

FACULTY

HANDBOOK



College of Medicine at Shaqra
Shaqra University, Shaqra, Saudi Arabia
2020-21

In the Name of Allah, the Most Gracious and Merciful

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Dean's Message

It is my pleasure to welcome you to the family of the College of Medicine at Shaqra, which was established in 1432 H with a mission to become an important hub for medical education.

The college adopts the advanced scientific curriculum and uses the latest scientific methods in medical education under the supervision of experienced faculty members from several nationalities. They contribute in developing future medical doctors with ethical and professional values and advanced medical knowledge.

We are committed to provide high-quality medical education, building constructive partnership with the community, and become a leading accredited college nationally and globally.

Your addition to our teaching faculty will certainly provide a new dimension in the teaching and learning experience to our medical students. We hope that this brief handbook will help you to adjust yourself to the new environment.

Dr. Feras Bin Mansoor AlMarshad



The Kingdom of Saudi Arabia (KSA) is the largest country in the Arabian Peninsula which is situated at the strategic crossroads of three continents Europe, Africa, and Asia. It is home to several human civilizations and the cradle of the heavenly messages. The capital of Saudi Arabia is Riyadh. KSA is renowned for the sacred sites of Islam. The two Holy Mosques of Makkah Al Mukarramah and Al Madinah Al Munawwarah are the destinations of millions of Muslims annually for Hajj and Umrah. KSA celebrates its national day on 23rd September each year which marks its establishment in 1932, by HM King AbdulAziz Bin AbdulRahman Al Saud.

Shaqra: Location and Climate

Shaqra (Arabic: شقراء) is a town in central Saudi Arabia in the Riyadh province which is located about 200 km north-west of Riyadh. It is a town of approximately 45,000 people which is now growing rapidly due to the newly opened Shaqra University. The town is peaceful and well designed and most of the daily necessities are available.

The town is linked to all parts of the Kingdom by an extensive network of roads. The nearest domestic airport is Dawadmi which is about 100 km from Shaqra operating with weekly direct flights to Riyadh and Jeddah. However, the nearest international airport is King Khalid International Airport in Riyadh which is the biggest airport in the Kingdom with all major airlines operating to major international destinations.

The climate is much like that of the American Southwest with summers having extreme heat and dryness, followed by mild winters with cool nights and rare precipitation. Winter months (December – January) requires some warm winter clothing.

Shaqra University

Shaqra University (SU) was established on August 24, 2009 (Ramadhan 3, 1430H) by the Royal Decree No. (7305 / MB dated 03/09/1430 e) with a vision of global leadership and excellence in higher education. To fulfill this vision, the mission of SU includes a provision of distinguished education, and production of creative research serving higher education, through the creation of stimulating the environment for learning and intellectual creativity, optimum use of technology and active local and international partnership.

SU currently serves the community with 24 modern colleges in various disciplines and accommodates about 32,000 students, both national and international.

About the College of Medicine

The College of Medicine at Shaqra was established in 1432 H as one of the most modern colleges affiliated to Shaqra University. The first batch was admitted in 1434/1435 H.

Vision

To be a unique medical college with excellence in medical education, scientific research, and community services.

Mission

Participation in health service enhancement for the community by providing remarkable educational and training programs. These programs aim to qualify physicians to be able to compete locally and internationally in the medical fields, and able to conduct distinguished scientific research in the medical fields with the optimal investment of human and technical resources.

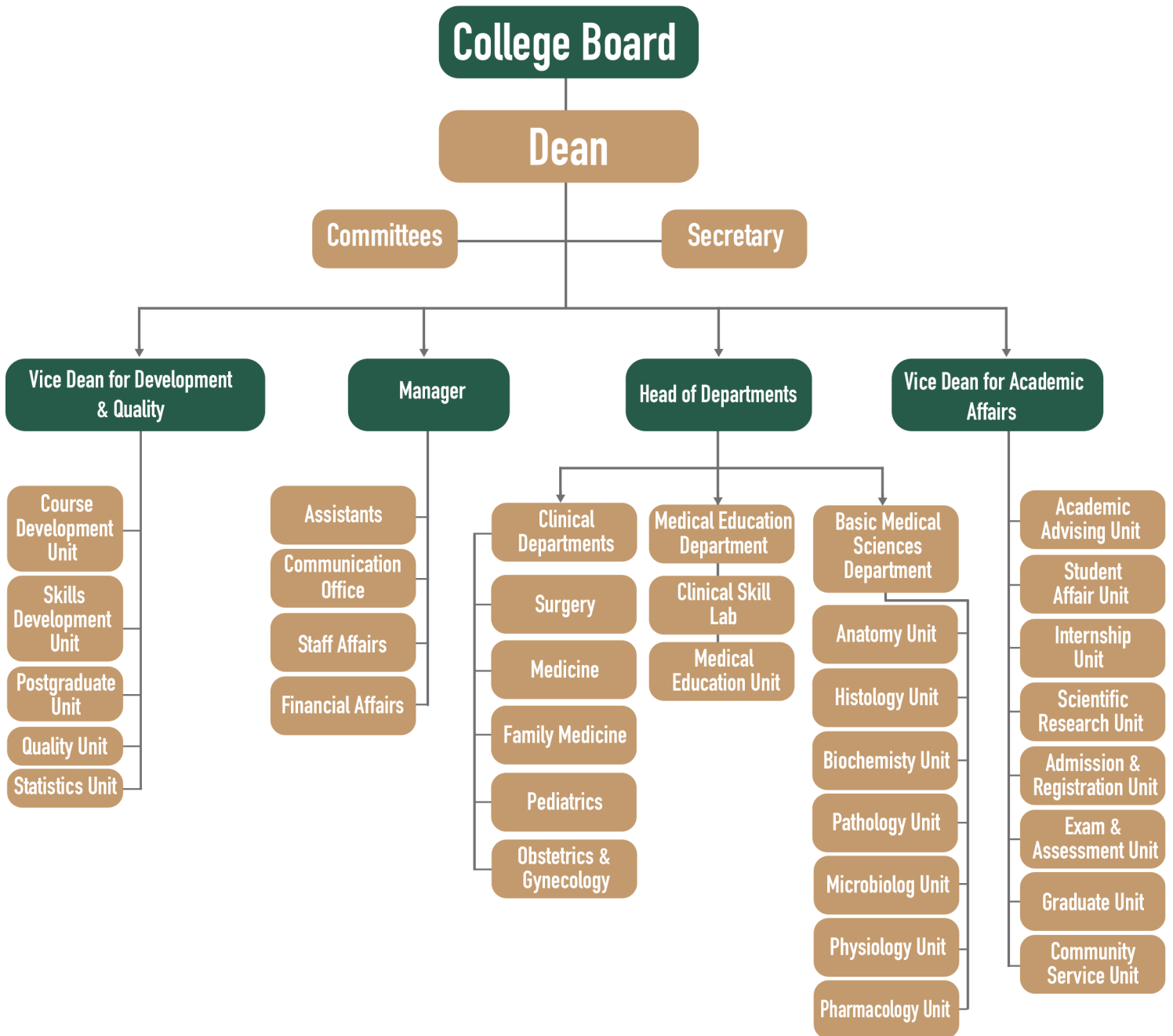
Goals

- To provide a unique academic program for the students and preparing distinguished physicians with high professional and research skills.
- To create an effective environment for teaching, learning, and scientific research that assists in building a knowledgeable community.
- To attract and retain high-quality faculty members.
- To create an effective partnership with highly reputed educational and research institutions, locally and internationally.
- To increase the university involvement, and the scientific research based on community-related health issues.
- To participate effectively in the community services.
- To build a modern and smart healthcare infrastructure with increased capacity.
- To continuously improve and reinforce the quality control system.

Values

- Team spirit and leadership.
- High standards of transparency and integrity.
- Innovation, creativity and adaptability
- Commitment to community
- Professionalism
- Life-long learning ability
- Partnership

Organizational Structure and Management



Key members of the College of Medicine administration and their contact details:

Title	Contact number	E-mail
Dean Office	011-647-7372	Docom@su.edu.sa
Vice Dean of Academic Affairs	011-647-7378	Vdaacom@su.edu.sa
Vice Dean of Quality & Development	011-647-7370	Quality.medicine@su.edu.sa
Department of Medical Education	011-647-7370	Hodmecom@su.edu.sa
Head of the Department (Basic Medical sciences)	--	Hodbscom@su.edu.sa
Head of the Department (Internal Medicine)	011-647-7371	Hodimcom@su.edu.sa
Students Affairs	011-647-7373	Students.affairs@su.edu.sa
Internship Unit	--	Internships@su.edu.sa
Graduate Unit	--	Graduated@su.edu.sa
Manager	011-647-7375	Medicine@su.edu.sa

Work Schedule

Working schedule consists of 5 days a week (40 hours), from Sunday through Thursday, followed by Friday and Saturday off. Normal working hours are from 8:00 am to 5:00 pm with a one-hour lunch break and/or prayers. All employees are expected to adhere to the official work schedule.

Responsibilities: Teaching, Research and Community Service

College of Medicine is committed to the principles of academic freedom regarding teaching, sincere academic upbringing of the students, professional ethics in research and publications, and community service within the permissible norms, culture, norms, and laws of the KSA. The details of general customs and restrictions will be provided at the new faculty orientation program.

In general, a faculty member is expected to observe the following:

- He/she is obligated to have a significant presence on campus, to take classes punctually, to conduct research, to maintain office hours, to hold examinations and evaluation as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share other service responsibilities, as may be given from time to time.

- He/she must be honest, truthful, punctual and abide by the general regulations and rules of professional ethics.
- He/she should refrain from all activities contrary to the honor of his/her job.
- He/she must update himself/herself of the recent advancements in his/her field of specialization and must also contribute through his/her scientific activities.
- He/she should impart to the students the latest scientific knowledge in his/her field of specialization and encourage them to improve scientific knowledge and thinking skills.
- He/she is expected to participate in the meetings and discussions to enrich the academic ambience of the department and the college with his/her innovative experience.
- He/she is also expected to actively participate in the academic and other scientific activities conducted by the department, college and university.
- He/she is also expected to participate in various college and university-sponsored medical awareness camps and community service events.
- He/she is obliged to perform the quality and accreditation work responsibilities assigned by the Quality and Development office of college and the university.
- He/she is expected to use professional expertise to contribute in improving the academic atmosphere, quality of academics and research in the college.
- He/she is responsible for providing questions for the exams and to participate in smooth and fair conduct and assessment of exams as assigned.
- A faculty member is not permitted to take any other job outside the university unless he/she has obtained prior approval in accordance with the university's regulations and bylaws.
- He/she is expected to perform any other additional responsibility deemed fit with his/her professional expertise as may be assigned by the College or the University.

Code of Ethics

Integrity

- Commitment to the standards of academic integrity, scientific research.

Islamic values

- Commitment to Islamic principles in all aspects of college life, respecting other religions, and avoiding any word or act that offends these principles in any way.

Creative activity

- Provide a suitable environment for scientific research and creative work in teaching and learning.

Attracting students and staff

- Achieving non-discrimination and equal opportunity in the admission of students and the recruitment of cadres in academic and administrative jobs. It is also providing scholarships for students and rewards for staff according to the rules and regulations of the University.

Relations with others

- Regulation of relationships among individuals (for both students and staff) balanced and based on mutual trust, respect, dignity, and equality. The college systems do not tolerate any kind of harassment, including violence, intimidation and exploitation, prejudice, abuse of power, or exploitation of any type.

Confidentiality

- Working in some of the administrative units in the college may require access to sensitive information about students or staff. The possession of this information is a responsibility that should be dealt with caution in confidentiality and is not to be disclosed to any party for any reason.

Use of resources

- The University offers many resources to serve students and staff, such as computer supplies, facilities, equipment which are not to be used for personal benefits.

General Policies

- College of Medicine generally implements the University policies.
- All employees are expected to dress in a neat and clean manner and with lab coat while in the laboratories.
- The College and University strive for a smoke-free environment to provide a safe and healthy workplace for all staff and students.
- In agreement with the governmental laws, the College and the University provide equal opportunity for all and do not discriminate based on race, color, religion, gender, national origin, ancestry, age, disability, or veteran status in employment or any activity.

