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# Manual of Organization & Job Description Handbook

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This manual gives a description of the organizational structure of the College of Medicine, the functions of the Faculty and Departmental Boards, as well as the duties and responsibilities of the Dean, Vice Deans, Chairpersons of Departments and Directors of Administration and Financial Affairs.

Prepared By |

The Vice Deanship for Quality & Development  
JUN, 2016





# **Manual of Organization & Job Description**

**College of Medicine**

**University of Dammam**

Prepared by

**Vice Deanship of Quality and Development**

**2016**



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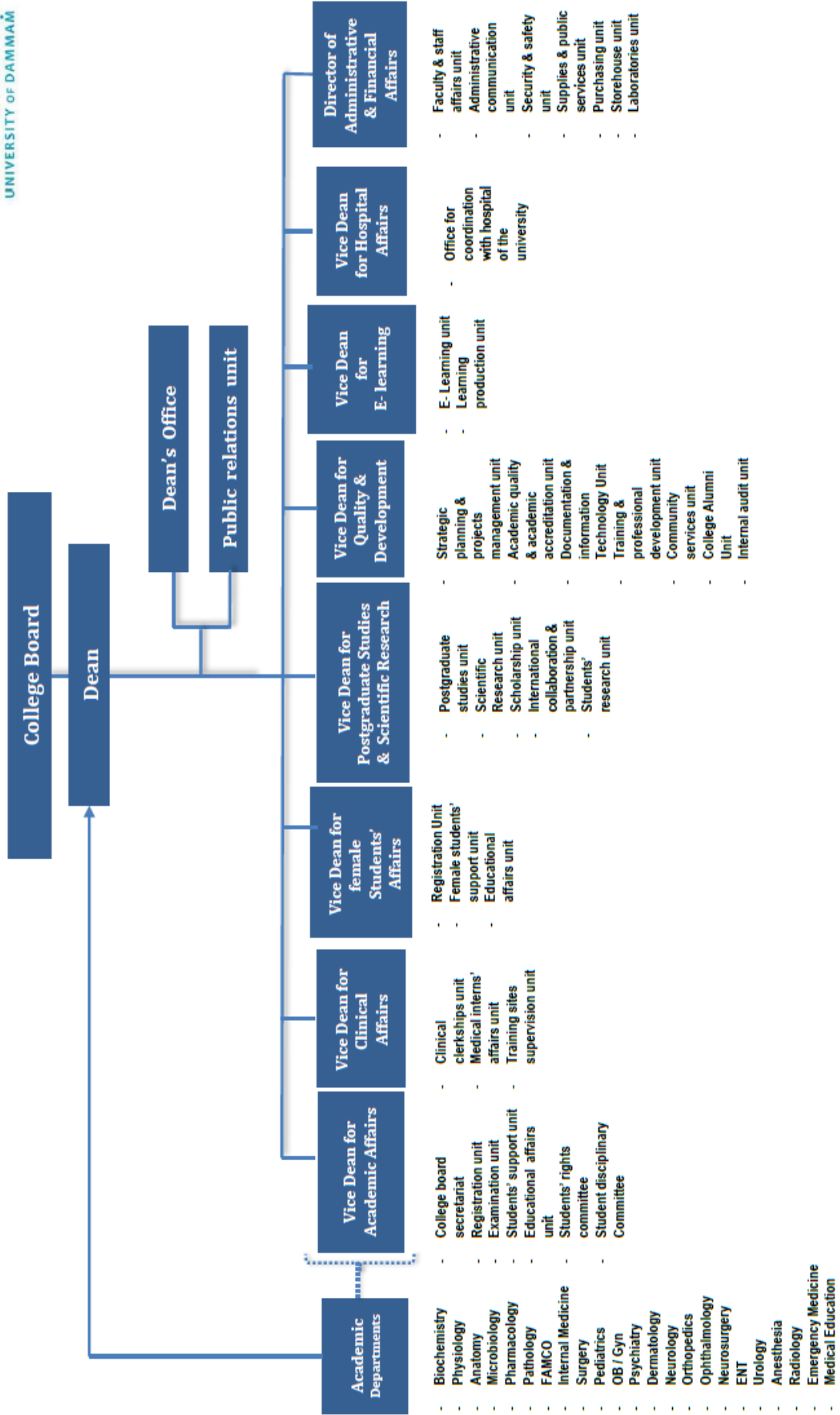
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# **Organizational Chart & College Committees**

