

kingdom of Saudi Arabia

Ministry of Education

Al Jouf University

University Vice Rectorate for Academic Affairs

Charter of Ethics for the university teaching profession

1438 H - 2017

University vice Rectorate for Academic Affairs

In the name of Allah the Merciful

**{And indeed, you are of a great moral character}
[Al-Qalam, 4]**

Contents

1	Introduction	٤
2	Aims	٥
3	Directory terms	٦
4	Moral values and principles	٧
5	Duties and responsibilities	١٠
	• Teaching and learning leadership Field	١٠
	• Tests Field	١٣
	• The field of university services	١٥
	• Fellowship and management Field	١٨
	• Community area	٢٠
	• The field of scientific research	٢٢
	• The field of supervision or arbitration of university theses	25
	• Scientific consulting Field	٢٧
6	• The mechanisms of the Charter	٢٧

The Vice rector's word:

Ethics is the basic pillar in the life of nations, as it is considered the basic guide to human, social and educational behavior. Whereas, every profession in society has ethics, charters, rules and principles governing work and behavior that must be respected and adhered to, as it reflects the image of a general ethical orientation in the lives of people and nations. Nations and societies derive the professional ethics from its values and constituents, and the Kingdom of Saudi Arabia - thanks to God - derives the ethics of the profession from the Qur'an and Sunnah, and the Messenger of God is our example and our teacher in this regard. God Almighty said: {And indeed, you are of a great moral character} [Al-Qalam, 4]. The highness of the teaching profession is raised in its moral content and educational results which return by benefits to both individuals and societies. This charter reflects to every member of the teaching staff to consider the performance of his/her mission towards his/her students and colleagues in the field of science and knowledge in general. The ethical charter is a set of ethical attitudes and standards agreed on among the members of the faculty that govern the university work, and it is an important tributary of the university teaching profession.

From this point, Al-Jouf University has prepared a code of ethics for the profession for faculty members, and those similar, and approved for the purpose of enhancing the affiliation of faculty members with their mission and profession and upgrading it and contributing to the development of the society in which they live. The faculty members are the thinking mind and the engine for achievement and excellence in different fields of activities and their general performance for universities.

University Vice Rector for Academic Affairs

Prof. Eid bin Muhaya Al-Hassouni

Aims:

1. Preparing a reference for professional ethics in the academic work, which will act as a charter for faculty members to adhere to, and for those similar.
2. Promoting the principles of cooperation, dialogue, respect, integrity, transparency, accountability, ... etc, among all elements of the educational system.
3. Emphasizing the principle of effective participation in everything that serves the university in both sides academically and administratively.
4. Framing a number of professional controls that regulate the relationship of faculty members with their students and colleagues.
5. Emphasizing the professional commitments between academics in teaching, scientific research, administration, and dealing with students and all segments of society who benefiting from the university.
6. Improving the teamwork, achieving optimum performance, and upgrading the role assigned to the university by establishing professional ethics and Institutional loyalty.

Directory terms:

1. **University:** means Al-Jouf University.
2. **Ethical Charter:** It is the set of principles, ethical standards and duties agreed upon among the faculty members that govern the work at the university, which aims at upgrading the moral system within it, and promoting spiritual loyalty to the university and the country.
3. **General Ethics:** It is common Ethics to all professions (honesty, loyalty and good treatment).
4. **Professional Ethics:** It is a set of values, principles, good qualities and higher positive behaviors that academics must adhere to; in the field of higher education and university.
5. **Education Ethics:** A charter that faculty members must adhere to in performing the educational and academic mission in appropriate way, and includes everything that faculty members must be adhered to of principles and values that uphold the honor of this profession and preserve its position.

6. **Regulations:** means each of: the higher education system, the civil service system, the working system, the disciplinary system for employees and its regulations, and any system that the university is applying now or it will in the future.
7. **University Teacher:** Everyone who participates in the educational and academic process, including faculty members and those similar.
8. **Students:** They are all male and female who study at the university.

Ethical Values and Principles:

Islamic law is the main source of the charter of ethics for the university teaching profession, in addition to the rules, regulations and the administrative policies issued by the Higher Education Institution and Al-Jouf University, and the most important of it are as follows:

1. Justice:

It expresses the extent of the person's enjoyment of the right he really deserves according to his different types of work, the ability to be treated fairly with no discrimination, and the person's commitment to all his rights and obligations.

2. Autonomy (Honesty):

It is Islamic and humanitarian creation based on keeping specific types of work information a secret and others the person has been entrusted with, performing in a proper way required with no failure and performing all the duties and the research and educational responsibilities faithfully and accurately.

3. Affiliation:

It refers to affiliation to the institution with a real connection, direct contact with the college and university, working to achieve the strategic goals, respecting all the laws and regulations, and being proud of working at it with a positive interaction with employees.

4. Equality and Non-discrimination:

It is a principle related to the protection of human rights, dealing in one way with all faculty members and students, and everyone who faculty members deal with regardless of gender or social status, religion, ethnic origins, disability or other things.

5. Mutual Trust:

It is based on honesty and trust, it has also a great role in organizing the relationships between society members, and also it is considered as the essential pillars for the university progress.

6. Respect for privacy:

The information about the university, or whoever works for or with, must be kept a secret and not be exposed publically for personal reasons, and the privacy among faculty members inside or outside the work must be respected.

7. Dignity and Impartiality:

They are essential for the performance of the university teacher and all duties assigned to him, have to be performed without prejudice, in a way that ensures the maintenance for the institution and does not undermine its dignity and impartiality.

Duties and responsibilities:

The faculty member plays a fundamental role in establishing the good ethics that the university employees must adhere to; so it has to be performed and committed to a number of duties and responsibilities in the following fields:

1- Teaching and learning Field:

- Being proud of the profession, and not consider it as just a profession to be gained from.
- Mastering the scientific subject assigned to him for teaching it.
- Mastering the language used for teaching.
- Following up all the new information in his field of scientific specialization.
- Committing to quality standards in determining the scientific level of the subject that he/she is teaching, so that it should not be higher than what is required which may create difficulties, or it is easier than what is required and may negatively affect the coming learning process and then on the university's learning outcome in the job market.
- Preparing the teaching plan for the course (course plan).
- Identifying references, primary and secondary sources of information.

- The optimal use of time for teaching.
- Using the appropriate new teaching methods in presenting the scientific subject to suit the diversity of individual differences between students.
- Developing students' levels of thinking and encouraging them to be creative.
- Allowing discussion and accepting criticism according to the principles of constructive dialogue and polite conversations, and creating better opportunities for learning.
- Implementing justice, equality and fairness in dealing with students.
- Honesty and faithfulness in the performance of his/her work.
- Aiming to qualify students intellectually and morally.
- Refrain from giving private lessons under any circumstances paid or not paid.
- Committing to deal with students according to the rules and regulations specified by the university, as well as what was stated in the university student list in Al-Jouf University (Rights and Duties).
- Adhere to the rules of giving lectures in terms of time and place.
- Presenting himself as a model in society.
- Adhering to university traditions and their inherent values.
- Instilling Islamic concepts and values in the student's mind and highlighting the reality of Islam based on moderation.
- Promote the student's sense of belonging to their religion and country.
- Developing a culture of tolerance and positive interaction with other cultures.
- Establishing the value of preserving public ownership and respecting private ownership, intellectual property rights.
- Creating a learning environment that helps the student to acquire lofty values.
- The use of modern technologies in developing the educational process and e-learning and supporting the current trends of the university in distance education.
- Encouraging students to permanent education.
- Leading the learning process with professionalism, starting from defining goals and ending with evaluation.
- Committing to office hours to guide students and solve their social and personal problems.

2. Tests Field:

- Educating students for the skills needed to answer the tests.
- Training students for electronic tests.
- Urging students to scientific secretariat for the exams and research preparation.
- Evaluating students continuously and giving them immediate feedback.
- Allowing students to review their answer sheets, according to the applicable rules in the university.
- Taking all the necessary precautions to keep the tests a secret.
- The questions should be appropriate for the time required for the test.
- Test questions should measure all the aspects of learning (cognitive, emotional, and skill).
- Covering all the topics questions taught on the course.
- The questions should measure all levels of thinking, and should not be limited only to lower levels.
- The tests instructions should be clear.
- There should be accuracy and clarity for the tests questions.
- Distributing the marks for each question as well as sub-questions.
- Committing to attend while testing the course.
- Accept student notes on the test and deal with them quietly and objectively.
- Cooperating with the colleagues during the running of the exams.
- Correcting the student answers according to the codified model.
- Organizing the uploading of marks with accuracy and complete impartiality
- Submitting the results according to the specified schedule.
- Receiving the students' answer sheets personally.
- Signing in front of each mark of the questions on the answer sheet.
- Writing the total marks in numbers and letters and signing it.

- The commitment to correct the questions only if the test is shared by more than one faculty member.
- Submitting the test papers to the exams unit on a specific time.
- Allowing the results to be reviewed by students if there is any grievance, and the grievance has to be reported seriously.
- Maintaining the answer papers from damage or loss according to the legal period specified for that.

3- University services Field:

- Helping and supporting the university to achieve its goals, mission and vision.
- Full knowledge of the strategic plan of the University and the college he works for, and the scientific department he/she belongs to.
- Behaving in the general and private life in appropriate manner academically and socially.
- Avoid using the academic or administrative position to obtain personal gains.
- Working hard to assist and develop the staff wok, including lecturers, teaching assistants, or faculty members who are less in the job degree.



**Charter of
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(Part two: pages 16-29)

3. The Field of University Services

- Affiliation to the university and not seeking any merely personal benefits or gain.
- Commitment to the university regulations, laws and all other legal rules.
- Participation in the membership of any committees formed by the university, colleges and departments, whenever requested to do so.
- Participation in all social, cultural, intellectual, sports or scientific activities that are offered by the university.
- Commitment to attend the various events held by the university.
- Commitment to attend the department meetings and workshops.
- In case he takes an administrative position, he should train himself well and welcome the training available for him.
- Good and honorable representation of the university to which he belongs.
- Never engaging in any work outside university that contradicts the responsibilities and duties of the faculty member at the university.
- Never providing any scientific consultations in the name of the university except after taking official approval from the university and following the regular procedures.
- Avoiding employing a family member in any project that the university supervises and finances, except with the approval of the university
- Avoiding using laboratory equipment for his own purposes.
- Saving the university's equipments, supplies and raw materials.
- Publicly disclosing their opinions and point of views they adopt in all the world's audiovisual channels as well as on the Internet.
- Avoiding criticizing or blaming the university or any of its members through the various media.
- Avoid using the university's computers and network services for the following purposes:
 - Possession of user numbers and passwords or using them by other users without obtaining official approval to do so.
 - Attempting to access unauthorized files and information.
 - Trying to disable the university's computer network or system.
 - Misusing of e-mail or other means of communication within the university.

4. Fellowship & Management

University work raises the value of teamwork. The development and improvement of this work requires a healthy climate based on high-level fellowships at the professional and ethical levels as follows:

- Conducting the ethical behavior of Islam in dealing with management, colleagues, and all university employees.
- Respecting and appreciating the university's administrative positions and higher academic ranks.
- Being proud of his specialization and respecting the others.
- Doing everything in his ability by helping and cooperating with other faculty members.
- Maintaining social relationships with colleagues based on mutual co-operation and respect.
- Serving and dealing with other colleagues honestly.
- Building bridges of communication, scientific cooperation and research with colleagues.
- Sharing self-experiences and capabilities gained from work in teaching or in various positions in the college or university to colleagues.
- Being objective when issuing any specialist judgment, advisory committee, or public discussion.
- Respecting the confidentiality of the personal information of other faculty members.
- The settlement of any dispute that may arise between members of the teaching staff by friendly means within the department or deanship.
- Avoiding underestimating the capabilities of other colleagues, and if there is something that requires criticizing a colleague then this should be done in the professional way.
- Avoiding improperly competing with any colleague in any work related to the university.
- Avoiding malicious complaints to colleagues.
- Believing in the spirit of teamwork.
- Refusing accepting any gifts from anybody related to work.
- Commitment to the principles and ethics associated with the charters of different colleges, such as medical colleges and others.

5. Community Field

The university is the means of progress in the society. It provides the society with qualified people who are ready to work in all sectors of production and services in the country. Thus, the progress of society depends on the level of the graduates, and the extent of their ability to carry out the tasks and responsibilities assigned to them. Hence,

the faculty members of the university have great responsibilities towards society as follows:

- Adhering to the moral values and norms that prevail in society and respecting the feelings of all citizens.
- Science should not be restricted to only classrooms and laboratories.
- Encouraging volunteer work among students to serve the environment and society.
- Finding a permanent and continuous link with the university's graduates, and encouraging mechanisms that achieve this.
- Ensuring the development of applied research and linking it to the real life in the society.
- Taking care of environmental issues from all angles.
- Maintaining the respect and appreciation felt by society towards the faculty members.
- Avoiding engaging in research aimed at compromising community unity and social security.
- Providing expertise and advice to all state institutions in order to solve the problems they face in the correct scientific manner, in accordance with university laws and regulations.
- Avoiding using the personal interest instead of the public interest.
- Strengthening ties with the various civil society institutions in a way that contributes to solving problems facing these institutions.
- Feeling responsible towards the society to which he belongs, and ensuring that he is a responsible and productive member of the community.
- Participating in everything that educates society, such as participation in public lectures and press.
- Taking into account the balance and moderation in presenting social and intellectual problems, while preserving the constants of Saudi Arabian society.

6. The Field of Scientific Research

- Avoiding exposure to what contradicts Islamic principles and values.
- Working and contributing to enhancing scientific research and guaranteeing its freedom.
- Achieving global standard levels that support trust in the institutions of the university and scientific research.
- Commitment to ethics of scientific research as follows:
 - Scientific honesty in conducting his research and avoiding attributing to himself any ideas except his own and his work only, and the amount of benefits from others must be known and specific.

- Faculty member's research should be consistent with the research plan of the department, college, and university.
- Directing his research on what benefits knowledge, society, and humanity as a fundamental moral commitment to his job.
- Respecting the intellectual property of others and accuracy in conveying ideas and pointing to the sources from which the researcher drew the information he used in his research.
- Being careful and objective in presenting the scientific views of others.
- Clarifying the roles of participants in the case of joint research accurately.
- Being honest and accurate in collecting data without any bias on the part of the researcher.
- Observing accuracy, truthfulness, and honesty while conducting any research.
- Maintaining confidentiality of the data, especially if it relates to personal matters or financial or behavioral issues.
- It is the responsibility of the researcher to analyze and interpret data and not to assign it to others.
- Presenting information clearly and writing the research with sufficient details.
- Updating the scientific material for students regularly.
- Avoiding directing scientific research goals to any kind of courtesy, or to serve special goals or publicity.
- The amount of the quotation from the source should be clearly limited, understandable, without any ambiguity.
- Writing the references carefully so that others can refer to it easily.
- Avoiding improper handling of the researcher's capabilities, whether when conducting research or in public discussion sessions of theses.
- Avoiding participating in supervising or judging scientific theses that are not within his general specialization.
- Avoiding using authorities or administrative influence to pressure subordinates to prompt them to participate in or continue research if they wish not to participate or stop continuing it.
- Protecting the rights of persons participating in the research from any harm done to them, whether this damage is material or moral.
- Conducting an agreement between the researchers participating in the research, specifying the responsibilities and duties of each of them before conducting the research.
- Respecting the freedom of colleagues and persons involved, whether they agree to participate in the research or refuse to participate.

- Detecting negative or undesirable effects and working to correct them in a scientific way to avoid any long-term effects, and not to experiment, promote or circulate the research results except after the approval of the competent authorities according to the nature of the product.
- Following the safety and security rules to protect researchers, technicians, and other users, and make them aware of the dangers that may harm their personal health.
- Ensuring depositing copies of the research papers in public libraries in order to facilitate the researchers, as well as putting abstracts on the international information network.
- The translator can make some modifications and changes in the original text when it is necessary and he has to refer to the deletion and amendment areas.

7. The Field of Supervision of Scientific Theses

- Providing scientific advice in the process of selecting the research topic.
- Guiding and providing the researcher with sufficient information on how to conduct the research and guiding him or her towards the latest references and periodicals published on the subject of his or her research and how to search for it in databases and on the Internet.
- Ensuring that the researcher is able to do his research under the supervision of the professor.
- Developing the researcher's abilities to develop his research responsibilities, analyze his results, and prepare to defend them.
- Commitment to confidentiality, objectivity and complete impartiality of personal considerations when judging production and scientific research.
- Avoiding participating in evaluating or judging the results of his research, his scientific activity.
- Presenting his observations accurately and clearly.
- Avoiding underestimating of the students or their abilities during research or in the scientific discussion sessions.
- Emphasizing on scientific honesty, confidentiality, and ethics of scientific research continuously.
- Developing the researchers' capabilities to think and to be creative in research fields.
- Commitment to applicable regulations, rules and accepted rules in the field of research and scientific theses.
- Guiding of the researcher in the process of choosing the subject of his research.
- Providing the scientific aid to the researcher, as it is not more or less than necessary to achieve the desired maximum benefit in his scientific preparation.

- Respecting the different points of views of the researchers and the freedom of their methods, and encouraging them to show their scientific personality in research on a scientific basis.
- Eagerness to attend and discuss the research in the different universities to know all that is new in scientific research.
- Avoiding supervising or arbitrating research or scientific theses that are not within his field.

8. The Field of Scientific Consultation

- Avoiding providing scientific advice except in his area of expertise and professional experience.
- Preparing scientific advisory reports objectively and transparently.
- Maintaining confidentiality of information during the provision of the consultation and avoiding using them without the prior permission.
- Avoiding using the information received to achieve personal interests for himself or others.
- Avoiding carrying out or participating in the preparation of any counseling related to personal reconciliation.

Charter Mechanisms

- All colleges and scientific departments in the university have to commit, adhere and work with this charter.
- The Code of Ethics for the University Teaching Profession must be on the university website for **the University Vice-Presidency for Educational Affairs** and all faculty members should see and read it.
- Forming a committee to follow up the implementation of the charter as follows:
 - Examining and following any violations or complaints that may come from the members, and then recommending the procedures it sees appropriate and submitting them to the university president or whoever designates him to direct what he sees appropriate.

- Discussing suggestions received from colleges or any faculty members regarding the development of the Charter.
- Attending periodic study of the Charter and trying to develop and improve it by adding new values, ethics, responsibilities and duties that it did not mention before.

In all cases, this charter, with all its regulations and laws, must be applied to all faculty members in the university in case it is proven that they violated any of their duties or responsibilities.

THE END