

Kingdom of Saudi Arabia
Ministry of Education
Najran University
Collage of Medicine



ORGANIZATIONAL GUIDE

2021-1442

Quality and development unit



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Dean's message



Praise be to God, Lord of the worlds, and prayers and peace be upon the faithful Prophet of mercy, his family and all of his companions

As yet, there is no doubt that the clarity of the levels of administrative responsibility in educational organizations in their various specializations has an important role in the smooth and easy management of these institutions, and their leadership towards achieving their visions, missions and strategic goals, and placing them in the ranks of leadership among their national, regional and global peers.

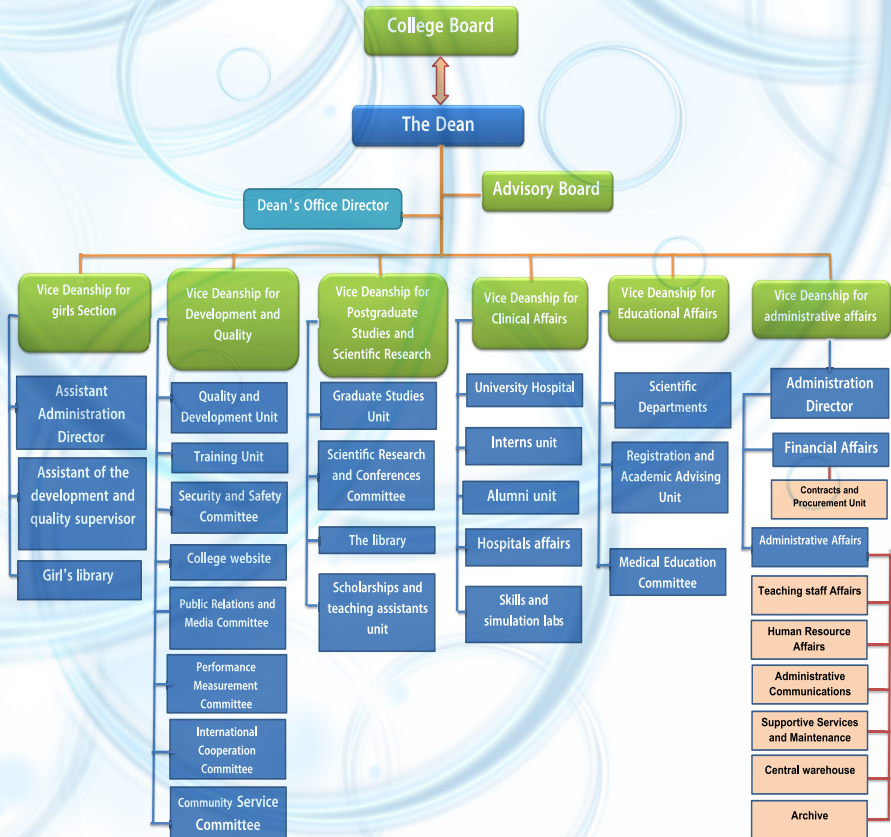
This guide comes in its second version after its review and revision, as a proof of the intonation and continuous development that the college is witnessing and its keeping pace with the rapid development of national higher education institutions, as well as to be consistent with the development of the administrative structure at Najran University.

The College's Organizational Guide contains a description of the administrative and academic tasks and responsibilities at the various levels of administration in the college, with an explanation of the relationship between the various levels, so that it is a guide for the college's members, including students, faculty members and administrators, which prevents overlapping powers and responsibilities, and helps me facilitate communication with officials in the college.

In conclusion, we ask God Almighty to grant us success for what is good for our beloved country, and we renew our commitment to do the utmost that we can to provide health institutions with graduates with experience and competence to contribute to the elevation of our dear country.

Prof. Mohamed Saeed Zayed

Organizational Chart



First: Academic Leadership Positions:

The regulations for the higher education system and universities, in which Royal Decree No. 8 / dated 4/6/1414 Hijri was issued, specified the main frameworks for organizing work in universities and the Council of Universities .Based on them, and from the reality of the articles they contain comes a description of the leadership position's Faculty of Medicine, Najran University, as follows:

College council

Description

The College council consists, in accordance with Article 33 of the Regulations for the Higher Education Council and Universities, from:

- The Dean (chairman)
- Vice Dean
- Heads of Departments

The University Council, based on the proposal of the College Board and the support of the University President, may include to its membership at most three members from the faculty of the faculty or the corresponding college from the university's branches and determine the period of their membership. The College Board is following the University President.

Follow

1. Article thirty-four of the regulations of the Higher Education Council and Universities stipulated that the College Council must abide by what the Higher Education Council or the University Council decides, and the College Board has the authority to consider matters related to the college and it has in particular: Proposing the appointment of faculty members, demonstrators and lecturers, and their secondment, delegation and promotions.
2. Proposing or amending study plans with coordination between departments.
3. Proposing curricula, textbooks and references in college departments.
4. Encouraging the preparation of scientific research, coordinating it between departments, and working to publish it.
5. Proposing examination dates and setting the regulations for conducting them.
6. Proposing the college bylaw.
7. Proposing training plans and necessary missions for the college.
8. Proposing a plan for extracurricular activity for the college.
9. Deciding on student matters that fall within his competence and recommending to the University Council otherwise.
10. Consider what the University Council, its president, or his deputy refers to, study and express an opinion.

