



Faculty Handbook Industrial and Systems Engineering Department

College of Engineering

This document presents guidelines for the Industrial and Systems Engineering program faculty at the College of Engineering at Princess Norah bint Abdulrahman University.

1444-1445H



1 Head of Department's welcome message

Welcome to the Industrial and Systems Engineering Department at Princess Nourah bint Abdulrahman University. It is my immense pleasure to welcome all faculty, prospective students, current students, alumni, and visitors. Our department focuses on the study and design of industrial systems to improve the production of goods and services. We emphasize the importance of technology solutions and industrial processes to achieve the best quality and results.

Our mission is to prepare and qualify highly skilled female engineers who can compete both locally and globally. We provide an academic environment that develops their knowledge and skills, supports innovation, and promotes scientific research. Our graduates contribute to national development goals and are prepared to face the challenges of their careers using modern knowledge and technology.

Our graduates will apply modern technologies in industrial and systems engineering to identify problems and find optimal solutions. They will adhere to ethical standards and integrity in the engineering profession. They will work with the highest scientific and research standards in both engineering and community systems. Our graduates will communicate with high skill and leadership, enabling them to perform supervisory roles in the industry. They will also be equipped to pursue further studies through their research capabilities.

We offer a Bachelor of Science in Industrial and Systems Engineering. Our program includes 161 credit hours, distributed over ten semesters. Our curriculum includes a foundation year, university requirements, department core requirements, and program elective requirements.

A key component of our program is a Co-op training course, where students enroll in one of the industrial sectors to apply what they have learned in a real-world setting. This experience helps students gain a mature perspective on engineering and management, deepening their understanding of their roles as practicing engineers.

Our faculty are also recognized as experts in their fields. Their expertise ranges from operations research and statistics to analytics, supply chain management, Quality Control, Human Factor Engineering, decision-making, manufacturing, energy, and sustainability. They are committed to providing high-quality education and engaging in cutting-edge research.

I encourage you to explore our department's offerings and consider joining our community of dedicated students and faculty. For more information, please visit our website or contact us directly.

Dr. Nermeen Abdullah

Head of the Department of Industrial and Systems Engineering



Table of contents

1	Head of Department's welcome message	2
	Table of Contents.....	3
2	Introduction	6
2.1	Princess Nourah bint Abdulrahman University Vision	6
2.2	Princess Nourah bint Abdulrahman University Mission.....	6
2.3	Princess Nourah bint Abdulrahman University Values.....	6
2.4	Princess Nourah bint Abdulrahman University Graduate Attributes (GAs)	6
3	Princess Nourah bint Abdulrahman University structure	7
	PNU organization structure	7
4	About the College of Engineering (CEN)	7
4.1	College's Vision	7
4.2	College's Mission	7
4.3	College of Engineering Strategic Goals	7
4.4	College of Engineering Organizational Structure	7
4.5	Guidebook for the Dean, vise dean and Head of department (click here).....	9
5	About the Department	9
5.1	Vision.....	9
5.2	Mission	9
5.3	Department Goals	9
6	ABOUT THE PROGRAM.....	9
6.1	Mission	9
6.2	Goals.....	9



6.3	Program Learning Outcomes.....	10
6.4	ISE Program QMS.....	11
7	FACULTY MEMBERS' DUTIES AND RIGHTS	11
7.1	General Duties and Responsibilities	11
7.2	Duties and responsibilities of a course instructor.....	12
7.3	Duties and responsibilities of a course coordinator	12
7.4	Academic Advising	12
7.5	Office Hours	13
7.6	Electronic Learning (Blackboard)	13
7.7	Faculty website	13
7.8	Administrative Work	13
7.9	Community Services.....	13
8	ISE Faculty members	14
9	SCIENTIFIC RESEARCH	14
10	COMMITTEES' STRUCTURE.....	15
10.1	ISE department organizational structure	15
10.2	Department Committees Tasks.....	17
11	Faculty Development	17
11.1	FACULTY BENEFITS AND AWARDS	17
12	FACULTY PROMOTION PROCESS	18
13	FACULTY PERFORMANCE EVALUATION	18
14	E-SYSTEMS, FACILITIES AND SERVICES	19
14.1	PNU E systems	19
14.2	Library	21
14.3	Classrooms.....	21



14.4	Laboratories	21
14.5	Prayer Rooms	21
14.6	Meeting rooms	21
14.7	Faculty offices	21
15	CONTACT THE DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING	21



