جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Electronics Engineering Program
Communication Engineering Program
Renewable Energy Engineering Program

Faculty Handbook

Electrical Engineering Department

College of Engineering

1445
2023-2024

Valid for One Year
Prepared by Improving Faculty Members and
Community Service Committee

Contents

1. INTRODUCTION

1.1. PNU University Vision

To be the beacon of women for knowledge and values

1.2. PNU University Mission

It is a comprehensive university for women, which is characterized by its educational leadership and scientific research and contributes to building the knowledge economy with a community and global partnership.

1.3. PNU University Values

Belonging, integrity, trust, superiority, excellence, commitment to quality, and professionalism.

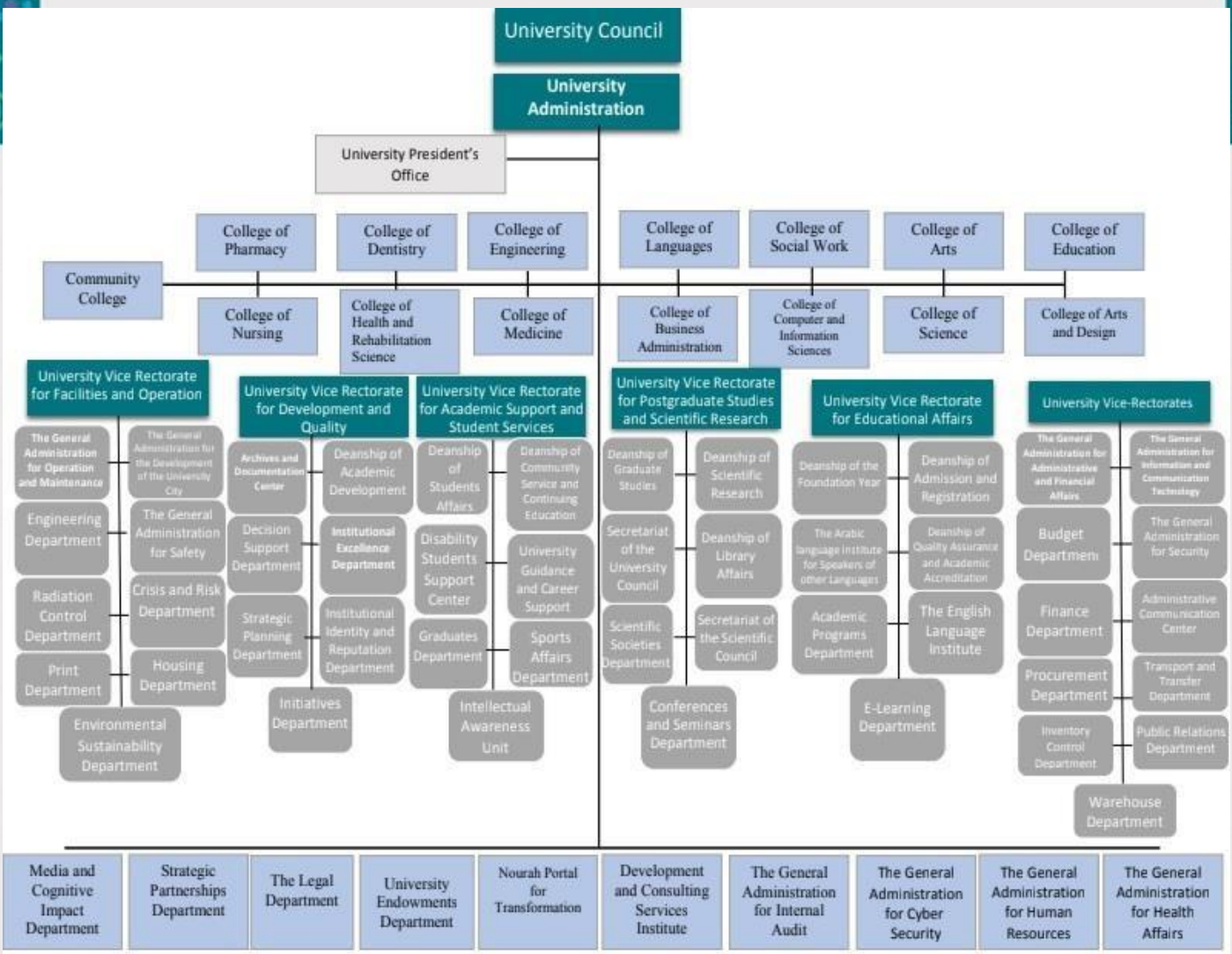
1.4. University Graduate Attributes (Ugas)

A graduate attributes assessment measures the extent to which students have acquired the knowledge, skills, and values considered essential to their personal and professional success. A crucial part of developing graduate attributes in higher education institutions is to assess students' attainment of these attributes.

Graduate Attributes Assessment Tools

No.	Graduate Attribute	ILOs	Direct assessment tool	Indirect assessment tool
1.	Knowledgeable	Demonstrate both broad and in-depth understanding of discipline area(s).	Exit exam	Surveys of stakeholders (Students, alumni, faculties, and employers)
2.	Effective Communicator	Present ideas clearly, concisely, and with high quality, in both oral and written form.	Assessment Rubrics	
3.	Digitally enabled	Live, learn, and work in a digital society.	Assessment Rubrics	
4.	Critical thinker	Apply critical, creative, evidence-based thinking, and research skills to devise innovative responses to problems and challenges.	Exit exam	
5.	Ethically and Socially Responsible	Value integrity, ethics, social responsibility, and volunteer work.	Assessment Rubrics	
6.	Employable professional	Demonstrate high levels of leadership, professional responsibility, and commitment to lifelong learning.	Assessment Rubrics	

2. UNIVERSITY STRUCTURE



3. ABOUT THE COLLEGE OF ENGINEERING

3.1. Vision

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

3.2. Mission

Qualifying female engineers who are distinguished cognitively and professionally in an innovative educational and research environment to enhance national identity and support sustainable development economically and socially.

