

Faculty Renewal

It is the intention of the College to encourage the faculty to maintain continuity of service. Therefore, the appointment and contract is usually renewed automatically on a one-year basis, depending on departmental evaluation and recommendations. Otherwise, either party should notify the other in writing of the desire to terminate the contract two (2) months before the expiry date of the contract. In the event of termination of contract, all accrued salary is paid on departure from the College.

Non-Renewal Of Faculty Members

Subject to the procedures and the authority granted by the University and after the consultation with the vice-deans and appropriate faculty, the Dean of the college may decide not to renew a successive contract of any faculty. The dean shall inform the affected faculty member in writing at least two (2) months before the end of the contract.

12. Classroom Management Policies

Class Time And Breaks

Credit Classes are scheduled from Saturday to Wednesday, with most courses meeting three or four times a week for a fifty-minute period. Classes that meet for more than 75 minutes usually take a break during the middle of class or lab session. Break time is not to be used to start late or to end earlier than stipulated in the class schedule unless approved in writing by the department chairperson. Instructors should base breaks on the needs and interests of students keeping in mind the content and quantity of material to be completed during the class period.

Afternoon classes or laboratory sessions may continue through Al-Asr prayer (afternoon prayer) time. Instructors conducting such sessions should interrupt their activities by a break for prayer as close to the time for prayers as possible.

Instructors may not change the time or place of class meetings without the prior approval of the vice-dean.

Class Attendance

The Office of Academic Services provides each instructor with official class lists before the first day of each semester. Instructors are asked to check these lists against the students actually attending the class, and to report any discrepancies to the office of student affairs.

Each faculty member is responsible for implementing the college's policy on class attendance for each course. It is the student's responsibility to arrange with each instructor to complete any course work missed.

Classroom Supplies

Classroom supplies may be obtained from the purchasing department on campus. Call (75510) to obtain a list of available supplies and requisition forms.

Missing / Damaged Property Report

Any property belonging to KAU-AC that is damaged or missing should be reported to the department head, and the security and safety department.

Cancellation Of Classes And Make-Up

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unavoidable event. In such cases, he must inform the department head of the cancellation with justification and also notify the class. The faculty member must fill out a cancel class form and fax or e-mail the completed form to the academic affairs office.

The College expects that classes canceled will be made up by arrangement between the concerned faculty member and the students.

Classroom Management Tips

A few guidelines for good classroom management are given below:

- The instructor's job is to provide an atmosphere which will enhance learning and facilitate the learning experience.
- Circulate around the class as you talk or ask questions. This movement creates a physical closeness to the students.
- Maintain good eye contact with students.
- Treat students as you would your "best customer." Learn their names and refer to them by name. Provide positive reinforcement whenever possible.
- Give students a respectful answer to any question they ask.
- Take attendance each class period. Students will take their attendance more seriously if it is a high priority and monitored by the instructor.
- Students are expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the College enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination if his unexcused absences exceed 25% of the lecture and laboratory sessions scheduled for the course.

- Telephone students who have been absent for more than one class in succession. The concern you demonstrate by calling may motivate them to return to class.
- Student retention is important. Make every effort to contact and counsel a student before withdrawing the student from a class. When a withdrawal is appropriate, submit the withdrawal Form to the academic affairs Office in a timely manner. All withdrawals should be made prior to the Final Grade Roster.
- Request for audio-visual support for classroom instruction in advance.
- Seek variety in your classroom presentation methods and use familiar examples in presenting materials. Consider ways to utilize some of the following techniques:

Lecture	Group projects	Field Trips
Discussion	Group activities	Speakers
Student debates	Student reports	Videotaping
Role playing	Brainstorming	Chalkboard
Videos/Films	Term papers	Handouts
Journals	Portfolios	

- Ask for student feedback on a regular basis (weekly/bi-weekly) to help you continually improve the teaching/learning process.
- Return tests, quizzes, and assignments as soon as possible. Write comments when appropriate. Explain verbally or in writing the errors that students made.

Classroom Regulations

The following rules should be strictly adhered to:

- **Cellular Telephones:** Cellular telephones must be disengaged while the student is in any classroom/lab or College Library.
- **Food and Drinks:** Instructors and students are not allowed food and/or drinks in any classroom/lab or College Library.
- **Non-Smoking Policy:** Smoking is not permitted in any College facility except where indicated otherwise. Smoking is also prohibited where indicated near the entrances of college buildings.

Classroom Student Discipline

An instructor may remove a student from class/lab meeting if a student disrupts the classroom environment or for some other disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the department chairperson in writing of the problem, action taken, and the instructor's recommendation.

Language Use / Abuse In Classroom

King Abdulaziz University-Applied College expects its instructors and students in the classroom to use language that is not abusive. If a student uses language deemed by the instructor to be insulting, obscene, or vulgar, that student will be asked to desist in using offensive language in the classroom. If the student continues to use offensive language in the classroom after being warned, he may be asked to leave the classroom. If an instructor is reported by a student or students to be using abusive language in class, the division chairman will inquire into the matter.

First Class Session Tips

Be prepared to give students an entire class session on the first day of classes. Consider the following suggested practices for the first-class session.

- Introduce yourself and print your name on the board. Give students enough information on your background to inspire confidence in you as a qualified instructor.
- Distribute a course syllabus to each student.
- Review the course syllabus with the students. The course syllabus is the instructor's legal contract with the student.
- Outline the class structure including time and duration of class breaks.
- Verify that all students are registered. Students who are not registered, must be referred to the registration department.
- Tell the students (orally and in writing) what the college attendance policy is. Make them aware of your deep concern for attendance and remind them periodically of the policy and the concern.
- Clearly explain student responsibilities for missed classes, exams, late papers, etc.
- Display a sincere interest in helping students.
- Try using an icebreaker or plan an activity to help your students interact with and learn more about each other.
- Identify the students' expectations for the class and share your expectations with the students. You may want to establish Ground Rules agreed upon by the students as guidelines for acceptable classroom behavior and management.
- Encourage students to find a "buddy" who can be a support system when needed for homework assignments when absent, for study groups, etc.

Keep in mind that two of the most critical factors which positively impact class/course completion are the interest shown by the instructor for the student and the rapport established between students.