

# COLLEGE OF PHARMACY FACULTY MANUAL



جامعة الأميرة نورة بنت عبد الرحمن  
Princess Nourah bint Abdulrahman University

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# 1. Overview

## 1.1 Welcome Message

Welcome to the College of Pharmacy at Princess Nourah bint Abdulrahman University. We are delighted to have you join our growing college as a valued member of our faculty.

Our college comprises approximately 70 faculty members who facilitate the growth and development of around 500 students annually. This manual is intended to provide faculty members with a comprehensive understanding of the college's policies, facilities, and faculty responsibilities. It is not an employment contract or a legal document but rather a practical guide to support your work within the college.

The information in this manual should help familiarize you with the college environment and expectations. Please note that this manual is updated annually to reflect current policies and best practices.

## 1.2 Vision, Mission, and Objectives

### *Vision*

To be a pioneer in pharmacy education and research to improve healthcare practice in Saudi Arabia and the world.

### *Mission*

To develop distinguished pharmacists who lead the profession and improve the health of the community.

### *Objectives*

1. Deliver excellence in pharmacy education.
2. Provide academic programs that serve market needs.
3. Foster an environment for conducting cutting-edge research.
4. Build a sustainable revenue strategy.
5. Advance the profession of pharmacy to positively impact public health.

### 1.3 Dean's Message

#### **Dear Colleague,**

Welcome to the College of Pharmacy at Princess Nourah bint Abdulrahman University, an institution proud to support national efforts toward advancing women's empowerment in the Kingdom of Saudi Arabia.

The College of Pharmacy is dedicated to fostering a supportive academic environment that promotes high-quality teaching, impactful research, and community engagement, in alignment with the mission and strategic objectives of the University and College. Faculty members are central to achieving these goals, and this manual is designed to support them by providing clear guidance, standardized policies and procedures, and transparent expectations.

This manual should be used as a practical guide to enhance consistency in academic practices and ensure compliance with institutional regulations and accreditation standards. It will be reviewed and updated periodically to reflect ongoing developments and best practices in pharmaceutical education and academic governance.

I would like to express my appreciation to all faculty members for their dedication and contributions to the advancement of the College. I look forward to our continued collaboration in achieving academic excellence and preparing future leaders in the pharmacy profession.

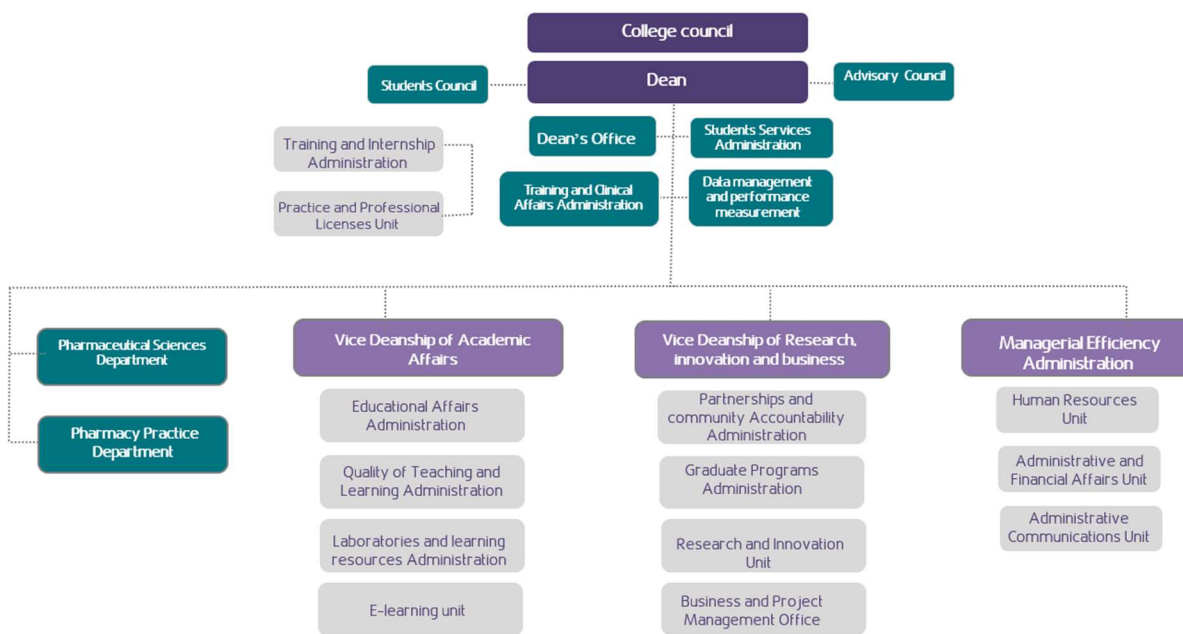
Once again, welcome to the College of Pharmacy. We are pleased to have you as part of our academic community.

#### **College of Pharmacy Dean**

Dr. Reem BinSuwaidan

## 1.4 Organizational Structure

The College of Pharmacy operates under a structured organizational framework designed to support academic excellence and efficient administration.



Faculty members are encouraged to familiarize themselves with the organizational structure to understand reporting lines and communication channels.

## 1.5 Communication Channels

Effective communication is essential for the smooth operation of the college. The following communication channels are available:

- **Official Email:** The primary mode of formal communication. Faculty members are expected to check their university email regularly. Upon joining the University, each employee will be provided with a personal PNU email account after filling in the required form and sent to the faculty department office
- **College Website:** Provides updates on college and programs information, events, and important announcements.
- **Department Meetings:** Regular meetings facilitate communication within academic department members.
- **Blackboard and Learning Management Systems:** Used for course-related communication with students.
- **Shared college folder:** Provided to 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.

- **WhatsApp Groups:** Used for informal communication and quick updates and responses where appropriate.

