



جامعة الأمير سّطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

College of Medicine

Prince Sattam Bin Abdulaziz Manual of Tasks, Responsibilities and Authorities

Chapter 1

Tasks and Authorities of PSAU Program of Medicine Councils

The PSAU program of medicine has several governing and specialized councils. The College Council and the Department's councils govern the Program of medicine. The Program also has specialized councils, including the Advisory Council and the Students Council.

The roles, responsibilities, and tasks of the College of Medicine and Program of Medicine are based on the Saudi Universities Law <https://cutt.us/PSAU-kdB>

A. Councils

1. College Council (Saudi University Law and Regulations Articles 24-26).

A. Composition of the College Council

The College Council manages the College's academic, administrative, and financial affairs. The Council may delegate certain powers to the chairperson and may form committees from among members or non-members

The College Dean chairs the College Council and includes the following members:

- a. Vice-deans, one of whom shall be the secretary of the council.
- b. Heads of academic departments.
- c. Based on the nomination of the college or institute council, the university president may add a maximum of two members from among people with Expertise in the field of study for a term of two years, renewable once. In addition, the college council may invite students to attend some of its meetings to discuss student-related matters.



II. College Council Meetings

The college or institute council shall convene upon a call by its chairperson at least once every month during the academic year. Council meetings shall only be valid if attended by at least two-thirds of its members, including the chairman or his designee from among vice-deans. A majority vote of attending members shall pass council decisions; in case of a tie, the meeting chairperson shall have the casting vote. Council decisions shall be effective unless contested by the university president within 20 days of receipt.

III. Tasks of the College Council

In addition to applying all rules and regulations related to Higher Education and the University Council, the Colleges Council is entitled to review the matters related to the college, including:

1. Propose the appointment of faculty members, teaching assistants, lecturers, and promotions.
2. Propose study plans or amend them in coordination between departments.
3. Approve study materials, books, and references in college departments.
4. Approve the scientific research plan and coordinate between departments in the scientific activities.
5. Approve the unit's plans: community unit, internship unit, students' counseling unit etc.
6. Approve examination dates and place rules regulating the process.
7. Approve the internal regulation for the college or institute.
8. Approve training plans
9. Approve the plan for extracurricular activities



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10. Handle student affairs within its jurisdiction and refer other matters to University.
11. Review the topics referred by the University Rector and Vice-Rectors for study and give a perspective.
12. Estimate the number of students admitted to the undergraduate and postgraduate programs.
13. Approve the renewal of non-Saudi faculty members who exceed the retirement age

2. **Departments Councils Policies and Duties (Article 27,28)**

The Department Council is the body entrusted with the department's academic affairs.

I. Composition of the Department's Council

- a) The Department Chair heads the Department Council.
- b) The Department's faculty are members of the Council.
- c) Faculty members from other departments may, when necessary, be appointed to the council according to a decision by the university president.
- d) The Dean may chair the department council in the absence of the department chair or upon the vacancy of the position.
- e) The council may delegate certain powers to its chair. In addition, the department council may form committees among members or non-members.

II. *Frequency of Department Council Meetings:*

The department council shall convene upon a call by its chairperson at least once every month during the academic year. Council meetings shall only be valid if



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attended by at least two-thirds of its members, including the chairman or his designee from among members.

III. Policies and procedures related to the Department Council

- a) A majority vote of attending members shall pass council decisions; in case of a tie, the meeting chairperson shall have the casting vote. In case of discussing a topic related to the department head, or if the head cannot attend the meeting for extraordinary reasons, the college dean or his deputy heads the meeting.
- b) The decisions are made with an absolute majority, and the chair makes the decisions in case of a tie.
- c) The council's decisions are final unless the college dean objects within 15 days.
- d) If the College Dean objects, the Dean refers the decision to the Department Chairperson with his opinions and reasons for the objections. If the council persists in its decision, the matter is referred to the college council.

