

# Al-Baha University

## Faculty of Pharmacy

### Doctor of Pharmacy (Pharm. D) Program

### Job Description Manual

This manual was developed and approved  
by the Faculty of Pharmacy Council

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## 1. Duties and authorities of Faculty members

### 1.1 The Dean of the Faculty

He is affiliated with the Vice-President for Academic Affairs.

#### Duties

- Preside over the Faculty Council.
- Directly supervise the workflow in the Faculty and its academic departments.
- Directly contact with the University President regarding the Faculty transcripts or submitting proposals for improving the Faculty work.
- Directly contact His Excellency the Vice-President for Academic Affairs and his assistant regarding the academic work.
- Directly contact the Vice-President within the scope of their work.
- Directly contact each other regarding the scope of the academic work.
- Contact the general directors within the University within the competence of their faculties.
- Implement and circulate the circulars issued by the supreme external authorities and decisions issued by the University at the Faculty level.
- Propose appointment of the Vice-Deans in coordination with His Excellency the Vice-President for Academic Affairs and His Excellency the Vice-President for Female Student Affairs
- Propose appointment of heads, supervisors, assistants, supervisors, and assistant heads of academic departments in coordination with His Excellency the Vice-President for Academic Affairs and His Excellency the Vice-President for Female Student Affairs.
- Report whether the Faculty teaching staff and the like (the Saudis and the persons contracting with the University) have engaged in or left off their work, including the period after the return from the official leave, based on the reports presented by the heads, supervisors, assistant heads of the departments and Vice-Dean in the female section.
- Present the leave applications of the Faculty teaching staff and the like to His Excellency the Vice-President for Academic Affairs.



- Supervise development of the academic schedules, and distribution of the courses to the Faculty teaching staff in the Faculty according to the specializations and the exam schedules and arrange with the other educational units in this regard.
- Supervise the exam committees and their work, follow up on declaring the results on time, and present the works to be approved to the competent University authorities.
- Implement and circulate the circulars and instructions issued by the relevant University authorities or other circulars of which the Faculty is informed at the Faculty level.
- Present a comprehensive annual report on the Faculty, including the actual statistics, information, education affairs, and all activity aspects in the Faculty.
- Prepare and present the job performance evaluation form for the Vice-Deans, heads, and supervisors of the academic departments and assistants to the authorized person for approval.
- Approve and present the job performance evaluation of Faculty teaching staff of the academic departments, prepared by their heads, supervisors, and assistants, to the Vice-President for Academic Affairs
- Approve and present the job performance charter form and the job performance evaluation form of the Faculty's male administrative and technical associate staff to the Vice-President for Academic Affairs
- Recommend participation by Faculty teaching staff in discussing the master and doctoral theses in the universities and faculties inside KSA when required by those authorities, provided that such participation shall not affect their performance in the Faculty and the University shall not bear any financial charges.
- Supervise the preparation of the admission plan, examine such plan with the academic departments of the Faculty, coordinate with the Deanship of Admission and Registration, and present the entire plan to the competent authority in the University at an early time to take the necessary actions in this regard.
- Follow up implementation of disciplinary sanctions against students against whom disciplinary decisions are issued by the relevant committees in accordance with the regulations governing the academic discipline.



- Liaise with the hospitals, health centers, and private clinics to provide them with reports of the sick leave of their employees, when requested.
- The matters referred to him by the Vice-Deans and the Vice-Presidents, each in the field of his competence.

**The Faculty Dean is authorized to do the following:**

- Form the temporary committees for the internal scientific, technical, and administrative committees to contribute to organizing the Faculty work, provided that such action shall not entail financial charges.
- Approve the leaves to the male administrative and technical employees of these committees for a period not exceeding five (5) days and approve deducting the days of absence of the employee who does not exceed five (5) days from his leave balance (if any) based on the University's approved leave system.
- Recommend postponement of the Faculty teaching staff, lecturers, and teaching assistants obtaining their regular leave or cancel a part of such leave, as required, in accordance with the regulations governing so.