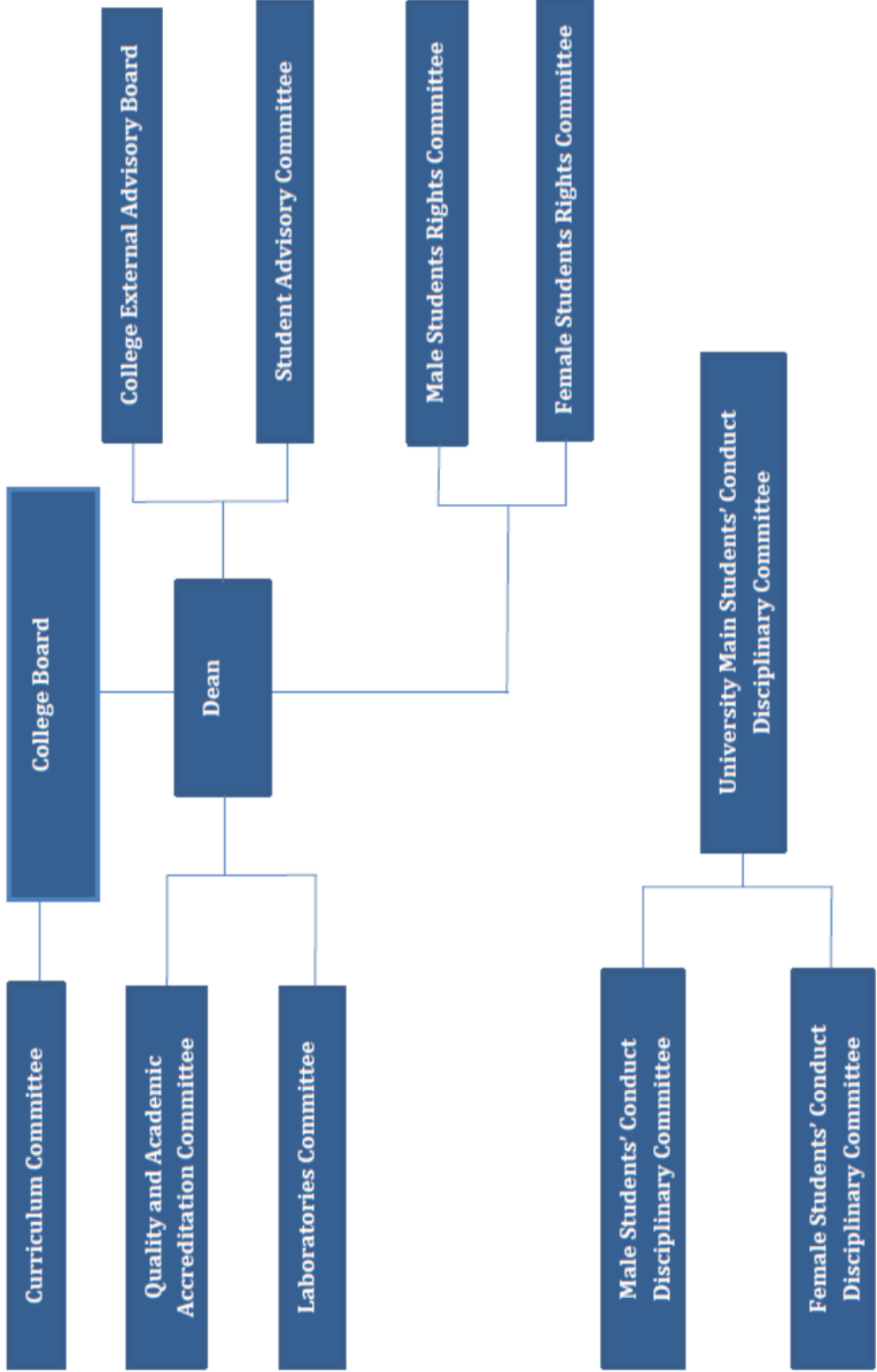
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## Organizational Chart: College of Medicine





# College Committees



# The College Board

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## **Definition:**

The College Board is the highest authority of the college. The College Board is chaired by the dean and comprises of vice deans and chairpersons of departments and not more than three appointed additional faculty members from the college. It is preferable that one of them is the college's representative on the Scientific Council. The term office of the members will be determined by a decision by the University Board. One of the vice deans will serve as secretary of the board.

## **Organization of the College Board:**

The College Board 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 dean 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 a 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 Board for resolution in its first ordinary or extraordinary session to be held. The University Board may either uphold or otherwise amend or revoke the resolution. The related decision of the University Board will be final and binding.