IV. Tasks of the Department Councils

Subject to the provisions of the Law and the regulations and rules issued by the Council of University Affairs, the board of trustees, and the university council, the department council is responsible for the academic and administrative affairs, including determining curricula criteria, ensuring compliance with mission and goals of the College and Program, and reviewing such standards periodically. According to the system of higher education, the duties of the council include:

I. Academic Affairs:

- 1) Suggest the study plan, curricula, and textbooks
- 2) Approve the departmental annual report
- 3) Schedule lectures and tutorials among the faculty



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- 4) Advise on the subjects that a student can study to increase their GPA if he/she passes his courses but does not pass the minimum GPA
- 5) Approve an incomplete grade in the student records if the research requirements need more than one semester

II. Faculty Affairs

1. Approve the participation of a faculty member in conferences or seminars held in the Kingdom or outside
2. Nominate Saudi skills from outside the University to teach some courses
3. Approve the request of a faculty member to serve as a consultant in a government entity or the private sector
4. Approve the request of a faculty member to go on sabbatical
5. Review the accomplishment report of a faculty member during a sabbatical
6. Suggest promoting or hiring faculty members, lecturers, and postdoctoral fellows
7. Suggest the renewal of non-Saudi faculty members who exceed the retirement age

II. Faculty internships and training

- 1) Suggest internships and external academic missions
- 2) Extend internships and academic missions according to Article 10
- 3) Approve changes to a scholar's specialty, University, or country of study
- 4) Approve the request of a lecturer to go on sabbatical inside or outside the Kingdom
- 5) Approve the termination of a scholar's academic mission according to Article 28

III. Program Advisory Council

The Advisory Council includes individuals who effectively supplement the Program's members' skills and abilities to help guide it toward its stated mission and goals. The primary role of an advisory board is to provide the committee with crucial



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information and to make recommendations on some issues that improve the Program's performance. PSAU Program of Medicine has developed policies for advisory council duties, meeting attendance, conflict of interest, ethics, and decision-making. The procedures are derived from the Laws and regulations of Saudi Universities. The Council consists of external and internal members. The Advisory Council is expected to assist in the various aspects of program development from planning to completion. In addition, the Advisory Council members provide an independent opinion to guide the Program and serve as advocates for the Program.

I. Criteria of the Advisory Council Members:

The Dean makes nominations of the Advisory Council members in consultation with the Vice Deans and Department chairpersons. The Advisory Council members should have the following criteria.

- a. Expertise and knowledge
- b. Professional qualifications and accomplishments
- c. Diversity: The advisory council includes academics and community stakeholders (alumnae and employers) from various institutions.
- d. Community engagement
- e. Robust networking and connections
- f. Commitment, availability, and accountability
- g. Possession of problem-solving skills and capacity for short-term and long-term planning
- h. Teamwork and collaboration
- i. Awareness of the Program's accreditation requirements
- j. Professionalism

The Advisory Council members are nominated and selected among experts from healthcare facilities, the Ministry of Health, governmental and Non-governmental health organizations, medical colleges, and the community.



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The overall goal of the Advisory Council is to provide technical expertise or advice in specific areas related to the program.

II: Process of selecting the advisory council

- a. The College Council nominates potential members.
- b. The Dean and College Council approve the list of nominated members
- c. The potential candidates are individually communicated with and inquired about their willingness and availability to join the council.
- d. Nominees who agree to join are requested to provide their CVs to the Dean
- e. After the College Council approves the final candidates' list, the matter is raised to the Rector for final approval.
- f. The candidate is appointed and informed of the Program's mission, goals, structure, policies, and regulations.
- g. The advisory council starts its work immediately after receiving approval from the Rector's office.