2 Introduction

2.1 Princess Nourah bint Abdulrahman University Vision

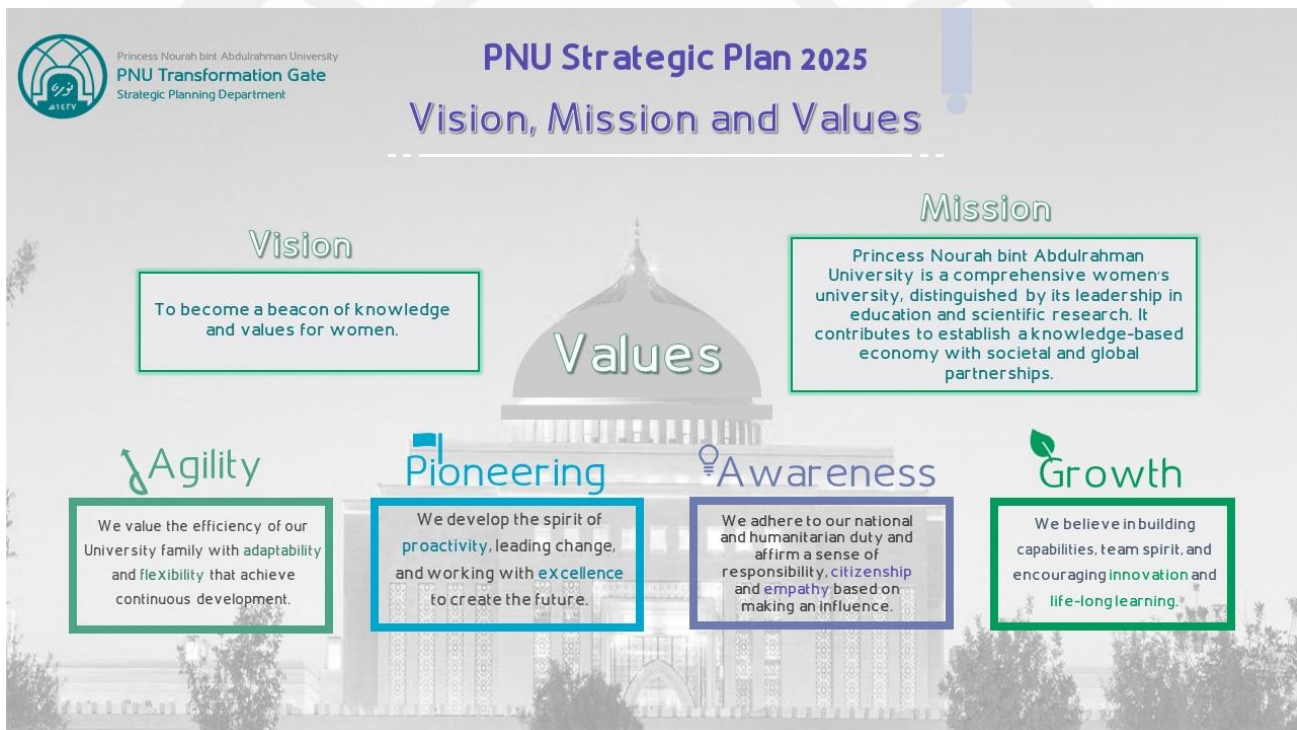
To become the beacon of knowledge and values for women.

2.2 Princess Nourah bint Abdulrahman University Mission

Princess Nourah bint Abdulrahman University is a comprehensive women's university, distinguished by its leadership in education and scientific research. It contributes to establish a knowledge-based economy with societal and global partnerships.

2.3 Princess Nourah bint Abdulrahman University Values

Agility, Pioneering, Awareness, Growth



2.4 Princess Nourah bint Abdulrahman University Graduate Attributes (GAs)

The Graduate attributes assessment aims to evaluate how well students have gained the essential knowledge, skills, and values necessary for their personal and professional development. Assessing students' achievement of these attributes is a vital aspect of higher education institutions' efforts to cultivate graduate attributes. At the PNU level, the list of Gas is listed in the following link: [PNU Graduate attributes and ISE Graduate attributes](#)



3 Princess Nourah bint Abdulrahman University structure

PNU organization structure

4 About the College of Engineering (CEN)

4.1 College's Vision

Excellence in engineering education, scientific research, and community service for women.

4.2 College's Mission

Qualifying skilled and professional female engineers in an innovative educational and research environment to build the national workforce and support economic and societal sustainable development.

4.3 College of Engineering Strategic Goals

The College of Engineering at Princess Nourah University relies on 3 strategic goals to achieve its vision and mission:

- Providing academic programs that ensure the improvement of educational outcomes and support women's participation in the labor market.
- Supporting innovation, scientific and research production in the engineering field.
- Enhancing sustainability and community service to ensure institutional advancement.

