



كاساو
KSAU
HEALTH SCIENCES للعلوم الصحية



Faculty Handbook 2023

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Deanship of Development

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KSAU-HS President Message

Dear Faculty

It is my pleasure to present you with the Faculty Handbook on behalf of the King Saud bin Abdulaziz University for Health Sciences. The intent of this handbook is to increase the faculty's awareness of the University campus and its community and what they both offer. This has been done through the documentation of faculty's duties and responsibilities and the citation of their privileges and benefits individually, in committees, and in task forces.

It is my hope that you will embrace this handbook and allow it to guide your actions and practices while you are executing your honorable duties. I believe that it will assist you in accomplishing your academic goals and outcomes by preparing our students to become productive citizens in their respective communities, which will accomplish the University's academic mission and strategies.

My thanks goes to the Development and Quality Management Affairs, represented by the Deanship of Development team who has dedicated valuable time and energy into preparing this handbook.

Development and Quality Management Affairs Message

Development and Quality Management Affairs (DQMA) is pleased to present the Faculty Handbook. This handbook is meant to be one of the information sources within the University faculty where they can find detailed description of the University, its academic programs, related bylaws, and other important information. This handbook outlines the provisions that govern the relationship between faculty and University to deliver its mission. Such document is meant to be an updatable handbook, which has been prepared through a dynamic process to ensure it is abided by any new regulations and decisions pertaining to the education operations. It is also made available through the DQMA website(<http://dqm.ksau-hs.edu.sa/>) for easier access.

The development of this booklet is led by the Deanship of Development in collaboration with different University vice-presidencies, colleges, deanships, and administrative departments. The involvement of all these parties in the development of this handbook reflect the role of faculty as one of the main stakeholders in the educational processes as their effort is a pre-requisite for any success stories in the University. Hence, the University leadership believe that faculty deserve all efforts and support as part of its mission to deliver high quality health sciences education, health related research, and community services that promote the health of society.

Deanship of Development Message

Dear Faculty

The Deanship of Development, as a part of the Development and Quality Management Affairs is pleased to welcome all faculty members at KSAU-HS professional health colleges and programs and is proud to share with you this Faculty handbook. This publication is a compilation of approved policies and procedures that govern most aspects of your academic appointment and performance. Please utilize this handbook to guide your actions and practices. It is our intention that this handbook will be updated annually to ensure its continuous accuracy and inclusion of all related topics pertaining to our academic mission and performance. The date on the front page of the Handbook as posted on the website will indicate the date of the latest revision. The University reserves the right to amend, revise, and alter any of the content of this handbook as it deems necessary.

Chapter 1

About the Kingdom of Saudi Arabia

About the Kingdom of Saudi Arabia

The Kingdom of Saudi Arabia was founded in September 1932²³. Since that time, the government has worked relentlessly to position the kingdom among the leading countries in the world by improving education, health and economic systems. The kingdom is historically rich of Islamic and Arabic culture that would attract tourists. Recently, the Custodian of the Two Holy Mosques, King Salman bin Abdulaziz agreed to adopt the new vision for the future of the kingdom (Saudi Vision 2030) which aims to position the kingdom as a “leader of opportunity for all through education and training, and provide high quality services such as employment initiatives, health, housing, and entertainment”.

Geography

- Saudi Arabia is spread over 2,150,000 square kilometers (830,000 square miles), occupying almost 80 percent of the Arabian Peninsula. Located in the southwest corner of Asia. It is surrounded by the Red Sea on the West, by Yemen and Oman on the South, the Arabian Gulf and the United Arab Emirates and Qatar on the East, and Jordan, Iraq and Kuwait on the North.
- Desert covers more than half the total area of Saudi Arabia. A narrow coastal plain runs through the Kingdom's western coast while a range of mountains run parallel to the coastal plain along the Red Sea. Along the Arabian Gulf in the east is a low-lying region called Al-Hasa. The mountains in the west of the Kingdom are very rich in minerals with large deposits of limestone, gypsum and sand. The eastern region has the richest reservoirs of oil in the world.

Weather

- Almost the entire Kingdom is arid, although there is rainfall in the north and along the mountain range to the west, especially in the far southwest, which receives the monsoon rains in summer.
- Sporadic rain can also occur elsewhere, sometimes very heavily, causing delayed in transportation, including in Riyadh, where the air and prevailing winds tend usually to be very dry.
- As a result of the general aridity and cloudless skies, temperatures can vary considerably from a mid-summer maximum of °50C (°122F) in the shade to winter lows close to or below freezing in the mountainous areas and sometimes, at night in the heart of the desert.
- Hail and snow may also be experienced in the northern parts of the country during the winter months.
- Humidity is a major feature of the coastal areas, although this is usually tempered by slightly lower and less variable temperatures and a steady breeze, especially in the east.

Population

The total population in KSA amounted to 34.1 million in 2021 (mid-year), according to estimates by the General Authority for Statistics – a decrease of %2.6 compared to mid2020-, when the total population stood at 35 million. The main driving factor of the decline in the overall population in 2021 was the decline in the non-Saudi population by %8.6, with many non-Saudis exiting the country during the Covid19- pandemic. The Saudi population increased by %1.2 during the same period. Males accounted for %56.8 of the total population, or 19.4 million individuals, females made up %43.2 of the total population, with a population of 14.7 million females .

Main Cities

Makkah and Madinah, Islam's two holiest cities, are located in Saudi Arabia. Makkah is the birthplace of the Prophet Muhammad and the focal point of Hajj, the Islamic pilgrimage in which almost two million Muslims from all parts of the world participate every year. Madinah is the city where Prophet Muhammad emigrated and lived. Riyadh, located in the central province, is the capital city of Saudi Arabia. It is also the high-tech center of modern Saudi Arabia and houses the headquarters of the Gulf Cooperation Council (GCC). Jeddah, located along the eastern coast of the Red Sea, is the commercial capital of Saudi Arabia, and serves as an entrance to the rest of the peninsula. Hence, Jeddah's ports became the main thoroughfares for trade.

Business Hours

Saudi Arabia's time zone is three hours ahead of Greenwich Mean Time.

Banks, Currency and Credit Cards

The Kingdom's banking sector has developed excellent IT bases. Majority of ATMs across the Kingdom offer wide-ranging services from cash withdrawal to utility bill payment. Saudi Riyals can be easily converted to any foreign currency (dollars, euro, etc.) at local banks. The most readily accepted credit cards are American Express, Visa and MasterCard. The Saudi Arabian Monetary Agency (SAMA) is the Central Bank of Saudi Arabia.

Transportation

- Air travel is the preferred method of travel within the Kingdom because of the distances separating the main cities.
- Riyadh's King Khalid International airport is 35 kilometers outside of Riyadh. The airport has facilities such as hotel, restaurants, banks, post office, shops and many rental car agencies. Jeddah's King Abdulaziz International airport is 18 kilometers North of Jeddah, also with a hotel, restaurants, banks, post office, shops, car rental agencies and special pilgrimage facilities. Dammam's King Fahd International airport is 50 kilometers Northwest of Dammam with facilities including a mosque, a cargo terminal, restaurants and a duty free shop.
- The Kingdom has multi-track highways and daily train service between Riyadh and Dammam. At the end of the year 2000, the Kingdom had 155,237 kilometers of paved roads, and in the last few years has been adding to that at a pace of about 2,500 kilometers per year.

Education

- In 1993, Saudi Arabia had seven universities. Currently, there are 26 universities and 117 vocational training institutions in the Kingdom.
- There are more than 24,000 schools and a large number of colleges and other educational and training institutions. The system is open to every citizen and provides students with free education, books, and health services.

