



Kingdom of Saudi Arabia  
Ministry of Higher Education  
University of Majmaah  
Vice Presidency for Educational Affairs

## Vice Presidency for Educational Affairs Organizational Manual

## Content

### An Introduction

An Introduction about the Vice Presidency for Educational Affairs .....	
Vision.....	
Message.....	
Values.....	
Objectives.....	
Organizational Structure of the Vice Presidency for Educational Affairs .....	
Terms of Reference of the Vice Rector for Educational Affairs.....	
Technical Units which make up the Vice Presidency .....	
Departments of Vice Presidency for Educational Affairs .....	
Standing Committees associated with the Vice Rector for Educational Affairs .....	
Strategic Projects .....	

### Contact the Vice Presidency for Educational Affairs

## An Introduction

The Vice Presidency for Educational Affairs is considered as one of the most important pillars that will help the university to succeed in achieving its goals, and to do its main function which is education. Consequently, when I was honored by his Excellency the Rector of the university to assign me as the Vice Rector for Educational Affairs, I was keen to establish the work in a professional and institutional manner that strengthens the culture of teamwork, and promotes striving for innovation, development, and initiative.

Also, the Vice Presidency has focused, with thankful support of Colleges and Deanships, to meet the requirements and criteria for accreditation with respect to learning and education, and make that the main trend of all Vice Presidency Activities, in addition to discipline the rules and principles that the Vice Presidency relies on in its dealings with all Standing Committees, Colleges and Deanships.

Therefore, the development of Curricula and Study Plans is a main priority among all priorities of the Vice Presidency in the current period and the next, as well as the pursuit of excellence in learning and teaching, not forgetting the development of Academic Guidance mechanisms in such a way that enables the student to get the opportunity for a scientific study according to the principles of the world scientific foundations. Also, the Vice Presidency for Academic Affairs is seeking to develop the student's personality, as well as the leadership in the context of the disciplined academic freedom.

In general, the Vice Presidency for Educational Affairs, is concentrating its efforts on achieving the goals of the University, where those goals aim to achieve the requirements of cognitive society, in line with the unrivaled support of his Excellency the Rector of the university and in the context of applying the directives of the Government of the Custodian of the Two Holy Mosques, May Allah keep him safe and well, in the development of higher education .

**Vice Rector for Educational Affairs**

**Prof. Mohammed bin Othman Al Rukban**

## An Introduction about the Vice Presidency for Educational Affairs

Since its establishment, the main objective of the University of Majmaah was focused on education and how to develop it, where the administrative structure of the university contained a Vice Presidency dedicated for Academic and Educational Affairs since the university was created. Majmaah University has sought to activate the role of this Vice Presidency, where Dr. Mohammed bin Abdullah Al Shaya has been commissioned as a Supervisor of the Vice Presidency for Educational Affairs on Shawal of the year 1433 H, to enable the Vice Presidency of practicing its role in looking after education at the university.

On Sunday 14/04/1434 H, a decision has been issued by His Excellency the Rector of the University to commission His Excellency, Prof. Mohammed bin Othman Al Rukban, as a Vice Rector for Educational Affairs and upon the consent of His Excellency the Minister of Higher Education- Chairman of the Board of the University- to carry out all the tasks and functions stipulated in the guide of powers and competencies, that have been promulgated by the Administrative Decision of His Excellency the Rector of the University No. 10 dated 01/07/1431 H.

The Vice Presidency for Educational Affairs is linked directly with all Colleges of the University as the following (College of Education in Majmaah - College of Education Zulfi – College of Engineering in Majmaah - College of Medicine in Majmaah - College of Applied Medical Sciences in Majmaah - College of Dentistry in Zulfi - College of Science in Zulfi - Community College in Majmaah - School of Business Administration in Majmaah - College of Science and Human Studies in Ghat- College of Science and Human Studies in Bermah - College of Science and Human Studies in Hotat Sudair - College of Computer Sciences and Information in Majmaah - and other colleges under construction) as well as the following Deanships (Deanship of Admission and Registration - Deanship of Student Affairs - Deanship of E-Learning and Distant Learning- Deanship of Quality and Skills Development- Deanship of the Preparatory Year Program( PYP), in addition to (Center of Teaching Arabic to Non-Native Speakers). The Vice Presidency has in its facilities a number of internal departments that organize the work, and many of the Active Units, as well as Active Committees and Quality Programs.

## Vision, Mission, Values and Goals

### Vision:

Excellent educational environment that fulfils quality standards and requirements of accreditation.

