

11. Faculty

The faculty includes all instructional personnel holding the academic ranks of Lecturer, Assistant Professor, Associate Professor and Professor.

Contracted Faculty

Faculty appointments are made in accordance with the documentation and procedures of hiring Non-Saudi employees in Saudi Universities. Faculty should read this document (available at the office of administrative affairs) carefully and refer to it regarding all personal matters.

In accordance with this documentation, all new employees to the College must report to the Office of Administrative Affairs on the first day of employment with the following required documentation:

- Official Transcripts: All appointed faculty are expected to hold, at the minimum, a masters degree from an accredited institution.
- A certified approval of one's previous title or ranking and number of years of service as a faculty (ex. Assistant Professor, Associate Professor, or full Professor) from one's previous accredited institution.
- 3 recent photographs.
- Copy of passport showing entry VISA
- Filled contract forms which contain the following elements:
 - a. The title of the position and rank
 - b. The salary
 - c. The dates corresponding to the months of annual employment
 - d. The agreement that the newly appointed faculty member will abide by the policies and procedures outlined in the hiring of Non-Saudi employee documentation.
 - e. The number of days of paid vacation per year of employment.

It is the intention of the University to encourage the faculty to maintain continuity of service. Therefore, the contract is usually renewed automatically each year if employment is to continue depending on departmental evaluation and recommendations. Otherwise, either party should notify the other in writing of the desire to terminate the contract (2) two months before the expiry date of the contract.

New Faculty Orientation Program

KAU-AC welcomes new faculty through a formal orientation program. Orientation programs are conducted at the beginning of each semester for new faculty. The primary purpose of this program is to introduce new faculty members to:

- The mission and core values of both KAU-AC and KAU;
- The history of KAU-AC and its programs;
- Key administrative and academic officers and programs;

- College resources that support and enhance teaching and learning activities;
- College policies and procedures;
- Faculty rights, benefits and responsibilities; and
- Saudi culture and values.

This one-day comprehensive program offers a broad overview of the University and the College as organizations and the nature of their culture, and acquaints new faculty members to college staff and faculty. New faculty members will listen to different presentations by the college supervisors on the services available to help and support the teaching and learning process at KAU-AC. They are also informed about the University's benefits package for faculty.

Faculty Duties And Responsibilities

The duties of faculty members are many and varied. Teaching is the foremost responsibility of a faculty member. Teaching and its related activities are expected to represent the largest investment of faculty time and effort. Scholarly, scientific, artistic, and other professional development activities and service to the campus and wider communities also require significant portions of faculty time. Individual work assignments should ensure that faculty members meet their professional and community obligations while keeping teaching primary.

- Adequately prepares for all classes.
- Provides students with the necessary course information.
- Follows all course and division requirements in the course syllabus,
- Teaches assigned classes at the location and time designated using the College-adopted course materials such as textbooks and other supplementary materials.
- Meets classes at the designated time and for the duration of that scheduled period.
- Assists in enforcing college regulations.
- Posts/maintains required office hours.
- Leaves the classroom/laboratory in proper order.
- Refers students to Student and Academic affairs office in cases where personal, crisis, or career counseling may be helpful or needed
- Participates in required college orientation/instructional development meetings as notified.
- Participates in the faculty evaluation process.
- Attends faculty and division meetings.
- Serves on division or college committees as assigned.
- Participates in division decisions regarding curriculum review, pre- and post-test instruments, textbook selection, supplementary materials, etc. (Faculty are responsible for maintaining, reviewing, revising, and administering all course-related materials).
- Records required student performance components such as attendance, pre- and post-test scores, and grades using the ODUS system of KAU.
- Administers final examinations following the official Course Schedule and follows all other college policies and procedures concerning final examinations.

- Meets all college deadlines for submitting student records as well as personnel/employment records as notified.
- Remains current regarding duties and responsibilities related to the courses taught (e.g., utilize available educational technology as it relates to instructional responsibilities).
- Provides students with necessary academic advisement and assistance.
- Conducts instructional and college-related functions in a professional manner.
- Becomes familiar with and abides by all College/ University regulations regarding students and faculty.
- Establishes and maintains effective working relationships with students, colleagues, and supervisors.
- Takes an active role in matters related to the institutional and program accreditation and re-affirmation of accreditation of the College.

Accountability

Forty (40) hours of accountability a week are required of members of faculty who must meet all classes as scheduled, maintain a scheduled office hour (one hour per day) and use remaining time in class-related activities such as planning, preparation, grading, advising, and other college activities.

Teaching Load / Overload

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of teaching staff available. Primarily, teaching load varies from (14 – 20) semester credit hours during a regular (fall/spring) semester depending on the ranking of the instructor. The department may reduce the course load of a faculty member who is assigned a special duty by the department, College or the University.

Office Hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The instructor should also make provisions for pre-arranged appointments with students when there are conflicts and when a student needs more assistance. The minimum number of office hours is normally one hour per day. The College requires that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

Absence From Work

All faculty members are expected to meet their classes regularly and promptly. In case of illness or absence from the campus for professional reasons, the department head should be notified. It is the responsibility of the department head to arrange for someone to conduct the class, or for some other substitute function or meeting which will be equivalent to the class missed, when possible. The absent instructor must ensure that information on class content is available to the substitute and the department head/program coordinator.

Sick Leave

When a faculty member is ill and unable to carry out his normal duties, he should report sick leave to the departmental head. The department head must establish appropriate procedures to track faculty sick leave and enforce University sick leave policies.

