

اللجنة العليا للقسم

Department Steering Committee

وحدة الشؤون التعليمية والأكاديمية

Unit of Educational and Academic Affairs

لجنة الخطط الدراسية والمقررات

Committee of Academic Plans and Courses

لجنة التسجيل والإرشاد الأكاديمي

Committee of Registration and Academic Guidance

لجنة الترقّيات

Promotion Committee

وحدة الجودة والإعتماد الأكاديمي

Unit of Quality Assurance and Academic Accreditation

لجنة التطوير والجودة

Committee of Continuous Improvement and Quality Assurance

لجنة التقويم والإعتماد الأكاديمي

Committee of Academic Evaluation and Accreditation

لجنة البيانات والإحصاء

Committee of Information and Statistics

وحدة الدراسات العليا والبحث العلمي

Unit of Graduate Studies and Scientific Research

لجنة الدراسات العليا

Committee of Graduate Studies

لجنة البحث العلمي

Committee of Scientific Research

وحدة الموارد البشرية

Unit of Human Resources

لجنة توظيف المعيدين والمحاضرين والباحثين

Committee for Employment of Demonstrators, Lecturers and Researchers

لجنة توظيف أعضاء هيئة التدريس والإستقطاب

Committee for the Employment and Recruitment of Faculty Staff members

وحدة المعامل والأجهزة

Unit of Laboratory and Facility Affairs

لجنة الأمن والسلامة

Committee of Security and Safety

لجنة الإحتياجات والمشتريات

Procurement Committee

لجنة المعامل والأجهزة

Committee of laboratories and Instruments

لجنة المختبر المركزي

Committee of Central Research Laboratory

وحدة التدريب وخدمة المجتمع

Training and Community Service Unit

لجنة شئون الخريجين والتوظيف

Alumni Support Committee

لجنة خدمة المجتمع

Community Service Committee

لجنة الحديقة والمعشبة النباتية

Committee of Botanical Garden and Herbarium

لجنة وحدة التدريب الطلابي

Committee of Student Training Unit

لجنة العلاقات العامة والإعلام

Committee of advertisement and Public Relations

Job Description of the Department Units and Committees

1- Department Steering Committee

- Preparation and updating the vision, mission and objectives of the department programs.
- Supervising the implementation of work plans in the programs and units of the department.
- Discussing the reports of the department units and committees on regular bases.
- Preparation and updating of the department handbook and the guide manuals of the department programs.
- Organizing the strategic and improvement plans (particularly those concerned with quality assurance and academic accreditation) with the relevant college and university sectors.
- Preparation and submission of biannual reports (at the end of each semester) on the department's activities and achievements to the College's department for Development and Quality.

2- Unit of Educational and Academic Affairs

- Preparation of the strategic plan for execution of the educational and academic responsibilities and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.
- Co-ordination between male and female sections in academic affairs and preparation of monthly reports.

Committee of Academic Plans and Courses

- Revising the number and distribution of credit hours in each level, and re-modulating the distribution of courses (if needed) to ensure scientific integrity and compatibility.

- Studying the compatibility of syllabi and teaching methods with the objectives and intended learning outcomes of the department courses.
- Providing proposals and/or recommendations for addition, deletion, or modification of the existing courses.
- Coordination between the department teaching staff for improving and updating the contents of courses they taught according to the results of course report analysis.
- Arrangement with the relevant committees in the college and the university for updating and improving the academic plans and activities.

E-Learning Committee

- Coordination with the e-learning unit at the college to develop and utilize e-learning courses and projects.
- Raising the awareness of department staff and students for the opportunities that e-learning provides in the current days.
- Preparation of a strategic plan to develop the e-learning utilities in the department.
- Notifying the department staff members by the e-learning training programs and workshops.

Committee of Registration and Academic Guidance

- Developing an executive plan for academic guidance in the department and supervising its implementation.
- Studying, reporting and solving the students' suggestions and complaints.
- Supervising and follow-up course registration in the department.
- Monitoring students grades and preparation of reports and statistics at the end of each semester.
- Developing the student personality on all aspects (scientific, practical, cultural, social).

- Preparation, distribution, collection and analysis of the essential questionnaires for improving the academic guidance in the program.
- Improving the students' awareness of supporting services and activities provided by the college and the university in registration and academic guidance.

Promotion Committee

- Receiving the applications for promotion.
- Implementation of promotion guidelines and standards.
- Confirmation of the completeness of promotion documents.
- Reviewing the data of peer-reviewers and approving their relevance and competence.
- Preparation of a database for peer-reviewers.

