Faculty Staffs Handbook

Department of Medical Laboratory Technology

Quality and Development Committee

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Table of Contents

1. Jazan University

Jazan University was established in response to the Royal Decree No.6616/M/B dated 12/5/1426 Hijri corresponding to 19/6/2005 Gregorian. The colleges of medicine, engineering, computer and information systems; and the community college formed the nucleus of the university. Then the Teachers' College, which was established in 1401H (1981G), was added followed by the girls' education colleges existing in the regions and established in 1412H (1992G). Other colleges established subsequently were an addition to the university to bring the total number of colleges at the end of 1432H (2011) to 26. Aside from these, four deputyships for the university and nine support deanships were set up.

A big site reaching 9 million square meters in area on the Red Sea coast north of Jazan city was allocated for the University campus. King Abdullah, Custodian of the Two Holy Mosques laid the foundation stone for the University campus on 14/10/1427H (15/11/2006G). Several projects in the campus have been completed, several others are about to be completed while many others are still being carried out.

1.1General Administration of the University

The huge expansion Jazan University is witnessing in the number of colleges and their departments, support deanships, faculty members, male and female students and employees is simultaneous with the university's keenness to develop academic and administrative work according to its drawn up strategic plan and the local and international academic assessment and accreditation criteria. To achieve this balance and double these efforts, four deputies have been set up in Jazan University. They are:

- University Deputyship
- University Deputyship for Higher Studies and Academic Research

- University Deputyship for Quality and Academic Development
- University Deputyship for Academic Affairs

1.2University Colleges

Jazan University has 26 colleges. Of these, 25 colleges award bachelor's degrees and one college awards diplomas. The colleges and their departments are as follows:

College of Medicine.

College of Dentistry.

College of Pharmacy.

College of Applied Medical Sciences.

College of Public Health and Tropical Medicine.

College of Nursing and Allied Health Science.

College of Engineering.

College of Design and Architecture.

College of Computer and Information Systems.

College of Science.

College of Law.

College of Business Administration.

College of Arts and Humanities.

College of Education.

College of Science and Arts in Samta.

College of Science and Arts in Farasan.

College of Science and Arts in Darb.

College of Science and Arts in Al-Aridha.

College of Science and Arts in Al-Dayir.

Community College.

This is in addition to other colleges that have been restructured. These include the Teachers' College, College of Education for Women – Science, College of Education for

Women – Arts, Female Teachers' College, College of Education in Farasan, and Community College for Women

1.3 Support Deanships of the University

There are nine support deanships in Jazan University and they are as follows:

Deanship of Academic Research

Deanship of Postgraduate Studies

Deanship of Academic Development

Deanship of Preparatory Year

Deanship of Admission and Registration

Deanship of e-Learning and Distance Learning

Deanship of Students' Affairs

Deanship of Library Affairs

Deanship of Community Service and Continued Education

1.4 University's Vision:

Jazan University will be a gateway to the future for Jazan Province and the Kingdom, recognized nationally and internationally for academic excellence, competent graduates, high impact research, and service that deliver social and economic impact to the region and the world

1.5 University's Mission:

Achieve academic excellence and prepare graduates to become regional and national leaders in business, industry, health, education, and government.

Serve the community by addressing its problems and supporting its social and economic development.

Produce internationally recognized research and new knowledge that meet the needs of Jazan Province, the Kingdom, and the world.

1.6 System and regulations of Higher education universities:

1. The system of Higher Education Council.

2. The regulation of studies and Exams for undergraduate.

3. Regulations for Universities Financial Affairs.

4. Regulations of Non-Saudis Recruitment in universities.

5. The regulation of scholarships and training for employees of universities.

6. Unified Regulations for postgraduate studies in universities.

7. Regulation of the personnel of the Saudi university, faculty members and the like.

8. Unified Rules for Scientific Research in the universities.

9. Regulation for the students funds in educational institutions.

10. Rules for scientific societies in Saudi universities.

2. Faculty of Applied Medical Sciences

The College of Applied Medical Sciences in Jazan University was established in the academic year 1427/1428 Hijri ,2006/2007 under the royal decree. The college has begun with only one program called Medical laboratories Technology for boys. The college administration possesses a deep belief in its national mission towards the society which deals with the graduation of highly qualified medical national professionals who will be able to upgrade the level of health services and to meet the needs of the labor medical market.

2.1 Departments of the Faculty:
1. Clinical Nutrition.
2. Diagnostic Radiology.
3. Physiotherapy program.
4. Respiratory Therapy.
5. Emergency Medical Services.
6. Medical Laboratory Technology.

The College has also completed with a large extent, the formation of its administrative structure which adjust the work system in order to upgrade the type of service offered to the students. The faculty has also completed all the required disciplines of faculty members and technicians. Moreover, the College of Applied Medical Sciences, has completed the infrastructure of student laboratories and equipped them with the latest devices and equipment.

