



JOB DESCRIPTION GUIDE



رقم الصفحة	المحتوى	م
3	Introduction	.١
4	College Organization Flowchart	.٢
5	Introduction About the College	.٣
7	A. College Council	.٤
11	B. Dean of the College	.٥
16	C. Vice Dean for Academic Affairs (Coordinator of the College for Academic Affairs)	.٦
19	D. Director of the Quality and Academic Accreditation Unit	.٧
23	E. Director of the e-learning unit	.٨
24	F. Education Program Director	.٩
25	G. Vice Dean for Administrative Affairs	.١٠
30.	H. Public Relations Officer	.١١
31.	I. College media coordinator	.١٢
32.	Department Council	.١٣
37	II. Committees at the College Level	.١٤
48	III. College Advisory Boards	.١٥

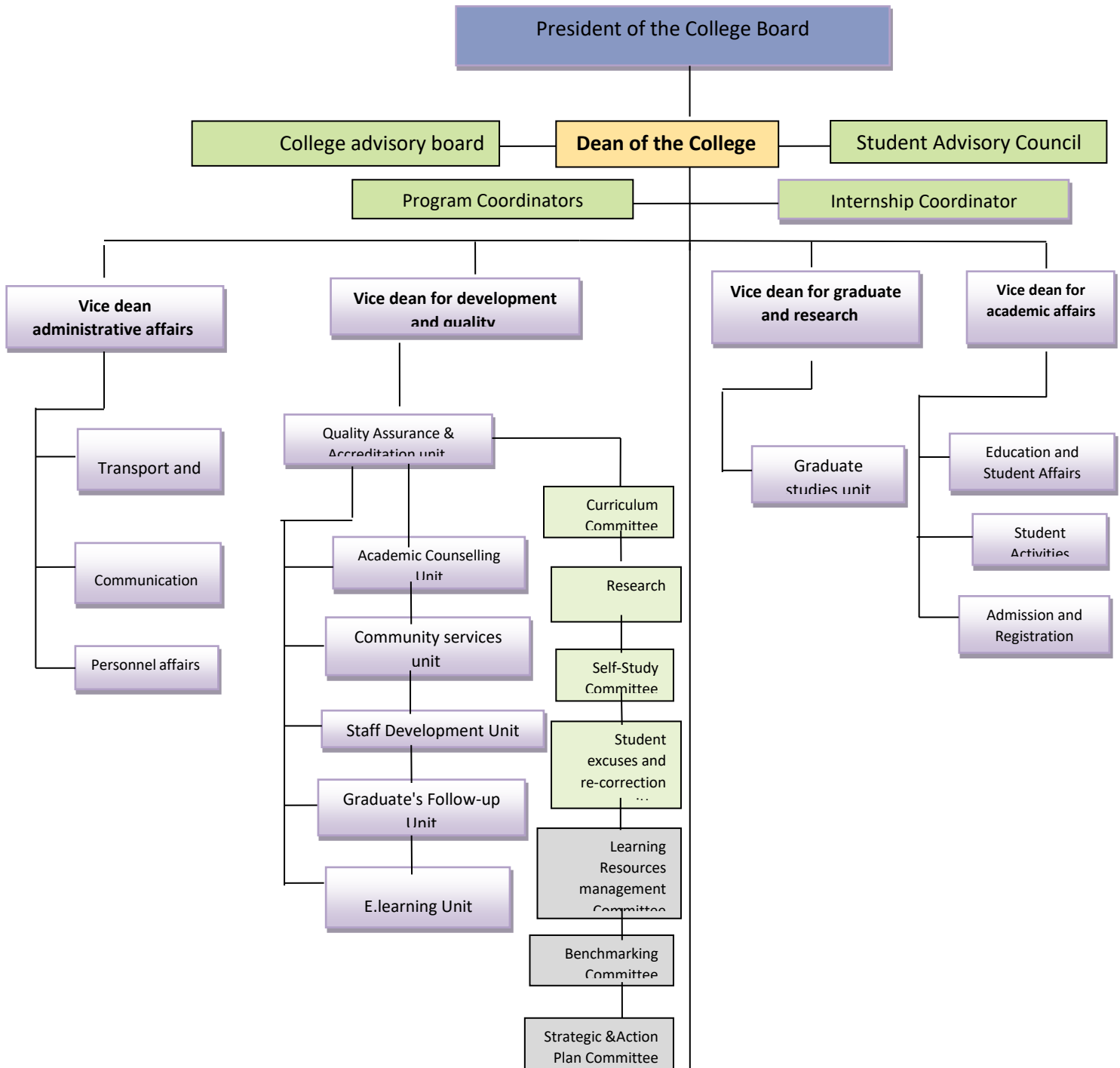
Introduction

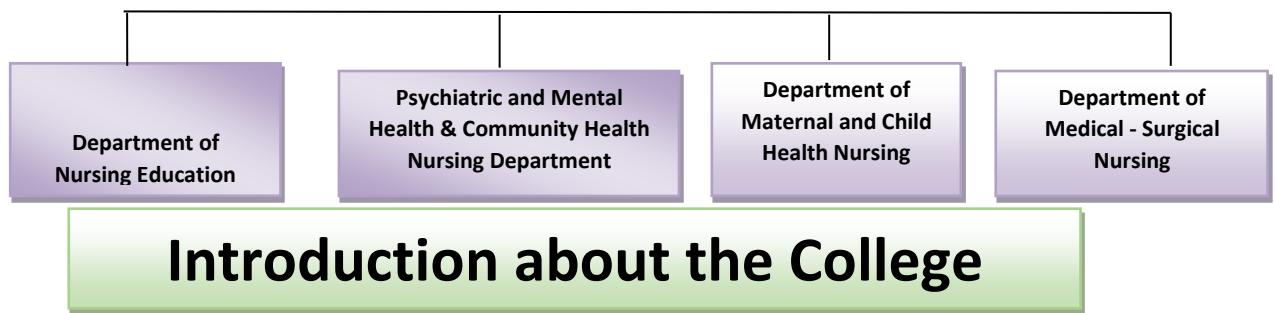
Within the framework of the university's pursuit of global leadership in its various educational, research, administrative and technical activities, and based on the importance of the role of the organizational side in promoting this pursuit through many directions, the most important of which comes the presence of an organizational guide that defines the powers and responsibilities of both the administrative staff and faculty members. It has been taken into account in the preparation of this guide to be comprehensive, as it was designed to be a guide aimed at helping officials in the college to perform their work as required. It defines the tasks and responsibilities of the organizational units in the college and the powers of the officials who manage these units, which would lead to overlap and duplication of performance, ambiguity of roles and organizational conflicts, and this in turn affects the effectiveness of the college's performance and disrupts its work.

This guide includes a description of the duties and powers of the College Council, the dean, deans, and the main departments in the college. It also includes a description of the duties and powers of the department council, the program director, and all committees or sub-units of quality, which are closely related to the educational process and its quality.

We hope that this guide will contribute to improving the quality and organization of college work.

