate initiatives, propose projects and assist them to activate these proposals.
11. Supervise the self-assessment process of the division's various programs and generate self-study report for the academic programs.

12. Contribute to the efforts of the college's quality unit in the propagation of the academic quality and accreditation culture, and organize and attend educational lectures, workshops and academic quality and accreditation week.
13. Document and submit to the division head the efforts and findings of the division's academic accreditation procedures
14. Gather, collect and apply to the division on an ongoing basis data and information on academic accreditation requirements and quality assurance activity.
15. Generate periodic reports on the division's performance standards and the degree of satisfaction of the beneficiaries of each activity.
16. Hold periodic meetings to discuss ways and means for application of the demands for approval of academic programs.
17. Prepare the academic programs description files.
18. Perform any other duties that the committee may be tasked with relative to academic accreditation and quality activities and how to apply them.

Organization and Job Description – College of Clinical Pharmacy

College Dean

Generic group: University positions

Specific group: Upper management positions

Class series: Dean positions

Job title: College dean

Grade code: Not less than assistant professor

General jurisdiction of the job

This is a leading academic positions reporting to the competent Vice President of the University. It is task with the supervision of the academic and administrative affairs and the regulatory units of the college in accordance with the organizational chart and system. It contributes to realization of the strategic objectives and establishment of plans and programs that serve the best interests of the overall objectives of the colleges and the university.

Duties and responsibilities

1. Administrative and financial affairs:

- Head and preside over the college council, supervise the organization of its affairs, send out invitation to attend its meetings, implement its resolutions and forward the minutes of its meetings to His Excellency the President of the University.
- Apply and reinforce the rules and regulations of the Higher Education Council.
- Realize the higher objectives and policies of the university.
- Implement the decisions of the University Council which relate to the college.
- Supervise the development of the strategic plan and follow up on its execution.
- Supervise the management of the faculty's educational, research, administrative, financial and cultural affairs.
- Work on the promotion and advancement of the college's administration, academics and research components.
- Coordinate and promote the college's relationships with other entities inside and outside the university.
- Supervise the supply of all educational, research, administrative and research requirements of the college.
- Evaluate the performance of the college deputy deans, heads of the academic divisions, unit and department heads.
- Preserve and protect the college's fixed and portable property.

- Coordinate the operations of the college advisory council and carry out its recommendations.
- Work on the development and beefing up the financial resources of the college and enhance its mental image.
- Supervise the planning and development of the college budget.
- Form the committees required for the handling and processing of the college's operations.
- Prepare and submit to His Excellency the President of the University a comprehensive periodic report on the progress of the college's study and academic, administrative and research performance.
- Submit to the competent vice President of the University any reports, information, or observations from the division heads in connection with any acts by a faculty member and the like involving violation of his/her duties or any other form of violations.
- Submit disciplinary issues concerning the college faculty members, students or personnel in accordance with the applicable rules and regulations.
- Represent the college inside and outside the university.
- Carry out any other duties assigned by the University Council or its President.

2. Academic affairs

- Supervise the progress of the academic educational process, implement its plans and develop its academic programs.
- Apply the academic quality, assessment and accreditation rules and regulations.
- Supervise the different activities of the college students.
- Proctor and monitor the examination performance and maintain order and discipline inside the college.
- Coordinate and encourage the performance of research in the various specialties of the college.
- Work on establishing academic associations with educational institutions inside and outside the Kingdom.
- Supervise the attraction of superior quality teaching faculty to the college.
- Supervise implementation of the college's study plans and programs.

Powers and authorities

- Select and submit to His Excellency the President of the University, nominations for the appointment of the deputy deans and heads of the academic divisions.
- Approve the minutes of meetings of the Davion boards while reserving the right to object to their decisions within 15 days after the date of delivery to him.
- Execute the recommendations of the College Council.
- Issue the internal decisions required for the proper progress of the college's operations in accordance with the rules and regulations.

- Approve the performance assessment reports generated by the deputy deans, division heads and department and unit managers for their employees.
- Approve granting regular, emergency and out of policy leaves of absence for the college employees and notifying the faculty and personnel affairs deanship in accordance with standing practice.
- Delegate his authorities in accordance with the university's operational rules and regulations.
- Endorse procurement orders in accordance with the applicable rules and regulations.
- Form different committees at the faculty level.
- Approve expenditure on the work requirements from the college budget.
- Recommend payment of entitlements to the college personnel for work outside the official working hours .
- Recommend internal and external assignments for the college personnel.
- Recommend work assignment outside working hours for the college personnel.
- Recommend enrollment of the college personnel in training courses inside and outside the university.
- Recommend service extension for the faculty member after the end of his or her service.
- Recommending contracting faculty members after their retirement.
- Recommend, in coordination with the division heads, termination of the employment contracts of non-Saudi faculty members.
- Endorse the approval of the competent Division Department Council providing for postponement of acceptance of a postgraduate student, subject to the condition that such postponement must not exceed two study semesters.
- Uphold approval by the competent Division Department Council for a postgraduate student's deletion of all curricula of the study semester.
- Approve the transfer of a student from outside the university to the college.
- Approve the transfer of a student from one college to another.
- Approve the transfer of a student from one specialty to another within the same college.
- Approve allowing a student to study as a visiting student.

The vice-dean offices, academic divisions and departments attached to the dean

- Office of the vice-dean for academic affairs.
- Office of the vice-dean for development and quality control.
- Office of the vice-dean for postgraduate studies and scientific research.
- Office of the vice-dean for girls divisions.
- The academic departments.

- The advisory council.
- College administration.
- Public relations unit.
- The college magazine.

Communications (internal and external)

- President of the University.
- The university's competent vice president.
- The concerned employees of the university.
- Corresponding persons in local, regional and international higher education and scientific research institutions.

Minimum conditions for filling this position

- Practical experience: Minimum practical experience of not less than 4 years in the field of academic work and not less than 2 years' experience in academic management.
- Training: Advanced training courses in the fields of management and development.
- Other capabilities and skills: Experience in directing, following up and performance assessment.
- Experience in planning and development.
- Ability to encourage innovation, creativity and capacity development.
- Good experience in upgrading academic performance efficiency.
- Appointment of the college dean will be in accordance with the provisions of article 36 of the Higher Education and Universities Regulation No. M/8, dated 4 Jumada II 1414.

Vice-Dean of College for Academic Affairs

Generic group: University positions

Specific group: Leading management positions

Class series: Vice-dean positions

Job title: Vice-Dean of College for Academic Affairs

Grade code: Assistant professor

General jurisdiction of the job

This is an academic and administrative unit that assists the college dean in supervising the progress of the teaching and learning process during the university study stage, in implementing the approved policies and programs related to the students' affairs, supporting the educational services and realization of the objectives prescribed for it. The vice-dean reports to the college dean and also serves as a member on the College Council.

Duties and responsibilities

- Supervise compliance with the execution of the executive rules and regulations pertaining to the studies and examinations of the university stage.
- Supervise the units attached to the academic affairs.
- Supervise preparation of the study schedules for the students of the academic divisions and coordinate with the other colleges in cooperation with the Dean for Admission and Registration and the study schedules committee.
- Supervise the distribution of the students to the various divisions of the college in coordination with the divisions.
- Supervise the progress of the examination, formulation of their committees in coordination with the academic divisions and the admission and registration deanship.
- Supervise the application and reinforcement of the admission and transfer controls form and to the college and between academic divisions.
- Supervise the operations of the students' affairs committee and the extracurricular activities committee in coordination with the students' affairs deanship.
- Serve as chairman of the follow up committees of the deputy deanship and submit its reports to the concerned entities.
- Supervise the study curricula equivalence process.
- Supervise applications by students for the postponement of study courses as well as the deletion and addition processes of the graduate study stage in accordance with the pertinent rules and decisions.
- Supervise the preparation of the deprivation, disqualification and graduation lists.

