COLLEGE OF PHARMACY
Faculty Manual
2023

Princess Nourah bint
Abdulrahman University

TABLE OF CONTENT

SECTION I – OVERVIEW

1. Definitions

1.1. Course Portfolio

Its Electronic folder include: (CV course instructor, course specification, syllabus, teaching material, assessment tool, exam reports, course report, assessment of instructor (s) questionnaire, and course assessment report).

1.2. Course Specification

Course specifications is for each course in a program. The purpose is to make clear the details of planning for the course as part of the package of arrangements to achieve the intended learning outcomes of the program as a whole. Consequently, course specifications should include the learning outcomes required for students to achieve from that course according to the national qualification framework (NQF), the strategies for teaching and assessment in sufficient detail to guide individual instructors. Course learning outcomes, teaching strategies, and teaching methods are should be aligned and filled in the NCAAA Course specification form.

1.3. Course Report

Course report to be provided for each course in the program. The purpose is to document compliance with the course objectives and strategies mentioned in the course specification. This report will include student's results distribution, assessment methods used for achieving learning outcomes and recommendation regarding resources, tools and strategies for Course improvement.

1.4. Exam Report

A written report that documents each exam students results including a total number of students attended or absent stating the percentage of grades distribution between A and F

1.5. Lab Assessor
Faculty member who's responsible for participating in the lab activity in order to evaluate students individually or in groups.

1.6. Lab Instructor
Faculty member who's responsible for preparing and providing lab lecture and lab activities.

2. Welcome Massage

Welcome to the College of Pharmacy at Princess Nourah bint Abdurahman University. We are delighted to have another excellent faculty joining our growing college. In our College we have up to 70 faculty members who facilitate the growth and development of around 400 students annually.

This manual is intended to provide faculties with a general understanding of some of the college's policies, facilities and faculty responsibilities. It is not an employment contract or a legal document. The information in this manual should be helpful in familiarizing faculty with the college and it is updated annually.

3. College of Pharmacy Vision and Mission

Our Vision	Our Mission
To be a pioneer in pharmacy education and research to improve healthcare practice in Saudi Arabia and the world.	To develop distinguished pharmacists who lead the profession and improve the health of the community.
Our Values	
We uphold the values of *integrity*, *professionalism*, and *loyalty* in our actions as individuals and as College. We seek and value *collaboration* throughout all that we do We are committed to *excellence* in all that we do. We foster a *commitment to quality* and create a culture where continuous quality improvement and excellence is at the forefront of what we do.	

4. Dean's Word

Dear Colleague

Welcome to the College of Pharmacy at Princess Nourah bint Abdulrahman University, which is proud to be part of a system that leads the women empowerment in the Kingdom of Saudi Arabia. As stated in our vision we as academic organization obligated our self to excellence in education, research and community service.

In line with the university's vision to raise the quality of education outputs, the College of Pharmacy seeks to keep up with the global development in pharmaceutical education. We as well here in the college of Pharmacy believe in the importance of scientific research and its role in developing society, thereby, we are seeking to create a supportive academic environment to encourage the contribution in research and innovation to ensure scientific and professional excellence.

As stated in our values, every colleague in the college is expected to meet our core values as encouraged daily practice that is leading all our processes.

As new faculty member, this manual was prepared especially for you as starting up guide to provide you with basic knowledge and understanding about the general guide for the practices in our college.

Again, welcome, we are happy to have you.
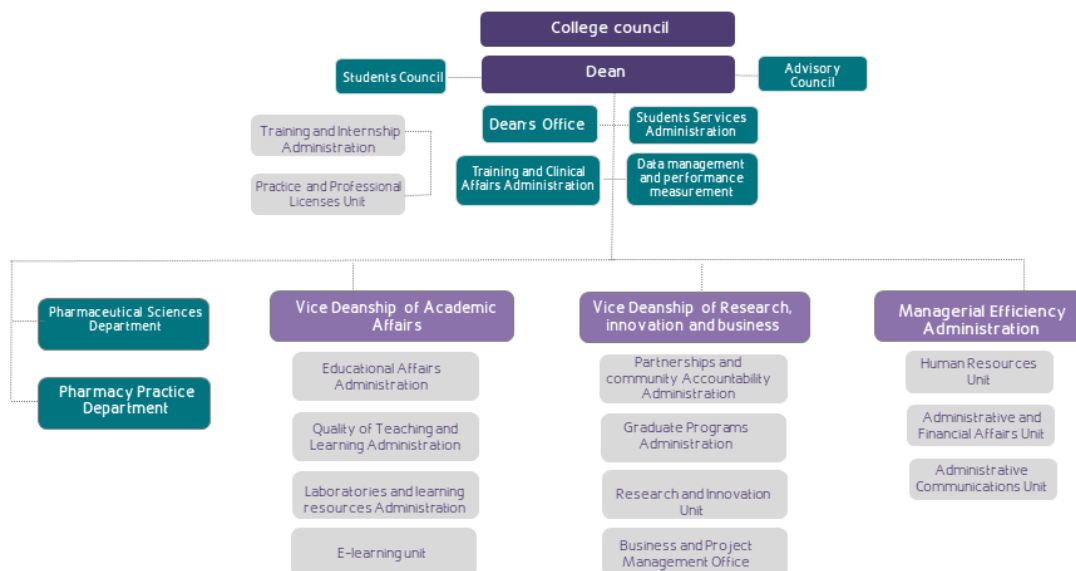
Dr Najla A. Altwaijry

Dean of the College of Pharmacy

5. College Organizational Structure

The following chart describes the formal arrangement and hierarchy of work positions within an organization. It identifies and shows divisions of work, supervisory relationships, communication channels, major subunits, and levels of management who make up the University.

Princess Nourah bint Abdulrahman University
College Of Pharmacy

VISION 2030
KINGDOM OF SAUDI ARABIA

Organizational Structure
of the College of Pharmacy

College council

Students Council — Dean — Advisory Council

Dean's Office — Students Services Administration

Training and Internship Administration

Training and Clinical Affairs Administration — Data management and performance measurement

Practice and Professional Licenses Unit

Pharmaceutical Sciences Department

Pharmacy Practice Department

Vice Deanship of Academic Affairs
- Educational Affairs Administration
- Quality of Teaching and Learning Administration
- Laboratories and learning resources Administration
- E-learning unit

Vice Deanship of Research, innovation and business
- Partnerships and community Accountability Administration
- Graduate Programs Administration
- Research and Innovation Unit
- Business and Project Management Office

Managerial Efficiency Administration
- Human Resources Unit
- Administrative and Financial Affairs Unit
- Administrative Communications Unit

6. Communications

We understand that constant communication is the key to success in any organization. This section contains information on the services that are essential to effective communication that are helpful to any faculty including emails and offices' extensions information.