Tasks

The faculty council meets at the invitation of its president at least once a month, and the meeting is not valid except with the attendance of two-thirds of its members and its decisions are issued by an absolute majority of the votes of the attending members. The decisions of the council are considered effective unless an objection is received by the university president within fifteen days from the date of their arrival, and if he objected to them, he returns them to the college council with his point of view to study them again. Ordinary or exceptional, and the University Council has the right to ratify, amend or cancel the decision, and its decision in this regard is final. The College Council may form permanent or temporary committees from among its members or from others, according to the text of Article 35 of the regulations of the Higher Education Council and Universities.

Dean of the College**Description**

The Dean of the College shall be appointed from among the Saudi faculty members who are distinguished with scientific and administrative competence by a decision of the Minister of Education based on the nomination of the University President. The appointment shall be for a period of two years, renewable in accordance with the text of Article 36 of the Regulations for the Higher Education Council and Universities.

Follow

University Vice President for Educational Affairs

Tasks

The Dean manages the scientific, administrative and financial affairs of the college within the limits of what is stipulated in the organizational guide of the University of Najran and submits to the president of the university at the end of each academic year a report on the affairs of education and all other aspects of activity in the college according to the text of Article thirty-seven of the regulations of the Higher Education Council and Universities, in addition to the following:

1. With regard to administrative affairs:

1. Taking the means that enable the college to fulfill its mission in the community in coordination with the competent authorities at the university.
2. Nominate those who need to be contracted with.
3. Nomination of those who need cooperation with the college.
4. Supervising the development of study schedules, distribution of courses to faculty members in the college, examination schedules, and arrangement with other educational units in this in coordination with the permanent committee of study schedules.

Tasks

5. Supervising the examination committees and their work, following up on the output of the results on time, and raising the requirements for accreditation to the concerned authorities at the university.
6. Assigning someone to inspect the academic, technical and administrative needs in the college and work to secure them in coordination with the competent authorities at the university.
7. Follow up on the implementation of the circulars and instructions issued by the relevant authorities of the university or any other matter that the college is informed about.
8. Follow-up on maintenance affairs and what is related to them, assigning those who carry them out, informing the Services and Maintenance Department of what needs maintenance in them, and ensuring their implementation.
9. Submitting a comprehensive report on the college that includes actual statistics, information, education affairs and all other aspects of college activity.
10. Approval of the college's employees enjoying regular and compulsory leave, provided that the Deanship of Faculty Members and Employees Affairs at the university complete the necessary procedures according to the system.
11. Signing identification certificates for all college employees. Not to be certificates of experience.
12. Forming temporary committees to organize work in the college, or do any of its work, provided that this does not impose financial burdens on the university.
13. Imposing administrative penalties on the administrative staff of the college, for those below the eighth rank in the event of a behavior that calls for this, according to the regulations in force, and raising it to the university director from others.
14. Preparing job performance calendars for heads of scientific departments and submitting them to the authority holder for approval. The job performance calendars of faculty members in scientific departments prepared by their heads, as well as the college's administrative staff, are approved.
15. Distributing the summer vacation among the employees, including administrators, users and workers, in the college, and submitting the approved distribution statement to manage the affairs of the faculty and staff, to complete the necessary procedures.
16. Contacting their counterparts in universities, public institutions, and government departments, in everything that falls within the specialization of their colleges.

II- With regard to educational affairs:

1. The Dean chairs the College Council in accordance with Article 33 of the Higher Education Council and Universities System.
2. Approving the agenda of the college council, setting a date for

Tasks

its meeting, and inviting to attend its sessions.

3. Receive the proposals of scientific departments and faculty members regarding scientific and other matters, and present what needs to be presented to the competent authorities.

4. Forming scientific, technical and other committees that are needed without entailing financial burdens and presenting what requires financial burdens before implementation.

5. Direct supervision of scientific seminars, which are decided to be held in the college.

III- With regard to the affairs of faculty members:

1. Permission for faculty members to give lectures and additional lessons previously approved by the concerned department, and to raise a request to disburse their remuneration, after confirming the existence of the necessary accreditation and after committing to the necessary amount.

2. Recommendation regarding government agencies requesting the assistance of faculty members in the college to give lectures, or participate in seminars or seminars organized by those bodies, inside the Kingdom, provided that this does not affect their performance in the college and that the university does not bear any financial burdens.

3. Recommendation regarding the participation of faculty members in the faculty in the discussion of master's and doctoral theses in universities and colleges inside the Kingdom when those authorities request that, provided that this does not affect their performance in the college and that the university does not bear any financial burdens.

4. Recommending that faculty members, lecturers, and teaching assistants get their regular leave, whenever needed, in accordance with the regulations governing this.

IV- With regard to student affairs:

1. Supervising the preparation of the college admission plan, studying it, and coordinating with this with the Deanship of Admission and Registration Affairs and submitting it to the competent authority at the university at an early date to take the necessary action for it.

2. Direct supervision of students' activities inside the college in accordance with the activity plan approved by the University Council, and coordinates this with the Deanship of Student Affairs at the university.

3. Supervising the students' academic and behavioral affairs and creating the appropriate atmosphere for their academic achievement and their progress in their studies.

4. Forming specialized committees to follow up on negative phenomena that may exist among students, treating what can be cured, and referring whoever is required to be referred to the

Tasks

student discipline committee at the university and following up on the implementation of what is issued against him.
5. Imposing disciplinary penalties on students in accordance with the provisions of the regulations governing this and directing the competent authority to refer whoever is required to be referred to the Student Disciplinary Committee and follow up the implementation of what is issued against him and announce it.