4.4 College of Engineering Organizational Structure

Regarding the university's stipulations on the organizational structure of the scientific college , the CEN structure is outlined as follows:

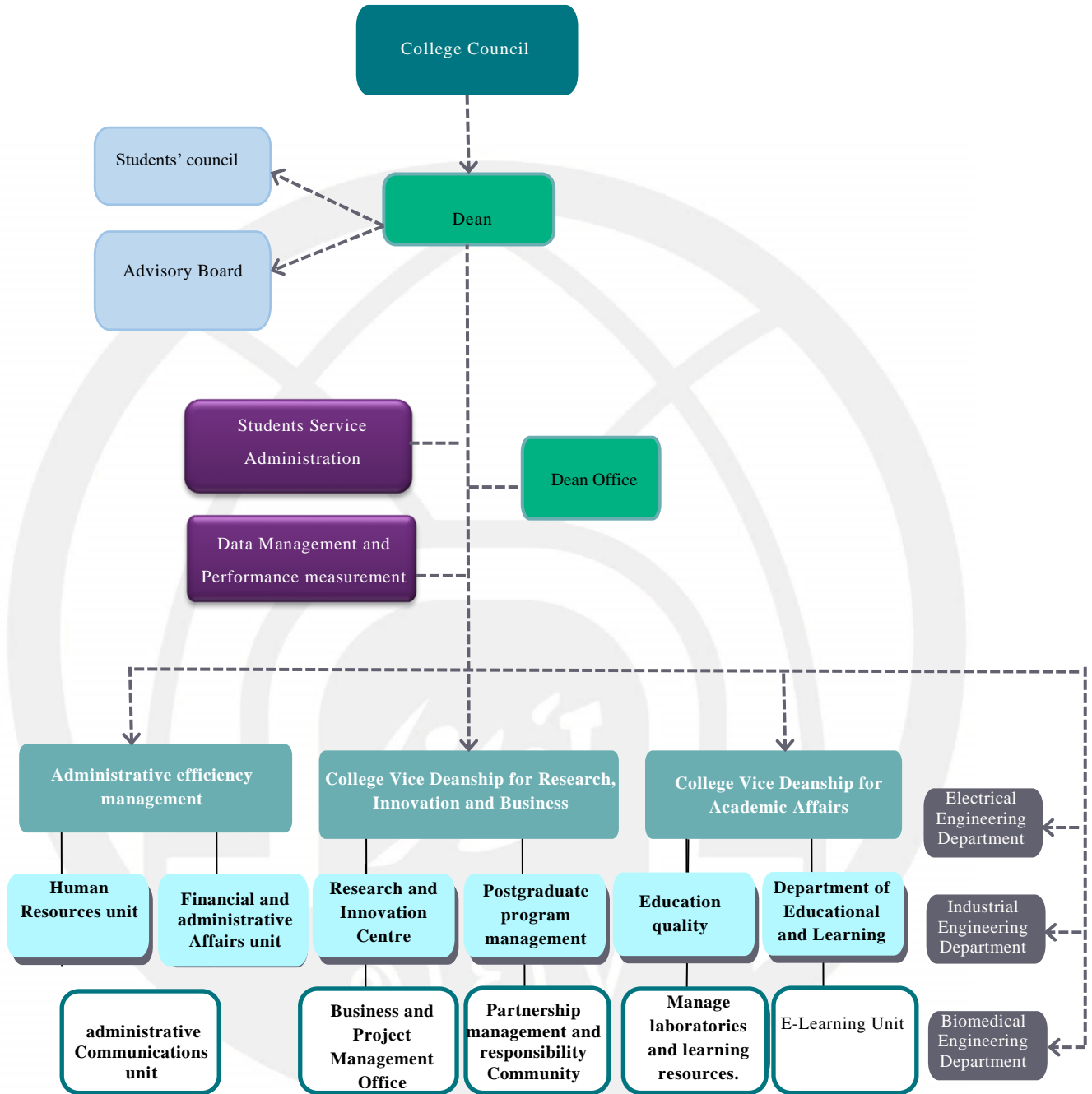


Figure 1 CEN Organizational structure



4.5 Guidebook for the Dean, vice dean and Head of department

5 About the Department

5.1 Vision

Local and global Leadership and excellence in the field of Industrial and Systems Engineering.

5.2 Mission

Qualifying highly skilled female engineers, capable of competing locally and globally within an integrated academic environment that promotes knowledge and skills and supports innovation and scientific research contributing to achieving the national goals of sustainable development and community service.

5.3 Department Goals

- Apply modern technologies in the field of industrial engineering and systems to identify problems and reach optimal solutions to elevate the quality of industrial and service institutions.
- Adhere to the ethical standards and integrity of the engineering profession.
- Foster community engagement to enhance the quality of life in society.
- Face professional challenges using modern knowledge and technology.
- Ensure a high level of communication and leadership skills.
- Encourage postgraduate studies by cultivating an environment that supports scientific and research productivity.

6 ABOUT THE PROGRAM

6.1 Mission

Qualifying industrial and systems female engineers, with high-level scientific, competitive, and professional competencies to meet labor market needs, and contribute to fostering innovation, scientific research, and community service, in line with national goals for sustainable development.