PNU Emails are the official means of communication between students and faculty, between faculty themselves and/or administration at PNU. It is expected that all official communication will be through PNU email address. Upon joining the University, each employee will be

provided with a personal PNU email account after filling the required form and sent to the faculty department office. College email list is [linked here](#).

In addition, the college have established **a shared folder** for all the academic and administrative staff that includes all the required forms that you might need during your work such as quality forms, examination forms, etc. All academic and administration staff should have this shared folder in their VDI desktop. If you face any difficulties accessing/ uploading this folder, please contact your department. [Explanation Link](#)

6.1. Faculties and Students

The college have academic staff with different academic ranking including Professor, Associate Professor, Assistant Professor, Lecturer and Teaching Assistant. The college currently have about 50 highly qualified and experienced multinational professionals.

Most students at Pharmacy College are Saudis. However, the University offers opportunities for quite a good number of non-Saudi students of high caliber to pursue undergraduate studies. All new students are enrolled initially in the Health Foundation Year Program where they study English, Mathematics, Chemistry, Biological and Physical Sciences and Study Skills. Students do not pay tuition fees for undergraduate programs. The total number of students enrolled annually to college ranges from 70-120 students. The ratio of faculty to students is about 1:7.

SECTION II - FACULTY RIGHTS, RESPONSIBILITY AND DUTIES

In alignment with PNU goals for continuous excellence in teaching, research and intellectual leadership, and in developing new knowledge and disseminating it. The University has developed policies delineating the faculty's responsibilities in three distinct areas of scholarly engagement, namely: teaching, research, university and public services.

As members of academia and the broader public community, the faculty have the obligatory duties of serving as scholars pursuing the search for knowledge and its free exposition, as teachers instructing and educating students, and as professionals contributing special knowledge and skills to the community through public service. In performing these duties, faculty members are expected to obey the rules and regulations of the University and, those of the Kingdom of Saudi Arabia and follow the college code of ethics.

1. Teaching and teaching related responsibilities

1.1. Teaching

A faculty member has teaching responsibilities that encompass presenting scientific knowledge accurately and effectively in accordance with the approved course objectives and course outlines. She should make every effort to encourage students to learn to be self-learner through adopting effective teaching methods. Courses 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 academic year evaluated by a peer (preferably same specialty) using the form below; Peer Observation of teaching

In addition, faculty should act as an intellectual guide, counselor, advisor and mentor to their students. She should seek to provide an effective learning and teaching environment for students and avoid any form of discrimination and bias.

Normally, 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 maximum instructional load during the regular semesters depends basically on their academic ranking. 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). However, in case the need for changing classroom for any reasons, you should formally inform the department and academic affair administration.

Faculty members should prepare and post their schedule including the office hours and academic advising hours 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 (study schedule form).

1.2. Classroom Responsibilities

1.2.1 Class Attendance Record

A course instructor should keep a record of class and laboratory attendances of all students. This process is performed electronically through "PANNER9" system. The student **must be notified** and sign on each warning she receive due to absence (Absence warning form)

All students are expected to attend all classes and laboratory sessions. The University enforces a policy on class attendance in which a student will have:

- First warning if students unexcused absence exceeds 10% of the total semester lectures

- Second warning if students exceeds 20% of the total semester lectures

- Deprivation: if students excused/unexcused absences exceed 25% and student will not be allowed to continue a course and take the final examination

- The student grade will be (ح) and notify the department regarding the student status to be approved by the department and college councils.

1.2.2 Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to an emergency situation or an official business trip or assignment or any other unforeseen, unavoidable events. In such cases:

1- Faculty must inform the department of the cancellation with the justification and notify the class students in advance.

2- Submit an electronic leave through the system (TAYSEER)

3- Faculty is responsible for arranging the make-up class by finding an available classroom (through the educational affairs administration) and according to students' schedule.

Make-up classes may need to be substitutes due to inclement weather, special holidays and a change made in the academic calendar under special circumstances.

1.3. Courses

1.3.1 Course Coordinator

Course coordinator is assigned by the Department Chair and she is responsible for insuring the implementation of all the course quality standers and her role is detailed below:

- **Role of course coordinator:**
1- To make sure all the course instructors are using the updated and similar version of course specification by requesting the updated course specification from the department and sending it to all course instructors.
2- To meet with all course instructors to discuss the course timeline, topic distribution, assessment and teaching methods, and grades distribution before starting the course.
3- To make sure each instructor (either internally or externally) is linked to the banner and blackboard.
4- In case part of the course is tough by an external instructor, provide him/her with a blackboard and Banner manuals to make sure they know how to upload materials, grade exam or assignment, enter students' attendance and grades and assist them as required.
5- To fill out the course syllabus including topic distribution, grade distribution (assessment methods and the division of grades including exams and activities).
6- For the external (Male) instructor, the course coordinator needs to send the dates of the lectures (at the beginning of the course) to the department to arrange the booking of suitable classroom and fulfill any other requirement in advance. In addition, the course coordinator needs to be present at the time of the lecture to deal with any technological issues that may face the external instructor.

7- To set up the blackboard (BB) at the beginning of the semester by making sure the templet is added and course syllabus is uploaded for the students.

8- To make sure that all instructors are uploading their lectures in BB.

9- To distribute the course activities and assignments between instructors according to the credit hours assigned for each instructor in the course.

10- To make sure that all instructors are filling the weekly attendance in Banner system, and enter the attendance in Banner for external instructors who have no access.

11- To send students warnings by formal e-mail if she is absent for 10% (1st warning), 20% (2nd warning), and 25% (denied from final exam if she does not have a valid proof). The entire course portfolio needs to be submitted to the requester (department quality coordinator)

12- To coordinate the midterm exams and final exam by creating a blueprint for each exam including at least number of questions per lecture and grades per lecture, course learning outcomes and level of difficulty.

13- Each instructor is responsible for preparing her own exam. However, the instructor who are responsible for writing more than half of the exam questions will be responsible for preparing the exam. Each exam leader will do the following:

   a. Collect exam questions from all course instructors within the designed /specified timeline and arrange them in one format or file. If the exam is electronic all instructors need to add their exam questions in BB.

   b. Make sure that all course instructors fill out the peer evaluation excel sheet for their questions in accordance with the quality assurance policy.

   c. Print the exam papers according to exam policy (list of student's names, exam announcement information, students signing papers and questions papers) for each section. Or create an electronic exam according to the college policy and export it to all sections.

   d. Coordinate exam marking between course instructors based up on their contribution in exam and follow up with them.

   e. Fill out the exam reports and hand them over to the coordinator.

14- Periodically, course instructors need to report all the students' grades, including midterm exams and course activities, from all course instructors in one Excel file and in the BB for students to be completed before the final exam.

15- Enter and submit the final students' grades on the banner.