- Supervise the events and functions of the college acquaintance and introduction week.
- Direct and orient students and resolve the problems related to academic acquisition in cooperation with the university Guidance and Orientation Center.
- Submit periodic reports to the college dean on the progress of the operations of the units attached and reporting to him in accordance with the duties assigned to each unit and the difficulties they may encounter.
- Coordinate related issues with the college units.
- Be in charge of the secretariat functions of the College Council.
- Track the updating process of the college and its associated administrative unit's status.
- Execute the duties and functions assigned to him by the college dean.

Powers and authorities

- Approve students' apology for not attending the study semester in accordance with applicable rules and regulations.
- Approve the transfer of a student from one to another specialty in accordance with applicable rules and regulations.
- Approve the study schedules submitted by the academic divisions of the college.
- Set up and approve the college's committees for the students' activities.
- Approve increasing the number of the students of the sections in coordination with the concerned divisions and the Admission and Registration Deanship.
- Approve the applications for extension, reregistration and substitute examinations in accordance with applicable rules and regulations.
- Approve the disqualification and deprivation lists in accordance with applicable rules and regulations.
- Take decisions on the issues involving students' apology on an as needed basis in accordance with applicable rules and regulations.
- Select and recommend appointment of supervisors for the units and divisions attached to the deputy deanship.
- Approach the competent entity within the university with respect to the jurisdictions and scope of operations of the deputy deanship.
- Issue in-house resolutions as may be dictated by the operational progress in the deputy deanship and its units in accordance with applicable rules and regulations.
- Assess the performance of the employees of the deputy deanship.
- Approve normal and emergency leaves of absence for the personnel of the deputy deanship.
- Approve payment from the budget and cash box imprest of the deputy deanship in accordance with applicable rules and regulations.

- Approve the inauguration of new sections based on the requests of the concerned divisions.

The units attached to the Deputy Dean for Academic Affairs

1. College Council Secretariat

This unit is concerned with the determination of the meeting agenda and the topics to be included for discussion in the meetings, tracking the execution of the resolutions made by the College Council and electronic safe keeping of the minutes of all meetings.

2. Student Registration Unit

This unit is concerned with the preparation of the study schedules and organization of the registration, addition to and deletion from the various curricula of the college.

3. Student's Rights Unit:

This unit is tasked with supporting the students' rights on basis that are consistent with the university's applicable systems and rules, promote the culture of justice and equality among the students, present them with the required consultations and inform them of their rights and how to secure such rights through the official channels.

4. Tests Unit

This unit is tasked with the organization of the examinations committees, distribution of proctors during the examinations, receiving examination papers from the other colleges in addition to management of the semester and substitute examinations.

5. Students' Activities Unit

This unit is tasked with the organization of the college's extracurricular activities where it interacts with the students and participates in the students' events and functions, such as trips, the theater, internal and external cultural competitions, organization of exhibitions inside the college and the blood donation campaign week through coordination with the Students' Affairs Deanship.

6. Orientation and Guidance Unit

This unit is charged with receiving and orienting the new students, acquainting them with the college and its various divisions, priming them for university studies and life by guiding the students academically, psychologically and academically, by offering advice and paying attention to both students with poor academic acquisition as well as the gifted students, review of the cases which are in need of material support from the students' fund and coordination with the orientation and guidance center.

Communications (internal and external)

- The Competent vice president of the university.

- The competent college dean.
- The concerned employees of the University.
- Local, regional and international higher education institutions.

Minimum conditions for filling this position

- Academic credentials : PhD degree in the job specialty
- Practical experience: Minimum practical experience of not less than 4 years in the field of his specialty.
- Training: Advanced training courses in the job specialty.
- Other skills and abilities: Ability to draw up and chart the policies and prepare future trends of the deanship strategic objectives.
- Ability to create a motivating and favorable learning environment.
- Ability to manage crises and set up a working mechanism for resolution of such crises.
- Ability to negotiate and persuade.
- Good ability to direct and follow up on all matters related to the deanship affairs.

Vice-Dean for Postgraduate Studies and Scientific Research

Generic group: University positions

Specific group: Leading management positions

Class series: vice-dean positions

Job title: Vice-Dean for Postgraduate Studies and Scientific Research

Grade code: Assistant professor

General jurisdiction of the job

This is an academic and administrative position attached and reporting to the competent dean. It offers assistance in the supervision of the progress of the educational, academic and research process of the postgraduate studies students and the management of the units attached to it in a way that promotes realization of the organizational objectives. It tracks the execution of the strategic plans for achievement of the overall objectives and targets of the university. It assumes supervision of the academic and administrative bodies of the deanship. The deputy dean reports to the dean and serves as a member on the College Council.

Duties and responsibilities

- Implement and follow up on the policies of the college for postgraduate studies and scholarships.
- Supervise the development and review of the conditions for admission to postgraduate studies.
- Supervise the operations, examinations and committee of the postgraduate studies in the college.
- Coordinate all related fields and issues with the college units.
- Serve as chairman of the committees of the deputy deanships and submit their reports to the concerned entities.
- Supervise the events and functions of the orientation program for postgraduate students and monitor their execution.
- Supervise the activities and promotion of the college's capabilities in the area of scientific and academic research.
- Supervise the development of the research strategy and plan and establish execution mechanisms in the college
- Supervise the provision and supply of material research support from the University and funding patrons and sponsors from outside the University.
- Receive and follow up on the requirements of the researchers, faculty and teaching assistants in the various disciplines and specialties
- Supervise and follow up on the college students on scholarships abroad.

- Receive files of the applications of postgraduate studies students to the postgraduate studies deanship and distribute accordingly to the various divisions of the college.
- Receive the decisions of the divisions relative to the applications of the postgraduate students and transmit the decisions to the postgraduate studies deanship following their endorsement by the College Council.
- Postpone or apologize for unavailability of study opportunities as well as for addition and deletion and disqualification lists in accordance with the pertinent decisions issued in this regard for the postgraduate studies students.
- Coordinate with the University's Scientific Research Deanship, the college research center and other research institutions regarding engagement in the research and securing support for them.
- Coordinate with the University's faculty and researchers' attraction department for promotion of the attraction process.
- Encourage the establishment of chairs or research excellence centers
- Submit periodic reports to the college dean on the work progress in the various units based on the duties assigned to each and the difficulties they may encounter.
- Supervise the units attached to his deputy deanship.
- Supervise implementation of the issues referred to him where they relate to postgraduate studies and scientific research.
- Track updating the college status with respect to issues related to his deputy deanship and the administrative units attached to it.
- Carry out any other duty and work assigned to him by the college dean.

Powers and authorities

- Coordinate the issues of the postgraduate studies students with the University's Postgraduate Studies and Scientific Research Deanship.
- Endorse the results of the postgraduate studies examinations.
- Apply the internal operating system, the jurisdictions, the general description of the duties of the workers and method of coordination between associated units in the deputy deanship of the College of Postgraduate Studies and Scientific Research.
- Issue internal rules required by the proper progress of the operations in the office of the college deputy dean and its units in accordance with the applicable rules and regulations.
- Assess the performance of the employees of the office of the deputy dean.
- Approve expenditure from the budget and cash box imprest of the deputy deanship in accordance with the pertinent regulatory rules.
- Approve the normal and emergency leaves of absence of the personnel of the units attached to the deputy deanship.

The units attached to the Deputy Dean of the College for Postgraduate Studies and Scientific Research:

1. Postgraduate studies unit

This unit is concerned and tasked with encouraging enrollment of local university graduates and foreign graduates in postgraduate studies, promoting the capacities of the faculty and cooperating organizations in the field of postgraduate studies to achieve premium scientific and research performance quality.

2. Scientific Research Unit

This unit is concerned with upgrading and advancing the efficiency and effectiveness of the college as a prominent research center which operates on advocating participation and cooperation with the educational and research institutions and centers and the community organizations at the local, regional and international levels. The unit also works on development of new and innovative fields of research in rare and outstanding specialties.

3. Teaching Assistants and Students on Scholarship Unit

This unit is tasked with meeting the needs of the divisions for teaching assistance, ensuring that they are assigned to and enrolled in high standard universities with outstanding global classification in order to attain the highest standards of future performance of the faculty.