3- Unit of Quality Assurance and Academic Accreditation

- Preparation of the strategic plan for execution of the quality assurance and accreditation responsibilities and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.
- Co-ordination between male and female sections in quality and accreditation affairs and preparation of monthly reports.

Committee of Continuous Improvement and Quality Assurance

- Preparation of the key performance indicators for quality assurance of continuous improvement in accordance with the quality standards and requirements of the NCAAA.
- Disseminating the message of quality and continuous improvement among the department staff members and students.

- Monitoring the implementation of the quality management system at the department according to the international standard "ISO: 9001-2008".
- Development, management and follow up of the quality control processes in the department.
- Periodic analysis and update of program objectives.
- Selection of benchmarks for the department's programs.
- Supervising the improvement and development plans in the department.
- Pursuing modern trends, methods and technologies in teaching.
- Implementation of training programs to improve skills of the department staff in teaching and research.
- Identifying the obstacles that hinder quality assurance and continuous improvement programs in the department, and suggesting the potential solutions.
- Arrangement with the relevant committees in the college and the university for updating and improving the quality assurance and accreditation plans and actions.

Committee of Academic Evaluation and Accreditation

- Defining the requirements for obtaining national and international academic accreditation.
- Supervising the academic accreditation activities in the department.
- Completion and archiving of NCAAA accreditation forms (Self-study, program specification and report, and course specifications and reports).
- Archiving the course files (soft and hard versions) of each semester in the department's academic accreditation room.
- Preparation, distribution, collection and analysis of students' questioners to identify strengths and weaknesses, and recommend the improvement plans.
- Arrangement with the relevant committees in the college and the university.

Committee of Information and Statistics

- Collection, archiving and publishing data on the department's activities.
- Preparation of statistical reports that assist in quality assurance.
- Preparation and update of the annual department handbook.
- Preparation of statistical handouts on the department's activities.
- Provide the different department's units and committees with essential information and statistics.
- Updating the information of teaching staff, researchers and employers of the department.

4- Unit of Graduate Studies and Scientific Research

- Preparation of the strategic plan for research activities and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.
- Co-ordination between male and female sections in quality and accreditation affairs and preparation of monthly reports.

Committee of Graduate Studies

- Receiving and archiving the application files for postgraduate studies.
- Selection of the suitable applicants by implementation of set standards and conduction of tests and personal interviews.
- Recommending the choice of supervisors and defense committees for MSc and PhD students for approval from the department's counsel.
- Recommending the appointment of supervisors and discussion committees for master's and doctoral dissertations.

- Providing support and guidance for MSC and PhD students in their academic and research career.

Committee of Scientific Research

- Receiving and preliminary screening of research proposals of MSc and PhD students.
- Peer-reviewing the research proposals of graduate students with the help of department staff and researchers.
- Establishing and updating the department database of publications, projects, thesis and other activities related to research (e.g. patents, conferences, research chairs and groups, awards, ... etc).
- Studying the obstacles that hinder scientific research in the department and proposing executive plans to deal with these obstacles.
- Prompting and supporting the department staff and researchers to seek funding of their research proposals through national and international grants.
- Periodic evaluation of the department's graduate program and proposing strategies for improvement and development.
- Encouraging the department staff and researchers to establish research channels with local and international institutions.

5- Unit of Human Resources

- Preparing the strategic plan of human resources and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.
- Co-ordination between male and female sections in quality and accreditation affairs and preparation of monthly reports.

Committee for Employment of Demonstrators, Lecturers and Researchers

- Studying the department's need of demonstrators, lecturers and researchers.
- Receiving the job applications for the relevant positions.
- Selection of the suitable candidates according to the set criteria and standards.
- Providing the department's administration with the selected candidates for approval.

Committee for the Employment and Recruitment of Faculty Staff members

A) Applicants for teaching staff (Assistant Professor):

- Studying the department's needs of teaching staff.
- Receiving the job applications for the teaching staff position.
- Selection of the suitable candidates according to the set criteria and standards.
- Providing the department's administration with the selected candidates for approval.

B) Applicants on the Custodian of the Two Holy Mosques Program (Recruitment):

- Notifying the graduate students and department staff with the program requirements and provide the help whenever required.
- Developing the criteria for evaluation and selection of job applicants.
- Seeking for the distinguished teaching staff and researchers for recruitment in the department.

6- Unit of Laboratory and Facility Affairs

- Preparation of the strategic plan for management and updating of the department's laboratories, and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.
- Co-ordination with the training and community service unit in execution of workshops and training courses.

