

Introduction

Jouf University exploits all its materialistic and human potentials to provide distinctive educational services. The appropriate work environment is one of the supporting ways to accomplish that, especially, for university faculty members who have a great influence on the process of learning and teaching and they are considered the backbone of its success. Thus, Jouf University works to improve this environment sustainably and overcomes obstacles to secure job satisfaction for its staff through which performance improves. No doubt that high rates of student-faculty member with balanced workloads in all university campuses, especially in female branches and sections, is one of the most important quality indicators in learning and teaching as well as enhancing psychological stability and job security.

Policy

Jouf University aims, through workload policy, at providing a supporting environment for faculty members that enables them to do their academic duties effectively through applying principles of equality, transparency and flexibility in managing their work which is reflected on their satisfaction and spiritual well-being, the thing that leads to increasing their productivity. Therefore, Jouf University provides sustainable support to all essential procedures and immediate treatment that enable colleges and scientific departments to secure comfortable work environment and ensure a balance between academic and administrative duties according to applied regulations and systems. Moreover, Jouf University aims to reach standard student-faculty member rates in all university branches, males and females, in the light of global reference standards.

Every college or department has the potential to identify appropriate procedures to improve work environment and ensure equality in workloads according to the work needs, and in the light of continuous follow up of the numbers and specialties of faculty members, the thing that should be considered in the recruitment and measuring of faculty member's job satisfaction periodically, and executing any remedial procedures in that concern.

Jouf University commits to working on what would protect the faculty members and on contract members, and decreasing their turnout rate excluding reaching the retirement age, which goes along with the governing regulations and the results of the academic annual evaluation for targeted categories in a way that supports the psychological stability of faculty members and maintains their standard ratio to students.

Faculty members commit to working efficiently to achieve the goals and mission of the university through perfect fulfillment of their duties and working to develop themselves professionally, in addition, they should report any encountering problems to the concerned officials

Implementing policy procedures:

Implementing policy procedures including:

Firstly: implementing policy procedures of the University Vice Rectorate for Academic Affairs/ the permanent concerned committees:

1. Assigning colleges to study student-faculty member ratios in the scientific departments in male and female campuses severally, and identifying benchmarks according to standards of Saudi Arabian universities and globally.
2. Verifying benchmarks for all majors on university level.
3. Working to achieve benchmarks through increasing recruitment contracts in both scientific and theoretical contracts, and orienting the recruitment committee to sign more contracts, or through applied work mechanisms in such concern.
4. Working to impose balance between academic duties (teaching, scientific research, community service) and administrative duties of faculty members to enable them to achieve their goals and increase their spiritual well-being to improve their productivity.
5. Imposing workloads balance between the main campus and branches.
6. The university vice rectorate for academic affairs commits to providing any required funds to achieve the workload policy according to the available monetary assets in the budget and the applied regulations, in regard to the current workload and the expectations in the future.
7. Providing an equipped work environment for each faculty member that enables them to do their duties efficiently.

8. Assigning colleges to measure faculty members' satisfaction once at least every year in collaboration with the deanship of quality and academic accreditation.
9. Orienting colleges to achieve transparent justice in allocating work duties on faculty members according to the applied regulations in that concern.
10. The concerned authorities, at all levels in colleges, recruitment committee and professors committee, and the other concerned committees should follow up the implementation of work load policy and its procedures as well as writing periodical reports.
11. Updating policies when necessary according to quality indicators and the results of questionnaires.

Secondly, implementing policy procedures at colleges' level and their scientific departments, and their concerned committees:

1. Addressing student-faculty member ratios in scientific departments in male and female campuses severally, and identifying benchmarks according to standards of Saudi Arabian universities and globally.
2. Allocating teaching workloads according to the scientific majors of the faculty members.
3. Committing to organizing regulations when allocating academic and administrative workloads on the faculty members.
4. Achieving equality and transparency when allocating workloads.
5. Working to develop the faculty members professionally and providing any requirements needed to improve their work.
6. Flexibility when dealing with faculty members in emergency conditions personally or at college and university level.
7. Providing stimulating work environment and solving any problems that encounter faculty members during his official work.
8. Measuring faculty members' satisfaction once at least every year, and doing what is necessary to make them satisfied and increasing their spiritual well-being.
9. Decreasing turnout rates of faculty members excluding reaching the retirement age.
10. Imposing balance in workloads in different departments in colleges.
11. Providing all kinds of logistic and technical support in addition to administrative arrangements to implement the above mentioned procedures.

Form of descriptive data

Policy title	Workload policy
Policy code	VPEA -01
Policy maker	The University Vice Rectorate for Academic Affairs
Policy reference party	The University Vice Rectorate for Academic Affairs
Policy Implementing parties	university colleges and departments Permanent committee for recruitment Human Resources Deanship
Policy issue	V1
Suggested date for policy review	1/5/2021 AD
Policy concerned parties	University faculty members
Key words	Workload, equality, transparency, improving workload, job satisfaction, faculty member's satisfaction, student-faculty member ratio,

Approved and signed
University Vice Rector for Academic Affairs
Dr. Bandar Bin Miz'el Ash Shammari