Chapter 2

About KSAU-HS

History

KSAU-HS was announced by Custodian of the Two Holy Mosques, late King Abdullah bin Abdulaziz on 16 March 5) 2005th of Safar, 1426H). In 2004, the seed for the university was planted by merging three academic entities that were operating under the Ministry of National Guard-Health Affairs and was named King Abdulaziz Medical City-Riyadh Academy for Health Sciences. These academic entities were the Deanship of Postgraduate Education (created 1985), the College of Nursing- Riyadh (created 2001) and the College of Medicine-Riyadh (created 2004). On the 13th of May 7) 2008 Jumada I, 1429H), the Custodian of the Two Holy Mosques, the late King Abdullah bin Abdulaziz Al Saud, laid the corner stone for the current state-of-the-art three University Campuses in Riyadh, Jeddah, and Al-Ahsa. These campuses were inaugurated on 23 April 12) 2013 Jumada II, 1434H) and faculty and students moved to these campuses on the start of the first semester of the academic year 2014/2013.

KSAU-HS Strategic Plan 2027-2022

KSAU-HS mission, vision and core values are prepared with the consideration of Islamic values, societal perspectives, Saudi Vision 2030, new national universities system, accreditation requirements, and stakeholders' input. These statements aim toward ambitious and balanced transformation to address the national requirements while also keeping in mind the global dimension. Based on the above, the mission, vision, and core values were formulated:

KSAU-HS Vision

A globally leading health sciences University ambitiously serving the nation's health.

KSAU-HS Mission

The University aims to graduate distinguished healthcare professionals, pursue synergistic advanced health sciences education and innovative research, and promote effective community partnership

KSAU-HS Core values

Having respect for societal values, the University leadership, faculty, staff, and students hold the following values:

- Ethical behavior: honesty, respect, fairness, and compassion.
- Teamwork: effective collaboration and communication.
- Accountability: fulfilling duty.
- Transparency: integrity and clarity.
- Excellence: quality performance, innovation and creativity.
- Social Responsibility: act in the best interest of the nation's health

KSAU-HS Strategic goals

Strategic Goal 1: Develop academic programs and graduate distinguished professionals in healthcare and health sciences-related disciplines

Strategic Goal 2: Enhance excellence in health sciences research benefiting from the integration among the University, Research Center, and health system

Strategic Goal 3: Create vibrant on-campus quality of life, and develop sustainable community partnerships

Strategic Goal 4: Pursue a sustainable financial foundation for the university that supports its bright future

Strategic Goal 5: Optimize operational processes to achieve organizational excellence

Accreditation National Accreditation

Accreditation is the means by which any University proves to its students, employers, parents, and members of the community that it is fulfilling its mission of providing the best education. The accreditation process, whether nationally or internationally, is considered as a tool to ensure that any institute is providing a quality education at all levels. Therefore, The University is committed to improve and maintain quality through effective support of leadership and active involvement of faculty, students, and non-academic staff in the quality assurance processes. Moreover, the University's efforts have yielded to gain the University full Institutional Accreditation from the Education and Training Evaluation Commission for the period of May 2017 to 2024.

Campuses/ Branches

A. Riyadh



The KSAU-HS Main campus in Riyadh is the largest of the three campuses, and has been designed to be one of the city's landmarks. In accordance with the directives of the Custodian of The Two Holy Mosques, the late King Abdullah bin Abdulaziz Al Saud, the design incorporated modern Islamic architecture to reflect the Saudi culture and heritage.

Covering an area of 2,236,102 m², Riyadh Campus can accommodate 10,000 students and it includes: College of Medicine, College of Applied Medical Sciences, College of Pharmacy, College of Dentistry, College of Nursing, College of Public Health and Health Informatics, College of Science and Health Professions, Deanship of Postgraduate Education, Deanship of Admission and Registration, Deanship of Student Affairs, Deanship of Quality Management, Deanship of Development, Administrative building, Conference Center, Clinical Skills Development Center, housing complex and recreational facilities.

B. Jeddah



The KSAU-HS Jeddah Campus lies inside the King Abdulaziz Medical City and it occupies an area of 250,759 m². With its U-shaped academic complex, the campus is an architectural beauty and is designed to suit the terrain and the surrounding environment. Jeddah campus has a capacity for 4000 students and it includes: College of Medicine, College of Applied Medical Sciences, College of Science and Health Professions, College of Nursing, Clinical Skills Development Centre, Deanship of Postgraduate Education, Administration and Conference Centre, housing complex and recreational facilities.

C. Al Ahsa

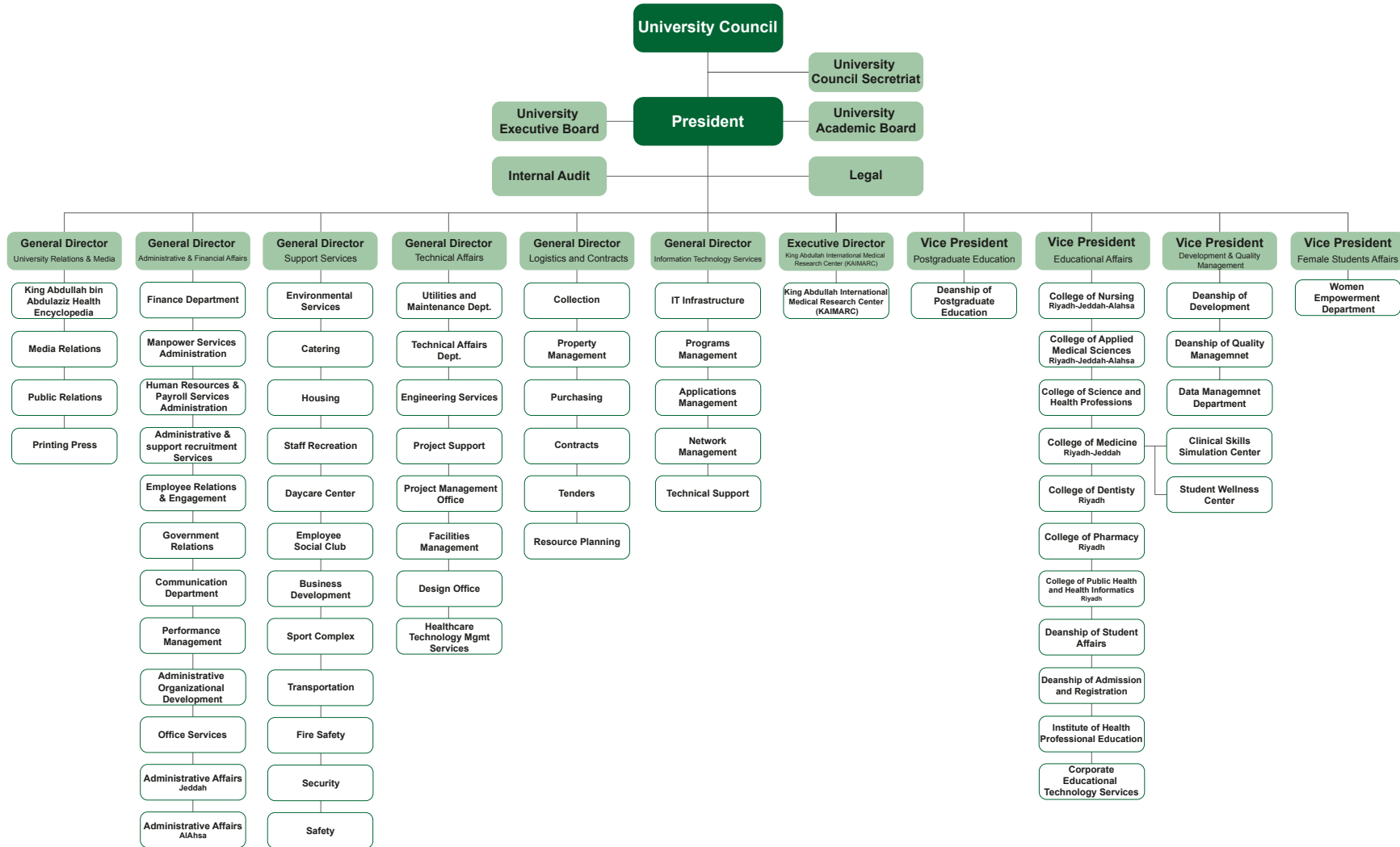


Al Ahsa lies over an area of 642,000 m². The campus can accommodate up to 3000 students, it also has been designed to be coherent with the two campuses in Riyadh and Jeddah and it includes: College of Applied Medical Sciences, College of Nursing, Deanship of Postgraduate Studies, Administration and Conference Center.