III. Members of the advisory council

1. The Chairman of the Advisory Board is the College Dean
2. One of the Vice Deans acts as a secretary for the advisory councils
3. Some of the departments' chairs and program faculty may join the advisory council as appointed by the Dean
4. The external members include professionals from colleges, hospitals, and community



IV. Duties of the Advisory Council

- Provide advice on essential topics related to the program and assist the program in achieving its PLOs
- Improving and enhancing the students' and graduates opportunities to be competitive in the healthcare career market.
- Working as a direct link between the program and the community leaders and decision-makers through direct relations, whenever possible, to convey an actual image of the potential of the academic program as well as the actual development needs of the program
- Assist the Program to ensure that the program is achieving its graduates' attribute
- Improve the quality of the programs through constructive feedback.
- Provide guidance and directions regarding research and developments in the field.
- Support the improvement of the Program and courses and advise on the assessment of program effectiveness
- Providing advice regarding the challenges that may be encountered in the progress of work at the Program in general, submitting them for discussion, and helping the College or the Department solve them.
- Assisting in providing an independent evaluation of the outputs of the Program, from the viewpoint of relevant graduates, in both the public and private sectors
- Representing the local community in expressing their views about the policy of admitting new students to the College and the academic Program in a way that is in line with the geographic distribution of the Saudi Kingdom and the actual needs of the Program



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- Reviewing the educational and teaching programs developed in the Program and assisting in them to inform the community about these programs and the extent of their impact on community services
- Promote confidence between graduate beneficiaries and those responsible for implementing the college educational programs.
- Contributing positively to removing obstacles in-field training
- Helping to evaluate the results of the agreements between the academic Program from one side and the different community institutions from the other side
- Helping to overcome systematic and administrative obstacles to achieve educational and research objectives and contribute to community service.

Advisory Council Meetings

- B. Advisory councils meet at least once per academic semester
- C. The minutes of the Advisory Council meetings are reported and documented

IV- Students' Council

Student Council is an organization conducted by students and supervised by the Vice-Dean of Educational and Academic Affairs. The Student Council (SC) aims to provide students opportunities to develop communication, problem-solving, and leadership skills by organizing and carrying out university activities and service projects. The Council conveys the student's needs and opinions to senior administration. The student council supports students and expresses their interest and concerns to the Program's administrators.

The Student Council follows the universities' procedures and protocols. Opinions are presented, voted on, and confirmed by the majority vote. Students interested in leadership, organizational behavior, and planning or willing to get involved are invited to nominate for student club election.



At the beginning of each academic year, the Deanship of Student Affairs invites students for self-nomination. First, the Deanship reviews the applicants to ensure that no violations exist. Then, the election process is initiated, and the students can only vote. After the nominees introduce themselves to the students on campus, the voting process starts for a set period. When the voting deadline has passed, the Deanship accepts the highest nominees and three students from the previous council as consultants.

Students Clubs

The goals of the students' clubs include:

- a. Developing integrated personality of students based on Islamic values, which are manifested through actions and behaviors
- b. Creating a favorable environment that enables every student to enjoy his hobbies and recreational activities
- c. Identifying and developing students' talents and encouraging gifted and talented students
- d. Creating a suitable environment for students to develop their potential, skills and share experience and providing them with encouragement, support, and reward
- e. Participating in various occasions, on and off-campus, and exchanging Experience in compliance with the regulations in force
- f. Documenting the students' production and creating a database for students' talents in various areas
- g. Encouraging effective teamwork among the students
- h. Preparing the students to get into the workplace and assume responsibility
- i. Using the students' free time productively to increase their knowledge, diversify their Experience, and maximize their intellectual capacity

CHAPTER 2

Tasks and Authorities of The PSAU Program Management, Administration and Faculty

I. College Dean (Article 36-39)

According to a decision by the university president, a College Dean is appointed for a renewable term of two years subject to rules approved by the University Board.

Subject to the provisions of the Law and the regulations and rules issued by the Council of University Affairs, the board of trustees, and the University Council, the Dean shall be in charge of the academic, educational, administrative, and financial affairs of the College or institute. He shall submit a progress report to the university president at the end of each academic year.