6.2 Goals

- Goal 1: Promote educational excellence by integrating modern technologies in the field of industrial engineering and systems.
- Goal 2: Focus on identifying and solving problems to improve local processes in governmental, industrial, and business sectors.
- Goal 3: Support research activities and innovation in industrial and systems engineering.

- Goal 4: Encourage faculty and students to contribute to advancements in knowledge and technology, fostering a culture of continuous improvement and innovation.
- Goal 5: Cultivate a program-wide commitment to community service and sustainable development.
- Goal 6: Improve societal well-being and environmental stewardship through collaborative initiatives that extend the impact of industrial engineering and systems on the community.

6.3 Program Learning Outcomes

Program Learning Outcomes	
Knowledge and understanding	
K1	Define theoretical concepts related to the industrial and systems engineering field.
K2	Associate industrial engineering theories and models with real problems using mathematical and basic sciences.
K3	Recognize the impact of industrial engineering solutions in a global, economic, environmental, and societal context.
K4	Recall the knowledge of industrial engineering methodologies and research for addressing topical problems.
Skills	
S1	Employ engineering, scientific, and mathematical principles to analyze pertinent data while formulating industrial and systems engineering problems, to bolster the process of engineering decision-making.
S2	Examine modern engineering problems and trends, employing experiments and software tools to connect industrial engineering theories with real applications.
S3	Apply engineering design to produce solutions in industrial engineering field that meet specified needs with consideration of public health, safety, as well as social, environmental, and economic factors.
S4	Develop engineering interpretation and judgment skills using critical thinking and creative and innovative solutions in theoretical and experimental field of industrial and systems engineering.
S5	Communicate effectively with a range of audiences to build a relationship with industrial engineering community and to provide entrepreneurship.
Values, Autonomy, and Responsibility	



Program Learning Outcomes

V1	Support work teams providing leadership and creating a collaborative and inclusive environment while establishing goals to meet and planning tasks related to industrial and systems engineering field.
V2	Judge the impact of industrial engineering solutions in global, economic, environmental, and societal contexts while recognizing engineering ethical and professional responsibilities.

6.4 ISE Program QMS

The ISE program QMS is accessible through the following link [ISE program QMS](#)

7 FACULTY MEMBERS' DUTIES AND RIGHTS

The institutional regulations for faculty members are described in the following document: [General regulations](#). The general duties and responsibilities of the faculty member at the level of the ISE program are described hereinafter.

7.1 General Duties and Responsibilities

- Develop course plans for the subjects taught and select appropriate books.
- Teach the courses, organize exams, and enter and review student grades.
- Improve teaching and evaluation methods and promote new ways of teaching.
- Engage in innovative approaches to learning and teaching
- Supervise thesis, student research, scientific reports, and social activities.
- Provide academic guidance to students and serve as an academic advisor.
- Conduct and publish innovative research and studies.
- Help in developing knowledge and participate in research activities.
- Participate in councils and committees; local, regional, and international conferences; and any activities that promote and improve the department, college, University
- Adhere to the research and academic duties and work on implementing bylaws and regulations of the College.
- Devote time to performing scientific duties in the College, strive to promote the College mission, and maintain a decent status in research, teaching, and management.
- Engage with the community as per the College rules and regulations.



- Perform any other duties assigned by the department chair, vice Deans, or Dean, if they do not conflict with the nature of the work.
- Cooperate fully with the Department head and the Dean in providing advice and proposals on all matters that will serve the best interests of the College, the students, and the community.
- Provide students with academic advising during registration, constantly monitor their study plans, and adhere to office hours.
- Maintains an up-to-date and accurate course portfolio.
- Participate in staff development/programs and workshops

7.2 Duties and responsibilities of a course instructor

- Should deliver the courses assigned to her as per the course plan.
- Should be punctual to class and resolve all problems and issues with the course class students.
- If the faculty needs to cancel the class in an emergency, they must inform the program chair of the Department and the students well before in Blackboard.
- Should attend all the meetings related to courses and committees; in absence, should justify the reason through email.
- Should submit the grades and teaching portfolio requirement per the NCAAA requirement within the allotted time.

7.3 Duties and responsibilities of a course coordinator

- conduct regular meetings with other course members to prepare the course plan and discuss evaluation assessments.
- Distribute the work for smooth delivery, of course, and encourage Brainstorming.
- Solve the course-related issues by discussing with year coordinators and Program Directors
- Prepare a master course report according to the NCAAA format, including the major challenges and providing recommendations for developing the course.
- At the end of the semester, all course sections must submit teaching portfolios to the program coordinator.

7.4 Academic Advising

Academic advising is a crucial component of the ISE program education system. It serves as a vital connection in guiding students to achieve optimal educational outcomes and the highest possible academic success. The academic guidance service aids students in adapting to the ISE program environment and



taking advantage of the opportunities available. It equips them with the necessary knowledge and foundational skills to enhance their academic performance. The academic advisor plays a key role in familiarizing students with the college and its support services and in determining how to access them in collaboration with the relevant college department. Additionally, the advisor informs students about potential academic challenges and assists them in preparing study plans and schedules.