### Message:

The Vice Presidency for Academic Affairs aspires to a continuous improvement and development in the educational programs, to meet the requirements of the labor market, and that can be done by raising up the efficiency of performance in the Colleges of the University, as well as the creation of a supportive educational environment for not only the student but also for the Faculty Member.

### Values:

Justice  
Perfection  
Accounting  
Development  
Institutional

### Objectives:

The first main goal: create a learning environment that contributes to innovation and excellence.

Sub-objectives:

- Raise the efficiency of performance of both Colleges and assistant Deanships.

- Develop the skills of the student and show interest in his/her professional and educational needs.
- Attract professional Faculty Members and upgrade their performance constantly.

The second main objective: continuous development and improvement of educational programs.

**Sub-objectives:**

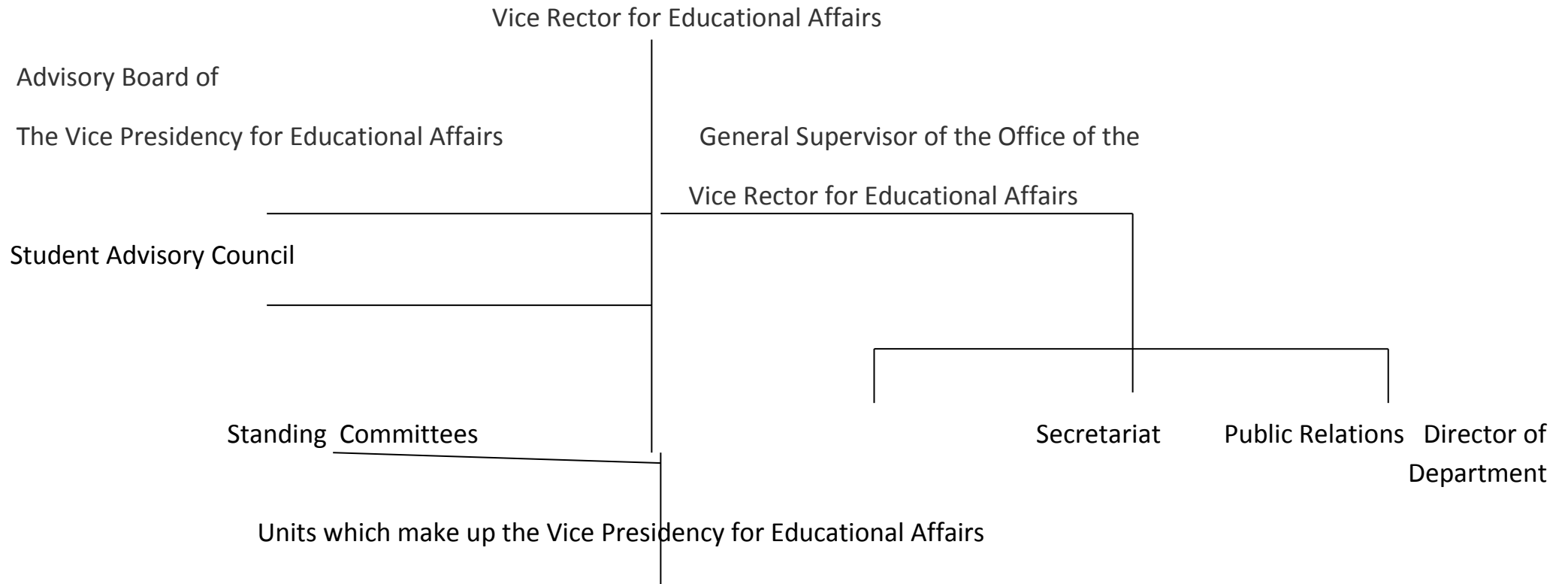
- Develop the educational programs in accordance with quality standards and requirements of accreditation.
- Upgrade teaching and learning strategies to improve the targeted educational outputs.
- Develop the methods of student's assessment, in such a way that contributes to the achievement of justice and increase the efficiency of outputs.

The third main goal: strengthening the institutional partnerships to serve the Educational Process.

**Sub-objectives:**

- Strengthen the link between the university and the institutions of the community.
- Establishment of cognitive exchange programs that contribute to achieve the requirements of the cognitive society.
- Communicate with graduates and take benefits from their experiences.