Faculty members should ensure they are subscribed to relevant communication channels and respond promptly to official communications.

## 1.6 Faculty and Student Profile

The College of Pharmacy is home to a diverse and accomplished faculty body of approximately 70 members representing various specializations within Pharmacy. Our faculty members bring expertise in areas including pharmacology, pharmaceuticals, medicinal chemistry, clinical pharmacy, pharmacy practice, and pharmaceutical care.

The college serves approximately 500 students annually across various levels of under and postgraduate programs. Our students are highly motivated individuals committed to becoming leaders in the pharmacy profession and contributing to improved healthcare outcomes.

## 1.7 Key Definitions

To ensure clarity and consistency in understanding college operations, the following key terms are defined:

- **Course Portfolio:** A comprehensive collection of materials related to a specific course, including the course specification, syllabus, teaching materials, assessments, evidence of student learning outcomes and course report.
- **Course Specification:** A detailed document that outlines the course objectives, learning outcomes, content, teaching methods, assessment strategies, and required resources.
- **Course Report:** A reflective document prepared at the end of each semester that evaluates course delivery, student performance, achievement of learning outcomes, and recommendations for improvement.
- **Exam Report:** A detailed analysis of examination results, including statistical data on student performance, item analysis, and recommendations for future assessments.
- **Course Coordinator:** A faculty member responsible for planning, organizing, and overseeing a specific course to ensure it runs smoothly and meets academic standards. The coordinator collects, records, and submits students' grades, and completes all required course quality assurance documents.
- **Lab Assessor:** A faculty member or qualified professional responsible for evaluating student performance in laboratory settings and ensuring that laboratory learning outcomes are achieved.

- **Lab Instructor:** A faculty member or teaching assistant responsible for conducting laboratory sessions, demonstrating techniques, building and supervising student activities, and ensuring laboratory safety.
- **Faculty Portfolio:** A comprehensive collection of materials documenting a faculty member's teaching, research, service, and professional development activities, typically used for end of the year evaluation.

## 2. Faculty Rights, Responsibilities, and Duties

In alignment with PNU's commitment to excellence in teaching, research, and intellectual leadership, the University has established comprehensive policies that define faculty responsibilities across three principal domains of scholarly engagement: teaching, research, and community service.

Faculty members, as integral contributors to both the academic institution and the broader society, are expected to advance knowledge through scholarly research, foster student learning through effective teaching practices, and apply their expertise in providing services to the community. In carrying out these responsibilities, faculty are required to adhere to University regulations, comply with the laws and regulations of the Kingdom of Saudi Arabia, and uphold the ethical standards and professional codes adopted by the College.

### 2.1 Faculty Rights and Complaint Procedures

Faculty members at the College of Pharmacy are entitled to certain rights that support their professional work and well-being:

- **Academic Freedom:** Faculty members have the right to pursue scholarly inquiry, teach their subjects, and express their professional opinions within the bounds of professional ethics and institutional policies.
- **Fair Treatment:** All faculty members are entitled to fair and equitable treatment in matters of appointment, promotion, evaluation, and discipline.
- **Professional Development:** Faculty members have the right to access professional development opportunities to enhance their teaching, research, and service capabilities.
- **Safe Working Environment:** The college is committed to providing a safe, respectful, and supportive working environment free from harassment and discrimination.

#### *Complaint Procedures*

Faculty members who have concerns or complaints should follow these procedures:

1. **Informal Resolution:** Attempt to resolve the issue through direct communication with the relevant party.
2. **Department Level:** If informal resolution is unsuccessful, bring the matter to the attention of the department chair.
3. **College Level:** If the issue remains unresolved, submit a formal written complaint to the Vice Dean or Dean's office.
4. **University Level:** If necessary, follow university-level grievance procedures as outlined in university policies. **Tawasul Noura:** Which is an official electronic communication platform at PNU that allows faculty, staff, and students to submit

inquiries, suggestions, and complaints directly to the university administration. It ensures transparency, proper follow-up, and timely responses according to approved university policies and procedures.

All complaints will be handled confidentially and in accordance with university policies and procedures.

## **2.2 Faculty responsibilities and duties**

Faculty members are expected to uphold the highest standards of professional conduct and academic integrity in the performance of their roles. Their responsibilities encompass ethical practice, scholarly engagement, teaching excellence, institutional participation, and commitment to the University's mission, as outlined below:

- Demonstrate honesty, integrity, and high moral character by adhering to applicable regulations, institutional policies, professional codes of conduct, and ethical standards, while maintaining the dignity and honor of the academic profession.
- Remain current in their areas of specialization by continuously engaging with emerging developments in their disciplines and contributing to the advancement of knowledge through scholarly and scientific activities.
- Deliver up-to-date and relevant scientific knowledge to students, foster intellectual curiosity, encourage a culture of inquiry, and promote the development of critical and scientific thinking skills.
- Actively participate in departmental councils, committees, and relevant academic or administrative bodies at the department, college, and university levels, including contributions to community service initiatives.

### *2.2.1 Teaching*

Faculty members are required to deliver courses in alignment with the approved course objectives and learning outcomes, while fostering active student engagement and maintaining a respectful, inclusive, and supportive learning environment that promotes academic achievement and professional development.

To ensure continuous improvement in teaching effectiveness and instructional quality, each faculty member is required to complete at least one peer teaching evaluation every two years using the approved Peer Observation of Teaching form.

Faculty members must adhere to the officially assigned lecture schedules, including the designated time, day, and location. Any modifications to the approved timetable or classroom allocation must be formally communicated to the Department and the Educational Affairs administration.

Prior to each academic semester, faculty members are required to prepare, publish, and submit their teaching schedules, including office hours and academic advising hours, using the approved scheduling form provided by the department, to ensure transparency, accessibility, and effective academic support for students.