Chapter 3

Organization and Administration

KSAU-HS Organization Chart



University Council

The University Council (UC) is the highest decision-making body within the University. The UC provides effective direction in the interest of KSAU-HS, the communities it serves, and all its stakeholders through policy development and process accountability. The working agenda of the Council is designed to promote institutional stability in ways that foster the University mission of developing academic and research activities for the benefit of the University and different stakeholders.

University Council Formation

The UC is a deliberative and broadly represented forum, which exists to consider University activities in all its phases. With a particular attention to the educational objectives of the University and those matters that affect the common interests of faculty and students. The UC is formed by the following members:

- Minister of Education (Chairperson of the Council)
- President (Deputy Chairperson)
- Secretary General of the Universities Affair Council
- Vice Presidents
- Deans
- Three experienced appointees by the Minister of Education for a threeyear term.

The Council is chaired by the Minister of Education. The Chairman may delegate the chairpersonship to the Co-Chairman in his absence. Based on the recommendation of the Council and approval of the chairperson, a member of the Council will be assigned as a General Secretary.

An orientation process is offered to new members to thoroughly introduce them into their role with information about the University mission, vision and strategic goals and objectives, and about the University governance structure.

With compliance with the provisions of this system and other bylaws, and the decisions of the University Affairs Council, the Council of the university carries out scientific, administrative, and financial affairs, and implements the university's general policy.

University Scientific Council

The University has a Scientific Council (USC) that has the role to supervise the scientific affairs of faculty members as well as research, studies, publications, and any other related issues.

The Scientific Council is formed by the following members:

- Vice President for Postgraduate Studies who shall be the chairperson.
- One member of the faculty of each college with the ranking of at least an Associate Professor. The appointment will be based on a nomination of the College Council, University President's approval, and a resolution from the University Council.
- Other faculty members, who are involved in research and scientific cases, may join the council. This is subject to the condition that they do not exceed half of the total number of members. All members shall be appointed for a two-year term renewable only once. The council is entitled to form standing or temporary committees of its own members or others to study any assigned cases.

University Academic Board

The University Academic Board aims to enhance communication at the academic level.

University Academic Board formation

The University Academic Board consists of:

- University President (Chairman)
- Vice Presidents
- Executive Director, KAIMRC
- Assistant Vice Presidents
- Deans
- Corporate Director

In the absence of the Chairman, the board is chaired by the most Senior Vice President.

University Executive Board

The University Executive Board aims to enhance communication between academic and administrative sectors of the University.

University Executive Board formation

The University Executive Board consists of:

- University President (Chairman)
- Vice Presidents
- Assistant Vice Presidents
- Corporate Directors
- General Directors
- The Chairman may invite other members.

In the absence of the Chairman, the board is chaired by the most Senior Vice President.

University President

The University President is responsible for providing overall leadership to the University to fulfill the vision and mission of the University. The President directs the operation of the University, including the management of the scientific, administrative and financial affairs. The President also oversees the implementation of the system, regulations, and decisions related to the Ministry of Education, University regulations and Bylaws, and ensure execution of the resolution of University Council. He represents the University before other bodies, and he may delegate some of his responsibilities and authorities to execute these functions. The President is supported by 4 Vice Presidents and several departments.

Educational Affairs

Vice-Presidency of Educational Affairs is committed to developing an innovative and creative learning environment in the University for both students and faculty. It also ensures the smooth running of the academic and administrative functions of the Colleges in the three campuses by providing directions and aiding in managing the processes through which teaching is delivered. Part of the mission of Educational Affairs is to ensure that the curricula appropriately reflect the mission and goals of the institution. Moreover, Educational Affairs plays a major role in supporting student engagement with the community through activities that is organized by the Deanship of Student Affairs. Through the Corporate Educational Technology Services, the Educational Affairs supports the delivery of curricula in the learning management system (Blackboard®) and guarantees efficient utilization of the Student Information Systems (SIS) and other information technology tools.

Postgraduate Education

The mission of the Vice-Presidency of Postgraduate Education is to create and support the best possible learning and training environment and to continuously provide excellence in educational opportunities that will facilitate the acquisition of knowledge to enrich the experiences of healthcare professionals. The Vice Presidency governs and oversees the various postgraduate medical education programs, continuing education and scholarship activities throughout the three University Campuses and the Ministry of National Guard Health Affairs Hospitals. In this context, Postgraduate Education oversees the following services: the Health Promotion Center, the Canadian Medical Education for Directors and Specialists, the Health Sciences Library, Medical Education, the Scholarship Office, the Postgraduate Training Center, the Office of the Advanced Trauma Life Support Courses, the Symposia and Conferences Division, and Media Services. The Deanship of Postgraduate Education is the effective arm that delivers these services.

Development and Quality Management Affairs

The Vice Presidency for Development and Quality Management Affairs (DQMA) manages planning, development, and quality in the University. DQMA has two functioning arms which are the Deanship of Quality Management and the Deanship of Development. DQMA's mission is to be creative and innovative to achieve excellence and sustainable quality in health-sciences education. DQMA also leads the process of accreditation at the institute and program levels. DQMA expects that accreditation will assess the University to identify gaps in its processes and launch specific projects that will further enhance the academic environment and culture of quality to ultimately reach excellence and sustainable high quality. Another major task of DQMA Affairs is to revisit, reconstruct, and oversee the different components of the institutional strategic plan based on the current situation and facilities made available by moving to the new three campuses. DQMA welcomes any initiatives and suggestions that contribute to planning and development processes and further enhances business processes.

Female Affairs

The Vice Presidency of Female Affairs (VPFA) in Saudi universities was established by the Ministry of Education Decree No. 333 issued on 1439/4/9 Hijri, (2017/12/27). One of the objectives of the Saudi Vision 2030 is to empower women in the labor market and continue developing and investing in their talents for the benefit of the economy of the Kingdom. VPFA in King Saud bin Abdulaziz University for Health Sciences was established on the 19th of March 2018, to provide high-quality academic and administrative management and to support all female campuses as a way to fulfill the university's mission. VPFA covers all the female colleges as well as female branches in Riyadh, Jeddah, and Al-Ahsa. VPFA's mission is to promote leadership by providing high-quality academic and administrative management and support all female campuses as a way to fulfill the mission of the University. Moreover, it aims to achieve its mission and the University's strategic goals that are aligned with the Ministry of Education strategies in view of the Saudi Vision 2030.