4. Faculty and Researchers Attraction Unit:

This unit is tasked with attraction of top notch faculty and researchers in the various disciplines and specialties, thereby leading to promotion of the academic performance and assisting in increasing the rate of publication of scientific research and attendance of scientific conferences and forums.

Communications (internal and external)

- The competent Vice President of the University.
- The competent dean of the college.
- The concerned employees of the university.
- Local, regional and international higher education institutions.

Minimum conditions for filling this position

- Academic credentials: PhD degree in the job specialty.
- Practical experience: Minimum practical experience of not less than 4 years in the field of his job specialty.
- Training: advanced training courses in the job specialty.
- Other skills and abilities: Ability to draw up and chart the policies and prepare future trends of the deanship strategic objectives.
- Ability to create a motivating and favorable learning environment.

- Ability to manage crises and set up a working mechanism for resolution of such crises.
- Ability to negotiate and persuade.
- Good ability to direct and follow up on all matters related to the deanship affairs.

Vice-Dean for Development and Quality Assurance

Generic group: University positions

Specific group: Leading management positions

Class series: Vice-dean positions

Job title: Vice-Dean for Development and Quality Assurance

Grade code: Assistant professor

General jurisdiction of the job

This is an academic and administrative position attached to the competent college dean. It assists the dean in the supervision of the development and quality operations, achievements of the quality standards of academic accreditation and assessment in the educational process of the academic divisions, in the quality assurance of the colleges' administrative work, in addition to promotion and propagation of the culture of performance development and enhancement in all aspects.

Duties and responsibilities

- Consolidate the concept of quality and spread its culture at the entire level of the college or center.
- Supervise the application and reinforcement of the quality program of the college or institute.
- Supervise the performance assessment in the college or institute.
- Supervise and execute the academic assessment and accreditation program parameters.
- Prepare and execute the strategic development plans for the college or institute
- Supervise the operation of the information technology center (unit).
- Consider and investigate the difficulties or problems which face the development and quality assurance programs and propose solutions therefor.
- Identify and execute the specialized training needs of the faculty in the college's academic divisions in coordination with the deanship for skills development.
- Encourage participation by the faculty in training courses, programs and workshops organized by the deanships for skills development.
- Supervise the preparation of a plan for the development of the skills of the faculty, personnel and students of the college.
- Supervise the exploitation of technology, e- learning, educational media, distance learning and learning facilities inside the college.
- Supervise the development of the college's annual report and distribution thereof to the competent units following its approval by the dean.

- Submit periodic reports to the faculty dean on the progress of the work of the divisions in accordance with the duties assigned to each, and the difficulties that these units may have encountered.
- Follow up and track the educational facilities of the college and modernization and makeover of the laboratories.
- Establish the internal system for the operation of the deputy deanship for development, quality, jurisdictions and general description of the personnel duties and method of coordination between the related units.
- Supervise the financial affairs and cash box imprest allocated for the deputy deanship and programs in accordance with the applicable rules and regulations.
- Supervise execution of issues and topics received from the competent entities concerned with development and quality assurance.
- Execute and follow up on the activities related to creativity, innovation, research and academic and functional performance excellence awards in the college.
- Establish appropriate incremental and phased plans for periodic review of the approved quality standards to ensure continuous and ongoing improvements in the performance of the college academic and administrative units.
- Set up a mechanism for identification of the expectations, demands and level of satisfaction of the college customers (internal and external) and communicate the information to the concerned academic divisions and administrative units.
- Execute and follow up on the assessment and development of the faculty teaching performance and help them attain professional and scientific excellence.
- Track the updating of the college's and associated administrative unit's status related to the deputy deanship.
- Carry out any other chores and duties assigned to him by the college dean.

Powers and authorities

- Recommend appointment of the supervisors of the related units and divisions.
- Approach the concerned entities inside and outside the university to explain and brief them on the deputy deanship's operations and their scope.
- Issue internal decisions required for the proper and speedy progress of the operations of the deputy deanship and its units in accordance with the applicable regulations and rules.
- Assess the performance of the personnel of the deputy deanship.
- Approve expenditure from the deputy deanship budget and cash box imprest in accordance with the applicable regulations and rules.
- Approve the normal and emergency leaves of absence of the personnel of the units attached to the deputy deanship.

The units attached to the College Deputy Dean for Development and Quality Assurance

1. Academic Quality and Accreditation unit

This unit is tasked with spreading the culture of quality and assessment of performance standards amplified by effort to execute and follow up on assessment and academic accreditation, setting up and execution of the strategic plans of the college, gathering of data and information on a continuous basis about the quality activities in the college, documentation of the efforts and conclusions of all activities related to academic quality and accreditation, in addition to generation of reports on the performance standards and satisfaction of the beneficiaries of the various activities.

2. Skills Development Unit

This unit is charged with determination of the training needs for the college personnel, participation in presentation of training programs, follow-up on their executions and assessment of the degree of the effectiveness of these programs.

3. Documentation and Information Unit

This unit is concerned with gathering, classification and preservation in soft and hard copies of the documents and information, presentation thereof to all units of the college and other concerned agencies and maintaining coordination with the Documentation Center.

4. College Alumni Unit

This unit is tasked with constant updating of the alumni database, exploration and canvassing of their opinions and feedback on the curricula and the required skills for the labor market, the difficulties they may have encountered after graduation, urging them to communicate with the college, supporting the center materially and morally and maintaining coordination with it.

5. Information Technology Unit

This unit is charged with supervision of the work progress in the colleges laboratories, e-learning auditoria, execution of the policies and programs approved for the information technology and support educational services, achievement of the prescribed objectives, maintaining coordination with the information technology and supervision of the following components:

- The college electronic website.
- The computer laboratories.
- The e- learning laboratories.
- Tracking and maintenance of the audiovisual equipment and supplies.
- Technical support of the college, covering all related equipment.

Communications (internal and external)

- The competent vice president of the university.

- The competent college dean.
- The concerned employees of the university.
- Local, regional and international higher education institutions.

Minimum conditions for filling this position

- Academic credentials: PhD degree in the job specialty.
- Practical experience: Minimum practical experience of not less than 4 years in the field of his specialty.
- Training: Advanced training courses in accreditation and quality standards.
- Other skills and abilities:
- Ability to draw up and chart the policies and prepare future trends of the deanship strategic objectives.
- Ability to create a motivating and favorable learning environment.
- Ability to manage crises and set up a working mechanism for resolution of such crises.
- Ability to negotiate and persuade.
- Good ability to direct and follow up on all matters related to the deanship affairs.

Vice-Dean of the College for Girls affairs

Generic group: University positions

Specific group: Leading management positions

Class series: Vice-dean positions

Job title: Vice-Dean of the College for Girls affairs

Grade code: Assistant professor

General jurisdiction of the job

This is an academic and administrative position attached to the competent dean. It extends assistance in the supervision of the educational, academic, administrative and financial processes and is in charge of organizing the operations in the girls divisions of the college. It handles the affairs in the girls division in the best interest of the operations and in accordance with the applicable rules and regulations of the Higher Education Council. The vice-dean reports to the dean of the college and she also serves as member on the College Council.

Duties and responsibilities

- Supervise the execution of the college's strategic plan applicable to the female students.
- Manage the college's educational, research, administrative, financial and cultural affairs where they relate to the female students.
- Coordinate and promote the college's relationships inside and outside the university where they relate to the female students.
- Supervise availability of all educational, research, administrative and financial requirements of the college where they relate to the female students.
- Supervise the performance of the academic divisions.
- Preserve and protect the college's mobile and stationary property.
- Work on enhancing the mental image of the college.
- Supervise the planning and preparation of the college budget.
- Execute and follow up on the decision of the College Council.
- Work on developing the administrative and academic operations and functions in the girls divisions.
- Coordinate and organize the administrative and organizational relationship with the dean, deputy dean and division heads, each where concerned with regard to the girls divisions.
- Prepare and generate comprehensive periodic reports on the progress of the studies and the functional performance in the girls divisions for submittal to the college dean.

- Track the college website with regard to her as a deputy dean and her associated administrative units.
- Carry out any other duties and chores as may be directed by the college dean.