The College / Program Organization Flowchart





The Genesis of the College

The College of Nursing at Qassim University was established in the academic year 2009/2010. It is the first nursing college in the Kingdom of Saudi Arabia to adopt a problem-based learning system in teaching curricula, as well as achieving integration between basic sciences and nursing sciences. The College of Nursing is committed to promoting this profession locally, nationally and globally. The curricula are directed towards training students to assume responsibilities with perfection and professionalism. As for the academic curriculum, it aims to ensure the achievement of professionalism for graduates of the College of Nursing, which enables the skill of providing comprehensive care to all individuals, families and communities, and to graduate nurses who bear responsibility and uphold the application of the standards and values of the profession.

College/Program Vision

Uniqueness in the field of nursing and health at the national level, supporting sustainable development and helping to advance a knowledge-based society

College/Program Mission

Providing a distinguished educational program to graduate qualified competencies in the field of nursing that meet the needs of the labor market, and to provide professional and research services, advisory and training programs that contribute to improving the quality of health services and sustainability in the local community, in a work environment that stimulates innovation using the latest methods at the highest administrative, technical and information level, and activating partnership nationally and internationally.

College Values

Justice: We seek to achieve equal opportunities and justice in dealing with everyone.

Integrity: We perform work honestly and are committed to the rules of conduct and ethics.

Transparency: We commit ourselves to fair transactions and procedures, and adherence to the principles of accountability.

Quality: We apply the highest quality standards in all tasks to ensure excellence in the provided nursing services.

Creativity: We support an organizational climate conducive to creative thinking and innovative behaviour.

Teamwork: We encourage a culture of intellectual and behavioral teamwork.

Scientific and Academic Freedom: We encourage scientists to scientific exploration, openness, and collective interaction with others.

Patience: We are committed to working under difficult circumstances, with all the inconvenience and pain they bear, without complaint or loss of nerve.

Objectives

1. To provide high quality and advanced educational services
2. To graduate highly qualified nursing cadres to deal with the latest technologies in the field of nursing

3. Maximizing the role of the college in meeting the needs of the community
4. Strengthening relations with community institutions by providing consultations in the field of nursing
5. To deepen the research skills of female graduates
6. Raising institutional administrative, technical and information performance

A. College Council

a. Definition

The college council consists of: the dean as president, the vice dean, the college coordinator for academic affairs, department heads, and the council is prepared and written by the council secretary.

b. Organization of the Council

1. The College Council meets at least once every two weeks, and the meeting is not valid unless attended by two-thirds of its members.
2. The decisions of the Board shall be issued by the absolute majority of the votes of the members present, and in the event of equality, the side on which the Chairman belongs shall prevail.
3. The decisions of the Council are considered valid unless an objection is received from His Excellency the Rector of the University within (15) fifteen days from the date of their receipt. And if he objects to it, he returns it to the College Council, along with his point of view, to study it again. If the Council remains on its opinion, the objected decision is referred to the University Council to decide on it in the first ordinary or

extraordinary session. The University Council has the right to ratify, amend or cancel the decision, and its decision in that regard is final.

c. Council Duties

1. Setting admission and transfer controls to and from the college.
2. Forming permanent or temporary committees from among its members or others.
3. Encouraging the preparation of scientific research, coordinating it between the departments of the college, and working on publishing it.
4. Considering the appointment, secondment, delegation and promotion of faculty members, teaching assistants and lecturers.
5. Recommending the approval of study plans proposed by academic departments.
6. Approval of curricula, textbooks and references in the departments of the college or institute.
7. Approve exam dates and set regulations for conducting them.
8. Recommending the approval of the internal executive regulations of the college.
9. Approving the training and scholarship plans necessary for the college.
10. Approval of the college's extracurricular activity plan.
11. Deciding on student matters that fall within his competence and directing the University Council in other matters.
12. Considering matters referred to him by the university council, the president, his deputy, or the dean of the college for study and expressing an opinion.

d. Council Powers

d.1 Student Affairs:

1. Adopting deprivation lists and lifting the deprivation from students to take the final exam.
2. Agreeing to give students an opportunity for an alternative final exam within a period not exceeding the next semester.
3. Approving the re-enrolment of students.
4. Approval of the controls necessary to evaluate the performance of affiliated students.
5. Agreeing to re-correct the answer sheets within a period not exceeding the beginning of the final exams for the next semester.

d.2 Academic Affairs:

1. Approval of determining the degree of semester work.
2. Formation of a committee to organize the final exam work.
3. Applying confidentiality in final examination procedures.
4. Setting final exam questions for some courses based on the recommendation of the department head.
5. Assigning exam correction to faculty members other than the course professor.
6. Determining the duration of the final exam to be no less than one hour and no more than three hours.
7. Approving the equivalency of the courses that the student studied outside the university based on the recommendation of the academic departments.
8. Approval of the student studying courses if the student has completed the courses required for graduation and his GPA is less than the required.
9. Recommending that the student be given a fourth opportunity to raise his cumulative GPA.
10. Proposing the numbers of male and female students who can be accepted in the academic year.

11. Recommending the issuance of an economy class travel ticket for one time during the same academic stage if the student's academic program requires a trip outside the city of study.

12. Recommending that the student be given an exceptional opportunity to complete the graduation requirements, with a maximum limit not exceeding half of the original period specified for graduation, if the student did not complete the graduation requirements within a maximum period of half of the period prescribed for his graduation in addition to the duration of the program.

13. Recommending that the dismissed student due to exhaustion of twice the duration of the program be given an opportunity to complete his studies not exceeding two semesters.

14. Recommending that students dismissed due to warnings be given an opportunity to complete their studies, not exceeding two semesters.

d.3 Faculty Members Affairs:

1. Recommend the appointment of faculty members.

2. Recommend the appointment of lecturers and teaching assistants.

3. Considering the promotion of a faculty member based on the recommendation of the concerned department council, and nominating a number of specialized arbitrators of not less than five who were nominated by the department council or others.

4. Approving the payment of an allowance for teaching units if the number of teaching units for faculty members and those of similar status from within the university exceeds the prescribed quorum.

5. Recommend that a faculty member obtain a sabbatical leave for an academic year, after five years have passed from his appointment or from his previous sabbatical leave, or for one semester after the lapse of three years from his appointment or from his previous sabbatical leave.

6. Considering the report submitted on the achievements of the faculty member during the sabbatical.
7. Recommend approval for a faculty member to work as a part-time consultant in government agencies, the private sector, or regional or international organizations.
8. Recommend approval for the participation of a faculty member in conferences and seminars held inside or outside the Kingdom.
9. Recommend the assignment of a faculty member and the like to work for government agencies.
10. Recommending the secondment of the services of a faculty member and the like.
11. Recommending the dispatch of a faculty member on a scientific mission outside the university headquarters.
12. Recommending the delegation of a faculty member to teach outside the Kingdom.
13. Recommending that a faculty member be allowed to travel to conduct research at a university other than his own during the summer vacation.
15. Recommending the transfer of a faculty member and the like to and from the college.
16. Recommending the transfer of a faculty member and the like to a job outside the university.
17. Recommending the acceptance of the resignation of a faculty member and the like, or referring him to early retirement at his request.
18. Recommending the use of part-time professors for a period not exceeding two years, subject to renewal.
19. Recommending a faculty member to attend a conference or seminar.