• Colleges, Programs and Degrees

Riyadh Campus:

It hosts seven colleges that offer multiple programs:

1. College of Medicine

- A. Bachelor of Medicine, Bachelor of Surgery
- B. Master of Medical Education

2. College of Applied Medical Sciences

- C. Bachelor of Respiratory Therapy
- D. Bachelor of Science in Emergency Medical Services
- E. Bachelor of Clinical Laboratory Sciences
- F. Bachelor of Science in Occupational Therapy
- G. Bachelor of Science in Anesthesia Technology
- H. Bachelor of Science in Clinical Nutrition
- I. Bachelor of Radiological Sciences
- J. Bachelor of Cardiac Technology – Sonography
- K. Bachelor of Cardiac Technology - Cardiac Catheterization

3. College of Pharmacy

- A. Doctor of Pharmacy

4. College of Dentistry

- A. Doctor of Dentistry

5. College of Nursing

- A. Bachelor of Science in Nursing
- B. Master of Nursing Midwifery

6. College of Public Health and Health Informatics

- A. Bachelor of Health Informatics systems
- B. Higher Diploma Program in Family Safety
- C. Higher Diploma Program Health Executive Leadership
- D. Master of Health Informatics
- E. Master of Public Health
- F. Master of Public Health in Health System and Quality Management
- G. Master of Public Health in Epidemiology and Biostatistics

Jeddah Campus:

It hosts four colleges that offer multiple programs:

1. College of Medicine

- A. Bachelor of Medicine, Bachelor of Surgery
- B. Master of Medical Education

2. College of Applied Medical Sciences

- A. Bachelor of Science in Emergency Medical Services
- B. Bachelor of Clinical Laboratory Sciences
- C. Bachelor of Science in Clinical Nutrition
- D. Bachelor of Radiological Sciences

- E. Bachelor of Respiratory Therapy
- F. Bachelor of Science in Occupational Therapy
- G. Bachelor of Science in Anesthesia Technology

3. College of Nursing

- A. Bachelor of Science in Nursing
- B. Master of Nursing Midwifery

Al Ahsa Campus:

It hosts two colleges that offer multiple programs:

1. College of Applied Medical Sciences

- A. Bachelor of Science in Emergency Medical Services
- B. Bachelor of Clinical Laboratory Sciences
- C. Bachelor of Radiological Sciences
- D. Bachelor of Science in Clinical Nutrition
- E. Bachelor of Respiratory Therapy
- F. Bachelor of Science in Occupational Therapy

2. College of Nursing

- A. Bachelor of Science in Nursing

Deanships

Different programs in the University are supported by the following Deanships:

- **Deanship of Postgraduate Education**

This Deanship manages postgraduate residency, subspecialty programs. The Deanship also oversees the postgraduate programs and courses, continuing medical education, conferences and symposia, and the Scholarship Office.

- **Deanship of Admission and Registration**

This Deanship aims to improve the mechanisms of admission and manages student registration and ensure optimum utilization of the University's capacity. It also provides services to students effortlessly using modern technologies.

- **Deanship of Students Affairs**

This Deanship is responsible for extra-curricular activities of students to improve their physical, mental and behavior abilities. The Deanship also oversees the activities of the Student Club and other student bodies as well.

- **Deanship of Admission and Registration**

This Deanship's mission is to disseminate and enhance the culture of quality among the University community through an efficient quality assurance system, provide effective support for continuous improvement in quality through contribution in evaluating the University units' performance in teaching/learning.

- **Deanship of Development**

This Deanship is responsible for the preparation and revision of strategic plans, bylaws management, organizational development, performance management, and data reporting.

Administrative Departments

Administrative and Financial Affairs

The administrative and financial affairs is concerned with providing support to university colleges and departments in order to be able to implement their work plans and role within the scope of work in the University. The department is assigned the task of supervising the following sub-departments:

- **Manpower Services Department:** Supports the departments' needs of positions. Its main function is to plan for the organization's manpower needs based on each department's function, current situation, and future plans. Furthermore, ensuring that salaries and benefit plans are competitive, and that they are designed and managed to attract and retain manpower of the highest quality; and that employee packages are in alignment with University policies and guidelines.
- **Human Resources and Payroll Services Department:** The department is dedicated to process records and payments for all University faculty, staff and students including their benefits and disciplinary actions. Moreover, they are in charge of processing several personnel transactions, in addition to maintaining their files while ensuring accuracy and timeliness.
- **Faculty & Staff Relations Services Department:** This department is responsible for promoting, maintaining, and developing good employee relations within the university. The department also deals with the employees' requirements and other work-related concerns from day one of employment, up to the last day of service.
- **Recruitment Department:** It is primarily tasked with identification, assessment, and recruitment in a fair and consistent manner for the entire University.
- **Finance Department:** Committed to providing timely, accurate, clear and complete information and support to all colleges/departments. It divided its responsibility into payment services, cash management, budgeting and financial planning.
- **Office Services:** Aims to provide quality mailroom management, document distribution and related business support services to colleges/department.

IT Services

The IT Services (ITS) aims to be a center of excellence for technology enablement of health sciences education by working in partnership with faculty, students, and staff to leverage technology for innovation, collaboration and the continuous improvement of University processes. ITS in Jeddah and Al Ahsa have their own Directors, through whom the General Director in Riyadh can delegate regional matters. ITS is divided into the following sub-departments:

- **Enterprise Architecture:** Provides and maintains the middleware layer of all systems' integration, through Service Oriented Architecture.
- **Advanced Communication:** Responsible for the administration of LAN, WAN, WLAN, and IP telephony, in addition to being responsible for the installation, configuration, and management of Audio Visual communications.
- **Infrastructure Services:** Responsible for implementation of commissioning, as well as management and maintenance of infrastructure services, in addition to governing Data Centre and all its components.
- **Enterprise Applications:** Responsible for the development, support, and maintenance of enterprise applications. They provide application development, creating any customized applications for the university business stakeholders (supporting Procurement, Finance, HR, and Payroll departments).
- **End-Service and Governance:** Responsible for the establishment and maintenance of a governance framework to monitor, control, and report upon the ongoing performance of the Information and Communications Technology (ICT) functions. Further, they perform strategy planning and strategy reviews, in addition to Knowledge Management and Business Intelligence Analytics.

Corporate Educational Technology Services

The role of Corporate Educational Technology Services (CETS) has many facets, from integrating technology with education to offering technical support to users across the University. The CETS is responsible for the development and operations of the innovative educational systems used in the University. This department is charged with managing the educational information technologies, policies and procedures, web services, as well as instructional technology and software department. The CETS supports the growing needs of the University by providing the necessary support, such as: email accounts, file sharing, as well as smart classroom support. The department initiates, manages, and supports appropriate technological advancement which will support the continued growth and development of educational resources. Additionally, the department operates the University's educational system servers and digital services, oversees and supervises IT departments in the colleges and provides technical support and training for its employees. The department aims to providing the University Community with easy, safe and trusted access to information for Educational and Research purposes from anywhere and at any time. The CETS Department provides the following support services for KSAUHS Staff, Faculty and Students:

- E-Learning Services
 - Learning Management System (Blackboard®)
 - Virtual Classroom Support
 - Recording and broadcast lectures
 - Assessment System
- Classroom Technical Support and Helpdesk System
- Student Information System (SIS)
- Library Management System
- Online Admission System
- User account and E-Mail management
- Website development and hosting
- Online and mobile application development

Technical Affairs:

The Technical Affairs (TA) is responsible for ensuring the full operation of all University's physical assets, buildings, utilities, engineering services, systems and equipment in Riyadh, Jeddah, and Al Ahsa regions. Within this division, there are the corporate utilities and maintenance operations, regional technical affairs department with the various sub-departments of utilities and maintenance, design, engineering, building services and project task force, project management office, and regional healthcare technology management services (HTMS). The functions of these sub-departments are:

- **Utilities and Maintenance:** Maintenance and repair are continuous activities to provide electricity, lighting, water supply, keeping the ambient internal environment comfortable, keeping mechanical systems and building structures functional and safe to operate and live in. Additional responsibilities are building refurbishment, modifications, and renovations. The main functions of this department include: supervision of the operations and maintenance of the contracted works, supervision and management of scheduled maintenance and repair, emergency maintenance and repair, safeguard, protection of utilities, safety compliance, work control, and emergency preparedness.
- **Healthcare Technology Management Services:** It is responsible for all medical equipment issues. This department ensures the delivery of necessary engineering, technical expertise and consultation to assess, recommend and select medical equipment, while providing continuous user training on all related equipment. A registry of all University medical equipment is available and updated for information to determine equipment life-cycle cost and utilization.