**Affiliation:**

Each of the following is affiliated with the Dean:

- Dean's Office employee
- Vice-Deans
- Vice-Dean for Female Affairs (academic only)
- Heads and supervisors of the academic departments
- Supervisors of the academic and administrative units of the Faculty
- The Faculty director and his subordinates (the administrative staff of the Faculty)



## 1.2 The Vice-Dean for Academic Affairs

He is affiliated with the Dean of the Faculty

### Duties:

- Contact the Dean of the Faculty directly.
- Assist the Dean of the Faculty in the administrative and academic management of the Faculty.
- Assist the Dean to directly supervise the workflow in the Faculty and its academic departments.
- Supervise the work assigned to him according to his competence.
- Participate in supervising the development of the academic schedules, distribution of the courses to the Faculty teaching staff in the Faculty according to the specializations and the exam schedules and arrange with the other educational units in this regard.
- Participate in supervising the exam committees and their work, follow up on declaring the results on time, and present the works to be approved to the competent University authorities.
- Participate in implementation of the circulars and instructions issued by the relevant University authorities to the Faculty.
- Submit a proposal to the Dean for the formation of the temporary committees, provided that such action shall not entail financial burdens.
- The matters referred to him by the Dean, male Vice-Dean and female Vice-Dean, each in the field of his/ her competence.

### Affiliation:

Each of the following is affiliated with the vice dean for academic affairs:

- Secretary of the Vice-Dean
- Heads of the academic departments
- Supervisors and managers of academic units in his Faculty according to the approved organizational structure of the Faculty.
- Supervisors and managers of the administrative units of his Faculty according to the approved organizational structure of the Faculty.



### 1.3 The Vice-Dean for Graduate Studies, Research, Innovation, and Quality

He is affiliated with the Dean

#### Duties:

- Directly contact the Dean.
- Assist the Dean in administrative and academic management of the Faculty regarding Graduate Studies, Research, Innovation, and Quality.
- Supervise the works of graduate studies, research, innovation, and quality assigned to him.
- Supervise the implementation of the program plan on the NCAAA forms.
- Complete the forms of and evaluate the courses according to the forms prepared for this purpose in coordination with the departments of the Faculty.
- Supervising the Faculty postgraduate files.
- Supervise the Faculty academic research file.
- Participate in implementation of the circulars and instructions issued by the relevant University authorities to the Faculty.
- Submit a proposal to the Dean for the formation of the temporary committees, provided that such action shall not entail financial burdens.
- The matters referred to him by the Dean, Vice-Dean for Academic Affairs, and Vice-Dean of the Females section, each in the field of his/ her concern.
- Apply the University's quality assurance system policy and implement its objectives within the Faculty programs and its various units.
- Provide support and advice to the staff of the Faculty in meeting the academic and institutional accreditation tests
- Supervising the internal evaluation processes in the Faculty and coordinating with the Deanship of Quality and Development at the University.
- To participate actively in the functions of the Faculty quality committee, supervise and support the quality committees in the programs in the Faculty
- Ensure the closure of the quality department within the Faculty in the light of the Deanship of Quality and Development at the University guidelines to meet the standard of academic accreditation.



- Monitoring the implementation of improvement plans at the level of all programs in the Faculty.
- Ensure that the relevant students, graduates, recruiters, branches, and Faculty members are involved in the consultation processes of the Faculty programs and use their results in program development.
- Contribute to the dissemination of quality culture and practices, accreditation, and quality management mechanisms in the Faculty.
- Identify the training needs of the Faculty staff and contribute to the training and qualification of quality assurance members in the Faculty programs.
- Support and follow-up to ensure the functioning of the various quality and development activities in the Faculty in accordance with the standards and requirements of the quality system of the University.
- Supervising the preparation and implementation of the development plans of the Faculty.
- Address the difficulties and problems facing the development of the programs in the Faculty and propose appropriate solutions for them.
- Ensure that the quality of teaching, learning, scientific research, and community partnership is ensured at the level of the Faculty's programs.
- Ensure that appropriate teaching methods and evaluation methods are used to achieve the learning outcomes of the programs.
- Ensure and monitor the availability of facilities, equipment, and technical equipment necessary for the activities of the Faculty.
- Provide manuals, documents, and evidence of academic accreditation and archive them electronically and on paper.
- Recommending the formation of committees and task forces required for the implementation of quality standards and academic accreditation in the Faculty.
- Provide an integrated database, information on all quality work and activities in the Faculty.
- Chairing, and documenting the meetings of the Vice-Deanship for Graduate Studies, Research, Innovation and Quality in the Faculty, sending copies of the records to the Faculty Deanship and the Deanship of Quality and Development at the University.