Powers and authorities

- Approve the female student's apology for not being able to continue the academic semester in accordance with the applicable regulations and rules.
- Approve the transfer of students from one specialty to another or from and to another college in accordance with the applicable regulations and rules.
- Approve the study schedules submitted by the academic divisions of the college.
- Formulate and approve the students' activities committees of the college.
- Approve increasing the number of students in the section or division in coordination with the concerned divisions and the Admission and Registration Deanship, on the proviso that the number of students must not exceed the optimum capacity of the section.
- Approve applications for extension, reregistration and substitute examinations in accordance with the applicable regulations and rules and the authorizations limits.
- Approve and submit the disqualification and deprivation lists in accordance with the applicable regulations and rules and the authorizations limits.
- Resolve the cases of students apologizing for not being able to continue as the case may be in accordance with the applicable regulations and rules and the authorizations limits.
- Nominate female supervisors of the associated units and divisions and recommend their selection and appointment.
- Approach the competent agencies within the university with respect to the jurisdictions and scope of operations of the deputy deanship
- Issue in-house resolutions as may be dictated by the work progress in the deputy deanship of the college and its units in accordance with the applicable rules and regulations.
- Assess the performance of the personnel of the deputy deanship.
- Approve the normal and emergency leaves of the female employees of the units attached to the deputy deanship.
- Approve expenditure from the deputy deanship budget and cash box imprest in accordance with the applicable regulations and rules.
- Participate in the selection of the deputies of the divisions in coordination with the head of the concerned division and the college dean.
- Approve attendance of female faculty conferences inside and outside the Kingdom.
- Recommend out of policy leaves for the female faculty in accordance with the applicable regulations and rules.

- Approve cutting short the leave of the female faculty and report the fact to the concerned entities.
- Approve the requests filed by some government organizations for the female faculty to deliver lectures and participate in symposia and conferences subject to the condition that such participation should not impact or prejudice their performance in the university.
- Approve emergency and normal leaves of absence of the college female employees.
- Look into complaints and disciplining of the female students in coordination with the deputy divisions and the Academic Affairs Unit.

Support Deanships attached to the Vice-Deanship of the Girls College

1. Assistant Vice-Dean for Financial and Administrative Affairs

The assistant deputy dean for financial and administrative affairs will be appointed by a decision of His Excellency the President of the University, nominated by the dean based on the recommendation of the deputy dean of the girls' college. She will be tasked with following up on the financial and administrative operations in coordination with the director of college administration. She will be in charge of the same duties and will have the same powers and authorities bestowed on her. The following units will report to her:

- Financial Affairs Unit.
- Administrative Liaison Unit
- The Storehouse.
- Support Services Unit.

2. Assistant Vice-Dean for Academic Affairs

The assistant deputy dean for academic affairs will be appointed by a decision of His Excellency the President of the University, nominated by the dean based on the recommendation of the vice-dean of the girls' college. She will be tasked with following up on the academic affairs in coordination with the vice-dean for academic affairs. She will be in charge of the same duties and will have the same powers and authorities bestowed on her. The following units will report to her:

- Female Students' Affairs Unit
- Students' Rights Unit
- Examinations Unit
- Students' Activities Unit.
- Orientation and Guidance Unit.

3. Assistant Vice-Dean for Postgraduate Studies and Scientific Research

The Assistant Deputy Dean for Postgraduate Studies and Scientific Research will be appointed by a decision of His Excellency the President of the University, nominated by the Dean based on the recommendation of the Deputy Dean of the Girls' College. She will be tasked with following up on the post graduate studies in coordination with the Deputy Dean for Postgraduate Studies. She will be in charge of the same duties and will have the same powers and authorities bestowed on her. The following units will report to her:

- Postgraduate Studies Unit.
- Scientific Research Unit
- Teaching Assistant and Students on Scholarship Unit
- Faculty and Researchers Attraction Unit

4. Assistant Vice-Dean for Development and Quality Assurance

Assistant Deputy Dean for Development and Quality Assurance will be appointed by a decision of His Excellency the President of the University, nominated by the dean based on the recommendation of the Deputy Dean of the Girls' College. She will be tasked with following up on the college's development and quality affairs in coordination with the Deputy Dean for Development and Quality Assurance. She will be in charge of the same duties and will have the same powers and authorities bestowed on her. The following units will report to her:

- Academic Quality and Accreditation Unit.
- Skills Development Unit.
- Documentation and Archive unit.
- College Female Alumni Unit
- Information Technology Unit

Communications (internal and external)

- The competent Vice President of the university.
- The competent college dean.
- The concerned employees of the university.
- Local, regional and international higher education institutions.

Minimum conditions for filling this position

- Academic credentials : PhD degree in the job specialty
- Practical experience: Minimum practical experience of not less than 4 years in the field of her job specialty
- Training: advanced training courses in the specialty of the job.
- Other skills and abilities: Ability to draw up and chart the policies and prepare future trends of the deanship strategic objectives.

- Ability to create a motivating and favorable learning environment.
- Ability to manage crises and set up a working mechanism for resolution of such crises.
- Ability to negotiate and persuade.
- Good ability to direct and follow up on all matters related to the deanship affairs.

Head of the department

General jurisdiction of the job

This is an academic and administrative position in charge of the management of the academic, administrative and financial affairs, and is responsible for implementing the regulations of the Higher Education Council. He/she should submit to the Dean a report on the work of the department at the end of each academic year. The head of the department shall be appointed from among the members of the Saudi faculty distinguished by scientific and administrative competencies by a decision of the Rector upon the nomination of the Dean of the College or Institute

Duties and responsibilities

1. Administrative and financial affairs

- Serve as president of the Department Council, supervise the organization and streamlining of its affairs, serve invitation to attend its meetings, implement the board's decisions and transmit the minutes of the meetings to the college dean.
- Realize the higher objectives and policies of the University.
- Implement the decisions of the College Council related to the department.
- Supervise the preparation of the strategic plan of the department and monitor its execution.
- Supervise the management of the department's educational, research, administrative, financial and cultural affairs.
- Supervise the department administrative, academic and research development.
- Coordinate and promote the department relationship inside and outside the University.
- Supervise availability of all of the division's educational, research, administrative and financial requirements.
- Supervise upgrading the quality standards and development of the department outputs and products.
- Implement and follow up on the decisions of the department board.
- Carry out the duties and chores delegated to him by the college dean.
- Report to the college dean any and all violations perpetrated by a faculty member or remissness in the duties required of him or her.
- Submit to the college dean and the dean of postgraduate studies a report on the progress of the postgraduate studies in the department at the end of each academic year.

2. Academic affairs

- Submit to the College Council an adequate report on the scientific trip of the student on scholarship if it is inside the Kingdom and under the supervision of the department.
- Supervise the progress of the educational process, implement its plan and develop its academic programs of the department.
- Apply the quality, assessment and academic accreditation systems and rules.
- Supervise the various students' activities in the department`.
- Monitor the performance of the examinations and maintain order inside the department.
- Supervise the academic development process of the department's programs.
- Generate and submit to the college dean a comprehensive annual report on the progress of study and the academic, administrative and research performance of the department`.
- Supervise a process for attracting faculty to the department`.
- Submit the report by the Scientific Theses Discussion Committee to the Dean for Postgraduate Studies within a maximum period of not more than three weeks as of the date of discussion.

Powers and authorities

- Recommend that the answers to the questions of the final examinations be corrected by a faculty who is other than the faculty who taught the curriculum or otherwise have one or more specialists participate in the correction process.
- Endorse the grade transcripts.
- Issue in- house decisions required for the good progress of work in the department in accordance with applicable regulations and rules.
- Allocate and distribute the teaching burden among the faculty members.
- Recommend payment of teaching allowance to the faculty.
- Prepare functional performance report on the faculty members.
- Recommend payment of the dues and entitlements of the department personnel for working outside official working hours.
- Recommend assignment of the department's personnel to work outside the official working hours.
- Recommend enrollment of the department's personnel in training courses inside and outside the University.
- Coordinate with the Scholarship and Training Committee tracking the status of the trainees and students on scholarships.
- Recommend extension of the services of the Saudi faculty after expiration of the service term.
- Recommend contracting Saudi faculty after expiration of the extension period.