Technical Affairs consists of the following:

- **Design Office** in charge of developing plans, programs and producing the design with cost estimates of in-house approved projects relative to the specified requirements of the end-user/client.
- **Engineering Services** integrates the design and construction, and supervises the implementation. It verifies conformity of systems used to national and international standards, and manages new construction projects.
- **Building Services and Project Taskforce** carries out the smaller construction project requirements for refurbishment and modification of existing facilities and complexes. Their work is done under the supervision of "Engineering Services".
- **Project Management Office** oversees, manages, and monitors the progress of projects up to successful completion.

Support Services Department

The Support Services ensure that all function of management in the University three campuses are optimally managed. The department is assigned the task of supervising the following sub-departments:

- **Security & Safety Services:** The department ensures the security and protection of staff, students and University premises assets. This also includes services and consultation in areas related to emergency response, criminal investigations, risk assessments and crime prevention awareness.
- **Fire and Safety Services:** The department deals with various forms of emergencies, exercises, and continuing training that allows the emergency response personnel to be familiar with the most current firefighting techniques, lifesaving measures and the existence of current materials and technological hazards.
- **Employee Social Club:** The department provides the best facility and the most latest specialized sports and fitness equipment under the supervision of qualified trainers by Sports Complex in the University. The following amenities provided are Sports Complex and Recreation Center. This section is also responsible for the recreation services provided to the University housing residents. School Bus Transportation Services and Recreation Trips are also managed by the Employee Social Club in collaboration with transportation department.
- **Environmental Services:** The department ensures to maintain the required University appearance and hygiene standards. It is composed of the Housekeeping Services, Horticulture Roads and Ground, Laundry Services, Pest Control Services and Waste Management Services.
- **Housekeeping Services:** Ensures compliance of the approved high quality of cleaning maintenance standards that are clean, pleasing and environmentally safe for all University staff.
- **Laundry Services:** The department provides high quality laundry services for University, issues linens and staff uniforms, and ensures the continuous supply of clean and hygienic laundry items.
- **Horticulture Roads & Grounds:** The department is responsible for providing and maintaining aesthetic landscapes, distribution of appropriate indoor and outdoor plants, and cleanliness of roads, parking and grounds and cleaning the roads and grounds in KSAU-HS.

- **Public Health/Pest Control Services:** The department is responsible for implementing effective integrated pest management services programs to maintain pest-free University environment and its residential compounds.
- **Waste Management Services:** The department is responsible for monitoring the implementation of effective and correct management of waste materials in the University and its affiliated facilities in terms of packaging, transporting, weighing and safe disposal. Securing services for medical waste and proper hygiene services in the College of Dentistry and Clinical Skills Development Building.
- **Housing Administration Services:** The department is responsible in providing employees with high quality housing accommodation and to ensure that employees are given best possible services and assistance in all their housing concerns. Housing Services is composed of the housing administration, housing operations, housing inventory, key control and meet & greet. Housing administration is responsible in monitoring and overseeing the whole scope and function of the department.
- **Transportation Services:** The department plans, develops, and regulates an efficient and well-integrated transport system that serves the University employees' interests. It has been established to enhance mobility and deliver safe, secure and environmentally-responsible transport by providing high quality vehicles and related services. Its objective is to maintain reliable safe vehicle in order for the University personnel requiring
- **Food Contract Operation Services:** It is primarily tasked in providing catering request and food preparation services for University functions and student activities. Its aim is to provide the best food service possible with the available resources.

University Relation and Media Affairs

University Relations and Media Affairs aim to enhance the communication of the University. It is working to strengthen the communication with all stakeholders and/or internal and external audience. It introduces the community to all Academic and Scientific programs and initiatives. The department continues to seek and employ the latest Information Communication Technologies (ICT) to achieve the vision, mission and goals of the University. The department publishes the monthly University magazine "The University Pulse". Through this magazine, Relations and Media can communicate with KSAU-HS community regarding the latest events and achievements of the University.

Chapter 4

Research Environment

- **Office of Research**

The office assists KSAU-HS affiliates in their research projects by providing services for faculty and students. These services consist of scientific writing services, biostatistical consultations, and research support services. Moreover, the office provides workshops through the National & Gulf Center for Evidence-Based Health Practice.

- **Student Research Board**

The board is created to guide students' research in the University with the aim to encourage students to publish their work in recognized journals. The University Student Research Board advises students and their supervisors to publish in Pub-Med-Listed Journals.

- **Research Units at Colleges**

Each college has its own research activities, in which faculty members and students' contributions help the university to reach international standards, and maintain that status.

- **King Abdullah International Medical Research Center**

The Research Center represents the research arm of the University. The center has a vision to be a leading international health science research institution. It aims at acquiring, managing, funding and executing biomedical research Programs. The Research Center offers a high-quality scientific set up consisting of first-class research enabling technology platforms. These advanced platforms include animal laboratories & testing rooms, DNA & stem cell cord banks, genomic medicine, bioinformatics and biostatistics, shared core facilities and molecular imaging suites. There are three branches of Research Center; besides the Research Center in the central region, there are branches in the Western Region (WR), and in the Eastern Region (ER).

Chapter 5

Regulations and Policies

At The University there are many types of Regulations, the most important are the Bylaws, Academic Policies and Procedures, and the Administrative Policies and Procedures.

The University Standing Committee for Bylaws, Policies and Procedures Committee reviews Bylaws every 5 years, and Academic Policies and Procedures every 3 years, it is chaired by the Vice President for Development and Quality Management with memberships from different experts and fields within the University.

Charges of the Committee:

- To identify the Bylaws that will be prepared and reviewed by the Committee.
- To create and review University Bylaws through predetermined.
- To ensure the rights and duties of faculty and students.
- To ensure that the University Bylaws are in line with the rules and regulations of the Ministry of Education.
- To discuss any related issues regarding University rules and regulations.
- To recommend University Bylaws for final approval.
- To conduct periodic review of the approved Bylaws.
- To recommend University Academic and Administrative policies and procedures.

