

ADMINISTRATION

HANDBOOK

2022-2023
VERSION-2

TABLE OF CONTENTS

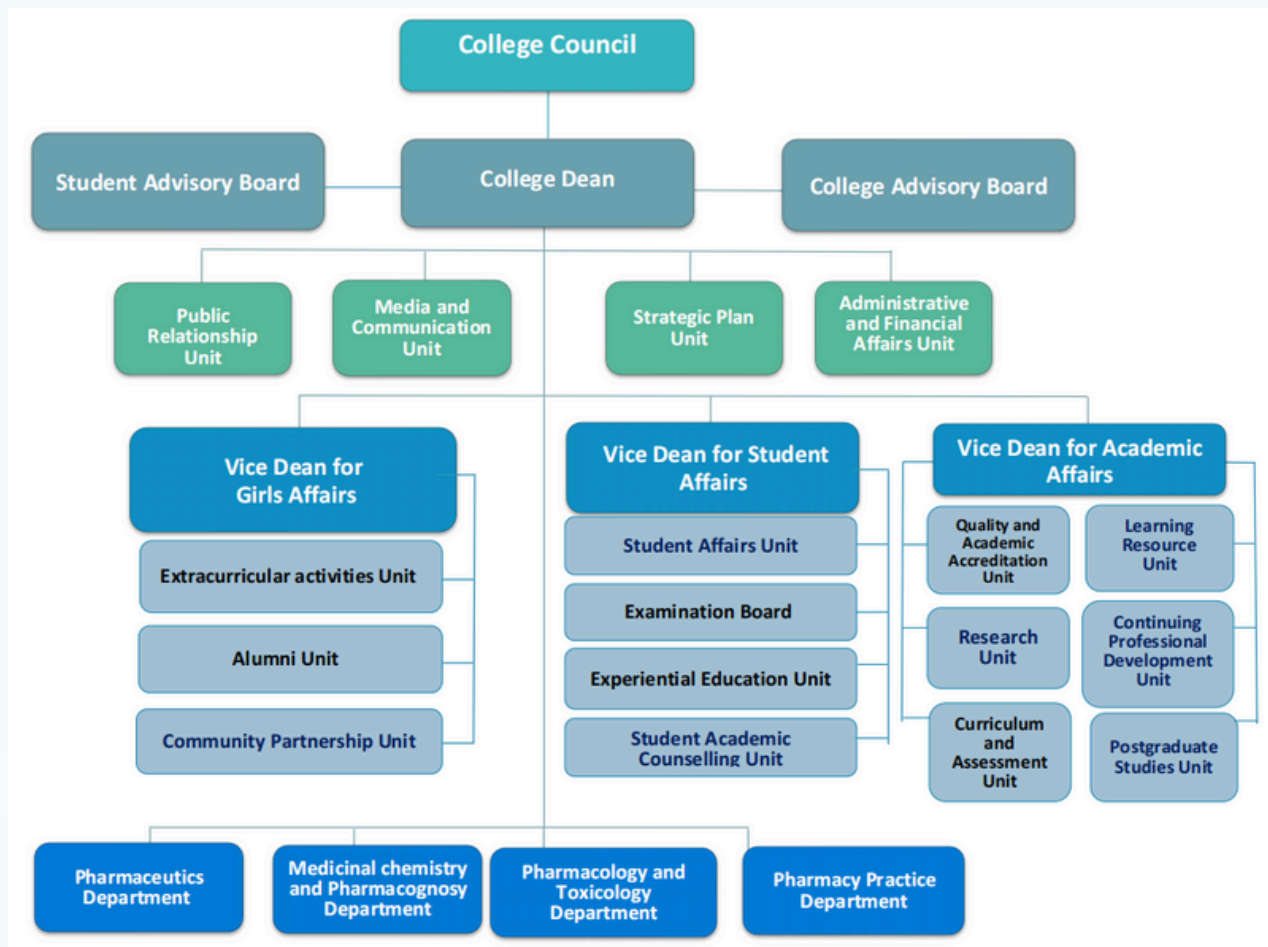
No.	Contents	Page No
1	Introduction	1
2	Organization chart	3
3	Vision, Mission, values and strategic goals	4
4	Part I: College administration	5
5	College administration	6
6	Dean of the College of Pharmacy	11
7	Vice Deans	16
8	Departments and Head of Department / Supervisors	19
9	Student Affairs Unit	22
10	Part II: College constitution and bylaws	23
11	College Constitution	24
12	College bylaws	26
13	Appendix: Definitions	47

Introduction

This handbook was developed by the Quality Assurance Unit at the College of Pharmacy, Qassim University and so contributes to the strengthening of the role of the College at the organizational aspects of the various academic, research and administrative activities. We included in this booklet the description of the functions of all departments and units of the college to help those in-charge of the college in the performance of their jobs and responsibilities to the fullest and in the light of the rules and regulations that have been developed by the Council of Higher Education and Universities in the Kingdom of Saudi Arabia to organize work in universities, colleges and institutes in the Kingdom of Saudi Arabia. Here comes the importance of this handbook is to provide the information needed to perform various activities at the College of Pharmacy, which contributes to achieve its mission and objectives. This handbook contains a description and identification of the powers and tasks of the College administration i.e. the College Council and the Dean, also includes description and defining the powers and tasks of the Vice deans, Heads of Departments and Departmental Council. We hope that this handbook would contribute in guiding and organizing of the workflow in the College and raise the quality and speed of tasks achievement to the levels at which we all aspire.

The contents of this handbook are subjected to the rules and steps stipulated in the regulations of the Saudi Arabia Higher Education Council.

College of Pharmacy Organization Chart



Vision, Mission, values and strategic goals

Vision

A national leadership in pharmacy education and research, and a supporter of effective partnerships

College Mission

Providing accredited pharmacy education to prepare qualified pharmacists and providing professional and research services to promote national development; in an inspiring, governance environment that stimulates innovation, technology and partnership.

Pharm D Program Mission

Providing advanced education to prepare professionally and research-qualified pharmacists to enhance healthcare through national and international partnerships with educational, health and research institutions

Values

- **Belonging:** We promote national loyalty, the spirit of initiative, giving and volunteering.
- **Justice:** We seek to achieve the elements of fairness and equal opportunities for everyone.
- **Honesty:** We perform our work sincerely and adhere to professional ethics and morals.
- **Transparency:** We are committed to disclosure and support accountability and integrity requirements.
- **Perfection:** We apply the highest quality standards to distinguish our outputs and services.
- **Innovation:** We stimulate creative thinking and innovative products of value.
- **Institutional:** We establish a culture of teamwork, in thinking and behavior.

Strategic Goals

- **Goal 1:** Emphasizing the quality of education and achieving excellence in the pharmacy specialty.
- **Goal 2:** Raising the merit, competitiveness and professionalism of college students.
- **Goal 3:** Strengthening research identity and improving applied pharmaceutical research and innovation to meet the requirements of sustainable development.
- **Goal 4:** Diversifying funding sources and improving spending efficiency.
- **Goal 5:** Completing, developing and sustaining the infrastructure.
- **Goal 6:** Enhancing partnership and knowledge exchange nationally and internationally.

COLLEGE ADMINISTRATION

COLLEGE ADMINISTRATION

The College is directed by the College Council and Dean of the college.

The College Council:

College Council is composed from the following:

- The Dean Chair of the Council.
- Vice-Deans One of them is assigned for secretary of the council.
- Heads of Departments Members
- Two faculty members from the college or other similar colleges within the University (optional)

The Dean may invite non-voting students to attend Council meetings and participate in the discussion of students' related issues without voting privileges.

Power and Tasks:

A. Authority

Taking in consideration, the Statute of the Council of Higher Education and Universities in the Kingdom of Saudi Arabia, as well as the decisions of the University Council, the College Council shall have authority over the affairs of the college. Specifically, the Council is vested with authority to:

1. Proposes the appointment of Faculty members and proposes their secondment, delegation, and promotion.
2. Proposes degree plans, or their amendment and curricula in coordination with academic departments.
3. Approve research strategies and priorities of the college and coordinate research activities between the departments of the College,
4. Proposes and approves the internal code for the College, bylaws, policies and procedures and is responsible for College wide implementation.
5. Proposes plans for staff and students training.
6. Proposes the extracurricular activities plan for the College.
7. Resolves issues related to students that are within its jurisdiction, and forward others to the relevant bodies within the University
8. Considers matters forwarded by the University Council, University President, Vice President, or any other deanships.
9. Reviews and revises as necessary the College vision, mission statement and is responsible for college wide implementation. The Council may assign a committee to do so.
10. Recommends the College goals and objectives and leads in their implementation.

11. Form, Committees from within or outside its membership as needed and decides the continuation or dissolution of existing committees.
12. Authorizes to the Dean of the College some of his powers during the summer holiday period provided that the Council shall review all Decisions and recommendations taken during this period in its first meeting after the leave.
13. Approve postgraduate programs.

