



# Faculty Handbook

Foreign Languages Department

College of Arts and Humanities

Al Baha University

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## **Introduction:**

This guide has been prepared to include many aspects of interest to faculty members, whether new or old, starting with the time joining the university and completing administrative procedures, and awareness of the governing university regulations, with the development of an ethical charter that specifies the university professor's duties and rights. Achieving training programs that work to develop the capabilities of faculty members. This is out of Al Baha University's interest to achieve academic integrity and adhere to Islamic and university behaviors. Through the contents of this guide, we look forward to consolidating the feeling of its faculty members that they are working within a fine academic community, based on equality and justice, far from any individual considerations or personal interests. The Department of Foreign Languages also hopes that this guide will achieve the appropriate conditions for a distinguished scientific and cognitive climate. The university's vision, mission and values.

# **Part One: The English Language Program Department of Foreign Languages and the organizational structure**

## **An Overview of the Foreign Languages Department**

The foreign languages department in Al-Baha University was established 1430-1431. The department grants the bachelor's degree in English language and the master's degree in literature for both male and female students.

### **Department's Vision**

To be a leading department in the field of foreign language learning and research

### **Department's Mission:**

To provide programs that contribute to preparing qualified graduates in the field of foreign languages, equipping them with the necessary skills to compete in the job market, and promoting scientific research in line with national standards.