- Attending the meetings of the Faculty Council, the Vice-Deanship of the Faculty, Deanship of Quality and Development University and, the Deanship of Innovation and Research, the meetings of the Quality Assurance Unit, coordinating with them on the implementation of the quality policy and its approved objectives at the University.
- Evaluate the completeness and archiving of quality requirements and documentation of the level of programs and departments in the Faculty.
- Ensure the quality of the courses and the program specification in the Faculty.
- Ensure the quality of the courses and programs reports at the Faculty.
- Review and ensure the quality of the results of the performance indicators and evaluate the learning outcomes of the Faculty programs.
- Review and ensure the quality of the annual report of the Faculty.
- Evaluate the completeness and archiving of the requirements of self-evaluation studies for academic programs in the Faculty.
- Evaluate the completeness and archiving of all quality documents and requirements in the programs, departments, and faculties.
- Directing the alumni unit by opening channels of communication between the Faculty and owners of enterprises and the surrounding industrial bodies to learn about their needs of graduates and follow up on that matter.
- Establishment of a database within the Faculty for graduates, employers, and all sectors related to graduates.
- Measuring employers ' attitudes and their satisfaction with University graduates.
- Monitor the challenges faced by graduates when entering the labor market.
- Preparation of quality assurance reports at the Faculty level (performance indicators, reports, and opinion poll reports).
- Prepare a quarterly report on the activities of the Faculty Vice-Deanship of Graduate Studies, Research, Innovation and Quality and raise it to the deanship of Faculty and upload a copy to the Deanship of Quality and Development at the University.



#### **Affiliation:**

Each of the following is affiliated with the Vice-Dean for Graduate Studies, Research, Innovation and Quality:

- Secretary of the Vice-Dean for Graduate Studies, Research, Innovation, and Quality.
- Supervisors and managers of academic units in his Faculty according to the approved organizational structure of the Faculty.
- Supervisors and managers of the administrative units of the Faculty according to the approved organizational structure of the Faculty.

#### **1.4 The Vice-Dean for the Female section:**

The Vice-Dean for Female section is affiliated with the Dean (academically) and Her Excellency the Vice-President for Academic Affairs (administratively).

#### **Duties:**

- Directly contact Her Excellency the Vice-Dean for Female Student Affairs regarding the administrative work and with the Dean with regard to academic work.
- Directly supervise workflow of the educational process at the Faculty's female section and in the academic departments thereof.
- Propose appointment of the female heads and supervisors of the academic departments and submit such proposal to the Dean.
- Report whether the Faculty's female teaching staff and the like (the Saudis and the persons contracting with the University) have engaged in or left off their work, including the period after the return from the official leave, based on the reports presented by the supervisors of the departments.
- Recommend postponement of the Faculty's teaching staff, lecturers, and teaching assistants obtaining their regular leave or cancel a part of such leave, as required, in accordance with the regulations governing so, and submit this recommendation to the Dean.
- Recommend participation of Faculty's teaching staff at the female section in arbitration of master and doctoral theses in Universities and Faculties inside KSA when required by those authorities,



provided that such participation shall not affect their performance in the Faculty and the University shall not bear any financial charges.