7.5 Office Hours

Instructors must set and maintain a specific number of weekly office hours for student meetings and consultations. These hours should be listed in the instructor's timetable at the beginning of each semester and posted on their office door.

7.6 Electronic Learning (Blackboard)

- E-Learning services will target students and all the faculty members of Princess Nourah Bint Abdulrahman University.
- The commitment to quality standards is reflected in all E-Learning services to enable faculty members and students to master the technical competencies across differentiated E-Learning environments to succeed. The E-Learning unit developed courses and training programs with the best E-Learning techniques to ensure the optimal use of E-Learning management systems.
- For all faculty members, you are responsible for using Blackboard to facilitate the assigned courses.
- For more information and to get some of the Instructions for using Blackboard (**click here**).

7.7 Faculty website

Each faculty member is responsible for creating their website to add their teaching courses, community services, conference attendance, conference participation, ongoing research, published research, training attended, updated CV, and any administration assignments such as college committees and units.

<https://pnu.edu.sa/en/Faculties/Pages/FacultyMemberSearch.aspx>

7.8 Administrative Work

Faculty members are important in conducting university, college, and department administrative tasks. Normally, faculty members are engaged in a number of persistent or temporary committees and units. The college dean or department head assigns these committees to the staff members.

7.9 Community Services

Faculty members are expected to perform community services yearly based on a previous plan at the department or college level.

8 ISE Faculty members

Industrial and Systems Engineering Program faculty members			
Name	E-mail	Major	Degree
Dr. Nermeen Abdullah	nmabdullah@pnu.edu.sa	Systems engineering	Assistant Professor
Prof. Shabbab Alhammadi	SAAlhammadi@pnu.edu.sa	Civil engineering	Professor
Dr. Kaouther Ghacham	KGMaatki@pnu.edu.sa	Industrial engineering	Associate Professor
Dr. Imen Safra	IMSafra@pnu.edu.sa	Industrial engineering	Assistant Professor
Dr. Samia El Attar	SAElattar@pnu.edu.sa	Industrial engineering	Assistant Professor
Dr. Faiza Benabdallah	FMbenabdallah@pnu.edu.sa	Industrial engineering	Assistant Professor
Dr. Ghada Alsawah	gaalsawah@pnu.edu.sa	Mechanical engineering	Assistant Professor
Dr. Ghada Elnaggar	GRElnaggar@pnu.edu.sa	Mechanical engineering	Assistant Professor

9 SCIENTIFIC RESEARCH

All the faculty members of the ISE program are committed to actively engaging in scientific research. The table below provides links to their Google Scholar profiles: ISE faculty members CVs

Faculty name	Title	Qualification	PNU Profile	Google Scolar Profile
Ghacham, Kaouther	Associate Professor	PhD	PNU Profile	View Profile
Elattar, Samia	Assistant Professor	PhD	PNU Profile	View Profile
Alhammadi, Shabbab	Professor	PhD	PNU Profile	View Profile
Safra, Imen	Assistant Professor	PhD	PNU Profile	View Profile

Faculty name	Title	Qualification	PNU Profile	Google Scholar Profile
Benabdallah, Faiza	Assistant Professor	PhD	PNU Profile	View Profile
Abdullah, Narmeen	Assistant Professor	PhD	PNU Profile	View Profile
Al-Sawah, Ghada	Assistant Professor	PhD	PNU Profile	View Profile
Bashatah, Jamana	Lecturer	MSc	PNU Profile	View Profile
Razan Y Noralhi,	Lecturer	MSc	PNU Profile	
Rawaa Ali Alghamdi,	Lecturer	MSc	PNU Profile	
Ioloo M Alasmari,	Lecturer	MSc	PNU Profile	
Malak K Aljhani,	Lecturer	MSc	PNU Profile	

The College of Engineering established the College of Engineering Research and Innovation Centre ([CERIC](#)) in 1440H to promote the research activities of the CEN members.