B. Leadership:

1. Enhances the sense of community within the College.
2. Encourages a spirit of fellowship and cooperation between the professional organizations and the College.
3. Provides and adopts a clear strategy for pharmaceutical education and scientific research.
4. Provides, adopts and communicates to all Faculty, a clear general plan to implement and maintain academic standards; fostering for national and international accreditation.
5. Works closely with reporting committees to ensure work is aligned with college goals and plans.

B. Management:

► I. Student Affairs

1. Recommends the number of students admitted for the upcoming academic year to the University Council.
2. Approves a student request for exceptional postponing of the study before the commencement of the next academic semester.
3. Approves the excuse submitted by a student failed to attend the final exam. The Council may allow a student to take a make-up examination if the excuse is compelling.
4. Approves a student request for re-correction according to the University regulations.
5. Approves students' re-enrolment according to the University regulations.
6. Grants a student dismissed, because of academic probations, another chance.
7. Recommend an exceptional chance for students failed to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period, to finish the graduation requirements.

► II. Academic Affairs:

1. Approve the use of assessment methods for all courses in all programs including the specification of the proportion of the final exam marks according to the university regulations and after approval of department council and curriculum and assessment committee.

2. Approve course specifications and recommendation for improvements for all courses in all programs after approval of department council and curriculum and assessment committee.
3. Sets the regulations pertaining to the final examinations' procedures according to the University regulations.
4. Determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.
5. Sets the rules and regulations to accept students transferred from outside the college or University in accordance with the rules endorsed by the University Council. The Council should evaluate the courses taken by the student outside the college, based on the recommendations of the departments that offer equivalent courses.
6. Recommends any changes or modifications in the courses or program requirements (if needed) suggested by the academic department offering the courses.

III. Graduate Affairs:

1. Recommends the appointment of the college representative in the Council of Deanship of postgraduate Studies among faculty members according to the university regulations.
2. Recommends the number of students admitted each year for postgraduate programs.
3. Recommends the necessary admission requirements for the postgraduate programs.

IV. Scholarship and Training Affairs:

1. Recommends scholarships for teaching assistants and lecturers within the country or abroad; and the extension or termination of their scholarships, following the recommendations of the Department Council concerned.
2. Approve the change of scholarships specialization, University or Country of study following recommendations of the Department Council concerned.
3. Recommends the elimination of scholarship allowances according to the University regulations.
4. Decides regarding the requests for a scientific journey in or outside the Kingdom following recommendation of the supervisor and Department Council approval.

The rules and steps set forth in the Statute of the Council of Higher Education and Universities for the above conditions must be strictly followed.

V. Faculty Affairs:

a. Regular Employment

1. Recommends the appointment of Faculty members, lecturer and teaching assistants following recommendation of the Department Council.
2. Recommends Faculty promotion and nominates a number of referees in the major according to the University rules, whether from those already nominated by the Department Council or others.
3. Recommends the attendance and participation of the faculty member in conferences, symposia and work-shops in and outside Saudi Arabia following recommendation of the Department Council.
4. Recommends the secondment of a faculty member to work for public or government agencies following recommendation of the Department Council.
5. Recommends sending a faculty member on a scientific trip outside the University following recommendation of the Department Council.
6. Recommends allowing a faculty member to have scientific communication to conduct research work abroad during the summer holiday following recommendation of the Department Council.
7. Recommends the transfer of Faculty members, from an academic department to another within the College following recommendation of the Department Council.
8. Recommends the transfer of a faculty member to (and from) another College within the University and to another job outside the University following recommendation of the Department Council.
9. Recommends the acceptance of a Faculty member resignation or referred her/him to early retirement upon her/his request following recommendation of the Department Council.
10. Recommends hiring of distinguished Saudi Staff from outside the University to teach in the College following recommendation of the Department Council.
11. Renew the faculty member contracts.
12. Approved of awards for excellence in research.

b. Contract-Based Employment

1. Recommends hiring Faculty members who exceeded the upper limit of the age range (twenty to sixty calendar year), following recommendation of the Department Council and according to the ministry of education and university regulations.
2. Recommends permitting a faculty member to attend scientific conferences or symposiums following recommendation of the Department Council and according to the ministry of education and university regulations.

The rules and steps set forth in the Statute of the Council of Higher Education and Universities for the above conditions must be strictly followed.

D. Communication:

1. Engages in collegial dialogue and collaborative decision-making that encourages and includes input from areas of expertise and those who will be affected by the decisions.
2. Disseminates information concerning College plans, policies, procedures and resolutions.

E. Meetings and Voting:

1. The College Council shall convene at least once a month or upon a call from its Chairman.
2. A meeting cannot come to order unless at least two-thirds of the members are present.
3. Decisions are taken based on the majority vote of members present, and in case of a tie, the side of the Chairman prevail.
4. Decisions and recommendations of the Council are operative unless the University president objects to them within fifteen days from the date he receives the meeting minutes. If the Rector objects any decision and recommendation, he shall return the minutes to the Council along with his viewpoint for a restudy; if the Council's opinion remains unchanged, the council decision and recommendation under objections shall be referred to the University Council, which shall study them for final decision.

Duties of the Council's secretary:

1. Scheduling meetings of the Council on a regular basis throughout the academic year.
2. Receipt of the notes to be displayed on the Council.
3. Prepares, in coordination with the Dean, an agenda for the meeting, and circulates it in advance to the Council's members.
4. Supervision of the registration of Council members' attendance and ensures a quorum before starting the session and overseeing the voting process during the sessions.
5. Submits the minutes of the meeting, with attached signed attendance sheet, to the Dean for adoption.
6. Preparing discourses emanating from the decisions of the Council to the concerned authorities in the College and the University.
7. Archiving memoranda, minutes and decisions of the Council for reference when needed, as well as for review by representatives of accrediting bodies, or other authorized personnel.

Dean of the College of Pharmacy

Definition: The Dean is the “Senior Administrator and Innovative Leader” of the College. He shall undertake the management of the academic, administrative, and financial affairs of the College, within the limits of the Statute of the Council of Higher Education and Universities in the Kingdom of Saudi Arabia and is responsible for the implementation of the University and College Bylaws and policies and compliance with accreditation requirements.

Job description:

Job title: Dean of the College of Pharmacy.

Appointment: By a decision of the Minister of Higher Education, based on recommendation by the President of the University.

Term of Office: Two-year renewable term.

Reporting: To the President of the University and Vice President of academic affairs.

Main Responsibilities:

The Dean is the chief executive and administrative officer of the College. The main responsibility is to ensure alignment with Qassim University Regulations and Standards, coordinating the College's engagement with relevant University activity, and the pursuit of strategic goals as derived from Vision, the Strategic Framework and plan of the College and University. As academic leader, the dean is responsible for leading College staff in planning, securing resources, implementing and evaluating activities related to academic operations and research activities.

Power and Tasks

A. Authority

1. Management of all scientific, administrative and financial affairs of the College within the limits of the Statute of the Council of Higher Education and Universities in the Kingdom of Saudi Arabia.
2. Representing the College both internally within the University and externally in the various stakeholders.
3. Coordination and development of the College relationships within and outside the University.
4. Establishment of academic communication with educational institutions within and outside the Kingdom.
5. Following up the preparation of strategic and operational plans of the College.
6. Monitoring the progress towards the College's Strategic Plan, leading the faculty and/or administrators to adjust the plan as needed and appropriate.
7. Developing a comprehensive plan for institutional and academic programs accreditation of the College and maintain it.
8. Developing general strategies to evaluate the performance and quality assurance in the College and work on their application.

9. Nomination of Vice Deans and Heads of academic departments and raise the recommendation to the Rector.
10. Delegation of his authorities in accordance with the University rules and regulations.
11. Formation committees and describing their tasks as required.
12. Ensuring the quality of the educational process outputs at the College through continuous development and improvement of academic programs and College Staff in teaching, learning and scientific research.
13. Identification of the possible improvement areas in the College performance and proposes projects deemed necessary to achieve them.
14. Monitor the development of the infrastructure for information technology and informatics in college and take the required actions in needed.
15. Monitor the development of the qualification and training processes for the College Staff and take the required actions in needed.
16. Strengthen the mechanisms of motivation, satisfaction and institutional affiliation of the College Staff.
17. Ensure the development of indicators to measure performance and evaluate achievements at college level and follow-up their application after approval.
18. Ensure that the administrative organizational structure of the college is followed
19. Ratification of the minutes of departments councils and units' meetings, and has the right to veto its decisions within 15 days from the date of their receiving. If the dean objects any decision or recommendation, he shall return the minutes to the department Council along with his viewpoint for a restudy; if the Council's opinion remains unchanged, the department council decision or recommendation under objections shall be referred to the college Council, which shall study them for final decision.
20. Planning the needs in workforce for academic departments and administrative units in collaboration with academic departments and administrative units and follow-up their availability.
21. Adoption of job performance evaluation reports prepared by Vice Deans, Head of departments, and Directors of administrative units for their employees according to the university regulations and providing timely performance feedback.
22. Recommends the termination of, or not renewing, a contract-based Faculty member service with coordination with Heads of departments.

