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## Faculty's Right and Duties

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## Faculty Rights, Responsibility and Duties

Aligned with PNU goals for continued excellence in education, research, intellectual leadership, new knowledge development and dissemination, faculty members are required to possess the following attributes:

- ◆ Honest and moral personality that compiles with regulations, instructions, rules of behaviours, and ethics.
- ◆ Keen to participate in continuous learning activities to keep themselves updated on what is new in the specialized field.
- ◆ Keep the students up to date on the latest scientific knowledge in their specialized field and aroused their interest in thinking scientifically.
- ◆ Actively participate in the work of the Departmental Council and committees at the departmental, college and university level in the community service.
- ◆ Dedicate their work to the university and avoid working outside the university unless they obtain official permission.

## Faculty Responsibilities

### 1. Working hours:

As per the decision of the University Council, faculty members and those in a similar capacity should carry out forty hours of work per week. They should spend it on education, research, providing academic advice and attending scientific committees. In addition to other duties assigned to them by the University's relevant authorities.

## **2. Administrative work**

Faculty members play a significant role in conducting the University's policies. Through standing committees established by the College and the University, much of the planning and administration of the University's policies and projects is undertaken. Committees enhance cooperation and sharing of best practices between faculty members and other employees.

The University seeks the greatest possible contribution from the faculties within such committees where they are expected to perform administrative tasks. Those committees are assigned to faculty members by the dean of the college or the head of the department.

Participating in committees either internally or externally is recommended to gain academic accreditation as it demonstrates sharing responsibilities and ownership of quality assurance.

## **3. Academic Advising**

Academic advising is one of the most important university education systems. It is a link between the advisor and the students to direct them to achieve the best on academic achievement. The Academic Counselling Service helps students adapt to the university environment and take advantage of opportunities available to them by providing students 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, supporting and guiding them on how to obtain the services they need. Also, the academic advisor informs the student of the academic challenges that may face, and how to prepare study schedule plans.

## Responsibilities of the Academic Advisor

- The academic advising unit determines for each group of students an academic advisor from the faculty members.
- Welcome new students on the first day in the college, prepare them and introduce them with university rules, policies, and the environment of the university.
- Explain the university regulations and introduce students to their rights and duties, academic plan and graduation requirements.
- Guide students in the appropriate courses according to the academic plan and achieving the best academic outcome.
- Assist students in preparing their academic schedule in order to complete the graduation requirements within the number of years allowed.
- The role of the advisor is not limited to directing the student during the registration period only but extends to following students who fail at any level and helping them to overcome their challenges and achieve the desired success.
- Assist students to overcome the challenges in cooperation and coordination with the college administration to propose appropriate solutions.
- Communicate effectively with students by listening, engaging in planning their studies, and investing their experiences to be able to overcome the obstacles encountered during their studies.
- Urge the student to attend regular meetings with the academic advisor and communicate through e-mail throughout the semester.
- Cooperate and submit students' follow up reports to the academic guidance unit within the deadlines.
- For more information on the fundamental of academic advising, please contact the adviser committee in your department.

## **4. Meetings**

It is assumed that all faculty members attend all departmental meetings and any other meetings scheduled by the department, assigned units, committees, college and the university.

Meetings of the Department Council are typically scheduled in advance. Faculty members who are assistant professors or of higher ranks are required to attend the Department Council, where important topics are discussed, and decisions are made by majority vote or consensus.

Additionally, faculty members are required to attend the graduation ceremonies. They are also expected to participate in social events and other activities that enrich the university community's cultural life.

## **5. Policy and Procedure**

Saudi faculty members are government employees. Therefore, the university represents the government as an agent. In addition to university policy, hiring of Saudi faculty members abides by the general laws and regulations of the Ministry of Civil Service. However, non-Saudi faculty members have contracts in place with the university in their capacity as foreign contractors. Both Saudi and non-Saudi faculty members are employees who are bound by Saudi Arabia's general laws.

## **Communications**

Constant communication is the secret to success in any organization. This section includes details on the services that are necessary for efficient communication for faculty members, such as email addresses and information on office hours.

PNU emails are the official form of communication for the university's administration, staff members, and students. Each employee who joins the university receives a personal PNU email address. It is expected for all official communication to be through the PNU email addresses.