The university offers a variety of research projects and initiatives, which can be accessed through the following link: [DSR](#)

10 COMMITTEES' STRUCTURE

10.1 ISE department organizational structure

The department's organizational structure is based on five main committees as illustrated in the figure 2:

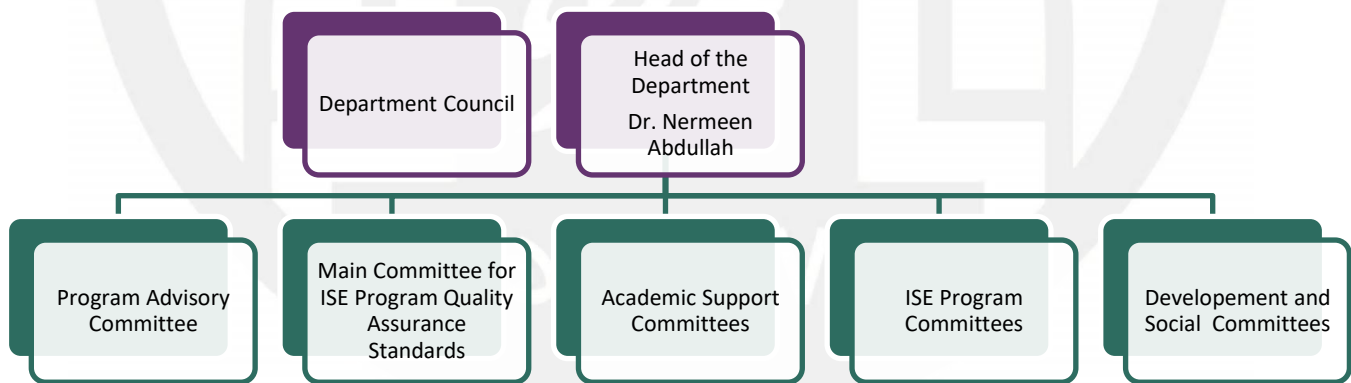


Figure 2 Organizational Structure of the ISE Department

The Main Committee for ISE Program Quality Assurance Standards organizational structure is illustrated

in the following (Figure 3):

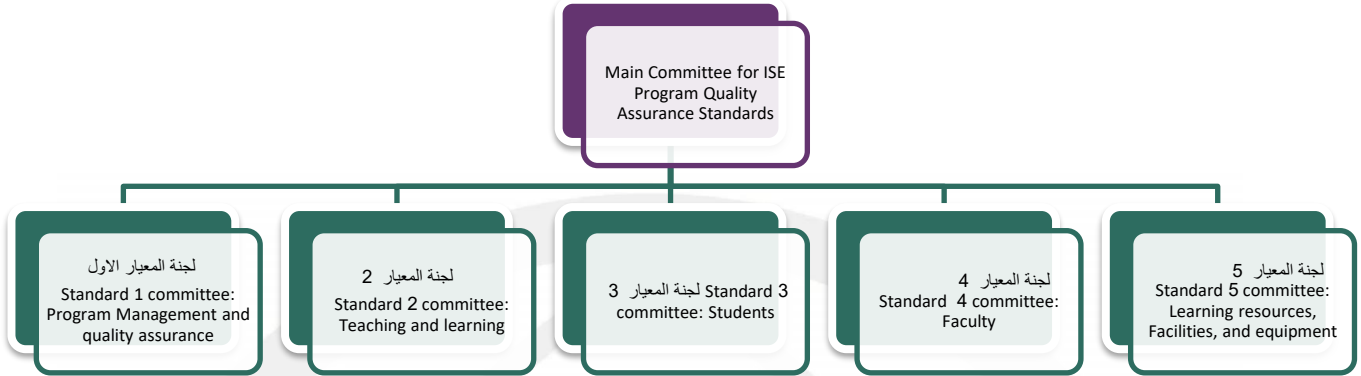


Figure 3 Main Committee for ISE Program Quality Assurance Standards

The academic support committee organizational structure is represented in Figure 4:

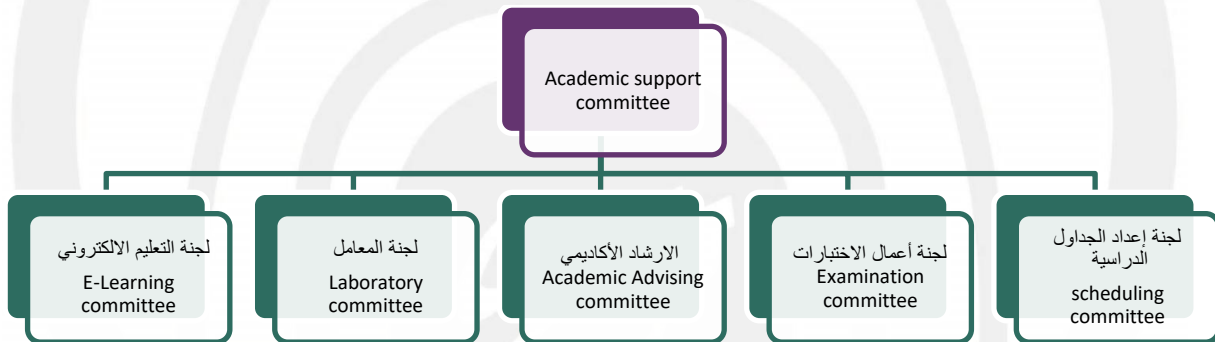


Figure 4 Academic Support Committee.