V- With regard to financial affairs:

1. Claiming the various dues to be paid to the college (if any) after obtaining prior approval before implementing any expenses.
2. Follow-up of warehouse inventory and permission to dispose of it and sign entry and exit notes

Advisory Committee

Description

The faculty advisory committee was formed by Decree No. 47/12 / 37-38 based on the College Council meeting at its twelfth session of the academic year 1438/37 AH held on 05/15/1438 AH and the approval of His Excellency the President of the University in the transaction No. 27019-42-438. Renewing the formation of the advisory board based on the College Council meeting in Decree No. 2248-6-442 on 20/06/1442.

Formation of the advisory committee:

- 1- Dean of the College of Medicine (chairman)
- 2- Vice-dean for Development and Quality: vice-chairman
- 3- Vice-dean for Academic affairs: a member.
- 4- Vice-dean for Clinical affairs: a member.
- 5- A representative of the faculty: a member.
- 6- Vice-dean for female students section: a member.
- 7- Director of the Armed Forces Hospital in Najran: a member.
- 8- Director of Health Affairs in Najran: a member.
- 9- Dr. Saleh Metaeb Al Merdem: a member and Committee Secretary.
- 10- Dr. Mosaab Abdallah Al Abbas: male graduate: a member.
- 11- Dr. Najood Maeed Elwadaey: female graduate: a member.

Follow

Follow the Dean of the College

College Vice-Deanships

Based on what is stated in Article thirty-eight of the Council of Higher Education and Universities bylaw, the college may have one or more representative of the Saudi faculty who are distinguished with scientific and administrative competence to be appointed by the university director for a period of two years, renewable based on the nomination of the dean. The agents during his absence or vacancy in his position and one of them assumes the secretariat of the college council

College Vice deanship for administrative affairs

Characterization

He is responsible for assisting the dean of the College in the administration of administrative and financial affairs, as well as supervising the work of the departments associated with him, and proposes what is guaranteed to advance their work and work to meet their needs and follow up on their performance in the best way.

The link

Associated with the Dean of the College

mission

1. Preparing the college budget and following up on its implementation.
2. Managing the college's financial resources in a way that ensures its use to advance the college.
3. Managing the administrative and educational facilities of the college.
4. Follow-up to provide the college with the requirements of materials and equipment.
5. Supervising the administrative communication system and archiving various college documents in paper and electronic formats as needed.
6. Supervising the provision of the college with efficient human resources.
7. Supervising the processes of recruiting faculty members from the faculty and its administrative staff.
8. Supervising the information systems and the electronic environment of the college.
9. The senior Vice-Dean will act on his behalf in his absence

Administrative entities

1. Financial Affairs Department:

A- Contracts and Procurement Unit

2. Department of Administrative Affairs headed by the Director of Administration:

A- Faculty Members Affairs Unit

B- Personnel Affairs Unit

C- Administrative Communications Unit

D - Support Services and Maintenance Unit

E- The college's central warehouse

F- Archiving unit

College Vice-Deanship for Educational Affairs

Description

The Vice Dean for Educational Affairs supervises the educational process in the college at all stages of study, implements and develops approved policies and programs in the fields of student affairs and educational auxiliary services, and achieves the goals set for them. And supervise the work of the departments, and suggest what would ensure the advancement of their work and work to meet their needs and follow up their performance in the best way.

Association

Associated with the Dean of the College

Tasks

1. Recommending the approval of students to apologize for the semester in accordance with the rules and regulations.
2. Approving the study schedules submitted by the academic departments of the college.
3. Forming and accrediting the student activities committees in the college.
4. Approving the increase in the number of students in the divisions in coordination with the concerned departments and the Deanship of Admission and Registration.
5. Approval of requests for extension, re-registration and alternative tests, according to the regulations governing this.
6. Adoption of the deprivation lists and their removal according to the rules and regulations.
7. Deciding on the issues of student excuses as needed in accordance with the rules and regulations.
8. Selecting the supervisors of the units and departments under it and recommending their appointment.
9. Addressing the relevant authorities within the university in the jurisdiction and scope of the agency's work.
10. Issuing internal decisions that are required for the progress of work in the faculty agency and its units in accordance with the laws and regulations.
11. Evaluate the performance of the agency's employees.
12. Adoption of the regular and forced leave for the employees of the units of the Agency.
13. Approval of spending from the agency's budget and custody, in accordance with the regulations.
14. Approval of opening new divisions at the request of the concerned departments.
15. The senior vice-deanship will act on his behalf in his absence.

Administrative entities

- a. Departments of basic medical sciences
- b. Departments of Clinical Medical Sciences
- c. Registration and Academic Advising Unit
- d. Medical Education Unit
- e. E-Learning Committee
- f. Measurement and Evaluation Committee

College Vice Deanship for Clinical Affairs

Description

The Vice Dean for Clinical Affairs supervises the progress of the clinical process in the college, supervises the skills laboratories in the two parts of the college and the university hospital, follows up on hospital affairs, as well as follows up the work of the two units of excellence and graduates, implements and develops approved policies and programs in the areas of clinical affairs and training, and achieves the goals set for them.