- Recommend termination of non- Saudi faculty members.
- Endorse the report prepared by the supervisor of the scientific thesis and transmit copy thereof to the Dean for Postgraduate Studies at the end of each study semester.
- Issue the executive decisions for the resolutions of the Department Department Council after their approval.
- Allocate and distribute the teaching burdens among the faculty, lecturers and teaching assistants of the department.
- Renew the department's needs of faculty, lecturers, teaching assistants and administrators from the Saudi and expatriate pool.
- Propose secondment for teaching assignments outside the college and have the secondment endorsed by the academic department.
- Maintain order and discipline in the department and oversee commitment to and compliance with the lectures and office working hours.
- Recommend enrollment of the department's faculty, lecturers and teaching assistants in scientific conferences and seminars and have such enrollment endorsed by the academic department.
- Draw up the plan of study references and textbooks and have the plan endorsed by the Department Council.
- Recommend that the department's faculty, lecturers and teaching assistants be granted leaves which may be postponed or otherwise compensated for.
- Approve distribution of the examination proctoring responsibility.
- Approve the results of the department students after applying the procedures to ensure audit and verification of the results.
- The department head derives his administrative and financial authorities from the Department Council and the College Council.
- Recommend to the college dean promotion of the department faculty and grant them sabbatical leaves in accordance with applicable rules and regulations.

Minimum conditions for filling this position

- Academic credentials: PhD degree in the job specialty.
- Practical experience: minimum practical experience of not less than 4 years in the field of his job specialty.
- Training: advanced training courses in the job specialty.
- Other skills and abilities: Ability to draw up and chart the policies and prepare future trends of the deanship strategic objectives.
- Ability to create a motivating and favorable learning environment.
- Ability to manage crises and set up a working mechanism for resolution of such crises.
- Ability to negotiate and persuade.
- Good ability to direct and follow up on all matters related to the deanship affairs.

Faculty Code of Ethics and Charter

Faculty Code of Ethics and Charter

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, honor, 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 behavior 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 behavior 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.

Rights and duties of the faculty member

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.

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 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 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 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 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 the help, in case of need, from the 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, 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 to 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 students' 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 in any stage while the research is progressing. However, 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.

University Student Code of Ethics and Charter

University Student Code of Ethics and Charter

The charter

In my capacity as student of Imam Abdulrahman Bin Faisal University, because I strongly and unconditionally believe in my responsibility toward the university that I belong to, motivated by the dictates of our noble Shariah dictates, which is based on principles, morality and inherent goodness and traits, at the top of which are truthfulness, honesty, high moral values and respect for order and law, and out of my keen desire to apply and uphold the education ethics which require me to monitor my own self in my own best interest as well as the interest of my community and the country where I live, and

Hence, having now thoroughly read and clearly understood without the shadow of any doubt or confusion the contents of the above introduction, and having been informed of and acquainted with my rights, duties and obligations as stated and explained therein, I hereby pledge, undertake and accept with no strings attached to commit to the highest Islamic moral standards and attributes of a true Muslim, including the characteristic honesty, truthfulness, integrity and transparency. I further pledge to obey and respect all instructions and regulations applicable in the university, including, but not limited to, the following:

1. I shall comply with and commit to the university's study rules within the framework of the prescribed rights and duties.
2. I shall obey and respect all related and applicable university regulations, instructions and laws.
3. I shall comply with and apply the highest standards of politeness, good manners and courtesy in my dealings with the university administration, professors and colleagues.
4. I shall carry out and see through the duties and activities assigned to me.
5. I shall deal and cooperate with my colleagues in the spirit of a single team.
6. I shall be subject to and held accountable for all my actions and utterances.
7. I shall work hard to promote the good name and image of the university.
8. I shall serve in my best capacity the nation that I belong to and promote its image.

Rights and duties of the university student

Rights

A. The student's academic rights:

1. A university student must be provided with the appropriate study environment and academic climate to enable him/her to earn high quality education in keeping with the university's mission, to be achieved by offering all available educational resources in the service of this objective.

2. A university student has the right to be provided with the scientific material and knowledge associated with the university curricula in accordance with the university's rules and regulations which govern the academic work.
3. Have the administrative or academic entities facilitate for the student access to his/her entire rights inside the university in accordance with the university's rules and regulations.
4. A university student has the right to maintain and keep total confidentiality and privacy of the information related to him/ her and will disclose or otherwise use the personal information, academic record and grade transcripts only to authorized persons.
5. A university student has the right to be notified before any decision is taken against him/her, have his/ her attention drawn in case of any violations, be informed in writing of any decision taken and be given the right to object to any decision that runs contrary to his/her academic interest in accordance with the university's rules and regulations.
6. A university student has the right to freedom of expression of opinion and discussion of the educational issues of interest to him/her, subject to the condition that this be accomplished within the boundaries of appropriate behavior in accordance with the university rules and regulation.
7. A university student has the right to file grievance before the competent agencies in case of violation of his/her rights as set forth in the student's charter.
8. A university student has the right to require the faculty members to commit to the hours and dates of the lectures, office hours and break periods and recess between the lectures. The faculty should not cancel or otherwise change the timings of the lectures except in cases of dire need, subject to announcing such change and to giving substitute lectures for the ones which have been canceled or missed and on the proviso that such arrangements should not contravene the student's time and his or her ability to accommodate the substitute lectures.
9. A university student has the right to be informed on how and where to get the university rules and regulations (the university website, the Admission and Registration Deanship, the Students' Affairs Deanship, etc.)
10. A university student has the right to be given a hardcopy as well as a softcopy (CD) of the university Student's rights and duties document, or else the document will be posted on the university's website.
11. A university student has the right to be enrolled in the college or academic department of his/her choice in accordance with the admission and registration controls and conditions established by the university as well as with the constraints of the university's resources and capabilities.
12. A university student has the right to be issued the university's identification card to be used inside and outside the university.

13. A university student has the right to be informed of the orientation day intended to introduce and acquaint him or her with the university colleges and departments so that he or she may determine which is the suitable one to enroll in subject to satisfaction of the admission conditions as may be determined by the responsible agency, namely the Admission and Registration Deanship.
14. A university student has the right to be offered guidance and orientation through distribution of publications of the university regulations, rules and introductory brochures on the college or academic department he or she belongs to in addition to the study plans and other student services. This information will be available in an electronic form (CD) or else posted on the university website by the responsible entity, namely the Students' Affairs Deanship and the Admission and Registration Deanship.
15. A university student has the right to access the study schedule before commencement of classes for completion of the registration of the courses available in the system in accordance with the terms and conditions of the admission and registration deanship of the university.
16. Deletion or addition of any curriculum or deletion of the entire study semester in accordance with the university calendar issued by the Admission and Registration Deanship.
17. A university student has the right to access the study curriculum plan before commencement of the study. Such plan will include and provide information on the professor(s) of the curriculum, the study curriculum, its objectives and outputs, the time table for execution of the curriculum, methods and procedures of the student's evaluation during the semester, the examinations, the material - related activities, the practical applications of the material, distribution of the skills to be acquired and the knowledge and learning references and sources related to the curriculum.
18. A university student has the right to transfer from one college to another or from one department to another within the university or otherwise migrate from distance to regular learning system or vice versa in accordance with the applicable rules and regulations and the available resources and space in the college.
19. A university student has the right to be awarded the graduation document within the duration prescribed by the university and upon satisfaction of the graduation requirements in accordance with the applicable rules and regulations of the university.
20. A university student has the right to avail of constant communication opportunities with the faculty members in different ways and means, such as email or during office hours, etc.
21. A university student has the right to avail of the opportunity for effective scientific discourse and discussion and the freedom to pose questions to the faculty without

embarrassment or trepidation while being committed to the ethics of debate and the dictates of public decency and respect.