3.3. College of Engineering Strategic Goals

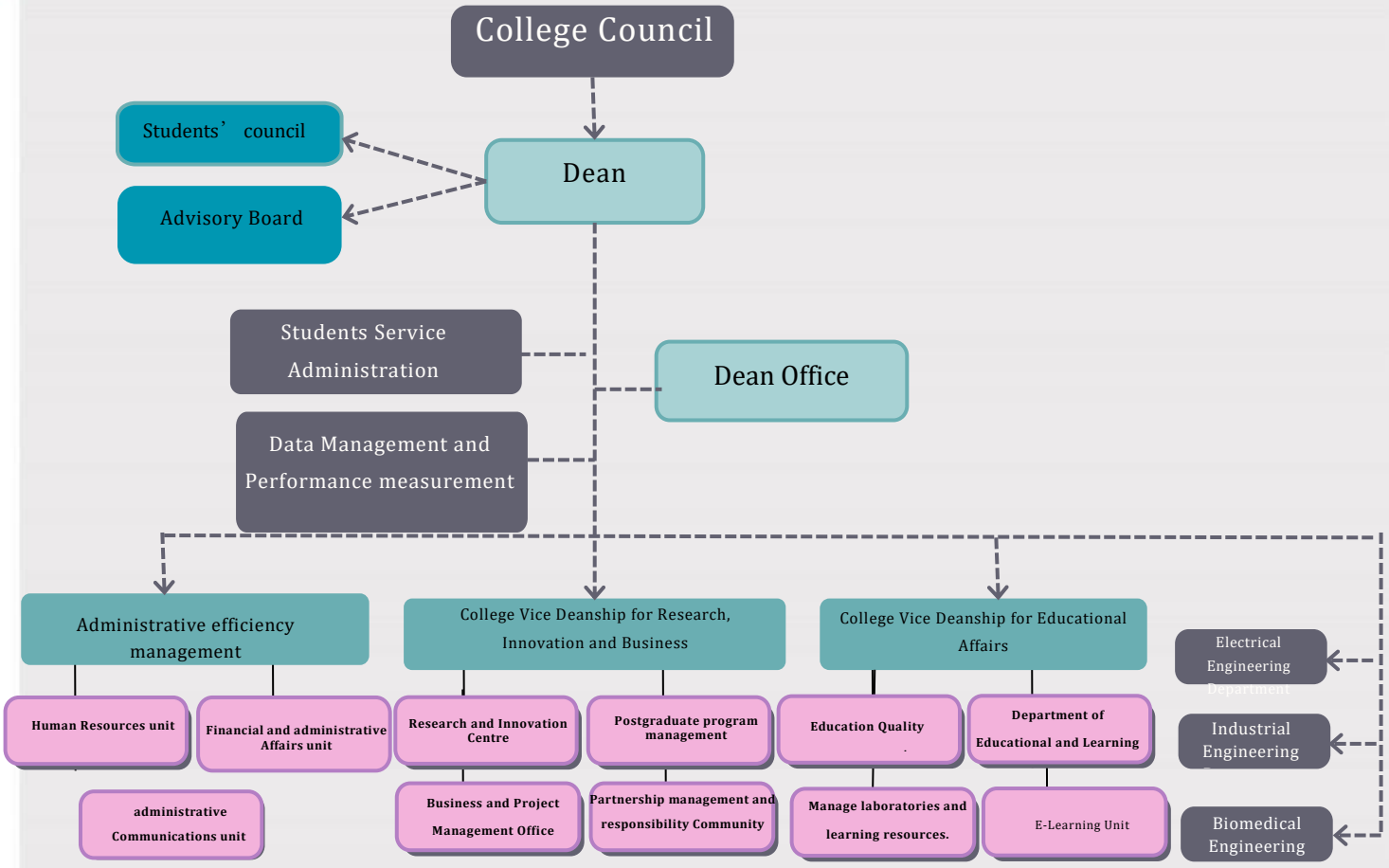
The College of Engineering at Princess Noura University relies on 3 strategic goals to achieve its vision and mission:

3.3.1. Providing academic programs that ensure improving the quality of educational outcomes.

3.3.2. Enhancing scientific and research production in the engineering field.

3.3.3. Promoting sustainability and institutional advancement.

3.4. CEN Organizational Structure



3.5. Guidebook for the Faculty Dean (click here).

4. About the Department

The Department of Electrical Engineering was established in 1439 AH (corresponding to 2018 AD) to align with the Kingdom of Saudi Arabia's 2030 Vision goal of increasing women's contribution in the job market, particularly in the engineering sector. The department aspires to be a leading model in qualifying female engineers both locally and internationally. The Department of Electrical Engineering offers three programs: Electronics Engineering, Communications Engineering, and Renewable Energy Engineering.

4.1. Vision

Excellence in all specialties and fields of electrical engineering, promote and support scientific research, and foster a strong commitment to social responsibility and sustainable development.

4.2. Mission

Prepare highly qualified female electrical engineers who are capable of competing effectively, both locally and globally, by providing them with a comprehensive academic environment that aims to develop their knowledge and skills, supports innovation and scientific research, in order to contribute to the attainment of national goals of sustainable development and community service.

4.3. Goals (PG)

Electrical Engineering Department aims to:

4.3.1. Provide renewed educational programs in electrical engineering fields, that keep pace with the latest technologies, ensuring quality and efficiency in teaching and learning, to graduate distinguished female engineers capable of competing in the job market.

4.3.2. Support innovation and continuous development in scientific research in the field of electrical engineering to serve the community and achieve sustainable development goals.

4.3.3. Promote social responsibility and volunteer work through communication and collaboration with community organizations.

4.3.4. Enhance Promote the values of scientific integrity and professional ethics in the electrical engineering fields.

4.4. Head of Department's welcome message

The world is witnessing rapid and continuous development, as if it were a small village managed by various technologies. Essential to this progress are electronics, communications, and energy, so educational institutions strive to keep pace with these changes and seek to lead the forefront in the quality of outputs. This commitment is aimed at effectively shaping global leadership and steering it toward a sustainable tomorrow.