Each faculty member shall be granted ten **(10) days** of sick leave per year.

Personal Leave / Leave Of Absence

Each faculty member shall be allowed three (3) days of personal leave per year. The faculty member, except in an emergency situation, will make the request for such leave in advance. A faculty member may be granted leave to participate in a professional or other duty without loss of salary when prior written approval is granted by the Dean of the College.

A faculty member desiring unpaid leave of absence (up to one semester) shall state the duration and purpose in a written request, through, and with the concurrence of, the faculty member's Department Head or Vice-Dean, and submit the request to the Dean for approval.

Attendance At Meetings

All faculty members are expected to participate in all the meetings of departments or college committees. A faculty member who anticipates absence from one of these meetings should inform the individual who will chair the meeting.

Class Roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are registered in the official class roster supplied by the Office of Student Affairs. Any discrepancy between the actual class list of attendees and the official roster must be brought to the attention of the Student Affairs Office.

Course Syllabus

Every faculty member is required to develop a syllabus for each course taught. These syllabi should be placed on file in the departmental office and given to each student in class in the first week of the semester. Among the items to be included in the syllabus are:

- Course title, department, number, and section of the course.
- Name of instructor, e-mail address, office hours, department phone number.
- Title, author and publication information of textbook.
- List of collateral readings or other materials to be used in the class.
- Course description.
- Course objectives.
- Student outcomes.
- Course requirements (papers, exams, quizzes, field trips, etc).
- Tentative course outline with assignments.
- Class policies and procedures, including grading methods, attendance policy, (including percentage weight of various components of class work), examinations (method of grading and frequency), make-up policy (for assignments, exams, etc).

Textbook Selection

The selection of textbook and any other instructional material is the responsibility of the faculty of the College. Textbooks for each course are selected by faculty in consultation with their program and course coordinator, and according to the following criteria:

- All textbooks and course-related materials for a given course must be approved by the department head
- One standard textbook will be selected for each course
- Faculty should select the best possible textbook for students at a reasonable price
- Textbooks must be ordered by the following dates to ensure their delivery:
- Fall Semester.....May 1
- Spring Semester.....November 1
- Textbooks will be reviewed at least every three years.

Course Portfolio

Perhaps the best way to ensure that quality teaching is recognized, valued, and rewarded is to improve the means of identifying and documenting teaching effectiveness. Course portfolios afford a comprehensive yet efficient means of documenting the intellectual work of teaching a particular course. Through such a portfolio, faculty members document the design and execution of a particular course, including results in student learning. In this way, teaching can be understood and presented as a form of scholarship, utilizing the accountability through peer review that already exists in higher education.

The course portfolio should follow the general guidelines listed below. These guidelines are based on international standards which are used by most universities and accrediting agencies, and they are part of the standards for self-assessment at KAU.

a) Required Contents for the Course Portfolio

- ❖ Title Page
- ❖ Course Syllabus
 - Instructor and Course Information
 - Course Description
 - Course Objectives
 - Learning Resources
 - Course Requirements and Grading
 - Detailed Course Schedule
- ❖ Course Related Materials
 - Quizzes, lab quizzes, mid-terms, final exams
 - Lecture notes
- ❖ Examples of the Extent of Student Learning
 - Scores on standardized or other tests
 - Students' lab books or other workbooks
 - Students' papers, essays, and other creative work
- ❖ Instructor Reflections on the Course
 - Instructor feedback and reflections.
 - Proposed future improvement and enhancement.
 - Evaluate student competency and reflect on their Course Evaluation for improvements to the course.
 - Conceptual map of relationships among the content, objective, and assessment.
 - Recent trends and new approaches to teach the course.

b) Course Portfolio Regulations:

- ❖ Academic Department facilitates files for all courses.
- ❖ The instructor should build portfolio materials throughout the semester.
- ❖ The portfolio should be updated every three semesters or two years for medical schools.
- ❖ Multi-instructor courses should submit one course portfolio, but all instructors should collaborate in the process in a team assigned through the departmental council.

- ❖ Content language should be the same as the instruction language and in agreement with the college requirement.
- ❖ Extra electronic version of the portfolio is encouraged.
- ❖ The syllabus should be distributed the first day of class and discussed thoroughly with students.
- ❖ Course portfolio should be completed by the end of the semester.

Faculty Code Of Ethics And Professional Standards

The Code of Ethics and Professional Standards as endorsed by King Abdulaziz University serves to elaborate standards of professional conduct, derived from Islamic regulations and general professional consensus about the existence of certain principles as basic to acceptable faculty behavior. Conduct which departs from these principles is viewed by faculty as unacceptable because it is inconsistent with the mission of the college, and with the highest standards of professional conduct which we, as a faculty, are committed to maintain.

This Code underscores the principle of respect for students, academic colleagues, for individual disciplines, the institution, and the community at large. It also requires that faculty be sensitive to the potential for abuse inherent in any authority relationship, such as the teacher/student relationship, as well as in interactions with support staff and colleagues.

Faculty Performance And Evaluation

To improve and activate the professional competence and growth of faculty members in the College, well-established evaluation procedures are strictly practiced. The standards for such evaluation are the faculty member's performance in preparing and organizing course materials, teaching skills, and utilizing innovative teaching and lab techniques.

The faculty evaluation process is comprised of two components:

1. Student evaluation, and
2. Department head evaluation.

This process begins with student evaluations administered at the end of each semester. The faculty member reviews the results of these evaluations. A faculty member will also be evaluated by his immediate supervisor each year.