22. A university student has the right to ensure the confidentiality of the complaint filed against his/ her professor.
23. A university student has the right to avail of a fine sense of security and the right to avoid being exposed to physical harm or health hazards as well as the moral and emotional security so that the student does not feel to be exposed to any moral threats, such as intimidation by penalty, or else exposure to insults, ridicule or sarcasm by the academic or administrative entities.
24. A university student has the right to have access to his/ her grades in the study curriculum and the results of periodic and semester tests after correction. Have the right to review his or her results in the finals and to have access to and review his or her answer sheet, if need be, in accordance with the university- approved rules and regulations.
25. A university student has the right to be informed of the warnings, alerts or disqualification and deprivation from sitting for the finals and the causes thereof adequately in advance of the dates of the finals.
26. The examination questions must be derived from the study curriculum and its contents, while paying due attention to the balanced and logical distribution of the grades within this framework.
27. A university student has the right to know the model answers to the questions of the semester tests.
28. A university student has the right to recover all home works submitted during the study semester, whether they are in hardcopies, electronic softcopies or other forms.
29. A university student has the right to earn monetary consideration against assignment to work hours during the study years beyond his or her normal duties in agreement with the entity which has tasked him or her with the work in accordance with the university rules and regulations.

B. The student's non- academic rights:

1. A university student has the right to avail of the social care services offered by the university in accordance with the applicable rules and regulations.
2. A university student has the right to access and receive adequate health care as provided for in the university rules and regulations, including treatment in hospitals and health centers attached to the university.
3. A university student has the right to participate in the activities offered by the university depending on available resources.
4. A university student has the right to avail of the university services and facilities, such as (university housing, the central library, the psychological and social assistance consultation centers, the sports playgrounds, the students' educational

activities and functions, the restaurants, the car parks, etc.). Such utilization will be in accordance with the university's applicable rules and regulations and available resources and facilities.

5. A university student has the right to avail of the additional material incentives and rewards as provided for in the statutory regulations, if he or she is a top performer student.
6. A university student has the right to avail of financial subsidies or loans after review of his or her financial condition and substantiation of his or her need for such subsidies in accordance with the university' rules and regulations.
7. A university student has the opportunity to attend training courses and programs, academic trips and volunteering activities and operations in a way that should not conflict with his or her academic duties.
8. A university student has the right to select his / her representative of his or her colleagues on the students' consulting committees to discuss the issues of interest to him/her.
9. A university student has the right to secure the appropriate and correct services for his /her needs. If the student is one of the people with special needs, he or she must be informed of such services based on available resources.
10. A university student has the right to evaluate the student service rendered to him/her using the ad hoc questionnaire forms.
11. A university student has the right to access a specific entity in the university to take care of and follow up on his/her rights.
12. A university student has the right to be provided with complete list of the rules and regulations, including the disciplinary and penalty rules
13. A university student has the right to be formally informed of the mistakes attributed to him/her. The penalties meted out will be based on the university- approved disciplinary and penalty rules. The penalties may go as high as final dismissal from the university

Student's duties

1. The student is expected to respect the applicable systems of the university.
2. The student is required to respect the dignity and safety of the university family and personnel.
3. The student must present accurate and precise information at the time of registration and meet his/her administrative commitments to the institution.
4. The student must demonstrate good morals and behavior.
5. The student must respect the right of the university family members to freedom of expression as long as within the limits allowed in the university regulation, academic norms and community values in the Kingdom of Saudi Arabia.

6. The student must never resort to cheating or stealing the works of others.
7. The student must preserve and protect the study locations and devices provided for his or her services in the educational process. He or she must preserve all properties of the university and avoid tampering therewith for destruction and pilferage purposes
8. The student must respect the university's security rules, public security controls, and maintain the university and its facilities in a clean and tidy state.

University Employee Code of Ethics and Charter

University Employee Code of Ethics and Charter

The charter

In my capacity as employee of Imam Abdulrahman Bin Faisal University, because I strongly and unconditionally believe in my responsibility toward the university that I belong to, motivated by the foundations on which our principles and morals are built, at the top of which are truthfulness, honesty, high moral values and respect for order and law, and out of my keen desire to apply and uphold the work ethics which require me to monitor my own self in my own best interest as well as the interest of the community where I live, and

Hence, having now thoroughly read and clearly understood without the shadow of any doubt or confusion the contents of the above introduction, and having been informed of and acquainted with the rules and regulations which regulate the rights and duties of the university employee, I hereby pledge, undertake and unconditionally accept to commit to the highest moral standards of honesty, truthfulness, integrity, transparency in all activities and works entrusted to me, including, but not limited to, the following:

1. I shall obey and respect all related and applicable university regulations, instructions and laws.
2. I shall carry out and execute the related duties and activities with due diligence and maximum degree of accuracy efficiency, transparency and professionalism.
3. I shall hold fast and stick to the principles of equality, integrity, and respect
4. I shall commit to the highest degree of decency, good behavior and morals.
5. I shall deal with my colleagues with the spirit of a single team.
6. I shall refrain from any act that constitutes directly or indirectly violation of the principles of integrity, transparency and professionalism.
7. I shall refrain from any duty that conflicts with the nature of my work in the university.
8. I shall seek and work hard on upholding the good name and image of the university.
9. I shall be held accountable and responsible for all my acts and utterances which are inconsistent with the nature of my profession in the university
10. I shall boost and consolidate the culture of trust, citizenship and human rights.

The rights and duties of the employee

The job as defined by management scholars is: a set of duties and responsibilities identified by a competent authority. A job may be vacant or else filled by a person appointed by a competent authority to perform on a permanent or temporary basis the duties and responsibilities of the position against a specific wage. The employee is a person who is hired in a statutory capacity to perform the tasks of job against a set wage and who avails of the rights and privileges associated therewith.

Rights

The employees, administrators and technicians will be required to operate in a fashion that brings them respect, appreciation and justice just like the other effective individuals in higher education and its institutions. Therefore, it is the right of the employees of various forms and shapes to be treated in an objective manner without bias in all their rights and acquisitions during their career. Employees must not be subjected to any harassment or discrimination in their work and must be allowed to avail of all circumstances which enable them to perform their duties in the best manner possible. They have the right to benefit from the training and qualification programs which help them to improve their professional work and upgrade their functional and academic grades and ranks.

For more information on the rights and privileges of the employees, please see the “Civil Service Council Law on the Affairs of Saudi Universities’ Personnel, Faculty members and similar categories and its executive rules, 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.

Duties

The function of the employees, administrators and technicians is to see to it and ensure availability of the best circumstances and conditions that should enable the researcher professor to perform and complete the duties of his or her job and the research entrusted to him or her in the best manner possible, provide the student with all amenities of success in his or her study progress and enable the university personnel and beneficiaries to avail of the best possible services. This duty which is regarded as an essential part of the general civil services offered by the university through its administrative employees and technicians must be accomplished within the framework of respect for the basic values of the general function of efficiency, neutrality, deference, confidentiality, transparency, honesty and proper performance. These high standards and other superior qualities should serve as the benchmarks that the university employees are required to follow irrespective of their locations or the nature of the positions they perform.

For the employee to enjoy his/her rights, he/she must adhere to and comply with the duties of his/her job as prescribed in the rules, regulations and decisions provided for in the Civil Service regulations and rules.

The job duties are divided into two categories:

1. The positive functional duties, which impose on the employee the duty to carry out certain activities, namely:
 - Perform the duties of his/ her job.
 - Observe the positive behavioral duties
 - Obey the orders of his/ her superiors.
2. The negative functional duties, meaning to refrain and desist from performing any of the acts that the incumbent of a civil service position in the Kingdom is prohibited from perpetrating, such as criticism, censorship and blaming the government, abuse or exploitation of the functional power, disclosure of the position’s confidential

information and secrets, engaging in trading in addition to combining the public position and personal business.

