

Faculty Members' Rights and Duties

Faculty Members' Complaints and Grievances

Bachelor in Mathematics Program

College of Science

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Introduction:

The process of searching for excellence in university performance calls for the permanent and continuous development of the efficiency and effectiveness of the performance of faculty members because they are a fundamental pillar of the University. Therefore, providing the appropriate conditions for the professional growth of a member of the teaching makes him more productive, more efficient, and more stable. It stimulates the development of statutory texts of regulations, by laws and decisions related to the faculty member so that their application achieves a better level of competence in the practice of academic work, and provides fair opportunities in assessing the efficiency, effort and achievement of the faculty member, and the consequent financial, administrative, and academic advantages of a member. The teaching staff to settle and continue to work at the University and put pressure on the passive. Neglectful faculty member to seek for him another place outside the University. This guide relates to faculty members and those of similar status only, and Article 1 of the “Bylaw Regulating University Staff Affairs and Those of Their Equivalency” issued by the Higher Education Council Decision No. (4/6/1417) defined them as follows:

The faculty members:

1. Professors.
2. Associate Professors.
3. Assistant professors

Member enjoys in some international Universities to benefit from and applying what is appropriate for the member of the Saudi faculty and developing a vision to transform the functional bond between the faculty member and the University from a list-based association to a contractual bond. The second article of the same regulation stipulated the following: "Lecturers and teaching assistant, language teachers, and research assistants shall be attached to the faculty members in the provisions of these regulations." Consequently, the scope of this guide includes professors, associate professors, assistant professors, lecturers, teaching assistant, language teachers, and research assistants.

The role of the faculty members:

The responsibilities of a faculty member are divided into three categories.

1. The first related to students.
2. The second to the University in which s/he works.
3. The third to his continuing professional development in the field of his specialization.

As for his responsibilities towards the students, it is summarized in the necessity of his keenness to perform his teaching duties, prepare them well, implement them, and deal well with students, and be active in guiding them and taking care of their academic conditions, and for his behavior and actions to be a model to be emulated.

As for his responsibilities and duties towards the University in which he works, this includes avoiding academic or professional behavior that harm the reputation of the University, or the loss of its funds, and gives appropriate support for the work and activities of the University. The committees that intend to form it, and not exploit the University's name to serve his own interests, and only work outside the University with the knowledge of the University and after obtaining its approval. Since the importance of the faculty member and the rise of his scientific

reputation is evidenced by his serious attempts to develop himself professionally. One of his first duties in this regard is to remain in contact with everything new in his field of specialization, through direct access to specialized literature and periodicals, participation in scientific societies, and attending relevant scientific seminars and conferences. The faculty member in this era that witnesses a flood of knowledge, a flow of information in means of communication and technology of knowledge, and a diversity of methods of education and teaching. The faculty member has a continuous responsibility to contribute to the advancement of knowledge in his field of specialization through his research, creative writing, scientific analyzes, and research papers in specialized conferences and seminars.

Faculty Member's Rights

The system of the Higher Education Council and Universities and the executive regulations guarantee many rights for faculty members, including the following:

- Vacations of all kinds, including sabbatical leave.
- Allowance for assigning administrative work to his original work.
- Attending scientific conferences, seminars, and workshops.

A member of the teaching staff and those with equivalent status are treated as state employees, who are equivalent to him in rank in terms of allowances and rewards.

Secondment, delegation, and work as a part-time advisor to one of the government agencies outside the University. Promotion if he fulfills its legal conditions.

Duties of the faculty members

There are self-evident duties that a faculty member must abide by, such as moving away from academic or professional behavior that harms the reputation of the University to which he belongs or takes an action that would squander the University's funds. In addition, not exploit the University's name to serve his own interests, and not work outside the University except with the knowledge of the University and its approval.

The duties required of a faculty member, in general, can be summarized in the following matters:

1. Teaching within the prescribed quorum.
2. Additional instruction above the prescribed quorum if necessary.
3. Preparing the exams for his subjects.
4. Participating with his department members in preparing study plans and developing programs for the department.
5. Supervising the practical or field side in the requirements of the subjects, he studies.
6. Carrying out research, studies, and workshops, and participating in collective research in his field of specialization.
7. Supervising the research and messages of graduate students. Guiding and directing University students and graduate students.
8. Communicating with everything new in his field of specialization, and following upon new books, periodicals, and research in his field of specialization
9. Doing creative writing and targeted analyzes that contribute to providing knowledge and community service.

10. Participation in the sessions of departmental councils, committees, and various associations in the college and University.