Within the College of Engineering, the Department of Electrical Engineering offers three modern programs that keep pace with global developments in the field: Electronics Engineering, Communications Engineering, and Renewable Energy Engineering. The department is committed to excellence in teaching, adopting the latest teaching and learning strategies, fostering a sense of responsibility, and opening horizons for its engineers towards excellence and innovation. These programs aim to meet the requirements of the job market and align their outputs with the era of the knowledge economy, addressing some of the human development needs.

The Electrical Engineering Department was established in the year 1439. The credits hours for

The programs: Electronics Engineering, Communications Engineering, and Renewable Energy Engineering consist of 158, 158, and 162 study units respectively which lead to a Bachelor's degree in Electrical Engineering. Students enrolled in these academic programs undertake all specialized courses in the English language. The programs aim to prepare competent female electrical engineers who are able to contribute effectively academically, research and society.

The department not only offers undergraduate engineering programs, but also provides an electronics technician diploma program. Additionally, it participates in a bachelor's program on the Internet of Things (IOT) with the College of Computer and Information Sciences at Princess Nourah bint Abdulrahman University.

The department includes modern teaching and research laboratories equipped with the latest equipment, covering all fields of electrical engineering. The department is witnessing a research activity among its male and female faculty members and students, making it one of the most productive departments in research and registration of patents.

The department places equal emphasis on its graduates as it does on its students, ensuring that the programs are tailored to prepare and equip engineers for promising career opportunities in the fields of energy, sustainability, military industries, and security sectors.

Dr. Amal Baqeis
Head of Electrical Engineering Department

4.5. Guidebook for the Head of Educational Department (click here).

5. ABOUT THE PROGRAMS

5.1. Electronics Engineering Program

5.1.1. Mission

Prepare scientifically and professionally highly qualified female electronics engineers who possess research and leadership skills, enabling them to effectively utilize modern technologies and work efficiently across various fields of electronics engineering, to keep pace with changes in the job market and serve the community.

5.1.2. Goals

5.1.2.1. Enhance the quality and efficiency of education and learning for the electronics engineering program to prepare distinguished graduates equipped with scientific theories, practical skills, competitive abilities, and a strong sense of professional ethics, enabling them to keep pace with market changes.

5.1.2.2. Link scientific research with the requirements of sustainable development in the Kingdom of Saudi Arabia and community needs.

5.1.2.3. Promote community partnerships in electronics engineering fields.

5.1.3. Program Learning Outcomes

Knowledge and understanding	K1	Define knowledge of mathematical concepts including differential and integral calculus, probability, and statistics, along with their applications in the field of Electronics Engineering.
	K2	Recognize electrical engineering principles including processes, materials, techniques, and practices in the field of Electronics Engineering.
	K3	Identify specialized knowledge based on new developments related to the field of Electronics Engineering.
	K4	Integrate knowledge of research methodologies in reports and research related to the field of Electronics Engineering.
Skills	S1	Apply Basic concepts, theories, and mathematical principles to solve complex problems related to the field of Electronics Engineering.
	S2	Conduct complex practical tasks and procedures related to Electronics Engineering by applying advanced processes, techniques, tools, and instruments.
	S3	Design a system, component, or process to solve Electronics Engineering problems while considering realistic constraints (cultural, social, environmental, economic, health, and safety).
	S4	Evaluate contemporary issues and problems in Electronics systems, components, and processes using critical thinking and creative solutions in various complex contexts.
	S5	Communicate effectively Demonstrate theoretical knowledge comprehension and specialized transfer of knowledge, skills, and complex ideas.
Values, Autonomy, and Responsibility	V1	Execute work teams by providing leadership and creating a collaborative and inclusive environment while establishing goals to meet and planning tasks.
	V2	Demonstrate commitment to professional and academic values and standards and ethical code of conduct as experts in the field of electronics engineering.

5.2. Communications Engineering Program

5.2.1. Mission

Prepare scientifically and professionally highly qualified female communications who possess research and leadership skills, enabling them to effectively utilize modern technologies and work efficiently across various fields of communications engineering, to keep pace with changes in the job market and serve the community.

5.2.2. Goals

5.2.2.1. Enhance the quality and efficiency of education and learning for the communications engineering program to prepare distinguished graduates equipped with scientific theories, practical skills, competitive abilities, and a strong sense of professional ethics, enabling them to keep pace with market changes.

5.2.2.2. Link scientific research with the requirements of sustainable development

in the Kingdom of Saudi Arabia and community needs.

5.2.2.3. Promote community partnerships in communications engineering fields.

5.2.3. Program Learning Outcomes

Knowledge and understanding	K1	Define knowledge of mathematical concepts including differential and integral calculus, probability, and statistics, along with their applications in the field of Communications Engineering.
	K2	Recognize electrical engineering principles including processes, materials, techniques, and practices in the field of Communications Engineering.
	K3	Identify specialized knowledge based on new developments related to the field of Communications Engineering.
	K4	Integrate knowledge of research methodologies in reports and research related to the field of Communications Engineering.
Skills	S1	Apply Basic concepts, theories, and mathematical principles to solve complex problems related to the field of Communications Engineering.
	S2	Conduct complex practical tasks and procedures related to Communications Engineering by applying advanced processes, techniques, tools, and instruments.
	S3	Design a system, component, or process to solve Communications Engineering problems while considering realistic constraints (cultural, social, environmental, economic, health, and safety).
	S4	Evaluate contemporary issues and problems in Communications Engineering, components, and processes using critical thinking and creative solutions in various complex contexts.
	S5	Communicate effectively Demonstrate theoretical knowledge comprehension and specialized transfer of knowledge, skills, and complex ideas.
Values, Autonomy, and Responsibility	V1	Execute work teams by providing leadership and creating a collaborative and inclusive environment while establishing goals to meet and planning tasks.
	V2	Demonstrate commitment to professional and academic values and standards and ethical code of conduct as experts in the field of Communications Engineering.

