



# BIOLOGY PROGRAM

## Jouf university professional and personal progress policy

سياسة التطوير المهني والشخصي بجامعة الجوف

## Professional and personal development policy at Al-Jouf University

### Precautions:

Jouf University attaches great importance to the professional and personal development of all its students and female students at headquarters and in all branches, and this interest is clearly reflected in its strategic plan.

In this context, based on the support and encouragement of the university's staff, the leaders, faculty, staff, and students, the University has established the Skills Development Center by Resolution No. (6/39/1382) and the date of 11/6/1439H, for the sake of human development in a distinct manner and at a competitive level that encourages all those who are accused of professional and personal development.

The Skills Development Center at Al-Jouf University seeks through its mission that is compatible with the university's mission, and Saudi Arabia's Vision 2030, in terms of human resources development and development to a degree that meets the needs and aspirations of university staff in accordance with the trends and modern training methods and good practices in place in prestigious universities and international training centers.

### Policy:

Jouf University ensures the provision and creation of a supportive environment for the professional and personal development of all categories of its employees, such as the leaders, faculty, staff, undergraduate and graduate students, and at headquarters and all branches, the University supports the construction of a team of trainers with the skills and competencies of the university staff to carry out training tasks to ensure that its plans and training strategy are achieved, as well as the use of competencies from outside the university in accordance with the rules and controls of that organization.

The University's Skills Development Center is responsible for developing the skills and capabilities of human resources in all categories, through conducting studies to identify training needs, and adopting training programs aimed at developing leadership, teaching, research, community and personal skills.

Al-Jouf University requires its employees in different categories to attend at least one course during the academic year of programs aimed at each category, and to link attendance to the system of appointment, promotions and annual performance evaluations of its employees.

The University is committed to enriching and supporting all categories of its employees, including leaders, faculty, staff, bachelor's and postgraduate students, to participate in professional and personal development programs and activities for both the student and female students, and at headquarters and all branches.

#### **Policy implementation procedures:**

##### **First: University-level procedures:**

- Allocating an adequate budget to implement training programs in line with the workload, ambitions and expected successes, in accordance with the rules of Saudi universities.
- Supporting infrastructure, technology and training equipment in all branches of the university and both parts of the university.
- Provide trainers with an international certificate accredited in training.
- Providing administrative and technical staff to work at the Skills Development Center at headquarters and branches in both parts.
- Issuing decisions requiring the attendance of university staff in their various categories for at least one course during the academic year according to the career paths of each job or promotion, the course of scientific specialization in relation to students, and linking attendance to the system of appointment, promotions and annual performance evaluations of its employees.

- Issuing decisions that oblige all sectors in the university not to provide programs and training courses and to grant certificates to their employees unless they forget the full supervision of the skills development center at the university.
- The allocation of relative weight by the standards of excellence awards, job evaluation and promotions at the level of different sectors of the university is linked to the attendance of professional and personal skills development courses of the university staff.

### Second: Procedures at the level of the Skills Development Center:

- Preparing the strategic plan to develop the skills of university staff according to the career paths of each job or promotion, and the course of scientific specialization for students.
- Preparing the course of basic and non-core courses for the stages of each job name, rank and grade, promotion, internal transportation, and job evaluation.
- Identifying the training needs of university staff (academic leaders, faculty members, administrators, students) in terms of achieving leadership, teaching, research, community and personal qualifications, ensuring the development of academic and administrative careers.
- Developing and implementing plans and preparing training bags to meet performance development needs and fill training gaps.
- Assess the effectiveness of the training programs provided while measuring the impact of training on actual work practices.
- Training of qualified university trainers in their specialties to make up for the shortfall that may result from the lack of trainers with an international certificate in training.
- Building and developing databases for trainers, trainees, programs, training packages and testing bank.

- Building effective partnerships with the Institute of Management, counterpart centers and international accreditation supremo in the field of the center's work.
- Media and marketing for the activities and outputs of the center's business.

**Third: Sector-level procedures at the university:**

- Providing the Skills Development Center with training needs to develop the professional and personal skills of faculty, staff and students from all sectors of the university.
- Provide the Skills Development Center with lists of names of those with an international certificate in training, as well as those who have experience in the field of training practice both from colleges, deanship of e-learning and distance education, deanship of student affairs, deanship of community service, deanship of scientific research, deanship of quality and academic accreditation, general department of information and communication technology, and the unit to support and support researchers, to benefit them in providing programs and training courses at the center.
- If any Sector want to hold training courses within, it is necessary to address the Skills Development Center for coordination in accordance with the mechanism of the address, appointments, and the provision of the authority to the trainer, the training program and certificates.

### Metadata model

<b>Policy title:</b>	Professional and personal development policy at Al-Jouf University
<b>Policy code:</b>	JTJ-04-VPDQ-04
<b>The author's name is the name of the author' son, and the other one is the one who</b>	Skills Development Centre
<b>Policy reference:</b>	University Agency for Development and Quality.
<b>Policy implementers:</b>	<ul style="list-style-type: none"> <li>• University Agency for Development and Quality</li> <li>• Skills Development Center.</li> <li>• Excellence Awards Unit.</li> <li>• Human Resources Deanship</li> <li>• All sectors of the university.</li> <li>• Supporting and competent entities such as colleges, e-learning and distance learning, deanship of student affairs, community service deanship, researcher support unit, general department of information and communication technology, deanship of scientific research, deanship of quality and academic accreditation.</li> </ul>
<b>Issue number for policy:</b>	V1
<b>Next proposed policy review date:</b>	(29/8/1443H.)

<b>Policy stakeholders:</b>	All university staff are leaders, faculty members, staff, and students.
<b>Keywords:</b>	Jouf University, Development, Professional Development, Skills, Qualifications, Career Path, Recruitment, Polarization, Job Evaluation, Promotion, Transparency, Career Satisfaction.