2.2 Vision:

Promoting the standard of medical service, establishing new programmes and departments to fulfill the need of national medical labor market and pushing forwards the cavalcade of scientific research and higher studies to keep up with the international advances in modern sciences and technology.

2.3 Mission:

Offering the diagnostic medical knowledge and science concerning human healthcare through educating and training academically distinguished healthcare national professionals who put their acquired diagnostic medical technology for the service of their community.

2.4 Objectives:

1. Graduation of highly qualified and well-trained national professionals to fulfill the need of local medical labor market.
2. Graduates should be characterized by a powerful Islamic faith, high skills for carrying out research and higher studies and capability of carrying out their duties with respect to ethics of profession and responsibility.
3. Offering high quality healthcare service.
4. Continuous follow-up for the needs of medical labor market and preparing the required specializations.
5. Developing and maintaining scientific research skills for the graduated professionals.
6. Establishing higher studies program in all specializations.
7. Collaboration with the Ministry of Health to fulfill their needs of medical professionals.

2.5 Organogram:

مجلس الكلية

الهيئة الإستشارية للكلية العميد مكتب العميد

الشؤون الإدارية | الوحدات الأكاديمية | الأقسام الأكاديمية | وكالة الكلية شطر الطالبات | وكيل الكلية للشؤون التعليمية | وكيل الكلية

وحدة هيئة التدريس والموظفين | وحدة الإتصالات الإدارية | وحدة الجودة والتطوير الأكاديمي | وحدة التعاون الدولي | قسم المختبرات الطبية | قسم التغذية العلاجية | الشؤون الأكاديمية والإدارية | الإمتحانات والكنترول | وحدة الاختبارات والكنترول | لجان الرصد | العقود والمشتريات | الابتعاث وشؤون المعيدين

وحدة الصيانة | وحدة الخدمات المساندة | وحدة التقويم المستمر لتطوير أعضاء هيئة التدريس | وحدة الإرشاد الأكاديمي | قسم العلاج الطبيعي | قسم الأشعة التشخيصية | شؤون الطالبات | لجان الكنترول | القبول والتسجيل | التدريب السريري

وحدة الجوازات | وحدة المستودع التعليمي | وحدة الإيجاث الطلبية | لجنة المناهج | الخريجين | الجداول | لجنة التأديب الطلابية | لجنة الأعذار

وحدة الخدمات الإلكترونية والوسائل التعليمية | وحدة المتابعة والتنسيق | لجنة الامتحانات | لجنة العامل

3.Medical Laboratory Technology Department

3.1 Establishment:

Medical Laboratory Technology Program has been established in 2006 to meet the challenges of lacking health care services which Jazan province was facing at that time. The Program involves all the supplemental diagnostic branches that will work in parallel with other medical specialization as complementary disciplines that can give the community full health services in the area.

3.1.1 Economic reasons:

❖ Overcome the paramedical professional's nationwide scarcity in the medical laboratory technologist cadre.

❖ Provide job opportunities in the governmental and private sectors including hospital laboratories, pharmaceutical companies and clinical laboratories.

3.1.2 Socio-culture reasons:

❖ For conducting Scientifics researches helping in diagnosis and treatment of the prevalent diseases in Jazan region and solving the other local problems.

❖ To enhance the delivery of health care system to the society throughout increasing the laboratory diagnostic services for patients in the remote regions.

❖ To provide the region with well-trained graduated Saudi female technologists who help keeping the culture, society habits and Islamic law and work in parallel with the male partner in health care development.

3.1.3 Technological Development:

❖ Meet the international parameters in the field of medical lab technology and diagnosis using the most recent techniques, instruments and apparatuses.
❖ Encourage the cooperation with the other health care institutions represented in establishment of a links between the department represented by the College of Applied Medical Sciences and other hospitals.

3.1.4 National Policy Development:

❖ Meet the national need for medical technologist to assist the physician for best care for patients in hospitals and to contribute in solving the patients' problems in the society.
❖ Establish paramedical education and health promotion in Jazan region.
❖ Train the students to be competent of orienting scientific research and paramedical services in the field of laboratory medicine.
❖ Prepare graduates able to take the responsibility and lead the health institution ably.

3.2 Vision:

To be among the best programs in the kingdom recognized nationally and internationally as a leader in providing the highest quality graduates in the field of medical laboratory and its researches to help the community and to cover the demands of medical labor market.