A. Dean of the College

a. Definition

He is a faculty member who manages the educational, administrative, and financial affairs of the college within the limits of the system and its regulations, and is responsible for representing the college before various parties inside and outside the university.

b. Link

He is associated with the university president and is a member of the university council.

c. Duties

c.1 Administrative and Financial Affairs:

1. Presiding over the College Council, supervising the organization of its affairs, inviting to attend its sessions, implementing its decisions, and sending the minutes of its sessions to His Excellency the President of the University.
2. Applying the regulations and systems of the Council of Higher Education.
3. Achieving higher goals and policies at Qassim University.
4. Implementing the decisions of the University Council in relation to the college.
5. Supervising the preparation of the college's strategic plan and following up on its implementation.
6. Supervising the management of the college's educational, research, administrative, financial and cultural affairs.
7. Developing the college administratively, academically, and in research.
8. Coordinating and developing the college's relations inside and outside the university.
9. Supervising the provision of all educational, research, administrative and financial requirements of the College.

10. Evaluating the performance of the college vice deans, heads of academic departments, directors and heads of affiliated units.
11. Preserving the movable and immovable properties of the college.
12. Coordinating the work of the College Advisory Council and implementing its recommendations.
13. Work on developing and strengthening the college's own financial resources and improving its mental image.
14. Supervising the planning and preparation of the college budget.
15. Forming the necessary committees to perform the work of the college.
16. Preparing a comprehensive periodic report on the progress of the study and the academic, administrative and research performance in the college and submitting it to His Excellency the Rector of the University.
17. Reporting to the university president based on what he receives from the heads of departments or what they notice about everything that occurs from a faculty member and the like in terms of breach of the required duties or any other violations.
18. Raising disciplinary issues with regard to students and faculty members in accordance with the rules and regulations.
19. Carry out the duties delegated to him by the College Council.
20. Representing the college inside and outside the university.
21. Carrying out what is entrusted to him by the university council or its president.

c.2 Academic Affairs:

1. Supervising the progress of the educational process, implementing its plans, and developing its academic programmes.
2. Applying the systems and regulations of quality, evaluation and academic accreditation.
3. Supervising the various student activities in the college.

4. Monitoring the performance of exams, and controlling order and discipline within the college.
5. Encourage conducting research in the college's various disciplines.
6. Work to establish academic links with educational institutions inside and outside the Kingdom.
7. Supervising the recruitment of faculty members in the college.
8. Supervising the implementation of study plans and programs in the college.

c.3- The Powers of the Dean:

1. Selecting college vice-rectors and heads of academic departments and submitting recommendations for their appointment to His Excellency the Rector of the University.
2. Approving the minutes of department council meetings, and he has the right to object to their decisions within 15 days from the date of their receipt.
3. Implementing the recommendations of the College Council.
4. Issuing internal decisions that are required for the proper functioning of the college in accordance with the rules and regulations.
5. Approving the job performance reports prepared by the college vice deans, heads of departments, and directors of departments and administrative units regarding their employees.
6. Approving the granting of regular, emergency, and exceptional leave to the faculty members, with informing the Deanship of Faculty and Staff Affairs in accordance with the system.
7. Delegate his powers in accordance with university work regulations and controls.
8. Approval of purchase requests in accordance with the laws and regulations.

9. Formation of various committees at the college level.
10. Approving the performance evaluation reports submitted to him by the college units.
11. Dependence of spending on work requirements in the college from the college budget.
12. Recommend the payment of entitlements to work outside working hours for the faculty's employees.
13. Recommending the internal and external assignment of the college employees.
14. Recommending assignment to work outside the official working hours of the college employees.
15. Recommend that the faculty members attend training courses inside and outside the university.
16. Recommending the extension of a faculty member after service ends.
17. Recommending contracts with a faculty member after his retirement.
18. Recommending the termination of contracts of non-Saudi faculty members in coordination with department heads.
19. Adopting the approval of the relevant department council to postpone the admission of postgraduate students, provided that the period of postponement does not exceed two semesters.
20. Adopting the approval of the concerned department council to delete all courses of the semester for postgraduate students.
21. Approving the transfer of a student from outside the university to the college.
22. Approving the transfer of the student to the college from another college.
23. Approving the transfer of the student from one specialization to another within the college.
24. Agree to allow the student to study as a visiting student.

c.4 Agencies, academic departments, and departments affiliated to the Dean:

- Vice Deanship for Academic Affairs
- Vice Deanship for Development and Quality
- Vice Deanship for Postgraduate Studies and Scientific Research
- Academic departments
- Advisory Board.
- Vice Deanship for Administrative Affairs
- Public relation -

C. Vice Dean for Academic Affairs

(Coordinator of the College for Academic Affairs)

a. Definition

He is a faculty member entrusted with supervising the progress of the educational process for undergraduate students, implementing approved policies and programs in the fields of student affairs and educational support services, and achieving the goals set for them.

b. Link

He is associated with the Dean of the College and is a member of the College Council.

c. Duties

1. Supervising the implementation of study plans in the college in accordance with the executive regulations and rules.
2. Submitting periodic reports to the Dean of the College on the progress of the educational process, academic performance, and the difficulties it faces.
3. Determining the college's need for faculty members in coordination with the scientific departments.
4. Supervising the academic affairs units.

5. Work to provide an appropriate educational environment
6. Preparing study schedules for students in academic departments and coordinating with other collaborating colleges
7. Supervising the examination schedules and the conduct of the examination process in the college, in coordination with the academic departments and the Deanship of Admission and Registration.
8. Supervising the work of the Student Affairs Committee and the Student Extracurricular Activities Committees.
9. Supervising requests for postponement and apology for studies, as well as deletion and addition processes for undergraduate students, in accordance with the regulations and decisions issued in this regard.
10. Follow up the preparation of deprivation lists, female student affairs, in cooperation with the Alumni Unit.
11. Supervising the activities of the induction week in the college.
12. Guidance and cooperation with the Academic Advising Unit to follow up on resolving issues related to academic achievement.
13. The mandate assigned to the agency and its programs in accordance with the rules and regulations.
14. Carrying out the tasks assigned to him by the Dean of the College.

d. Powers of the Vice Dean for Academic Affairs

1. Submitting requests to the College Council to excuse students from the semester in accordance with the rules and regulations.
2. Formation of student activities committees in the college.
3. Approval of increasing the number of students in the divisions in coordination with the concerned departments and the Deanship of Admission and Registration.
4. Approval of requests for extension, re-registration and alternative exams according to the regulations governing this

5. Adopting deprivation lists and removing them according to the rules and regulations.
6. Addressing the relevant authorities within the university regarding the competence and scope of the agency's work.
7. Preparing study schedules
8. Approving the opening of new divisions at the request of the concerned departments.

e. Units and Committees Affiliated to the Vice Dean for Academic Affairs

e.1 Student Rights Unit (Student Advisory Council - Student Committee):

This unit is concerned with supporting the rights of students on the basis that are compatible with the rules and regulations applied in the university, developing a culture of justice and fairness among students, providing the necessary advice to them, informing them of their university rights, and obtaining them.

e.2 Examination Committee:

This unit is concerned with organizing examination committees, distributing observers at the time of testing, receiving test papers from other colleges, semester exams, and alternative exams.

e.3 Student Club:

This unit specializes through its various programs in developing the student's thought, shaping and refining his personality, and working on developing his talents and creative abilities in the scientific, cultural, sports and other fields.