## **Duties and functions of the College Board:**

- 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 the application of quality and accreditation parameters.
- Set up, establish controls for admission and transfer staff (faculty, lecturers teaching assistants and administrative staff) 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 departments of the college and seek to publish such research.
- Consider the appointment, loaning, secondment and promotion of the faculty, lecturers and teaching assistants.
- Recommend approval of the study plans proposed by the academic and scientific departments.
- Determine and approve the study curricula, textbooks and references for the departments of the college.
- 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 students' affairs deanship.
- Resolve any student issues that fall within its jurisdiction and refer any issue other than that to the University Board.
- Consider any other issues referred to it by the University Board, its president or the college dean for review and opinion.

### **Powers and authority of the College Board:**

#### **Students' affairs:**

- Approve the deprivation and disqualification lists and lifting of deprivation to allow the students to sit for the finals.
- Approve granting the students an opportunity to sit for substitute finals within a period not exceeding the following semester.
- Approve re-enrollment of the students.
- Approve the necessary controls and measures designed to correct and straighten the student's performance.
- 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.

#### **Academic affairs:**

- Approve the definition of a grade for semester works.
- Approve incorporation of a practical or oral test as part of the finals.

- Approve the exclusion of the symposia, research and practical courses from the tests, assessments and student results in these curricula.
- Set up a committee for regulating the processes of the finals.
- Apply secrecy requirements in conducting the finals.
- Draw up and formulate the questions of the finals for certain curricula based on the recommendation of the department chairperson.
- Assign correction of the exams to teaching faculty members who are other than the professor of the curriculum itself.
- Set the duration and a time limit of the finals at not less than one hour and not more than three hours.
- Approve the equivalence of the curricula that a student has studied outside the university based on the recommendation of the academic departments.
- Approve the student's enrollment in study curricula if he or she has satisfied the requirements of the curricula prescribed for graduation if his / her GPA is below the required level.
- Recommend granting a student a fourth opportunity to upgrade his / her GPA.
- Propose the number of male and female students who may be enrolled in the academic year.
- 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.
- 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.
- 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.
- Recommend granting a student who has been dismissed on account of warnings to complete their study program by not more than two study semesters.

#### **Faculty affairs (Saudi faculty):**

- Recommend recruitment of teaching faculty members.
- Recommend appointment of faculty, lecturers, teaching assistants, language teachers and research aides.

- 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.
- Consider the promotion of a teaching faculty member based on the recommendation of the competent department board and nominate a number of not less than eight specialist peer reviewers of those nominated by the department board or others.
- 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.
- 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 for 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.
- Consider and look into 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 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 for 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 the transfer of a faculty member and the like within the scope of his / her academic specialty from one to another department within the same college.
- Recommend the transfer of a faculty member and the like from and to the faculty.

- Recommend the transfer of a faculty member and the like to a position outside the university.
- Recommend acceptance of the resignation or early retirement of a faculty member and the like at his / her request.
- Recommend soliciting the help of part time professors for a period of not more than two renewable years.
- Recommend treating a part-time professor to a reward equal to the entry level of the academic grade that the professor was in. If the professor is not a previous faculty member, the University Board will determine the amount of the reward, which should not exceed that of an assistant professor.
- Recommend soliciting the assistance of prominent and outstanding Saudi qualifications from outside the university for teaching assignments.

#### **Faculty affairs (Non-Saudi faculty):**

- 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 the 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.
- Recommend raising the end of service award by up to 100 % on the proviso that the total amount should not exceed SR 100000 for faculty members and the like.

#### **Scholarships and training affairs:**

- Recommend sponsoring scholarships for teaching assistants and lecturers, extension or otherwise termination of their sponsorship.
- Recommend approval for changing the specialization, university or country of scholarship as may be requested by the department board.
- Recommend suspension of the sponsored student appropriations, if: If he / she changes his/her specialization, university or place of his/her study without the benefit of the faculty's approval.
- If he or she fails to continue his/her studies based on his / her 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 / 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.
- Submit to the Board 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.
- Generate and submit to the University Board detailed annual report on the college's scholarship status.
- Recommend approval of the academic trips of the sponsored student.

#### **Postgraduate studies affairs:**

- Recommend addition of the admission conditions for the master's degree based on the recommendations of the competent department.
- Recommend addition of the admission conditions for the PhD degree based on the recommendations of the competent department
- Recommend acceptance of a master's or PhD applicant in a specialty other than his / her based on the recommendations of the competent department.
- 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 department.
- Recommend granting the student an additional opportunity of not more than two semesters based on the recommendation of the department board 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 prescribed for it.
- Recommend approval of a student's transfer from one university to another recognized university based on the recommendation of the department board, subject to compliance with the transfer conditions
- 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 department board.
- 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 department believes necessary based on the recommendation of the department board.