University Scientific Research Code of Ethics and Charter

University Employee Code of Ethics and Charter

Right has only one clear pathway that its follower will never get lost or deviate from while falsehood has multiple trails and does not satisfy the requirements of clarity and for this reason its follower gets lost in a labyrinth and continues to be bewildered, confused and unhappy in his misery. Scientific research is the decisive evidence and the incontestable argument of this. God says in Verse 40 of Surat al-Noor

“Or [the state of a disbeliever] is like the darkness in a vast deep sea, overwhelmed with a great wave topped by a great wave, topped by dark clouds, darkness, one above another, if a man stretches out his hand, he can hardly see it! And he for whom Allah has not appointed light, for him there is no light”

If we carefully contemplate and the verses of the Holy Quran, we shall discover that God urges us in many verses to pursue scientific research, learning and engaging our brains, including many verses which wonder

“Don’t you reconsider, don’t they know, don’t they see, don’t you understand” .

God says in verse 67 of Surat al-Nahl:

“And from the fruits of date-palms and grapes, you derive strong drink and a goodly provision. Verily, therein is indeed a sign for people who have wisdom”.

And again in verse 69 of the same Surat:

“«Then, eat of all fruits, and follow the ways of your Lord made easy (for you).» There comes forth from their bellies, a drink of varying color wherein is healing for men. Verily, in this is indeed a sign for people who think”

God also says in verse 13 of Surat al- Hujurat:

“O mankind! We have created you from a male and a female, and made you into nations and tribes, that you may know one another. Verily, the most honorable of you with Allah is that (believer) who has Piety [i.e. one of the Muttaqun (pious - see V.2:2)]. Verily, Allah is All-Knowing, All-Aware”

And again in verse 164 of Surat al-Baqarah:

“Verily! In the creation of the heavens and the earth, and in the alternation of night and day, and the ships which sail through the sea with that which is of use to mankind, and the water (rain) which Allah sends down from the sky and makes the earth alive therewith after its death, and the moving (living) creatures of all kinds that He has scattered therein, and in the veering of winds and clouds which are held between the sky and the earth, are indeed Ayat (proofs, evidences, signs, etc.) for people of understanding”.

God Almighty says in verses 20 and 21 of Surat al-Dhariat:

“And on the earth are signs for those who have Faith with certainty”

“And also in your ownelves. Will you not then see?”

So, God created man with an inborn desire and love to pursue research, creativity and discovery of the laws of nature so that man may harness such laws for the benefit of

humanity, population of the universe and the ultimate continuity of mankind and exchange of relations and benefits that sustain man's own survival, progression and evolution.

With the snowballing spread of research centers in the Kingdom of Saudi Arabia and institution of social specializations in its universities, the need has grown even more pressing for establishment of ethical controls for scientific research in the University of Dammam. Such controls are intended to help researchers to understand their task and mission, and at the same time respect the freedom and independence of scientific research within the constraints of Islamic controls and society values of the Kingdom.

In order to fulfill the moral obligations and components of the content of scientific research methodology, it is imperative to stimulate the efforts of all stakeholders of scientific research in the university, including the administration, researchers, faculty members and authors, as well as promote and advocate embracing the Islamic thought and methodology for the ultimate purpose of preserving the identity of the nation, maintenance and protection of youth against intellectual and civilization servitude, and adoption of civilization progressive factors based on an authentic scientific vision that renounces intellectual dependence and bondage and builds up in young students, scholars and researchers the noble values and teachings of Islam.

The charter

In my capacity as one of the researchers operating in the University of Dammam and a beneficiary of the research resources made available to me, because I do believe in my responsibility to the University that I belong to for the duration of my professional and research career, and 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 scientific research ethics and controls 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 to the world at large, and having carefully read and clearly understood without any confusion or misperception the contents of the introduction, I hereby pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in all research activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall obey and respect all related and applicable university regulations, instructions and laws.
2. I shall commit to the ethical principles of the contents of the scientific research including:

The ideological principle based on belief in God and His unity and the premise that sciences are divided in two kinds: metaphysical sciences which only God knows and revealed

knowledge which may be explored and researched: as stated in verse 61 of Surat Imran (the Family of Imran):

“Then whoever disputes with you concerning him (Jesus)] after knowledge that has come to you”

And again in verse 43 of Surat Maryam:

«O my father! Verily! There has come to me of knowledge that which came not unto you. So follow me. I will guide you to a Straight Path”.

And again in verse 59 of Surat Alanam

“And with Him are the keys of the Ghaib (all that is hidden), none knows them but He. And He knows whatever there is in (or on) the earth and in the sea; not a leaf falls, but he knows it. There is not a grain in the darkness of the earth nor anything fresh or dry, but is written in a Clear Record”

Based on this premise I shall seek to ensure that the contents of the scientific research methodology is in conformity with Islam established facts and foregone conclusions.

The authentic cultural and social Arab heritage foundation: this is the component which sets our Islamic and Arab society apart from the others. It is based on solid foundations of religious ethics, that Arabic language of Quran, norms, knowledge, traditions, customs, Arab authentic behavioral patterns, forms of dealings, relationships and regulations and all internal and external relationships of the Saudi community.

3. Commitment to Islamic controls relative to utilization of beneficial human experiences in scientific research curricula so as to avoid conflicts between the benefits of beneficial human experiences with the Islamic creed and the Islamic way of life.
4. Compliance with the moral controls of scientific research, including the following:
 - Accommodate the Islamic concept of existence (the universe, life and man)
 - The research must be within the bounds of intellect capacity and its time and place limits.
 - Verification and reassertion of the research rules and views of Muslim scholars in implementation of verse 111, of Surat al-Baqarah “Produce your proof if you are truthful”.

And verse 6, of Surat al- Hujurat

“O you who believe! If a rebellious evil person comes to you with a news, verify it, lest you harm people in ignorance, and afterwards you become regretful to what you have done”

5. When I undertake my research, I shall seek the help of the conclusions and findings reached by Muslim scholars about Islamic dogma and doctrines, objective scientific

facts, absolute or relative, and the products of fields of knowledge which have embraced and applied the Islamic knowledge methodology.

6. Upon selection of the research topic, I shall exert everything within my power to appreciate the link between the subject matter of the research and the actual reality which is practiced in the educational environment of the university whose fundamentals are derived from the Islamic creed and the authentic norms, customs and traditions of the community.
7. I undertake to commit to the noble qualities of a true Muslim researcher, including, but not limited to, rectitude, good intentions, loyalty, truthfulness, honesty, and decorum and decency of what I say and write.
8. I pledge to execute the research duties and activities entrusted to me with the highest degree of accuracy, meticulousness, due diligence, efficiency, transparency and professionalism.
9. I further promise to refrain from any act that constitutes directly or indirectly violation of or infringement on the principles of integrity, transparency and professionalism and shall hold fast to the highest degree of the dictates of decency and good behavior and ethics.
10. I shall deal with my colleagues with the spirit of one professional team.
11. I shall seek to promote and uphold the good name and image of the university.
12. I further agree to be held accountable and assume responsibility for all my acts and utterances which are at variance with the nature of the profession of scientific research in the university.

Biomedical Ethics Charter

Biomedical Ethics Charter

Biomedical science is known by the name of theoretical medicine, a term that combines knowledge and research which may be more or less within the field of human medicine, veterinary medicine, botanics, zoology, dentistry, medical embryology science, cancer biology, neurobiology science, anatomy science, physiology science, pathology sciences, biomedical engineering, microbiology science, in addition to basic sciences such as biology, biochemistry, chemistry, biophysical medical sciences, biosciences, histology, genetics sciences, microbiology sciences, parasitology, various branches of parasitic sciences, immunology sciences, therapeutic drugs, epidemiology sciences and hematology.

Biomedicine is usually not as much concerned with the practice of medicine as it is with the theoretical knowledge and research. Its findings make it possible to produce new drugs or else understanding the partial or total mechanism of the disease, and as such it consequently lays the foundation stone for all medical, diagnostic and therapeutic applications. For this reason, biomedicine is also called the proven or established medicine whose theories and treatments are based on solid evidence and arguments presented to the medical community. Its universal influence and appeal has shaped the most convincing and effective standards for assessment of treatments and therapies. Such proven standards can be applied to treatments which did not exist previously.