For more details, you can find the Bylaws soft copy at the following link: http://dqm.ksau-hs.edu.sa/?page_id=15

And you can find the Academic Policies and Procedures soft copy at the following link: http://dqm.ksau-hs.edu.sa/?page_id=1032

Regarding the Administrative Policies and Procedures, the Administrative and Financial Affairs are responsible to review it periodically. It is available at the following link: http://dqm.ksau-hs.edu.sa/?page_id=2158

Chapter 6

Recruitment and Promotion

• Recruitment

- Saudi Faculty

- A permanent committee is formed pertaining to teacher assistants, lecturers, instructors and research assistants. This committee is chaired by the assistant dean of the Graduate Studies. The selection and recruitment of its members are based on a resolution from the university council or whoever is entitled to make this decision based on a recommendation from the University President. The committee submits its recommendations to the council and is assigned the following duties:
 - A. Propose a general policy for selecting teacher assistants, lecturers, instructors and research assistants and distributing them in departments and colleges.
 - B. Submit suggestions on the colleges' councils' recommendations regarding recruiting teacher assistants, lecturers, instructors, and research assistants, according to the following criteria:
 - 1) Number and percentage of Saudi faculty members to the total number of department members, as well as their minors, and teaching loads.
 - 2) Number of lecturers, teacher assistants, instructors, and research assistants in the department.
 - 3) Number of scholarship students, their minors, and their expected return dates.
 - C. Propose position distribution of teacher assistants, lecturers, instructors, and research assistants according to the department's present and future needs.
 - D. Review recommendations pertaining to transferring lecturers and teacher assistants to administrative jobs inside the university or to the Ministry of Civil Service.
- Requirements for recruiting Teacher Assistants:
 - A. Obtaining a degree from a Saudi university or another accredited one.
 - B. Her/his University general grade should be 'Very Good' at least. This doesn't include graduates of certain medical specializations specified by the permanent committee of Teachers assistants, Lecturers, Instructors and Research Assistants Affairs.
 - C. Other requirements mentioned by the permanent committee for the affairs of Teachers assistants, Lecturers, Instructors and Research Assistants.

- **Requirements for recruiting Lecturers and Teachers:**

- A. Obtaining a Master's Degree - or an equivalent - from a Saudi University or another accredited one.
- B. The grade of the Master's Degree should be of at least (Very Good) - if obtained from a University that grants grades.
- C. Other requirements mentioned by the permanent committee for the affairs of Teachers assistants, Lecturers, Instructors.
- D. Fulfil other requirements stated by the University Council.

- **Requirements for recruiting Research Assistants:**

- A. Employees with a Master's Degree are called (Research Assistant A):
 - 1) Obtaining a Master's Degree from a Saudi University or another accredited one with grade «Very Good» at least - if obtained from a university that grants grades.
 - 2) Fulfilling other requirements deemed necessary by the University.
- B. Employees with a University Degree - Bachelor's Degree or equivalent - are called (Research Assistant B):
 - 1) Obtaining a University Degree, from a Saudi University or another accredited one, with general grade «Good» at least.
 - 2) Fulfilling other requirements deemed necessary by the University.

- **Teacher Assistants, lecturers, and instructors are recruited upon the recommendations of the Department Council in which they are going to work for, the College Council, and the permanent committee for the affairs of teacher assistants, lecturers, and instructors. The recruitment resolution is issued by the University Council or whoever is entitled to do so.**

- **The Research Assistant is recruited upon a resolution from the University President, the Department and College Councils recommendations, and the permanent committee for the affairs of teacher assistants, lecturers, instructors, and research assistants.**

- **Teaching Assistant Years of Study:**

- A. A Teacher Assistant with a four-year University study is recruited on the first category of Teacher Assistant's rank.
- B. A Teacher Assistant with a five-year University study is recruited on the second category of the same rank.
- C. A Teacher Assistant with a six-year University study is recruited on the third category of the same rank.
- D. A Teacher Assistant with a seven- year University study is recruited on the Fourth category of the same rank.

- **The Educational Job Regulations endorsed by Resolution No. 590, date 1401/11/10 H. and approved by the Civil Service Council and any new amendments shall apply to Teacher Assistants and Research Assistants.**

- The candidate recruited as Assistant Professor should have a Doctorate Degree or an equivalent one from a Saudi university, or from another accredited one. The University Council has the right to add further requirements.
- Whenever deemed necessary, and upon the recommendations of the Department and College Councils, as well as the Scientific Council, a candidate can be recruited as Assistant Professor without having a Doctorate Degree in the specializations which do not grant such a degree, according to the following regulations:

- A. The candidate should have a Master's Degree or an equivalent degree from a Saudi university, or another accredited one.
- B. The candidate should have spent at least three years in lecturer position.
- C. The candidate's academic achievement should not be less than three published.

Professional achievements after obtaining the Master's Degree, one of which is a single work. The presented academic work should comply with Article (30) of the herein stated Regulations.

- **Recruiting as Associate Professor should be in compliance with the provisions of point (9), and is as follows:**

- A. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
- B. Having least a four-year experience as a University faculty member or at any other university after being recruited as an Assistant Professor.
- C. Being promoted to the rank of Associate Professor by a Saudi University or another accredited one.

- **Recruiting as Professor should be in compliance with the provisions of point (9), and is as follows:**

- A. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
- B. Having least eight-year experience as a University faculty member or any other university, four of which at least as an Assistant Professor.
- C. Being promoted to Professorship by a Saudi University or another accredited one.

- **Faculty members are recruited upon the recommendations of the Department and University Councils, the Scientific Council, and upon a resolution issued by the University Council.**

- **Ranks**

- A. Any employee who is transferred to the ranks of University faculty members, lecturers, or teaching assistants and holds a Doctorate Degree is classified as an Assistant Professor according to the degrees major. In which case, s/he shall be recruited on the Assistant Professor's first rank. If her/his salary when being transferred is similar or more than that of this category, s/he shall be granted the salary of the first category that exceeds her/his salary. If the salary exceeds the last salary of the assistant professor rank, s/he shall be granted the difference between the two salaries in the form of remuneration until there is no difference either due to promotion or bonus.
- B. If the reclassified candidate is a former faculty member, s/he shall be recruited on the academic degree formerly held by her/him and in which case the Regulations of paragraph (A) above stated applies to her/him.
- C. If the transferred candidate acquired experience after obtaining the academic qualifications needed for recruitment, and if the expected salary according to Paragraph (A) of the present Article is less after calculating the years of experience, then her/his experience shall be calculated on the basis of a bonus given for each year of experience acquired if it is in her/his field of specialization.
- D. Provisions stipulated in Paragraphs (A, B and C) shall apply to candidates holding Bachelor and Masters degrees to be recruited on the Teacher Assistant or Lecturer ranks.

- **he candidate, who acquired experience after obtaining the academic degree needed for recruitment and is not included above, shall receive a bonus for each year of experience if it is in the field of specialization.**
- **Faculty members and the like shall be recruited to the first category of the job rank. If her/his salary upon recruitment is similar or exceeds that of this category, s/he shall be given the salary of the first category that exceeds the assigned salary. Promoted faculty members and the like shall be given the salary of the first category of the job rank to which s/he is being promoted. . If the assigned salary upon promotion equals, or exceeds, that of this degree, the salary of the first degree that exceeds the assigned salary shall be given to her/him.**
- **Faculty members, Lecturers, and Teacher Assistants shall receive the same bonuses and merits assigned to state's employees as follows:**
 - A. Teacher Assistant Rank Eight
 - B. Lecturer Rank Nine
 - C. Assistant Professor Rank Twelve
 - D. Associate Professor Rank Thirteen
 - E. Professor Rank Fourteen

Monthly transportation allowance assigned for the rank of Professor follows the regulation of the university.

- Faculty members, lecturers and Teacher Assistants recruited in accordance with the Saudi Labor Regulations are entitled to the all the allowances, bonuses and merits in accordance with the internal regulations of the university.
- If the Professor's salary reaches the final category of faculty members' payroll, s/he shall be given the annual bonus. This is only applies to faculty members assigned on the rank of Professor.