B. Leadership

I. Leading the Faculty in

1. Inspiring others to accept and extend the vision for the College.
2. Developing and maintaining a high-quality motivating instructional environment (across all modes of delivery) with respect for the roles of research, creative activity, and service contributions to the College, discipline, and community.

3. Lead the development of curriculum that fosters academic excellence and quality learning experiences for both undergraduate and graduate students, including the use of innovative teaching and learning strategies and incorporating appropriate learning technologies, as well as a commitment to distance learning.
4. Ensuring the implementation of the quality assurance processes by creating quality culture and contributing to the development, and maintenance of academic standards.
5. Providing a constructive way of conflict management.
6. Supporting staff through effective communication and professional development
7. Collaborating with advisory boards to assess program needs.

A. Management

I. Supervision and Follow-up

- 1.Overseeing the organization of College Council Affairs.
- 2.Supervising and directing the affairs of the College to ensure the study regularity, performance of everyone duty and good workflow.
- 3.General supervision of the work of departments and units of the College and proposes what ensures the advancement of its business and working to provide its needs.
- 4.Follow up the implementation of the Strategic Plan of the College and determines the responsibility of each side of what about its own and working on its updating as needed.
- 5.Supervising the implementation of the College plan for institutional and program academic accreditation and its maintenance.
- 6.Overseeing the motivating programs, satisfaction and institutional affiliation of the College Staff.
- 7.Supervising the implementation of e-learning programs in college.
- 8.Overseeing development programs of the administrative organization in the College.
- 9.Overseeing the attraction of distinguished Faculty members.
- 10.Overseeing the qualification and training programs for the College Staff.
- 11.Working on the development of curricula and educational means, and enabling Faculty members to perform the best for their mission.
- 12.Overseeing the settlement and the provision of technical and informatics in college.
- 13.Supervision of various students' activities in the College.

II. Administrative Affairs

- 1.Contributing to the management and operations of the College and University by undertaking specific responsibilities as assigned by the Rector of the University.
- 2.Application of rules and regulations of the Council of Higher Education and Universities.

3. Implementing the decisions of the University Council regarding the College.
4. Calling for, and presidency of, College Council meetings, implementing its decisions and raising the minutes of its meetings to His Excellency the Rector.
5. Managing scientific and administrative affairs of the College within the limits of the rules, regulations, decisions and applicable instructions.
6. Coordination of the work of the Advisory Boards and the implementation of its recommendations.
7. Reporting on the works and achievements of the College regarding the implementation of the projects of the University Strategic Plan and submitting them to the Vice Rector for planning, development and quality; and takes the necessary action on them in accordance with the mechanism adopted.
8. Evaluation of the performance of Vice Deans, Head of academic departments, and Directors and Heads of the related units.
9. Approving of participation of the faculty members and the like at conferences and symposiums or seminars in the Kingdom of Saudi Arabia - with exception of the special conferences -without affecting their performance in college, and in accordance to the instructions of attending conferences approved by the University Council, and notification of the Vice Rector Graduate Studies and Scientific Research
10. Reporting to the Rector, based on notifications from Heads of departments, about any breaches of duties or violation of rules/regulations or any other irregularities from any Faculty member.
11. Reporting disciplinary issues regarding student and Staff to the concerned authority in the University in accordance with the regulations.
12. Approval of the participation of Faculty members in the College exams and in the defense of Master and PhD Theses in universities and Colleges in the Kingdom according to the University regulations.
13. Approval of the request of government agencies to get the help of the teaching Faculty to give non-systematic lectures or to participate in a scientific research activity for a short period, in an entity offers the service free of charge, according to the University
14. regulations.

Recommendation to His Excellency the Vice Rector for Educational Affairs to postpone the ordinary vacation of Faculty members, lecturers and teaching assistants according to regulations.

15. Recommendation to His Excellency the Vice Rector for Educational Affairs to assign Faculty members, lecturers and teaching assistants to teach during the annual leave, within the limits of the rules and regulations.

16. Approval of granting of ordinary and forced vacation to the College Staff, provided that the Deanship of Faculty and Personnel Affairs complete its proceedings before possession by the employee.
17. Reporting about work commencement and leaving by the College Staff.
18. Completion of the initial steps of Faculty employment and, in the case of the desire to contract, sending the completed contracting leaves to the Deanship of Faculty and Personnel Affairs.
19. Signing the identification certificates for all College Staff, except for Faculty members and their equivalents, provided that not to be experience certificates or letters of thanks.
20. Direct contact with the University and other entities in all aspects of their purview, provided that the contact with his equivalents or those who follow him in the functional ranking.
21. Approval of contracting with the internship students after coordination with the Deanship of Faculty and Personnel Affairs.

III. Financial Affairs

1. Maintaining the fixed and movable properties of the College.
2. Overseeing the planning and preparation of the College budget.
3. Managing the Financial Affairs of the College within the limits of the rules, regulations, decisions and instructions applicable.
4. The distribution of financial allocations of the College for purchasing all the College requirements of technical equipment, scientific books and furniture that are not provided in the University according to rules and regulations
5. Authorizing disbursements from the College repository and signing memoranda of input and output.
6. Adoption of disbursements from the College budget for the work requirements.
7. Recommending disbursements of Staff entitlements for working out the required Commitment.
8. Adoption of purchase orders in accordance with the r

Vice Deans

Definition:

The Dean may delegate responsibilities to other appropriate administrators, including the Vice Deans, to assist in discharging his duties within the College. If there is more than one Vice Dean, the senior one shall act on behalf of the Dean during his absence or vacancy of the Dean's post.

Vice Deans for the College include:

1. Vice Dean for Academic Affairs.
2. Vice Dean for Students Affairs.
3. Vice Dean for Girls Affairs.

Vice Dean for Academic Affairs

Job title: Vice Dean for Academic Affairs.

Appointment: By a decision of the Rector, based on recommendation by the Dean.

Term of Office: Two-year renewable term.

Reporting to: Dean of the College.

Power and Tasks

1. Addressing the relevant authorities within the University in the jurisdiction and scope of the Agency's work.
2. Issuing internal decisions required for the proper functioning of the Agency and the affiliated units in accordance with rules and regulations.
3. Recommending the formation and composition of committees describing their tasks as required by the interests of labor and their follow-up.
4. Recommending the appointment of Head/Directors/Supervisors of affiliated units and committees.
5. Presidency of the affiliated committees and reporting to the concerned authorities.
6. Studying the academic plan of the College, in coordination with the departments and units within the College and raise the annual report of the program to the Dean.
7. Supervision of Academic Counselling in the College and coordination with departments and the students' affairs unit to prepare a specific blueprint in this regard and report it to the Dean of the College.
8. Coordination with the College units in the relevant areas.
9. Supervision of the affiliated units and committees.
10. Follow-up the Affairs of internship and postgraduate students.
11. Supervising the arrangement and processing of locations of teaching and training in the College and the teaching hospitals
12. Raise lists of collaborators from hospitals for teaching and training and follow up the progress of their work.
13. Overseeing registration activities, and follow up the results, plans and study schedules for postgraduate students.
14. Overseeing the implementation of the regulations and the executive rules for the studies and examinations for postgraduate students.
15. Overseeing and pursuing the development of educational facilities and modernization of the College labs.
16. Supervision of the use of technology, e-learning, learning resources, educational multimedia and learning within the College.
17. Evaluate the clerical employee's performance.
18. Submitting periodic reports to the Dean about the evolution of the performance of the affiliated units based on the assigned tasks, and difficulties faced by them.
19. Implementation of tasks assigned by the Dean.

Vice Dean for students Affairs

Job title: Vice Dean for students Affairs.

Appointment: By a decision of the Rector, based on recommendation by the Dean.

Term of Office: Two-year renewable term.

Reporting to: Dean of the College.