- Recommend the proposal of the curricula required for securing the diploma and nomenclature of the certification based on a proposal by the department board.
- 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 department board.
- Recommend, based on the recommendation of the department board, 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, based on the recommendation of the department board, increasing supervision share by a faculty member of academic theses too.
- 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 / her death or otherwise termination of his/her services with the university based on the recommendation of the department board.
- Recommend the formation of a committee for the review and discussion of the academic theses based on the recommendation of the department board.
- 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.
- Recommend the drafting of the university theses in a language other than Arabic, amplified by an 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 the research and who are other than the university's teaching faculty as may be recommended by the department board.

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# The Department Board

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## **Definition:**

This board represents the highest authority of the department. The board consists of the department's faculty members. Each department board 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 department board:**

The department Board will convene at least once a month. Such meeting will be correctly held and valid only if attended by two thirds of the Board memberships. The board will be headed by the chairperson of the academic department. Its resolutions will pass by absolute majority vote of the board members in session and in case of a tie, the side on which the chairperson votes will prevail. The resolutions of the Board will be regarded as executable unless objected thereto by the dean of the college 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 Board for resolution.

## **Duties of the department board:**

- 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 department 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 department for a limited period of time.
- Submit reports to the College Board on the status of students on scholarships after the elapse of half the period.

- Submit a detailed annual report to the College Board on the status of scholarship in the department.
- Suggest controls for admission and transfer from and to the department.
- Propose the necessary plans for postgraduate studies and admission controls.
- Consider and review the report filed on the achievements of the college during the academic sabbatical leave.
- Consider the issues referred to it by the College Board, its president or Vice President for review and feedback opinion.
- Form permanent or temporary committees from among the teaching faculty members.

### **Powers and authorities:**

#### **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 seminars, 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.

#### **Faculty affairs (Saudi faculty):**

- 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 department board 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 for 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 periods.
- 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 Board 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 department 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.

#### **Faculty Affairs (Non-Saudi faculty):**

- 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 the 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.

#### **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 department board.
- 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 board.

#### **Postgraduate studies affairs:**

- Recommend addition of the admission conditions for the master's 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 / 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 an 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 university's teaching faculty.
- Submit the above recommendations and proposals to the college board.

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# **Job Description**

## **College Administration**

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# College Dean

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## **General jurisdiction of the job:**

This is a leading academic position reporting to the competent vice president of the university. The task comprises of the supervision of the academic, administrative and financial 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 college and the university.

## **Duties and responsibilities:**

### **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 Board 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 vice deans, and heads of the academic departments.
- 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 department chairpersons in connection with any act 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 Board or its chairperson.

**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 in 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 vice deans and chairpersons of the academic departments.
- Approve the minutes of meetings of the department 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 Board.
- 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 vice deans, department chairpersons 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 / her service.
- Recommending contracting faculty members after their retirement.

- Recommend, in coordination with the department chairpersons, termination of the employment contracts of non-Saudi faculty members.
- Endorse the approval of the competent department board 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 department board 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.

#### **Units attached to the Dean:**

- Vice deans' offices
- Academic departments
- College advisory board
- Students' advisory board
- Faculty attraction and recruitment unit
- Public relations unit
- College quality, development, and academic accreditation committee

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# Vice Dean for Academic Affairs

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## General jurisdiction of the job:

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

## 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 departments 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 departments of the college in coordination with the departments.
- Supervise the progress of the examination, formulation of their committees in coordination with the academic departments and the admission and registration deanship.
- Supervise the application and reinforcement of the admission and transfer controls from and to the college and in between academic departments.
- Supervise the operations of the students' affairs committee and the extracurricular activities committee in coordination with the students' affairs deanship.
- Serve as chairperson of the follow up committees of the vice 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 Board.
- 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.
- Recommend 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 departments 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 departments 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 attached to the vice deanship.
- Approach the competent entity within the university with respect to the jurisdictions and scope of operations of the vice deanship.
- Issue in-house resolutions as may be dictated by the operational progress in the vice deanship and its units in accordance with applicable rules and regulations.
- Assess the performance of the employees of the vice deanship.