Committee of Security and Safety

- Proposing the policies, regulations and systems that guarantee security and safety in the department.
- Determining the department's needs of security and safety facilities.
- Ensure the availability of safety requirements and application of safety regulation in the department's laboratories and classrooms.
- Follow up disposal of laboratory wastes and expired chemicals.
- Setting up the general policies for laboratory maintenance.
- Preparation of brochures and handouts to raise the awareness of department's staff to the safety regulations and procedures.
- Training of the department's staff members and researchers on security and safety procedures.

Procurement Committee

- Determining the department's needs of instruments, chemicals, computers and teaching aids on regular bases.
- Preparation and updating of the department's database of instruments, chemicals and IT tools.

Committee of laboratories and Instruments

- Determining the need of laboratory instruments for maintenance or replacement, and follow up the maintenance and replacement procedures.
- Developing a system for the use of state-of-the-art instruments in the department.
- Developing and updating a database for local suppliers of instruments and chemicals.
- Studying the quotations of companies to recommend selection of the suitable requirements both technically and financially.
- Supervising the procurement process through preparation of the purchase orders, and follow up delivery, installation, operation and maintenance of the purchased items.

Committee of Central Research Laboratory

- Supervising the department's Central Research Laboratory.
- Acquisition of State-of-the-art instruments to raise the research outcomes in the department.
- Providing an attractive environment for researchers and graduate students in the department.
- Establishment of interdisciplinary research partnership culture among the department's research units and groups.
- Providing appropriate scientific services to the research groups and graduate students in the department.

7- Training and Community Service Unit

- Preparation of the strategic plan for training and community service, and supervising the work procedures of the unit's included committees.
- Compiling, analyzing and maintaining data for use in writing periodic reports according to the needs of college and university.
- Discussing the reports of the unit's committees on regular bases.
- Completing the requirements of academic accreditation.

- Co-ordination with the unit of laboratories and facilities in execution of workshops and training courses.

Alumni Support Committee

- Establishment and updating of a database that includes the personal data of department's students/alumni and employers.
- Proposing an effective strategy to secure training and employment opportunities for the department's students and alumni in their specialization fields.
- Preparation, distribution, collection and analysis of questionnaires on the community satisfaction with the competence of the department's alumni.
- Seeking the opinions of alumni on their benefits from the department's programs and courses.
- Developing a program to strengthen the bonds between the department and its graduates as well as with the employers.

Community Service Committee

- Encouraging the department staff to participate in community service activities.
- Providing scientific training courses and technical consultations.
- Monitoring and documentation of the community service activities of the department.
- Encouraging the students to participate in community service.
- Preparation of a database for the scientific projects executed in the department and its implication on the community and the development plans.
- Development and implementation of programs that strengthen the relationship between department and local community.
- Orientation of teaching staff, researchers, and under- and post-graduate students to direct their research proposals to cover issues of major concern to civil society organizations.

Committee of Botanical Garden and Herbarium

- Arrangement and supervision of the regular maintenance of botanical garden to help preserving the included endangered desert plants.
- Provide researchers with suitable places in the garden to conduct their research experiments.
- Archiving and maintenance of the comprehensive range of wild and exotic plant specimens in the herbarium according to the international regulations and standards.
- Supervising the regular maintenance of the environmental rooms in the department, and confirming their proper use by researchers.

Committee of Student Training Unit

- Meeting the students' needs of training in different disciplines.
- Developing training plans for all target groups in the specializations offered by the department's programs.
- Implementation and evaluation of training courses.
- Enables transfer of experiences, exchange of consultations and development of technical skills between trainees.
- Development of national cadres of high caliber to keep pace with the ongoing changes in the labor market.
- Gaining maximum benefits from the training laboratories of the Department.
- Establishment of partnership with community sectors.

Committee of advertisement and Public Relations

- Managing and updating the department webpage to promote the department's activities and events, beside acquaintance of the students' opinions through referendums and forums.
- Organization of scientific lectures and cultural meetings.
- Organization of field trips to the different institutions and companies to help students correlate the scientific knowledge with the work environment.
- Organizing open meetings with the students.

- Managing seminars, celebrations, and conferences that are held in the department.
- Preparation and distribution of educational and documentary audiovisual media.
- Communication with the official newspapers to publish news, events and achievements of the department.
- Preparation and installation of identification boards and plastic holders on the department's offices and laboratories.
- Preparation, publication and distribution of the department's handbook, the publication manual, and the annual reports.
- Preparing the certificates of appreciation for staff members, outstanding students, and collaborators from outside the department.