Association

Associated with the Dean of the College

Tasks

1. Supervising the university hospital and university medical services.
2. Follow-up and coordination of clinical training affairs with hospitals participating in the training process.
3. Supervising skills laboratory.
4. Supervising the two units of excellence and graduates.
5. Supervising the unit of Demonstrators and Scholarships
6. Addressing the relevant authorities inside and outside the university in the jurisdiction and scope of the agency's work.
7. Recommending the issuance of internal decisions that are required for the functioning of the faculty agency and its units in accordance with the rules and regulations.
8. Approval of spending from the agency's budget and custody in accordance with the regulations.
9. The senior vice-deanship will represent him in his absence.

Administrative entities

- a. University Hospital and University Medical Services.
- b. Simulation skills lab unit.
- c. Intern unit.
- d. The Alumni unit.
- e. Community Service Unit.
- f. Teaching assistant and Scholarships Unit.

College Vice Deanship for Postgraduate Studies and Scientific Research

Description

He is responsible for assisting the dean of the faculty in managing graduate studies and scientific research affairs in the college, supervising the work of the departments associated with him, and proposing what would ensure the advancement of their work and work to provide their needs and follow up their performance in the best way.

Association

Associated with the Dean of the College

Tasks

1. Supervising the progress of administrative, technical and academic work in the departments associated with it, and working to raise the level of performance in them.
2. Supervising the development of graduate studies plans and programs, and scientific research in the college
3. Work to make the college make use of scientific information vessels, and link to them through the available technical means, within the limits of the rules, regulations and instructions regulating this.
4. Supervising any scientific activities directly related to the scientific societies in which the college has a participation, and facilitating their participation in the available societies, and studying the scientific societies that the college can adopt in order to serve its specializations and achieve its educational mission.
5. Work to organize the college's participation in conferences and seminars, inside and outside the Kingdom, to receive and follow up nomination applications, and to implement the instructions issued in this regard.
6. Approving the evaluation of the job performance of the employees of the departments and units associated with it.
7. Recommending the granting of regular and emergency leave for employees of related departments and units.
8. Developing scientific and practical plans to improve the level of libraries in the college and taking the scientific means to provide them with books, periodicals and other information containers, and coordinate in this with the specialized authorities in this regard.
9. Approving the job performance evaluation for the employees of the departments and units associated with it.
10. The senior vice-deanship will represent him in his absence.

Administrative entities

- a. Unit of Postgraduate studies
- b. Scientific Research and Conferences Committee
- c. Library of College

College Vice Deanship for Quality and Development

Description

He is responsible for assisting the dean of the college in managing everything related to development and quality in the college, proposing development programs in all areas, following up on academic and administrative performance, supervising the work of the departments and units associated with it, and proposing what would ensure the advancement of their work and work to provide their needs and follow up their performance in the best way.

Association

Associated with the Dean of the College

Tasks

1. Forming non-permanent advisory committees regarding development and quality in consultation with the dean of the college.
2. Direct supervision of plans for community service and continuing education, and setting up scientific and practical programs to help highlight this service.
3. Approval of the training plan for the training unit.
4. Recommending to contract with advisory bodies to review the college's strategic plan in all its stages, in consultation and coordination with the Dean of the College, and to ensure the availability of the necessary financial commitments
5. Recommending the approval of the financial costs of establishing and equipping the offices of the Development and Quality Unit in both Male and female students' sections in accordance with specific standards set by the University Agency for Development and Quality in coordination with the Dean of the College.
6. Approving the minutes of the committees and units affiliated to it.
7. Recommending the assignment to work outside the working hours for those who need to be assigned for a period not exceeding ten days per month, as well as authorizing the internal assignment of those whose need is required to be delegated outside the university headquarters for a period not exceeding five days after making sure of the availability of financial funds and commitment to them.
8. Establishing mechanisms for spreading the culture of quality among faculty members, students and employees in all academic and administrative units in the college, and recommending the adoption of financial costs for holding lectures and workshops at the university in accordance with the rules and regulations.
9. Preparing internal and external auditing systems for academic programs in the college.
10. Following up the academic program development process and analyzing the annual reports for these programs in accordance with the standards of the Education Evaluation Commission, and other generally accepted standards in this field.

Tasks

11. Follow up the implementation of the college's strategic plan and all procedures and mechanisms related to that in coordination with the Dean of the College and the relevant committees.
12. Supporting the college administration to design its organizational structure and prepare the organizational guide.
13. Providing consultations that contribute to raising the quality of performance in the administrative and academic units of the college.
14. Establishing an internal system for internal follow-up of quality systems in all academic and administrative units in the college.
15. Follow up the implementation of the development plans for the educational process and follow up its progress in the college.
16. Contribute to setting policies and strategies for non-traditional learning methods such as e-learning and distance education in coordination with the College Agency for Educational Affairs and provide technical support for development plans in this field.
17. Coordination and cooperation with the University Agency for Development and Quality in the field of development and quality, and taking all administrative measures in this field.
18. Establish appropriate mechanisms and programs to develop the skills of the academic and administrative apparatus at the university.
19. Establishing policies, mechanisms and indicators to measure the quality of academic and administrative performance and provide feedback.
20. Recommending the approval of granting regular and emergency leave to those who deserve it from the employees of the departments associated with it.
21. Direct contact with his counterparts in other colleges within the university, as it falls within the scope of his work.
22. Approving the job performance evaluation of the employees of the departments and the units associated with it.
23. Direct supervision of collecting information and data and organizing statistical tables related to the college. Including faculty members, employees, students, alumni and scholarships.
24. The senior vice-deanship will act on his behalf in his absence.