3.3 Mission:

The department is dedicated to provide competent professionals in the field of medical laboratory sciences by imparting knowledge, skills and attitudes which are essential for

the students to lead the profession and serve the community through research and innovation
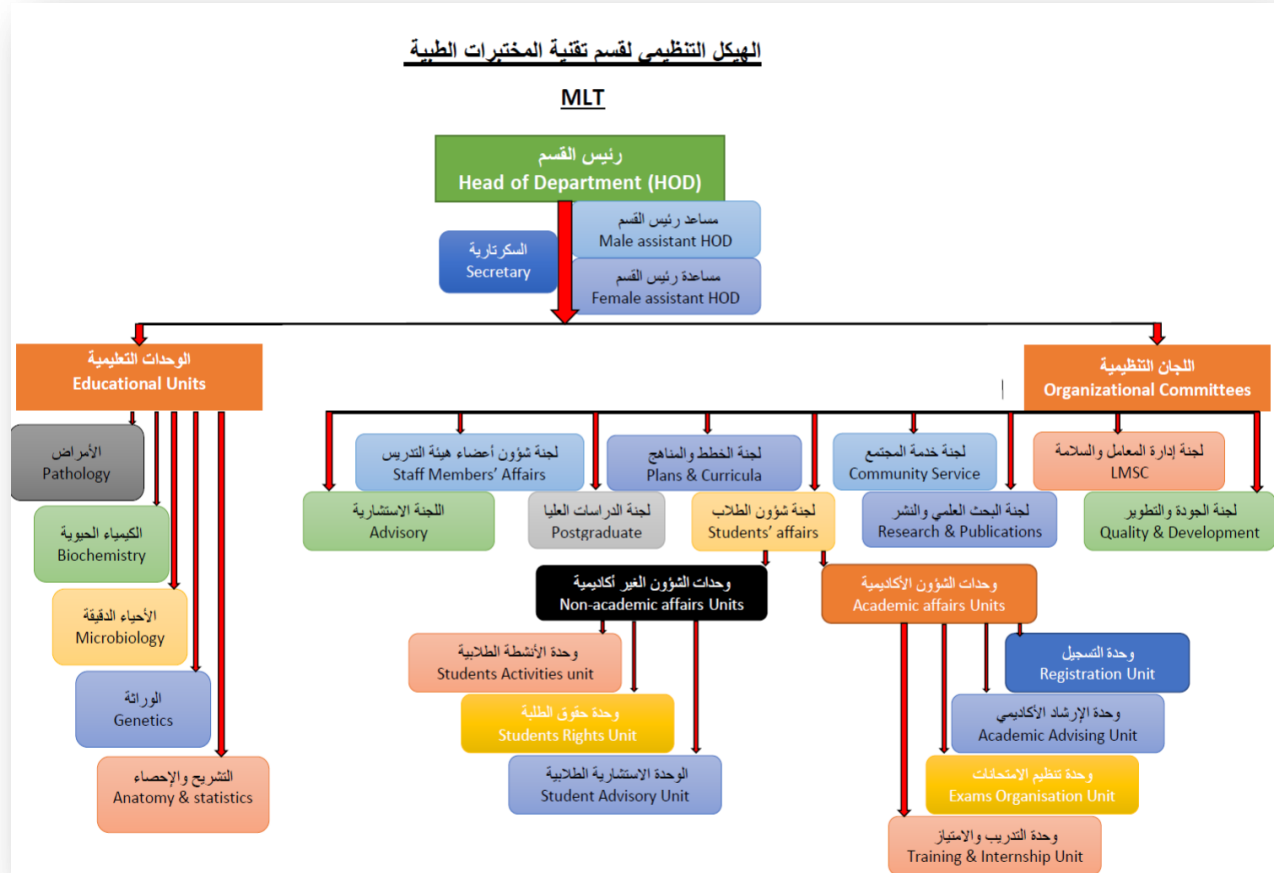
3.4 Values:
- Commitment to Quality
- Commitment to Innovation
- Commitment to respect Community
- Honesty and Transparency

3.5 Goals:
- To provide educational program that graduate well-trained students to fulfil the need of local medical labor market.
- To increase lifelong learning opportunities for students and the community.
- To participate in the community development via involvement of both faculty and students in community services.
- To contribute to the knowledge in the field of Medical Laboratory by way of innovative, fundamental and applied research.
- To promote programs and activities that enhances the cultural and social well-being of students and community.

3.6 Program Structure

الهيكل التنظيمي لقسم تقنية المختبرات الطبية

MLT

رئيس القسم
Head of Department (HOD)

