

## King Abdulaziz University- Applied College

### 1. Introduction

King Abdulaziz University-Applied College (previously known as Jeddah Community College) was established in the academic year 2002/2003 and is managed by a dean and two vice-deans.

### 2. Vision:

“The leading applied college nationally, associated with academic excellence and professional qualifications”.

### 3. Mission:

“Providing students with adequate knowledge and professional skills for the workplace”.

### 4. Goals

There are five major tracks/sub-goals (objectives) to the KAU-AC strategic plan. They are:

- **Effective Teaching and Learning:** reinforcement of teaching, learning, and academic services to improve the quality of academic outcome.
- **Social Responsibility:** activation of social participation by college staff and providing outstanding contribution for serving society.
- **Innovation, Pioneering and Research:** the development of a stimulating and supportive environment for creativity, pioneering, leadership and innovation, and supporting entrepreneurship and research efforts of staff and students.
- **Local and international partnership:** Cooperation with local and international educational institutions to implement best practices and standards.
- **Funding:** Diversification of income using KAU resources, programs and activities.

## 5. College Dean

The Dean serves as the chief officer of the college and the responsible agent for the total operation of the college within the policies and procedures directed by the President or the University.

### **Duties & Responsibilities:**

- Directs the implementation of university policies and programs in the operational and educational activities of the college.
- Directs all aspects of the management and operation of the college.
- Manages and controls the financial affairs, academic affairs, physical facilities, personnel, and other resources of the college in order to carry out its approved mission consistent with law, policies and procedures of the University.
- Develops and recommends college long and short term goals and objectives, organizational structure and staffing complements.
- Appoints, prescribes the duties of, and approves the compensation for faculty, staff, officers, and other employees of the college.
- Develops and administers a strategic planning process for the college, including the adoption of short and long range plans and their approval by the university.
- Provides leadership and oversight of institutional effectiveness efforts, including the use of evaluation results, and linking results to planning.
- Executes contracts, memorandums of agreement, and other legal documents for the college that are financially and legally sufficient and do not require action by the university.
- Establishes and maintains a climate that encourages the development and retention of competent personnel, high level of morale, and achievement of the college's goals.
- Supervises the admission and progress of students.
- Informs and consults with the Chancellor regarding the status of any major or unusual developments of the college.
- Promotes an integrated effort with other college administrators and staff, overseeing the coordination of inter- and intra-college activities.
- Ensures that monitoring systems are in place to track compliance with all Kingdom and University laws and regulations, and that all staff have the training that they need to comply with relevant laws and regulations.
- Maintains effective working relations with the faculty, students, staff, and other educational institutions.
- Develops public relations strategies to enhance image in the total community.
- Observes safety and security precautions appropriate to work performed.
- Performs related duties as assigned or delegated by the President of KAU.

## 6. Vice-Dean

The Vice-Dean functions as a member of the College senior management team and may act on behalf of the College Dean in the Dean's absence. The scope of responsibility includes planning, organizing and administering the instructional program and related support activities of the college to meet the needs of a variety of student groups. It also includes directing student services and general operational programs in the areas of admissions and records, financial aid, student activities, recruitment, career placement, maintenance and operations, counseling, athletics.

### **Duties & Responsibilities:**

- Acts as an advisor to the College Dean in matters pertaining to instructional programs.
- Plans, directs and evaluates college instructional offerings to meet a variety of student community needs which may include occupational education, continuing/community education, and technology uses in instruction.
- Provides college-wide leadership for strategic and operational planning.
- Serves as chair of College Curriculum Committee and college representative to the university curriculum department.
- Implements and monitors the Instructional Program Review system.
- Supervises and evaluates department/division chairs and oversees the supervision and evaluation of faculty.
- Recommends faculty and department chair appointments, dismissal and granting of appointive status.
- Monitors and approves decisions of department chairpersons in supervising the activities of the department within the college.
- Reviews with department chairpersons and approves assignment of courses to faculty members with the objective of maintaining a reasonable equality of teaching responsibilities within the school or college.
- Promotes innovative approaches to teaching and learning.
- Chairs meetings of Division Chairpersons.
- Coordinates faculty professional development efforts.
- Recommends capital equipment expenditures to the College Dean
- Prepares and monitors budgets.
- Oversees the preparation of master class schedules and college catalog.
- Maintains ongoing awareness of business and industry training needs and current technology relevant to occupational education.
- Develops, supports and maintains liaison relationships with business, industry and community partners.
- Resolves issues with student and faculty.
- Serves as a member of the college senior management team.
- Provides leadership and administrative direction for the college's distance learning program.
- Performs other duties as assigned by the Dean.