- Approve normal and emergency leaves of absence for the personnel of the vice deanship.
- Approve payment from the budget and cash box imprest of the vice deanship in accordance with applicable rules and regulations.
- Approve the inauguration of new sections based on the requests of the concerned departments.

#### **Units attached to the Vice Dean for Academic Affairs:**

- College board secretariat
- Student registration unit
- Examination unit
- Students' support unit
- Educational affairs unit
- Students' rights committee
- Student disciplinary committee

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# Vice Dean for Clinical Affairs

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## General jurisdiction of the job:

This is an academic and administrative position supervising the progress of the teaching and learning process in the clinical clerkships and medical internship program, implementing the approved policies and regulations related to students' affairs during clinical phase, supporting relevant educational services and promoting the realization of the organizational objectives. The vice dean reports to the college dean and serves as a member on the College Board.

## Duties and responsibilities:

- Supervise students' affairs during the clinical phase of the undergraduate program and medical interns during the internship program.
- Supervise compliance with the execution of the relevant executive rules and regulations pertaining to the studies and examinations of the university stage.
- Supervise the units attached to the clinical affairs.
- Supervise preparation of the study schedules for the students and clinical rotations for medical interns in coordination with academic departments.
- Supervise the distribution of the students to the various clinical clerkships in coordination with academic departments.
- Supervise the progress of the examination and submission of results.
- Supervise students' registration to clinical clerkships in coordination with the deanship of admission and registration.
- Supervise applications by students for the postponement of study courses as well as the deletion and addition processes of the clinical 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 hospital 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.
- Review and update medical internship program periodically.

- 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.
- 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 study schedules submitted by the academic clinical departments of the college.
- Approve increasing the number of the students in clinical phase of the sections in coordination with the concerned departments 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.
- Submit results of clinical clerkships examinations for faculty board approval.
- Prepare medical internship certificates upon satisfactory completion of the program.
- Approval of affiliated hospitals for clinical clerkships and medical internship.
- Process requests for clinical honorary titles for collaborating physicians in accordance with applicable rules and regulations.
- Approach the competent entity within the university with respect to the jurisdictions and scope of operations of the vice deanship.
- Issue in-house resolutions as may be dictated by the operational progress in the vice deanship and its units in accordance with applicable rules and regulations.
- Assess the performance of the employees of the vice deanship.
- Approve normal and emergency leaves of absence for the personnel of the vice deanship.

#### **Units attached to the Vice Dean for clinical Affairs**

- Clinical clerkships unit
- Medical interns' affairs unit
- Training sites supervision unit



# Vice Dean for Female Students' Affairs

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## General jurisdiction of the job:

This is an academic and administrative position attached to the dean. It extends assistance in the supervision of the educational, academic, and administrative processes and is in charge of organizing the operations in the female campus of the college. It handles the affairs of female medical students in the best interest in accordance with the applicable rules and regulations. The vice dean reports to the dean of the college and she serves as a member on the College Board.

## Duties and responsibilities:

- Supervise the execution of the college's strategic plan applicable to the female students.
- Manage the college's educational, administrative, and cultural affairs where these 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, and administrative requirements of the college where they relate to the female students.
- Preserve and protect the college's mobile and stationary property.
- Work on enhancing the mental image of the college.
- Participate in the planning and preparation of the college budget.
- Execute and follow up on the decision of the College Board.
- Work on developing the administrative and academic operations and functions that serve female medical students at female campus.
- Prepare and generate comprehensive periodic reports on the progress of the studies and the functional performance in the female campus for submittal to the college dean.
- Track the college website with regard to her as a vice dean and her associated administrative units.
- Carry out any other duties and chores as may be directed by the college dean.

### **Powers and authorities:**

- Recommend to vice dean for academic affairs female student's apology for not being able to continue the academic semester in accordance with the applicable regulations and rules.
- Recommend to vice dean for academic affairs transfer of students from one specialty to another or from and to another college in accordance with the applicable regulations and rules.
- Coordinate with vice dean for academic affairs for approval of the study schedules submitted by the academic departments of the college.
- Formulate and approve female students' activities committees of the college.
- Recommend to vice dean for academic affairs increasing the number of students in the section or department in coordination with the concerned departments and the Admission and Registration Deanship, on the proviso that the number of students must not exceed the optimum capacity of the section.
- Recommend to vice dean for academic affairs applications for extension, reregistration and substitute examinations in accordance with the applicable regulations and rules and the authorized limits.
- Recommend to vice dean for academic affairs the disqualification and deprivation lists in accordance with the applicable regulations and rules and the authorized limits.
- Recommend to vice dean for academic affairs 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 authorized limits.
- Nominate female supervisors of the associated units and recommend their selection and appointment.
- Approach the competent agencies within the university with respect to the jurisdictions and scope of operations of the vice deanship
- Issue in-house resolutions as may be dictated by the work progress in the vice deanship of the college and its units in accordance with the applicable rules and regulations.
- Assess the performance of the personnel of the vice deanship.
- Approve the normal and emergency leaves of the female employees of the units attached to the vice deanship.
- Approve emergency and normal leaves of absence of the college female employees.