This unit is also specialized in organizing extra-curricular activities in the college, in which it communicates with students and their

participation in student activities such as: theater, and internal and external cultural competitions.

e.4 Academic Advising Unit:

This unit specializes in receiving and guiding students, especially new ones, introducing them to the college and its various departments, preparing them for study and university life, as well as advising college students academically, psychologically, socially and scientifically, providing them with advice, and taking care of students who suffer from poor academic achievement and others who are gifted.

D. Director of the Quality and Academic Accreditation

a. Definition

He is a faculty member entrusted with supervising development and quality processes, achieving accreditation standards and academic evaluation in the educational process in academic departments, and working to develop and improve performance in all aspects and spread its culture.

b. Link

Associated with the Dean of the College as Chairman of the Board of Directors of the Quality Unit.

c. Duties

1. Devoting the concept of quality and spreading its culture at the college level.
2. Supervising the application of quality standards.
3. Supervising the performance evaluation in the college.
4. Supervising the implementation of academic accreditation and evaluation requirements.
5. Preparing and implementing the college's strategic and development plans.

6. Determining the specialized training needs of faculty members in the academic departments of the college and coordinating with the Deanship of Skills Development in implementing them.
7. Encouraging faculty members to participate in attending courses, training programs and workshops offered by the Deanship of Skills Development.
8. Supervising the preparation of the college's annual report for submission
9. To the competent authorities after being approved by the Dean.
10. Submitting periodic reports to the Dean of the College on the development of work in the units affiliated to him according to the tasks assigned to him and the difficulties they face.
11. Establishing the internal system for work in the development and quality unit, terms of reference and description of the duties of its employees, and how to coordinate between its affiliated units.
12. Supervising the implementation of issues referred to it related to development and quality.
13. Developing appropriate interim plans for the periodic review of the approved quality standards to ensure continuous improvement in the performance of the academic departments and administrative units of the college.
14. Develop a mechanism to identify the expectations, requirements and level of satisfaction of the beneficiaries of the college (internal and external) and communicate them to all relevant academic departments and administrative units.
15. Implementing and following up the evaluation and development of the teaching performance of a faculty member, and assisting him in achieving professional and scientific excellence.

16. Follow up on updating the college website with regard to quality and its affiliated units.

17. Carrying out the tasks assigned to him by the Dean of the College.

18. Implementing and submitting the required responses to quality-related transactions

d. The powers of the Director of the Quality and Academic Accreditation Unit:

1. Recommend the appointment of supervisors for its affiliated units and departments.

2. Recommend the issuance of internal decisions that are required for the proper functioning of the unit and its units in accordance with the rules and regulations.

3. Evaluate the performance of the unit's employees.

e. Units affiliated to the Director of the Quality and Academic Accreditation Unit

e.1 Academic Advising Unit:

This unit is concerned with receiving new students, directing them, introducing them to the college and its various departments, and preparing them for study and university life, as well as providing advice and guidance to college students academically, psychologically, socially, and scientifically, while taking care of them. Underachieving and other gifted students, and studying cases requiring support

e.2 Scientific Research Unit:

This unit is concerned with raising the efficiency and effectiveness of the college as one of the distinguished research activities that work to develop participation and cooperation with the Deanship of Education and Scientific Research and community centers and institutions at the local, regional and global levels.

It also works to develop new and innovative research areas in rare and distinguished disciplines, as well as its activities related to student research and graduation projects.

e.3 Training and Follow-up Unit:

This unit is concerned with determining the training needs of the college staff and workers, participating in organizing the process of providing training programs, following up on their implementation, and evaluating the effectiveness of these programs.

e.4 Alumni Follow-up Unit:

This unit is concerned with the continuous updating of the alumni database, surveying their opinions about the curricula, the required skills, the labor market, and the difficulties they face after graduation, and urging them to communicate with the college and support it financially and morally.

e.5 Community Service Unit:

This committee specializes in organizing extra-curricular activities in the college, as it communicates with students and participates in student activities such as: trips, theater, internal and external cultural competitions, exhibitions within the college, and blood donation week

e.6 Psychological Counseling Unit:

This unit specializes in guiding college students psychologically, socially, and scientifically, and providing them with advice, as well as providing social, economic, psychological, educational, and health care programs, and helping students to benefit from various programs that help them satisfy their needs and achieve social and psychological harmony. and personality integration.

e.7 Risk Management Unit:

A unit concerned with supervising the security and safety systems to ensure the security and safety of the students and employees of the college and its buildings and equipment.

e.8 Documents and Information Unit (College Communication and Documentation Officer):

This unit specializes in collecting and classifying documents, keeping them on paper and electronically, and submitting them to all units of the college and other relevant authorities when requested.

E. Director of the E-learning Unit

a. Definition

He is the person who supervises the e-learning unit (Blackboard), implements the approved policies and programs in the fields of information technology and assistive educational services, and achieves the objectives set for them.

b. Link

The head of the e-learning unit director reports to the director of the quality and academic accreditation unit.

c. Duties of the Director of the E-Learning Unit:

1. Providing technical support to the college and its employees in accordance with the relevant policies of the Deanship of E-Learning.
2. Developing development plans for the unit.
3. Follows up the maintenance of the unit's computers
4. Preparing the unit's strategic plan.
5. Holding training courses according to the unit's plan in the field of e-learning for faculty members in cooperation with the Deanship of E-Learning and Distance Education at the university.

6. Holding seminars and training courses for new students at the beginning of each academic year to deal with e-learning management systems.
7. Spreading the culture of e-learning technology and its programs among faculty members and students in the college.
8. Holding workshops for faculty members and students on e-learning, its importance and role in the educational process, how to apply it, and the skills required to enter this system.
9. Preparing the internal regulations of the unit in accordance with the requirements of e-learning
10. Sending a quarterly achievement report for the unit to the Deanship of E-Learning
11. Holding training courses and seminars at the unit's headquarters in the College of Nursing and remotely
12. Creating questionnaires to evaluate courses and faculty members by students and linking them to the Blackboard e-learning department

d. Powers of the E-learning Unit Manager:

1. Recommend the request for software, hardware and accessories necessary for the e-learning unit.
2. Coordinating with the Deanship of E-Learning regarding technical support for the E-Learning Department (Blackboard).