#### ***Course Coordinator***

The Course Coordinator is assigned by the Department Chair and is responsible for ensuring the effective implementation of all course quality standards in alignment with institutional policies and quality assurance requirements. The Course Coordinator oversees course organization, coordination among instructors, assessment alignment, and submission of required documentation, as detailed below:

#### **Roles and Responsibilities of the Course Coordinator**

1. Ensure that all instructors use the latest approved course specification by obtaining the official version from the Department and sharing it with all course instructors.
2. Ensure that all instructors (internal and external) are granted access to the University's learning and assessment systems, including **Banner**, **Blackboard (BB)**, and **ExamSoft**.
3. Provide external instructors with relevant user manuals for Banner and Blackboard, and offer technical guidance as needed.
4. Prepare and complete the course syllabus, including topic distribution, contact hours, assessment methods, and grade distribution, in accordance with the approved course specification.
5. For external (male) instructors, provide the Department with lecture dates at the beginning of the semester to facilitate classroom booking and logistical arrangements. The Course Coordinator may also attend scheduled lectures when needed to address any technical issues that may arise.

6. Set up the Blackboard of the course at the beginning of the semester, including filling the course information and uploading the syllabus, lecture materials, and activating all the required elements.
7. Distribute course activities, assignments, and teaching responsibilities among instructors based on assigned teaching load and credit hours.
8. Ensure that all instructors regularly record student attendance in the Banner system, and enter attendance records on behalf of external instructors who do not have system access.
9. Issue formal attendance warnings to students at **10%, 20%, and 25% absence thresholds**, in accordance with University attendance and denial policies.
10. Coordinate midterm and final examinations by preparing an **exam blueprint** aligned with Course Learning Outcomes (CLOs), course content coverage, and required levels of cognitive difficulty.
11. Assign an exam leader when multiple instructors contribute to exam preparation. The instructor responsible for more than 50% of exam questions assumes responsibility for compiling and finalizing the exam. The exam leader shall:
  - Collect exam questions from all instructors within the specified timeline and compile them into a unified format.
  - Ensure that all instructors complete the peer review evaluation of exam questions in accordance with the quality assurance policy.
  - Upload electronic exam questions to ExamSoft, when applicable.
  - Print exam copies in accordance with examination policies in case of system failure.
  - Download and archive exam performance reports from ExamSoft.
12. Compile and maintain a consolidated record of students' grades, including coursework and midterm assessments, from all instructors in a unified Excel file and on Blackboard prior to the final examination.
13. Enter and submit final grades in Banner in accordance with University deadlines and regulations.
14. Prepare the course portfolio at the end of the semester and submit it to the Department in accordance with the Quality Assurance policy.

### ***Course Instructor***

Course instructors are assigned by the Department Chair to co-teach the course in coordination with the Course Coordinator. The proportion of course coverage does not determine the designation as Course Coordinator or Course Instructor. All instructors are responsible for delivering course content and contributing to course quality documentation as outlined below:

### **Roles and Responsibilities of Course Instructors**

1. Participate in the preparation and approval of the course syllabus, including lecture topics, contact hours, office hours, assessment distribution, Course Learning

Outcomes (CLOs), and teaching activities, in alignment with the approved course specification and in coordination with other instructors.

2. Share the course syllabus with students during the first lecture and clearly explain attendance requirements and deprivation policies in accordance with University regulations.
3. Record student attendance regularly in Banner.
4. Upload lecture materials and learning resources on Blackboard before the scheduled lecture.
5. Provide timely and constructive feedback to students on their performance.
6. Contribute to exam preparation in proportion to teaching responsibilities and specialization, in coordination with the Course Coordinator. Responsibilities include:
  - Preparing exam questions relevant to assigned topics.
  - Ensuring alignment of exam questions with CLOs and required levels of cognitive difficulty, consistent with the approved exam blueprint.
  - Reviewing and approving the final exam version.
7. Submit exam questions and required quality assurance documentation to the Course Coordinator within the designated timeline.
8. Grade the assessments and submit students' marks to the Course Coordinator within the specified deadlines.
9. Participate in CLO assessment analysis using the approved Excel template or other tools as required by the College Quality Unit.
10. Contribute to the preparation of the course report, course portfolio, and documentation required for the Electronic Quality Management System, in accordance with assigned teaching contributions.

### **Additional Responsibilities for External Instructors**

- Adhere to the approved course specification, including CLOs, teaching strategies, and assessment methods.
- Prepare exam questions that meet quality assurance standards and complete the required peer evaluation forms.
- Submit grades and assessment results within established deadlines.
- Upload course materials and communicate with students via Blackboard.

### ***Course Management***

At the end of each academic semester, the Course Coordinator is responsible for submitting the complete course file to the **Quality of Teaching and Learning Administration** in accordance with institutional quality assurance procedures. Submission must be completed within **72 hours after the final examination period**.

The course file must be submitted in both formats:

- Through the **Electronic Quality Management System (EQMS)**
- Electronically via **OneDrive** to the Department Quality Coordinator

The Course Coordinator must ensure that all required documents are complete and compliant with quality assurance standards prior to submission. Final confirmation of completion must be documented after review by both the Course Coordinator and the Department Quality Coordinator.

### *2.2.2 Classroom Responsibilities*

Course instructors are responsible for maintaining accurate and up-to-date records of student attendance for both lectures and laboratory sessions. Attendance is recorded electronically through the University's academic system, **BANNER (WS02 Identity Server)**, in accordance with institutional procedures. Students must be formally notified each time they receive an absence warning.