السكرتارية
Secretary

مساعد رئيس القسم
Male assistant HOD

مساعدة رئيس القسم
Female assistant HOD

الوحدات التعليمية
Educational Units

اللجان التنظيمية
Organizational Committees

الأمراض
Pathology

الكيمياء الحيوية
Biochemistry

الأحياء الدقيقة
Microbiology

الوراثة
Genetics

التشريح والإحصاء
Anatomy & statistics

لجنة شؤون أعضاء هيئة التدريس
Staff Members' Affairs

اللجنة الاستشارية
Advisory

لجنة الخطط والمناهج
Plans & Curricula

لجنة الدراسات العليا
Postgraduate

لجنة شؤون الطلاب
Students' affairs

لجنة خدمة المجتمع
Community Service

لجنة البحث العلمي والنشر
Research & Publications

لجنة إدارة المعامل والسلامة
LMSC

لجنة الجودة والتطوير
Quality & Development

وحدات الشؤون الغير أكاديمية
Non-academic affairs Units

وحدة الأنشطة الطلابية
Students Activities unit

وحدة حقوق الطلبة
Students Rights Unit

الوحدة الاستشارية الطلابية
Student Advisory Unit

وحدات الشؤون الأكاديمية
Academic affairs Units

وحدة التسجيل
Registration Unit

وحدة الإرشاد الأكاديمي
Academic Advising Unit

وحدة تنظيم الامتحانات
Exams Organisation Unit

وحدة التدريب والامتياز
Training & Internship Unit

3.7 Responsibilities of a faculty:

3.7.1 General responsibilities of a faculty:

1. Submits required document for employment.
2. Meets classes regularly as scheduled.
3. Renders required contact/office hours according to faculty designation.

3.7.2 Specific responsibilities of a faculty:

The primary responsibility of a faculty is instruction. However, there are others that are relative to it like academic-related involvement, creativity, innovation and research.

3.7.2.1 Instruction:

1. Teaches the course assigned based on the Course Specification.

2. Keeps the students informed about academic activities and schedules like examinations, requirements, etc.
3. Evaluates students' performance.
4. Uses teaching strategies and appropriate instructional materials.
5. Accomplishes and submits required reports on time.
6. Attends faculty meetings called for and seminars relative to teaching and learning.
7. Assists students in the proper execution of laboratory methods and procedures.
8. Supervises students in their work (laboratory, practical and Field Experiences).
9. Helps in the implementation of policies relative to teaching and learning as well as administrative ones.
10. Uses facilities and equipment under their custody and observes policies on their maintenance.
11. Maintains high personal and professional integrity.

3.7.2.2 Academic-Related Involvement:

1. As examiner and invigilator during examinations.
2. As a form of student support, the faculty should:

- Be available for individual student consultation, academic advising and counseling.
- Provide enhancement to students whose performance is low.

3. As a member of a committee, the faculty should:

- Attend meetings called for and participate therein.
- Collaborate with other members of the groups in the realization of tasks and goals.

3.7.2.3 Creativity and Innovations:

1. Recommends and upgrades changes and developments in the academe, labor market and new discoveries in sciences and technology.

2. Coordinates, collaborates and participates with other faculty and Program Coordinators governing better delivery of the program/course through planning sessions.
3. Produces supplementary instructional materials for a more productive teaching and learning process.

3.7.2.4 Research:
1. Conducts research based on the provisions of the Research Manual and Short-Term Research Development Plan.
2. Develops the research skills of the students in the course taught.

As a member of the organizational structure, the faculty is still expected to perform other jobs assigned within academic and administrative contexts which are consistent with existing laws and policies and employment terms.

3.8 The Duties of a Faculty:

Each faculty member is responsible for the quality and content of instruction in the classroom. The instructor should at all times strive to promote the general purposes of the Dept. and to achieve the objectives of the College.

The following objectives and considerations should guide the faculty:

1. Provide the highest quality classroom instruction toward the attainment of the goals of the University, the College, the Department, and the courses.
2. Combine teaching and research in the faculty member's major field of interest and incorporate the latest research, knowledge, and theory in classroom instruction.
3. Seek new and better devices, techniques, online technologies, procedures, and methods that may improve the teaching and learning process, in the field of Medical Laboratory Technology.

4. Recognize individual needs of students and provide challenging learning opportunities for all learners.

5. Recognize and provide academic and career guidance and encouragement through formal and informal conferences with students in order to supplement and improve the regular classroom instruction.

6. Develop efficient and equitable procedures for the evaluation of student academic performance and assign grades that reflect the achievement and progress of students enrolled in the courses. Provide timely and appropriate feedback to students.

7. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.

8. Complete the syllabi in the subjects assigned to you.

9. Prepare Lecture Plan/ Lecture Materials/ Course Material

10. Conduct at least two - three internal Tests during each semester in the subjects assigned to you

11. Encourage students to participate in co-curricular and extra-curricular activities.

12. Plan, deliver and evaluate theoretical / practical instructions.

13. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.

14. Advise and assist the students in their project works.

15. Participate in professional development activities

16. Involve in at least one task for Institutional Development during a semester

17. Any other responsibilities that may be assigned by the HOD.

18. To produce 95% result in the subject taught.

19. To take all needful steps for Research and Development towards establishing a Centre of Excellence.

20. To take up Collaborative programmes with leading organizations by exchange of know -how's and in turn help placement.

21. To take all efforts in bringing the name and fame of the institution to the top level in the nation.

3.9 Work schedule work week:

It is the policy of MLT Department to maintain working hours for all its employees in accordance with University regulations, labor agreements, workload and the maintenance of an efficient and effective schedule of work.