F. Director of the Educational Program and Director of the Quality Unit

a. Definition

One of the faculty members in the department assumes the responsibility of the program director or the director of the quality unit.

b. Link

The program director is linked to the dean of the college to which the program is affiliated. Since the college has one program, the program director is the director of the quality unit.

c. Duties of the Program Manager:

1. Participate in the preparation of the program and course specifications according to the models of the National Authority for Academic Accreditation and Evaluation and submit these specifications to the (Curriculum and Study Plans Committee) for review and approval. Distribution of unified description forms approved by the (Curriculum and Study Plans Committee) to faculty members
2. Review the performance indicators (KPIs) of the program and ensure that they are approved by the (Curriculum and Study Plans Committee) and work to collect them annually and prepare the performance indicators report and recommendations for improvement.
3. Preparing the program benchmarking report and recommendations for improvement.
4. Ensure the preparation of reports analyzing the questionnaires related to the program and the necessary improvement recommendations, announcing their results to faculty members, and making a report on the results periodically.
5. Work on compiling the reports of the courses related to the program and reviewing them with the Curricula and Study Plans Committee and approving them.
6. Ensure follow-up on the implementation of course improvement recommendations.
7. Preparing a self-study report for the program.
8. Review and follow up all quality work of the educational program
9. Preparing the annual report of the educational program
10. Carry out any other tasks within the scope of work.

G. Vice Dean for Administrative Affairs

a. Definition

He is a faculty member in charge of supervising the financial and administrative affairs of the college.

b. Link

Associated with the Dean of the College.

c. Duties of the Vice Dean for Administrative Affairs:

1. Supervising the implementation of the regulations and systems of administrative and financial affairs at the university.
2. To notify all employees of the college and their leaving work.
3. Supervising and following up the implementation of the administrative work of the units affiliated to the department.
4. Supervising the improvement and development of workflow in the administration.
5. Supervising the speed of securing the college's urgent requirements.
6. Supervising the college facilities with the relevant authorities and developing plans to follow up on their maintenance and cleanliness.
7. Organizing regular vacations for the college's employees, including administrators, technicians, employees, and workers.
8. Assigning whoever is necessary to contact the competent authorities to fix emergency malfunctions that occur in the college and follow them up.
9. Supervising the distribution of offices in the college and coordinating programs for the use of scientific symposia halls, in order to allow their proper use.
10. Supervising the attendance and absence records for the college's administrative and technical staff.
11. Follow up the preparation and equipment of classrooms and supervise their periodic maintenance.

12. Overseeing the financial affairs and the trust assigned to the administration in accordance with the rules and regulations.

13. Carrying out the tasks assigned to him by the Dean.

d. Powers of the Vice Dean for Administrative Affairs:

1. Responding to all transactions received from all administrative units of the university.

2. Approving and signing the purchase request in accordance with the applicable regulations.

3. Signing the examination and receipt notes.

4. Permission to disburse from the college warehouse.

5. Maintaining and following up the college records.

6. Approval of identification certificates for employees of the college who are not members of the teaching staff and those of similar status in accordance with the system.

7. Approve the minutes of receipt and delivery and request the exchange of materials and the transfer of custody.

8. Approving licenses for all college employees, including administrators, technicians and researchers, after the approval of their direct supervisor.

9. Signing letters transferring college employees and workers for medical examination.

10. Approving the data on the end of the secondment mission for the college's administrative and technical staff.

11. Approve correspondence related to government agencies to complete employee procedures.

12. Recommend administrative penalties for the employees of the administration in accordance with the regulations.

13. Nominating college employees who are not faculty members to attend training courses.

14. Coordinating with the relevant authorities within the college and the university regarding the department's work and its scope.
15. Issuing internal decisions that are required for the proper functioning of the department in accordance with the rules and regulations.
16. Evaluate the performance of the management staff.
17. Approval of spending from the budget and custody of the administration in accordance with the regulations of the organization.
18. Raising the needs of the college in terms of human and financial resources and various equipment.
19. Follow-up of maintenance and installation operations in the college.

e. Affiliated units Vice Dean for Administrative Affairs

e.1 Administrative Affairs:

This unit is concerned with organizing the administrative work in the college, following up the work of the administrative staff and their commitment to official working hours, raising the start of work and requesting vacations, as well as following up the maintenance of the college building, preparing classrooms and requesting them to be equipped.

e.2 Financial Affairs:

This unit is concerned with organizing the college's financial affairs. Follow-up and follow-up on the advances of the college and its employees, in addition to receiving and disbursing the dues of the college's employees from the financial department.

e.3 Storekeeper:

It is specialized in organizing the covenant of the college and its employees, and receiving and distributing equipment and furniture to the units and employees of the college. It regulates the transactions of registering the pledge on individuals as well as dropping it from them and

approving the release of the party in relation to the college warehouse. It also coordinates with the central university warehouses in all related matters.

e.4 Technical labs:

It specializes in managing laboratories and setting them up, preparing laboratory tools, inventorying laboratories, delivering and receiving borrowings for members and students, requesting and delivering medical uniforms to students, and supervising students during exams.

e.5 Administrative assistant- Specializes in:

- Managing the affairs of female employees, including attendance and departure, and transactions related to them
- -Preparing and editing the job performance charter
- Registration of female employees in the courses of the Institute of Management
- Preparing and editing college councils-
- Preparing plans, reports and activities for guidance and direction-
- Managing halls equipment in the college
- Preparing job files for faculty members
- Manage task schedules for female employees.
- Participate in the work of the examination committee
- Collect activity invoices and send them to the college vice dean
- Preparing and activating plans and reports of activities and the closing ceremony
- -Print the activities certificate and hand it over
- Monitoring the students' skill record
- Management of students' boxes (lockers), receiving and delivering.
- Supervising the maintenance of halls and theater equipment.

- Guidance and counseling
- Supervising students in exams
- Participation in the work of the Public Taste Committee
- Service management
- Public Relations Coordinator
- Management of college keys
- Meeting the needs of faculty members

e.6 Clerk:

Specializes in receiving and distributing outgoing mail, overseeing midterm and final exams, monitoring security and safety at the college, and handling preventative measures.

e.7 Female Student Affairs

Specializes in managing academic schedules, adding and deleting students, student transactions, managing the academic system, managing warehouses.

e.8 Transcriber in Both Languages

Specializes in the management of internal circulars, the secretariat of the undersecretary, the management of financial documents, and the management of maintenance work.

H. Public Relations Officer

a. Definition

He is the person who specializes in organizing the reception of delegations that visit the college, and following up the requirements for organizing meetings and conferences within the college.

b. Link

Associated with the Dean of the College.

c. Duties of the Head of Public Relations Unit

1. Receiving delegations to the college.
2. Work to coordinate the college's relations with the public inside and outside the university.
3. Covering college events, activities and programs.
4. Manage the public relations team in the college-
5. Developing and promoting public relations programs and college events.
6. Carrying out the tasks assigned to him by the Dean of the College

d. Responsibilities of the Public Relations Officer

1. Issuing the internal decisions required for the proper functioning of public relations in accordance with the rules and regulations.
2. Disbursement from the public relations budget in accordance with the organization's regulations.

I. The Media Coordinator of the College

a. Definition

He is the person who specializes in introducing the activities of the college in the media, and publishing its news in the various media.

b. Link

Associated with the Dean of the College.

c. Duties of the Head of the Public Relations Unit:

1. Developing a comprehensive plan for media and public relations in the college.
2. Organizing college programs of conferences, seminars and various scientific events.

3. Covering the events, activities and programs of the college in the media and in the local and international media.
4. Communication with various media.

Part Two: Academic Section

First: Department Council

a. Definition

The department council consists of faculty members, and each department council has powers in academic affairs within the limits of the system and its regulations.

b. Council Organization:

1. The department council meets at least once a month, and the department council can also meet when there are urgent and urgent issues that must be decided quickly, and the meeting is not valid unless attended by two-thirds of its members.

2. The council is chaired by the head of the department or the supervisor of the department, and the decisions of the council are issued by the absolute majority of the votes of the attending members.
3. The decisions of the Council are considered valid unless an objection is received from the Dean of the College within (15) fifteen days from the date of their receipt. And if he objects to it, he returns it to the department council, along with his point of view, to study it again.

c. Council Duties:

4. Recommending the appointment, seconding, delegation and promotion of faculty members, teaching assistants and lecturers.
5. Encourage the members of the department to prepare scientific research, coordinate it, and work on publishing it.
6. Suggesting the names of part-time persons with a prominent scientific position in teaching or supervising research and scientific theses.
7. Suggesting and recommending the assistance of specialists as visitors, from Saudis and others, for a specific period of time to teach in the department.
8. Submitting a report to the College Council on the status of scholarship students in their studies upon request.
9. Submitting a detailed annual report on the scholarship status in the department to the College Council after its approval.
10. Propose the necessary plans for postgraduate studies and admission controls for the department.

d. Council powers

1.1 Academic Affairs:

1. Proposing a score for semester work of no less than 40 marks.

2. Recommend that the final exam include a practical or oral exam, and specify the score allocated for them.
3. Recommending that the duration of the final exam be no less than one hour and no more than three hours.
4. Approving the distribution of lectures, exercises and works to faculty members and the like.
5. Recommending the issuance of an economy class travel ticket for one time during the same academic stage if the student's academic program requires a trip outside the city of study.

1.2- Faculty Members Affairs

1.2.1 Affairs of Saudi faculty members:

1. Recommending that a faculty member obtain a sabbatical leave for an academic year after five years have passed from his appointment or his previous sabbatical leave, or for one semester after three years of his appointment or his previous sabbatical leave.
2. Recommend the acceptance of full-time academic reports for faculty members.
3. Recommend approval for a faculty member to work as a part-time consultant in government agencies, the private sector, or regional or international organizations.
4. Recommend approval for the participation of a faculty member in conferences and seminars held inside and outside the Kingdom.
5. Recommend the assignment of a faculty member and the like to work for government agencies.
6. Recommending the secondment of the services of a faculty member and the like.
7. Recommending the dispatch of a faculty member on a scientific mission outside the university headquarters.

8. Recommending the delegation of a faculty member to teach outside the Kingdom.
9. Recommending that a faculty member be allowed to travel to conduct research at a university other than his own during the summer vacation.
10. Recommending the use of part-time professors for a period not exceeding two years, subject to renewal.
11. Recommending the use of distinguished Saudi competencies from outside the university to do teaching.
12. Recommending the transfer of a faculty member and the like in the scope of his scientific specialization from one department to another within the college.

1.2.2 Non-Saudi faculty members:

1. Recommending the employment of those who exceed the upper age limit (sixty Gregorian years) within ten years for professors and associate professors, five years for assistant professors, and three years for other categories.
2. Recommending the calculation of experiences other than university teaching if they are in the field of specialization and after the academic qualification on the basis of which the contract was concluded, at the rate of one year for every two years.
3. Recommending a faculty member to attend a scientific conference or symposium.
4. The previous recommendations are submitted to the College Council.

1.3 Postgraduate Affairs:

1. Recommending the addition of conditions for admission to the master's degree.
2. Recommending the addition of conditions for admission to the doctoral level.
3. Recommend the admission of the student to study a master's or doctoral degree in a field other than his field.
4. Recommending that the student be given an additional opportunity not exceeding two semesters based on a report from the supervisor.
5. Recommending the equivalence of the academic units studied by the transferred student from another recognized university.
6. Recommending the approval of alternative exams and courses that require more than one academic semester in postgraduate courses.
7. Recommend a comprehensive written and oral test to be held by a specialized committee according to specific rules for postgraduate students after completing all required courses.
8. Recommend increasing the faculty member's supervision of theses to five.
9. Propose the designation of an alternative supervisor for the thesis in the event that the supervisor is unable to continue, or his death, or the termination of his service at the university.
10. Recommending the formation of a committee to discuss scientific theses.
11. Approving the postponement of student admission, provided that the postponement period does not exceed two semesters.
12. Approving the student's deletion of all courses of the semester.
13. Recommending the acceptance of transferring the student to the university from another recognized university.
14. Suggestion of theses supervisors.

15. Propose the courses required to obtain the diploma and suggest the name of the certificate.
16. Recommending re-enrolment of the student if his enrollment has been cancelled.
17. Recommend writing university theses in a language other than Arabic, with an adequate summary provided in Arabic.
18. Recommending that supervising theses should be supervised by supervisors with distinguished experience and scientific competence in the field of research who are not members of the university faculty.
19. Previous recommendations and proposals are submitted to the College Council.

II: Committees at the College Level

1. Curriculum and Study Plans Committee:

The program director, as the coordinator of the committee, undertakes its management, coordination, organization, and review of all work related to the educational program, ensuring its quality, applying all regulations stipulated by the university, and managing its programs.

1. Participate in the preparation of program and course specifications according to the models of the National Authority for Academic Accreditation and Evaluation, and submit these specifications to the (Director of the Educational Program) for review and approval.
2. Participate in the performance indicators (KPIs) of the program annually and submit recommendations for improvement.

3. Participate in the preparation of reports of courses related to the program.
4. Participate in making any required modifications within the scope of the educational program, study plan, or courses
5. Carry out any other tasks within the scope of work.