All students are expected to attend all scheduled lectures and laboratory sessions. In accordance with the University's attendance policy, a student who exceeds **25% of the total contact hours** of a course will be prohibited from continuing the course and will not be permitted to sit for the final examination. The maximum allowable absence hours are determined based on the number of contact hours, as presented in the table below.

| Contact Hours of the Course | Maximum Allowable Absence Hours (25%) |
|-----------------------------|---------------------------------------|
| 2                           | 8                                     |
| 3                           | 12                                    |
| 4                           | 15                                    |
| 5                           | 19                                    |

#### **Course Denial Policy:**

Denial is applied when a student's excused or unexcused absences exceed **25% of the total course contact hours**. In such cases, the student is not permitted to continue attending the course or sit for the final examination. The student's denial will be formally submitted for approval through the Department and College Councils in accordance with University regulations and the final grade should be recorded by the course coordinator in the BANNER system as **(DN) (C)**.

### *2.2.3 Cancellation of Classes and Make-up Classes*

Classes may be cancelled only under justified and unavoidable circumstances, such as emergencies, approved official assignments, business travel, or other exceptional situations. In such cases, faculty members are required to follow institutional procedures to ensure continuity of the teaching and learning process.

Faculty members must:

1. **Notify the Department** of the class cancellation, providing appropriate justification, and inform students in advance whenever possible to minimize disruption to the learning process.

2. **Submit an electronic leave request** through the University's **TAYSEER system**, in accordance with institutional regulations.
3. **Arrange a make-up class** in coordination with the Educational Affairs Administration to ensure that the rescheduled session aligns with students' academic timetables and available classroom resources.

Make-up classes may also be required in cases of inclement weather conditions, officially declared holidays, or changes to the academic calendar issued by the University under exceptional circumstances. All rescheduled classes must ensure that the intended course learning outcomes and required contact hours are fully achieved.

### 2.3 Academic Advising

Academic advising is an essential component of student success. Faculty members are expected to:

- **Serve as Academic Advisors:** Accept assignment as an academic advisor to a group of students.
- **Provide Guidance:** Assist students in course selection, academic planning, and career development.
- **Monitor Progress:** Track advisee academic progress and intervene when students experience difficulties.
- **Availability:** Be available to meet with advisees during designated advising periods and by appointment.
- **Referrals:** Refer students to appropriate support services when needed, including counseling, tutoring, and career services.
- **Documentation:** Maintain records of advising meetings and student interactions.

### Underachieving Students Committee

In addition to the Academic Advising Unit, the College has established a specialized **Underachieving Students' Committee**, composed of academic staff members as well as a social and psychological counselor, to address students' academic challenges in a confidential and supportive manner. The Committee operates in coordination with a higher-level University committee to ensure systematic follow-up and comprehensive support for underperforming students. Students' academic progress is also reviewed through the Examination and Evaluation Committee and the College Council, ensuring alignment with institutional academic policies and quality standards.

### *Functions of the Underachieving Students' Committee*

The Committee is responsible for identifying the underlying causes of poor academic performance and implementing structured interventions aimed at improving student outcomes. Its functions include:

1. **Diagnosing the causes of poor academic performance** through individual meetings with students to identify potential contributing factors, such as medical, psychological, social, financial, or learning-related difficulties.
2. **Developing individualized improvement plans** in collaboration with students, aimed at addressing identified challenges and enhancing academic performance, followed by continuous monitoring of progress.
3. **Evaluating the effectiveness of intervention strategies** by assessing student progress and ensuring proper implementation of the proposed action plans.
4. **Preparing periodic reports** documenting cases of academic difficulty each semester, including identified challenges and recommended corrective measures, and submitting these reports to the Educational Affairs administration at both the College and University levels.

### *Criteria for Identifying Underachieving Students*

Underperforming students are identified based on multiple academic performance indicators to ensure early intervention and appropriate academic support. The following criteria are used:

1. **Low performance in semester examinations**  
Faculty members in each department provide the Academic Advising Unit with the names of students who obtain low grades (F) in semester examinations. Academic advisors subsequently meet with these students to identify challenges and develop appropriate academic improvement plans.
2. **Low cumulative Grade Point Average (GPA)**
  - Students in the **third or fourth academic level** with a GPA of **3.0/5 or below** may be placed on an academic development plan or advised to consider transfer options where appropriate.
  - Students in the **fifth academic level or above** with a GPA of **3.0/5 or below** are placed on structured academic development and follow-up plans to support academic improvement.
3. **Failure in one or more courses during the semester**  
Students who fail one or more courses are identified and provided with structured academic advising and performance improvement plans.
4. **Progression to higher academic levels with incomplete courses from previous levels**  
Students who advance academically while carrying incomplete courses are monitored and supported through targeted development and follow-up plans to ensure timely completion of degree requirements.

Through coordinated academic advising, counseling support, and structured monitoring processes, the Committee aims to enhance student success, reduce academic attrition, and promote continuous academic improvement in alignment with institutional quality assurance standards.

## 2.4 Office Hours

Faculty members are required to maintain regular office hours to provide students with opportunities for individual consultation and support:

- **Minimum Requirements:** Hold a minimum number of office hours per week as specified by college policy (typically 2-4 hours per week depending on teaching load).
- **Posting:** Post office hours prominently on your office door, on Blackboard, and in the course syllabus.
- **Accessibility:** Be present and available during posted office hours.

## 2.5 Examinations and Grades

In alignment with the University transition toward a paperless environment, all College examinations are administered electronically through the **ExamSoft** system. Detailed procedures and technical guidance for exam development and administration are provided in the *ExamSoft Manual*.

### 2.5.1 Exam Preparation and Results Flow

#### *Before the Exam (Peer Review Process)*

All examinations undergo a structured peer-review process to ensure alignment with Course Learning Outcomes (CLOs), appropriate cognitive difficulty levels, and compliance with exam quality and technical standards. The review process is conducted using the approved *Exam Peer-Review Template*.