New Faculty Orientation

The newly recruited faculty will be received at the airport and placed in the hotel for up to 3 days as guest hospitality and will be taken for mandatory medical checkup at an appropriate time. The faculty will be taken to the Deanship of Faculty and Staff Affairs for completion of documentation and joining. The accommodation will be allotted in the University Housing appropriately. New faculty will be briefly oriented by the Vice Deans followed by the academic orientation through the respective Head of Departments. For further details and inquiry, please contact the manager or office of Dean.

Evaluation of Faculty Performance

Performance of faculty is evaluated annually for teaching, research, administration, and conduct as per the University prescribed format:

- To support, encourage, recognize and reward the faculty with outstanding academic performance.
- To provide guidance and support for professional improvement and development
- To get the information and recommendations for contract renewal, promotion, and termination
- To decide for awards for teaching, research and advising, and merit pay decisions.

Faculty Development Program

Faculty Development Program (FDP) constitute a variety of programs intended to update the academic performance based on the advancement of knowledge in the respective specialty of medical education. It also helps improve the teaching skills and subsequently improves the student's learning.

Department of Medical Education announces in the beginning of each academic year different workshops and expert lectures on quality of teaching, learning, assessment and research in the field of basic and clinical disciplines.

Grievances

- The faculty if encounters any difficulty shall file a written complaint to the respective Head of Departments or Vice Dean, Academic Affairs.
- The grievant may also approach the Dean, if the issue is not addressed.
- Alternatively, he/she can drop their complaints in the designated Complain Box.
- Appropriate measures will be taken to resolve the outstanding issues of the grievant on priority basis as per the College and University policies.
- A grievant who is dissatisfied with the disposition of the grievance by the concerned authority with whom the grievance was filed may appeal the decision to the higher authority.

E-Services

- **Internet:** A wireless internet is provided for all the staff members and can be used for academic and research purposes.
- **Digital Library:** It is a digital information source provided through the Saudi Digital Library (SDL) which includes scientific journals, e-books and university thesis. To get into training on using the digital library and other learning resources requires to fill the training form followed by coordination with the authorized library personnel.
- **Learning Management System (LMS):** The staff is required to get acquainted with the LMS through a brief training session or recorded presentation by IT expert. The staff member is expected to use and timely upload all the information regarding teaching, learning, timetable, exam schedules, results and notices etc. on the LMS.

Facilities

1. Medical care:

- Shaqra general hospital
- Primary healthcare centers
- Private polyclinics
- Private specialized dental clinics

2. Important phone numbers:

- Police: 999
- Ambulance: 997
- Fire: 998
- Ministry of Health Patient Service: 937
- University Housing Maintenance: 011-647 5994 (<https://apps.su.edu.sa/eskan>)

3. **ABSHER** allows citizens and residents in Saudi Arabia to use a variety of governmental services.

4. **Children Education:** Currently no English medium school in Shaqra city and the university is making efforts to open an international school soon.

5. **Saudi Commission for Health Specialties (SCFHS):** Please use the following link or scan the QR code to access the SCFHS website for registration.

<https://www.scfhs.org.sa/en/pages/default.aspx>



HR Rules for Recruitment, Promotion, Vacation and Benefits

For more details about the rules and regulations of Shaqra University, please use the following link or scan the QR code:

<http://deanships.su.edu.sa/FS/ManualsAndRegulations/Pages/default.aspx>



General Checklist

Getting Employee Number	الحصول على رقم وظيفي
Medical Examination	إجراء الفحص الطبي
Iqama (Residence) Card Issuing For Non-Saudi	إصدار بطاقة الإقامة لغير السعوديين
Bank Account Opening For Non-Saudi	فتح حساب بنكي لغير السعوديين
Getting University Email	إنشاء بريد الكتروني جامعي
EduGate Account Activation	حساب الدخول على بوابة النظام الأكاديمي
E-Learning Unit Services	خدمات وحدة التعليم الإلكتروني
University Identity Card	إصدار البطاقة الجامعية
Staff Portal Account Activation (Makkin)	تفعيل بوابة الخدمة الذاتية لأعضاء هيئة التدريس (مكن)
Hospital Identity Card (For Clinicians)	(بطاقة دخول المستشفى) للتخصصات السريرية
Car parking permit	تصريح وقوف السيارات
Office and Office Supplies	المكتب والأدوات المكتبية
Clinic Timetable/SCFHS	جدول العيادة/ موعد هيئة التخصصات الصحية



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