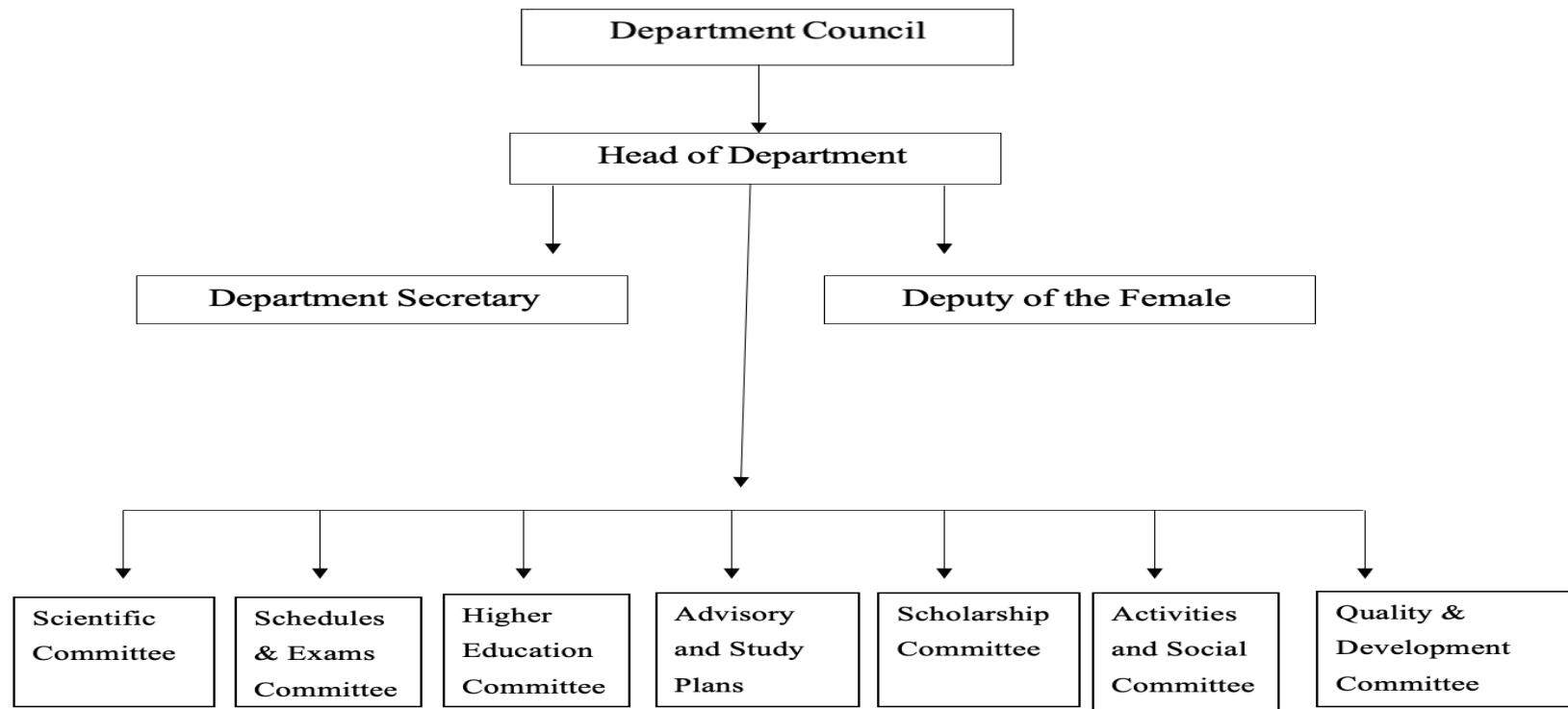
### **Department's Objectives:**

- Instill the values and ethics of Saudi society in students to foster a sense of belonging to their religion and country.
- Meet the local community's needs by preparing outstanding graduates in the field of foreign languages who possess a competitive edge in the job market.
- Contribute to community development by offering contemporary scientific research in literature and linguistics.
- Engage with stakeholders in the community to provide career guidance services for department graduates.
- Work diligently to obtain academic accreditation for the foreign languages programs offered by the Department.
- Provide postgraduate programs in the field of literature and linguistics to support scientific research and promote community development.

## Values

- Integrity
- Responsibility
- Transparency
- Quality
- Achievement
- Teamwork

## Department's Organizational Structure



## **Part Two: Faculty Members: Appointment - Rights - and Duties**

### **Polarizing professional staff members**

The departments of foreign languages works to polarize faculty members who are distinguished and hold prestigious certificates from international universities recognized in national and international educational institutions.

### **Conditions for appointing a faculty member**

Rules for the appointment of Saudi faculty members: the regulations governing the affairs of faculty members in Saudi Universities mentioned in the system and regulations of the Council of Higher Education and Universities from Article 3 to Article 14 shall be applied.

### **Verifying the certificate obtained by the faculty member**

Al Baha University works to verify the sources of certificates obtained by faculty members by communicating with the source of the certificate - the universities from which the faculty members graduated - and the supervisor who supervised the faculty member, as verifying certificates has become a requirement for development and quality.

### **Rights and Duties of Faculty Members**

Rights and responsibilities of faculty members include the following:

- Observing all moral principles and conduct procedures as per university, and Kingdom Higher Education regulations.
- Ensuring that the faculty member stay up to date with the latest developments in their field of study and use these developments in their research.
- Reporting the latest developments in the field of study.
- Actively Participate in the activities held by the department as well as the activities of the department council.
- Participation in activities of community service.

- Working only in the university and taking preapproval if they intend to work outside the university.
- The faculty member is responsible for keeping order in the teaching classrooms and laboratories. He/she should submit a report about any misconduct conflicting with public order.
- Giving lectures, both theoretical and practical, doing scientific research and supervising student's theses.
- Abiding by rules and regulations, respecting traditions, and following the rules and regulations of the employment of non-Saudis in Saudi universities.

## Teaching Load

The maximum teaching load for faculty members is as follows:

| No. | Scientific Rank     | Number of teaching units |
|-----|---------------------|--------------------------|
| 1   | Professor           | 10                       |
| 2   | Associate professor | 12                       |
| 3   | Assistant professor | 14                       |
| 4   | Lecturer            | 16                       |
| 5   | Teaching assistant  | 18                       |
| 6   | Language teacher    | 18                       |

The teaching unit: A 50-minute weekly theoretical or clinical lecture, or a 100-minute applied lesson which is commonly known as the credit hour. It continues for one semester. Teaching loads of faculties in charge of administrative work such as the university vice-rectors, deans and vice-deans, directors of centres, and heads of academic departments are reduced to a minimum provided that their teaching loads should not be less than three teaching units.

## Vacations and Sabbatical Leave

- Weekends, which are Fridays and Saturdays in Saudi Arabia.
- Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays, are announced by the office of the Rector mentioning the official beginning and end of these two holidays.
- The summer vacation of a faculty member is considered as the annual leave. The University Council determines the dates of return of the faculty members, provided that the summer vacation begins only after the completion of the tests and the announcement of the results.
- In addition to official end of the week holidays and Eid holidays, a faculty member (contract) is entitled to 60 days annual leave with full salary payable at the start of leave. All others are entitled to 45 days. For contractee who have worked for less than one year, the leave is proportional to the period worked. This is applicable to contractees who commence work within one month of the usual start date of the start of the university contracts. The University Council may defer the time of the annual leave or bring it forward in order to meet the needs of the academic calendar.
- Leave may be less than that prescribed, subject to written agreement between the two parties. The university has the right to determine the start and end of leave periods. The periods of secondment, exceptional leave, or absence from the university, are not counted towards the entitled leave.
- According to a decision by the university council which is based on the recommendation of the academic department council, the college council and the scientific council, the faculty member and similar staff can get a sabbatical leave for an academic year after working for five years or having a previous sabbatical leave, or for a semester after working for three years or having a previous sabbatical leave provided that this does not affect the educational process in the department. Based on the scientific council suggestion. The university council determines regulating rules for the procedures of the sabbatical leave.