#### **Department Responsibilities**

- Assign qualified peer reviewers, preferably subject-matter experts, for each course examination.
- Circulate a list of instructors and their assigned peer reviewers with review timeline.
- Ensure timely completion of the peer-review process in accordance with examination schedules.

#### **Instructor Responsibilities**

- Prepare examination questions in accordance with the approved exam blueprint and template guidelines.
- Submit the examination to the assigned peer reviewer at least **one week prior** to the scheduled examination date.
- Review peer feedback, revise questions as necessary, and finalize the examination in collaboration with the reviewer.

### Peer Reviewer Responsibilities

- Evaluate the examination to ensure clarity, alignment with CLOs, appropriate cognitive level distribution, and compliance with quality standards.
- Provide constructive feedback and complete the *Exam Peer-Review Template*, including signature and formal approval.
- Collaborate with the course instructor to ensure that revisions meet the quality and technical standards.

Following completion of the peer-review process, the final examination and the completed peer-review documentation are submitted to the Department for approval by the Head of Department and subsequently forwarded to the **Quality of Teaching and Learning Administration**.

### *After the Exam (Results Monitoring and Release)*

- Examination results and grades are rechecked by a second faculty member assigned by the Department to ensure accuracy, fairness, and consistency.
- Course instructors download the complete grade records from Blackboard, complete the *Grade Distribution Form*, and enter final grades into the Banner system.
- Peer reviewers and the Examination Committee verify consistency between grades recorded in Blackboard and Banner.
- Final grades are reviewed and approved by the Head of Department prior to official release.

### *Grade Appeals Policy*

Students have the right to request a review of their grades in accordance with institutional procedures:

1. Students must submit a formal grade review request within **two weeks** of grade release using the approved *Review Request Form* provided by the departments.
2. The Department forms a review committee consisting of the Department Chair, course instructor, and additional faculty member to review the grades.
3. If a grade modification is approved, the *Grade Amendment Form* is completed, endorsed by the College Dean, and submitted to the Deanship of admission and registration for grade updating in Banner.
4. Students are formally notified of the review outcome by the department.

### *End-of-Semester Review*

- The Program Committee evaluates grade distributions across courses and academic levels to ensure fairness, consistency, and alignment with program learning outcomes.
- The Quality of Teaching and Learning Administration analyzes peer-review reports and identifies strengths, areas for improvement, and recommendations for enhancing assessment practices.
- External academic reviewers evaluate overall program performance, including student achievement indicators, on an annual basis.
- Based on these findings, the Program Committee develops improvement plans, monitors implementation, and communicates recommendations to relevant departments.

### **2.5.2 Students Failing to Attend Examinations**

- Students who miss an examination must submit an official excuse to the course instructor within **three days of returning** and complete the required documentation to be reviewed by the Excuses Committee.
- If a student misses a midterm or test with an approved excuse, the instructor will arrange a make-up examination, typically during **week 14** of the semester.
- If a student misses the final examination with an approved excuse, a make-up examination will be scheduled at the beginning of the next semester, in accordance with University regulations.
- If the excuse is not approved, the student will receive a grade of zero for the missed examination, and the final course grade will be calculated based on completed coursework and assessments.

### **2.5.3 Change of Grade**

- A final grade may not be modified after submission to the **Deanship of Admissions and Registration** without a formal written request from the course instructor clearly explaining the justification for the change.
- The request must be endorsed by both the Department Head and the College Dean.
- The Deanship must be notified no later than the beginning of the following academic semester, after which the corrected grade will be officially updated in the student's academic record.

## **2.6 Research Responsibilities**

Research and scholarly activity are important components of faculty responsibilities:

- **Conduct Research:** Engage in research and scholarly activities appropriate to your discipline and rank.
- **Seek Funding:** Pursue internal and external funding opportunities to support research activities.

- **Publish:** Disseminate research findings through publications in peer-reviewed journals, indexed in the International Scientific Indexing (ISI) databases, and presentations at professional conferences.
- **Supervision of Students:** Faculty members are expected to mentor and supervise students engaged in research projects, ensuring appropriate academic guidance, scholarly development, and adherence to research and ethical standards. Academic advising and supervision activities are recognized as part of faculty workload and are counted toward the assigned credit hour requirements in accordance with University regulations.
- **Ethical Conduct:** Conduct research in accordance with ethical standards and institutional review board (IRB) requirements.
- **Collaboration:** Collaborate with colleagues within and outside the college to advance research goals.
- **Contribute to College Research Goals:** Align research activities with the college's strategic research priorities.

## 2.7 Administrative Duties

Faculty members may be assigned administrative duties to support university and college operations:

- Faculty members are typically expected to contribute to multiple committees and administrative roles, which may be either permanent or temporary. Committee assignments are determined by the College Dean or the Head of the Department, as appropriate.
- For performance evaluation purposes, faculty members are expected to demonstrate active participation in a minimum of four committees per year. Administrative contributions may take place through internal committees within the College or through external committees at the University level.
- The University encourages faculty members to actively contribute their expertise and professional experience through participation in both internal and external committees, thereby supporting institutional governance, academic quality, and continuous improvement in alignment with the University's mission and strategic objectives.

## 2.8 Meetings

Faculty members are expected to attend all meetings organized by the Department, assigned administrative units, committees, the College, and the University, as part of their professional responsibilities and commitment to institutional governance and academic quality.

### Department Council Meetings:

Department Council meetings are typically scheduled in advance. Attendance is mandatory for faculty members holding the academic rank of Assistant Professor and above. These meetings address key academic, administrative, and strategic matters, and decisions are made through majority or formal voting procedures.

### **Ceremonies and Institutional Events:**

Faculty members are required to participate in ceremonies and are encouraged to attend and contribute to official College events, academic activities, and institutional social functions, reflecting their engagement in the academic community and support for University initiatives.

