

kingdom of Saudi Arabia
Ministry of Education
Al Jouf University
University Vice Rectorate for Academic Affairs

The Organizational Guide of the Vice Rectorate for Academic Affairs

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In the name of Allah, the Merciful, the Compassionate

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First: Vice-rector's Speech

Based on the Kingdom's ambitious vision 2030; to support the education process, which aims to provide a better education for a better country, the University's Vice Rectorate for Academic Affairs has embarked on processes for developing existing educational programs and introducing new programs within the appropriate career and professional options to bridge the gap between university outputs and labor market requirements within the desired goals of sustainable development.

The University's Vice Rectorate for Academic Affairs aspires to provide distinguished academic programs of high quality in line with international standards and national requirements to prepare distinguished cadres that can compete in the local, regional and international labor market, the Vice Rectorate also seeks, through the project of developing academic programs and academic plans, to highlight the University's privacy and uniqueness in the fields of serving community and environmental issues for the Al-Jouf region in particular and the country in general.

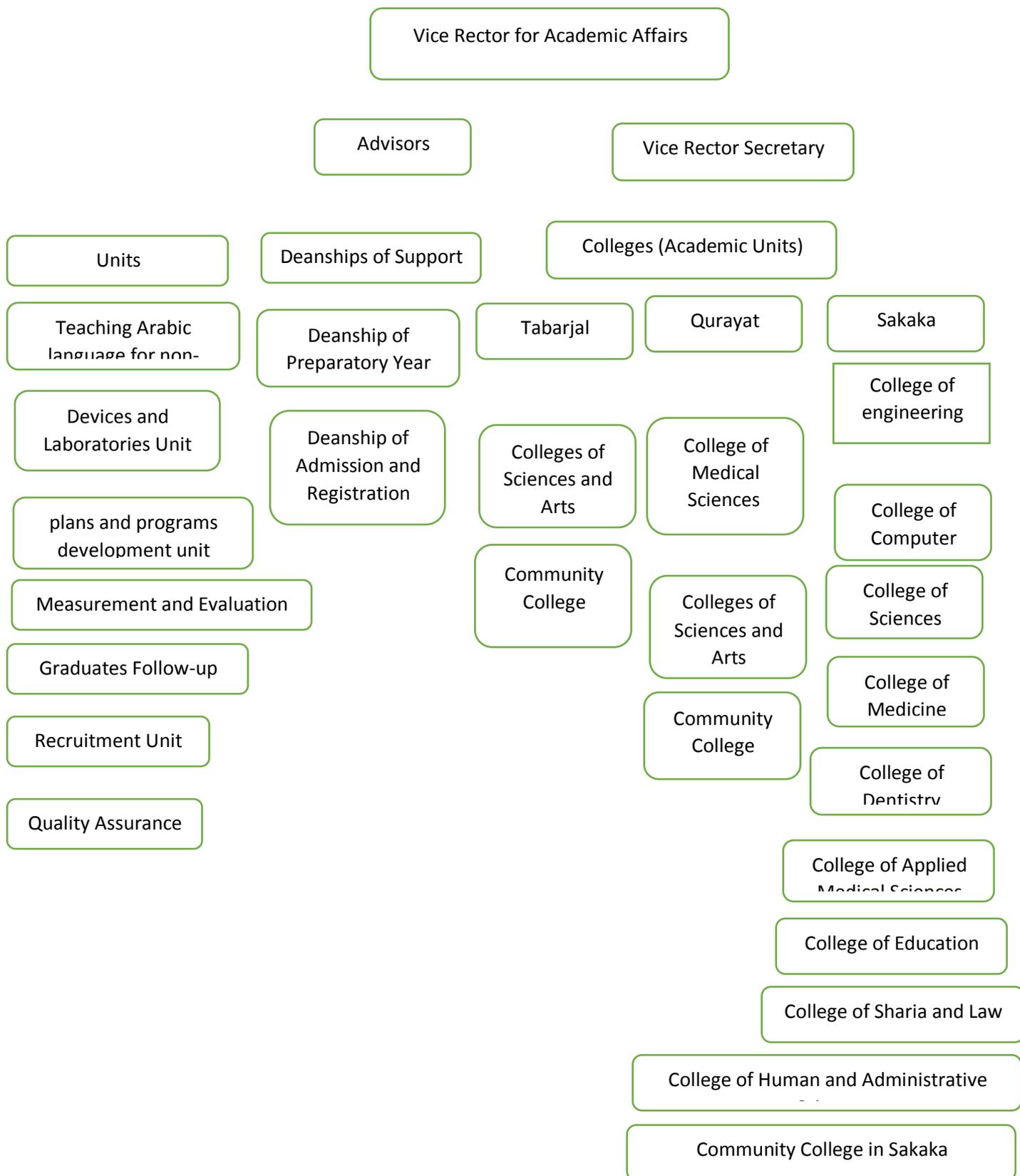
The University's Vice Rectorate for educational affairs works to provide all the human, material and organizational capabilities necessary to support the educational process for university students through a comprehensive plan, and in cooperation with all Vice rectorates at the university and relevant colleges to achieve the university's vision, mission, and strategic plan. The Vice Rectorate is keen on building effective partnerships with all concerned parties locally, regionally or internationally in order to improve educational programs, provide male and female students with the vital skills necessary for success, and keep abreast of all new in the fields of various scientific disciplines.

The University Vice Rectorate for Academic Affairs welcomes your opinions and proposals in order to improve the quality of education and community service.

University Vice Rector for Academic Affairs

Prof. Eid bin Muhaya Al-Hassouni

Second: The organizational structure of the University Vice Rectorate for Academic Affairs



About University Vice Rectorate for Academic Affairs

The Vice-Rectorate for Academic Affairs was established in accordance with the Resolution of the Council of Higher Education No. 11/36/1426 dated 10/25/1426. Since the University of Al-Jouf was established, the education care and development is its primary goal where the university's administrative structure included the creation of a Vice Rectorate that devoted to Academic Affairs.

The university's Vice Rectorate for Academic Affairs is directly affiliated with all the university's colleges which are (College of Engineering, College of Computer and Information Sciences, College of Sciences)

, College of Medicine, College of Pharmacy, College of Applied Medical Sciences, College of Education, College of Sharia and Law, College of Administrative and Human Sciences, Community College in Sakaka, Faculty of Applied Medical Sciences in Qurayyat, College of Science and Arts in Qurayyat, Community College in Qurayyat, College of Science and Arts Tabarjal, Community College, Deanships of support, which are: (Deanship of Admission and Registration - Deanship of the Preparatory Year). There is also the Unit for Developing Study Plans and Programs, the Measurement and Evaluation Unit, the Graduate Follow-up Unit, the Recruitment Unit, Teaching Arabic language for non-native speakers Unit and Unit of Chemicals and Radioactive.

The Vice Rectorates has, in its internal facilities, a number of departments that organize the work, and many active units, active committees and quality programs.

Fourth: vision, mission and values

Vision:

Excellence and leadership in the educational, academic and social partnership field.

the mission:

The University Vice Rectorate for Academic Affairs seeks to provide academic programs in line with the needs of the labor market, and to develop and improve the performance of faculty members, by creating an effective educational and academic environment, and achieving a community partnership in accordance with the Kingdom's 2030 vision.

Values:

- Adherence to the principles of Islamic Sharia.
- Leadership and excellence.
- Community responsibility and sustainable development.
- Originality and creativity.
- Scientific integrity
- Academic Freedom.
- Team work
- Continuous development and improvement.
- Respect.
- Cooperation.
- Justice and equality

Fifth: The Vice Rectorate goals and responsibilities

Vice Rectorate goals:

1. Creating an educational, academic and practical environment that achieves creativity and excellence, by preparing students academically in line with the needs of the labor market, and developing the performance of faculty members in line with technological developments in all fields.
2. Developing existing programs and plans in line with the requirements of the labor market
3. Applying the standards of the National Commission for Academic Evaluation and Accreditation in building programs and study plans.
4. Creating high-quality programs, specializations and tracks to meet the requirements of the labor market in cooperation with colleges and civil society institutions.
5. Development of distance education programs, e-learning, parallel education, affiliation and qualification diplomas.
6. Academic cooperation with various leading universities and scientific institutions locally, regionally and internationally to raise the quality of educational outcomes. As well as developing academic structures to serve the effective management of colleges, departments and academic programs and leading them to achieve their goals in an optimal way, and finally to recruit and develop the skills of distinguished faculty and employees so that the university can achieve its educational, research and service mission effectively.
7. Achieving effective community partnership through communication with relevant civil society institutions.

Vice Rectorate Tasks:

1. Implementing the university's general policy with regard to the educational and academic field.
2. Supervising all academic and administrative units, and the supporting deanships in the Vice Rectorate, and working to raise the efficiency of their performance to achieve the general goals of the university.
3. Developing existing programs and plans in line with the requirements of the labor market.
4. Assisting the academic units and the supporting deanships in providing an educational and academic environment that encourages upgrading the educational and academic performance of the university.
5. Proposing development projects and programs for all related units.
6. Supervising everything related to students' affairs (admission and registration policy, social, cultural, sports, and student services).
7. Identifying educational and academic problems, finding solutions to them, and working to instill a spirit of belonging to the university among its various parties (faculty, students, employees.)
8. Unifying the forms and procedures related to educational and academic aspects among the academic units of the university.
9. Evaluating the performance of educational and academic faculty and working to develop it.
10. Providing classrooms and laboratories and equipping them with various technological means that raise the performance of the teaching process and improve its quality.
11. Preparing annual completion reports for all units associated with the Vice Rectorate, following up their implementation, submitting them to the University Rector, and following up on decisions and instructions made in this regard.
12. implementing all tasks assigned to it by His Excellency the Rector.

Sixth: Deanships of Support

Vision:

Academic leadership and excellence in preparing and qualifying the student for university study according to quality standards

the Mission

Providing advanced educational services that develop the student's cognitive, skill and behavioral capabilities through an academic environment stimulating learning and creativity, in order to prepare them for admission to specialized colleges.

Objectives:

1. Presenting the university regulations to students
2. Preparing the student to get adapted to the university environment
3. Developing the student's cognitive, skill, and behavioral abilities in English language, political science and computer
4. Providing the student with thinking, scientific research and communication skills
5. Helping students to choose a specialization appropriate to their tendencies, abilities and labor market needs
6. Creating a stimulating knowledge environment that helps the student to excel and innovate
8. Raising student awareness of social responsibility

Deanship of Admission and Registration

Vision:

The Deanship of Admission and Registration seeks to achieve an integrated electronic system to provide the best services to students and at the highest levels of professionalism, and we also seek to develop and improve all departments and administrative departments of the Deanship in order to serve the student from his admission to the university until his graduation from it and also after graduation.

Mission:

Excellence and justice in providing all academic services

Objectives:

- 1 - Providing the best services in all ways to reach the future vision of the Deanship and achieve its mission and preserve its achievements to raise the name of the university and the country.
- 2 - Attracting distinguished students to the university from high school graduates from inside and outside the region, as well as non-Saudi students (scholarships)
- 3 - Developing all systems operating in it to keep pace with the latest developments and future requirements in order to provide the best services to students and members of academic bodies, colleges, centers and society.
- 4 - Ensuring that the student's monthly reward is paid on time and the imbalance that occurs is addressed
- 5 - Upgrading its employees to be a reference for expertise and advice in admission and registration affairs and academic systems

Seventh: The Vice Rectorate Units

1- Teaching Arabic language for non-native speakers Unit

Vision:

Leadership and reference in Arabic language teaching programs for non-native speakers. And contribution to spreading Islam and its noble teachings in the right way

Mission:

Providing a stimulating environment for teaching and learning, and qualifying non-native speakers to be able to read, write, listen and speak in Arabic language through specific courses, programs and quality activities that meet their needs

Objectives and Tasks

Arabic language teaching to nonnative speakers unit aims to:

1. Providing the learner with a set of language skills to a level that enables him to:
 - * Understanding spoken language and effective listening in authentic life situations
 - * Speaking Arabic and communicating with native speakers
 - * Reading Arabic easily and understanding the meaning and interacting with it
 - * The use of the Arabic language in writing
2. Enabling the learner to directly understand the values and teachings of Islam through the Arabic language
3. Enabling the learner to understand the social and cultural context that takes place through language communication
4. Providing the learner with sufficient knowledge about the Arab countries in terms of their geography, history, social systems, literature, arts and culture and in terms of customs, traditions, festivals and celebrations while providing him/her with aspects of Islamic and Arab culture
5. Linking the teaching of the Arabic language to the local environment in which the Muslim learner lives
٦. The realization of the learner the importance of the Arabic language in his life
7. Developing a sense of belonging to the Islamic nation
8. Instilling love of the Arabic language in the hearts of learners

9. Establishing a sense of pride with Arabic language as the most honorable and richest of languages in terms of their vocabulary, structures and derivative ability, and then God Almighty honored it by choosing it as the language for the Holy Qur'an and Islamic culture
10. To highlight the tolerance and ideals that Islam has brought to a rational human civilization
11. Trying to correct misconceptions about Islam and Muslims
12. Identifying the status of the Arabic language in that it is a living international language and has its significant contributions to global civilizational progress and to highlight its ability to keep pace with the times and absorb modern science
13. Developing the learner's ability to acquire the language through linguistic texts in which the skills and language elements are integrated

Devices and Laboratories Unit

Vision:

Working on achieving the vision and mission of Al-Jouf University to be one of the most prestigious regional and international universities in the educational and research fields, by providing the most recent equipment from model laboratories that meet the requirements of academic accreditation.

Mission:

Access to all university laboratories and laboratories to the highest level of laboratory and scientific equipment so that students and researchers can accomplish their educational and research tasks easily and with high quality.

Objective and tasks:

Coordination between the university's Vice Rectorate for Academic Affairs and the university's colleges regarding laboratories in all colleges 'departments and providing their requirements according to the following axes:

- 1- Reviewing and auditing the conditions brochures received from the university's colleges with regard to laboratories, making the required adjustments in line with the university's regulations, and returning them to colleges to complete the requirement before submitting them to the Standing Committee for Laboratories and Laboratories.
- 2 - directing the brochures of specifications and complete conditions for presentation to the Permanent Committee for Laboratories and Laboratories for necessary action.
- 3 - Following-up with the Department of purchase to place the orders approved by the Permanent Committee for Laboratories and approved by His Excellency the University Rector, both in

Public competition or direct purchase.4 - Follow up the technical study procedures with the relevant colleges, procedures with the Department of Procurement, the handing procedures with the colleges, and raise that to the vice rector of University for Educational Affairs with any remarks.

5 - Consider the topics referred by the Standing Committee for Laboratories to the Unit and carry out related tasks

3- Unit for developing plans and study programs

Vision:

Modular plans and programs

The message:

Building plans and programs in light of the ruling criteria that are based on the state's principles and future plans, and establishes the principle of cooperation with locally recognized scientific institutions. Regionally and globally, to ensure that the educational outcomes of the university are elevated to international standards.

Objectives:

1 Building plans and programs in the light of standardized standards that integrate with academic accreditation standards.

2 - Coordination with the scientific departments in colleges to take advantage of the public and private sectors to improve the level of plans and study programs at the university to serve the market

3- Seeing the experiences of academic institutions locally, regionally and globally to benefit from them in developing plans and academic programs at the university. -

4 Supervising the development of current and updated study plans and programs at the university

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5 Evaluating the academic plans and programs in the scientific departments at the university in order to develop them in the light of the university's mission and strategic goals.

mission:

o Supervising the process of evaluating and developing academic programs and plans in the various colleges.

o Following up the process of developing academic programs and plans in the different colleges.

o Propose new mechanisms for developing academic programs and plans in the various colleges.

- Following up on recent developments in the field of academic programs and plans with distinguished universities and scientific institutions locally and globally.
- Holding workshops and training courses in the field of developing and building academic programs and plans.
- Evaluating the quality of educational outcomes in cooperation with relevant parties.

measurement and evaluation Unit:

Vision:

Outstanding academic and administrative performance locally and globally

The message:

The Measurement and Evaluation Unit seeks to develop and improve the process of measuring and evaluating university performance at its various levels (university, college, academic program)

Through the use of the latest measurement and evaluation tools and techniques with their inputs, processes and outputs, and conducting qualitative studies related to them according to Objective and contemporary mechanisms that contribute to developing the university's performance and distinguishing its outputs.

Unit goals:

- Developing and improving the university's measurement and evaluation process, in a way that ensures an increase in academic and administrative performance.
- Supporting the various university sectors in the field of measurement and evaluation.

- Cooperate with the various university sectors to ensure the quality of the different outputs, in accordance with the standards of the Education Evaluation Authority.
- Ensuring the quality of the examination paper, opinion poll questionnaires and measuring trends.
- Assist the various university sectors in making internal and external reference comparisons that are directly related to performance measurement indicators

Unit tasks:

- Oversee the measurement and evaluation process in colleges, scientific , departments, and various units of the university.
- Determining the methods and standards for measurement and academic and administrative evaluation in the university.
- Using scientific methods and modern techniques available at the university in preparing electronic questionnaires and collecting and analyzing related data through the process of measurement and evaluation.
- Providing technical consultations to the various sectors of the university in the field of measurement and evaluation.

- Spreading the culture of measurement and evaluation through designinimplementing training courses, workshops, lectures and seminars in the field of measurement and evaluation with the aim of
 - Developing measurement and evaluation skills.
- Study academic and non-academic phenomena to provide some reliable indicators for management decision-making.
- Evaluating the quality of educational outcomes in cooperation with relevant parties

Graduates Follow up Unit

Vision:

A distinguished graduate scientifically and practically, and compatible with the needs of the labor market.

The message:

The unit seeks to connect university graduates with governmental and civil society institutions in the region and prepare them for the labor market, and to strengthen the relationship between the university and those institutions, through taking care of them and providing services aimed at raising their efficiency, developing their skills and guiding them to the labor market, and benefiting from their opinions and improving and developing academic programs at the university to achieve sustainable development in the region.

Unit goals:

- Development of graduate skills in line with the needs of the labor market.
- Providing a database of the various institutions and research centers that the graduate can join.

Evaluating the level of university graduates (female students) after joining the work and determining the extent to which governmental and private civil society organizations are satisfied with the quality -University graduates.

Providing a database for graduates with different specializations.

Communicating with civil society institutions and businessmen to recruit and care for graduates and facilitate the mission of these bodies to attract talent.

Take advantage of distinguished graduates in their workplaces to support new graduates, and evaluate available programs and their response to the needs of the labor market.

Find job opportunities for university graduates in line with their specializations.

Provide graduates with everything new in their various fields of specialization.

Gain confidence in the community.

Issuing periodic and non-periodic training to provide graduates with everything new in their field of specialization to develop their level and develop their scientific and professional skills

Unit tasks:

Communicating with graduate students and providing information service for them, for training and employment opportunities available in the private and governmental sectors through an effective website

- Developing the skills for preparing the qualifications of the graduates to work, for the employees, and prepare them for the appropriate financial situations through specialized professional training programs.
- Holding an annual employment forum to provide job opportunities for graduates and solve their problems
- Contribute to the founding of the University's Friends Association.
- participation in the various activities of the university

- Facilitating the sector's mission to attract graduates with the required competencies, capabilities and majors.
- Partnerships with institutions and businessmen concerned with employing and caring for graduates.
- Preparing awareness and information programs on the university portal about the required specializations in the labor market and the number of jobs.
- Organizing and setting up cultural, educational and social activities for graduates.
- Issuing a non-periodic magazine that includes the activities and news of the graduates and includes scientific, literary and distinguished production of graduates
- Contribute to the establishment of an annual graduation ceremony.

6 - Unit for attracting the competent

Vision:

A distinctive mental image of the university in society.

The message:

The university seeks to attract distinguished faculty members who are able to achieve the university's vision, mission and goals in light of values and ethics, which enhances the university's standing and mental image.

Unit goals:

- Attracting distinguished professors and researchers.☒
- Upgrading the level of faculty members.
- Achieve a mental image of the university that supports the community's confidence in it.

Unit tasks:

- Announcing the legitimate project of attracting sponsors through the AI-JOUF Movement, through the electronic translation of the unit, and providing a sample application to join the project for those who wish, and then collecting requests and classifying them according to specialization in the unit's database for reference when needed.
- Communicate with the various departments and at the university to determine their needs for distinguished faculty members and the like.
- Searching for the required competencies by the available means, whether through the Internet or direct communication with universities☒
- Receive applications for admission to the project, sort them according to preference, and choose the candidate.
- Take the necessary procedures for contracting and then direct the polarized member to the beneficiary.

7- Quality Assurance Unit

Vision:

Leadership and excellence in the application of systems and standards of quality in higher education to achieve the continuity of outstanding performance at the level of Al-Jouf University.

The message:

The unit seeks to achieve total quality in all academic and administrative practices of the agency and all its related entities, and the optimal use of all the capabilities and resources available to advance the level of education, with the participation of all university employees, to meet the needs of society and the requirements of the labor market, according to quality standards and academic accreditation.

Unit goals:

1 spreading the culture of quality of a culture of quality and importance of implementing its mechanisms among its employees.

2 Achieving quality in the educational and administrative processes and work environment for students and workers.

3 Coordination with the Deanship of Quality and Academic Accreditation with regard to academic accreditation and self-evaluation as a reference - technical for the unit to ensure the quality of the outputs.

4 Work to develop - performance by proxy by diagnosing constraints, proposing solutions and developing improvement plans in various fields.

5 Providing databases for all areas of the agency's work.

Unit tasks:

- Setting the agency's vision, mission and strategic goals (the strategic plan) and continuously updating it

Developing internal quality systems, "the unit's structure and regulations, organizing work in the unit, and by forming the necessary committees and defining its tasks, and equipment needed in the unit, archiving and documentation systems, plans, activities and mechanisms for communicating with colleges / deanships / departments and service beneficiaries, and follow-up systems,

- Quarterly quality reports, improvement plans. "
- Preparing databases for the agency's various activities.☒
- Applying quality standards and academic accreditation at the agency level and its related agencies, and the participation of all sectors of the university in this.☒
- Prepare the agency's annual report in partnership with all associated agencies.
- Supervising the Agency's website and updating it continuously.
- Executing the work assigned to it from the University's Quality and Development Agency.

8- Permanent committees:

1. The Permanent Committee for Teachers Affairs
2. The Standing Committee for Plans, Decisions and Qualification for Accreditation
3. The permanent committee of the academic schedule and the extra teaching burdens
4. The permanent committee to study students 'academic problems
5. The permanent committee of laboratories, devices, laboratories, and educational materials at the university
6. Collaborating permanent Committee
7. Permanent Committee to consider the allowances of faculty members

1- The Permanent Committee for Teachers Affairs

Tasks of the Committee:

- 1 Studying the need of colleges for faculty members -
- 2 Consider evaluating faculty members

3- Recommendation to renew or not to renew the contracts of faculty members

4 Study the annual bonus for contracted faculty members and establish mechanisms for entitlement according to the evaluation and academic rank of a contracted faculty member

2- The permanent Committee for Plans and courses and qualification for accreditation

tasks of the Committee:

1 - Consider the academic plans received from colleges and take the necessary recommendations in their regard.

2 - Propose programs and study plans for the new colleges.

3- Providing consultation and advice regarding the performance of the university's academic units.

4 - Any other tasks referred to it in this regard.

5 - The committee submits its minutes and recommendations to the rector for approval.

- The permanent committee of the academic schedule and the extra teaching burdens

Tasks of the Committee:

1- Setting general rules for the academic schedule for all university colleges.

2- Follow up on the implementation of the academic schedule rules by the concerned colleges. -

3 -Examine requests for exemption to apply of some rules and estimate the conditions necessary for this exception.

4- Study requests for giving extra hours followed by a recommendation

5- Determine the procedures for not complying with any of the proposed rules , and for that to be submitted to His Excellency the Rector

4- The permanent committee to study students 'academic problems

- 1 -Studying the recommendations of the college councils regarding the exclusion from the executive rules of Al-Jouf University for the thirteenth and fourth articles of the list of studies and tests for the university level and the number of postponements and apologies for a semester.
- 2- Consider giving the university students, who were dismissed academically because of the fourth warning, a fifth opportunity after recommending the Student College Board in accordance with the criteria set by the committee.
- 3- Recommendation to the University Council to give students who are academically dismissed because of the fifth warning a sixth and last opportunity according to the criteria set by the committee.
- 4- Consider giving academically separated male and female students more than twice the duration of the program an additional opportunity to finalize program requirements by no more than two semesters after the recommendation of the College Board.
- 5- Consider re-enrolling male and female students whose enrollment has been folded due to interruption or withdrawal more than once after the recommendation of the Student College Council.
- 6- To consider whether or not to approve all academic movements that are required by the College Council after the end of the systemic run specified for them in the university calendar or the executive rules of the study and testing regulations for the university stage and include deletion and addition, re-enrollment and giving the additional opportunity to amend grades, accept the excuses of students that are offered to colleges after the end of the regular movements for that.
- 7- Periodic review of the executive rules of the study and examination regulations for the undergraduate stage and the recommendation of any amendments that it deems necessary for the executive rules to be presented to University Council to take a decision on it.
- 8- 8 considering the recommendations of the college councils on all exceptions to the executive rules of the study and testing regulations at Al-Jouf University.
- 9- To consider academic cases that are referred by the rector and that have not previously been received for consideration and to decide on them.

5- The permanent committee of, devices, laboratories, and educational materials at the university

Committee tasks:

1- Working to provide a comprehensive electronic database containing all the assets and needs at the level of the department, college and university, which guarantees a higher level of Coordination between the needs of the various colleges in a manner consistent with the budget allocated by the university.

2 -Have a look on the condition of laboratories and in the various colleges to see what is activated and what is not, in addition to obstacles that hinder the educational process

Receive purchase requests coming from the different colleges and departments, study them, and put them in a public competition, if possible, after the approval of the authority, and put a specific mechanism and announced the procedural steps for that.

4 The committee has the right to recommend and accept purchase orders and tenders for laboratories, as well as rejecting or amending them.

5- Preparing a database of companies specialized in laboratories and ensuring that agents of international companies are well known in their field

6- Technical study of offers through committees that popup from the Central Committee.

7 -Follow up on formalities and ensure speedy procedures between the relevant committees and departments.

8- Prepare a list of companies that are frequently not complied with and meet the conditions of competition, such as the period of supply, warranty, maintenance, etc., and develop solutions to address them.

6- The permanent Committee of Collaborators:

Committee tasks:

1- Announcing the need for faculty members and the like to cooperate with university colleges

2-Studying faculty requests from faculty collaborators

3 -Study the files of applicants for cooperation from faculty members and those of the same case

4- Study the rules of cooperation with the university and recommend an exception to some of the when necessary.

7- Permanent Committee to consider the allowance for faculty members

Tasks of the Committee

1 The committee studies the allowances for the system and the benefits that are spent on faculty members and those of the same case and ensure that they are applied accordingly.

2 No allowance is paid to faculty members except in accordance with the criteria set by the committee and approved by the authority.