**Units attached to the Vice Dean for female students' affairs:**

- Registration unit
- Female students' support unit
- Educational affairs unit

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# Vice Dean for Postgraduate Studies and Scientific Research

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## General jurisdiction of the job:

This is an academic and administrative position attached and reporting to the dean. It offers assistance in supervision of the progress of educational, academic and research processes of the postgraduate studies students. 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 vice dean reports to the dean and serves as a member on the College Board.

## 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 chairperson of the committees of the vice 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 with 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 departments of the college.
- Receive the decisions of the departments relative to the applications of the postgraduate students and transmit the decisions to the postgraduate studies deanship following their endorsement by the College Board.
- 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 and other research institutions regarding engagement in the research and securing support for them.
- 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 vice 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 vice 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 vice 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 vice dean and its units in accordance with the applicable rules and regulations.
- Assess the performance of the employees of the office of the vice dean.
- Approve the normal and emergency leaves of absence of the personnel of the units attached to the vice deanship.

**Units attached to the Vice Dean for postgraduate studies and scientific research:**

- Postgraduate studies unit
- Scientific research unit
- Teaching assistants and students on scholarship unit
- International collaboration and partnership unit
- Students' research unit

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# Vice Dean for Quality and Development

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## General jurisdiction of the job:

This is an academic and administrative position attached to the 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 departments, in the quality assurance of the colleges' administrative work, in addition to the 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.
- Supervise the performance assessment in the college.
- Supervise and execute the academic assessment and accreditation program parameters.
- Prepare and execute the strategic development plans for the college.
- 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 departments 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 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 departments in accordance with the duties assigned to each, and the difficulties that these units may have encountered.

- Follow up and track the educational facilities and laboratories of the college aiming for modernization and development.
- Establish the internal system for the operation of the vice deanship for development, quality, jurisdictions and general description of the personnel duties and method of coordination between the related units.
- Supervise execution of issues and topics received from the competent entities concerned with development and quality assurance.
- 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). Communicate the information to the concerned academic departments 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.
- Execute and follow up activities related to creativity and innovation in the field of academic and professional performance excellence awards in the college.
- Track the updating of the college's and associated administrative unit's status related to the vice 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 departments.
- Approach the concerned entities in the university to explain and brief them on the vice deanship's operations and their scope.
- Issue internal decisions required for the proper and speedy progress of the operations of the vice deanship and its units in accordance with the applicable regulations and rules.
- Assess the performance of the personnel of the vice deanship.
- Approve the normal and emergency leaves of absence of the personnel of the units attached to the vice deanship.



### Units attached to the Vice Dean for Quality and Development:

- Strategic planning and projects management unit
- Academic quality and academic accreditation unit
- Documentation and Information Technology unit
- Training and professional development unit
- Community services unit
- College Alumni unit
- Internal audit unit

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# Vice Dean for E- learning

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## General jurisdiction of the job:

This is an academic and administrative position attached to the dean. It offers assistance in the management of the college affairs related to the e- learning programs by drawing up plans and initiatives for the enhancement and promotion of these facilities in a way conducive to serving the learning and education processes. It supervises the organization units attached to it in line with the administrative organization. It contributes to the realization of the college objectives and establishes plans and programs that serve the overall objectives of the college.

## Duties and responsibilities:

- Assume responsibility before the dean for implementation of the policies and programs designated for the promotion of e-learning field.
- Work on heightening awareness in the college circle of the importance of e-learning in the learning process.
- Participate in and supervise the electronic development of e-learning materials in the curriculum.
- Provide the faculty with the necessary courses and training on e- learning.
- Attain the standards of quality in e- learning field.
- Participate in the promotion of the college's e-learning strategy.
- Supervise the forums and discussion boards for medical students.
- Manage and run cultural and media affairs and events.