- Supervise the preparation of the Faculty's admission plan, examine such plan, coordinate with the academic departments/ female student section in this regard, and present such plan to the Dean.
- Follow-up implementation of disciplinary sanctions against students against whom disciplinary decisions are issued by the competent committees in accordance with the regulations governing the academic discipline.
- Preserve and act to maintain and develop the assets and properties of Faculty(female section).
- Directly supervise the security, safety, and emergency work at the Faculty and submit the Faculty's needs for manpower and others to Her Excellency Vice-Dean for Female Student Affairs.
- Periodically follow up the Faculty maintenance work and submit the observations on an ongoing basis.
- She is authorized to grant leave to the female employees, administrators, and technicians of the Faculty for a period of five (5) days or less; as for the leave exceeding that period, she shall present it to Her Excellency the Vice-President for Female Student Affairs.
- The matters referred to her by Her Excellency the Vice-President for Academic Affairs, the Dean, and the Vice-Dean, each within the field of his/ her competence.

#### **Affiliation:**

Each of the following is affiliated with the Vice-Dean for the Female section:

- The secretary of the Vice-Dean.
- Supervisors and assistant heads of the academic departments.
- Supervisors and managers of academic units in her Faculty according to the approved organizational structure of the Faculty/ female student section.
- Director of the Faculty/ female student section and the administrative employees of the Faculty.



## 2. Head of the Academic Department (or the Supervisor of the Department)

He is affiliated with His Excellency the Vice-Dean for Academic Affairs.

### Duties:

- Submit a proposal of the study plan, curricula, course books (textbooks), and references to the Faculty Council.
- Propose appointment and promotion of Faculty teaching staff, lecturers, and teaching assistants.
- Examine the scientific research projects, distribute the lectures, exercises, and training work to the Faculty teaching staff, lecturers, and teaching assistants, and organize and coordinate the department's works.
- Propose the formation of temporary committees without any financial liabilities.
- The matters referred to him by the Dean or the Vice-Dean within the field of his competence.
- Follow up on the quality work, and accreditation in the department, monitor the problems and difficulties encountered, and coordinate with the Faculty's Vice-Deanship for Graduate Studies, Research, Innovation, and Quality.
- Approval of course descriptions and programs from the department council.
- Follow up the teaching and learning processes, and ensure the effectiveness of teaching and evaluation strategies.
- Ensure that the teaching methods approved in the section conform to the goals and objectives of the academic program.
- Follow-up evaluation of learning outcomes in courses and oversee the evaluation of the learning outcomes of the program.
- Contribute and oversee the measurement of key performance indicators for the department/academic program.
- Provide the necessary technical support for the graduate studies, research, innovation and quality of the department.
- Follow up the work of the subcommittees related to graduate studies, research, quality, and accreditation.
- Participate in the evaluation of the quality monitoring of exam scores in the department in accordance with the quality.



- Contribute to the dissemination of quality culture and the requirements of academic institutional and programmatic accreditation in coordination with Faculty's Vice-Deanship for Graduate Studies, Research, Innovation, and Quality.
- Represent the department in meetings of the Faculty's Vice-Deanship for Graduate Studies, Research, Innovation, and Quality and follow up its recommendations and mandates and work to implement them.
- Prepare an annual report on quality and academic accreditation activities and submit it to the Vice-Dean for Graduate Studies, Research, Innovation, and Quality, after presenting it to the Department Council.
- Coordinating the training of faculty members in the implementation of quality and accreditation procedures within the department.
- Verifying the availability, indexing, and archiving of documents, forms, decisions, and minutes of meetings in the department.
- Follow up on the guidelines, directives, recommendations, and mandates issued by the University Deanship of Quality and Development and work to implement them.
- Follow-up on the implementation of the distribution of courses specification to students in academic programs at the department level.
- Follow-up on the completion of all files, documents, statistics and quality forms including the course specification and course reports ,and Program reports ,etc.
- To contribute to the closure of the quality loop at the level of the courses and the program by presenting the program improvement plan to the Department's Council.
- Review and check the program's self-study report.

#### **Affiliation:**

Each of the following is affiliated with the Head of the Academic Department (or the Supervisor of the Department):

- The secretary of the department head or supervisor.
- Supervisors and managers of the academic and administrative units of the department.
- The Faculty teaching staff and the like in the department.
- Specialists, technicians, and lab preparers in the department.



- Administrative staff of the department.