The following conditions should be met to grant a faculty member the sabbatical leave:

- Only a faculty member or 10 % of the faculty members of a department can get a sabbatical leave concurrently in the academic year.
- The faculty member should present a scientific program that he/she is going to perform during the leave.

## **Attending Conferences, Symposia and Workshops**

The faculty member can attend conferences, symposia, and work- shops in Saudi Arabia or abroad, according to the following conditions:

1. There should be a relationship between the topic of the conference, symposium, or workshop and the major of the faculty member or his/her work obligations.
2. Participation in conferences, symposia and workshops in Saudi Arabia should be based on the recommendation of the department council, the college council, and the approval of the university rector.
3. Participation in conferences, symposia and workshops abroad should be based on the recommendation of the department council, the college council, the support of the university rector, and the approval of the head of the university council.
4. The university council determines executive rules for the regulations and procedures of attending conferences, symposia and work- shops based on a recommendation of the scientific council.
5. The faculty member who participate in a conference or symposium should submit a report about it to the university

## **Part Three: Training and development of faculty members' skills**

### **Faculty Training and Development**

The development of the skills and knowledge of the faculty members in al-Baha university is very important. A dedicated department is available for this purpose which offers quality programs that serves faculty members academically and scientifically. The foreign languages department also provides training courses and workshops addressing academic counselling, quality process and assessment of the students. For more information, please scan the code below.



### **Services Available for Faculty Members**

There are many services available by al-Baha university including:

1. University email: each faculty member has an electronic email address and can communicate easily with employees, other faculty members and students in the university.
2. Rafid: is the BU's learning management system which is used for virtual classes, assessments and reporting and analysing students' grades.
3. The Saudi Digital Library (SDL): a knowledge bank that serves the beneficiaries of university staff, faculty members, and students.
4. MyBU Academic: the official portal of Al-Baha University, providing web-based academic access to university services and information.
5. MyBU Staff: the faculty members' and staff's portal to a wide range of self-services.
6. Abhathi: A platform aims to facilitate the university's mission to promote scientific research.

7. Maharti: This is our platform at the University to enable our faculty members to enroll in courses and programs provided by the administration of faculty skills development.
8. Eskan: this is the new services provided by the Department of Housing for the Saudi Faculty Members housing system.
9. Tasaheel: A platform for receiving, managing, tracking and resolving technical support requests.

These services are available through the website of Al-Baha university:

<https://bu.edu.sa/en/all-e-services>

## **Evaluation of Faculty Performance**

Faculty performance evaluations are conducted annually by the head of the department to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development; and to obtain information relevant to contract renewal, promotion, and termination, awards for teaching, research and advising. The form is available to the faculty member to write any goals or objectives they want to achieve.

## **Department's Council**

- The department's council is made up of the faculty members of the foreign languages program. It should be held at least once a month with at least third of the faculty members.
- The head of the department is the head of the council and decisions are made by votes of the majority of the faculty members and if there are equal votes, the vote of the side of the head of department wins.
- The decisions made by the department council are valid unless there is an objection from the dean of the college during 15 days of getting the decision with comments. If there is still objection from the department council, the decision is transferred to the college council.

## Department Council Duties

- Recommending the appointment of faculty members, lecturers, and teaching assistants, as well as the delegation and promotion process for faculty members.
- Recommending study plans or altering existing study plans.
- Recommending programs, curriculum, and textbooks in the department.
- Encouraging faculty members to do research and publishing.
- Suggesting prominent researchers who can teach or supervise students' theses in the department.
- Suggesting and recommending visiting faculty members to teach in the department.
- Suggesting the required study plans for graduate studies and acceptance regulations.
- Looking into any issues that are transferred from the college council or the dean or the vice-dean for consulting.
- Forming permanent or temporary committees comprised of faculty members in the department.

## Contact Information

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You can view the faculty manual which includes detailed information about vacations, delegation, and other regulations through the barcode below:

