

King Saud University
College of Food & Agriculture Sciences

FSN Department Operational Plan

V 1.1 (February 2025)



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department and NOT for distribution



FSN Department Committees

Department's Committees Policies

- Committees are formed by a decision from the department head and the approval of the department council at the beginning of each academic year and are assigned for a full academic year.
- A committee is formed of 5 faculty members and those of similar status, and is headed by a faculty member who is a member of the department council.
- A secretary is appointed for the committee to organize meetings and write minutes. The committee secretary is not considered a member of the committee and does not have the right to vote.
- The committee meets with the attendance of at least 3 members (out of 5), and the committee secretary is not counted among the attendees.
- The committee has the right to hold its meetings in person, remotely, or in a mixed format.
- Only committee members have the right to vote on topics, and in the event of a tie, the committee rapporteur shall prevail.
- The committees manage their meetings through the “Majalis Portal” system, and the minutes are documented, approved, and signed on the system.
- The committees have the right to include their minutes in the department council agenda to discuss the committee's topics and recommendations.
- The committees have the right to request the formation of temporary subcommittees for a specific purpose after the approval of the department council.
- The committees submit complete, approved, and signed minutes according to the approved form, and the appropriate attachments.
- The minutes must also clarify the committee's recommendation to the department council.

Departments' committees Code of Conduct

1. Issuing and updating the committee's guide that clarifies the relevant regulations, internal policies and work procedures of the committee.
2. Representing the department in the relevant college units according to the affiliation.
3. Communicating and coordinating with other committees in the department as needed.
4. Communicating and coordinating work with the department's management and administrative offices, each in its own capacity.
5. Collecting and documenting data related to the committee's tasks and ensuring their continuous availability.
6. The committees prepare an electronic file to save and manage the committee's documents via the electronic file, and the committees may use a paper file only when needed.
7. Calculating performance indicators related to the committee's tasks.
8. Submitting a brief quarterly report on the committee's work to the department council.

Departments' committees List

S	The Committee	Comments
1	Development, Quality and Academic Accreditation Committee	Self-study committee for programs
2	Cooperative Training Committee	
3	Postgraduate Studies Committee	
4	Human Resources Committee	TA and Scholarships Committee
5	Laboratory and Risk Management Committee	
6	Student Affairs, Academic Advising and Graduates Committee	Academic Advising Committee Alumni Committee
7	Scientific Research and Innovation Committee	
8	Administration, Statistics and Learning Resources Committee	Digital Content Committee
9	Educational and Academic Affairs Committee	Teaching Load Committee Plans and Programs Committee
10	Skills Development and Community Services Committee	

Academic Development, Quality and Accreditation Committee

1. Adherence to the "Department Committees Policies" and work in accordance with the "Department Committees Work Regulations".
2. Preparing, reviewing and updating the "Program Description" for all academic programs of the department.
3. Reviewing and updating the "Course Description" in cooperation with specialized faculty members.
4. Ensuring that the requirements for obtaining academic accreditation are met.
5. Reviewing the "Course Report" for all courses and following up on their implementation by faculty members.
6. Calculating the achievement of the academic program educational objectives (PLOs).
7. Distributing and analyzing survey questionnaires of all types (students, graduates, employers, others).
8. Obtaining and analyzing survey data conducted by the college.
9. Calculating and collecting performance indicators and writing the "Annual Performance Report".
10. Following up on committee topics after the decisions of the department council and following up on their implementation with the assistance of the department's administrative staff.
11. Performing any other tasks assigned to the committee by the head of the department or the department council

Cooperative Training Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Identify and register students eligible for cooperative training.
3. Provide appropriate training bodies to train students, and address them and direct students to them.
4. Propose training periods to the Department Council in line with the requirements of the "Cooperative Education" course.
5. Identify academic supervisors for students, and submit a list of supervisors to the Department Head and the Department Council.
6. Address training bodies to obtain evaluations of the training body for students.
7. Collect and monitor cooperative training grades and submit the total grades to supervisors to record them in the electronic portal.
8. Submit the summer assignment transaction for supervisors.
9. Follow up on the achievement of cooperative training objectives according to the "Cooperative Education Guide".
10. Follow up on committee topics after the Department Council decisions and follow up on their implementation with the help of the department's administrative staff.
11. Carry out any other tasks assigned to the committee by the Department Head or the Department Council.