5.3. Renewable Energy Engineering Program

5.3.1. Mission

Prepare scientifically and professionally highly qualified female renewable energy engineers who possess research and leadership skills, enabling them to effectively utilize modern technologies and work efficiently across various fields of renewable energy engineering, to keep pace with changes in the job market and serve the community.

5.3.2. Goals

5.3.2.1. Enhance the quality and efficiency of education and learning for the renewable energy engineering program to prepare distinguished graduates equipped with scientific theories, practical skills, competitive abilities, and a

strong sense of professional ethics, enabling them to keep pace with market changes.

5.3.2.2. Link scientific research with the requirements of sustainable development in the Kingdom of Saudi Arabia and community needs.

5.3.2.3. Promote community partnerships in renewable energy engineering fields.

5.3.3. Program Learning Outcomes

Knowledge and understanding	K1	Define knowledge of mathematical concepts including differential and integral calculus, probability, and statistics, along with their applications in the field of Renewable Energy Engineering.
	K2	Recognize electrical engineering principles including processes, materials, techniques, and practices in the field of Renewable Energy Engineering.
	K3	Identify specialized knowledge based on new developments related to the field of Renewable Energy Engineering.
	K4	Integrate knowledge of research methodologies in reports and research related to the field of Renewable Energy Engineering.
Skills	S1	Apply Basic concepts, theories, and mathematical principles to solve complex problems related to the field of Renewable Energy Engineering.
	S2	Conduct complex practical tasks and procedures related to Renewable Energy Engineering by applying advanced processes, techniques, tools, and instruments.
	S3	Design a system, component, or process to solve Renewable Energy Engineering problems while considering realistic constraints (cultural, social, environmental, economic, health, and safety).
	S4	Evaluate contemporary issues and problems in Renewable Energy Engineering, components, and processes using critical thinking and creative solutions in various complex contexts.
	S5	Communicate effectively Demonstrate theoretical knowledge comprehension and specialized transfer of knowledge, skills, and complex ideas.
Values, Autonomy, and Responsibility	V1	Execute work teams by providing leadership and creating a collaborative and inclusive environment while establishing goals to meet and planning tasks.
	V2	Demonstrate commitment to professional and academic values and standards and ethical code of conduct as experts in the field of Renewable Energy Engineering.

6. FACULTY MEMBERS' DUTIES AND RIGHTS

6.1. General Duties and Responsibilities

6.1.1. Develop course plans for the subjects that will be taught and select appropriate books.
6.1.2. Teach the courses, organize exams, enter and review student grades.
6.1.3. Improve teaching and evaluation methods and promote new ways of teaching.
6.1.4. Engage in innovative approaches to learning and teaching.
6.1.5. Supervise thesis, student research, scientific reports and social activities.
6.1.6. Provide academic guidance to students and serve as an academic advisor for them.
6.1.7. Conduct and publish innovative research and studies.
6.1.8. Help in developing knowledge and participate in research activities.
6.1.9. Participate in councils and committees; local, regional and international conferences; and any activities that promote and improve the department, college, University.
6.1.10. Adhere to the research and academic duties, and work on implementing bylaws and regulations of the College.
6.1.11. Devote time to performing scientific duties in the College, strive to promote the College mission and maintain a decent status in the fields of research, teaching and management.
6.1.12. Engage with the community as per the College rules and regulations.
6.1.13. Perform any other duties assigned by the department chair, vice Deans, Dean, providing that it does not conflict with the nature of work.
6.1.14. Cooperate fully with the Head of the Department and the Dean in providing advice and proposals in all matters that will serve the best interests of the College, the students and the community.
6.1.15. Provide students with academic advising during the registration period constantly monitor their study plans and adhere to office hours.
6.1.16. Maintains an up to date and accurate course portfolio.
6.1.17. Participate in staff development / programs and workshops.

6.2. Teaching

A faculty member is a teacher that has teaching responsibilities that encompass presenting scientific knowledge accurately and effectively in accordance with the approved course objectives and course outlines. She/He should make every effort to encourage students to learn to be self-learner through adopting effective teaching methods. The course's objectives should be shared at the beginning of each course and also fulfilled throughout the course. In order to assure the best quality of teaching and for faculty continuous growth, faculty will have at least one lecture per semester evaluated by a peer (preferably same specialty). In addition, faculty should avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment.

6.2.1. Teaching Loads

The department chair assigns the teaching load, academic advising, and other teaching-related tasks to the faculty members, all of which vary from semester to semester

depending on the departmental requirements and university policies.

Primarily, the faculty member's maximum instructional load during the regular semesters depends basically on their academic ranking. The distribution of loads is:

(i) 10 teaching units per semester for a Professor.

(ii) 12 teaching units per semester for an Associate Professor.

(iii) 14 teaching units per semester for an Assistant Professor.

(iv) 16 teaching units per semester for lecturer and teaching assistant.

However, the workload may be reduced upon assignment of administrative position approved by the vice rectorate of educational affairs.

Faculty members should adhere to the assigned lectures schedules according to the semester schedule (Time, days, location). Faculty members should prepare and post their schedule before the beginning of each semester or upon changing the schedule at any time during the semester and provide the department with a copy of their posted schedule.

6.2.2. Teaching Methods

We pride ourselves on ensuring that our students receive a quality education. Students learn from Instructors and Practitioners who are specialists in their field of business.

Modes of Instruction in CEN are dynamic and reflect real life scenarios, students take part in workshops, seminars, individual and team presentations, computer laboratories, and use case studies and business simulations to apply theory to actual enterprise. Alongside academic study, students are encouraged and supported to develop their engineering skills, participate in team business challenges and gain professional development certificates and badges like Fundamentals of Engineering Exam (FE) from Saudi Council of Engineers (SCE).

6.3. Courses

6.3.1. Duties and responsibilities of a course instructor

6.3.1.1. Should deliver the courses assign to her as per the course plan.

6.3.1.2. Should be punctual to class and resolve all problems and issues with the course class students.

6.3.1.3. If in case of emergency, she needs to cancel the class, then have to inform the program chair of the Department and student well before in blackboard.