It is possible to tighten the application of duties and rights as they are in the current regulations as a first stage, for example stressing the commitment of a faculty member to the quorum and attending the lectures on time and monitoring him/her in terms of performance and tests, this will distinguish the disciplined member from the manipulator. To achieve this, some supervisory procedures can be put in place that reveal the outstanding performance owners or not. Such as identifying external examiners for a sample of the courses, for example, or for a sample of students' results, to clarify the strength and weakness of the performance of the faculty member, as well as the importance of the participation of the faculty member in the department and college committees and commitment to hours. Office and conference attendance at promotion points. These criteria can be used in the decision to grant scientific sabbatical or not. This requires that all good and negative practices be documented, so that they can be relied upon in favoring some members over others in some of the advantages or others, such as attending conferences, assignments, administrative work, and other activities for which members compete.

□ □ Teaching loads and distribution of hours

The regulations governing the affairs of faculty members determined the teaching quorum for faculty members as follows:

A- The maximum number of shares for faculty members and the like should be as follows:

1. Professor 10 units.
2. Associate Professor 12 teaching units.
3. Assistant Professor 14 teaching units.

4. The lecturer is 16 teaching units, and the teaching units are reduced during his study period
5. The teaching assistant has 16 teaching units, and the teaching units are reduced during his study period
6. The language teacher has 18 teaching units.

B - The teaching unit is the weekly theoretical lecture of no less than fifty minutes, or the weekly practical or field lesson of less than 100 minutes, and the teaching unit lasts one semester.

Item 41:

Faculty members and the like perform thirty-five hours Weekly and may be raised to forty working hours per week by a decision of the University Council, which they spend in teaching, research, academic advising, office hours, scientific committees and other work assigned to them by the competent authorities in the university.

- The distribution of courses is subject to criteria determined by the departments based on the exact scientific specialization as well as the academic degree and teaching experience.

□ □ The values and ethical principles of faculty members

The thirty-eighth item of the regulations governing the affairs of faculty members stipulated the following:

A faculty member must have the following qualities:

- 1 Honesty and righteous morals, and to abide by the regulations, instructions, rules of conduct and observed etiquette, and to rise above all what is a breach of the honor of the job.

2 - Follow up on developments in his field of specialization, and contribute through his scientific activity to the development of his specialization.

3 -To convey to his students the latest scientific findings in his field of specialization, and to arouse in them the love of science, knowledge and thinking proper science.

4 -To actively participate in the work of the department council and in other councils and committees of which he is a member the department, college and university level, and actively participates in the activities of the department, college and university in the service of the society.

5- To devote himself to his work at the university, and he may not work outside the university except after obtaining prior approval in accordance with the regulations and regulations.

“Count the law Islamic teachings are the main source of ethics for the university teaching profession, in addition to the rules and regulations, In addition, the administrative policies issued by the Higher Education Institution and Al-Jouf University, the most important of which are the following:

1- justice:

It expresses the extent of the individual's obligation to the right in his various actions, his ability to be equal and non-discriminatory, and the obligation with his rights, and his obligations.

2- Secretariat:

The values and ethical principles of faculty members, and his performance in the good manner required by others failure to perform all educational and research tasks and responsibilities with accuracy, honesty and sincerity.

3- affiliation:

Affiliation refers to something, it is a real connection, direct contact with the college and university, and worked to achieve its goals. The strategy, respect for all laws, regulations and regulations, pride and pride in working with them and positive interaction with its employees.

4- Equality and non-discrimination:

It is a principle related to the protection and respect of human rights, regardless of religion, ethnicity, gender, status...etc.

5- Mutual trust:

It is based on honesty and defiance, and it plays a major role in regulating relations between members of society, and is an essential pillar in the advancement of University and its progress.

6- Respect for privacy:

The confidentiality of information about the university or those who work in it or with it must be preserved, and it must not be announced or used in public politically, a person who takes advantage of it or exploits it, and the privacy of faculty members must be respected inside or outside the work.

7- Integrity and impartiality:

They are two essential matters for the performance of the teaching or research tasks of a university professor, and all the work that is assigned to him or assigned to him. It requires him to perform his duties without bias or prejudice, in order to ensure the maintenance of mutual trust with the institution.

The most important duties of faculty members in the field of scientific research are the following:

- Allocating a specific number of working hours ~~and releasing faculty members during those hours~~ to work in scientific research.
- Avoid exposure to what contradicts Islamic principles and values in scientific research and intellectual production.
- Strengthening scientific research and ensuring its freedom in the university and scientific research centers.
- Achieving international standards that support confidence in institutions of university education and scientific research and ensure respect for them.
- Commitment to the ethics of scientific research and its organizing rules, the most important of which are:
 - Scientific secretariat in the implementation of research and literature.
 - The faculty member's research is compatible with the research plan in the department, college and university.
 - Directing his research to benefit knowledge, society, and humanity as a basic moral obligation by virtue of his job.
 - Respect for the intellectual property of others, accuracy in transmitting ideas, and referring to the sources from which the researcher drew the information that he used in his research.
 - Be accurate and objective in presenting the worldviews of others.

Directory of Complaints and Grievances of Faculty Members

Introduction:

Mathematics department aims to provide an academic work environment to enhance the concept of teamwork and mutual respect among all employees, which shall be positively reflected on the quality of the outputs of the education. Sometimes problems arise and may lead to a negative impact on the performance of the faculty staff. Therefore, a clear mechanism was developed to address complaints and grievances of members of the faculty.

This mechanism for examining the complaints of the teaching staff includes the following:

- Providing clear procedure for handling the complaints.
- Directing the teaching staff members to submit their complaints without fear of abuse or punishment.
- Handling the complaints in a timely & appropriate manner while taking into consideration the seriousness and nature of the complaints.
- Applying confidentiality, integrity and impartiality to solve the complaints.
- It is equally applied to all faculty members.

What is a complaint?

It is written grievance submitted to a university administration official about activities or decisions directly related to work ~~and directly or negatively affects the complainant belonging to the faculty members.~~

What are the reasons that lead to complaints or grievances?

- Any administrative decision related to the rights of the faculty members.
- A complaint about another faculty member.
- A complaint about the immediate supervisor of the faculty member.
- Complaint against any financial decision related to the financial rights of a faculty member.
- **Compliant** against any academic decision regarding scientific research or promotions for **faculty members.**
- Suffering pressure, coercion, or unlawful request from one of the university's employees to act illegally, to apply/**not to apply a** certain procedure that would violate the duties of a faculty member related to integrity and secrecy.
- Complain against the outcome of performance appraisal.

Establishing a committee to examine the complaints and grievances:

A committee shall be established to examine the complaints and grievances of the department members and their peers by a decision of the Head of the Department. The duration of the committee's business shall be one year from the date of the decision of establishment.

The Duties of the Committee shall be Examining the Complaints and Grievances:

1. Examining the complaints and grievances of the department's teaching staff members against the administrative decisions issued for them or the abuse of one of the university's employees.
2. Achieving the principle of transparency and justice through applying a clear work mechanism that clarifies the procedures followed in complaints and grievance submitted by department members.
3. Achieving equality and justice in a manner that does not contradict the rules and regulations.
4. Limiting complaint submission against the university before the judicial authorities.
5. Contributing to achieving job stability the department members of the university.
6. Contributing to addressing the deficiencies in the administrative procedure that marred the decision upon grievances, (if any).

Complaint or Grievance Procedure:

1. The friendly reconciliation methodology comes as a first step to solving the problem.

This matter is practically applied in the department customs derived from the principles of tolerant Islamic law, according to Quran rule, "making peace is better". Then any neutral party may intervene to reconcile the two parties to ward off the aggravation and development of the problem.

2. The complainant should submit his complaint in writing according to the attached

complaint form and fill in all the information required, in addition to attaching a statement of the decision, subject of the grievance (if any) or any documents that support the subject of the complaint.

3. The complaint or grievance should be submitted to the head of the department, where the

latter submits it to the relevant committee.

4. The complaint or grievance is rejected if the required data are not completed in the complaint form or proven incorrect, while taking the necessary measures if repeated.

5. The committee shall respond in **writing** to the complainant or petitioner that it was received. The response should include the complaint number, date, and details, as well as the complainant's information or grievance, together with the expected time to respond ~~thereto.~~

6. The committee carefully examines and verifies the complaint, then writes a report with appropriate recommendations and submits it to the head of the department.

7. The head of the department shall take the appropriate decision for the complaint or grievance, according to article No. (91) of the regulations governing the affairs of **Saudi** university employees, faculty **staff** members ~~and the like~~, according to the recommendations of the **Committee** to examine the complaints and grievances. The department member shall be notified about the decision taken.

Kingdom of Saudi Arabia
Ministry of Education
College of Science
Department of Mathematics



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم
رمزه (51/9/44)
قسم الرياضيات

Complaint Form for the Mathematics' Teaching Staff Members

Date for Submission of the Complaints or grievance:.....

Date of the Complainant/ Petitioner

Full name:

Academic degree:

- Prof.
- Associate Prof.
- Assistant Prof.
- Lecturer
- Teaching Assistant

Email: Mobile:.....

Data of the Complaint/Grievance:.....

Is your complaint about someone else? Yes No

If the answer is "yes", name that person, his job title, as well as the nature of your relation with him:.....

Details of the Complaint/Grievance

Kindly provide the largest amount of details. For example, what was going on, when (write down the times and approximate dates), who was there and so on. If you need a larger space, please attach additional pages.

How does the complaint/grievance subject affect you?.....

Have you suffered from the same problem before? • Yes • No

If the answer is "yes", please provide the details:

(In your opinion) what should be done to solve this problem?

Have you applied any procedure to solve the problem before? • Yes • No

If the answer is "yes", please describe the steps taken till now:.....

Other Information:

Are there any other information that you want to add?

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Approval Data

| | |
|---------------------|---|
| Document title | Faculty Member Manual for Rights, Duties, Complaints and Grievances |
| Version | Version 1 |
| Council / Committee | Department Meeting Minutes |
| Reference No. | 1/1442 |
| Date | 24/8/2020G, 5/1/1442H. |