## Organizational Structure of the Vice Presidency for Educational Affairs





Unit of Planning and Follow-up/ Unit of Graduate Affairs/Unit of Student Support/Unit of Excellence in Teaching and Learning/Unit of Plans and Study Programs/ Unit of Evaluation and Measurement

Parties associated with the Vice Presidency for Educational Affairs

Centre of Teaching Arabic for Non-Native Speakers/Deanship of E-Learning and Distant Learning/ Deanship of Preparatory Year Program (PYP)/Deanship of Student Affairs/ Deanship of Admission and Registration/Deanship of Quality and Skills Development

## Terms of Reference of the Vice Rector for Educational Affairs

These **Terms of Reference** are stipulated in the guide of powers and competencies that have been issued by the administrative decision of his Excellency the Rector of the university No. 10 dated 01/07/1431 H.

### **First: terms of reference that are specific to the Vice Rector for Educational Affairs:**

- Continuous communication with Deans and associated Deanships, study the methods of improving performance and reconsider the programs, as well as the scientific and academic plans, and provide specialized studies to expand the disciplines and departments, and suggest the number of students that can be accepted in the Colleges, according to the capabilities and the needs of the community. In addition to suggest books and references that are needed by the Colleges to facilitate the Educational Process at the university level, and the coordination in all, among the Colleges.
- Direct supervision on the teaching burdens of Faculty Members, and conduct the necessary study or analysis, bring it into line with the rules and regulations.
- Approve the recommendation of what the Colleges do need of cooperators of Faculty Members, or other holders of science and knowledge, in public lectures and pay them from the financial dues.
- Reject the plans of bringing Faculty Members and the like from outside the university, as well as the extra hours, and give the permission to pay the dues of what has been designated.
- Follow-up setting the planning programs, and the operational mechanisms for serving the Community and Continuing Education, as well as identifying the programs that are needed by the labor markets and the beneficiaries, and putting forward the methods of

applying these programs and their fees according to the rules and regulations and what is acknowledged by the university in this regard.

**Second: terms of reference which are shared between the Vice Rector for Educational Affairs and other Vices Rector of the university:**

- Supervision on the conduct of administrative, scientific and technical duties in the administrative units associated with, and set the operational plans to raise up the level of performance, in coordination with Deanships and other departments that have specific specialty in the training, as well as the development of performance at the university.
- Adoption of job performance evaluation for all staff of the units and departments associated with , except Deans and Vices Dean. The Vice Rector for Academic Affairs is preparing these evaluation forms and attach them to his Excellency the Rector of the university for approval, as well as submitting the result of evaluation for those who got "Satisfactory and less."
- Approval on getting all the staff of the units and departments associated with their regular Leave on the bases of supplementing the necessary procedures by the General Directorate of Administrative and Financial Affairs, according to the regulations.
- Discipline the staff in the departments associated with them according to the regulations , except Deans, as well as those who are covered by the Regulations list of Saudi universities staff affairs and faculty members, and the like.
- Referral male and female students who are attributed to a violation to their own disciplinary committee .
- Direct support of what the units and the associated Deanships do need of money, no more than (two hundred thousand riyals) for one time, after the confirmation of the availability of funds, and the link prior to the funds, taking into account the terms of reference of the Direct Purchase Committees, in accordance with what is stipulated in the Article (46.45) of Competitions System and Government Procurements.

- Authorize assignment for the staff of Units and associated departments to work outside the official working hours, within a period not exceeding seven days per month, and no later than four months in the fiscal year, after ascertaining the availability of appropriations and the link before commissioning the work.
- Commission assignment within the Kingdom upon the need of the work for a period not exceeding five days, for one time, and no later than (30) days in the fiscal year, after confirming the availability of appropriations, and the link on the commission before traveling.
- authorize the disbursement of the advance assigned to it - if any - within the limits of the purposes stipulated in the advance decision.
- Form the interim committees to finish the work associated with them, or the units and the associated departments, in order to propose the forming of Standing Committees, and set a clear work program as well as determine their duties and specialties.
- Contact his counterparts in the ministries and government departments, as well as the civil ones, or a specialization contact with those who have the same specialization either inside or outside the Kingdom (as is the case in the cultural attaché with respect to the scholarships).
- Provide proposals that help to develop and raise the efficiency of work, break new ground, consistent with the objectives and aspirations of the University in the , academic, research, administrative, and technical fields, investment and cooperation, as well as the productive partnership with others.
- Hold consultative meetings with Deans of Units, directors of Departments associated with, and make consultation with them for the interest of work, and overcome obstacles, whether these meetings are periodic or according to the need, as well as the ongoing

communication with those Deans and Heads of Departments, and the cooperation in the conduct of work and facilitate the procedures.