Power and Tasks

1. Follow-up the Affairs of undergraduate students.
2. Supervising the preparation of study timetables and schedules of exams and coordination with the Deanship of Admission and Registration and other relevant authorities regarding the preparation of the tables in a timely manner.
3. Supervising the registration of courses according to the tuition plan of the College.
4. Overseeing registration activities, and follow up the results, plans and study schedules.
5. Supervision of requests for adjournment and apologize for the study, as well as deletions and addition in accordance with regulations and decisions issued in this regard.
6. Supervision of the application of regulations for admission and transfer from and to the College.
7. Overseeing the implementation of the regulations and the executive rules for the studies and examinations for undergraduate students.
8. Considering students' deprivation lists and deprivation raise for the final examinations.
9. Monitoring the performance of the examinations and adjust the order and discipline within the College.
10. Supervision of the affiliated units and committees
11. Supervising the excuses committee.
12. Study and follow-up of student issues (behavioral and ethical), in coordination with the supervisor of the students' affairs unit or committees that make up in the College in accordance with rules and regulations applicable in the University.
13. Considering the complaints and disciplinary actions for students before raising the issue to the Dean.

14. Considers student's appeal regarding transfer credit decisions taken by the College Council.
15. Coordination with the College units in the relevant areas.
16. Evaluate the clerical employee's performance.
17. Submitting periodic reports to the Dean about the evolution of the performance of the affiliated units based on the assigned tasks, and difficulties faced by them.
18. Implementation of tasks assigned by the Dean.

Vice Dean for Girls Affairs

Job title: Vice Dean for Girls Affairs.

Appointment: By a decision of the Rector, based on recommendation by the Dean.

Term of Office: Two-year renewable term.

Reporting: To the Dean of the College.

Powers and Tasks

1. Coordination and organization of academic, administrative, and organizational relationship with the Dean, Vice-Deans and heads of departments of the college regarding the female section.
2. Overseeing the implementation of the strategic plan of the College students in the female section.
3. Implementation and following up of the College Council decisions.
4. Supervision of the affiliated units and committees.
5. Coordination with the College units in the relevant areas.
6. Preparation of the plans of the College extra-curricular activities and the proposal for the organization of its own.
7. Supervision of the College extracurricular activities.
8. Continuation of updating the College website with respect to the Academic Affairs Agency and the affiliated units.
9. Evaluate the clerical employee's performance.
10. Submitting periodic reports to the Dean about the evolution of the performance of the affiliated units based on the assigned tasks, and difficulties faced by them.
11. Implementation of tasks assigned by the Dean.

Departments and Head of Department

The college has four Academic Departments:

1. Department of Pharmaceutical Sciences
2. Department of Medicinal Chemistry & Pharmacognosy
3. Department of Pharmacology & Toxicology
4. Department of Pharmacy Practice

Department meetings:

- Each department shall convene once a month, upon call from the head of department, with minimum of two-third of faculty members in presence
- Decisions are adopted by an absolute majority of attending members, and in case of tie, the side of the head of department will prevail
- Departmental decisions will operate, unless the Dean object to them within 15 days.
- In case Dean objects to the decision, he will return the set to the Department for re-discussion.
- If Department's opinion remains the same, the matter will be referred to the College council for final decision

Departmental Jurisdictions:

The Department will propose to the Dean and College Council about:

- Curricula, text books and references for study plan
- Any change in the study plan
- Appointment, and promotions of faculty members, lecturers and teaching assistants
- Evaluation of research projects
- Distribution of teaching load and training assignments for faculty member

Head of Department

The Head of Department is appointed by the University Rector based on nomination and recommendation from the college dean. The head of departments is selected from among Saudis faculty members. The appointment shall be for a period of two years, subject to renewal. He will demonstrate outstanding scientific and administrative competencies. He will demonstrate the ability and skills to empower and influence others towards getting the job done. As a cooperative and friendly team manager, he will assist the dean in implementation of various decisions made by the college administration in his department. The head of department is also responsible for the conduction of scientific and administrative matters in his department and submits a report to the dean on the activities of the department at the end of each academic year.

1. If a person with prescribed qualification and experience is not available to be appointed as head of department, Dean appoints a senior faculty member in the Department as Department supervisor.
2. The duties and responsibilities of the Head of Department and the Supervisor remain same except those mentioned in university rules.

Responsibilities of Head of Department:

Administration:

- course recommendation improvement for the course –approve the postgraduate program – number of enrollment student on the postgraduate program – promotion the faculty by committee – research excellence - create committee scientific and others. Sign the exam after reviewed and under the college/ university regulation
- The head of department/supervisor will be administratively in-charge of the entire academic and administrative activities in his department. He will assist the Dean in implementation of decisions made during faculty meetings and approved by the Dean, in his department.
- Assists the Dean in selection of new faculty members, if asked for.
- Hold departmental meetings once a month to discuss various academic and administrative issues of the department particularly:
 - Remedial measures to be taken for weak students
 - Course plans and suggestions for courses improvement
 - Any other matter for which the Dean asks for an input
 - The minutes of meetings shall be recorded and copy may be forwarded to the Dean's Office for approval
- He will assist the Dean in organization and implementation of Faculty Development Program in the college.
- He will encourage the members of his department to actively participate in any community service program organized by the college.
- He will get the list of required books and equipment prepared by the faculty members and will finalize it for submission to the Dean's office, when asked for.
- He may delegate various duties and responsibilities to the faculty members of his department using a flexible management skill for smooth running of the college.
- Responsible for Job Performance Evaluation for all faculty members and teaching assistants.

Academics

He will ensure the following and will be accountable and answerable to the Dean in these matters (and also guide the instructors in these matters):

- The teaching plan of all the courses consisting of lecture/practical schedule, quiz schedule with a clear-cut time line is prepared and delivered to the students well in time by the concerned faculty members in his department.
- The students are encouraged to consult and read the text books.
- All the faculty members are preparing course files as per direction of the Quality Assurance Unit of the college.
- All the faculty members are observing the time limits during their teaching sessions i.e., 50 minutes for each lecture hour.

- All exams in his department, including quizzes, midterm and final exams are prepared according to the required standards as per curriculum.
- All exams, particularly midterm and final, are sufficiently testing all domains of the learning objectives of the course i.e., knowledge and skills...etc.
- Review and evaluation of scientific and academic curricula and presented to the College Council.

Student Affairs Unit

The division of student affairs is fully engaged in all aspects of students' academic affairs inside the college and collaborates with students, faculty, staff, university administration and many others in the delivery of key services and support to everyone.

Roles and responsibilities:

1. Manages and organizes student records, generating necessary reports.
2. Provides enrolled student contact details and other relevant information.
3. Facilitates and oversees student support during the registration process, including dropping/adding courses.
4. Directs students to the appropriate academic coordinator or advisor.
5. Maintain confidentiality of records and information.
6. Executes additional responsibilities as assigned.

Part II:

COLLEGE CONSTITUTION and BYLAWS

COLLEGE CONSTITUTION

Article 1

The name of this organization shall be the College of Pharmacy at Qassim University, here in referred to as the College.

Article II Purpose

The purposes of these bylaws are to assist in the orderly conduct and governance of the professional and graduate affairs of the College of Pharmacy at the Qassim University; to facilitate the performance of faculty duties and obligations; and to protect the rights and privileges of the faculty members in accordance with the policies, rules, and regulations of the Qassim University. It shall also be consistent with, governed by and are subordinate to, the Statute of the Council of Higher Education and Universities in the Kingdom of Saudi Arabia. In the event of any conflict, the Statute and the University bylaws shall prevail as appropriate.

Article II. Organization

SECTION 1: Composition

The chief executive officer of the College shall be the Dean of the College.

The College shall be comprised of departments, centers and such other organizational units as deemed necessary.

The Dean and the Head of Departments along with such other persons as described by the Bylaws shall meet regularly as the College's Executive Committee to conduct business of the College.

The faculty members of the College are those holding titles of teaching assistants, lecturers, instructors, assistant professors, associate professors, and professors.

SECTION 2: VISION, MISSION AND VALUES

Vision

A national leadership in pharmacy education and research, and a supporter of effective partnerships

Mission

Providing accredited pharmacy education to prepare qualified pharmacists, and providing professional and research services to promote national development; in an inspiring, governance environment that stimulates innovation, technology and partnership.

Values

- **Belonging:** We promote national loyalty, the spirit of initiative, giving and volunteering.
- **Justice:** We seek to achieve the elements of fairness and equal opportunities for everyone.

- **Honesty:** We perform our work sincerely and adhere to professional ethics and morals.
- **Transparency:** We are committed to disclosure and support accountability and integrity requirements.
- **Perfection:** We apply the highest quality standards to distinguish our outputs and services.
- **Innovation:** We stimulate creative thinking and innovative products of value.
- **Institutional:** We establish a culture of teamwork, in thinking and behavior.

Article III

SECTION 1: Amendments

Any amendments to this Constitution require an affirmative vote of three-fourths of the voting members present at any regular meeting of the College or at a special meeting called for that purpose.

SECTION 2: Implementation

Once approved by the College Council it becomes effective and in full force immediately.