Administrative entities

- a. Quality and Development Unit
- b. Information Technology Unit.
- c. Training Committee
- d. Suggestions and Complaints Committee
- e. College Website Committee
- f. Security and Safety Committee
- g. Public Relations and Media Committee

College Vice Deanship for the Female Section

Description

She is a member of the faculty charged with supervising the administrative affairs of the female section in coordination with the Vice Dean for Administrative Affairs or the Dean. It is responsible for organizing work in the college in female student's departments and running its affairs in accordance with the rules and regulations of the Higher Education Council. The Vice-Dean of the College is appointed from among the Saudi female faculty with distinguished academic and administrative competencies by a decision of His Excellency the President of the University based on a nomination from the Dean of the College.

Association

Associated with the Dean of the College

Tasks

1. Executing the decisions regarding the college's policies approved by the College Board related to achieving the college's goals in general, and the female students 'section in particular, and in full coordination with the university's vice presidents according to the specialty.
2. Continuous follow-up of the academic, administrative and technical progress of all sectors of the female section of the college.
3. Coordination with the rest of the college's agents to secure the needs of the female students 'section, including academic, technical and administrative jobs, scientific and medical equipment, and others.
4. Direct contact with its counterparts in other colleges within the university, with regard to what comes within its scope of work after coordination with the faculty dean.
5. Coordination with the competent authorities to supervise the services provided to students (housing - transportation - nutrition - health services - cultural activities - sports).
6. Proposing development projects and programs related to administrative affairs for the female section.
7. General supervision of all educational events and activities held in the female section (general entrance examinations - academic advising program for new developments - academic advising program - preparation and organization of graduation ceremonies - Career Day) and coordination in this with the relevant authority.
8. Supervising emergency and disaster plans in the female section in coordination with the competent authorities.
9. Support plans for academic accreditation processes, and

Tasks

- coordinate with the College vice-deanship for Development and Quality in this regard.
10. Supporting all volunteer activities of the college and suggesting mechanisms for developing and upgrading them in the female section.
11. Discovering the human competencies in the female component specialized in the scientific, administrative and technical fields at the university and trying to develop, support and benefit from them.
12. Work to revitalize the movement of research and scientific publication in the female section.
13. Work to rationalize and optimize the human resources of the female component, and the available resources and distribute them between units and departments in order to achieve justice and equality in coordination.
14. Follow up on the procedures for accepting students and their registration procedures, in coordination with the concerned authorities.
15. Supervising the security and safety work on the women's side, and taking appropriate measures to maintain the safety and security of students and faculty members.
16. Implementing and following up the decisions of the College Council regarding female students' affairs.
17. Follow up on the implementation of the work of the student activities committees to raise their level and motivate the students to participate in them, reveal their talents and develop them.
18. Contributing to solving the problems of female faculty members in coordination with the competent authorities in the college.
19. Development of public relations and media on the women's side, in coordination with the competent authorities in the college.
20. Approving the job performance evaluation of female employees in departments and the associated administrative units.
21. Prepare a detailed annual report at the end of each academic year on the agency and its related bodies.
22. The work assigned to him by the Dean of the College.

Administrative entities

- a. Assistant Director of the College Administration
- b. Assist the development and quality supervisor
- c. Library (Female Section)

Second: Administrative entities of the Dean of the College:

Dean's Office

Description	Providing all facilities and office services to the Dean of the College, and supervising the office staff.
Follow	Associated with the Dean of the College
Tasks	<ol style="list-style-type: none"> 1. Organizing the dates of interviews, meetings and visits for the university president. 2. Receiving the mail of the Dean of the College, as well as the transactions that need to be directed or signed, presented to him and the implementation of his instructions regarding them. 3. Finalize the procedures for exporting outgoing correspondence according to the directives of the College Dean, and follow up the procedures for exporting them 4. Receiving visitors and auditors for the university director. 5. Notify the instructions and directives issued by the Dean of the College to the administrative units associated with him. 6. Keeping documents and papers related to the college dean's office, and drafting, writing, circulating, following up and archiving the correspondence and decisions of the college dean. 7. Receive phone calls received by the Dean of the College and take the necessary actions regarding them. 8. Preparing periodic reports on the achievements and activities of the office and submitting the necessary suggestions for developing work and submitting them to the Dean of the College. 9. Administrative supervision of the faculty dean's office, work distribution and follow-up. 10. Attending college council sessions and drafting their own minutes and following up on what is agreed to be implemented. 11. Training employees and introducing them to new business. 12. Performing the tasks assigned to him by the Dean of the College.

Third: Administrative entities of the College Vice-Deanship for administrative affairs:

Management director

Description

He is the one who supervises the financial and administrative affairs in the college.

There are the following units for its administration:

A. Financial Affairs Department:

Contracts and Procurement Unit

B. Department of Administrative Affairs:

1. Faculty Members Affairs Unit

2. Personnel Affairs Unit

3. Administrative Communications Unit

4. Support Services and Maintenance Unit

5. The college's central warehouse

6. Archiving unit.

Association

Associated with the college Vice-Deanship

Tasks

• Financial Affairs- Section contracts and Procurement Unit

This unit works to secure the college's needs of office and educational supplies, scientific and medical devices, and laboratory supplies, through local and external procurement and what is required by coordination with the requesting authorities to set conditions and specifications, request offers, study and follow up until the completion of the procedures for receiving them.

Its tasks are as follows:

1. Increasing the college's needs of human and financial resources and various equipment.
2. Preparing applications for advertisement of bids and sending them to the Procurement Department at the university after the approval of the faculty representative, and to ensure that they fulfill the regulatory aspects, and to follow up their announcement in the local newspapers and the official gazette.
3. Signing the notes for inspection and receipt.
4. Approval of spending from the budget and custody of the administration in accordance with the regulations.

B- Department of Administrative Affairs

I. Administrative Communication Unit:

Its tasks are the following

1. Responding to all transactions received by him from all administrative units at the university. Coordination with the relevant authorities within the college and university in the jurisdiction and scope of the administration's work.
2. Issuing internal decisions required for the proper functioning

Tasks

of the administration in accordance with laws and regulations.

II. Faculty Members Affairs Unit:

Its tasks are the following

1. Approval of identification certificates for faculty members who are not members of the faculty or the like in accordance with the system.
2. Approving the approval of the guarantees required of contractors upon travel
3. Signing the release for those whose work at the college ends.
4. Signing the letters of transfer for the medical examination.
5. Approval of correspondence related to government agencies to complete the procedures of faculty members.

III. Personnel Affairs Unit:

Its tasks are as follows:

1. Approval of correspondence related to government agencies to complete employee procedures.
2. Approving the licenses of all faculty employees, including administrators, technicians and researchers, after the approval of their direct head.
3. Recommending the assignment of a person whose work interest requires assigning him to work outside the official working hours, in accordance with the legal principles.
4. Approving the data related to the end of the assignment of the faculty members, including administrators, technicians, and researchers.
5. Recommending administrative penalties for employees of the administration in accordance with the regulations.
6. Nomination of college employees other than faculty members to attend training courses.
7. Evaluate the performance of management personnel.

IV. The college's central warehouse

It is concerned with preserving the materials and dispensing them to the academic and administrative units in the college, and the workflow in them shall be regulated by the rules and procedures for government warehouses, instructions issued by the Ministry of Finance in this regard, and the regulations followed at the university.

Its tasks are as follows:

1. Lifting the materials and objects required for work whenever they are running low.
2. Full supervision over the college's warehouses, organizing them according to the instructions laid down for that, and proposing work development there.
3. Permission to disburse from the college warehouse.

Tasks

4. Keeping records of the college covenant and following it up
5. Following up on the receipt of the reign of the administrative and educational units of the faculty of those whose term of service at the university ends, or moves from his work or expires, until they are removed from his custody and his party is released. The release of the party is linked to the signature of the director of this department.
6. Approving the minutes of receipt and delivery, requesting the disbursement of materials and transferring custody.
7. Study methods of preservation in warehouses at the university and at other authorities and suggest what is necessary to develop them in accordance with the regulations issued in this regard by the competent authorities in the state.
8. Conducting tours of the college's warehouses, providing advice to its workers, submitting reports on it, following up on its periodic inventory, and signing data and forms in accordance with the regulations governing this.
9. Submitting an annual report on the administration's work.

V. Support Services and Maintenance Unit

It is concerned with supervising the work related to university transportation and maintenance and studying ways to develop it

Its tasks are as follows:

1. Determine the college's needs for tools, equipment, cars, transportation means and their requirements, and regulate and maintain their use.
2. And the proposals leading to its development and improvement of its performance.
3. Communicate with the Central Transportation Department to secure transportation for male and female students, faculty staff and visitors, and carry out tasks related to the transportation of tools and furniture in accordance with the organized instructions.
4. Communicating with the Central Transportation Department to secure transportation by vehicles for college guests
5. Taking scientific trips to the college.
6. Follow up the installations and maintenance operations of buildings, equipment and devices periodically, along with developing a plan for periodic maintenance
7. Preparing an annual report on the department's work and achievements.

Fourth: Administrative entities of the College vice-deanship for Educational Affairs:

1. Scientific Departments

Description Based on item forty-one of the Higher Education Council and Universities System, each scientific department has a department council consisting of its faculty members, and each department has powers in scientific, financial and administrative affairs within the limits of the system.

Council Organization **Head of Department:** He is a member of the faculty in charge of running scientific, administrative and financial matters in it, and responsible for implementing the regulations and systems of the Higher Education Council, and submits to the Dean a report on the department's work at the end of each academic year. The head of the department is appointed from among the distinguished Saudi faculty members with academic and administrative competencies by a decision of the university director based on the nomination of the faculty dean, and the appointment is for a period of two years, renewable.

Staff:

They are:

• Professors • Associate professors • Assistant professors

The department council meets at the invitation of its president at least once a month, and the meeting is not valid except with the attendance of two-thirds of its members and its decisions are issued by the absolute majority of the votes of the attending members. When equal, the side in which the manager is held is weighted according to the text of the forty-second item of the regulations of the Higher Education Council and Universities.

Correlation Associated with the College vice-deanship for Educational Affairs

Tasks

1. Recommending that the final examination questions be corrected by a faculty member who is not a faculty member of the course, or that one or more specialists are involved with him in the correction.
2. Certification of the transcripts.
3. Issuing internal decisions that are required for the proper functioning of the department in accordance with laws and regulations.
4. Distributing the academic load to faculty members.
5. Recommending the education allowance to be paid to faculty members
6. Preparing reports on the job performance of faculty members.
7. Recommending the disbursement of entitlements for off-duty

Tasks

- work for the department's employees.
- 8. Recommending the assignment to work outside the hours of the department's employees.
- 9. Recommending that the department's employees attend training courses inside and outside the university.
- 10. Coordination with the Scholarship and Training Committee in following up the status of scholarships and trainees.
- 11. Recommending the extension of the Saudi staff after the end of service.
- 12. Recommending to contract with Saudi staff members after the extension period expires.
- 13. Recommending the termination of non-Saudi faculty contracts.
- 14. Approving the report prepared by the supervisor of the thesis and sending a copy to the Vice Dean for Postgraduate Studies at the end of each semester.