The past two decades have witnessed and are still witnessing at the present time some mind - boggling and astonishing development in the field of biotechnologies and their promising applications, which raised hope anew in the ability to cure several chronic and intractable diseases, such as cancers, heart diseases and hereditary diseases by means of a set of molecular and cellular treatments which are referred to as the future medicine. The researchers have managed over the past years, thanks to genetic engineering, to test the safety and reliability of several protein, genetic and cellular treatments for a vast collection of diseases, some of which are still very hard to respond to conventional cures. The biomedicine represents a rich and fertile field with potential impact on the life sciences, biotechnologies, genetic engineering and medication sciences. It extends to the young brains a precious opportunity to benefit from the biological and technological revolution and to translate them into medical and pharmaceutical applications all designed to enhance healthcare conditions, not only for man but also for fauna and flora.

Consequently, good morals and ethical values east and west do agree on honoring man for his own humanity which is revered by God, preserve his right to life and freedom, protect his property, health and adequacy in all phases of life. Some of the most important ethical principles which determine the status of man include, for instance, the following:

1. Man is honored and revered irrespective of his color, sex or creed, and must be preserved in good health, blessed with total and full recovery, amplified by due

respect for his personality, privacy and secrets and that he alone who calls the shots and decision where all matters related to his health affairs are concerned

2. Life is every man's inherent rights, in his life and his physique, self, soul and social life. It is prohibited in Islam to assault or be abused in any form or shape.
3. Justice, goodness and equality represent the noblest of Islam values that our religion urges all who belong to Islamic communities, be they Muslims or not, to uphold and cherish. Therefore, all community members must take advantage of and benefit from all resources and services in the same manner and degree without any discrimination on account of race, sex or religion.
4. The Islamic rule of thumb is "Neither cause damage nor suffer damage", meaning at the medical level for instance, a physician or any of otherwise medical research must not expose man to any procedure whose outcome may expose the individual or the community to damage or risks.

Therefore, and as Al-Izz ibn Abd al- Salam, the sultan of scholars, said in his book "The Provisions of Rules in the Interests of Humans" (Medicine is akin to Shariah in the sense that it has been established to bring about and realize the interests of safety and wellness and to eliminate and ward off the consequences of damage and diseases". Both Shariah and medicine have been introduced for the service of humanity, to serve the interests of people and ward off the damages and hazards. For this reason, ethical controls and principles have been introduced to govern the behavior of physicians. Al- Aghar ibn Yasar al- Muzani quoted the Prophet Muhammad as saying: "He who practices medicine without knowledge and causes the death or lesser damage is an accountable warrantor". This goes to confirm that the accountability system is a sort of quality control system known today, and its application started in the era of the successors of the Prophet. This argument is supported by the fact that Omer ibn Al- Khattab appointed the first official in Islam responsible for the quality control of the Islamic market services and products. Her name was "Al- Shifa" and her duties included monitoring the doctors while performing their duties and the extent of their discipline and adherence to Islamic moral and code of ethics.

As a result of the fast - paced development during the last two decades of the 20th Century, which development is still experiencing massive and accelerated growth in the various fields of medical sciences and health professions, leading to weakening the relationship between the doctor and his/her patient as a result of the relentless quest by some of the workers in the various medical and health profession for material and material gains, such as fame, causing them to forget and wipe out from their heart and soul the fact that they are dealing first and before everything else with a human being rather than just a number of the human population.

The explosive developments and new leaps in the various medical sciences have been facilitated by the advancement in technological sciences, such as organ implants and

transplants, the diversity of research performed on man, including genetic engineering, treatment of infertility with fresh innovative methods and devices, the resuscitation methods which preserve and restore man's life, albeit in a vegetative state, for many years. All these developments and many other issues gave rise to and are still raising a host of inquiries over the moral legality/ illegality of many of the medical practices and discoveries which came to the surface about harvesting organs from the dead, and even from those who are still alive in some cases at least without the benefit of the patient's consent, or when is a person considered dead from a medical perspective, or else is it permissible to conduct research on a person without his or her consultation or being informed of the risks involved? Or the degree of legality of artificial insemination? Or is it legal to rent surrogate wombs? Or is it permissible to kill a patient with a terminal and incurable disease in what is called "mercy killing or euthanasia"? Or is it permissible to shut off resuscitation devices?

All these and other questions and inquiries produced practices which, if engaged in without legal and ethical controls, may lead to compromising man's dignity and life. Therefore, the university has no other choice but to ensure verification that our medical practices do not and will not in any way violate neither our Islamic Shariah rules and fundamentals nor our authentic customs and traditions, coupled with establishment of controls in the form of a charter that preserves for the profession of medicine and biomedical sciences their due respect and for humanity its dignity and preservation of life.

The charter

In my capacity as one of the workers operating in the field of medicine and biomedical sciences in the University of Dammam and a beneficiary of the research resources made available to me in the field of medicine and biomedical sciences, and because I do believe in my responsibility to the University that I belong to for the duration of my professional and research career, and 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 scientific research ethics and controls 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 to the world at large, and having carefully read and clearly understood without any confusion or misperception the contents of the above introduction, I hereby pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in the different biomedical sciences, medical, laboratory and therapeutics activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall commit to the Islamic controls and values as well as the local culture and the environment safety dictates in the practice of my profession.
2. I shall commit to Islamic morals and ethics, including good and pure intentions, demonstrate and effectively practice the principles and values of honesty, integrity,

rectitude, modesty, patience, tolerance, compassion and respect, and refrain from bias and discrimination.

3. I shall commit, when engaging in the practice of my profession, to all related articles set forth in the Rules for Implementation of the “Law of Ethical Research on Living Creatures”, of the National Committee on Bioethics, promulgated by Royal Decree No. M/59, dated 14 Ramadan 1431(23 August 2010).
4. I shall obey and respect all related and applicable university regulations, instructions and laws.
5. I shall discharge and perform the duties and responsibilities of my job with honesty, truthfulness and honor, preserve the confidentiality of the information of the trade, respect its tradition, have God as my witness in the practice of my profession, and under all conditions and circumstances preserve life, exerting maximum effort to save life from perdition, disease, pain, worry and anxiety.
6. I shall preserve and respect people’s dignity, cover up their sin and vice, keep their secrets and shall serve at all times as a tool of God’s mercy, offering comfort and solace to the near and far, the good and the bad, the friend and the foe, persist in the pursuit of knowledge and harness that knowledge for the benefit of humanity rather than to hurt them. I shall revere he who taught me and be a true brother to each colleague in my profession.
7. I shall not terminate the life of a patient even at his or her own request or that of his or her guardian and even in case of extreme deformation, intractable and incurable disease, or severe and excruciating pain which cannot be mitigated or allayed by normal means. I shall at all times seek to assist them, assuage their fears, urge them to be patient and remind them of God’s rewards for patience.
8. I shall preserve and protect the honor of my profession, commit to its practice standards, seek to advance and promote it, and effectively participate in its development in terms of science and knowledge through research, studies, writing of articles and continuing education.
9. I shall avoid and keep away from any act that may compromise my honesty and integrity and from any act that may be offensive to my profession and research. I shall further preserve and maintain the confidence of the patient and avoid resorting to methods which involve fraud and deception or otherwise institute an unnatural relationship with my patient or any of his or her family members. I shall further refrain from illegitimate material gains and shall avoid seeking celebrity and fame status at the expense of my profession’s ethics and principles.
10. I undertake, in the event I contract any of the communicable diseases, to report the fact to the concerned entity and to stop engaging in any activity that will likely risk communicating the disease to the patients, colleagues or the community.

11. I further undertake to serve as a role model in preserving my health and my behavior and to take all necessary precautions to protect myself and work partners “professional or research” from all potential risks while engaging in my profession.
12. I shall refrain from any act that may constitute directly or indirectly any violation of the professional integrity and transparency and shall comply with and adhere to the highest standards of decency, good manners and ethical standards.
13. I shall preserve and protect the property of the organization and optimize and rationalize their utilization.
14. I undertake to deal and cooperate with my colleagues in the spirit of a single team.
15. I shall seek to promote and uphold the good name and reputation of the University.
16. I undertake to submit to accountability and be held responsible for all my acts and utterances which are in conflict with the nature of my profession.