COLLEGE BYLAWS

Article I. General Powers

1.1 The procedures for operating under this Constitution shall be specified in the Bylaws.

1.2 These Bylaws shall be compatible with this Constitution and with the policies and procedures of the University.

Article II

SECTION 1: Faculty Members

The Faculty Members of the college of Pharmacy shall comprise all persons who hold academic positions in the College of Pharmacy as defined in the Qassim University Faculty and Staff Handbook. The Faculty Members shall participate in the formulation of academic policies, and shall share in the development and implementation of programs in teaching, research, service and administration through participation in both administrative and academic committees of the College as defined in subsequent Article of these Bylaws. The duties, privileges and responsibilities of the Faculty Members of the College, as stated or implied herein, shall be exercised in accordance with the rules, policies and procedures of the University. In case of conflicts the Statutes of the University must prevail.

Faculty members Workloads(Article 40 in Faculty and Staff Handbook 2012/2013):

A) The upper limit of the teaching load of the faculty member and similar staff is as follows:

1. The professor: 10 educational units (credit hours).
2. The associate professor: 12 educational units.
3. The assistant professor: 14 educational units.
4. The lecturer: 16 educational units, it may be less than that during his study.
5. The teaching assistant: 18 educational units.

B) The educational 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.

C) Article 41 in Faculty and Staff Handbook 2012/2013: The faculty member and similar staff should work 35 hours weekly spent in teaching, research, office hours, academic committees, academic counseling, and other required administrative and research works. Based on a decision by the university council, they can be raised to 40 hours.

Tasks: Faculty member will be responsible for:

1. Developing, recommending, implementing, and evaluating the various education and curricular, research, service, and continuing education programs of the college.
2. Supporting, encouraging, and protecting the academic quality of the programs, faculty members, and students at the college.

3. Deliberating and advising the dean on all appropriate matters.
4. Protecting the rights and privileges of the faculty and students at the college.
5. Applying regulations concerning academic and nonacademic conduct of students.
6. Acts as academic supervisor for a group of students.
7. Maintain own continuing professional development.
8. Provides university and community services.
9. Participates in college committees and units' activities as required.
10. Preparation of course files at the end of each semester according to the Quality Assurance regulations

SECTION 2: Departments

The College of Pharmacy is organized into departments as follows, Department of Pharmacology and Toxicology, Department of Pharmacy Practice, Department of Pharmaceutics, and the Department of Medicinal Chemistry and Pharmacognosy. Each of the departments is led by a Head who reports to the Dean of the College

1. Each department shall have a department head that shall have administrative responsibility for that unit and shall represent the department in relations with other departments of the college.
2. He shall provide leadership in all matters of policy determined by the faculty of the department and shall be responsible for administering the affairs of the department in accordance with these policies and those of the faculty members of the college and in accordance with general university rules and regulations.
3. The department head is responsible for defining department interests in terms of the college goals and priorities.
4. It is the responsibility of the department head, either directly or through delegation to committees, and subject to the authority of the dean, to make decisions on such matters as, but not limited to:
 - a. Approving class schedules for the department.
 - b. Assigning teaching responsibilities to the department faculty members.
 - c. Selecting department representatives to attend professional meetings.
 - d. Setting the time and frequency of department meetings at least once a month during the academic year.
 - e. With appropriate departmental faculty input, making recommendations for annual performance review, increases in salary, promotion, new and continuing appointments, and tenure.
5. The head of department is responsible for conveying departmental concerns and/or problems to the College Council and for reporting to the department decisions and directions taken by the Executive Council and the dean.

6. The appointment of the department head shall be the responsibility of the dean of the college and will be reviewed on a yearly basis in accordance with university guidelines and procedures.

SECTION 3: Centers

a. Pharmacy College Research Center

The purpose of the Centre is to promote an environment of research in the college, evident by number of internal and external research grants secured by college faculty members, number of research publications by the college faculty members in peer reviewed journal every year and active participation of students in faculty-supervised research. The Centre is also responsible to ensure provision of sufficient facilities in college laboratories for conducting the research.

Roles & responsibilities:

1. Initiate and recommend clear policy to the Dean for actions and strategies aiming at achievement of college strategic objectives in the area of research
2. Encourage faculty members to submit grant proposals to DSR of QU and external funding organizations in the kingdom
3. Update the faculty members on research seminars/symposia being held nationally and international and encourage them to participate and present their research findings in such scientific meetings
4. Motivate students to participate in research activities and guide them in writing research proposal, if needed
5. Plan for and support authorship and translation activities in the college.
6. Assist college administration/ activity committee for holding workshop/seminar
7. Work up for finding out the community related health issues and recommend these to the college faculty, to be addressed in research proposals
8. Design an automation system for the college research database being available to the community (both professional and general) on college website as well as in print form as "College Research Handbook"
9. Encourage the faculty members to share their experience regarding research, with the community through publishing in the university magazine
10. Encourage research studies related to the Islamic orientation of health sciences.
11. Recommend the college administration, after discussion in the Centre meeting for procurement of chemicals and instrument every year, based on the demands made by academic departments of the college for research and practical lab work for the students
12. Discuss the research related issues referred by the University administration, through the Dean and provide him positive feedback, as and when asked for

SECTION 4: Committees

Various committees are formed in the College for the smooth and efficient management of activities. Through Committees, the faculty members can develop their extracurricular activity and administrative skills and contribute efficiently to the College management.

Committee Formation and Structure

All committees are formed by Dean's Executive order, at the beginning of each academic year. A committee shall be composed of at least 3 faculty members, representative from each department, in addition to a faculty member with special expertise/training/experience, as a committee chair.

Head of the Committee:

- Appointed by the Dean.
- Chair all the meetings, flexibly leading through meeting agendas, supporting all the views impartially.
- Delegate duties to different members after discussion in the committee meetings.
- Initiate agenda items by himself, and/or receive from Dean, faculty members, convey to the coordinator for meeting.
- Establish and maintain liaison with relevant University Deanship.
- Write annual reports regarding committee activities and achievements.

2. Different Committees

2.1 Strategic Plan Committee

Purpose:

The purpose of this unit is the preparation of the strategic plan of the college in accordance with the mission and objectives of the college and in line with the strategic plan of the university, preparation of the action plan of the Strategic Plan of the College and evaluation and follow-up of the implementation of the action plan of the college strategic projects.

Roles and Responsibilities:

1. Initiate, formulate and implement policy and procedures, with appropriate time frame, for development of Strategic Plan.
2. Review and finalize the college Vision and Mission.
3. Review the Strategic plan annually for update/amendments if deemed necessary.
4. Initiate and formulate the action plan of the strategic plan of the college.
5. Supervising the implementation of the strategic projects.

6. Preparation of the accomplishment reports for the college projects at the end of each project
7. Periodic Review of the vision, mission and goals
8. Maintain records of the committee.

2.2 Quality Assurance Unit

Purpose:

The purpose of the Quality Assurance Unit (QUA) is to develop policies and procedures by which the college can measure its works in all domains like education, training, research, administration, and community services to achieve its mission, using standards provided by National and International Accrediting Agencies. The QAU, in collaboration with Deanship of Development and Quality shall oversee all the quality issues ranging from reviewing changes in study plan to administration of the programs through teaching, training and assessment strategies within the program with required documentation, surveys and their analysis and prepare annual program and periodic self-study reports. The Unit shall make recommendations based upon the analysis and ensure their implementation in the relevant area as part of dynamic and continued improvement process, towards fulfillment of the college mission and objectives. The Unit shall also establish assessments/internal audit system/policy for all its procedures and activities.

Roles and Responsibilities:

- Providing data and information required for preparing, developing, and evaluating plans and programs in the college.
- Participates in preparing and implementing the college's strategic plan.
- Applying systems, controls, procedures, and criteria for obtaining academic accreditation and following up the continuity of their implementation in the college.
- Suggesting the names of institutions, universities and colleges that can cooperate, ally and partner with them in the field of quality assurance and academic accreditation.
- Suggest appropriate academic accreditation authorities for the college.
- Proposing standards, tools and mechanisms for evaluating and measuring the performance of the educational and administrative units in the college in the field of quality assurance and academic accreditation.
- Preparing and implementing programs to spread the culture of quality assurance in the college.
- Review and approval of course files.
- Evaluating the level of performance in all aspects of the program, preparing annual reports, proposing and implementing improvement plans.
- Preparing indirect evaluation reports.
- Preparing general performance indicators report for the program.

- Preparing a benchmarking report.
- Completes the requirements of quality assurance standards.
- Submitting reports to the Deanship of Development and Quality on all the activities and achievements of the college in the field of quality assurance and academic accreditation.
- Participate in the preparation of the self-study report of the program (SSR) according to the templates of the National Center of the Academic Accreditation and evaluation (NCAAA).
- Maintain records of the committee.

2.3 Curriculum and Assessment Committee

Purpose:

The College Assessment Committee leads the continued development of learning assessment policies at College of Pharmacy. Through College, academic support departments, student affairs, and core curriculum liaisons, the committee monitors assessment activity at the Pharm D program level, and reviews and provides feedback reports. The Committee collaborates with the appropriate internal and external resources to provide leadership for the professional development of faculty, administration and staff on assessment processes and resources.

Roles and Responsibilities:

- Review and update program learning outcomes (PLOs) and graduate attributes.
- Review course learning outcomes (CLOs) for their suitability for the intended learning outcomes.
- Review teaching and assessment methods for their efficacy and suitability for the intended learning outcomes.
- Review CLOS Vs PLOs matrix.
- Update program specification annually.
- Review and approve course specifications.
- Discuss and approve recommendations for courses improvement.
- Assess program learning outcomes annually.
- Update program handbook periodically.
- Completion of quality requirements of standard 2 (Teaching and Learning).
- Review program and course in a systemic manner on regular basis to ensure that they are kept current and relevant (e.g, every 5 years).
- Maintain records of the committee.

2.4 Scientific Research Committee

Purpose:

1. Identify areas of research of local interest and direct our resources to address those issues and find solutions that benefit the regional community.

2. Introduce and train our undergraduate and graduate students to identify health- related problems using modern scientific methods in basic and clinical research.
3. To broaden the horizon of our faculty members and students by performing seminars and workshops.

Roles and Responsibilities:

1. To work with faculty members in the College, contributing to the further progression and implementation of basic and clinical research relevant to the need of local community.
2. To support faculty members with modern research techniques by maintaining the existing instruments and providing new modern ones.
3. To assist in the necessary contacts with the concerned bodies in the university like the research deanship which is hosting the main funding body for the supported projects.
4. To assist the researchers in the college for financial support from the research deanship and other relevant bodies outside the university to support their project expenses.
5. To be involved with the execution of seminars and workshops that will enable the faculty members to increase their awareness for better conducting of their research.
6. To execute annually a research day that will encompass the work carried out by the undergraduate projects and to encourage faculty members from the college and outside to deliver lectures on the concerned topics related to research and education.
7. To provide experts advice to individuals and groups of faculty members on issues related to continuing professional development.
8. A newly developed center of excellence has been developed as part of the research center for the management of chronic disease of diabetes and cardiovascular diseases in the region and Kingdom as a whole, this later center will provide help and guidance to successfully carry research in this area.
9. Preparation of annual research report.
10. Maintain records of the committee.

2.5 Experiential Education Committee

Purpose:

The purpose of Experiential Education Committee is to formulate and implement policies and procedures for outcome oriented academic administration of experiential programs of the Pharm D study plan. It also searches, selects, and evaluates training sites for experiential education and coordinates with external preceptors. The committee helps to identify areas of excellence and deficiencies of different training sites and aid with implementation of programs to the external preceptors and helps to initiate/improve clinical pharmacy practice at the site, wherever required.

Roles and Responsibilities:

1. Survey and search for prospective experiential program sites, for both male and female students.
2. Conduct biannual visits to prospective and current experiential program sites to introduce and reinforce the objectives and activities of the program, ensuring ongoing alignment and approval from site administrators well in advance.
3. Work for making contracts with the program sites, according to the University rules and regulations.
4. Make recommendations for all the above to the Dean for approval and for future planning.
5. Design and implement orientation programs for new/prospective preceptors and students, detailing the objectives and activities of the experiential program at external sites
6. Design and implement rotation schedule of the trainees.
7. Distribute the students among the training sites.
8. Conduct surveys among students and preceptors to assess the training programs, and based on these surveys, make adjustments to enhance learning outcomes, such as updating training materials and modifying preceptor training sessions.
9. Prepare training course specifications and reports annually using the NCAAA templates.
10. Maintain records of the committee.

Student Counselling Unit

Purpose:

1. Acclimatization of the students in the college environment.
2. Provide the students with information, policies, resources of the college and the program.
3. Enhancement of the academic performance of the students, improve their skills and solve any problem facing them during their study.
4. Decrease the chance for academic stumble.
5. Provide consultation and help any student facing academic problems.
6. Provide special attention and care towards students with low achievement, stumble and monitor them until they become improved.
7. Provide special care for students with high achievement and who has talent, enhancement their capacity and supporting their creativity.
8. To select and appoint advisors who in turn act as a liaison between unit and the students.

Role and Responsibilities

1. Formulation of strategies for academic counseling at the college of pharmacy
2. Execution of an effective awareness program in the campus on the availability of academic counselling support service for students and its importance
3. To work in a cooperative manner among themselves, students, and the unit
4. Create avenues for better student-faculty interaction.
5. Distribution of student lists to academic advisors at the beginning of every semester
6. Scheduling of meetings to suit both the unit and advisors.
7. Harmonize student-advisor relationship and ease up any difficulty associated with it
8. Bring to notice any psychological, financial, social, or professional problems of students to the Deanship of Students' Affairs, or at the college administration level.
9. Coordinate interactions between advisors and Vice Dean for Academic affairs
10. Review student advisor reports and provide recommendations if asked.
11. Notify any student problems that may affect his/her grades ahead of time and try to find solutions.
12. Maintain records of the committee.

2.7 Community Services Unit Purpose:

1. To strengthen the communication between the college of pharmacy and deanship of community service at Qassim university.
2. To strengthen the integration between the college and Deanship of community service of the Qassim university and government institutions in Qassim region to touch the community's needs and work to meet them through the planning, implementation, monitoring, and evaluation of programs (pharmaceutical and health awareness, continuous medical education, health survey to identify the health problems in the community).
3. To establish short and long-term training, workshops, seminars, colloquia, exhibition, and meetings in the field of the pharmacy
4. The dissemination of cultural and professional awareness and providing advisory services to all segments of society (Please rephrase this point, starting with proper verb like to strengthen used before)
5. To do closer ties between the college and the community by offering specialized awareness programs dealing with various aspects of the health of the community in line with the objectives of protection health plans according to national health planning of Saudi Arabia.

Roles and Responsibilities:

1. Coordinate with the college's departments to develop plans to serve the community.
2. Take advice and follow guidelines from Deanship of community service in Qassim University.
3. Survey the needs of the community in health issues and services which can be provided by the College of Pharmacy.
4. Create awareness about community service and establishment of community partnership between faculty members and students.
5. Documenting the activities offered by the college and its faculty members.
6. Cooperate with the Deanship of community service to coordinate community activities available, to provide facilities and get the required support from the deanship.
7. Conduct training courses and scientific meetings for pharmacy professionals and the dissemination of cultural and professional awareness and provide services to various segments of society.
8. Provide, uphold, and continuously raise the quarterly activity and its reports of the activities from the college to Deanship of community service for documentation as part of the activities of the university fraternity to serve the community.

2.8 Continuing Professional Development Unit**Purpose:**

1. Identify the areas needed for the development of faculty member's abilities in educational and academic profession.
2. Enhancing faculty member's professional abilities by preparing and executing workshops, lectures, and seminars.
3. Select the tools and facilities required for accomplishing the running of the
4. training programs.

Roles and Responsibilities:

1. To work with faculty members in the College, to ensure the reflection of the continuing development program in enhancing the better outcome from the use of this program.
2. To make the necessary contacts with the professional personnel who have the potentials that are required for the professional development of faculty members in their educational career.
3. Organization of workshops, lectures and seminars that will enhance faculty member's professional abilities.

4. Seek funds and support from the college, university, and relevant bodies for the smooth running of those programs.
5. Maintain records of the committee.

2.9 Alumni Committee

Purpose:

The college is aspired through this unit to create a continuing communication channel with its alumni and strengthen their association to the college and university, as well as contributing to providing diverse career opportunities for them and exhorting them to supporting and assisting in various college and community services.

Role and Responsibilities:

1. Maintain contact with the college alumni.
2. Create a comprehensive and updated database about the college alumni.
3. Assist the college graduates to improve their skills and guide them to get suitable job opportunities.
4. Organize a gathering day for alumni on an annual basis.
5. Conducting surveys among alumni to get their feedback on the quality of the program.
6. Conducting surveys among employers to get their feedback on the quality of the program.
7. Preparing a work plan of the Alumni Unit.
8. Preparing the unit's annual report.
9. Organizing and keeping the unit's documents.

2.10 Statistics and information unit

Purpose:

The unit specializes in statistics and information to provide the data needed to support the planning and making decisions that serve the overall goals of the College.

Responsibilities:

1. Collect, compile and analyze data of the college from the units and committees and sections.
2. Share quality assurance unit in the collection and analysis of relevant data.
3. Supporting units of the college with information related to development and quality
4. Design the college website.
5. Publish data related to college events, structure, departments, units and community service activities college website.
6. Announces reliable information about the program's performance and achievements through the college website.

2.11 Student Advisory Board (SAB)

Purpose:

1. Provides opportunities for leadership development among the students.
2. Establish constructive interaction between the college administration and students.