## **2.9 Faculty Development and Participation in Conferences and Workshops**

Excellence in teaching requires continuous professional development beyond formal instructional responsibilities. Faculty members are encouraged to actively participate in high-quality conferences, workshops, seminars, and continuing education programs to enhance their pedagogical competencies, scholarly expertise, and professional practice.

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

- The topic of the conference, seminar, or professional development activity must be directly related to the faculty member's academic specialization or professional responsibilities.
- Participation in conferences and seminars requires approval from the relevant Department and College Council and by the University President.
- The University Council has established policies and procedures governing participation in conferences and seminars, based on recommendations from the Scientific Council. These regulations are periodically updated. All applications must be submitted through the Electronic Services Portal and processed through the Department and the college at least two months before the date of the conference.
- Faculty members participated in conferences or seminars are required to submit a formal report summarizing the outcomes, benefits, and relevance of the activity to their academic department within 30 days after the conference.

## **2.10 Quality Assurance**

The Quality Management System (QMS) provides a structured institutional framework to ensure the effective implementation of quality assurance and continuous improvement processes at the point of service delivery. All colleges and academic programs operate within the QMS framework to ensure compliance with accreditation standards and to maintain academic quality benchmarks recognized at both national and international levels.

Responsibility for adherence to the QMS is shared by all members of the University community; however, academic leadership holds primary responsibility for overseeing its implementation, monitoring performance indicators, and ensuring continuous enhancement of teaching, learning, research, and administrative practices in alignment with institutional strategic objectives.

### **2.11 Holidays, Vacations, and Non-Academic Leave**

Official non-working days at the University include **weekends (Friday and Saturday)**, in accordance with the working schedule in the Kingdom of Saudi Arabia.

**Official holidays**, including **Eid Al-Fitr** and **Eid Al-Adha**, are announced by the Office of the University President, specifying the official start and end dates of each holiday in accordance with national regulations.

The **summer vacation** for faculty members is considered the official annual leave. The specific dates of the summer leave are determined by the University Council, provided that the leave period begins only after the completion of final examinations and the official announcement of results.

All other types of leave requests must be submitted electronically through the **Tayseer platform**, in accordance with University policies and procedures governing leave management.

#### *Emergency Leave*

A faculty member may be granted **emergency leave with full pay** for a maximum of **five days per fiscal year**. Emergency leave is intended to address urgent and unforeseen circumstances requiring immediate absence from work.

#### *Sick Leave*

Faculty members are entitled to sick leave for a total period not exceeding **two years within a four-year cycle**, calculated from the commencement date of the first sick leave. Sick leave compensation is structured as follows:

- **First six months:** Full salary
- **Second six months:** Half salary
- **Third six months:** Quarter salary
- **Fourth six months:** Without salary

In cases of **serious illness**, as determined by a specialized medical consultant, sick leave entitlement within the four-year period may be granted as follows:

- **First twelve months:** Full salary
- **Next three months:** Half salary

- **Next three months:** Quarter salary
- **Final six months:** Without salary

The sick leave entitlement period is calculated from the official start date of the medical leave.

#### *Exceptional Leave Without Pay*

Exceptional leave without pay may be granted for justified reasons in accordance with applicable regulations and subject to approval by the university council. For faculty members and equivalent positions:

- The **University President** may approve exceptional leave of up to **six months within a three-year period** without salary.
- The **University Council** may grant an exception to this condition when necessary, provided that the total duration of exceptional leave does not exceed **one year**.

#### *Compassionate Leave*

A female faculty member is entitled to **fully paid leave** for the entire legally defined waiting period (*iddah*) in the event of widowhood, in accordance with applicable regulations.

#### *Maternity Leave and Childcare Leave*

A female faculty member is entitled to **seventy (70) days of fully paid maternity leave**, in accordance with institutional and national regulations.

In addition, a female faculty member may be granted **childcare leave** for a maximum cumulative period of **three years during her employment**, with compensation equivalent to **one-quarter of her salary**, provided that the monthly payment is not less than **1,500 SAR**, subject to the following conditions:

- Childcare leave must be taken within the **first three years of the child's life**.
- The leave period may be extended within the maximum allowable duration, subject to approval by the Department and college councils.
- The duration of childcare leave must not be less than **one academic semester**, except in cases directly related to maternity leave, where an exception may be granted for the remainder of the semester.

**Note:** No type of leave shall be granted without the formal approval of the **Head of Department**.

### 3. Faculty Policies and Professional Guidelines

#### 3.1 Academic Calendar

The academic calendar establishes important dates for the academic year, including:

- Semester start and end dates
- Registration periods
- Add/drop of the semester deadlines
- Examination periods
- Holidays and breaks

Faculty members should refer to the academic calendar regularly and plan their activities accordingly. The academic calendar is available on the university website and is distributed before the beginning of each academic year.

The academic year consists of **two main semesters**, typically commencing in **August/September** and concluding in **May/June**, followed by an **eight-week Summer Session**, which is optional for both students and faculty members. Instruction begins on the first day of each semester and continues for **15 working weeks**, followed by the designated **final examination period**.

#### 3.2 Dress Code

Faculty members are expected to dress in a professional manner appropriate to their role as educators and representatives of the college.

#### 3.3 Attendance

Faculty members are required to maintain a regular and adequate on-campus presence to effectively fulfill their academic and professional responsibilities, including teaching, research activities, scheduled office hours, examinations, student advising and support, as well as institutional and community service duties.

- **Classes:** Attend all scheduled classes and arrive on time.
- **Office Hours:** Be present during posted office hours.
- **Meetings:** Attend required meetings unless excused.
- **Invigilation:** Attend 10 minutes before the exam time to arrange students and provide the instructions.
- **Notification:** If unable to attend a scheduled commitment, notify the appropriate person (department chair, students, committee chair) as soon as possible.
- **Coverage:** Arrange for coverage when absence is necessary.