### 3. The Supervisor of the Academic Department (or the Assistant Head of the Academic Department), female student section

The Supervisor of the Academic Department (or the Assistant Head of the Academic Department), female student section is affiliated with the Vice-Dean for Female students section.

#### Duties:

- Submit a proposal to the Faculty Council regarding the study plan, curricula, textbooks, and references.
- Propose appointment and promotion of the female lecturers and teaching assistants.
- Approve the female Faculty's teaching staff, lecturers, and teaching assistants' engagement in their work, as well as the on-scholarship students' after their return from the scholarships.
- Examine the scientific research projects, distribute the lectures, exercises, and training work to the Faculty's teaching staff, lecturers, and teaching assistants, and organize and coordinate the department's works.
- The matters referred to him by the Dean or the Vice-Dean within the field of his competence.

#### Affiliation:

Each of the following is affiliated with The Supervisor of the Academic Department (or the Head Assistant of the Academic Department, female student section):

- The secretary of the department supervisor (Secretary of the assistant head of the department).
- Supervisors and managers of the academic and administrative units of the department.
- The Faculty teaching staff and the like in the department.
- Specialists, technicians, and lab preparers in the department.
- Administrative staff of the department.

### 4. Director of Administration

The directors of the administrative units are included in the wisdom of the directors of the faculties, the director of administration is the person who oversees the administrative, and financial affairs of the administrative or Faculty unit and is linked to the specific administrative structure within



the University, and among the most important duties and functions of the Director of Administration.

- Implementation of the decisions, regulations, and regulations of the University and the Ministry of Education.
- Participate in the implementation of the decisions of the University Council regarding quality and accreditation.
- Supervising the application of the regulations, regulations concerning quality and accreditation
- Participation in administrative and financial development processes.
- Participation in the formation of committees is required for the completion of work.
- Prepare a comprehensive periodic report on the progress of work, and administrative performance, submit it to the dean participate in the verification of the application of quality standards and academic accreditation.
- Participation in the establishment of the concept of quality and dissemination of its culture at the Faculty level.
- Participating in studying the difficulties or problems facing the University's development and quality programs and proposing solutions.
- Participation in logistics supervision of training activities.
- Co-supervising the preparation of a staff development plan.
- Continue to develop and upgrade facilities and equipment.
- Participate in the preparation of executive plans for administrative and financial affairs in order to achieve the main objectives.
- Participation in meetings and feedback on findings and decisions.
- Responsible for announcing/informing all employees of administrative decisions after their adoption.
- Implementation of quality plans in the field of administrative and financial affairs.
- Review and audit procedures, forms, records, and instructions.
- Permanent control of health and occupational safety conditions and ensure their suitability.
- Participation in quality surveys.



- To do what the dean mandates.

## 5. Academic staff members

- Commitment to professional ethics and maintaining integrity, fairness, equality, and transparency.
- Contribute to the planning of the decision of the program by adhering to the instructions of the management and quality committee of the program to ensure the quality of performance and achieve the mission and objectives of the program.
- Contribute to the dissemination of the culture, practices of quality, and academic accreditation in the Faculty.
- Contribute to the implementation of the operational plans that contribute to the achievement of the mission of the University and its strategic objectives.
- Contribute to the courses and programs specification, courses and annual program reports, quality forms and other academic accreditation requirements.
- To familiarize students with the general framework of the decision, its objectives, and its teaching and evaluation system.
- Directing students to the sources of learning, and knowledge, training them in their use and criticism, and developing their abilities for self-learning.
- Apply the teaching and evaluation methods included in the course description and the program with high quality.
- Manage the classroom efficiently, and effectively and consider the individual differences between students.
- Provide effective academic and psychological guidance to ensure that they are provided by experts to build personality and discover and nurture talent.
- To contribute to familiarizing students with their rights and duties.
- Participation in workshops and professional development programs within the Faculty and at the University.
- Develop the Course Learning Outcomes (CLOs) as a key objective for achieving and accomplishing the Program Learning Outcomes (PLOs).