6.3.1.4. Should attend all the meetings related to courses and committees, in absence should justify the reason through email.

6.3.1.5. Should submit the grades and teaching portfolio requirement as per the NCAAA requirement within the specific time allotted.

6.3.2. Duties and responsibilities of a course coordinator

6.3.2.1. Should conduct regular meetings with other course members to prepare the course plan and discuss evaluation assessments.

6.3.2.2. Distribute the work for smooth delivery of course and encourage Brainstorming.

6.3.2.3. Solve the course related issues by discussing with year coordinators and

Program Directors

6.3.2.4. Prepare master course report as per NCAAA format including the major challenges and provide recommendation for developing the course.

6.3.2.5. Submit teaching portfolio to the program coordinator at the end of the semester of all sections of the course.

6.3.3. Duties and responsibilities of a Quality coordinator

6.3.3.1. The Quality Coordinator is responsible for the effective delivery, operation, and quality management of the program for which they are assigned to her.

6.3.3.2. She has to ensuring the effective implementation of course plans and procedures for each course, highlighting connections across courses within their assigned year as well as across years that can enhance students learning experience, and encourage interdisciplinary collaboration across courses.

6.3.3.3. The Quality Coordinator is responsible for supervising and managing Course Coordinators and informing the Program Director on program progress and performance".

6.3.3.4. Faculty member rights.

6.3.3.5. Faculties can convey their preference subjects of their choice and subject allotment will be done as per the requirement of the department.

6.3.3.6. Sick can take paid sick leave of 10 days per year by prior approval of the department chair and HR by uploading leave form in Tayseer.

6.3.3.7. Faculty can avail paid maternity leave of 45 days can be avail on approval of Department chair and college Dean.

6.3.3.8. All other rights and benefits are provided as per the University regulations at the time of appointment.

6.4. Academic Advising

The academic advising is one of the most important inputs of the university education system. It is an important link for directing students to achieve the best educational outcomes and the best possible academic achievement. The academic guidance service helps students adapt to the university environment and seize the opportunities available to them. By providing them with the knowledge and basic skills that raise the level of their educational attainment. The academic advisor works on introducing the student to the college, its support and supporting departments, and how to obtain its services in cooperation and coordination with the specialized department of the college. The academic advisor also informs the student of the academic difficulties that may face her, and how to prepare study plans and schedules. For more details on the academic advising (click here).

6.5. Office Hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The head of department normally specifies the number of office hours. Also, according to special circumstances there will be online office hours to support students, and this is scheduled by the instructors.

6.6. 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 achieve success. To ensure the optimal use of E-learning management systems, the E-learning unit developed courses and training programs with the best E-learning techniques.

For all faculty members, you are responsible to use Blackboard to facilitate the assigned courses. For more information and getting some of the Instructions for using Blackboard (click here).

6.7. Faculty Portfolio

Each faculty member is responsible of creating their own portfolio electronically where they add their evidence of teaching duties, community services, conference attended, conference participation, ongoing research, published research, training attended, Updated CV as well as any administration assignments such as college committees and units. Faculty should share this portfolio with the department chair in order to be used for faculty evaluation. (Click here) to know how to create your own portfolio.

6.8. Administrative Work

The faculty play an important role in the conduct of the University affairs and in developing policies and plans of the college and university. Much of the planning and administration of the University's programs and policies are carried out by the standing committees and the ad-hoc committees formed by the College and/or University. The University seeks the fullest possible contribution of the faculties in such committees. However, administrative work is assigned to the member upon need. Normally, the faculty member is engaged in a number of committees and units that have a persistent or temporary nature. These committees are assigned to the staff member by the college dean or the head of the department.

Academic accreditation can only be achieved through the interaction of the teaching staff, the college support staff, students and the beneficiaries from among the local community. Therefore, the success of the program and its students relies on whole college faculty members fully sharing the responsibilities and demonstrates ownership of quality assurance through serving in internal (within the college) or external (outside the college) committees. The aim of forming any committee is to enhance cooperation and sharing of good practice among college faculty and other employees.

6.9. Social Services

Faculty members are also expected, as part of their academic duties, to perform social services by conducting continuing education courses, making contributions to professional organizations and meetings and to the community at large, and by providing consulting services.

7. TEACHING FACULTIES

Electronics Engineering Program		
Name	**e-mail**	**Degree**
Lilia El Amraoui Ouni	LEOuni@pnu.edu.sa	Professor
Shabna Urooj	smurooj@pnu.edu.sa	Associate Professor
Shekaina Thambi	sjthambi@pnu.edu.sa	Associate Professor
Samia Larguech	SRLarguech@pnu.edu.sa	Assistant Professor
Shaeen Kalathil	skalathil@pnu.ede.sa	Assistant Professor
Shimaa Alebiary	saalebiary@pnu.edu.sa	Assistant Professor
Hossam AbdelHadi	haabdelhadi@pnu.edu.sa	Assistant Professor (Visiting Member)
Afnan Alofi	amalofi@pnu.edu.sa	Lecturer
Bashaer Alsulami	bnalsulami@pnu.edu.sa	Lecturer (Scholarship)
Raghad Alsulami	rsalsulami@pnu.edu.sa	Lecturer (Scholarship)
Bashaeer Alqahtani	baalqahtani@pnu.edu.sa	Lecturer (Scholarship)
Sara Alzahrani	sasalzahrani@pnu.edu.sa	Lecturer
Communication Engineering Program		
Name	**e-mail**	**Degree**
Lamia Osman	lowidaa@pnu.edu.sa	Assistant Professor
Heba Hassanein	hegmohamed@pnu.edu.sa	Assistant Professor
Yazan Allawi	YMAllawi@pnu.edu.sa	Assistant Professor
Nouf Ismail	naasmail@pnu.edu.sa	Assistant Professor
Malak Nayazi	mhneyazi@pnu.edu.sa	Teaching Assistant (Scholarship)
Najla Aljuaid	nmaljuaid@pnu.edu.sa	Teaching Assistant (Scholarship)
Rose Alaslani	rnalaslani@pnu.edu.sa	Teaching Assistant

8. SCIENTIFIC RESEARCH

Faculty undertaking research should do so in a manner consistent with professional honesty and within the public interest. Research should be designed to enhance knowledge in a particular field and should demonstrate sound methodology, accuracy and factual integrity of the data. The research should be indexed in the International Scientific Indexing (ISI) databases. According to the Saudi Law of Ethics of Research on Living Creatures, PNU is responsible for any research conducted therein and shall, through a local ethics committee (IRB). A faculty member must obtain formal approval from the university before proceeding with any major collaborative research with a laboratory or research group at another institution.