Graduate Studies Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Sorting admission applications for graduate programs for students applying to the programs and coordinating reception programs for new students.
3. Receiving requests (excuse for a semester or course, postponement, keeping admission, exceptional opportunities, re-enrollment, transferring course) and submitting them with the required forms attached.
4. Receiving research proposals, reviewing them and presenting them to the Council, and following up on them until the Deanship approves them.
5. Receiving requests to form discussion committees with the required attachments and then submitting them to the Deanship.
6. Submitting comprehensive exam transactions (seating forms, committee formation, results forms, bonus disbursement forms).
7. Following up on committee topics after the Department Council decisions and following up on their implementation with the assistance of the Department's administrative staff.
8. Carrying out any other tasks assigned to the Committee by the Department Head or the Department Council.

Human Resources Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Study the department's needs for faculty members and those in their position and submit them to the Department Council.
3. Consider the appointment of teaching assistants and lecturers, conduct interviews and tests appropriate for employment, and submit recommendations to the Department Council.
4. Consider the requests of teaching assistants and lecturers related to scholarships, verify the specialization and quality of the programs they wish to join, and submit recommendations.
5. Follow up on scholarships from teaching assistants and lecturers and ensure that they have completed the requirements of their scholarship programs and obtained academic degrees.
6. Review requests for extensions, assistance, and contract renewals and submit them to the Department Council.
7. Follow up on committee topics after the decisions of the Department Council and follow up on their implementation with the assistance of the department's administrative staff.
8. Perform any other tasks assigned to the committee by the Head of Department or the Department Council

Laboratories and Risk Management Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Achieving the requirements of good laboratory practices in the department's laboratories.
3. Raising awareness of the importance of safety procedures in laboratories, and the risk management procedures approved by the college.
4. Register department's laboratories, classify them, and ensure its suitability and operability.
5. Ensuring the availability of safety tools in laboratories, and raising the level of safety in them. Registering and classifying laboratories in the department and ensuring their operation and suitability for work.
6. Identifying the department's capabilities in terms of laboratory equipment. Managing the central laboratories in the department and supervising their operation.
7. Supervising teaching and research laboratories in the department, and contributing to their maintenance and equipment.
8. Maximizing the benefit from laboratories and laboratories and achieving a financial return from their operation.
9. Following up on the committee's topics after the department council's decisions and following up on their implementation with the help of the department's administrative staff.
10. Performing any other tasks assigned to the committee by the department head or department council.

Educational and Academic Affairs Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Develop, describe and amend everything related to the department's study plans in its two tracks (Food Sciences - Human Nutrition).
3. Follow up on student registration and admission numbers for the bachelor's program.
4. Set controls for distributing teaching loads, and assisting the department head in distributing the teaching load.
5. Follow up on the progress of the educational process, and organize the final exams process. Propose courses for the summer semester.
6. Statistical reports on admissions, student numbers and specializations in a manner that does not conflict with the tasks of the "Student and Graduate Affairs Committee" in the department.
7. Follow up on the committee's topics after the department council's decisions and follow up on their implementation with the assistance of the department's administrative staff.
8. Carry out any other tasks assigned to the committee by the department head or the department council.

Student Affairs, Academic Advising and Alumni Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. The committee works primarily and periodically on student guidance topics, especially students who are struggling and have exceeded the regular period.
3. Distributing (and redistributing) students to academic advisors in the department. Guiding students and graduates and responding to their needs.
4. Preparing allocation lists for the food and nutrition tracks according to the students' desires.
5. Encouraging outstanding students to participate in enrichment extracurricular programs (such as the Qualifying Research Assistant Program).
6. Communicating with graduates and directing them to some of the job opportunities offered by the department, or when limiting graduates who have obtained jobs in the same specialization.
7. Communicating and coordinating with the department committees (Graduate Studies, Development and Quality, Academic Affairs and Graduates) regarding the needs of the department's students and graduates. Whatever new topics regarding academic guidance and services needed by the department's students and graduates.
8. Follow up on the committee's topics after the department council's decisions and follow up on their implementation with the help of the department's administrative staff.
9. Perform any other tasks assigned to the committee by the department head or the department **council**.