- Develop the graduates' attributes in the program, ensuring the appropriate level of skills and knowledge.
- Use active and collaborative learning methods to ensure an appropriate level of different levels of thinking for students.
- Encourage and motivate students to learn, participate, and engage in constructive dialogue in the classroom and extracurricular activities that help to develop and enhance of graduates attributes.
- Contribute to the activities of testing, and evaluation, to exercise accuracy, fairness, clarity of the evaluation, and its proportionality with the course objectives and the level of students.
- Contribute to the participation of students in the evaluation of the course and the program as well as services provided to them.
- Writing the report of the course according to the specific form of the National Center for Academic Accreditation and Evaluation.
- Include the results of feedback from students in the proposals for improvement and development of the decision.
- Conduct qualitative research in the field of specialization regularly.
- Active and effective participation in councils, committees, and meetings, especially in relation to quality and academic accreditation.
- Contribute to the community participation related to specialization and contribute to the process of developing the Faculty programs.
- To contribute to the involvement of employers and graduates of the program in the processes of evaluation and improvement.
- Contribute to the analysis of the results of the measurement and evaluation of the decisions and the program.
- To contribute to the program's quality committee in writing the plan for improvement,
- Development of the program and to implement the appropriate recommendations.
- Measure learning outcomes at the decision level and contribute to measuring learning outcomes at the program level.



- Contribute to the closure of the quality department in the decision and program by implementing the recommendations identified in the improvement plans.

## 6. Employees

- Adhering to the ethics of public service and maintaining integrity, fairness, equality, and transparency.
- The obligation to attend and complete the administrative work during the official working hours and not to leave the premises without any excuse or prior permission.
- Allocate official working times to perform the functions and duties of the job efficiently and effectively.
- Supporting academic efforts by providing appropriate models and facilitating procedures.
- Contribute to the creation and maintenance of the working environment.
- Employing information technology to achieve high-quality administrative work.
- Contribute to the evaluation of administrative services at the enterprise level and contribute to the development of improvement and development plans at the Faculty or management level.
- Extra-curricular activities support for Faculty students.
- Answering the questions of students and Faculty members with accuracy and objectivity.
- Work to develop self-performance according to quality standards.
- Maintaining the facilities and equipment related to the Faculty or management and providing necessary and periodic maintenance.

## 7. Job Description for Faculty Academic Ranks

### 7.1 Professor Job Description

The professor's responsibilities include but are not limited to, teaching a requisite number of graduate classes, assisting with the development of course material, supervising postgraduate students, regularly publishing journal articles, serving on committees, attending conferences, writing proposals for grants, delivering presentations, and handling other administrative duties.

The professor should be able to balance teaching and research responsibilities. Outstanding professors are able to conduct independent research, accurately allocate resources, and provide subject-related and management advice to the Faculty.



### 7.1.1 Professor Responsibilities:

- Developing curricula and delivering course material.
- Conducting research, fieldwork, and investigations, and writing up reports.
- Publishing research, attending conferences, delivering presentations, and networking with others in the field.
- Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
- Participating in committee, departmental, and Faculty meetings.
- Providing training and mentoring to teaching assistants and junior lecturers.
- Reviewing methods and teaching materials and making recommendations for improvement.
- Assisting with student recruitment, interviews, and academic counseling sessions.
- Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.

### 7.2 Associate Professor Job Description

The Associate Professor's responsibilities include teaching a number of classes, attending conferences, conducting research, and supervising students. They should be able to collaborate with colleagues, advise teaching assistants, and tackle several administrative tasks.

Outstanding candidates have excellent management knowledge, networking skills, and the ability to build strong professional relationships with both students and colleagues.

#### 7.2.1 Associate Professor Responsibilities:

- Developing and delivering course material, curricula, and syllabi.
- Assisting with the training of new lecturers, teaching assistants, and Professors.
- Conducting research, publishing papers, and attending conferences.
- Attending academic events and networking with other researchers and field experts.
- Supervising, advising, and mentoring teaching assistants and graduate students.
- Participating in Faculty and departmental meetings.
- Traveling to other higher education settings to gain experience and expand networks.
- Writing proposals to secure research funding.