16- Coordinate filling out the assessments of CLOs excel sheet or in any other quality form as requested by the quality unit in the college between course instructors each based up her/his contribution in the course.

17- At the end of the semester, prepare the course portfolio and hand it over to the department in accordance with the quality assurance policy.

1.3.2 Course Instructor

The course instructor/s is assigned by the Department Chair as co-teaching the course with the course coordinator. There is no relation about the percentage of coverage in the course and your role as coordinator/ instructor. Responsible for gathering the needed documents and information for the course portfolio and for teaching the course material based on the shared course specifications and course outline with detailed role as below:

1- Participate in preparation of the course syllabus and sign it (including determining each topic/lecture, contact hrs./topic, add office hours, marks distribution in midterms, course learning outcomes and activity based on the course specification and in arrangement with other instructors).

2- Share the course syllabus with the students at the first lecture in addition to informing them about attendance and denial policy of the University.

3- Commitment to record attendance and absence of the students in Banner.

4- Commitment to share the lecture materials with students through Blackboard before the lecture date.

5- Commitment to exam preparation based on the **instructor's contribution (teaching load and specialty)** to the course and as agreed with coordinator, this includes:

    a. Prepare exam questions related to their parts.

    b. Commitment to the quality standards of exam questions, aligning with CLOs, level of difficulty as it agreed with the exam blueprint and peer evaluation excel sheet.

    c. Review and approve the final version of the exam.

    d. Participate in preparing exam reports based on the instructor's contribution to the course.

6- Commitment to submit the exam questions and all related forms to the coordinator within the designed time.

7- Commitment to grade and submit the students' marks to the coordinator on time.

8- Participate in assessment of CLOs excel sheet or as requested by quality unit in the college

9- Participate in preparing of course report, portfolio and Jadeer if requested based on the instructor's contribution on the course and as agreed with coordinator.

10- **For external instructors**

   a. The **course specification** will be shared with you at the beginning of the course, and it includes all what you need to know about the course such as topics to be coved, course leaning outcomes (CLOs), references…etc. All course instructors are committed to follow the course specification format (teaching strategies and assessment methods).

   b. The exam questions need to meet certain quality standards and various levels of difficulty. The **exam peer evaluation form** is a simple excel sheet that will guide and help you during preparing for the exam and it required to be filled in and submitted.

   c. In the college, the **assessment is a structured and time-bounded process**, so please make sure to submit the exam questions, grade and submit the student marks for both exams (midterms or final) and activities **on time as requested by the course coordinator**

   d. The **Backboard** is the electronic platform to communicate with students so all your lecture materials are required to be uploaded for them in the BB, also you can share announcements with all students regarding the lecture, marks and other. Here is a quick start guide, if you need any further help with BB, please contact the course coordinator.

1.3.3 Course Management

Instructors are fully responsible for the administration of all course work which includes preparation of lecture notes, distribution of notes and other reading materials, preparation of homework or other assignments for the students and their grading, prepare and grade the exams and submit the final grades to the banner system.

At the end of each semester, Course Coordinator should submit the full course file to the Quality of Teaching and Learning Administration, the submission take place in two forms (through Jadeer system and by OneDrive) within 72h after the end of the final exam and after receiving the course evaluation results. The course file should be delivered electronically (OneDrive) to the quality coordinator in the department and sign for completion after reviewed by the coordinator of the course with the quality coordinator.

For more instruction, please check Course File.

1.4. Academic Advising

(Academic advising is the student's guide to a better academic life)

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. The academic advising unit assign for each group of students an academic advisor from the faculty member.

1.4.1 Responsibilities of the Academic Advisor

- Prepare and welcome new students on the first day in the college and familiarize them with university regulations and laws and the university environment.

- Prepare a special file for each student and explain the university regulations and introduce them to their rights and duties, academic plan and graduation requirements.

- Preparing the student and guiding them in the appropriate courses according to the academic plan and achieving the best scientific outputs.

- Assisting the student in preparing the course schedule in order to complete the graduation requirements, not exceeding the maximum number of years allowed.

- The role of the instructor is not limited to directing the student during the registration period only but extends to follow students who fail to study and help them overcome their mistakes and achieve the desired success.

- To assist students in facing difficulties in cooperation and coordination with the college administration and propose appropriate solutions.

- Effective communication with students, listening to them and engaging them in planning their studies and investing their experiences to be able to overcome the obstacles encountered during their studies.

- The student should be urged to attend a regular meeting/communicate through e-mail with the academic advisor throughout the semester and sign the meeting form.

- Submit   Students follow up report to the academic advising unit within the deadlines.

- For more details on the fundamental of academic advising. check here

1.4.2 Poor Academic Performance (Underachieving students) Committee

In addition to the Academic Advising Unit, there is a special committee in the college (the Underachieving Students' Committee) that includes academic members and a social and psychological counselor to deal with the students' circumstances in private. This committee is linked to a higher committee at the university level to follow up on these students. The faculty discusses the performance of these students in an examination and evaluation committee and the college council.

Functions of the Underachieving Students' Committee
1. Determining the cause(s) underlying poor performance through a meeting with the students (a medical problem, a psychological problem, a social issue, a financial problem, learning difficulties, etc.).
2. Cooperating with the students to develop and implement a plan to address the default and follow up on it.
3. Measuring the effectiveness of the proposed plan and monitoring its implementation by following up on the students' performance.
4. Writing reports on all cases of failure in each semester along with the proposed action plan for each case and sharing these reports with the educational affairs at the college and university level.

How to Determine Underachieving Students?

1. Determining the students who achieved low marks in the semester exams. Each faculty member in each department must provide the Academic Advising Unit with the names of the students who achieved low scores (D or F) in those semester exams. Once those students are identified, the academic guides are informed to meet with the students to discuss the problems that they face in their courses and develop a plan to improve their grades.

2. Determining the claims of poorly performing students on the basis of their GPA:
   a. Female students in the third or fourth level who have a low GPA (3/5) (either a development plan or transfer to another college).
   b. Female students at the fifth level or higher who have a low GPA (3/5) (a development and follow-up plan).

3. Determining the students who have failed in one or more courses each semester (a development and follow-up plan).

4. Determining the students who have moved to a higher academic level with incomplete courses from the lower levels (a development and follow-up plan).

1.5. 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.

1.6. Examinations and Grades

As PNU is changing into paperless university, all the college exams are transformed into electronic using Examsoft. All the instructions related to exams building are clearly stated in [Examsoft faculty manual](#).

Exam preparation flow process

Before the exam:

Each exam within a course goes through the exam peer-review process. The aim of the exam peer-review process is to ensure the quality of the exam. A particular tool is developed by the program (Exam Peer-Review Template) to help guide the process of consistently improving

the quality of exams. The tool represents a blueprint that aims at aligning the review assessment with the CLOs. It also guides the exam structure to include, as appropriate, varied learning levels (e.g. remembering, understanding, analysing, etc..) while balancing the exam questions' suitability with the set time. The peer reviewer who is assigned by the department revises the exam and fills in the required sections in the exam peer-review template. Both the exam and the exam peer review template are submitted to the department for final review and approval of the exam by the head of the department. The process of the exam peer-review has the following stages:

Each department assigns a peer reviewer for each exam based, as much as possible, on the area of expertise (content expert).