- The normal workweek is Sunday through Thursday.
- The normal working hours for most faculty and staff is 8:00 a.m. to 4:00 p.m., Sunday through Thursday.
- The schedule of hours for faculty and staff shall be determined by the courses which they are assigned.
- Faculty and staff shall be informed of any changes to their normal scheduled working hours as far in advance as possible.
- It is strictly prohibited to change any lecture or lab timings without the approval of the Head of Department.
- Flexible work hour scheduling is subject to approval by the HOD, Vice Dean and the Dean.

3.10 Attendance and Punctuality:

It is important that you report to work regularly and on time. Regular attendance and punctuality ensure the efficient functioning of your department. However, if unexpected or uncontrollable circumstances require you to be late or absent, you should notify your supervisor within at least one hour of your starting time. If absence is due to an illness and will extend over a period of time, you should inform your supervisor of the anticipated length of the absence. If you do not call in, your absence will be considered unauthorized, and may result in disciplinary action. A pattern of excessive absenteeism or lateness may be cause for disciplinary action, up to, and including separation from employment.

3.11 Code of Conduct:

The MLT Department's Code of Conduct is intended assist employees in understanding the types of behaviors expected by those in a professional environment, and those maintaining a professional image for the Department. General rules of conduct are considered essential to the safety and well-being of those at MLT Dept. Disciplinary action is defined as an action designed to correct breaches of standards of conduct or expected performance. The following list is not all inclusive and contains examples of conduct which are considered serious violations of standards of conduct and may result in disciplinary action:

- Failure to maintain quality/ quantity performance standards.
- Unauthorized absence from the workplace during working hours or failure to notify Dept. you will be absent from work.
- Excessive unexcused absenteeism or lateness.
- Sleeping during working hours, and/ or neglecting duties.
- Refusal to follow supervisor's instructions, unless supervisor's instructions violate stated Dept. policy and/ or applicable laws, safety or moral issues.
- Insubordination - unwillingness to follow instructions of supervisor or person of authority.
- Discriminatory actions against applicants, employees, students or patients because of race, color, religion, sex, age, marital status, disability, national origin, or any other protected class or status.
- Sexual harassment, harassment and/or assault.
- Disrupting the performance of employees, or engaging in language or actions which are inappropriate in the workplace,
- Falsification of employment records or other College records, including timesheets.
- Theft of personal, college, or intellectual property.
- Failure to follow Dept., and as applicable, Affiliation policies or procedures.
- Performing or conducting personal business during business hours, or use of Dept. property for non-college business.
- Inappropriate or misuse of Dept. property, and/ or computer systems, including but not limited to: e-mail, internet, electronic games, social networking, etc.

- Unauthorized use or unauthorized possession of intoxicants on work premises, or reporting to work under the influence of alcohol or other intoxicants.
- Use of narcotics, except by prescription.
- Possession of firearms, weapons or explosives on work premises.
- Gambling or possession of gambling devices on work premises.
- Negligence or deliberate destruction or misuse of Dept. or affiliated property or property of another College member, visitor or student.
- Creating unsafe or unsanitary conditions or contributing to such conditions.
- Threatening, intimidating, coercing, stalking, bullying, hostile or violent behavior/assault or actions directed toward another staff member, student or other employees.
- Illegal conduct on work premises.
- Soliciting or accepting gratuities from visitors, students, patients, or vendors.
- Distributing literature, pamphlets, photographs or other printed matter other than work-related information necessary to proper job performance.
- Actions detrimental to the operations of the employer and/ or towards student's learning.

3.12 Disciplinary Measures:

For individuals to work efficiently and effectively together, certain standards of performance and conduct must be maintained. When employees do not observe these standards, they will be subject to certain disciplinary measures. When an employee's performance is found to be unsatisfactory or there are infractions of rules of conduct, the following progressive discipline steps may be taken:

- Verbal warning,
- Written warning,
- Other steps as necessary and/or appropriate by the College Council.

3.13 Examiner and Invigilation Information:

The conduct of formal examinations is the responsibility of the Senior Invigilator. All examinations should start promptly at the scheduled time. However, should this not be possible, the Senior Invigilator will post corrected start and completion times in compliance with he published examination (s) requirement (s).

3.13.1 The following information is applicable to all examinations:

1. Equipment necessary, to include reference material, must be indicated carefully and thoroughly on the cover sheet provided to the control room. Other materials will not be allowed in the examination room. It is the responsibility of the Examiner to advise the students of the examination requirements prior to the examination date. Students must bring sufficient equipment to the examination and may not borrow from others during the period.