## Powers and authorities:

- Communicate with academic departments regarding issues that pertain to e-learning.
- Oversee the taping and filming of the audiovisual academic courses for the benefits of medical students.
- Oversee the preparation and organization of virtual classes and live meetings in the college.
- Liaise with deanship of E-learning and Distance learning for support in the development of e-learning materials and its availability on the virtual learning environment of the university.

- Sign and deliver to the concerned entities correspondence related to the duties of the job.
- Grant leaves of absence to staff attached to him.
- Assess the performance of the employees whom report to him in accordance with the organizational chart.

#### **Units attached to Vice Dean for E- learning:**

- E- Learning unit
- E- Learning production unit

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# Vice Dean for Hospital Affairs

(General Director, King Fahd Hospital of the University)

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## General jurisdiction of the job:

This is a leading administrative position (General Director) attached to the President of the University. It assumes the duty involving overall supervision of the technical, administrative and financial affairs of the university hospital, provision of the appropriate climate conditions for realization of its objectives and all its requirements and needs of equipment, instruments, appliances, supplies and human resources. It supervises all meals of the hospital departments, caring for the visitors and resolving any difficulties they may encounter, striving to enhance their level of satisfaction with the services rendered to them and applying the total quality management to those services. As a vice dean for hospital affairs, it assumes responsibility before the dean of the medical college with regard to the professional medical practice of academic faculties in the clinical departments at the hospital.

## Duties and responsibilities:

- Assume responsibility before the president of the university for execution of the approved objectives, policies and regulations related to the university hospital.
- Implement the decisions of the hospital's board of directors and other decisions issued by the university councils or the president of the university
- Prepare and arrange for the meetings of the hospital's board of directors, serve as its secretariat, prepare the minutes of its meetings and communicate its decisions after their approval.
- Prepare the programs related to the development of the technical, administrative and financial operations of the hospital and supervise their implementation.
- Supervise the preparation of the draft budget of the university hospital and monitor its execution.
- Supervise monitoring and execution of the five - year strategic plan of the university hospital.
- Assume responsibility for the personnel of the university hospital and serve as a reference point for all of their functional affairs.

- Submit an annual report to the President of the university on the hospital affairs and all aspects of its activities.
- Assume responsibility before the dean of medical college with regard to the professional medical practice of academic faculties in the clinical departments at the hospital.

#### **Powers and authorities:**

- Sign employment contracts with the technicians and administrators and renew their contracts within the hospital's approved budgetary appropriation limits.
- Supply the hospital requirements of instruments and materials and issue the necessary procurement decisions within the approved budgetary appropriations and in accordance with the applicable rules and regulations.
- Propose establishment of new hospital departments and set up the necessary programs for their institution after approval.
- Set up the system and organization for the public's relation with the hospital.
- Establish programs for the development of the university hospital, submit related proposals to the hospital board of directors for endorsement, and monitor their execution.
- Approve the organizations related to the working hours of the hospital and its personnel.
- Supervise the training programs for the health college students in the hospital.
- Set up the necessary procedures for coordination with the hospital administration with regard to the administrative and financial affairs.
- Appoint Saudi nationals in the grade codes approved by the hospital board of directors.
- Approve the material delivery and acceptance reports.
- Form committee for identification of the stock inventory of the hospital storehouse.
- Exercise the administrative and financial powers attached to the position characterization schedule.
- Delegate some of his powers to the department managers and department chairpersons of the hospital.

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# Chairperson of Academic Department

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## General jurisdiction of the job:

This is an academic and administrative position in charge of the management of the administrative and academic affairs of the department. The Chairperson submits to the college dean at the end of each academic year a comprehensive report on the educational affairs and all aspects of the activities and needs of the department. The Chairperson is also responsible for applying, reinforcing and following up on the execution of the decisions, which pertain to the department and for applying the rules and regulations of the Higher Education Council.

## Duties and responsibilities:

### Administrative affairs:

- Serve as chairperson of the department board, 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 Board 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's administrative, academic and research development.
- Coordinate and promote the department's relationship inside and outside the university.
- Supervise availability of all of the department's educational, research, administrative and financial requirements.
- Supervise upgrading the quality standards and development of the department's outputs and products.
- 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.

#### **Academic affairs:**

- 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 the 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.
- Submit to the College Board an adequate report on the scientific trip of the student on local scholarship under the supervision of the department.

#### **Powers and authorities:**

- Approve distribution of the examination proctoring responsibility.
- Endorse the grade transcripts.
- Recommend that exam papers 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.
- Approve the exam results after applying the procedures to ensure audit and verification of the results.
- Draw up the plan of study references and textbooks and have the plan endorsed by the department board.
- Coordinate with the Scholarship and Training Committee tracking the status of the trainees and students on scholarships.