- The list of exam instructors and their corresponding peer reviewers is prepared by the department and sent to the faculty members.
- The exam is prepared by the course instructor/s taking into consideration the exam quality measures stated in the exam peer-review template. The course instructor also fills in the sections in the template assigned to him/her.
- The course instructor sends the exam to the peer-reviewer at least one week before the exam date.
- The peer reviewer revises the exam and writes comments about the exam, if any, for the course instructor. The peer reviewer also fills in the particular sections in the template and signs it.
- The instructor reviews the comments/edits and approves or disapproves the changes based on further discussion with the peer reviewer. The peer reviewer needs to collaborate with the course instructor on necessary revision to ensure that the exam questions are clear for assessing the intended learning outcomes and are formatted in compliance with quality standards stated in the template.
- The exam, together, with the exam peer review template are submitted to the department for final revision and approval of the exam by the head of the department.
- The department submits the exam peer review template to the Quality of Teaching and Learning Administration.

*After the exam (*results monitoring and releasing*):*

After conducting the exams, the following steps are applied for students' results monitoring and releasing:

- Students' answers and marks in exams paper are peer-reviewed and rechecked by another faculty member who is assigned by the department to ensure the accuracy of marking and make sure that the assessment criteria are applied consistently by the examiner.

- The instructors download the full grades of the course including all exams and activities (out of 100) from the Blackboard Grade Center. The instructor fills in the grades distribution form and enters the course grades in the faculty academic electronic system (Banner).

- The grade distribution forms and the course result printed from the Banner are rechecked, by the peer-reviewer, against the file downloaded from the Blackboard to ensure that marks are accurately transferred to the Banner.

- The grade distribution forms and the course result printed from the Banner are reviewed once more, by the examination committee.

- The final revision and approval of the students' marks are done by the head of the department before the marks are announced in Banner system.

- After announcement of grades, a student who is not satisfied with her grade has two weeks after receiving the final grade to appeal for grade review. This can be done by filling a request form (Review request Form 9) and sending it to the department responsible for the course.

- After receiving the request form, the department forms a committee (Head of the department, Course instructor, additional instructor from the same specialty, and a member of the examination committee) to review the student grades and give a decision.

- If the decision was no change to the grade, the form is sent to the examination committee to be saved. If there is a change in the student's grade after review, another form is filled by the department (Grade amendment form 10), approved by the college dean and sent to deanship of registration to change the grade.

- Students should be notified by the department about the decision.

At the end of each semester:

- The program committee evaluates the grades distribution of the courses each semester, where they consider the overall results of students at all levels in accordance with the assessment regulations.

- The Quality of Teaching and Learning Administration analyzes the exams peer review sheets and prepares a report, at the end of the semester, that identifies strengths and areas for improvement of the exam peer-review process.

- The committee along with the involvement of an external expert, have the responsibility of confirming all student grades are at the appropriate level. The external expert provides an annual assessment report of the overall performance in the program.

- The program committee review the external expert report and set an improvement plan.

- The plan is monitored and followed up by the program committee and the Quality of Teaching and Learning Administration.

- The analysis, recommendations, and the action plans are also communicated to the departments to participate in the implementation process

1.6.4 Students Fail to Attend Examination

Student should submit the excuse to the instructor immediately upon her return (within 3 days) and fill the required forms in the department secretary office to be reviewed by excuse committee.

If a student misses an examination or test, other than the final with approved excuse, an instructor will arrange for a make-up examination in the week fourteen.

In case of student fails to attend the final examination of a course with approved excuse, a make-up examination will conduct before the end of the semester.

In case of unapproved excuse, student will be given a zero in that examination. In that case, her course grade will be calculated based on her class work and other test scores she earned in the course.

1.6.5 Change of Grade

No grade shall be reviewed or changed after the submission of the final grades to the Deanship of Admissions & Registration without a written request from the course instructor explaining the reasons for the change. Such a request for a grade change must be endorsed by the department head and the dean of the college. The Deanship of Admissions & Registration should be informed of these changes no later than the beginning of the next semester. The corrected grade will appear in the student's record.

1.6.6 Student Request of Reviewing Final Exam Grade

The student who feels strongly that she has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and her instructor are unable to arrive at a mutually agreeable solution, the student may file an official appeal to educational affair in the college, no later than the end of the semester. The department head who offering the course will investigate through committee. The committee will then take appropriate action.

1.7.   Electronic learning (Blackboard)

E-learning services will target students and all the faculty members of Princess Noura 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. Here some of the [Instructions](#) for using Blackboard.

1.8.   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.

6.2. Research

Scientific research is a key element for the continues growth of a faculty member, it should be undertaken in a manner consistent with high ethics 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), ensure that the researcher and research staff comply with controls, procedures and provisions set forth in the Law and its Regulations as well as decisions of the National Committee of BioEthics (NCBE).

A faculty member must obtain formal approval from the department before proceeding with any major collaborative research with a laboratory or research group at another institution.

One of the major components of the research activities of faculty members is their involvement as thesis advisors of graduate students with credit hour counted in their load. Students conduct their research under the supervision of a faculty member who provides the necessary guidance and advice. All thesis or dissertation proposals, which are prepared by graduate students under the guidance of the thesis advisors, must be approved by the graduate committee.

6.3. 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 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.

6.4. Meetings

It is assumed that all faculty members will attend all department meetings and any other meeting scheduled by the Department, Assigned units and committees, College and the University.
Department Council meeting usually scheduled in advance and attendance is mandatory for doctors with the academic position of assistant professor and above, as in the meetings, all-important issues are discussed, and decisions taken based on a majority consensus or vote.

Faculty members are required to participate in the commencement ceremonies and is expected to attend and participate in social events and other activities that contribute to the cultural life of the College and University community.

6.5. 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.

6.6. Faculty Development

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.

- If the participant want to attend any of the workshops/conferences or extra courses inside/outside Kingdom, she need to fill the two forms first: Confirmation form and Registration of a training program form. In addition, provide a copy of the attendance certificate to the department.

6.7.   Quality Assurance

PNU pursuing the attainment of regulatory requirements of the accreditation bodies by setting its own regulatory framework of procedures and policies in the form of this Quality Management System (QMS) which guide all members of the University in achieving its aim of providing high quality academic programs to assure the quality of the internal processes and securing the program in compliance with the prevailing procedures and regulations. This will equip the programs to achieve academic standards recognized both nationally and internationally. The QMS is a dynamic process for ensuring academic standards and quality improvements at PNU and the annual updating of the manual reflects the careful consideration that will be applied by the PNU academic community.