2. Cheating is neither allowed nor tolerated. The Senior Invigilator will state this at the beginning of the period. The Senior Invigilator will document all incidents of cheating. This document will be signed and submitted to include supporting materials to the control room as soon as possible to examination's conclusion. Although not a comprehensive list, talking, passing of information between students and failure to cease making the paper at the conclusion of the exam are clear _ examples of academic dishonesty (cheating). Reports of cheating will be shared with the Department Head and the Coordinator prior to being presented to the College Dean or Assistant Dean who may convene an appropriate committee. If the student is dismissed out of the exam room due to disruption of the examination, the exam will be cancelled for him and he will get "F" to that course.

3. The Senior Invigilator is required to pick up the examination and allied documents from the control within a period of 15 to 20 minutes prior to the scheduled start time. All assigned invigilators must report to the examination room not later than 10 minutes prior to the start time. The Senior Invigilator is required to pick up the examination and allied documents from the control within a period of 15 to 20 minutes prior to the scheduled start time. All assigned invigilators

must report to the examination room not later than 10 minutes prior to the start time.

4. If a student fails to report to the examination for 10 minutes past the start time, please advise the control room.

5. The conduct of examinations is a professional and closed process. Invigilators must ensure the security, removal of extraneous materials and maintenance of a conducive academic atmosphere for the duration of the examination. This is the collective responsibility of the invigilators.

6. Late students are allowed entrance up to 30 minutes past the start time. Please note that if a student is absent from an examination no student may depart prior to 35 minutes after the start.

7. Once a student completes his examination he will notify the staff by raising his hand. After handing in the paper(s) the student will quickly and quietly depart the facility.

8. Should a student require the use of the toilet, an invigilator will accompany the student to the door, ensure the facility does not contain extraneous material and escort the student back to the exam room.

9. Certain activities by invigilators, to include but not limited to the following specifics, are prohibited:
    - Unnecessary conversations.
    - Reading and writing activities not related to the examination.
    - Failure to maintain astute attention to detail.
    - Admission of extraneous personnel to the exam room.

3.13.2 Rules for Senior invigilators, Co-invigilators and Examiners Final Examinations:

1. The Senior Invigilator collects the examination papers from the control room at least 20 minutes before the start of the examination.
2. The Senior and Co-Invigilator should be present in the examination room at least 15 minutes _ before the start of the examination. All exams should start on time.
3. The extra question paper must be kept with the examination papers at all times, and handed in with the rest of the papers.
4. All the identification cards of students must be checked before the start of the examination.
5. Translation of any questions or the answer of any queries related to the questions in the examination paper, by invigilators, is not allowed. Only the examiner can answer these questions during the allocated time.
6. The Senior Invigilator, at the start of each examination, should remind students about the University regulations regarding cheating and misconduct during the examination.
7. The Examiner should submit his examination papers at the control room at least 48 hours before the date of the examination.
8. The examiner is expected to be in the examination room for the first 10 minutes to answer any questions by the students, after that he is also expected to be in his office, for the duration of the exam, so he can be reached if needed.
9. The examiner should collect his papers, for grading, in the same day of the examination.
10. The Examiner should submit his results and graded exam, at the control room, within a period of 48 hours after the examination.

3.13.3 Guidelines for the preparation of examination questions:

1. The examinations should test the objectives of the course, i.e. the assessment should match the objectives, in content and level, as stated in the appropriate approved curriculum text.

2. The examination should include different types of questions, appropriate to the level of learning being tested. More specifically, an examination consisting of 100% of multiple-choice type of questions should be avoided. Lengthy essay questions, as

opposed to guided/structured essay requiring one or two paragraph answers, should be avoided. The guidelines on question type, as stated in the appropriate approved curriculum test must be adhered to.

3. Repetition of large numbers of questions from previous examinations, whether from the same semester or from previous semesters should be strictly avoided. Ideally, all questions should be original.

4. The time allowed for the examination should be appropriate. No written examination should be set to last for less than one hour of more than three hours. The time allowed should be released to the semester credit hours allocated to the course. Moreover, the examination should be set at such a level that no more than 50% of the students complete it in 75% of the time allowed.

4. Job Description

4.1. Head of Department:

4.1.1 Position identification:

- Job title: Head of Department
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: College dean/ college vice dean

4.1.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The head of department (HOD) oversees and establishes policies and procedures as well as coordinate the work within the department. The HOD also establishes departmental goals and ensures all the workers are working to meet these goals.

4.1.3 Duties and responsibilities:

- Guide and evaluate workers performance
- Create work schedules
- Arrange meetings and assign duties
- Develop and implement strategies to improve department performance
- Hire and train new employees
- Monitor curriculum development
- Evaluate teaching strategies

4.1.4 Qualifications:

- PhD in related field
- Saudi council license for lab technologist

4.1.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.2 Assistant Head of Department:

4.2.1 Position identification:

- Job title: Assistant head of department
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.2.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The assistant head of department (HOD) is academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.2.3 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Supervise research for graduated students
- Assist in performance evaluation process
- Create work schedules and assign meetings
- Assist in departmental goals and strategies development
- Administrative tasks assigned by the head of department

4.2.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.2.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.3 Head of Unit:

4.3.1 Position identification:

- Job title: Head of unit
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.3.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The head of unit (HOU) is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.3.3 Duties and responsibilities:

- Allocate course coordinators
- Revise course structure and syllabus
- Revise teaching load for each lecturer
- Follow up course progress
- Follow up timely lectures and practical sessions
- Teach and evaluate students
- Ensure regular meetings with the unit members

4.3.4 Qualifications

- PhD in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.3.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.4. Professor:

4.4.1 Position identification:

- Job title: Professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.4.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.4.3 Duties and responsibilities:

- Teaching students

- Review and set up exam papers
- Undertake research at different levels, undergraduate, post-graduate students, or college related research
- Review/develop the course plan
- Designing, developing the curriculum/program
- Involvement in the recruitment, managing, and developing of the staff
- Administrative tasks assigned by the head of department

4.4.5 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.4.6 Work conditions:

This job requires:

- Working one day at hospital.

4.5 Associate Professor:

4.5.1 Position identification:

- Job title: Associate professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.5.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The associate professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.5.3 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Undertake research at different levels, undergraduate, post-graduate students, or college related research
- Review/develop the course plan
- Designing, developing the curriculum/program
- Administrative tasks assigned by the head of department

4.5.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.5.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.6 Assistant Professor:

4.6.1 Position identification:

- Job title: Assistant professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.6.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The assistant professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.6.3 Duties and responsibilities:

- Prepare / revise lecture slides
- Prepare / revise laboratory manual
- Supervise practical instructor
- Review and set up exam papers
- Supervise research for graduated students
- Revise course structure and syllabus
- Administrative tasks assigned by the head of department

4.6.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.6.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.7 Lecturer:

4.7.1 Position identification:

- Job title: Lecturer
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Unit head/Department head

4.7.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The lecturer is an academic staff who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.7.3 Duties and responsibilities:

- Assist in preparing and delivering lecture
- Prepare / revise laboratory manual
- Teach practical sessions
- Help in exam papers preparation
- Supervise research for graduated students
- Invigilate examinations
- Checking and assessing student's work
- Administrative tasks assigned by the head of unit/department

4.7.4 Qualifications:

- MSc in related field
- Work experience in research laboratory
- Saudi council license for lab technologist

4.7.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.8 Teaching Assistant:

4.8.1 Position identification:

- Job title: Teaching Assistant (TA)
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Unit/Department head

4.8.2 General information:

Medical Laboratory Technology program at the College of Applied Medical Sciences is interested in consolidating the values of modern medical technologies that would assist the physician in the prober diagnosis and treatment. The program aims to prepare competent graduates who possess scientific and practical knowledge to conduct all the laboratory tests.

The TA is academic position offered to the newly graduated students with bachelor's degree. The TA is expected to make contribution in teaching, and administrative services in the department and the college.

4.8.3 Duties and responsibilities:

- Help in laboratory manual preparation
- Assist in practical sessions teaching
- Prepare laboratory for regular sessions and examinations
- Invigilate examination
- Delivering two to three regular lectures for the students
- Administrative tasks assigned by the unit/head of department

4.8.4 Qualifications:

- BSc in related field
- Saudi council license for lab technologist

4.8.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

5. Department council:

5.1 Definition: The department council is composed of its faculty members, and each department council has powers in academic affairs Within the limits of the system and its regulations

5.2 Organization of the Council:

- The Department Council shall meet at least once a month. The meeting shall not be valid in the presence of two thirds of its members.

- The Council shall be chaired by the Head of the Academic Department and decisions of the Council shall be issued by an absolute majority of the votes of

the members present. When equal, the side in which the President is likely to prevail.

- The decisions of the Board shall be considered effective unless objected by the Dean of the College within 15 days from the date it proposed. If he objects to it, he shall return it to the council together with his point of view for further study.If the Board remains in its opinion, the decision objected to it shall be referred to the College Board for decision.

5.3 Duties of the council:

- Recommend the approval or amendment of study plans.

- Recommend the approval of programs, curricula, textbooks and references in the department.

- Encourage the members of the department to prepare, coordinate and publish scientific research.

- Proposing the names of part-time individuals of high scientific standing by teaching or supervising research and scientific theses.

- Propose and recommend recruiting specialists as Saudis and others for a specific period of teaching in the department.

- Report to the College Council on the status of scholarships in their studies after the lapse of half a year.

- Submit a detailed annual report on the status of scholarship in the department to the College Council after its decision.

- Propose acceptance and transfer controls to and from the department.

- Proposing plans for graduate studies and admission controls in the department.

- Consider what is referred to it by the College Council, its president or its agents for studying and giving opinion.

- Form permanent or temporary committees among faculty members.