- Identify human needs of faculty members, and the like, administrators, technicians, workers, housings, fittings, and means of transport, etc., of what the units and the associated departments do need, as well as the coordination with the General Directorate of Public Affairs for Administrative and Financial Affairs, and the relevant committees at the university, in order to prepare the availability of what has been mentioned , and follow-up and display what is opposing or postponing on his Excellency the Rector of the university .

### **Technical Units which make up the Vice Presidency for Educational Affairs**

The following units are linked to the Vice Presidency for Educational Affairs

#### **Unit of Evaluation and Measurement:**

It is a unit that specializes in identifying, building, and developing the measurement and evaluation standards for students, and follow-up the evaluation processes in the various programs of the university.

#### **Objectives of the unit:**

- Provide technical support and scientific advice to the faculty members and the units of the university in the field of measurement and evaluation.
- Develop and modernize the means of measurement and evaluation, in such a way that contributes to the achievement of justice and increases the efficiency of learning outputs.

- Identify and build standards for the measurement and evaluation of grades.
- Conduct, publish, and develop the scientific research in the field of measurement and evaluation.

### **Unit of Plans and Study Programs :**

It is a unit that is concerned with building and developing Study Plans to improve the educational outputs and achieve a kind of compliance with accreditation standards, and because of its positive impact to keep pace with the development plans and meet the needs of the labor market.

### **Objectives of the unit:**

- Develop specifications and standards that are required in the preparation of Plans and Study Programs in accordance with the standards of the National Commission for Evaluation and Accreditation.
- Study the Plans of Study and evaluate them according to the criteria, mechanisms, and controls and the recommendation for adoption.
- Develop the Plans and Study Programs and support the academic departments, to access high-quality Study Plans.
- Raise the efficiency of workers in the field of Plans and Programs of Study.
- Continuous monitoring of the work of Study Plans Committees in departments and colleges, and their activities, for the purposes of evaluation and improvement and to provide the necessary means and capabilities to them.

### **Unit of Excellence in Teaching and Learning**

It is a unit that is concerned with supporting the faculty members and provide a stimulating and supportive academic environment for excellence and innovation in learning and teaching, as well as to provide a system for quality and continuous improvement to ensure the effectiveness of teaching and the quality of learning outputs.

#### **Objectives of the unit:**

- Improve the quality of teaching and learning.
- Develop the capacity of faculty members in teaching and learning skills.
- Develop plans to evaluate and develop the various academic programs in light of quality requirements and the needs of the labor market and encourage creative thinking.
- Follow-up and coordination with quality units in the Colleges concerning the fulfillment of requirements of teaching and learning standard.

#### **Unit of Student Support:**

It is s a unit that is concerned with planning, coordination and follow-up of the services provided to male and female students at all academic levels by all concerned sectors of the university.

### **Objectives of the unit:**

- Develop the skills of the student and show interest of his/her professional and education needs.
- Evaluate the student-oriented services directly by university sectors and contribute to the development of these services.
- Foreseeing the future needs of the student in the light of the University's vision and its future aspirations .
- Activate the role of field training in the development of student's skills.
- Take care of gifted students and those with special needs.
- Develop the policy of Student Counseling in order to achieve the desired and positive interaction at the university level.

### **Unit of Graduates:**

It is a unit that is concerned with pursuing the graduates affairs, and to seek the appropriate opportunities for their careers that are compatible with their specialties and skills, in addition to follow-up the graduates to get to know the reality of their performance in the functional areas.



### **Objectives of the unit:**

- Continuous communication with the university graduates who have been recruited and follow-up the valuation of their job performance and take benefits from their experiences.
- Strengthen the link between the university and the relevant institutions of the society.
- Measure the attitudes of employers towards the university graduates
- Seeking to open fields in the labor market for the university graduates.
- Contribution to the formulation of standard specifications for the university graduates.

### **Unit of Planning and Development.**

It is a unit that is concerned with planning and development of work in the Vice Presidency for Educational Affairs and follow-up the operational plans for Colleges and Deanships associated with, as well as reviewing the educational regulations and preparing reports through the indicators of the approved performance .

### Objectives of the unit:

- Formulation of the strategic plan of the Vice Presidency for Educational Affairs in accordance with the University's strategic plan and the nature of the stage.
- Follow-up the annual operational plans for Colleges and Deanships and the Units associated with the Vice Presidency for Educational Affairs
- Determine the rules governing the relationship between the student and the faculty member and the university
- Measure the educational performance of the University via clear and effective performance indicators .
- Prepare periodic evaluation of the programs of the university through clear standards.