Formation and Structure

Students Advisory Board shall consist of:

1. The dean of the college, chairman.
2. The vice dean for academic affairs.
3. The vice dean for student affairs.
4. A number of selected college students, and must be less than 10 not more than 20
5. All college levels should be represented in the SAB, according to the election mechanism that determine the seats for each level.
6. The Dean may add two outstanding students in extracurricular activities to SAB.
7. The Dean may add a member from the administrative personnel within the college, provided that he/she meets the objectives of the board.
8. Members of all advisory boards should be approved by the Dean of the College.

Note: The dean may delegate one of the vice deans to represent him in chairing the board.

Roles and Responsibilities:

1. The student advisory boards are the legitimate channels that convey all student needs/ suggestions to the College administration.
2. Present students' problems to the college administration.
3. Review and agree on the examinations schedule.

Rules Governing the Work of the Advisory Board:

1. The college in the male/female sections elects a secretary for the SAB, who can be a student or a member in the first meeting session.
2. Advisory board hold their meetings twice a semester minimum and as needed.
3. The topics that are to be discussed should be submitted well in advance to the board secretary.
4. Only topics of general interest to student affairs are considered, without regard to individual cases.
5. Each member of the advisory boards shall maintain integrity, and abide by the norms followed in the College.
6. Membership of the board is a maximum of two years, renewable once only.
7. Graduate students are replaced by students in the same election mechanisms and conditions.

8. The secretariat of the student advisory board shall set up meeting schedules and agendas, and records all recommendations and submit them to the concerned bodies. The secretariat then coordinates the implementation process.

2.12 Examination Board

Purpose:

The Examination Board (EB) was established to conduct various examinations in the college of Pharmacy, Qassim University and to provide rules and regulations for preparing question papers and conducting examinations. The Examination Board is responsible for the proper procedure during exams in addition to ensuring the implementation of the examination regulations, rules and guidelines.

Roles and responsibilities:

1. Make rules and regulations for the conduct of various examinations including Midterm and final examinations.
2. To ensure smooth and uniform conduct of midterm and final examinations, both in male and female campus
3. To safeguard the quality of examinations
4. To ensure smooth implementation of assessment and grading for mid and final examinations as laid down by the departments
5. To assign invigilators for smooth conduct of exams
6. To assess cases in which there is a suspicion of fraud and to if fraud has occurred to take measures
7. Handling the appeals from students with regards to examination or assessment matters
8. To draw up an annual report of the activities of the exam board and to provide the report to the dean

2.13 Student Disciplinary Committee

Purpose:

The committee will be formed to ensure the existence of an environment that fosters the intellectual, ethical, psychological, social, and spiritual potential of all students and that is in keeping with the mission of the College of Pharmacy, Qassim University.

Objectives of the committee:

1. To protect the rights of the students.
2. To maintain discipline and a peaceful atmosphere in the college campus.
3. To assure fairness to complainants and to students accused of any breach of the Code of Conduct.
4. To act as deterrent for future offenders.

Composition:

1. Three senior faculty members, one of them will be the head of the committee.
2. An official from students' affairs and a student representative.
3. Any other member at the discretion of Dean.

Reporting of Incident:

4. The process applies to all the residing and internship students and governs the investigations and adjudication of violations regardless of where they occur; in college or hospital premises or elsewhere.
5. Anyone (faculty, student, administrator, or any individual) who has grounds to initiate a complaint regarding any student may do so by filling out the relevant form (either for Academic or Non-Academic Violations) and submitting it to the Dean's Office or his assignee.
6. The Dean or designee will meet the accused student and seek verbal and written explanation. Following this, the complaint may be dismissed, or in the case of a minor misconduct resolved with or without penalty. Misconduct that is not dismissed will be referred to the "Students Disciplinary committee".
7. The accused student will be given an equal opportunity to review any statements submitted. Any additional documents related to the case must be submitted to the Students Disciplinary committee in advance of the hearing.
8. The Dean reserves the right not to proceed with complaints that are not submitted within a reasonable time frame.

Procedure for conducting meetings and hearings:

1. A valid meeting of the committee will require all the members to be present.
2. The committee may convene as required when a complaint is received.
3. Any action taken will be decided upon the degree of misconduct and subject to agreement among all the members.
4. For mild complaints, if the student concerned accepts responsibility for the act then the committee without further hearing can administer any mild sanction or punishment and notify the Dean.
5. If the student denies the violation then it will be put forward to the committee, which will investigate and give a report within a fortnight.
6. The decision taken by the committee will be Accused student "Responsible for the act", "Not responsible for the act".
7. If the committee decides as "Responsible for the act", the penalty will be as follows:
 - a. Warning.
 - b. Educational sanction.
 - c. Community service.

- d. Referral to counselor.
- e. Loss of privileges like library, playground and no permission to participate in cultural or sports events.
- f. Fines.
- g. Restitution for the damage of property, if any.
- h. Suspension from college.
- i. Dismissal from college.

The decision will be recorded in written form, signed by the members and conveyed to the Dean for approval. The Dean shall forward the report to the university general administration for regulatory affairs for final approval.

Notification of Decisions:

The accused student will be sent written notification of any decisions and/or sanctions reached as a result of a hearing within a week of hearing. The Office of the Dean may inform a student's parents of any finding of responsibility and related sanctions for violations. After the meeting and decisions have been taken, the results may be shared by the Dean with relevant faculty and other university officials having a legitimate educational interest in such results.

Records:

When a student is found responsible for violation, a disciplinary record will be established and maintained in the student's file. However, the decision for the disciplinary record to be entered in the permanent record of the student will be taken by the Dean.

SECTION 6:

Other Committees of the College

The dean of the college shall have the power to appoint and dissolve, as occasions arise, ad hoc committees dealing with issues including, but not limited to, budget, student affairs, research, and accreditation. The composition and charge of such ad hoc committees shall be designated in writing by the dean.

Article III: Job Descriptions

Roles and Responsibilities of the Laboratories supervisor:

1. Full supervision of all college labs and the lab technicians.
2. Supervision and to periodically report to the Dean on attendance, leave, delays and absences records of the laboratory's employees.
3. Recommendation to grant urgent or regular leave to the laboratory's staff and raise it to the dean.

4. Reporting on laboratories employees when starting or leaving work.
5. Preparation of job performance reports on the laboratory's employees and submitting them to the Dean of the College for adoption.
6. Following up the receiving process of the laboratories substances and equipment and raising the needs to the responsible authorities.
7. Follow-up the laboratory preparations for the lectures in coordination with faculty members.
8. Ensure that the chemicals are properly preserved and disbursed to those who requested the min coordination with the technician who responsible for the chemicals.

Laboratory Technicians

First: General job tasks:

1. Communicate with faculty members to find out the chemicals, glassware, tools and devices required for practical lessons at least a week before the practical lessons.
2. Disbursing the required chemicals, tools, glassware, and devices from the warehouses if they are not available in the laboratory, in coordination with the laboratory coordinator.
3. Prepare the required solutions under the supervision of faculty members at least one day before the practical lessons.
4. Communicate with faculty members if they do not request practical lesson requirements at least three days in advance.
5. Ensure the cleanliness of the laboratory before and after the start of practical lessons.
6. Supervising the cleanliness of the laboratory and being present with cleaning workers during the cleaning process.
7. Arrive at least one hour before practical lessons to ensure that all required materials are available.
8. Constant presence in the laboratory during practical lessons to provide technical support to faculty members and acquire skills.
9. Ensure training on the devices and operating them under the supervision of faculty members.
10. Notify the laboratory coordinator in the event of a malfunction in the equipment or any defect in the laboratory.
11. Guiding students in the laboratory and encourage them to follow security and safety measures.
12. Follow up on the maintenance of equipment in coordination with faculty members and the laboratory coordinator.
13. Maintaining a user manual for all laboratory equipment.
14. Conduct a periodic inspection of the devices and document it on a registered form that includes the type of inspection, day and date.

15. Conduct a periodic inspection of the security and safety means in the laboratory and document it on a registered form that indicates the type of inspection, day and date.
16. Ensure that the laboratory is closed when finished.

Second: Job tasks specific to the chemistry laboratory:

1. Putting concentrated acids and alkalis in the fume cupboard.
2. Commitment to wearing protective glasses, gloves, and a face mask when dealing with concentrated acids and alkalis.
3. Providing sufficient quantities of distilled water for use in preparing solutions.
4. Providing sufficient quantities of protective glasses, gloves, and a face mask for students when they use concentrated acids and alkalis.
5. Ensure that the laboratory is closed when finished.