The QMS recognizes that quality assurance procedures and the generation of quality improvements are most effective when operating closest to the point of delivery. All programs and colleges operate within the overall framework of the QMS. The QMS provides the institution with a comprehensive and widely accessible set of policies and regulations establishing the terms of reference and operating procedures for major committees, administrative units and positions within the institution.

To achieve the aim of fully embracing the QMS framework, it is important that all members of PNU take full responsibility for ensuring that they fully align their actions and promote the guiding principles for academic standards and quality as set out in the QMS. It is expected that key members of academic management at PNU and in the colleges will take lead responsibility for promoting and delivering all aspects of the QMS throughout the university.

For more information: QMS 2022-2023

SECTION III - Committees Structures

6.8.   Introduction

The University designates the University Council as responsible for all awards made, and colleges must work within the framework of policies and procedures laid down by the Council and any delegated committee(s) established by Council to act on its behalf.

6.9.   Policy and Procedure

All employees of the University are employees of the Saudi Arabian Government. On that basis, the University acts as an agent of the Government. Saudi faculty recruitment procedures follow the general rules and regulations of the Ministry of the Civil Service in addition to education by-laws. However, foreign faculty contracts are executed between the University and the individual in the role of foreign "contractor", and all such employees are subject to the general laws of the Kingdom.

The information presented is based on the Unified By-Law for Saudi Universities and its implementation by the University authorities and the [Faculty Guidelines](#).

Normally, all the below-mentioned procedures are followed strictly. However, exceptional circumstances that might occur can be discussed directly with the Dean of Faculty & Personnel Affairs.

2.1.   General

The faculty member must have the following traits:

- Honesty and good morals to abide by the regulations, instructions, rules of conduct and ethics, and rise above all that is dishonorable to the job.

- To follow up on what is new in her specialized field, and to contribute through her scientific activity in the development of her specialized field.

- To convey to her students the latest scientific knowledge in her specialized field, to instigate the love and knowledge of science in her students, and to make them think in a scientifically way.

- To participate actively in the work of the Department's Council, in other Councils and committees, in which she shall be a member at the department, college and university level in the community service.

- To dedicate her work for the university, and may not work outside the university unless she has taken the prior approval in accordance with the rules and regulations.

2.2. Dress Code

It is expected from the faculty member to dress properly and professionally. Remember you are representing your college on the campus. All Employees are expected to dress in a clean and neat manner, appropriate for their respective job responsibilities and business environment.

2.3. Attendance

A faculty member is obligated to have a significant presence on campus, to meet classes, to conduct research, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities.

The members of the teaching staff and those who are in a similar capacity shall complete thirty-five working hours per week. It may be raised to forty working hours per week by a decision of the University Council. They shall spend them in teaching, researching, providing academic guidance, working in their office, with scientific committees, or carrying other tasks entrusted to them by the competent authorities at the University.

2.4. Faculty Benefits and Awards

The college grants several annual awards to faculty members who have achieved excellence in teaching, research, and community services. The awards are the Distinguished Teaching award, Academic Advising Award, Distinguished Researcher Award, Supervision Award and others. These academic awards foster an environment in which significant and meaningful academic life can develop. Awarded faculty members usually receive plaques and certificates from the Dean during a convocation ceremony at the end of each academic year.

Other awards are granted by the university such as research award, and publication financial benefits that both awarded by the vice rectorate of higher education and scientific research.

In addition, the university has a reward system for excellence in research following the "[Executive rules for rewarding excellence for faculty members](#)"

2.5. Promotion

The main objective of the faculty promotion procedures is to promote academic excellence in the University. Protection against mediocrity and insignificant contributions to academia are additional goals for practicing such procedures. To achieve these goals, the University has established reputable guidelines that are comparable with governmental and international.

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 Assistant Professor at a Saudi University or other 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 she has submitted has been published or ready to be published during her tenure as an Assistant Professor.

In order to apply for promotion from the rank of Associate Professor to the rank of 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.

2.5.1 Promotion Process

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

1. Statement of her scientific and functional qualifications and her career progression.

2. Statement of her teaching activities.

3. Statement of her activities in the service of both university and community.

4. She should submit at least five copies of the scientific production for promotion application, in addition to the data to describe them as well.

5. She should provide any additional information to support the promotion application.

6. 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 the 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.

2.6. Evaluation of Faculty Performance

Each faculty member will be asked to complete a professional performance file covering special goals that were agreed between the faculty member and the head of the department at the beginning of the academic year. The goals are mainly focus on teaching, research, admin and social service activities. The performance of the staff is submitted to the head of the department at the end of the year. The faculty member will then meet with the head of her department to review accomplishments and to establish goals and objectives for the upcoming evaluation period. In this process, the faculty member updates her professional performance file as appropriate to their particular classification.

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.

2.7.   Holidays, Vacations and Non-Academic Leave

2.7.1 Vacations and Official Holidays

Weekends, which are Fridays and Saturdays in Saudi Arabia.

Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays, are announced by the office of the Rector mentioning the official beginning and end of these two holidays.

The summer vacation of a faculty member is considered as the annual leave. The University Council determines the dates of return of the faculty members, provided that the summer vacation begins only after the completion of the tests and the announcement of the results.

2.7.2 Emergency Leave

An employee may after the approval of her superior, take an emergency fully paid leave for a maximum period of five days during the fiscal year.

2.7.3 Sick Leave

The employee shall be entitled to sick leave in a period of four years not exceeding two years in the following order: six months with full salary, six months with half salary, six months with a quarter salary and six months without salary.

The start of the four years shall start from the beginning of the sick leave, but if the employee suffers from a serious disease determined by the specialized consultant, then she will be entitled to sick leave within four years in the following order: One year with full salary, three months with half the salary, three months with a quarter of salary and six months without salary. It starts from the date of her leave of absence.

2.7.4 Exceptional Leave Without Pay

A decision by the competent minister may grant the employee, for acceptable reasons to the authority, exceptional leave without pay, of not more than one year, within five years, whether for a continuous period or separated periods. The Minister of Civil Service may extend it for a period or periods not exceeding one year. However, the Saudi female employee, who wants to accompany her husband or her legal guardian abroad, is granted, by a decision from the relevant authority, an exceptional leave without pay, to the extent of the duration of the accompaniment and up to a maximum of ten consecutive or separate years throughout her time of employment.

It is permissible to grant a member of the faculty and anyone in a similar capacity by virtue of a decision of the Rector, for reasonable reasons, exceptional leave of no more than six months within three years without pay. The Council of the University may, where necessary, exclude this condition, provided that the leave period does not exceed a year.

2.7.5 Compassionate Leave

The female employee is entitled to full paid leave for the entire waiting period as a widow.