## 7. Vice-Dean for Development

The Vice-Dean for Development functions as a member of the college senior management team and may act on behalf of the college Vice-Dean in his absence. He may also act on behalf of the Dean in absence of both the Vice-Dean and the Dean. The scope of responsibility includes planning, organizing and generally directing operational programs in the areas of information technology, disability resources, and special services. He may oversee and evaluate community education programs, including off-campus sites, institutional advancement, and scholarship fund-raising.

### **Duties & Responsibilities:**

- Acts as an advisor to the College Dean in matters pertaining to student and community service programs.
- Develops overall planning and strategy for all fundraising activities, marketing and public relations and institutional imaging programming.
- Develops and is responsible for the information technology planning in support of the College's academic plan, particularly relating to teaching and learning, research and administration.
- Leads the development of Information Communications Technology system and ensures effectiveness of this system and all network equipment services and applications on campus.
- Supervises and evaluates managers and technical staff.
- Negotiates specified contracts with vendor for technology or services.
- Recommends capital equipment expenditures to the College Dean.
- Administers and supervises the development of student services and various operational programs.
- Recommends for appointment faculty advisors and supervisors for all student activities.
- Directs and plans programs and services to promote student recruitment, admissions and retention.
- Coordinates occupational education programs such as career planning and placement, advisement and counseling.
- Administers a wide variety of instructional support services including library, audiovisual and learning centers.
- Oversees the institutional advancement efforts of the College with business, community and educational leaders, including scholarship fund-raising and alumni development.
- Supervises, trains and evaluates assigned staff.
- Prepares and monitors all budgets involving student, college activities and athletic programs.
- Prepares and submits the Student Handbook for publication.
- Supervises research activities concerned with the evaluation, improvement and monitoring of student services programs.
- Develops and implements student discipline procedure.
- Consults with administrators and faculty to resolve student disciplinary issues to assure procedural fairness.
- Helps students develop coherent values and ethical standards.
- Serves as a member of the college senior management team.
- Performs other duties as assigned by the Dean.

## 8. The Director of Administrative Affairs

The director of administrative affairs serves as chief operational officer; he plans, organizes and generally directs the areas of admissions and records, computer services facilities, maintenance, college information, marketing and public relations, personnel services, student activities and security.

### **Duties & Responsibilities:**

- Acts as an advisor to the College Dean in matters pertaining to administrative services and programs.
- Plans, manages and directs all business services of the college.
- Assists in the development and management of the college budget.
- Reports regularly to the Dean on current budget status.
- Recommends the selection and supervises personnel for the College services.
- Assesses, plans training and development needs of employees.
- Supervises and provides direction to staff engaged in developing and administering human resources.
- Plans, directs, implements and evaluates the areas which include purchasing, contracting, receiving, intercampus mail, copy services and surplus property management, food service, and bookstore operations. Assesses college computer and equipment needs and abilities and develops operational and equipment plans and recommendations.
- Develops and implements policies and procedures for the maintenance and operation of the physical facilities, grounds and for the scheduling and utilization of college facilities by college personnel and the community.
- Plans and administers new and remodeled construction developments.
- Serves as college representative in working with agencies which provide utilities and services to the college.
- Directs the college personnel evaluation program and recommends to the President the employment, retention or termination of all college personnel.
- Oversees resignations, leaves of absence, transfers, reclassification, etc of all College staff.
- Responsible for the security of the persons and property of the college.
- Recommends to the Dean major additions and deletions of services by the college.
- Performs other duties as assigned by the Dean.