8.1. College Of Engineering Research and Innovation Centre CERIC

We are A world class Research Centre to promote our College of Engineering research in the area of Electric, Industrial and Biomedical Engineering. For more information about CERIC (click here).

8.1.1. CERIC Vision

To be recognized as a premier academic research center that provides national and international excellence and leadership in engineering research, applications and research activities.

8.1.2. CERIC Mission

To offer an encouraged research environment that enables the academic staff as well as research students for effective contribution for scientific research, invention and knowledge transfer in order to serve the Saudi economic and society.

8.1.3. CERIC Values

- Quality.
- Excellence.
- Integrity.
- Cooperation.

8.1.4. CERIC Objectives

- Encourage scientific engineering research at PNU through funding research projects as well as attracting other privately or publicly funded research projects.
- Link scientific research with PNU objectives, community needs and national development plans.
- Encourage applied research topics/areas that target employability.
- Attract distinguished academic scholars by providing an attractive and stimulating environment and apply inceptives to support excellence and innovation for researchers.
- Encourage research excellence of international output quality.
- Enhance research quality providing an attractive and stimulating appropriate training packages for staff and researchers.
- Encourage effective contribution in national and international research events and conferences.

8.1.5. CERIC Committees

- Scientific research committee and ethics.
- Committee internal and international cooperation.
- Scientific journal committee.
- Conference organizing committee.

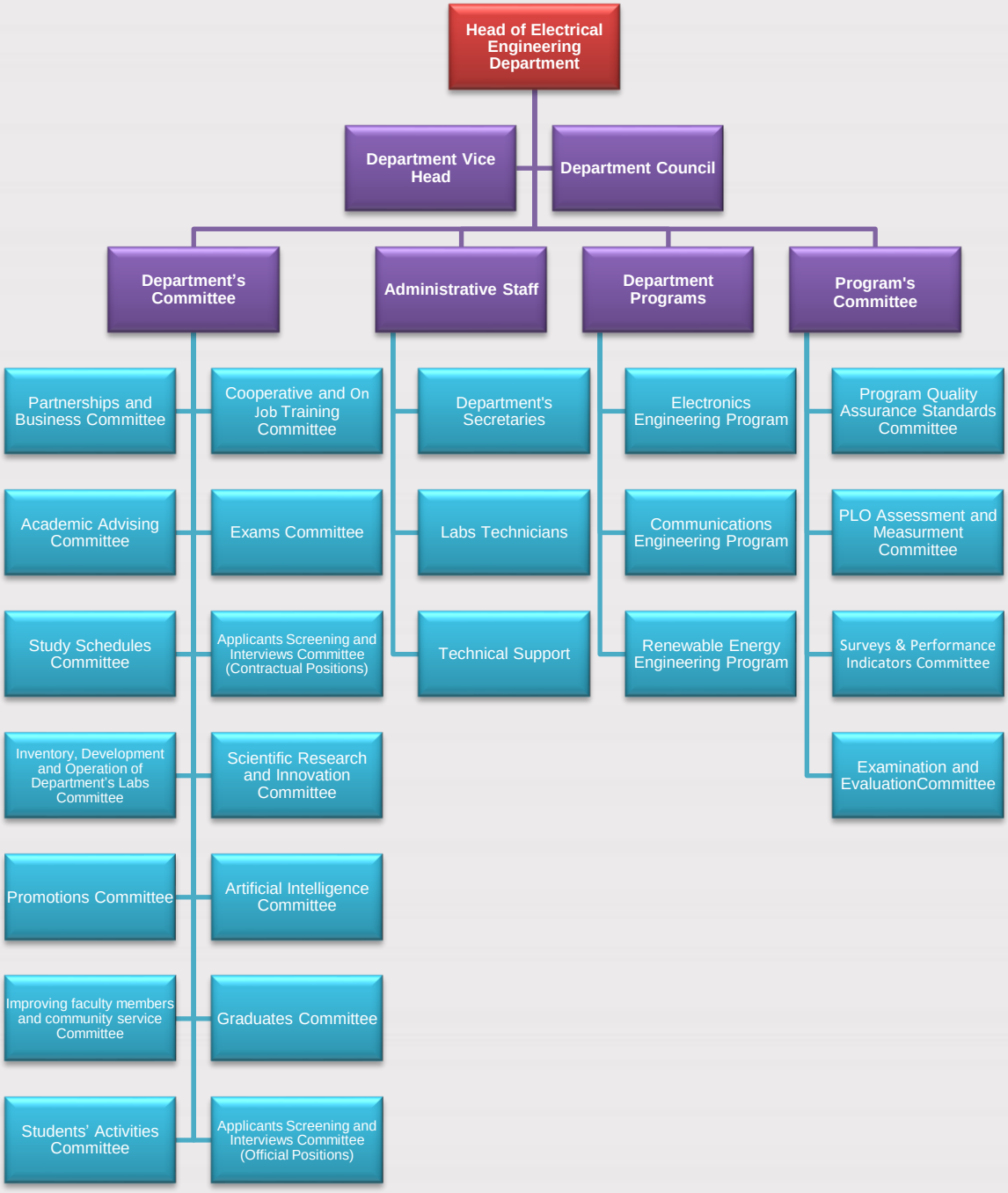
- Training sessions committee.
- Scientific society committee.