Each College, Deanship, or institute shall have one or more vice-deans from among faculty members, nominated by the Dean and appointed according to a decision by the university president for a renewable period of two years. The vice-deans shall assist the Dean in the discharge of his duties; the most senior of them shall assume the position of the Dean in his absence or upon the vacancy of his job; and one of them shall serve as the secretary of the college council

II. Tasks of the Vice Deanship/ Vice Dean of Academic Affairs:

1. Supervise the development of academic programs and assess educational outcomes.
2. Supervise the implementation of rules and regulations pertinent to university-level courses and exams.
3. Supervise units affiliated with academic affairs.
4. Supervise the planning of class schedules in academic departments in coordination with other colleges and in collaboration with the Dean of Admissions and Registration and the class schedule committee.



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5. Supervise the distribution of students across the college departments in coordination with the departments.
6. Supervise final examination progression and examination committee formulation in coordination with academic departments.
7. Supervise the implementation of admission and transfer regulations from and to the College and between academic departments.
8. Head committees within Deanship and communicate reports to places of concern.
9. Supervise transfer course equivalency.
10. Supervise faculty leave and sabbaticals per the set rules and regulations.
11. Supervise graduation lists.
12. Supervise orientation week activities within the College.
13. Direct and guide students and help solve academic performance problems in coordination with student guidance centers.
14. Provide the Dean weekly progress reports of affiliated units per task and difficulty.
15. Facilitate coordination among college departments in fields of relevance.
16. Carry out tasks delegated by the Dean.

III. Tasks of the Vice Deanship/Vice Dean of Development and Quality

1. Reinforce the perception of quality assurance and spread it at the college level
2. Pursuing the achievement of the Program's academic accreditation requirements
3. Looks into the problems and obstacles regarding program performance and works with the College administration to resolve them



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4. Identifying the training needs of the different departments' faculty members in quality assurance domains
5. Encourage the faculty members to participate in the programs offered by the Deanship of Quality Assurance and Development.
6. Maintaining communication channels with the University Deanship of Development and Quality regarding the practices of quality assurance and academic accreditation by coordinating with the Dean of the College of Medicine
7. Oversee the College's and program's annual report preparation
8. The constant coordination with the College's Vice Deans and department chairpersons regarding achieving the College's goal
9. Preparing a report about the Program's quality assurance and accreditation progress
10. Establishment of a quality assurance internal operating system with specific tasks
11. Overseeing the duties of the affiliated units and centers

IV. Tasks of the College Deputy for the Female Section

A faculty member coordinates the academic and administrative affairs in the department and presents a report to the department head on the department's activities at the end of each year. She is appointed upon the recommendation of the college dean in consultation with the department head.

Responsibilities and Duties

Administrative

- 1) Supervise the female section
- 2) Ensure the council decisions are implemented
- 3) Implement the decisions of the college council related to the Department



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- 4) Coordinate the work of female department members
- 5) Ensure female department members follow the work schedule and report to the college dean
- 6) Report to the Dean in case a female department member stops working

Academic

- 1) Follow the mission of the University
- 2) Supervise the strategic plan of the department in the female section
- 3) Supervise the academic plan of the department in the female section
- 4) Ensure quality control in the Department
- 5) Supervise the flow and performance of exams
- 6) Supervise scholars and interns in coordination with the internship department, and submit reports every semester to the Dean
- 7) Identify the needs of the department in terms of faculty members
- 8) Meet students at least once per semester to survey their needs and comments
- 9) Prepare a report to the Dean on the achievements of the department and suggestions for improvement
- 10) Prepare performance reports for department members

Powers

- 1) Distribute workload among faculty members
- 3) Make decisions regarding applicants to teach courses
- 4) Approve requests for leave for the department members, and report to the Dean
- 5) Approve exam results
- 6) Approve requests for department members to attend workshops
- 7) Terminate the contracts of non-Saudi faculty members