2.7.6 Maternity Leave.

A female employee is entitled to full sixty-day maternity leave.

If a female employee wishes to take care of her child, she may obtain a period or periods of maternity leave of up to three years during her period of service in the State by a quarter of the salary after the end of the maternity leave provided that she wages are not less than One Thousand and Five Hundred riyals per month, according to the following regulations:

- This leave shall be granted to the female employee during the first three years of the child's life.

- The period of leave may be extended but subject to the approval of the entity within the above-mentioned highest limit.

The duration of this leave shall not be less than one semester, and an exception may be granted for this leave for the rest of the semester provided that it is related to the maternity leave

6.10. Academic Calendar

The academic year, consisting of two semesters, normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is an inter semester break between the semesters. Classes begin on the first day(s) of the semester and last for 15 working weeks followed by the final examinations period.

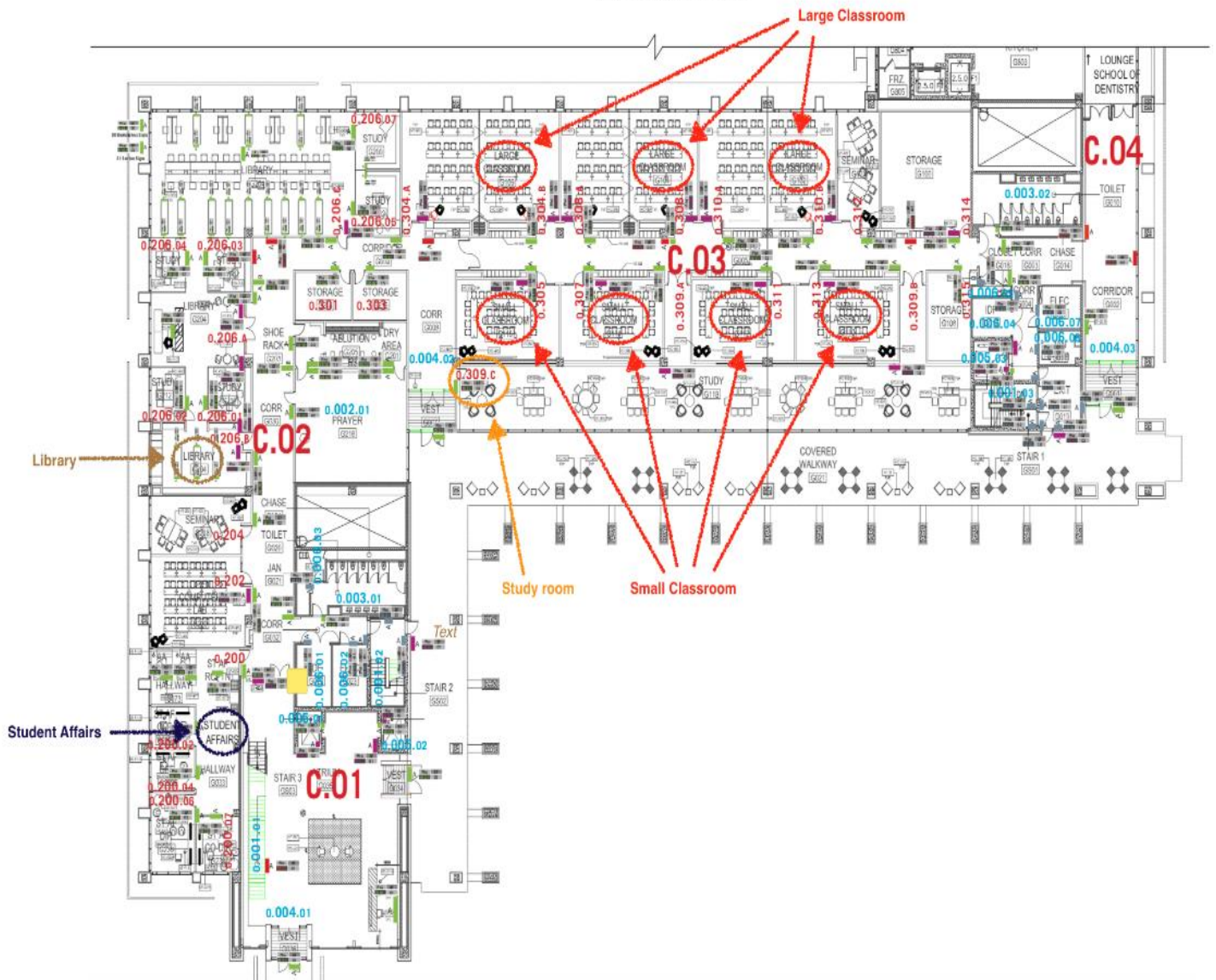# SECTION IV - FACILITIES

6.11.   Campus Map with Train Lines

Note the travel direction for each line
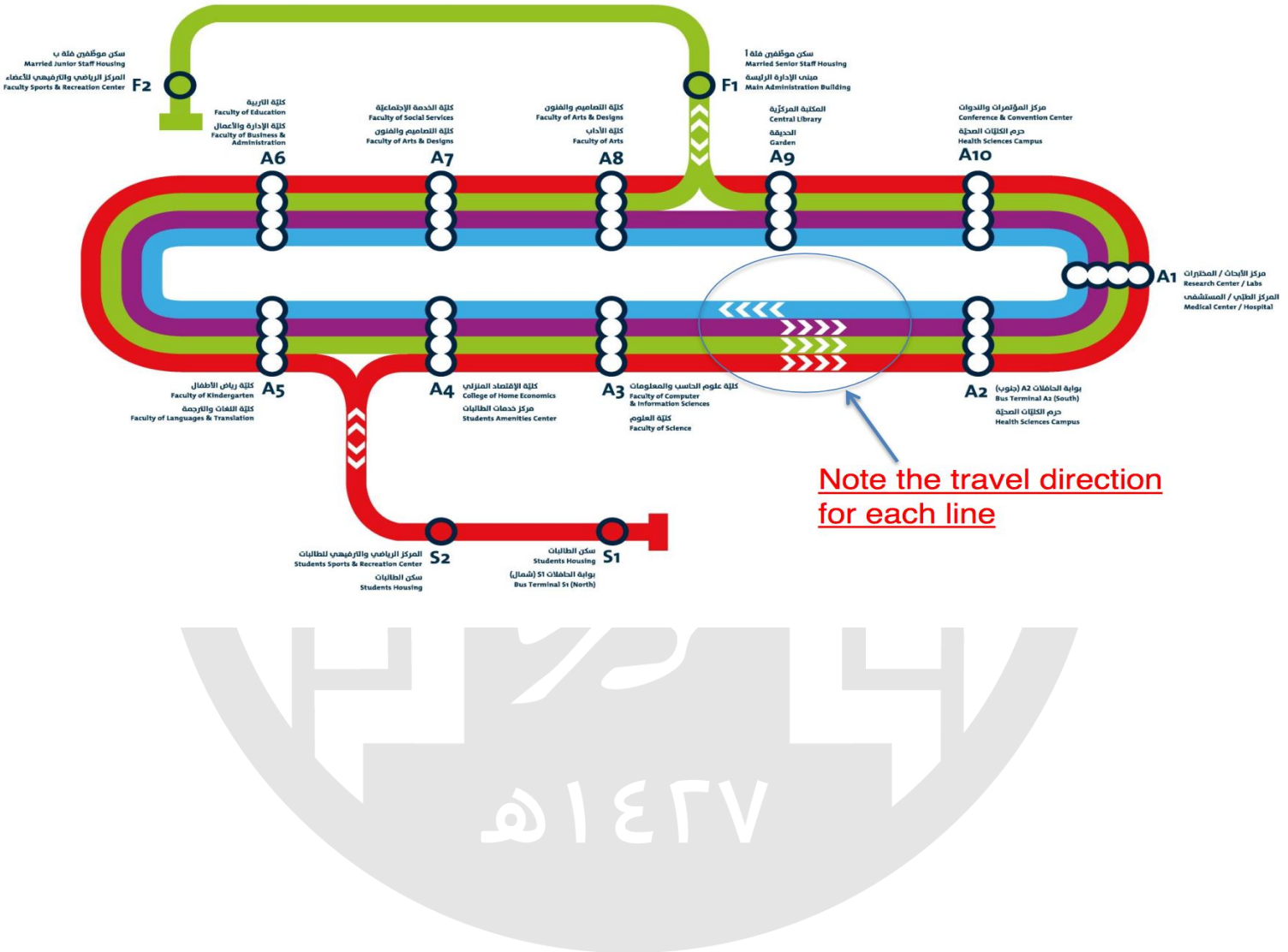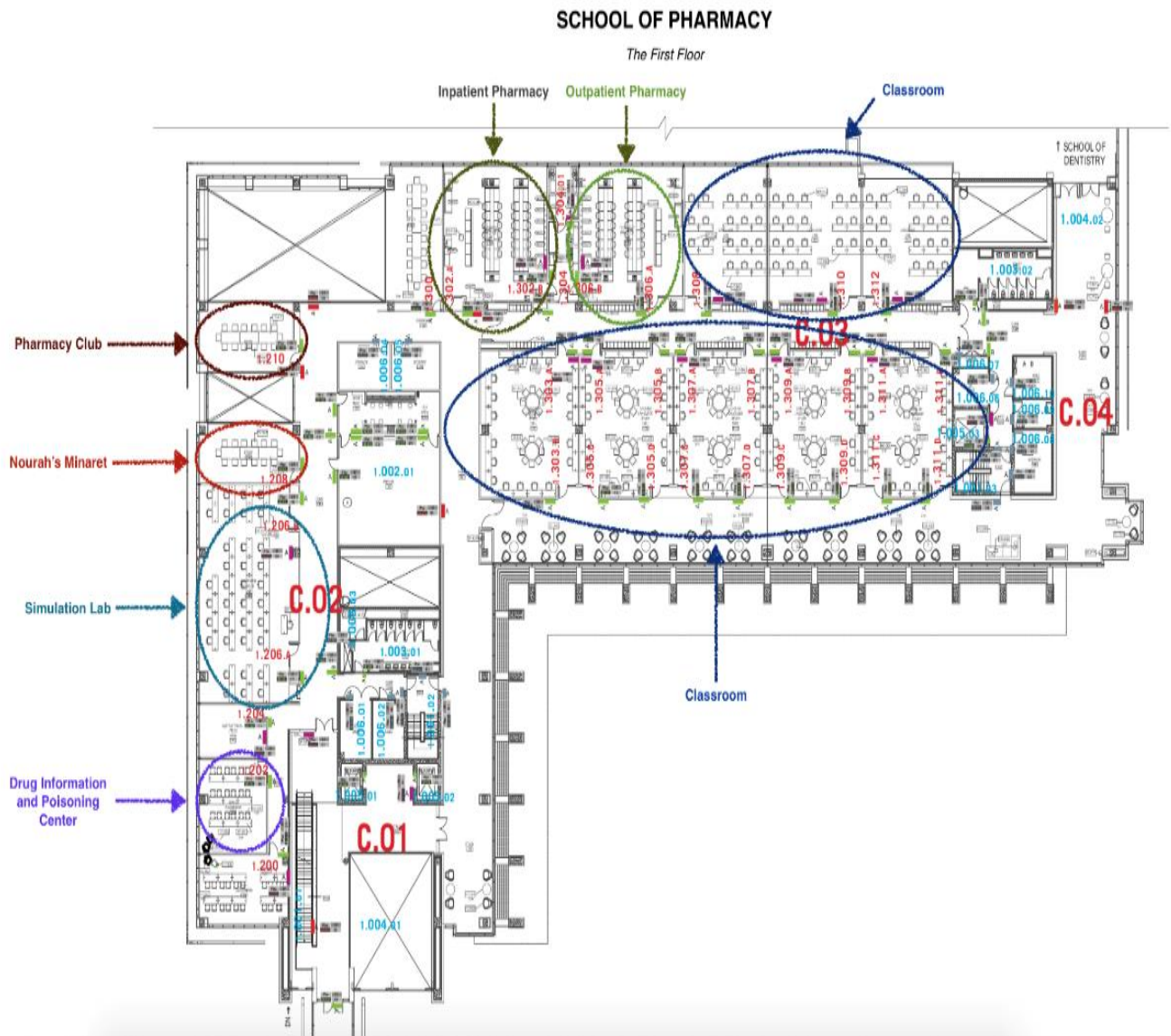
6.12. Floors of Pharmacy College