Scientific Research and Innovation Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Limiting and recording the scientific activity of faculty members (research projects, research, books, awards, patents, conference attendance, etc.).
3. Supporting department members in marketing their innovations and registering patents.
4. Managing scientific training courses, workshops and lectures in the field of scientific research and innovation.
5. Organizing events related to scientific research such as the scientific poster exhibition.
6. Coordinating the department's contribution to the annual conference organized by the college.
7. Cooperating with the scientific research unit at the college in developing research in the department and assisting in obtaining funding for graduate students' research.
8. Following up on committee topics after the department council's decisions and following up on their implementation with the help of the department's administrative staff.
9. Carrying out any other tasks assigned to the committee by the department head or the department council.

Administration, Statistics and Learning Resources Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Periodic review of the vision, mission, goals and values and reminders of them.
3. Setting internal policies and regulations.
4. Setting performance indicators and administrative quality measures.
5. Ensuring the availability of scientific references and basic learning resources in the university library.
6. Building a digital library of scientific references for the department and sharing them.
7. Proposing initiatives aimed at improving the work environment and academic environment.
8. Organizing statistical reports in the department, and supporting all committees in issuing their statistical reports.
9. Following up on committee topics after the department council decisions and following up on their implementation with the help of the department's administrative staff.
10. Carrying out any other tasks assigned to the committee by the department head or the department council.

Skills Development and Community Services Committee

1. Commitment to the "Department Committees Policies" and work in accordance with the "Department Committees' Work Regulations".
2. Communicating with the private and public sectors regarding holding specialized training courses.
3. Proposing training courses for faculty members and staff.
4. Collecting statistics on training students, staff and faculty members.
5. Communicating with the private and public sectors regarding conducting analytical tests or studies of an investment nature in coordination with the College's Business Unit.
6. Activating international and local days related to the specialization of food sciences and nutrition.
7. Coordinating with student activities to implement community services.
8. Following up on committee topics after the decisions of the Department Council and following up on their implementation with the assistance of the department's administrative staff.
9. Carrying out any other tasks assigned to the committee by the Head of Department or the Department Council.



Questionnaires

List of Questionnaires

	Questionnaire	Done By	Timeframe	Link
1	Faculty Members	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSdc2_KHs0Muwk-7QyMMe_C-AdripdcCVAYCYci_fOiFuqmo9Q/viewform
2	College Staff	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSfj5gU3U53TykOchbtntuiGi7BeTAfUcU-0Mt_-O526NK33PQ/viewform
3	Student Experience	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSebHwueVhPK23AgFlso9UhPQ77mcbLCmDCsaFvgokjBBTqvVw/viewform
4	Employers	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSd6XC5cJN7k8voOcfMMALjHXLKUdu8kIScSKIcQMug2hY4L3g/viewform
5	Program Evaluation	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSdFUeAdwOZ_LqmaO2FeFa7bTUOxs1j8j7EXXoD1cWNGEvNjnw/viewform
6	Course Evaluation	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSdFUeAdwOZ_LqmaO2FeFa7bTUOxs1j8j7EXXoD1cWNGEvNjnw/viewform
7	College Graduates	College Quality Unit		https://docs.google.com/forms/d/e/1FAIpQLSfTE6dTizPD0s85BuW7IUa5gEv2fZDIXYH4rUSldUThiAQhA/viewform