The ISE Program Committees organizational structure is represented as follows (Figure 5):

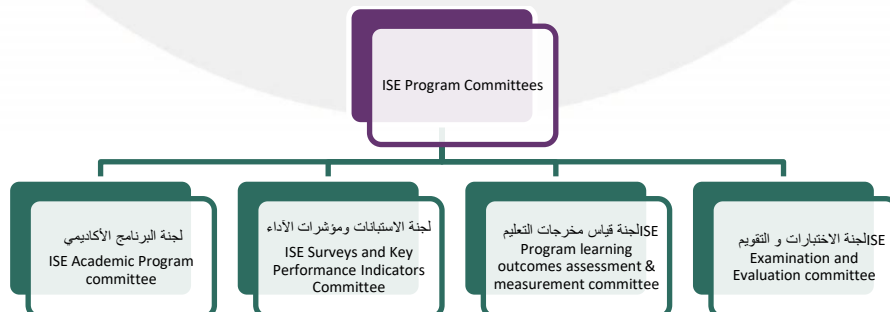


Figure 5 ISE Academic Program Committee.

The ISE Development and Social Committee organizational structure is represented as follows (Figure 6):



Figure 6 Development and Social Committee.

10.2 Department Committees Tasks

The tasks of the committees and subcommittees are available through the following link: ISE Committees

11 Faculty Development

PNU Platform : <https://academy.pnu.edu.sa/?lang=en>

E-services: <https://pnu.edu.sa/en/Pages/Eservice.aspx>

11.1 FACULTY BENEFITS AND AWARDS

Link to <https://nourahprize.pnu.edu.sa/>

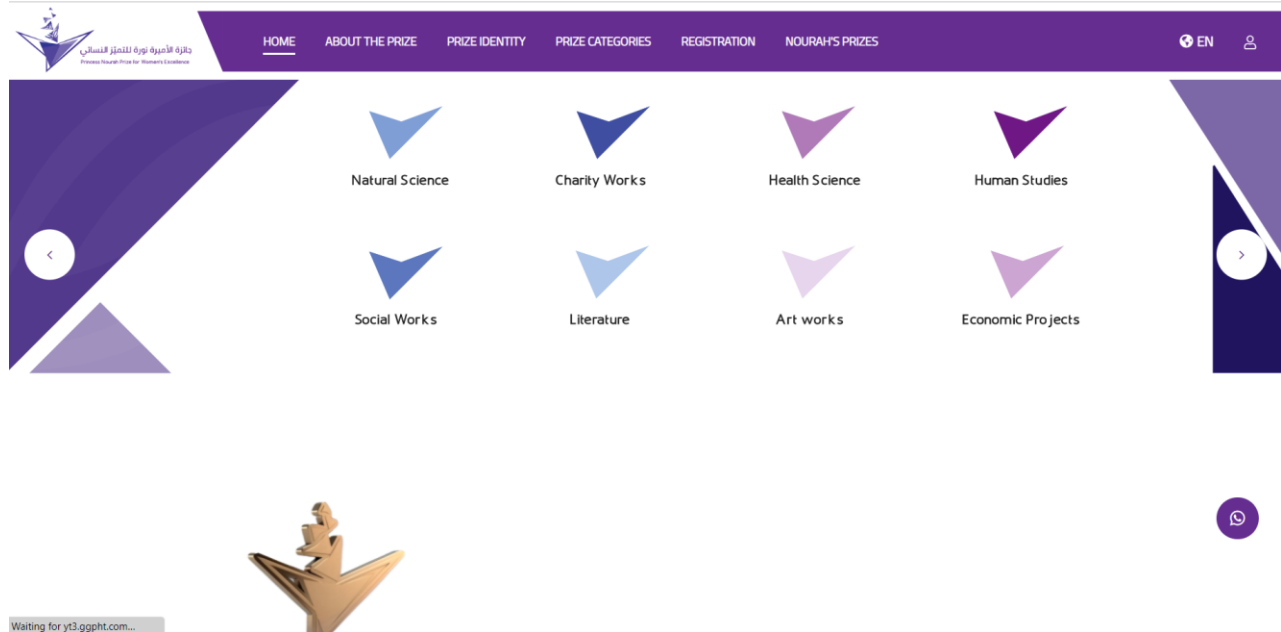


Figure 7 Nourah Prize platform

12 FACULTY PROMOTION PROCESS

The primary goal of the faculty promotion procedures is to enhance academic excellence within the University. To this end, the University has set up the Scientific Council, which operates under the Vice Rectorate of Postgraduate Studies and Scientific Research.

[Link to the promotion requirements PNU](#)

[Link to the promotion E-service](#)

13 FACULTY PERFORMANCE EVALUATION

Faculty performance is regularly monitored to ensure the effective execution of their academic and administrative duties. The evaluation process begins with the faculty member preparing an annual charter at the start of the academic year. This charter is submitted through the Tayseer E-system and reviewed by the department head. The faculty member then approves the charter in Tayseer.