8.1.6. CERIC Groups

- Technology for a sustainable environment.
- Energy generation.
- Design and analysis of electromechanical systems.
- Robotic systems.

9. COMMITTEES' STRUCTURE AND TASKS

9.1. Structure



9.2. Department Committees Tasks for the Academic year 2023/2024

Committee's name	Committee's Tasks
Academic Advising Committee	▪ Determining the academic advisor for each department's student and preparing advising lists at the beginning of the semester. ▪ Advising and guiding students in all academic affairs, including preparing schedules, exams, failure follow-up, etc. ▪ Mentoring struggling students and lifting all necessary for them. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Study Schedules Committee	▪ Preparing study schedules for Electrical Engineering Department programs before the beginning of semester. ▪ Preparing labs schedules for Electrical Engineering Department before the beginning of semester. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Exams Committee	▪ Preparing midterm and final exams schedules for the Electrical Engineering Department programs. ▪ Preparing monitoring schedules for midterm and final exams of the Electrical Engineering Department programs. ▪ Scheduling of printing exams papers for midterm and final exams and ensuring faculties' commitment to submitting them at least two days before the exam day. ▪ Delivering the midterm and final exams papers to the assigned faculty members after the end of the exam. ▪ Submitting the committee's works and reports by the end of

	semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Promotions Committee	▪ Receiving promotion application by department's members. ▪ Reviewing the application and ensure that the requirements are completed. ▪ Submission the application to the Department and follow-up it during the Department Council. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Students' Activities Committee	▪ Following the students' activities in cooperation with Student Services Unit in College of Engineering. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Scientific Research and Innovation Committee	▪ Collecting the scientific production of department's members in coordination with College of Engineering Research and Innovation Centre CERIC. ▪ Motivating faculty members to publish scientific research that meets the labor market needs in coordination with CERIC. ▪ Strengthen the research skills of the department's members by conducting specialized courses and lectures in coordination with CERIC. ▪ Identification the quotations in scientific research for each department's members. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.

Cooperative and On Job Training Committee	▪ Communicating with various entities to provide training opportunities for students of Electrical Engineering Department. ▪ Collecting the information of training entities and the number of trainees students. ▪ Conducting introductory meetings of the training programs for Electrical Engineering Department students. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Graduates Committee	▪ Creating databases of graduates and employers that includes their information and communication methods in coordination with the graduate's unit in College of Engineering. ▪ Following the staff and non-staff graduates in coordination with the graduate's unit in College of Engineering. ▪ Collecting the responses of employer satisfaction surveys and providing them to the Questionnaires and Performance Indicators Committee in College of Engineering. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Improving faculty members and community service Committee	▪ Identifying the training needs to develop the department's faculty members. ▪ Organizing lectures and workshops for faculty members in coordination with the department. ▪ Preparing a community service plan for faculty members in coordination with the department and the service unit in College of Engineering. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.

Applicants Screening and Interviews Committee (Contractual Positions)	▪ Determining the need of academic positions including professors, associate professors, assistant professors, teaching assistant and laboratory technicians. ▪ Reviewing the job applications of Electrical Engineering Department and submitting the required reports. ▪ Preparing and conducting job interviews for candidates. ▪ Filling all forms and files related to recruitment, acquisition and secondment. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Partnerships and Business Committee	▪ Seeking partnerships that enrich the department and its programs. ▪ Communicate and coordinate with partnership representatives. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Applicants Screening and Interviews Committee (Official Positions)	▪ Reviewing and screening the job applications for (teaching assistant and lecturer) jobs. ▪ Preparing and conducting job interviews for candidates. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Artificial Intelligence Committee	▪ Develop a preliminary vision for how artificial intelligence (AI) can be included in each program. ▪ Providing reference studies for used technologies in similar programs at other universities locally and internationally. ▪ Develop a plan to include AI in department's programs, whether in selected courses or in new courses, or cancel/amend some courses to keep pace with global AI used.

	▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.
Inventory, Development and Operation of Department's Labs Committee	▪ Listing laboratory fittings and fixtures, including machines, equipment, and furniture assets. ▪ Filling the laboratories forms according to the comprehensive guide for inventorying and evaluating the assets of government agencies. ▪ Coordination with assigned entities at the university to fulfill the requirements for inventory, development and operation of laboratories. ▪ Monitoring the implementation of health and safety requirements in preparing laboratories. ▪ Submitting the committee's works and reports by the end of semester to the department's head. ▪ Archiving all the committee's work, minutes, and reports on an electronic cloud and sharing them with the department's head.

10. FACULTY DEVELOPMENT

10.1. Faculty Training Courses and Workshops

The University encourages its faculty members to participate in high-quality conferences. In order to become a truly great teacher, one must go beyond the textbook and attend workshops and ongoing education courses to truly master the practice. To do this, faculty must continue their education. There are conferences, workshops, and continuing education that could give the faculty that extra help in technology for the students.

A faculty member may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

- There should be a relationship between the subject of the conference or the seminar and the specialization of the faculty member or the actual responsibilities of her work.
- The participation in conferences and seminars that take place within the Kingdom are on the recommendation of the relevant Department and College Council and the approval of the Rector.
- The participation in conferences and seminars held outside the Kingdom has the approval of the University Council on the recommendation of the Department and College Council and the support of the Rector.
- The University Council has an established regulations and procedures for attending conferences and seminars on the recommendation of the Scientific Council that are updated annually.
- The participant in the conference or seminar shall submit a report on that.

For more information about available training courses and how to registration (click here).

10.2. Faculty Benefits and Awards

The University grants several annual awards to faculty members who have achieved excellence in teaching, research, and community services.

The awards are the Distinguished Teaching award, research award, and publication financial benefits that were both awarded by the vice rectorate of higher education and scientific research. These academic awards foster an environment in which significant and meaningful academic life can develop.

11. FACULTY PROMOTION PROCESS

The main objective of the faculty promotion procedures is to promote academic excellence in the University. To achieve this goal, the University has established the Scientific Council which is under the vice rectorate of postgraduate studies and scientific research. For more information (click here).

11.1. Promotion Requirements:

In order to apply for promotion from the rank of Assistant Professor to the rank of Associate Professor, it is required:

-To have a minimum of four years of work experience as an Associate Professor at a Saudi university or another accredited university, provided that the period of service in Saudi universities shall not be less than one year.

To have completed the minimum scientific production that required for promotion, in accordance with the provisions of Article 32 of the Regulations.

The scientific production he has submitted has been published or ready to be published, during his tenure as Associate Professor.

11.2. Promotion Process:

The faculty member shall submit an application for promotion to the relevant Department Council and it shall include the following:

- Statement of her scientific and functional qualifications and her career progression.
- Statement of her teaching activities.
- Statement of her activities in the service of both university and community.
- She should submit at least five copies of the scientific production for promotion application, in addition to the data to describe them as well.
- She should provide any additional information to support the promotion application.
- She should provide any other information or documents requested by the Department Council, the College Council, or the Scientific Council.
- The efforts of the faculty member, who submitted (her application) for promotion, are evaluated on the basis of one hundred points (100), divided as follows:
- Sixty Points for scientific production.
- Twenty-five points for the teaching.
- Fifteen points for the university and community services.

The University Council sets standards for evaluation of participation in teaching and serving the university and community upon the recommendation of the Scientific Council.

12. FACULTY PERFORMANCE EVALUATION

The performance of the faculty is continually monitored to ensure effective delivery of high quality administrative and academic duties. This is accomplished by clear faculty evaluation policies. Specific forms for evaluation of staff member by their heads are used, whose domains include efficiency as an educator, research contribution, and community services. In addition, students evaluate the staff via specific form. The research activities

of staff members are regularly evaluated.

Faculty performance evaluations are conducted annually by the head of the department to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development; and to obtain information relevant to contract renewal, promotion, and termination, awards for teaching, research and advising. The evaluation contains two main parts, which are goals and competences, for each part 50% of the evaluation.

The results of the evaluation are sent to each faculty discretely via E-mail at the end of each academic year. Heads of the departments discuss the results of the evaluation with low performing faculty to guide them to improve their performance, by directing them to the appropriate way for effectively developing their academic, administrative and/or research skills through attending the workshops offered freely by the faculty development unit or also by different Vice-Rectorates and Deanships of the University.

13. FACILITIES AND SERVICES

Electrical Engineering Department is located in the College of Engineering, in the campus of Princess Nourah bint Abdulrahman University at the Station (A7). It includes fully equipped halls, scientific seminars, Auditoriums and specialized laboratories, in addition to spaces for group working. The college's library also provides study rooms for students and other Facilities as shown below:

13.1. Library

- **Central University Library**

  The central library is one of the main landmarks in Princess Nourah Bint Abdulrahman University. It was designed perfectly to clearly express the beauty of the Arabian Heritage. It occupies an area of (38523 square meters). Also, it contains a digital system for keeping and storing books. It has a capacity of five million books. This digital system is designed to bring the requested book to the client in less than 9 minutes. It also has the capability of bringing down almost 1500 books an hour. For mor information about Central University Library Services (click here).

- **Engineering College Library**

  The College of Engineering library has a number of engineering references and books (1026 books). Faculty members and students can borrow books and scientific references. Also, there are 4 computers supported by research software. For more information (click here).

13.2. Classrooms

All classrooms are equipped with 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.

13.3. Laboratories

The Department of Electrical Engineering has eight specialized laboratories to teach practical courses and apply the research and engineering projects as below. For more information, check the Department's Laboratories Guidebook (click here).

- **Communications Systems and Communications Networks Laboratory (1.601A)**

  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Communications Systems course, and the Communications Networks course.

- **Industrial electronics, solar cell, and nanotechnology laboratory (1.601B)**

  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the industrial electronics course, the solar cells course, and the nanotechnology course.

- **Antennas Laboratory and Electromagnetic Waves Laboratory (1.601C)**
  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Antennas course and Electromagnetic Waves course.

- **Electrical Circuits and Measurements Laboratory (1.602A)**

  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Electric Circuits 1 (ECE 210) course, and Electric Circuits 2 (ECE 211) course.

- **Electronics Laboratory (1.602B)**
  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Electronics 1 (ECE 241) course, and Electronics 1 (ECE 241) course.

- **Digital Design and Computer Architecture Laboratory (1.602C)**
  This laboratory is located on the first floor of the College of Engineering and specializes in teaching Digital Logic Circuit Design course, and Computer Architecture course.

- **Advanced Technology Laboratory (1.604A)**

  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Advanced Technology course.

- **Optical Electronics Laboratory (1.604B)**
  This laboratory is located on the first floor of the College of Engineering and specializes in teaching the Electric Circuits 1 (ECE 210) course, and Electric Circuits 2 (ECE 211) course.

13.4. Prayer Rooms

The university has accessible Mosques and prayer rooms all over the vicinity. There are the prayers room in the College of Engineering, which are located on

each floor of college building.

13.5. Learning Management System (LMS) Blackboard

Blackboard is an innovative learning management system used by the College of Engineering to conduct courses as supplemental to classroom didactics. It is an online platform utilizing the internet where students can access learning from anywhere using the blackboard's suite of tools**.**

13.6. Center, Conference halls and meeting rooms

Provisions for conferences and meetings for both large and small groups are available within the college building. These are equipped with state-of-the-art technologies and are designed for comfort and work safety. For instance, there is a meetings room with all required services for small department meetings as well as a college convention hall that can accommodate the department's huge events.

13.7. Faculty Suite

The College provides offices with miscellaneous rooms like pantry, washrooms, and consultation areas for the faculty members located at the college building.

14. CONTACT DEPARTMENT OF ELECTRICAL ENGINEERING

- College of Engineering.
- Building Number: 150.
- Train Station: A7.
- Department Floor: First floor.
- College Location on Google map (click here).
- Phone of Department of Electrical Engineering: 01182-37819.
- Email: cen-ee@pnu.edu.sa