2. Registration and Academic Advising Unit

Correlation

Associated with the College vice-deanship for Educational Affairs

Tasks

- 1. Coordination with the concerned departments to enter the approved study schedules for each semester according to the academic calendar approved at the university
- 2. Processing the registration, deletion, addition and what follows in coordination with the Deanship of Admission and Registration.
- 3. Executing the unit's strategic plan projects and academic accreditation.
- 4. Submit a report after the end of the registration period to the Vice Dean for Educational Affairs.
- 5. Submitting the proposal to form an academic advising team in both parts for approval.
- 6. Implementing the approved process for the unit's work and evolve them according to scientific developments.
- 7. Activating academic advising for male and female students according to the formation and the approved process.
- 8. Preparing a unified list of the contents of the student's file
- 9. Create a file for each male and female student.
- 10. Periodic review of the academic guide.
- 11. Submitting periodic reports to the Vice Dean for Educational Affairs to be presented to the College Board when needed to take the necessary action.
- 12. Executing what is required of the unit by the departments and committees of the college and the Vice Dean for Development and Quality in order to achieve the academic accreditation requirements.
- 13. Other tasks assigned to the unit.

Fifth: Administrative entities of the College vice-deanship for Clinical Affairs:

1. Intern unit

Correlation Associated with the College vice-deanship for Clinical Affairs

- Tasks**
1. Coordination and follow-up of training with the Training and Scholarship Department in the training centers inside the city of Najran and outside the region.
 2. Follow-up of male and female trainees and coordinate visits to supervisors and supervisors for each center within the city of Najran.
 3. Review the final evaluation of each trainee from the training center and compare it with the periodic reports of the unit and submitting them to complete the regular procedures.
 4. Study obstacles to training and submitting results and solutions in a timely manner.
 5. Fulfill the unit requirements regarding academic accreditation in coordination with the Development and Quality vice-deanship.
 6. Other tasks assigned to the unit.

2. Alumni unit

Correlation

Associated with the College vice-deanship for Clinical Affairs

Tasks

1. Open channels of communication with the various employers to obtain the needs of these entities and announce them.
2. Coordination with relevant civil society institutions to employ college graduates.
3. Building a database for graduates to create a process and channel for contacting and communicating with them.
4. Follow up on graduates and increase their connection with the college and communicate with them.
5. Fulfill the unit requirements regarding academic accreditation in coordination with the Development and Quality Agency.
6. Other tasks assigned to the unit.

Sixth: Entities affiliated to the Vice Dean for Postgraduate Studies and Scientific Research:

1. Postgraduate Studies Unit

Correlation

Associated with the College vice-deanship for Post graduate Studies

It has not been formed yet, as the college now adopts only one program at the present time that awards a bachelor's degree.

2. The Scientific Research and Conferences Committee

Correlation

Associated with the College vice-deanship for Postgraduate Studies and Scientific Research

Tasks

1. Formulating the necessary executive process for the committee's work.
2. Executing the committee's strategic plan projects for the college and university.
3. Fulfill the requirements of the committee regarding academic accreditation in coordination with the Quality and Development vice-deanship.
4. Preparing the college's research plan and following up on its implementation after approval by the authorized person.
5. Holding seminars, conferences and workshops to raise the level of scientific research in the college.
6. Coordination with the Deanship of Scientific Research at the university and informing all faculty members of the faculty of developments related to scientific research.
7. Other tasks assigned to the unit.

3. The library

Correlation

Associated with the College vice-deanship for Post graduate Studies

Tasks

1. Organizing work in the library, distributing it to its employees, defining the functions of each of them, following up their performance, preparing job performance calendars for them, and monitoring the progress of work there.
2. Supporting the college library with books, references and periodicals on an ongoing basis with all that is new.
3. Follow up on global, regional and local studies that are conducted in the matter of books and libraries and introduce modern means to serve the college library in coordination with the relevant authorities and raise the level of performance and service in them.
4. Determine the needs of the university's libraries in terms of office, technical and human matters.
5. Work to provide sources of information that meet the needs of the study plans of the scientific departments, and support the teaching, learning and scientific research process.
6. Providing the necessary information services in the library according to international standards, and the requirements of quality and academic accreditation.
7. Developing a plan to train the beneficiaries (faculty members, employees, students) on how to search for and retrieve information, whether that is in the information databases that the university shares or the resources it provides.
8. Raising the recommendation to update and update the information bases in line with the development of the educational process.
9. Archiving references, periodicals and scientific journals to facilitate the use of the library's content by the users.
10. Recommending updating the content of the electronic library and supporting it with all new developments in the world of electronic books and digital information that serve the achievement of the educational and research process.
11. Implementing the systems, processes, regulations, and the Deanship of Libraries in relation to the beneficiaries 'use of the library and the loan system

4. Scholarships and teaching assistants Committee

Correlation

Associated with the College vice-deanship for Postgraduate Studies and Scientific Research

Tasks

1. Implementing the committee's projects regarding the college's strategic plan and academic accreditation.
2. Preparing annual statistics on the current status of the faculty teaching assistants, lecturers and scholarships.
3. Inventory and follow-up of the teaching shares and the administrative tasks assigned to the lecturers and scholarships.
4. Organizing and coordinating courses with specialists in the field of self-building and the research field in order to enhance the research capabilities of teaching assistants and scholarships.
5. Establishing and developing a database for faculty teaching assistants, lecturers, and scholarships.
6. Follow up on procedures for facilitating the sending of teaching assistants and lecturers and facilitating them.
7. Opening a communication channel between the departments and their scholarships to contribute to solving the problems and difficulties facing the scholarship students.