Third: Job tasks specific to the pharmaceuticals laboratory:

1. Providing a sufficient number of basic devices in the laboratory, such as balances, viscosity measuring devices, and surface tension measuring devices.
2. Ensure that the scales are clean after the end of the practical lessons and encourage students to do so.
3. Emphasis on cleaning workers to use specific types of detergents in some practical lessons, such as preparing creams and ointments.
4. Providing appropriate quantities of distilled water for use in preparing solutions.
5. Operating some devices for measuring the viscosity and fragility of tablets after training on them.
6. Ensure that the laboratory is closed when finished.

Fourth: Job tasks specific to the microbiology laboratory:

1. Providing basic equipment in the laboratory, such as a microscope and a sterilizer.
2. Dispose of Petri dishes that contain different types of bacteria by destroying them using a sterilizer device.
3. Keep Petri dishes, which contain different media for bacterial growth, in the refrigerator.
4. Directing students to use safety and security methods when dealing with bacteria in practical lessons.
5. Ensure that the laboratory is closed when finished.

Fifth: Job tasks specific to the drug and natural products laboratory:

1. Providing medicinal plants used in the drug laboratory in a dry place.
2. Grinding the required medicinal plants at least one day before the practical lessons.
3. Operating devices for separating natural products.

- 40 The ability to exercise caution and complete knowledge when preparing solutions that contain concentrated acids and heavy elements such as mercury.
5. Providing a sufficient number of glassware used in the extraction of natural products.
6. Ensure that the laboratory is closed when finished.

Sixth: Job tasks specific to the pharmacology laboratory:

1. Prepare solutions and medications on the same day as practical lessons to maintain their effectiveness.
2. Maintaining the cleanliness of the equipment from the solutions used in the laboratory after the end of the practical lessons.
3. Ensure that experimental animals are available in the laboratory at least one hour before practical lessons.
4. Ensure that experimental animals are returned from the laboratory to the animal house after the end of the practical lessons.
5. Providing appropriate quantities of distilled water for use in preparing solutions.

Seventh: Job tasks specific to the biochemistry laboratory:

6. Use safety and security measures when dealing with blood samples that are used in the laboratory.
7. Maintaining the cleanliness of the equipment from the solutions used in the laboratory after the end of the practical lessons.
8. Dispose of used reagents and kits from stores and store them in the laboratory refrigerator at least one day before practical lessons.
9. Return the used reagents to the refrigerator after completing the practical lessons.
10. Providing appropriate quantities of distilled water for use in preparing solutions.
11. Ensure that the laboratory is closed when finished.

Eighth: Job tasks specific to the research laboratory:

1. Communicate with the researchers to find out the chemicals, glassware, tools and devices required for the research at least a week before the start of the research.
2. Distributing the required chemicals, tools, glassware, and equipment from the warehouses when they are not available in the laboratory, in coordination with the director of the research center and the laboratory coordinator.
3. Prepare the required solutions under the supervision of researchers.
4. Communicate with researchers on an ongoing basis to inform them of any obstacles they face during preparation.
5. Ensure the cleanliness of the laboratory on a daily basis.

6. Supervising the cleanliness of the laboratory and being present with cleaning workers during the cleaning process.
7. Permanent presence in the laboratory when graduation project students are working on the devices.
8. Constant presence in the laboratory while researchers are working to provide technical support and acquire skills.
9. Training on the devices and their operation under the supervision of researchers.
10. Notify the director of the research center and the laboratory coordinator in the event of a malfunction in the equipment or any defect in the laboratory.
11. Guiding graduation project students in the laboratory and urging them to follow security and safety methods.
12. Maintaining the cleanliness of the equipment from the solutions used in the laboratory after the completion of work on it.
13. Providing all materials required for the research before starting it.
14. Follow up on regular maintenance of devices.
15. Providing appropriate quantities of distilled water for use in preparing solutions.
16. Follow up on device maintenance on a regular basis.
17. Maintaining the user manual for all devices.
18. Follow up on the registration book used to authenticate devices.
19. Ensure that the laboratory is closed when finished.

Ninth: Job tasks specific to the virtual pharmacy laboratory:

1. Supervising the distribution of medicines and ensuring their continuous availability on the shelves.
2. Communicate with the laboratory coordinator to obtain additional medications from hospitals.
3. Follow up on the arrangement and cleanliness of the pharmacy and intravenous fluid room.
4. Ensure that the laboratory is closed when finished.

Tenth: Job tasks specific to the virtual pharmacy drug warehouse:

1. Inventorying medications and arranging them in the warehouse
2. Dispensing medications to the virtual pharmacy laboratory
3. Receiving and recording incoming medications

Eleventh: Job tasks specific to the glassware warehouse:

1. Make sure to store it in the correct way to avoid breaking the glassware.
2. Disbursing the required glassware from the warehouse after receiving the disbursement request

3. Receiving incoming glassware and storing it in the warehouse
4. Make an inventory of the glassware contained in the warehouse

Twelfth: Job tasks specific to the solid chemicals warehouse:

1. Keep chemicals in order A_Z and put labels on the shelves.
2. Receiving and recording incoming chemicals.
3. Dispensing chemicals after receiving the disbursement request from the faculty member
4. A monthly report is submitted to the laboratory coordinator on the available and disbursed quantities.

Thirteenth: Job tasks specific to the liquid chemicals warehouse:

1. Keep chemicals in order A_Z and put labels on the shelves.
2. Receiving and recording incoming chemicals.
3. Dispensing chemicals after receiving the disbursement request from the faculty member
4. A monthly report is submitted to the laboratory coordinator on the available and disbursed quantities.

Fourteenth: Job tasks specific to the experimental animal house:

1. Monitoring the experimental animal house with the responsible worker and implementing everything the house requires.
2. An inventory of the number of animals available in the animal house is provided, and a report is submitted every month regarding their numbers and types
3. Ensure the availability of feed or sawdust and inform the laboratory coordinator at least two weeks before its end.

Secretarial duties of the dean's office and the deputy's office

- 1- Organization of the Dean's Office.
- 2- Save correspondences in their correct places.
- 3- Returning correspondences to the relevant departments (according to the guidance and source)
- 4- Request to contact the relevant departments.
- 5- Answering and transferring incoming calls to the Dean's Office.
- 6- Recording important appointments and reminding the dean of them
- Writing the dean letters.
- 8- Sending fax papers to the required party.
- 9- Keep important addresses.
- 10- Follow up on the Dean's correspondences related to travel and boarding, or receive approval from the University President.

- 11- Organizing the entry of visitors to the Dean's Office according to the instructions.
- 12- Maintaining the secretarial office and implementing other requests from the Dean.
- 13- Follow up on the college's correspondences with the university administration as requested by the college administration.
- 14- All tasks assigned to them.

Article V. Bylaws Adoption and Amendment Section A. Adoption:

These bylaws of the college and subsequent revisions shall become effective (a) following adoption by a two-thirds majority vote of the college council (b) following approval by the president of the university.

Section B. Amendment:

1. Any voting faculty member may offer an amendment(s) to an article(s) or section(s) of the bylaws. Proposed amendments to the bylaws shall be circulated to members of the faculty at least one month prior to any meeting at which they will be considered. Amendment (s), and rationale, therefore, shall be stated specifically and so transcribed in the minutes of the faculty where that is proposed. The proposed amendment(s) may be discussed fully at the meeting.
2. The dean, or a committee appointed by the dean, shall study the proposed amendment(s) and the supporting rationale before accepting.

Appendix: Definitions:

- **Authority:** The power or right to enforce laws, adjudicate, settle issues or disputes, give orders, or make decisions; to enable its holder to successfully carry out his/her responsibilities.
- **Council:** An official group of people who have been elected or appointed to serve as administrators, legislators, or advisers.
- **Bylaws:** The basic rules of the organization. They are set forth as a statement of policy to delineate more specifically the nature and form of academic governance within the University/College to foster and promote an academic environment of excellence.
- **Committee:** A group of persons appointed or selected to perform a function, e.g., investigating, analyzing, considering, reporting, or acting on a matter, on behalf of a larger group. In a sense, the larger body entrusts a smaller subset of members to do something for them.
- **Department:** An educational division of the College, giving instruction, research, service and practice in a particular subject or a specific field, such as Pharmacy Practice Department.
- **Unit:** A functional division of the College, performing a defined mission, such as Quality Assurance Unit.
- **Faculty members:** The academic Staff who serves as a professor, associate professor, assistant professor, lecturer, full time special lecturer, or full-time instructor; and who are responsible for planning, directing and undertaking academic teaching and research within the College.
- **Leadership:** Continual adjustment to accomplish goals. Leadership produces change and includes establishing direction through visioning, aligning people with the vision and strategies, and motivating and inspiring Staff.
- **Management:** Controlling resources to accomplish goals. Management produces predictability, order, and consistency regarding key results and includes planning, budgeting, organizing, staffing, controlling, and problem solving (decision-making process).
- **Term of Office:** The term during which some position is held.