- 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 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 assignment and payment of the dues and entitlements of the department personnel for working outside official working hours.
- Recommend enrollment of the department's personnel in training courses inside and outside the university.
- Recommend extension of the services of the Saudi faculty after retirement age.
- Recommend contracting Saudi faculty after expiration of the extension period.
- Recommend termination of non- Saudi faculty members.
- Issue the executive decisions for the resolutions of the department board after their approval.
- Allocate and distribute the teaching burdens among the faculty, lecturers and teaching assistants of the department.
- Recommend renewal of 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.
- Recommend that the department's faculty, lecturers and teaching assistants be granted leaves, which may be postponed or otherwise compensated for.
- Recommend to the college dean promotion of the department faculty and grant them sabbatical leaves in accordance with applicable rules and regulations.
- The department chairperson derives his administrative and financial authorities from the department board and the College Board.

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# Director of Administrative and Financial Affairs

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## General jurisdiction of the job:

- **Administrative affairs**

This is an administrative position attached to the dean and the manager of the directorate general of personnel affairs, faculty and personnel affairs deanship. The manager cooperates in tracking and following up on the administrative affairs procedures of the various sectors of the university by application of the pertinent regulatory rules and instructions in addition to supervision of the employees attached to the office.

- **Financial affairs**

This is a finance position attached to the dean and the manager of the directorate general of administrative and financial affairs that extends assistance in the field of tracking the financial affairs procedures in the various sectors of the by application and reinforcement of the applicable financial regulations and rules in addition to the supervision of the department employees attached to him.

## Duties and responsibilities:

- Assume responsibility before the dean of faculty and personnel affairs deanship for execution of the regulations and policies related to the administrative affairs.
- Prepare the necessary information for the draft budget of the department in which he works.
- Follow up on all administrative affairs procedure, including; the initial introduction and orientation program for the new employees and ensure comprehension of the duties of their jobs and the nature of their job activities. The training program of the employees of the college, follow up on the execution of the program and submit a report on the extent of benefit from the training.
- Generation of periodic and annual reports on the status of the administrative issues in the college.
- Coordination with the faculty and personnel affairs deanship regarding the salaries and monetary entitlements of college.

- Coordination with the faculty and personnel affairs deanship regarding payment of the entitlements of the heirs of the deceased employees of the concerned entities in accordance with the applicable rules and regulations.
- Assume responsibility for the application and execution of the regulations and policies related to financial affairs.
- Prepare monthly reports on the expenditure and issuing from the items and their commitments
- Supervise and follow up on the application of the procurement standards.
- Supervise the process of the inventory of the cash box imprest and the storehouses.
- Supervise the supply of the instruments, equipment and tools requirements of the college.
- Supervise the storehouse organization process to ensure availability of the requirements on a continuous basis and facilitate the issuing procedures.
- Supervise the preparation of the budget of the sector.
- Supervise the generation of the final account of the college and respond to the inquiries of the external accounts auditor.
- Work on developing the financial affairs of the college and facilitate the financial procedures.
- Submit an annual report on the financial affairs of the college.

#### **Powers and authorities:**

- Grant the department employees the leaves of absence, departure and secondment within the limits vested in him by the authorized person.
- Prepare the decisions involving the cross shifting and exchange between the different items of the budget and have the decisions approved by the competent entities.
- Issue decisions involving custody, temporary and permanent cash box and imprest after their approval by the competent authority and demand repayment in accordance with the regulations.
- Grant permission for disbursement of the amounts due to the concerned sectors after verification of satisfaction of the statutory procedures.
- Approve the disbursement of the amounts which have been upgraded in the imprest account.

- Sign the payment orders from dealers with the concerned sectors after verification of completion of the statutory procedures.
- Forward the checks to their beneficiaries as per letters and notification of the existence of checks or entitlements of persons or entities.
- Issue the decisions authorized and vested in him by the competent authority.
- Sign the outgoing letters of the administrative and financial affairs relative to his job duties.

#### **Units attached to Director of Administrative and Financial Affairs:**

- Faculty and staff affairs unit
- Administrative communication unit
- Security and safety unit
- Supplies and public services unit
- Purchasing unit
- Storehouse unit
- Laboratories unit

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**References:**

- Manual of Organization and Job Description, University of Dammam - 2015
- Organizational chart of the College of Medicine approved by Faculty Board - 2015
- Powers and authorities for College of Medicine - 2006



————— Designed By —————

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