Each faculty member submits an achievement report to the department head at the end of the academic year. The evaluation results are also recorded in Tayseer. For faculty members whose performance falls below expectations, the department head conducts discussions to provide constructive feedback and recommend ways to improve. This support often involves encouraging faculty to participate in workshops

offered by the College of Engineering (CEN) or other training programs provided by the University's Vice-Rectorates and Deanships. Link to: [Example of charter](#) and [Evaluation of performance website](#)

14 E-SYSTEMS, FACILITIES AND SERVICES

The Industrial and Systems Engineering Department is situated within the College of Engineering at Princess Nourah bint Abdulrahman University, specifically at Station (A7) on the campus. It boasts well-equipped halls, scientific seminars, auditoriums, and specialized laboratories for in-depth learning and research. Additionally, the department features spaces designated for group work. The college's library further supports students by offering study rooms, which provide a comprehensive environment conducive to individual and collaborative academic endeavors.

Link to the Electronic services for faculty members: [E-services for staff members](#)

14.1 PNU E systems

System	Main Contribution in Supporting the Academic Environment	Beneficiaries
Academic system for faculty members	It allows academic staff to display students' profiles and timetables, register attendance, enter marks, and generate statistical reports. It also manages faculty timetables, courses, and active sections.	PNU academic staff
Academic system for students	Students can view their academic profile, transcript, and degree evaluation, register for courses, and modify timetables.	PNU students
Decision Support System	The system displays statistical data about PNU students and staff.	All stakeholders
Email	Provides email service via Microsoft Outlook.	All stakeholders
E-service portal for faculty	It provides several e-services for faculty members, including library, professional development, scholarships, accommodation, and research services.	PNU academic staff
E-services for students	Includes 68 e-services for students' academic needs, such as admission modification, ID card issuance, and session bookings.	PNU students
Jadeer	PNU's electronic quality management system for curriculum, course	PNU staff

System	Main Contribution in Supporting the Academic Environment	Beneficiaries
	portfolios, accreditation documents, surveys, and results.	and students
Maintenance request		All stakeholders
Majales	Enables university staff to establish and manage meetings and councils electronically.	PNU staff
Marafiq	Maintenance and cleaning service requests can be issued through this application.	All stakeholders
PNU platform	An eLearning platform offering courses and workshops in various domains.	Students and faculty members
Smart Suitcase	A cloud service PNU provides in partnership with Microsoft, enabling communication and data sharing between students and employees.	PNU staff and students
Tarasol	It is the electronic administrative communications system at PNU.	PNU administrative staff
Tawasul Nourah	The Center serves as a conduit between PNU and its recipients. Through its platform [Tawasul Nourah], it provides several services, such as booking appointments, making inquiries, complaints, and suggestions, and following up with the appropriate PNU vice rectorates, deanships, and departments.	PNU staff and students
Tayseer	It is an electronic human resources transaction management system.	PNU staff
TechCare	Provides technical support for tickets issued by PNU staff or students.	PNU staff and students
Blackboard	It is a web-based virtual learning environment and learning management system. Course coordinators use it to create course packages shared among students. Activities include virtual classes, discussions, exams, performance evaluations, and access to the Saudi Digital Library (SDL).	Students and faculty members



14.2 Library

Learning Resource	Role to support Academic needs	Beneficiaries
PNU Central Library	It provides a comprehensive multidisciplinary collection of information resources.	All stakeholders
Engineering College Library	38247 – 37530 - 38208	cen-I@pnu.edu.sa

14.3 Classrooms

All classrooms have modern technologies like the E-podium and other audio-visuals to support teaching-learning activities. Classrooms with varied accommodation sizes and functions are available for academic activities.

14.4 Laboratories

The laboratories of the ISE program are described in the following link [ISE Laboratory Handbook](#)

14.5 Prayer Rooms

The university has accessible Mosques and prayer rooms. The prayer rooms in the College of Engineering are located on each floor of the college building.

14.6 Meeting rooms

The college building provides provisions for meetings for both large and small groups. These are equipped with state-of-the-art technologies and designed for comfort and work safety. For instance, there is a meeting room with all the required services for department meetings and a quality room.

14.7 Faculty offices

The College provides offices with miscellaneous rooms, such as washrooms and consultation areas, for the faculty members on the 2nd floor of College of Engineering building 1.5.0.

15 CONTACT THE DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

- College of Engineering.
- Building Number: 150.



- Train Station: A7.
- Department Floor: Second floor.
- College Location on Google map ([click here](#)).
- Phone of Department of ISE Engineering: 37649
- Email: cen-ise@pnu.edu.sa



Welcome to the ISE Department
College of Engineering
Princess Nourah bint Abdulrahman University