### 3.4 Faculty Benefits and Awards

The College acknowledges outstanding faculty performance through a range of annual awards recognizing excellence. These include awards such as the Distinguished Teaching Award and Distinguished Researcher Award. Recipients are typically honored during the annual end-of-year ceremony and receive formal recognition certificates.

At the University level, research excellence is recognized in accordance with the regulations of the Ministry of Education, through structured incentive and reward systems administered by the University. Faculty members may receive financial awards and formal recognition for distinguished scholarly achievements, including high-quality publications, patents, authored books, and other significant research contributions that enhance the University's academic reputation and research impact.

Faculty members are encouraged to apply for awards and take advantage of available benefits. Information about specific benefits and award criteria is available in [scientific council website](#).

### 3.5 Appointment and Promotion

The primary objective of faculty promotion procedures is to advance academic excellence and strengthen the University's scholarly reputation by encouraging high-quality research, effective teaching, and meaningful academic contributions. These procedures also aim to safeguard academic standards by ensuring that promotions are based on significant and impactful scholarly achievements. To achieve these objectives, the University has established comprehensive promotion regulations that are aligned with national regulations and comparable to internationally recognized academic standards, found on the [University Scientific Council website](#).

#### *Promotion from Assistant Professor to Associate Professor*

To apply for promotion from the rank of **Assistant Professor** to **Associate Professor**, the following requirements must be met:

1. A minimum of **four years of academic experience** at the rank of Assistant Professor at a Saudi university or another accredited scientific entity, provided that at least **one year of service** has been completed at the university.
2. Completion of the **minimum required scholarly output** for promotion, in accordance with the provisions of **Article 32 of the Academic Regulations**, in addition to teaching and community services.
3. The submitted scholarly work must have been **published or formally accepted for publication** during the period of service as Assistant Professor.

#### *Promotion from Associate Professor to Professor*

To apply for promotion from the rank of **Associate Professor** to **Professor**, the following requirements must be fulfilled:

1. A minimum of **four years of academic experience** at the rank of Associate Professor at a Saudi university or another accredited scientific entity, provided that at least **one year of service** has been completed at a Saudi university.
2. Completion of the **minimum required scholarly output** for promotion, in accordance with the provisions of **Article 32 of the Academic Regulations**, in addition to teaching and community services.
3. The submitted scholarly work must have been **published or accepted for publication** during the period of service as Associate Professor.

#### *Appointment or Promotion Process (Assistant Professor – Associate Professor – Professor)*

Faculty members applying for appointment or promotion must submit an electronic application through the **Faculty E-Services Portal** and notify the relevant Department.

The application undergoes the following review process:

1. The department **Promotion Committee** conducts an initial review of the application to ensure completeness and compliance with applicable regulations.
2. The **Department Council** reviews the promotion application, verifies that all requirements are met, and issues a recommendation.
3. The application is then forwarded to the **College Council** for further review and endorsement.
4. All required documentation for appointment or promotion is submitted in accordance with the guidelines provided by the **University Scientific Council**, and may be accessed through the Scientific Council website or obtained from the relevant Department.

These procedures ensure transparency, fairness, and consistency in evaluating academic performance and scholarly productivity, while maintaining alignment with institutional standards and national higher education regulations.

### **3.6 Annual Evaluation**

Faculty performance is evaluated annually in accordance with the University's Human Resources performance management framework to ensure alignment with institutional objectives and continuous professional development.

1. Faculty members are evaluated based on an annual **Performance Charter** prepared by the Department Chair or direct supervisor at the beginning of the academic year. The charter defines key objectives and required competencies, with each component representing **50% of the overall evaluation**.
2. The Performance Charter is issued electronically through the **Tayseer platform**. Faculty members are required to review and approve the charter to ensure acknowledgement and visibility within the system.
3. Evaluation criteria are determined based on the faculty member's academic rank, administrative role, and assigned responsibilities. Performance is monitored

continuously throughout the academic year to ensure progress toward agreed objectives.

4. At the end of the academic year, faculty members prepare a **Professional Performance File** documenting achievements in teaching, research, administrative duties, and community services, in alignment with the approved objectives outlined in the Performance Charter.
5. The completed performance file is submitted to the Department Chair, followed by an individual meeting to review accomplishments, discuss feedback, and establish professional development goals for the subsequent academic year.
6. The final performance evaluation report, including documented feedback, is issued through the **Tayseer system** as part of the official performance record.

Faculty members whose performance does not meet expected standards will participate in a **mid-year review meeting** with the Department Chair to identify performance gaps and develop an appropriate improvement plan to support professional growth and achievement of institutional expectations.

## 4. Facilities and Student Services

### 4.1 College Floors and Laboratories

The College of Pharmacy is equipped with modern facilities to support teaching, research, and student learning. The College building consists of **four floors** designed to support teaching, learning, academic administration, and student services.

1. **Ground Floor:**

Includes the reception area, Student Services Administration, computer laboratory, Students' Advisory Committee office, classrooms with varying seating capacities, the College library, prayer room, student lounge, printing services office, and cafeteria.

2. **First Floor:**

Contains specialized laboratories, classrooms with different seating capacities, a workshop and training room, a prayer room, and the Students' Club facilities.

3. **Second Floor:**

Houses the College administrative offices, including the Dean's office, Vice Deans' offices, three meeting rooms, the Educational Affairs Administration office, and the Training and Internship Administration office.

4. **Third Floor:**

Dedicated to faculty offices, providing an academic environment that supports teaching preparation, research, and student advising.

### Teaching Laboratories

The College provides a range of laboratories that support practical learning and align with program learning outcomes:

1. **Computer Laboratories:**

Computer laboratories are equipped with regularly updated software to support teaching and learning activities. Two laboratories are fully equipped with **22 computers each**, including modern technological tools such as projectors, supporting courses related to design and other specialized disciplines. Internet access is available to facilitate research and information retrieval.