Key Performance Indicators

Academic Program KPIs

	KPIs	Code	Target	Responsibility	Remark
1	Learning Experience: average score (out of 5) given by students' evaluation of quality of learning experience in the program	KPI-P-01	4	quality	Final year students Every semester
2	Quality of Courses: average score (out of 5) given by students' evaluation of the quality of courses	KPI-P-02	4	quality	Every semester
3	Completion Rate: % of students complete graduate program within the minimum period	KPI-P-03	80%	Student Affairs, Academic Advising and Alumni Committee	e-Register data Analyzed annually for 2 semesters
4	Retention Rate: Percentage of first-year undergraduate students who continue at the program the next year to the total number of first-year students in the same year	KPI-P-04	80%	Student Affairs, Academic Advising and Alumni Committee	e-Register data Analyzed annually for 2 semesters
5	Student Performance: Percentage of students or graduates who were successful in the professional and/or national examinations, or their score average and median	KPI-P-05	90%	quality	National Examination Center

Academic Program KPIs

	KPIs	Code	Target	Responsibility	Remark
6	Graduates Employability: % of graduates who either employed or enrolled in postgraduate program within the first year after graduation	KPI-P-06	75%	Alumni Unit Alumni Committee	Beginning of each semester
7	Employers' Evaluation: average score (out of 5) given by employers of graduate student proficiency	KPI-P-07	4	?	Every ?
8	Student:Faculty Ratio: total number of students to total number of full-time program's faculty	KPI-P-08	?	Human Resource	Beginning of each semester
9	Publication Percent: % of full-time faculty members who published at least one research paper during the year to total faculty members in the program	KPI-P-09	100%		Annually
10	Publication Rate: average number of refereed and/or published research per faculty member during the year	KPI-P-10	3		Annually
11	Citation Rate: average number of citations in refereed journals from published research per faculty member in the program	KPI-P-11	50		Annually

General KPIs

Steering Committee

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
1	The average ratings of faculty to the statement "there is close link between the department's mission and its activities"	1	VDQ (vice dean of quality)		
2	The average ratings of stakeholders to the statement "mission statements reflected the needs of its community"	1	VDQ		
3	The average ratings of students to the statement "mission statements reflected the needs of its community"	1	VDQ		
4	The average ratings of the faculty members to the statement "mission statements guide decision-making processes and development of policies in the department"	1	VDQ		
15	Number of external reviewers conducting the program evaluation	3	VDQ		

General KPIs

Vice Dean of Development and Quality

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
31	Ratio of students to administrative staff	5	QMS 5.7.1 & NCAAA12		
33	Proportion of Total Operating funds (other than accommodation and student Allowances) allocated to provision of student services (Ratio and Level achieved)	5	QMS 5.7.2 & NCAAA 13		
40	Number of book titles held in the library as a proportion of the number of students (Ratio and Level Achieved)	4	QMS 6.5.1 & NCAAA 15		
45	Total operating expenditure (other than accommodation and student allowances) per student. (Number Changed)	4	QMS 8.4.1 & NCAAA 23		
16	Proportion of programs in which there was independent verifications within the institution of standards of student's achievement during the year	4	QMS 3.6.5 & NCAAA3		

General KPIs

FSN Department

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
5	The average ratings of staff to the following statement “The head of my department is understanding and cooperative”	2	VDQ		Development and quality committee
6	The average ratings of staff to the following statement “I can easily reach the head of my department”	2	VDQ		Development and quality committee
7	The average ratings of staff to the following statement “Program administration is understanding and cooperative”	2	VDQ		Development and quality committee
8	The average ratings of staff to the following statement “I can easily reach the program administration”	2	VDQ		Development and quality committee
9	Evaluation of Governance and Leadership Effectiveness (Means average and Level achieved based on survey)	2	QMS 2.9.1		Development and quality committee
10	Evaluation of Management and Administration overall performance (Means average and Level achieved based on survey)	2	QMS 2.9.3		Development and quality committee

General KPIs

FSN Department

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
11	Students' overall evaluation on the quality of their learning experiences at the institution (Average rating of the overall quality of their program on a five-point scale in an annual survey of final year students) (QMS)	3	QMS 3.6.3 & NCAAA 1		Assessment and academic accreditation committee
12	Proportion of the courses in which, student evaluations were conducted during a year time	3	QMS 3.6.4 & NCAAA 2		Assessment and academic accreditation committee
13	Proportion of the course reports conducted within a year time	3	VDQ		Assessment and academic accreditation committee
14	Percent of the full-time faculty members obtaining academic or professional awards at the national or international level	3	QMS 3.6.2		Development and quality committee