### 7.3 Assistant Professor Job Description

The assistant professor's responsibilities include teaching a requisite number of classes, providing guidance and supervision to graduate students, participating in departmental meetings, and providing academic support to Professors and other faculty members. They should be able to pace lessons and publish articles regularly.

They should thrive in a fast-paced, highly competitive environment and be able to respond to criticism maturely. Outstanding candidates are able to learn from senior staff as well as students and are constantly expanding their subject knowledge.

#### 7.3.1 Assistant Professor Responsibilities:

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new TAs and other junior staff.
- Conducting research and publishing papers in academic journals.
- Representing the University at conferences and delivering presentations when necessary.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.
- Answering questions in class or via email or telephone.
- Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to secure funding for research.
- Attending Faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

### 7.4 Lecturer Job Description

The Lecturer's responsibilities include developing course material and curricula, inspiring meaningful discussions, attending conferences, consulting with other academics and professionals, supervising graduate students, grading assignments, and being an active member of the University.

To be successful as a lecturer, you should demonstrate superior listening and communication skills. Outstanding candidates are able to prepare and deliver powerful lectures and should be willing to collaborate with professionals in and outside of their discipline.



#### 7.4.1 Lecturer Responsibilities

- Preparing and delivering lectures, tutorials, workshops, and seminars.
- Developing curricula and course material that can be used across a number of platforms.
- Collaborating with other academics and lecturers to improve teaching methods and expand the knowledge base.
- Setting and grading assignments, tests, and exams.
- Conducting research, and writing papers, proposals, journal articles, and books.
- Attending and participating in meetings, conferences, and other events in and outside of the institution.
- Participating in training opportunities and initiatives at the institution.
- Providing support to students and other colleagues.
- Staying current by reading widely and producing published work in the field.

#### 7.5 Teaching Assistant Job Description

Teaching assistants are responsible for organizing undergraduate events, supervising residence assistants, assisting with check-ins and check-outs for each semester, and co-authoring research papers with their professors, among other duties.

Teaching assistants need to periodically lecture classes and administer meetings, requiring a demonstrated history of leadership positions in student societies.

##### 7.5.1 Teaching Assistant Responsibilities:

- Assisting professors and departments with various administrative tasks.
- Organizing undergraduate events.
- Finding information in libraries.
- Researching internet sources.
- Conducting various research experiments and analyzing data.
- Designing research methodologies or populating literature reviews.
- Undertaking various fieldwork research.
- Co-authoring research papers with their professors.



- Attending seminars and periodically lecturing classes.
- Assuming the role of teaching assistant and assisting with teaching material.
- Conducting building staff meetings.
- Assisting with check-ins and check-outs for each semester.
- Administering performance evaluations of students.
- Assisting with the management of ceremonies and campus events.

#### 7.6 Lectures:

- The Faculty members perform forty working hours per week in teaching, scientific research, counseling, and other work that they are assigned to from the competent authorities at the University.

Classification of Faculty Members and Their Equivalent						
Classification	Professor	Associate Professor	Assistant Professor	Lecturer	Teaching Assistant	Language Teacher
Number of Lectures	10 study units	12 study units	14 study units	16 study units	16 study units	18 study units

The maximum lectures of Faculty members and those of similar rank are as follows:

#### References

- ❖ Regulations Governing the Affairs of Faculty Members in Saudi Universities
- ❖ Job performance list  
<https://bu.edu.sa/documents/20127/0/Ref.+2.2.2.4+%281%29.pdf/46234998-1ea6-28e8-568d-a1f0ad3513bb?t=1599756620659>
- ❖ GOVERNMENT TENDERS AND PROCUREMENT LAW  
<https://bu.edu.sa/documents/20127/0/Ref.+2.3.4.4+%281%29.pdf/c4f7f644-9868-ad8d-c3cc-845e20b99fc6?t=1599756930252>
- ❖ Code of professional conduct and public office ethics  
<https://bu.edu.sa/documents/20127/0/Ref.+2.2.2.3+%281%29.pdf/37bac3a5-b284-ec6c-615d-c8aa7fe36868?t=1599756727200>