2. **Inpatient and Outpatient Pharmacy Simulation Laboratories:**

These laboratories simulate hospital inpatient and outpatient pharmacy settings to provide students with practical training aligned with professional standards.

3. **Community Pharmacy Simulation Laboratory:**

The community pharmacy laboratory replicates a real-world pharmacy environment, enabling students to understand quality assurance practices and ensure safe and accurate dispensing and administration of medications.

4. **Clinical Skills and Simulation Center:**

The Center supports simulation-based learning by integrating patient simulation into skills-based courses, facilitating Objective Structured Clinical Examination (OSCE) assessments, and incorporating pharmacology applications into computer-based simulation exercises.

#### 5. **Drug and Poison Information Simulation Laboratories:**

These facilities consist of two laboratories equipped with **20 computers each** and dedicated communication lines. Students use these resources to develop competencies in drug information retrieval, evaluation, interpretation, and dissemination. The laboratories provide access to evidence-based medical resources, including **UpToDate**, **Lexicomp**, and leading journals such as **JAMA**, **NEJM**, and **Natural Medicines**, supporting the development of professional decision-making skills.

### 4.2 Student Activities and Clubs

The **Student Activities Unit**, operating under the Student Services Administration, develops an annual extracurricular activity plan in collaboration with the **Pharmacy Club**.

- The Unit encourages student participation in curricular and extracurricular activities through communication channels such as email, social media platforms, WhatsApp, and official announcements displayed on the Student Activities Board located on the first floor.
- Members of the Pharmacy Club and the Students' Advisory Committee play a key role in organizing and leading extracurricular initiatives.
- Students are encouraged to participate in a variety of activities, including health awareness campaigns, workshops, national and international healthcare events, and celebrations related to the pharmacy profession.

### 4.3 Community Service Opportunities

The **Partnerships and social responsibility administration** prepares an annual community service plan that is circulated to academic departments. Departments are responsible for informing faculty members and facilitating their participation in community engagement initiatives.

Community service activities include:

- Organizing workshops, awareness campaigns, and educational initiatives.
- Providing consultancy services to public and private sector organizations.
- Delivering professional training courses.
- Participating in outreach programs aligned with community needs.

These activities promote the application of academic expertise to societal needs and contribute to the University's mission of community engagement and social responsibility.

## 4.4 Library and E-Learning Resources

### Library Resources

- The College library, located on the ground floor, is managed by a qualified librarian and operates from **8:00 AM to 2:00 PM**.
- The University's Central Library provides additional resources, including study spaces designed to support research and independent learning in a quiet academic environment.
- The Digital Library subscribes to specialized academic resources relevant to the program, including **AccessPharmacy**, supporting high-quality learning and research activities.

### E-Learning Resources

The University provides a wide range of digital tools and learning technologies to support students' academic progress:

1. **Saudi Digital Library (SDL)** and specialized academic databases, including **Lexicomp**, **UptoDate**, pharmacology and pharmacokinetics simulation software, and scientific journals such as **NEJM**, **JAMA**, and **Natural Medicines**.
2. **SmartSuitecase (Microsoft Office 365)** cloud-based services supporting academic productivity and collaboration.
3. **Banner System**, an academic management system used for course registration, schedule modification, grade tracking, and GPA monitoring.
4. **Blackboard**, the University's Learning Management System (LMS), enabling access to course materials, assignments, communication tools, and online learning activities.
5. **ExamSoft**, an electronic assessment platform used for secure online examinations.

These facilities and resources collectively support an effective learning environment, promote academic excellence, and ensure alignment with national and international standards in higher education.

## 4.5 University resources

- The College is supported by advanced and specialized educational resources, including the **Clinical Skills and Simulation Center**, recognized as one of the largest simulation centers in the Middle East. The Center provides state-of-the-art facilities that support simulation-based medical education and enhance the effectiveness of experiential learning across health-related courses.
- The **Health Sciences Research Center (HSRC)** aims to enhance the quality of research conducted by PNU faculty, students, and external collaborators through the development of interdisciplinary research programs and projects. The Center supports scientific inquiry and provides a wide range of high-quality research services.
- **King Abdullah bin Abdulaziz University Hospital (KAAUH)** serves as a tertiary care teaching hospital that supports introductory and advanced practice experience courses.

It is a primary training site for students and interns and provides a clinical environment where faculty members practice their specialties and deliver a range of healthcare services. This collaboration strengthens clinical education and supports the integration of theoretical knowledge with practical professional competencies.

## 5. Important Documents

Faculty members should familiarize themselves with the following important documents, which provide additional guidance on college policies, procedures, and operations:

1. **Campus Map:** Provides a visual guide to the university campus and college facilities.
2. **College of Pharmacy Policy and Procedure Manual:** Contains detailed policies and procedures governing college operations.
3. **Quality System Manual:** Outlines the quality assurance system for the programs, including assessment processes and continuous improvement procedures.
4. **College of Pharmacy Code of Ethics:** Establishes ethical standards and professional conduct expectations for faculty, staff, and students.
5. **College of Pharmacy Strategic Plan:** Describes the college's strategic goals, objectives, and initiatives for the planning period.
6. **College of Pharmacy Operation Manual:** Provides detailed operational procedures for various college functions.
7. **College of Pharmacy Safety and Evacuation Plan:** Contains safety protocols and emergency evacuation procedures to ensure the safety of all college members.

These documents are available through the Dean's office, department offices, and the college website. Faculty members are expected to review these documents and comply with the policies and procedures they contain.

**Note:** This manual is updated annually. Faculty members will be notified of any significant changes to policies or procedures. For questions or clarifications regarding any content in this manual, please contact your department chair or the Dean's office.

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