General KPIs

FSN Department

	KPIs	NCAA Chapter	Questionnaire	Target	Remark
17	Student, competency score index as per NQF (Means Average and Level achieved)	4	QMS 4.12.1		Development and quality committee
18	Students overall rating on the quality of their courses	4	QMS 4.12.5 NCAA6		Development and quality committee
19	Employer overall rating about the graduates "I'm satisfied with the graduates of the program"	4	Employers Questionnaire		Alumni and human resources committee
20	Students' satisfaction rates about the reformed curriculum "I am satisfied with the current curriculum"	4	VDQ		Study plan and learning resources committee
21	Faculty satisfaction rates about the reformed curriculum: a) "I am satisfied with the current curriculum"; b) "I support changing the curriculum and the teaching methods"	4	VDQ		Study plan and learning resources committee
22	Students Evaluation of the program ""I'm satisfied with the level of quality of educational experience in this University "	4	Program, Graduate & Student exper.		Development and quality committee

General KPIs

FSN Department

	KPIs	NCAA Chapter	Questionnaire	Target	Remark
23	Proportion of bachelor graduates from undergraduate programs who within six months of graduation are (mean average and level accomplished): a) Employed; b) Enrolled for further study; c) Not seeking employment or further study	4	QMS 4.12.11 & NCAA 11		Alumni and human resources committee
24	Students' satisfaction rate about academic support	4	Program, Graduate & Student exper.		Development and quality committee
25	Percentage of student entering programs who successfully complete first year	4	QMS 4.12.9 & NCAA 8		Assessment and academic accreditation committee
26	Proportion of students entering undergraduate programs who complete those programs in minimum time	4	QMS 4.12.3 & NCAA 9		Assessment and academic accreditation committee
27	Percentage of full -time faculty members holding Doctoral degrees or equivalent in proportion to the total number of full-time faculty members	4	QMS 4.12.7 & NCAA7		Assessment and academic accreditation committee

General KPIs

FSN Department

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
28	Proportion of full- time faculty members holding academic titles of teaching assistant, instructor, assistant professor, associate professor, and Professor review	4	QMS 4.12.8		Assessment and academic accreditation committee
29	Proportion of full-time students in proportion of full-time faculty members (mean average and level accomplished	4	SSR		Assessment and academic accreditation committee

General KPIs

FSN Department

	KPIs	NCAAA Chapter	Questionnaire	Target	Remark
32	The average rating by students to the question: Course registration is organized and easy	5	Student experience 4		Development and quality committee
34	Student evaluation of academic and career counselling from answering the question I received appropriate Academic guidance when I needed it in graduate evaluation survey	5	QMS 5.7.3 & NCAAA 14 & Graduate		Development and quality committee
46	Proportion of faculty members leaving the Department in the past year for reasons other than age retirement	5	QMS 9.5.1 & NCAAA 24		Development and quality committee
47	Proportion of full-time faculty members participating in professional development activities during the past year	5	QMS 9.5.2 & NCAAA 25		Development and quality committee
48	Percentage of full-time supporting staff who were developed in professional knowledge and skills in the country and abroad (% and Level achieved)	5	QMS 9.5.3		Development and quality committee

Administrative KPIs

	KPIs	Questionnaire	Target	Remark
1	Dept. Council Report: % of dept. council reports sent to the dean office within 5 working days	Secretary of the Council	100	
2	Topics Withdrawal Percent: % of complete topics that discussed by the council from first time (not withdrawn)	Secretary of the Council	95%	
3				
4				
5				
6				