## **Faculties and Students**

The College of Health and Rehabilitation Sciences has academic staff with different academic rankings including professors, Associate professors, Assistant professors, Lecturers and Teaching Assistants.

## 1. Faculty Portfolio

Creating personal electronic portfolio is the responsibility of each faculty member. The portfolio may contain the following: evidence of teaching duties, community services, conference attendance, conference participation, ongoing research, published research, training attendance, updated CV, as well as any administration assignments; such as college committees and units. Faculty portfolio should be shared with the department chair, in order to be used for faculty's evaluation. Click here to know [how to create your own portfolio](#).

## 2. Faculty Development

The university encourages faculty members to participate in well-known academic conferences. Furthermore, they are encouraged to attend and participate in workshops, and continues education activities to improve faculty's' teaching strategies.

Faculty members may attend and participate in conferences and seminars inside or outside the Kingdom of Saudi Arabia in accordance with the following regulations:

- ◆ The subject of the conference or seminar must be related to the faculty member speciality or responsibilities.

- ◆ Application form must be filled by applicant for attending workshop/ conference inside or outside the Kingdom of Saudi Arabia.

- ◆ Recommendation of the relevant Department and College Councils, and Rector approval must be obtained prior participation in conferences and seminars placed in the Kingdom of Saudi Arabia.

- ◆ Approval of University Council based on the recommendation of the relevant Department and College Councils, and support of the Rector, must be obtained prior participation in conferences and seminars placed outside the Kingdom of Saudi Arabia.

- ◆ Regulations and procedures for attending conferences and seminars are updated annually based on the recommendation of the University Scientific Council.

- ◆ A participation report, and a copy of attendance certificate shall be submitted to the department following the attendance/participation of conference or seminar.



# Teaching and Service

## 1. Teaching principles

The faculty's teaching responsibility is to present scientific knowledge accurately and effectively in accordance with the approved course objectives and course outlines. Course objectives should be shared with students at the beginning of each course, and fulfilled throughout the course. Students must be encouraged to self-learn by implementing effective teaching methods.

In addition, faculty should act as intellectual guides, counsellors, advisors and mentors to their students and avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment.

## 2. Teaching load:

The department head assigns the teaching load, academic advising, and other teaching-related tasks to faculty members, all of which vary from semester to semester depending on the departmental requirements and university policies.

Mainly, the faculty member's maximum instructional load during the regular semesters depends basically on their academic ranking.

The distribution of loads is as follows:

1. 10 teaching units per semester for a Professor
2. 12 teaching units per semester for an Associate Professor
3. 14 teaching units per semester for an Assistant Professor
4. 16 teaching units per semester for lecturers and teaching assistants

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

### **3. Schedules and office hours**

Faculty members should adhere to the assigned lecture schedules (time, days, location) and 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.

Instructors are expected to schedule and keep a reasonable number of weekly office hours for students' meetings and consultations. Office hours should be scheduled at times convenient to students. The number of office hours is calculated based on the number of courses the instructor teaches.

### **4. Class Attendance Record**

A course instructor should keep a record of class, laboratory and clinical attendance of all students. The student must be notified and sign on each warning attained.

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:

1. First warning if students' unexcused absence exceeds 10% of the total semester lectures
2. Second warning if students' unexcused absence exceed 20% of the total semester lectures
3. Deprivation: if students excused/unexcused absences exceed 25% and the student will not be allowed to continue a course and take the final examination
4. Faculty members should notify the department regarding the students who exceed 25% of absence to be approved by the department and college counsels. When approved, the student grade will be ( C )



## 5. Cancellation of Classes and Make-up Classes

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

- ◆ Faculty must inform the department of the cancellation with the justification and notify the class students in advance.
- ◆ Submit an electronic leave through the system (TAYSEER)
- ◆ Arranging a make-up class by finding an available classroom (through the educational affairs office) and according to students' schedules.

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

## 6. Examinations and Grades

As PNU remodelling to be a paperless university, we encourage our faculty members to apply electronic exams to students to the fullest extent, depending on the module taught, using the university approved platforms (Blackboard). Videos are available to support University E-learning. However, Paper-based exams are still the academic default methods of examination in college.

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College Dean with signature	Dr.Hadeel Alsalih