2.1 Ground Floor of Pharmacy College

SCHOOL OF PHARMACY

The Ground floor

1.2.   First Floor of Pharmacy College

SCHOOL OF PHARMACY

The First Floor

1.3.   Second Floor of Pharmacy College

SCHOOL OF PHARMACY
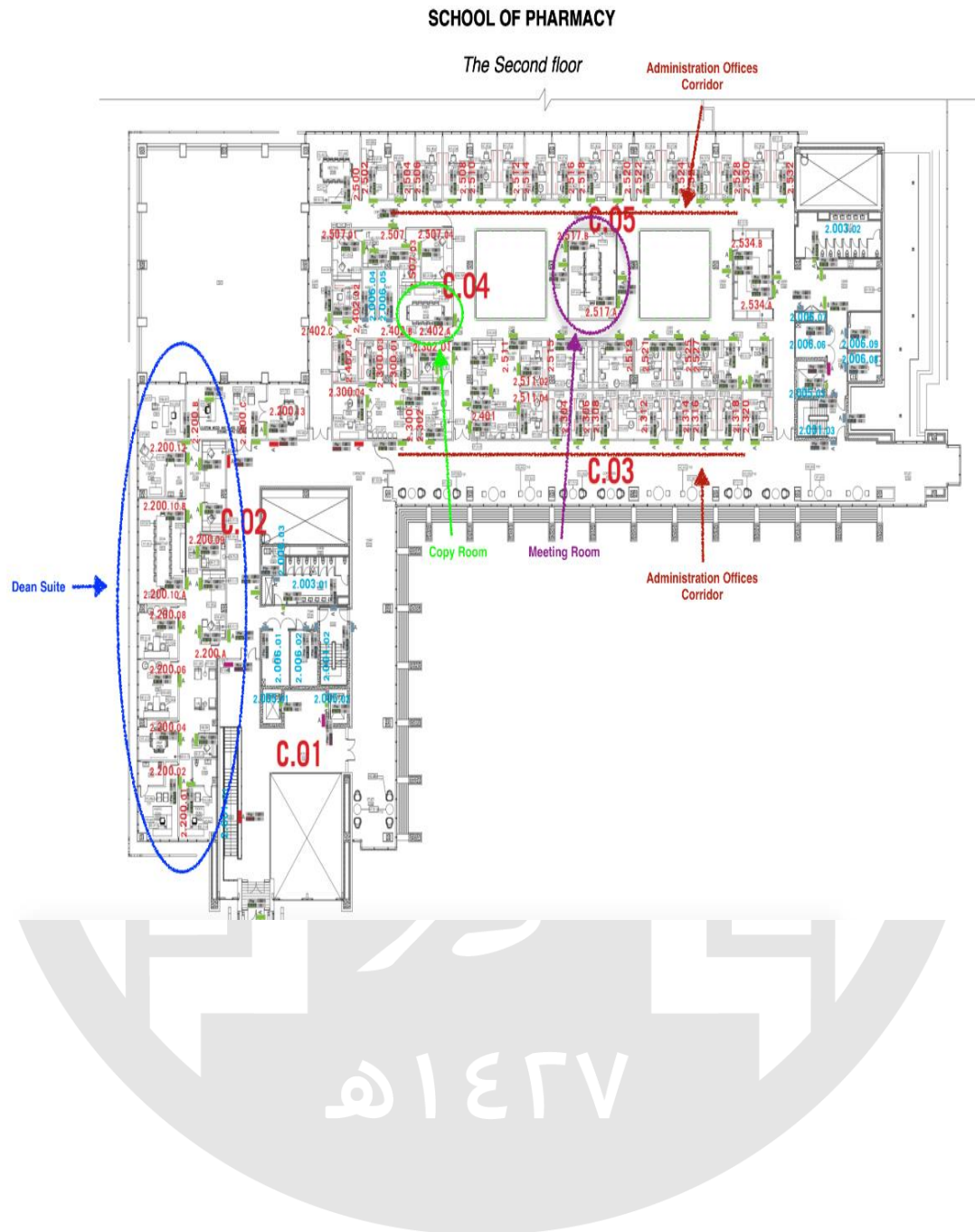
2.4 Third Floor of Pharmacy College

SCHOOL OF PHARMACY
The Third floor
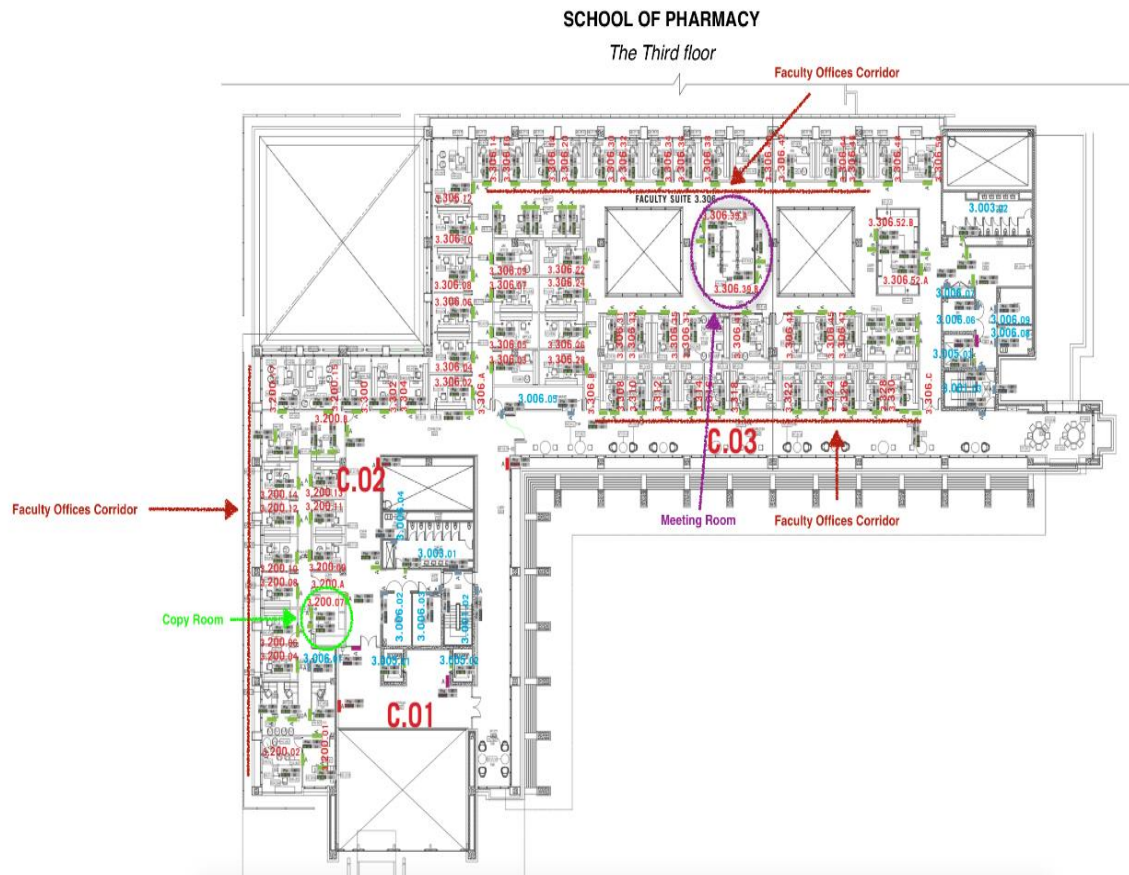
SECTION V – Appendix

1- College of Pharmacy Policy and Procedure Manual
2- PharmD Quality System Manual
3- College of Pharmacy Code of Ethics
4- College of Pharmacy Strategic Plan 2021-2025
5- College of Pharmacy Operation Manual
6- College of Pharmacy Safety and Evacuation Plan 2023