Seventh: Entities of the College vice-deanship for Quality and Development:

1. Quality and Development Unit

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Implementing the committee's projects regarding the college's strategic plan and academic accreditation.
2. Preparing annual statistics on the current status of the faculty teaching assistants, lecturers and scholarships.
3. Inventory and follow-up of the teaching shares and the administrative tasks assigned to the lecturers and scholarships.
4. Organizing and coordinating courses with specialists in the field of self-building and the research field in order to enhance the research capabilities of teaching assistants and scholarships.
5. Establishing and developing a database for faculty teaching assistants, lecturers, and scholarships.
6. Follow up on procedures for facilitating the sending of teaching assistants and lecturers and facilitating them.
7. Opening a communication channel between the departments and their scholarships to contribute to solving the problems and difficulties facing the scholarship students.

2. Training Unit

Correlation

Associated with the College vice-deanship for Development and Quality

Tasks

1. Formulating the necessary executive processes for the committee's work.
2. Preparing an annual training plan for all college employees based on a survey of the beneficiaries 'opinion.
3. Implementing the approved training plan.
4. Submit reports on work progress.
5. Executing the committee's strategic plan projects and academic accreditation.
6. Other tasks assigned by the committee

3. The Security and Safety Committee

Correlation

Associated with the College vice-deanship for Development and Quality

Tasks

1. Preparing manuals and regulations related to security and safety in all college facilities and following up their approval by the competent authorities.
2. Follow up on the readiness of the security and safety systems in the college through the forms and tools prepared for that, studying the reality and submitting periodic reports to the college administration to take the necessary action.
3. Determine the college's needs to ensure the security and safety of the staff, and follow up on their provision.
4. Preparing and implementing security and safety training programs for all faculty staff.
5. Coordination with the competent authorities in raising awareness and training the college's employees on safety and security measures and introducing them to the preventive means that must be taken.
6. Follow up the implementation of the college's emergency evacuation, security and safety programs.
7. Ensure that the safety conditions and rules that guarantee the protection of the faculty and staff members are implemented during the implementation of the work inside the college.
8. Executing the committee's strategic plan projects and academic accreditation.
9. Other work assigned by the committee.

4. Website Committee

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Formulating the necessary mechanisms for the committee's work.
2. Developing and updating the college website.
3. Supervising and following up the content of the sub-websites within the college's portal.
4. Add, amend and update activities and news on an ongoing basis after coordination with the Deanship of the College.
5. Executing the committee's strategic plan projects and academic accreditation.
6. Other work assigned to the committee

5. The Public Relations and Media Committee

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Working to highlight the vision, mission, and goals of the college in all possible means.
2. Participate in preparing and implementing media activities and events that highlight the college's role.
3. Preparing and organizing meetings, occasions and events hosted by the college.
4. Coordination with the relevant authorities at the university to announce the activities and events carried out by the college through its various committees.
5. Photographing and archiving the college's activities and the activities of its various committees.
6. Editing media materials for the college's activities and providing the University Media Department with a copy after it has been approved by the college's administration.
7. Implementing the committee's strategic plan projects and academic accreditation.
8. Other work assigned to the committee

6. The Performance Measurement Committee

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Implementing the committee's strategic plan projects and academic accreditation.
2. Formulating the necessary processes for the committee's work.
3. Participate in setting the policies and objectives of measurement and evaluation related to the quality of performance at the university level.
4. Participating in building and designing questionnaires and opinion polls related to measuring the college's performance indicators.
5. Follow up the evaluation process in the faculty.
6. Building an integrative, participatory and effective relationship with the Performance Measurement Committee at the Deanship of Development and Quality.
7. Acting as a link between the college and the performance measurement unit at the Deanship of Development and Quality to monitor performance indicators and the strategic plan of the university through the established regular methods, and hold periodic meetings with them.

7. Suggestions and Complaints Committee

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Preparing the committee's work process according to the rules and regulations followed at the university.
2. Follow up the complaints of the faculty employees and complete the necessary procedures according to the approved process.
3. Study the suggestions and opinions that reach the committee and raise the findings to take the necessary action towards studying them and take the necessary action regarding them.
4. Submit a quarterly and annual report on the committee's work for presentation to the College Board.
5. Other work assigned to the committee.

8. Community Service Committee

Correlation

Associated with the College vice-deanship for Quality and Development

Tasks

1. Implementing the committee's strategic plan projects and academic accreditation.
2. Formulating the necessary processes for the committee's work.
3. Evaluate the beneficiaries' satisfaction with the community service plan and prepare the improvement plan.
4. Spreading awareness among faculty members and male and female students of the importance of participating in community service activities
5. Other work assigned to the committee.

References:

- The higher education system for Saudi universities
- The Organizational Guide for Najran University - Seventh Edition
- The Unified Regulations for the Development and Quality Unit
- Decisions of committees formation.