2. Advisory Committee for Quality Work in the Program

a. Organizational Relationship:

The Quality Work Advisory Committee is linked to the Dean of the College

b. The General Objective of the Program Quality Committee:

The Program Quality Committee is composed of some faculty members, and this committee is chaired by the Program Director. This committee works to control the learning outcomes of the program and ensure the implementation of the quality standards issued by the National Authority for Academic Accreditation and Evaluation as well as the program quality assurance system issued by the university. Quality work and academic accreditation requirements

c. Tasks of the Committee:

- 1- Reviewing the educational goals and educational outcomes of the program in light of the requirements of the benchmarking report for the plan, the labor market, professional bodies, and what is issued by the university and the National Center for Academic Accreditation and Evaluation in coordination with the (Curriculum and Study Plans Committee)
- 2- Adopting direct and indirect evaluation methods and tools for academic curricula.
- 3- Participating in the preparation of methods for evaluating student work for the various courses of the program and presenting them to

- the (Curriculum and Study Plans Committee) for review, approval and compliance with them.
- 4- Participate in the preparation of the program description according to the latest models of the National Center for Academic Accreditation and Evaluation and submit it to the (Curriculum and Study Plans Committee) for review and approval.
 - 5- Participate in the preparation and review of the annual program report and its approval by the (Curriculum and Study Plans Committee) and follow up on the preparation and obtaining of the unified program report.
 - 6- Participate in the preparation and review of program performance indicators (KPIs) and their approval by the (Curriculum and Study Plans Committee) and prepare the performance indicators report and recommendations for improvement.
 - 7- Participate in the preparation and review of the benchmarking of the program and its approval by the (Curriculum and Study Plans Committee).
 - 8- Preparing a list of improvement recommendations received from the course and program reports and submitting them to the (Curriculum and Study Plans Committee) and following up on their approval.
 - 9- Participate in preparing the self-study report for the program according to the models of the National Center for Academic Accreditation and Evaluation.
 - 10- Carry out any other tasks within the scope of work.

3. Committee for Complaints and Suggestions of College Employees

a. Objective:

Supporting students' rights on the basis of conformity with the rules and regulations applied in the university, developing a culture of justice and fairness among students, providing them with the necessary advice and informing them of their university rights and obtaining them.

b. Formation of the Committee:

The committee is formed by a decision of the dean, and it consists of:

- 1- One of the college's vice-representatives.
- 2- Two male/female faculty members at the college.

c. Tasks of the Committee:

1. Receiving complaints submitted by students regarding academic and non-academic problems that the student is exposed to within his college or institute, even if the complaint is against a cooperating faculty member in the college or institute.
2. Deciding on these complaints within a maximum period of thirty days from the date of their submission.
3. If the committee decides not to decide on the complaint because of the special importance of the presented case or because the committee has a moral impediment that prevents it from taking the appropriate decision, it will refer the matter as it is to the permanent committee for student rights at the university to exercise its jurisdiction over it.
4. All work of this committee shall be governed by the Student Bill of Rights.
5. Submitting its decisions to the dean of the college for submission to the competent authority.

4. Student Disciplinary Committee

a. Objective:

Studying cases of breach of public order, rules and laws in force in the college, or deviation from academic norms or Islamic morals. In the event that such cases are proven against a student, the committee takes the appropriate decision and submits it to the College Council as a prelude to submitting it to the university to take the necessary action in accordance with the organizing regulations. Violations committed by students outside the university and do not affect the university and its various systems are excluded from the application of penalties. These are the prerogatives of the public authorities in the state, unless the concerned authority refers them to the university.

b. Formation of the Committee:

The committee is formed by a decision of the dean, and it consists of:

1. The Vice-Dean of the College as President.
2. Two faculty members as members.

c. Duties of the Committee:

1. Considering the violations referred by the university president, one of the faculties' deans, or any party inside or outside the college within the scope of the university.
2. Regulating the behavior of students and those of similar status inside the college or in any of its facilities.
3. Refining the behavior of violating students and dealing with them in accordance with the controls and regulations of the university.
4. Invite whoever needs to be heard from among the parties to the case or heads of departments.
5. Preparing a report of the violation, in which the investigation takes place and the penalty for the student is approved.

6. Approve disciplinary penalties for violating students according to the rules and regulations in force at the university.
7. Submitting its decisions to the Dean of the College for submission to the competent authority.

5. Strategic and Executive Plan Committee:

The strategic plan committee consists of a faculty member as a chairman of the committee, a consultant to the committee, and members of the faculty as members of the committee. This committee is also concerned with preparing the strategic plan for the college according to and in line with the university plan, its time period, and the activities required by the university plan until its approval. Then the role of the committee chairman begins to prepare and present the executive plan in line with the modern and developed vision of the Deanship of Development and Quality at the university, whether for the plan or a report of the operational plan (Form C-D-3, C-D-4), its members consist of the heads of standards for quality

6. Examination Committee:

The head of that committee is a faculty member. This committee is concerned with organizing examination committees, distributing observers at the time of testing, receiving test papers from other colleges, semester exams, and alternative exams.

7. Grievances and Complaints Committee for Re-correction:

The responsibility of this committee is for the head of the exams committee. This committee is concerned with following up students' complaints and grievances about the exams, re-correction and apology for the exams. It is formed so that the head of the exams committee is the

head and coordinator of the college for academic affairs as a member and faculty member from the colleges cooperating with the college and from outside.

8. Academic Advising Committee:

The responsibility of this committee is for the director of the academic advising unit, along with a faculty member, to assist in the work of the advising unit by providing advice and guidance to the students of the college academically, psychologically, socially and scientifically, while taking care of them.

9. Community Service Committee:

The responsibility of this committee is for the director of the community service unit. This committee specializes in organizing extra-curricular activities in the college, as it communicates with students and participates in student activities such as: internal and external cultural events and competitions, and organizing activities for the community to raise awareness.

10. Statistics and Follow-up Committee:

The responsibility of this committee rests with a faculty member and with him members. This committee specializes in collecting and unloading data, whether it is paper or electronic, using forms approved by the Deanship of Development and Quality or the National Center for Academic Measurement and Evaluation, or approved by the College's Quality Advisory Committee for approval and distribution to the various committees and units for use. Follow-up and evaluation of the work of the educational program and self-study

11. Intellectual Property Rights Committee

The responsibility of this committee falls within the terms of reference of the fifth standard, and this committee is supervised by the head of the standard. This committee is also specialized in developing and following up the intellectual property policy for scientific and research institutions to be able to protect plagiarism and theft in research and scientific projects, whether for students or faculty members, and to encourage researchers to innovate, innovate, and increase. The number of registered patents

12. Work Charter Committee

This committee is supervised by the vice dean of the college, along with members of the teaching staff and female employees. This committee is concerned with preparing and following up the career work charter and the guide for the rights and duties of the employee or faculty member, writing down everything related to the job description or the career charter, and working on updating it continuously.

13. Committee to Spread Awareness of the Culture of Quality

This committee is supervised by a faculty member from within the college with two or three members. This committee is concerned with preparing and designing posters and flyers and holding quality awareness seminars for all faculty members, students and employees in the college.

14. Learning Resources Management Committee

The responsibility of supervising this committee is for a faculty member in the college. This committee follows the sixth criterion of quality standards and is concerned with sorting and improving the

learning resources in the college, its facilities and equipment, evaluating the level of satisfaction of the beneficiaries of the educational program with the learning resources, and developing a plan for improvement.

15. Benchmarking Committee

This committee is responsible for collecting key performance indicators for the program from all responsible standards staff and preparing a report that contains targeted, actual, internal and external reference standards, and then preparing a risk management plan. This committee is chaired by the director of the quality unit.