Quality Assurance Plan

Monitoring FSN Department's Objectives

FSN Program Objectives	Action	Implementation	KPIs
Develop a food science program in which graduates have the knowledge, skills, and determination to ensure that they are competent to carry out their responsibilities safely and successfully	<ol style="list-style-type: none"> 1. Program evaluation on a regular basis 2. Obtain national and international accreditation. 	<ol style="list-style-type: none"> 1. Evaluate courses 2. prepare eligibility requirements for accreditation 	<ol style="list-style-type: none"> 1. Number of course evaluated 2. number of documents that have been prepared
Create a professional development program for faculty and staff	<ol style="list-style-type: none"> 1. Prepare plan for faculty and staff to improve their teaching and learning 	<ol style="list-style-type: none"> 1. Arrange for faculty development programs 	<ol style="list-style-type: none"> 1. Percent of faculty members completed the program
To ensure that graduates have appropriate scientific base for lasting learning and further training in related topics in food science	<ol style="list-style-type: none"> 1. Pay special attention to underachieving students 2. continuous students and advisors follow up 3. nurture and award talent 	<ol style="list-style-type: none"> 1. get to the roots of student's underachievement 2. contact students 3. create an award for talented students 	<ol style="list-style-type: none"> 1. Number of underachieving students 2. how many contacts made to students 3. number of award given
To conduct national food research projects in order to diversify financing sources for the department or community service	<ol style="list-style-type: none"> 1. Submit research projects proposals focused on the benefit of the local economy 	<ol style="list-style-type: none"> 1. Encourage faculty member to submit proposals to different funding agencies 	<ol style="list-style-type: none"> 1. Number of proposals submitted
Create harmony between administrative units and the different committees in the depart	<ol style="list-style-type: none"> 1. Develop specific tasks for each departmental committee and specify joint meeting between them 	<ol style="list-style-type: none"> 1. Document specifics of departmental committees and follow up their activities 	<ol style="list-style-type: none"> 1. Number of meetings held every year and what was achieved 2. Joint committees meeting held

Quality Assurance Policy

(Plan)

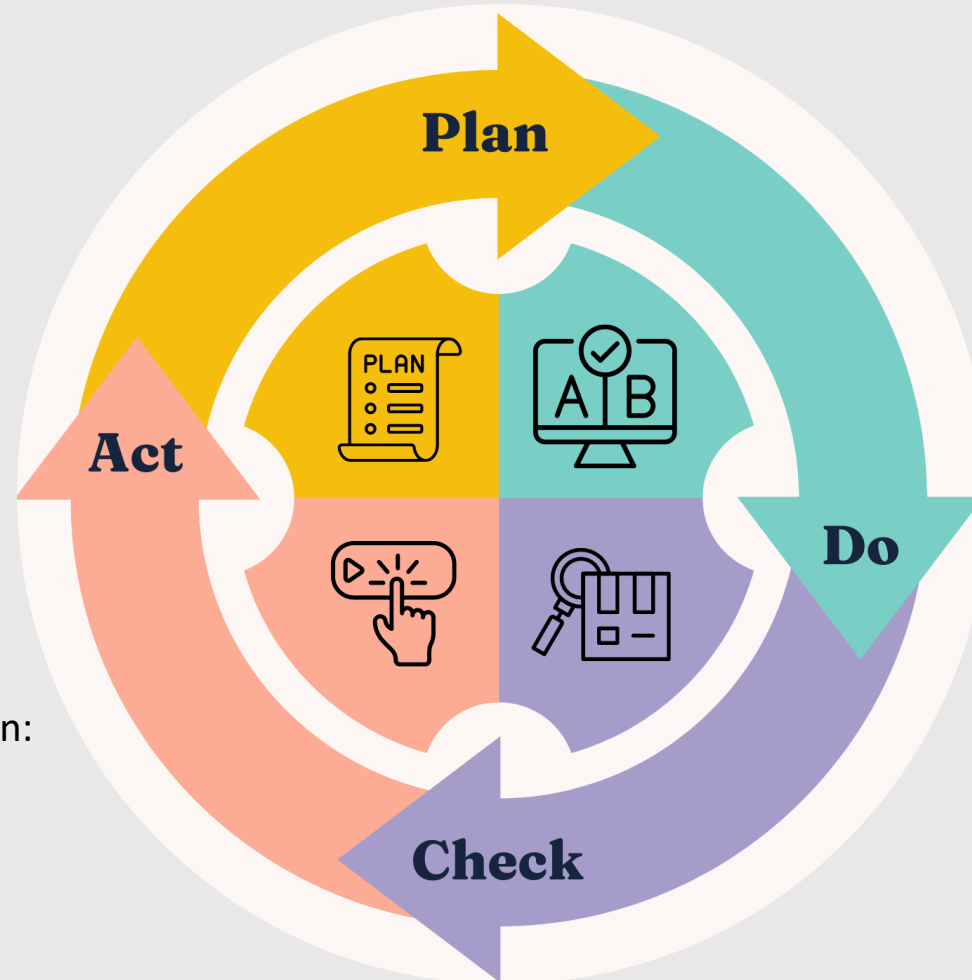
Planning will based-on:

- 1) University regulations and codes
- 2) Academic accreditation requirements
- 3) Good Academic Practices
- 4) Available assets & resources
- 5) Operational needs and requirements
- 6) KPIs and evaluation results

(Do)

Plans execution will according to:

- 1) University regulations and codes
- 2) Department operational plan
- 3) Timeline of the academic year
- 4) Students' requests and needs



(Act)

According to evaluation results, one or more of the following actions will be taken:

- 1) Review and update the operational plan
- 2) Implement preventive measures
- 3) Take corrective action(s)
- 4) Seek experts' opinion
- 5) Comparison with similar departments

(Check)

Evaluation will based-on:

- 1) KPIs
- 2) Internal audit
- 3) Questionnaires
- 4) Internal & external benchmarks

QA Measures for Quality of Work

- Commitment to the university's regulations and codes.
- Develop a strategic plan and operational plan for the department; and raise awareness among all employees about the department's plans.
- Transparency of operational procedures and the department's internal policies.
- Assignment, support, and assistance; and enhancing teamwork.
- Effective communication with the college's administration and units.
- Commitment to implementing the requirements of academic accreditation and total quality management.
- Work on surveying opinions, collecting and analyzing relevant survey data, and discussing it.
- Enhance documentation management; and sharing them.
- Provide an attractive work environment built on trust, transparency, and teamwork.
- Continuous review of legislative and academic changes.
- Harness the available capabilities and make the most of them.

QA Measures for Quality of Academic Programs

- Building plans in accordance with the best global scientific benchmarks.
- Ensuring the accreditation of academic programs by relevant national and international accreditation bodies.
- Verifying that the academic programs comply with the requirements of the "National Qualifications Framework."
- Verifying the classification of academic programs and their suitability for the "Unified Saudi Classification for Educational Levels and Specialization“.
- Guaranteeing that graduates obtain appropriate professional classifications.
- Ensuring the qualification of graduates to occupy relevant and classified positions within the "Saudi Standard Classification of Occupations“.
- Continuously updating academic programs according to the university's objectives (every 5 years) to keep pace with developments in the field.
- Monitoring scientific changes, academic references, and labor market needs.
- Ensuring the alignment of academic programs with the goals of Saudi Vision 2030 and related development plans.
- Providing an academic staff with high-level scientific qualifications.
- Providing the necessary basic infrastructure to manage and implement academic process.
- Applying the best academic practices in designing and implementing academic process.
- Continuously applying and developing teaching methods; and developing the skills of faculty members in this area.

QA Measures for Quality of Academic Practices

- Strengthening academic advising and increasing advising activities.
- Supporting unsurpassed students and providing them with special academic advising sessions by academic supervisors.
- Supporting distinguished students and providing them with enrichment programs.
- Enhancing students' general skills by utilizing the cooperative training course.
- Encouraging extracurricular activities and supporting student participation in student clubs.
- Supporting students to attend university activities and participate in events.
- Motivating students to engage in volunteer activities within the department, college, university, and outside the university.
- Strengthening and implementing the "course report" writing process in cooperation with the college.
- Promoting the use of technology and the learning management system (Blackboard).
- Continuously developing the department's laboratories, especially the teaching and central labs.
- Reviewing and evaluating programs by external bodies (steering committee, external reviewers, employment agencies).
- Guiding faculty members to develop a "course specification" based on references to similar courses at distinguished universities.

جامعة
الملك سعود
King Saud University