VII. Department Chair Duties

The department chair is a faculty member coordinating academic and administrative affairs and is responsible for implementing the council of higher education guidelines. In addition, the department chair presents to the Dean a report at the end of each academic year. The head is appointed from the department faculty upon recommendation of the College Dean per Article 44. The main duties of the department chair include:

1. Preside over the department council at least once per month and refer the minutes to the College Dean.
2. Ensure the council decisions are implemented Department
3. Implement the decisions of the college council related to the Department
4. Supervise the administrative and academic affairs
5. Coordinate the work of department members
6. Ensure department members follow the work schedule and report to the college Dean
7. Report to the Dean incase a department member stops working
8. Academic
9. Follow the mission of the University
10. Supervise the strategic plan of the Department
11. Supervise the academic plan of the Department
12. Ensure quality control in the Department
13. Supervise the flow and performance of exams



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14. Supervise scholars and interns in coordination with the internship department, and submit reports every semester to the Dean
15. Identify the needs of the department in terms of faculty members
16. Meet students at least once per semester to survey their needs and comment
17. Prepare a report to the Dean on the achievements of the department and suggestions for improvement
18. Prepare performance reports for department members

Department Chair Powers

1. Issue internal decisions to regulate work in the Department
2. Distribute work load among faculty members
3. Approve academic pay for faculty members
4. Make decisions regarding applicants to teach courses
5. Approve requests for leave for the department members, and report to the Dean
6. Approve exam results
7. Approve requests for department members to attend workshops in and out of the University
8. Terminate the contracts of non-Saudi faculty members
9. Approve the participation of faculty members of dissertation committees in the Kingdom
10. Approve requests from government entities to invite department faculty members to give lectures

Performance measurement and assessment criteria for the quality assurance unit

- Measuring and assessing the achievement of the program objectives and learning outcomes



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- Monitoring the Program's performance using both direct and indirect evaluation measures
- Measuring the student's performance in various courses
- Key performance indicators of the Program (KPIs) reports
- Monitoring the implementation of the program and courses improvement and action plans in the course and program reports
- Independent review recommendations
- Assessment of the Quality, completeness, and accuracy of the SSR

V. Tasks and Responsibilities of the Program of Medicine Quality Coordinator

The Quality Assurance Coordinator reports to the College Vice-Dean of Development and Quality. The duties of the Program of medicine quality coordinator include the following:

1. Assist the Vice Dean of Development and Quality that the Program of medicine achieves its vision, mission, and goals
2. Ensure that quality assurance system policies and procedures are applied and complete
3. Participate in preparing the program specification and annual reports
4. Revise the course specifications according to the updated National Center for Academic Accreditation and Assessment templates and submit it to the Vice-Dean of Development and Quality and the College Council for approval
5. Participating in preparing a self-study report for the Program
6. Coordination between the various departments of the College regarding timely submission of the course reports on the updated NCAAA forms
7. Periodic assessments of the program learning outcomes (PLOs) and course learning outcomes (CLOs) and ensuring that they are all mapped to the SaudiMEDs Framework and the NQF.
8. Review the extent of fulfillment of the Program's performance indicators (KPIs) and participate in preparing the performance indicators report and recommendations for improvement.



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9. Ensure the preparation of reports of the Program benchmarks comparisons report and recommendations for improvement
10. Confirm that appropriate evaluation and course improvement strategies are carried out, and periodic reports are regularly provided and approved by the college administration
11. Compile the course reports after review and modification
12. Follow up on the operational and action plans
13. Ensure the implementation of improvement recommendations for both Program and courses
14. Participate and supervise the various phases of the Program's NCAAA accreditation
15. Arrange for the Program's independent review and coordinates with the Program's independent reviewers
16. Oversee the periodic stakeholders surveys and supervise the preparation of reports on different surveys related to the Program and the necessary improvement recommendations
17. Supervise the work of the Quality Assurance Unit
18. Provide orientation on the various aspects of the Program's quality assurance