- Employees of the University (non- Saudi faculty members)

- Requirements for employment:

- A. The availability of approved posts vacant in the budget or provide customized financial provision for the purpose of employment under the item of deducted salaries.
- B. The lack of citizen eligible for the job.
- C. A description of the duties of the job and its responsibilities shall be available including the minimum qualifications required to be filled.

- It requires the employee to be:

- A. The employee should be (20) twenty years or older and shouldn't not exceed sixty (60) years of age. The University Council overlook the upper limit of age within (10) ten years for the Professors and Associate Professors, (5) five years for Assistant Professors, based on the recommendation of the department board and the College Council and (3) three years for the other categories upon the recommendation from their work authority.
- B. Medically fit for service, under a recent health certificate issued by a medical authority recognized by the University.
- C. Good conduct and ethics.
- D. Holder of the qualifications required for the job.
- E. Not to contract with the other entities in the Kingdom.
- F. Full-time work at the University.

- The contract shall be concluded for a year, more or less and renewable such as its duration or for a period specified by the University.

- Contract term shall be commencing as from the day when the employee reports to work in K.S.A. The University shall not incur any financial obligations in case of arrival before the specific date to start work. If the employee lives in K.S.A, the contract shall commence as of the beginning of the work immediately.

- Promotions

Promotion is granted to the faculty member according to the following:

- Scientific production.
- Teaching.
- University and community Service.

Promotion procedures:

- The faculty member applying for promotion shall submit an application to the Department Council including the following:
 - Statement of professional and academic qualifications in addition to the candidate's job hierarchy.
 - Statement of teaching activities.
 - Statement of activities regarding university and community service.
 - Five copies, at least, of the academic achievement submitted for promotion and clarifying information.
 - Additional information supporting the promotion application.
 - Additional information/documents requested by the Department Council, College Council, or Scientific Council.
- The Department Council shall review the promotion application to ensure the fulfilment of the necessary procedures and requirements. The Department Council shall recommend submitting the application to the College Council proposing the names of a minimum of eight specialized referees.
- On the basis of the Department Council recommendation, the College Council shall review the application and nominates a minimum number of eight specialized referees, not less than eight, recommended by the Department or others.
- On the basis of the recommendations of the Department and College Councils, the Scientific Council shall review the promotion application, before undertaking the following:
 - Selecting five referees form the College Council to evaluate the researches; three as main referees, the fourth as a standby examiner, and the fifth as a second standby examiner. At least two of the three referees should be from outside the university, preferably one or both from another country.
 - Researches and promotion data shall be confidentially sent to the referees for evaluation according to the criteria set by the Scientific Council.
 - In case of not receiving the assigned referees' evaluation in six weeks after sending the researches, even after reminding them, the researches should be sent to the standby referee.

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- Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the faculty member's promotion.
 - In case of receiving less than three reports from the main and standby referees, and not getting the rest of the referees' reports due to excuses or not responding or lack of specialization, the scientific council shall assign extra referees.
 - In case of receiving three reports due to late responses of some the main referees, the reports of the main referees should be considered firstly, followed by the report of the first standby referee then the report of the second standby referee consecutively.
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- Upon deciding not to promote the candidate due to the weakness of her/his professional achievement, the Scientific Council shall decide on the submitted researches whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements will include at least one new research for the rank of Associate Professor, and at least two new researches for the rank of Professor.

Chapter 7

Faculty Rights and Duties

- Rights

- Working Hours:

- Working days are five days a week, with Friday and Saturday being the weekly rest days with full pay for all faculty members.
- The University has the right to replace Fridays and Saturdays with two other days for faculty members who work in shift systems, according to the nature of their work. Compensation in lieu of the weekly rest days is not allowed, except in cases where faculty members are assigned to work overtime.

- Salary & Allowances

The faculty members' eligible salary and all other financial benefits are determined based on the approved salary scale, as mentioned in the contract, and the faculty members' entitlement to their salary starts from the date they start performing their job duties.

Without violating the provisions of Article (90) of the Labor Law, faculty members' salaries are paid during working hours, either at their workplace or through direct bank transfer to their accounts in one of the approved banks, in the official currency of the Kingdom of Saudi Arabia (Saudi Riyal).

University faculty members are entitled to allowances that are disbursed according to the university's policies, which regulate the types of financial allowances and their disbursement mechanism for all job categories, taking into account what is stated in the approved salary scale.

- Allowances are paid monthly according to standard practices.
- A housing allowance, equivalent to 25% of the basic salary, is added to the faculty members' monthly salary.
- The university provides a monthly transportation allowance to faculty members based on their job grade.
- In addition, the faculty member might be entitled to other allowances based on the faculty member's benefit group as stated in the employment contract.

- Medical Coverage

Medical coverage for faculty, and their dependents is provided free of charge by the Medical Cities. Faculty can get their first appointments at Family Medicine and Primary Care Departments linked to the Medical Cities. Faculty have also access to Emergency Departments at the medical cities at the three campuses in case of emergency situation. Whenever an emergency happens in the three campuses, the Emergency Medical Services at the Medical Cities extend their coverage to the three campuses.

- Separation & End of Service Award

If the faculty member's service comes to an end, the Human Capital Management issues an end-of-service certificate to the employee upon the termination or completion of their service, based on the faculty member's request. The entitlement to end-of-service award is determined according to KSAU-HS policy and procedures and labor law as follows:

- If the employment relationship ends, the university pays the faculty member a bonus for their service, calculated based on half a month's salary for each year of the first five years and one month's salary for each year thereafter. The last salary received by the faculty member is taken as the basis for calculating the bonus. The faculty member is also entitled to a bonus for parts of the year they spent working.
- The faculty member is entitled to one-third of the bonus specified in the previous paragraph if they resign from employment after a service period of at least two consecutive years but not exceeding five years. They are entitled to two-thirds of the bonus if their service period exceeds five consecutive years but does not reach ten years. The faculty member is entitled to the full bonus if they resign after ten years.
- The faculty member's last salary received is taken as the basis for calculating the end-of-service bonus, and the employee is entitled to a bonus for parts of the year based on the proportion of time they spent working.

- Duties

- Integrity and good manners, responsibility for the observance of regulations, instructions, and rules of proper conduct and decency, and abstinence from any act that would breach the Code of Professional Ethics.
- Keeping abreast with current advances in his/her field of specialization and make contributions to the development of the field through his/her research/scholarly activities.
- Delivery of the latest information in her/his area of specialization to students, and instilment of love of science, knowledge and proper scientific thinking in students.
- Effective involvement in the activities of the Department Council and other councils and committees which the faculty member serves on as well as valuable participation in department, college, and university activities for the sake of community service.
- Strong commitment to his/her work at the University. A faculty member is prohibited from undertaking employment outside the University unless a prior approval is granted in accordance with the regulations set out by the University.
- A faculty member is responsible for maintaining discipline inside classrooms and laboratories and submitting a report about each incident violating classroom discipline to the Department chairperson.

- Complaints and Grievance

The university is keen to ensure that all its faculty members are treated in fair and equitable ways. Therefore, it has enacted systems and laws that regulate faculty members' relations with their departments, managers, and other parties.

In the event that an faculty member feels that he/she has not been treated fairly, the university has implemented and facilitated a specific process that allows all employees the opportunity to raise issues related to grievances or appeals through the Grievance Unit within the university.

The Grievance Unit was established to handle all grievance cases and it is a crucial component that helps maintain a healthy work environment, resolve conflicts, and uphold ethical and legal standards. It contributes to faculty member satisfaction, retention, and overall organizational success.