16. Self-study Committee

The head of the committee is the director of the quality unit and is responsible for submitting the self-study report based on the forms issued by the National Center for Academic Accreditation and Evaluation or the Deanship of Development and Quality

17. Franchise Committee:

This committee is supervised by a member of the teaching staff at the college. This committee is concerned with raising practical training and following up the student with practical training, whether inside or outside the Qassim region, evaluating the students and deciding on their complaints or any complaints received by the committee from employers.

18. Faculty Members Recruitment Committee (faculty contracting committee and personal interviews)

a. Objective:

Attracting distinguished academic and research faculty members from inside or outside the Kingdom to work in the college according to the needs of the various departments.

b. Formation of the Committee:

The committee is formed by a decision of the Dean and consists of five members headed by the Dean.

c. Duties of the Committee:

1. Determining the needs of the various departments of the college of faculty members in coordination with the relevant departments concerned.
2. Attracting faculty members from different countries of the world by advertising, contacting employment offices, or direct contact with faculty members to be contracted with.
3. Studying the files of faculty members who are candidates to work in the college.
4. Conducting personal interviews with them, selecting the most suitable candidates to work in the college, and referring the files of Saudi faculty members to the relevant department for decision-making in accordance with the regulations.
5. Follow-up with the university administration to finalize the contracting procedures for those who have been nominated to work in the college.
6. Receiving and directing new members to the relevant departments.
7. Attracting collaborators from among the practitioners to give lectures at the college or teach some lectures within the college courses.

19. Advisory Committee for Quality Work in the Program

a. Organizational Relationship:

The Quality Work Advisory Committee is linked to the Dean of the College.

b. The general objective of the Program Quality Committee:

The Program Quality Committee is composed of some faculty members, and this committee is chaired by the Program Director. This committee works to control the learning outcomes of the program and ensure the implementation of the quality standards issued by the National Authority for Academic Accreditation and Evaluation as well as the program quality assurance system issued by the university. Quality work and academic accreditation requirements

*** And since the college has one program, which is the Bachelor of Nursing Sciences, the coordinator of the Curricula and Study Plans Committee is the director of the quality unit in the college.

This committee consists of the dean of the college as the chair of the board of directors of the unit, the director of the quality unit, the vice dean of the college, the coordinator of the college for academic affairs, the vice dean of the quality unit, and the heads of quality standards.

20. Tasks of the Committee

1. Reviewing the educational goals and educational outcomes of the program in light of the requirements of the benchmarking report for the plan, the labor market, professional bodies, and what is issued by the university and the National Center for Academic Accreditation and Evaluation in coordination with the (Curriculum and Study Plans Committee)
2. Adopting direct and indirect evaluation methods and tools for academic curricula.

3. Participating in the preparation of methods for evaluating student work for the various courses of the program and presenting them to the (Curriculum and Study Plans Committee) for review, approval and compliance with them.
4. Participate in the preparation of the program description according to the latest models of the National Center for Academic Accreditation and Evaluation and submit it to the (Curriculum and Study Plans Committee) for review and approval.
5. Participate in the preparation and review of the annual program report and its approval by the (Curriculum and Study Plans Committee) and follow up on the preparation and obtaining of the unified program report.
6. Participate in the preparation and review of program performance indicators (KPIs) and their approval by the (Curriculum and Study Plans Committee) and prepare the performance indicators report and recommendations for improvement.
7. Participate in the preparation and review of the benchmarking of the program and its approval by the (Curriculum and Study Plans Committee).
8. Preparing a list of improvement recommendations received from the course and program reports and submitting them to the (Curriculum and Study Plans Committee) and following up on their approval.
9. Participate in preparing the self-study report for the program according to the models of the National Center for Academic Accreditation and Evaluation.
10. Carry out any other tasks within the scope of work.

First: The College Advisory Council

a. Objective:

It is a professional advisory council that aims to contribute to the continuous improvement of the academic programs of the college, to direct its future policies and to evaluate its strategic plans.

b. General Regulations:

1. The College Council nominates the members of the council.
2. The composition of the Council shall be as follows:
 - Dean of the College (Chairman of the Council).
 - Vice Dean (Deputy Council).
 - Director of the Quality and Educational Program Unit (Secretary of the Council).
 - Members of Nursing College graduates' employers and employees.
 - Professional expert
3. The Board meets at the invitation of its Chairman at least twice a year.
4. Council sessions may be held inside or outside the college, and he may invite whoever he sees from outside the council to attend its sessions.
5. The membership of the Council shall be for two years, subject to renewal.

c. Duties of the Council:

1. Submit proposals regarding everything that serves to explore the future of the college.
2. Providing ways to deepen the partnership between the college and the local and global community.
3. Contribute to the development of programs and curricula in accordance with the requirements of the labor market.

4. Contribute to the implementation of the college's strategic plan.
5. Submitting proposals that would provide material and moral support for the college.
6. Contribute to setting up a mechanism for coordination to establish joint projects between the college and the sectors of society in order to find solutions to the problems of society in an integrated manner.
7. Proposing methods to provide funding sources for the college's developmental projects.

Second: Student Advisory Council

a. Objective:

It is an advisory body that aims to achieve effective student participation in the university decision to develop the educational and academic process, and to seek the views of male / female students regarding the educational, extracurricular and service activities provided to them / to reach the knowledge and science society.

b. General Regulations:

1. Two advisory councils are formed, one for male students and one for female students, by a decision of the College Council, and the formation is as follows:
 - Dean of the College as Chairman.
 - College Coordinator for Academic Affairs, Vice President.
 - A male/female student from each academic year nominates female students as their representatives
2. The Council meets regularly once in one semester.
3. The council may be called to convene exceptionally if requested in writing by at least half of the members.

4. The council may be called to convene exceptionally if the vice-president receives at least ten topics for discussion.

5. The deputy chairperson shall chair the council if circumstances do not allow the chairperson to attend the meetings.

c. Council objectives:

1. Communication between the college and its students, which helps to improve the progress of the academic, educational and service process in the college.
2. Observing the views of male / female students regarding what is offered to them within the college in terms of academic activities, extracurricular activities, and services.
3. Providing advice and advice to the dean of the college in areas of interest to male/female students.
4. Cooperation to make the college the perfect place to receive knowledge and a fertile environment for imbibing high ideals, ethics, acquaintance and harmony among all its employees.
5. Linking students to the college and its activities.

The Task	Responsibility	Signature
Setup and update	Dr. Azza Elsayed Abdel Fattah Responsible for the Second Standard of Quality Standards	
Review of the description of the administrative aspects	Dr. Ebtisam El Mami College Vice Dean	
Revision of the description of educational / academic affairs	Dr. Hanan Mohamed Turk College Coordinator for Academic Affairs	

Final review of characterization quality and conformance	Dr. Shereen Ahmed Qalawa Director of the Educational Program and Quality unit	
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6. Clarifying the picture for college students regarding some procedures that they may miss realizing its significance.

III. The Work Team