Chapter 3

Tasks of University Faculty

Faculty Tasks

According to the Statuette of the Saudi Higher Education and the Regulations of the Saudi Universities, the university faculty have the following duties:

I. University Faculty Qualities

A faculty member should have the following characteristics:

1. To have honesty and good ethics, abide by the regulations and instructions and rules of conduct and ethics, and take away from all that violates the honor of the job.
2. Following up on new developments in his field of specialization and contributing through his scientific activity to the development of his specialization.
3. To convey to his students the latest findings of science in his area of specialization and raise the love of science and knowledge and scientific thinking.
4. To participate actively in the work of the department council and other councils and committees he is a member of at the department, college, and university levels. He should also actively participate in the department, college, and university activities in community service.
5. He shall be available for his work at the University and may not work outside the University except after obtaining prior approval by the rules and regulations.

The faculty member shall maintain a good educational system inside the halls and laboratories and submit a report to the department's head on any incident that may disturb the system.



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Duties of Faculty Member

According to the regulations of Saudi Higher Education, the duties of the university faculty include:

Article (20): Faculty members shall dedicate their time to perform their duties which include the following:

1. Deliver the hours for lectures and practical exercises specified by the department.
2. Carry out the tasks of supervision and academic advising.
3. Supervise the preparation of all labs, practical and field experiments items, preserve the lab assets, and ensure proper use.
4. Participate in the scientific activity of the University by conducting and supervising research and creating a special academic atmosphere.
5. Participate in boards and permanent and temporary committees as assigned.
6. Carry out all the tasks entrusted thereto by the Rector of other universities and external institutions after the University Rector's approval.
7. Abide by all the University regulations concerning lectures delivery, the administration of exams, including their timings and the submission of results, and abiding by the study plans and approved curricula for the subjects assigned to them.
8. Propose additions to the University library within the scope of their specialization.
9. Follow the latest developments in their specialization and take part in developing thereof and transfer such new developments to their students
10. Publish an academic research paper at a refereed ournal within two years of his work at the University.

The faculty member's workload of the actual teaching units per week is as follows:

II. Teaching load

Article (21): The upper limit for the teaching shares of faculty members and the like shall be as follows:



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1. 10 teaching units for a Professor.
2. 12 teaching units for an associate Professor.
3. 14 teaching units for an assistance Professor.
4. 16 units for the instructor. The teaching units are reduced for the instructor during his study period.
5. 16 teaching units for a Teaching Assistant. The teaching units are reduced for the instructor during his study period.
6. 18 teaching units for the Language teacher.

The unit of instruction is a weekly theoretical lecture of not less than fifty minutes, or a weekly scientific or field lesson of not less than one hundred minutes and the unit lasts a semester.

The faculty members and the like shall perform thirty-five hours per week and may be increased to forty hours per week by a decision of the University Council whether to spend on teaching, research, academic advising, office hours, scientific committees, and other work assigned to them by the competent authorities in the University.

Those in charge of administrative work, such as University rectors, deans, and vice deans, directors of scientific centers, and presidents of scientific departments, will reduce their teaching duties, provided that their teaching should not be less than three units of instruction.

The head of the department and the like shall submit an annual report to the dean of the college and the like about the department's work progress and its members' scientific activity.

Article (22): The teaching unit consists of the following:

- Theoretical lectures at the University classes that last for not less than fifty minutes shall be considered a complete teaching unit.
- Practical lectures at the University classes, laboratories or external facilities prepared for this purpose which include practical training hours or work at laboratories and studios, which shall be considered as a half-teaching unit.



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students.

Article (23): The faculty member shall abide by the office hours assigned by the department and interact with the students and staff at the University. The faculty member shall put up his/her own schedule including office hours in a conspicuous place.

