

Program Supervision Unit

a- Formulation of the Unit:

This Unit is formed upon a decision by the board of department, and consists of at least three members.

b - Unit's Jurisdictions:

- 1- Supervise the implementation of the Action Plan Program.
- 2 - Choose a consultant to assist in the training for the department based on the standards of the Accreditation Authority in coordination with the committee of development and quality.
- 3 - Complete all the requirements for accreditation of academic standards in the department by the National Authority (NCAAA).
- 4 - Follow-up and coordinate with the Unit of Development and Quality through supporting it with reports.
- 5- Prepare a visual display to the department as well as a guide and a program for the department

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Academic Guidance Unit :

a- Formulation of the Unit:

This Unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 – Clearing up the importance of academic accreditation for the program during the guidance meetings.
- 2 - Maximize the concept of academic guidance and the role of the academic advisor to help students to plan for their future of education.
- 3 - Preparation of necessary questionnaires for academic accreditation in relation to the academic guidance throughout distributing, collecting and analyzing the results, and providing recommendations for the program accordingly.
- 4 - To deepen the trust between students and Faculty teaching members.
- 5 - Receiving and responding to the posted suggestions or complaints by students.
- 6 - Educate students with the supporting services.



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Quality and Accreditation Unit :

a- Formulation of the Unit:

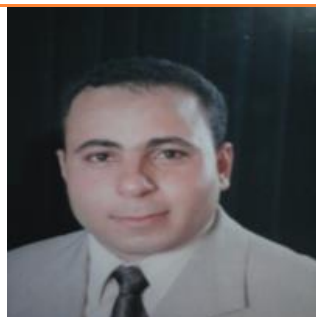
This Unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Follow-up, supervise, prepare and collect (program specification - program report – course specification - courses report).
- 2 - Supervising the preparation of self-study (SSR) to the program.
- 3 - Supervise the preparation of a room inside the department reserved for assessment and accreditation documents. This room should be equipped with a full program and reserved to the visitors during periods of program evaluation.
- 4 - Provide a periodic report on the completion of the accreditation requirements.
- 5 - Supervise the preparation of students' exams and answer keys forms for the program of its department.
- 6 - Supervision on the ways of teaching-learning process for students in coordination with the relevant committees in the department.
- 7 - Developing, managing and following-up the quality assurance activities in the department.
- 8 - Follow-up the selection of the standard reference for the program in the department.
- 9 - Follow-up the development of plans and future planning in the department.
- 10 - Follow-up the most modern trends of teaching methodologies and techniques.
- 11 - Identify the training programs of the department to develop teaching skills, research and technical education.
- 12 - Prepare, distribute and collect the questionnaires to/from the students about how to take advantage of the training program during the years of the study, and the

appropriateness of the courses for their practical lives. In addition, their suggestions are highly appreciated to maximize the utilization from those courses . Then, the results should be statistically inserted onto the Website.

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Security and Safety Unit :

a- Formulation of the Unit:

This unit is formed upon a decision by the board of Department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Ensure the availability of all laboratory equipment and students' services for the program.
- 2 - Ensure the availability of maintenance plans for laboratories and students' services and devices.
- 3 - To report periodically to the head of department at the end of each academic year to conduct necessary repairs / adjustments.
- 4 - Supervision on the provided security and safety procedures to laboratories and classrooms before the study, and submitting reports to the head of department.
- 5 - Raising awareness throughout preparing and distributing guidance publications to students about security and safety procedures for various risks (chemical - electrical - radiation) at the beginning of each school year.
- 6 - Put up signs of security and safety procedures in a prominent place for all laboratories and classrooms, and emergency telephone numbers.

Graduate Affairs and Community Partnership Unit :

a- Formation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Collect and compile personal data of students of the department and the means to contact them.
- 2 - Collect and compile data for employers and the means to contact them.
- 3 - Develop a program to strengthen the link among graduates and the labor sector.
- 4 - Prepare, distribute and collect questionnaires about satisfaction regarding their courses throughout preparing and submitting the results statistically, and introduce a recommendation accordingly.
- 5 - To find an effective mechanism to provide employment opportunities for graduates in their respective fields (e.g., holding forums for employment - knowing the levels of graduates by the experienced employers - explore the views of employers about the most important courses for the program and department).
- 6 - Activation of ways to communicate with graduate students (such as the Graduate Association).

Training and Community Service Unit:

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 – Collect and tabulate the outputs of projects done by the department and its members. Then, it carries out the contributions of those projects to the community service and development plans.
- 2 - Encourage and develop the entrepreneurship of students to maximize the return of the service role to the community through seminars and publications in coordination with the relevant committees at the department.
- 3 - To deepen the communication between the college and the authorities which are responsible for developing the plans in Saudi Arabia.



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Graduate Studies and Research Unit:

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Develop a system for monitoring, documenting and disseminating the data of scientific research and participating in conferences.
- 2 - Create and update a database of the published researches and projects by the faculty members of the department.
- 3 - Induct on publishing into the world best scientific ranked journals.
- 4 - Announce the list of research published by the faculty members onto the website of the department, and is updated annually.
- 5 - Doing the tasks assigned by the committee of graduate studies and research at the college.
- 6 - Registration of current and completed research projects in the department, and implementing the declaration of names onto the website of the department.
- 7 - Make yearly evaluation for scientific research projects in the department, and submit the recommendations to the committee of graduate



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Teaching Schedule Unit :

a- Formulation of the Unit:

This Unit is formed upon a decision made by the board of department and consists of at least three members.

b- Unit's Tasks:

- 1 – preparing teaching time tables in the department.
- 2 - The distribution of the load on the teaching faculty members at the department equally.
- 3 – The distribution of courses in agreement with the secretaries of scientific committees at the department.
- 4 - Coordinate with other colleagues about the taught Math textbooks

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Study Plans Unit :

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 – Authoring a guide that includes courses and objectives, and helping to use the latest scientific teaching methods and on-going assessment.
- 2 - Find a link either directly through departments or the unit of community service with public education and the labor market.
- 3 - Review the report of the external auditors to study the development of the department, and work to develop action plans to treat deficiencies.



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Publicity and Publishing Unit:

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Preparation, implementation and supervision of the Web page of the department located on the university Website.
- 2 - Prepare and print the student handbook, academic publications and training packages.
- 3 - Coordinate with the department academic members to publish their scientific productions.



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Measurement and Evaluation Unit:

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 – Coordinate with the major exams' committee in the college to place the timetables of exams.
- 2 - Holding workshops about any new exam quality limitations.
- 3 - Receive and deliver exams from/to faculty members.
- 4 - Save papers and students' answer sheets for analysis and review.



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Student Activities Unit :

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 - Prepare and organize sports, cultural activities and social gatherings in the department.
- 2 - Organizing periodic meetings with the Dean and head of department.
- 3 - Organizing field visits such as academic and recreational activities.



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E-Learning Unit:

a- Formulation of the Unit:

This Unit is formed upon a decision by the Board of Department and consists of at least three members.

b- Unit's Jurisdictions:

- 1 – The activation of e-learning education onto the University Website.
- 2 – Holding training sessions for faculty members to take advantage of e-learning modes.



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Suggestions and Complaints Unit :

a- Formulation of the Unit:

This unit is formed upon a decision by the board of department and consists of at least three members.

b- Unit's Jurisdictions:

1 - Receive suggestions and complaints about the department's programs of all relevant actors.

2 – Reporting the considered ideas and suggestions to the board of department.

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Teaching Assistants and Scholarships Unit :

a- Formulation of the Unit:

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b- Unit's Jurisdictions:

- 1 - Hold regular meetings with teaching assistants and lecturers at the level of the department and discuss all issues related to their scholarships.
- 2 - Help teaching assistants and lecturers to get admission at reputable scientific universities.
- 3 - Take care of teaching assistants and lecturers, and follow-up their scholarship affairs.
- 4 - Create a specific file to each teaching assistant and lecturer that illustrates his autobiography and includes all the paperwork done to facilitate his follow-up process.
- 5 - Keenness to raise scholarship applications in advance before the start of the program, and the emphasis on not joining the program before the issuance of the scholarship decision.
- 6 - To consider requests for extension of the study or scholarship taking into account the laws and regulations concerning issues related to candidates or scholarships.
- 7 - To communicate with the Deputy Deanship in situations requiring problem-solving.

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