## Departments of Vice Presidency for Educational Affairs

Vice Presidency for Educational Affairs includes a number of departments as the following:

### **First: Office of the Vice Rector for Educational Affairs**

Organizational link: it is linked directly with his Excellency the Vice Rector for Academic Affairs.

Tasks: direct supervision on the Office of his Excellency the Vice Rector for Educational Affairs and do the work assigned to it by the Vice Rector.

### **Second: General Supervisor of the Office of Vice Rector for Educational Affairs**

Organizational link: it is linked directly with his Excellency the Vice Rector for Educational Affairs.

Tasks: general supervision on the Office of His Excellency the Vice Rector for Educational Affairs and the Administrative Units and the Committees associated with, and follow-up the work of the Vice Presidency for Educational Affairs, in order to facilitate all the procedures that help to complete the work and achieve the objectives assigned to the office.

### **Third: Management of the Vice Presidency for Educational Affairs.**

Organizational link: it is linked with the General Supervisor of the Office of the Vice Rector for Educational Affairs.

Tasks: conduct the administrative and financial duties of the Vice Presidency for Educational Affairs and provide the requirements of the job.

## Units of Management of Vice Presidency for Educational Affairs

The Management of Vice Presidency for Educational Affairs includes the following units:

### **1- Unit of Administrative Affairs:**

This unit aims to deal with all the administrative aspects associated with the office, which relate to the staff of the office, and finance, monitoring, procurements and warehousing, as well as sending all the outgoing transactions and documenting all the incoming transactions and follow-up Colleges and the concerned departments, in addition to archiving all the transactions.

#### **Tasks:**

- Direct supervision on the incoming and outgoing works.
- Direct supervision on the archiving of all the incoming and outgoing transactions and save them in files
- Archiving the files of personnel.
- Submit all the decisions of the Vice Rector for Educational and Academic Affairs through the Administrative Communications.
- Follow up all the outgoing transactions with colleges and relevant departments.
- Supervision on the personnel affairs in the Vice Presidency for Educational Affairs.
- Supervision on the Financial Affairs and follow them up.
- Supervision on the procurements and warehouses associated with the Vice Presidency for Educational Affairs.

## **2- Unit of Public Relations:**

This unit aims to link the Vice Presidency for Educational Affairs with all the beneficiaries of its services through the dissemination of information related to its activities and programs.

### **Tasks:**

- Advertising and organizing the induction and awareness meetings of the Vice Presidency for Educational Affairs within the university
- Contribution to the organization of workshops and seminars that are organized by the Vice Presidency for Educational Affairs.
- Publishing the news of Vice Presidency for Educational Affairs on the website of the University and the university's journal, as well as the local newspapers, in coordination with the Department of Public Relations and Media at the University.
- Follow-up and respond to the articles and news published about the Vice Presidency for Educational Affairs.
- Continuous updating of the Vice Presidency webpage whether by news or sections and showing it in a decent manner.
- Educate the staff of the Vice Presidency for Educational Affairs with the most essential developmental needs.

### **3- Unit of Secretariat:**

This unit aims to organize the work of His Excellency the Vice Rector for Educational Affairs round the clock, in terms of coordinating the work of the mail, and appointments of the office in interviews and communications, as well as coordinating the work of the Committees associated with Vice Presidency for Educational Affairs.

#### **Tasks:**

- Coordinate the personal, telephoning and electronic schedules of His Excellency the Vice Rector for Educational Affairs .
- Coverage of the mail round the clock.
- Coordinating the work of the various committees.

#### **Standing Committees associated with the Vice Rector for Educational Affairs**

- Committee of Plans and Academic System.
- Committee of Tables and External Cooperation for Teaching.
- Committee of the Preparatory Year Program (PYP).
- Anti-Smoking Committee at the university.
- Standing Committee for Educational Affairs
- Committee of Safety and Campus Security.

- General Committee of Student Discipline.
- Main Committee for the Preparation of Reports and Follow-up Plans.
- Disciplinary Committee of Male and Female Staff at the university.

### **Strategic Projects**

Restructuring of Colleges and university programs

Raise the efficiency of the performance of Colleges and Deanships.

Create the academic programs for the academic accreditation.

### **Contact the Vice Presidency for Educational Affairs**

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