5.4 Powers of the Department Council:

- Recommend the student to study courses if the student completed the required courses for graduation and the average of less than it is required to raise the cumulative GPA if it succeeds in the courses and its failure rate.

- Recommend that the final test be a practical or oral test and determine the degree to which they are assigned.

- Recommend that the duration of the final test be limited to not less than one hour and not more than three hours.

- Allow the student, upon the recommendation of the subject teacher, to complete the requirements of any course in the next semester, The student shall be assessed in his / her academic record an assessment of a completed or (IC) grade and shall not be calculated within the semester or cumulative average.

- Upon completion of the requirements of that course, the student shall obtain the grade he / she receives, if he / she has spent a semester incomplete grades or (IC) in the student's record of non-completion have not been altered by a grading failure or (F)It is calculated within the quarterly and cumulative average.

- Allow monitoring of the student's or (IP) assessment if the course requires more than one semester and after the student has completed The examination of the course shall be granted the grade obtained, and if the course is not completed on time, it shall be given to the Council consent to monitor an incomplete grade (IC) in the student's record.

- Recommend the equivalence of the courses studied by the student outside the University.

- Recommend the establishment of peer review committees for tests.

- Recommend the formation of a committee to evaluate the teaching process of faculty members.

- Approve the distribution of lectures, exercises and works to faculty members.

5.5Faculty Members Affairs:

- Recommend the appointment of faculty members.

- Recommend the appointment of lecturers, teaching assistants, language teachers and research assistants.

- Recommend the appointment to the rank of assistant professor without the requirement to obtain a doctorate degree in the disciplines. The doctoral degree is not granted in accordance with the regulations specified in the system and regulations of higher education.

- Recommend the promotion of a faculty member and nominate a number of specialized arbitrators, at least eight.

- Recommending the payment of a unit allowance if the number of teaching units for faculty members as quorum prescribes.

- Recommend acceptance of full-time reports for faculty members.

- Recommend the approval of the work of the faculty member as part-time consultant in government agencies or the private sector or regional or international organizations.

- Recommendation to approve the participation of the faculty member in conferences and seminars held within the Kingdom and abroad.

- Recommending the secondment of the faculty member who like to work for government agencies.

- Recommend the secondment of the services of the faculty member.

- Recommend sending a faculty member on a scientific mission outside the university.

- Recommend sending a faculty member to teach outside the Kingdom.

- Recommend to allow the faculty member to travel for research at another university during the summer vacation.

- Recommendation to accept the resignation of the faculty member and his or her spouse on early retirement at his request.

- Recommend the use of part-time professors for a period not exceeding two years, which is renewable.

- Recommend the use of distinguished Saudi competencies from outside the university for teaching.

- Recommend the transfer of the faculty member and the like within the scope of his specialization from one department to another within the college. Recommend the transfer of the faculty member who like to work outside the university.

- Recommend the employment of those who exceed the upper age limit (sixty calendar years), for contractors within ten years for professors and associate professors, five years for assistant professors and three years for other classes.

- Recommend the calculation of experiences in non-university teaching to contractors if they are in the area of specialization with the qualification and the scientific basis on which he was hired is a one year biennial.

- Submit the previous recommendations to the College Council.

6. Quality and Development Committee

6.1 Definition: This committee aims to pay attention to all matters related to development and quality in the department.

6.2 Composition: This committee is formed by a decision of the department council and consists of at least three faculty members selected

Decision of them, and reports to the Department Council.

6.3 Duties:

- Spreading the culture of quality in the department
- Supervise the department's strategic plan and follow up its implementation.
- Propose development plans for the department.

- Implementing and following up the activities of evaluation and academic accreditation in the department

- Propose learning objectives or outputs for the various programs of the department (bachelor - master - doctoral), as well. Propose ways or means to achieve these goals, and various assessment methods to measure the outputs to achieve these goals

- Supervising the preparation and processing of course files,

- Preparation and processing of manuals of the department, as well as introductory leaflets of the department and job opportunities and study plans

- Receiving teams from different academic accreditation bodies from outside the university and quality committees from within the university, and other quality resource persons who visit the department from time to time.

- Encouraging members of the department to propose projects and assist them in activating these proposals.

- Supervise the process of self-evaluation of the various programs of the department and prepare self-study reports for academic programs

- Contribute with the quality unit in the faculty, in the dissemination of a culture of quality and academic accreditation, and organize educational lectures,

workshops, quality seminars for academic accreditation, and attend these events.

- Documenting the efforts and results of the academic accreditation procedures in the department and submitting them to the department head.

- Continuously collect data and information on academic accreditation requirements and quality activities and apply them in the department.

- Prepare periodic reports on the performance levels in the department and the amount of satisfaction of the beneficiaries in each activity.

- Regular meetings to discuss how to apply the requirements for accreditation of academic programs.

- Preparation of academic program profiles.