All faculty members can submit a grievance against written administrative decisions issued within the university within three working days of becoming aware of the decision, whether through written notification or publication through approved channels.

The Grievance Unit within the university is keen on the following points:

- Ensure that all faculty member complaints and grievances are addressed in accordance with all applicable provisions and laws in the university.
- Evaluate grievances/cases involving annual performance appraisals and ensure that such complaints or grievances are addressed in a fair and timely manner.
- Reviewing the complaints related to recruitment, promotion, and termination of service for the sole purpose of ensuring that the investigation process and legal opinion are respectively completed and achieved in accordance with the Saudi Labor Law and applicable policies and procedures.
- Submit the recommendation, after a comprehensive and fair review of the case, to His Excellency the President for review and final disposition.

Chapter 8

Sustainability in KSAUHS

Through the Saudi Vision 2030, King Saud University for Health Sciences has supported sustainable development within its strategy for the current year. This interest appears in the third strategic goal which states: Create vibrant on campus quality of life, and develop sustainable community partnership. The university has taken the following initiatives to enhance the status of green campus:

Automation of processes

King Saud bin Abdulaziz University for Health Sciences works as a single unit to ensure the sustainability of its business, as it relies on receiving regulations and decisions by relying on the higher management of the university. Based on the goals of digital transformation in the Saudi Vision 2030, the university is actively working to automate the majority of its operations in a manner that ensures speedy completion and efficiency of all operations, and limit the University's environmental footprint. Some of the major systems developed are:



Enterprise resource planning (ERP) is a platform companies use to manage and integrate the essential parts of their businesses. Many ERP software applications are critical to companies because they help them implement resource planning by integrating all the processes needed to run their companies with a single system. An ERP software system can also integrate planning, purchasing inventory, sales, marketing, finance, human resources, and more.



Automated Data for Analytics & Assessment ADAA An online portal developed to provide effective tools that facilitate analysis of the University academic and administrative performance.



TAWASUL is a reporting portal available to university's staff, students and faculty members to seek their inquiries and share their suggestions for improving the services of the university. This portal also enables submitting complaints or reporting any electronic violations on social networks or websites related to the university and its employees.



Strategy Tracking Execution Program (STEP): is a tool to automate the process of tracking and reporting the KSAU-HS strategic plan's implementation instead of manually using spreadsheets and documents. This will be achieved by developing a tracking and reporting tool for the Deanship of Development to effectively manage, track and report the implementation of the strategic plan. To ensure accountability in the deployment of goals, projects and initiatives for each department.



AWN is a service delivery system managed by educational technology services at KSAU-HS. It focuses on providing support and training to faculty, staff and students regarding the various learning and academic management system.



ARA is an online portal developed to automate the process of data collection for the University Annual Report, and other reporting purposes. The software allows Colleges, Deanships, and Departments, to submit textual content, which is used in conjunction with numeral content provided by the ADAA system to produce the University Annual Report.



ETMAM is an automated version of the University's separation clearance process for graduated students.

Educational Sustainability

During the COVID19- pandemic, King Saud bin Abdulaziz University for Health Sciences was able to seamlessly switch to distance education and virtual classrooms, as academic lectures were provided to students virtually. As part of the new Strategic Plan 2027-2022, the University is aiming to build on the lessons learned from the pandemic and the infrastructure upgrades that took place, by fostering distance education in existing and new academic programs. This will allow the university to have greater reach to students around the world, to have a greater sustainable impact, and support the 4th Sustainable Development Goal, which focuses on the importance of quality education and that education is a right for all.

Climate Change

Due to the desert nature of Saudi Arabia, it is severely affected by climate change. This matter is taken into account by the government in the Kingdom of Saudi Arabia, where the Saudi Green Initiative was adopted within the Saudi vision 2030. Therefore, King Saud bin Abdulaziz University for Health Sciences has been working to support these efforts throughout the previous and new Strategic Plans, where sustainability is explicitly stated as part of the 9th Strategic Goal of the previous strategic plan and the 4th Strategic Goal of the new Strategic plan 2027 -2022.

Moreover, in an effort to reduce the university's carbon footprint and gas emissions, the university provides regular, free-of-charge transportation in zero emission trolleybuses. These vehicles are operated within the campus to transport students, faculty, and staff to and from colleges and other University facilities.

Health and Well-being

The University recognizes the significance of students' mental well-being, and the association of a positive mental health and improved learning, creativity, productivity, social behavior, physical health, and life expectancy. This led to the establishment of the "Well-Student Center" with a mission to provide psychological support to all students in order to help them overcome academic life stress and difficulties. The center provides its services to help with:

- Social Stress & Exam stress
- Depression
- Phobia
- Addiction
- Time management
- Social relationships issues
- Family issues

Research

KSAU-HS seeks to support the health sustainability of the community, this interest is related to the university's support for the Saudi Vision 2030 to achieve the health sector transformation program, which aims to restructure the health sector to better serve citizens, residents, and visitors. KSAU HS's interest in society's health is demonstrated through the university's support for research in the field of health and genetics, in addition to research in the field of infectious diseases and vaccine.

Chapter 9

Community Engagement

The University interacts with the community through several stakeholders providing a wide range of community services. Those stakeholders include Deanship of Student Affairs, Postgraduate Training Center (as part of the Deanship of Postgraduate Education), and Center for Community Health Promotion, University Relation and Media Affairs, and the colleges. This Engagement is expanded to the patient care that is provided by faculty at the MNG-HA medical cities.

In addition, the University has provided cultural and educational exhibitions, symposia, seminars and workshops. The University also celebrates occasions such as: National Day, the Foundation Day, Eid Seasons, etc. Furthermore, the University supports faculty and students for community services by allowing them days-off for active contribution. Besides that, the funding matters have been sought from private companies in financially sponsoring community events.

Chapter 10

KSAU-HS Facilities

Ministry of National Guard-Health Affairs/the Medical Cities

The umbrella of the Ministry of National Guard Health Affairs (MNGHA) has given the University students an access to King Abdulaziz Medical Cities (KAMC) in Riyadh, Jeddah and Al-Ahsa that are considered to be one of the largest health systems in the region. Furthermore, it has enabled the University to enhance its curricula and academic programs with clinical applications and training under the supervision of highly competent healthcare professionals. The medical cities provide a wide range of medical, dental, nursing, pharmacy, and applied medical science and pharmaceutical services in addition to all specialties related to applied medical science. Hence, they serve as training site for undergraduate and postgraduate students, residents and fellows in different specialties and subspecialties. The university is also integrated with the medical cities to ensure availability of the clinical teaching environment. Moreover, the University is affiliated with a research center, King Abdullah International Medical Research Centre (KAIMRC) that allow the University to have an access to high standard research facilities.

Libraries

The University includes a number of libraries in the colleges and medical cities in addition to a rich digital library that allows access to resources such as books, journals and electronic databases through paid subscriptions on and off-campus. The University also offers the Lynda Campus which is an online library of video tutorials, and trainings for different disciplines delivered by industry experts. These videos are available on-demand for students, faculty and staff of the University. The online resources allow equal opportunities for male and female students and faculty in the three campuses. Students or faculty requiring resources not available in their college library are allowed to utilize other college libraries as long as they carry their University badge or ID.

Recreation Center

The University has sports and Gym facilities which enable the University to host various events.

Parking Permits

The Security and Safety Department will issue sticker for faculty's car in order to be allowed be parked in the proper area at colleges.



وكالة الجامعة للتطوير والجودة النوعية Development and Quality Management Affairs

عمادة الجودة النوعية
Deanship of Quality Management

عمادة التطوير
Deanship of Development