

FACULTY HANDBOOK



College of Medicine at Shaqra
Shaqra University, Shaqra, Saudi Arabia
1446H - 2024/2025

Faculty Handbook

This handbook acquaints faculty members with the vision, mission, and values of the College of Medicine. It additionally outlines the college's organizational structure, administrative procedures, bylaws, governing rules, ethical codes, roles, and responsibilities, as well as highlights its commitment to research and community service.

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Prepared by: Handbook Committee 1446H

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In the Name of Allah, the Most Gracious and Merciful

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Preface

Welcome to the College of medicine at Shaqra Faculty Handbook. This comprehensive guide serves as an essential resource for our esteemed faculty members, providing valuable insights, policies, and procedures that are integral to the successful operation of our college.

As educators, researchers, clinicians, and mentors, you play a pivotal role in shaping the future of our students and contributing to the academic excellence of our institution. This handbook is designed to support you in your vital mission by offering a clear framework of expectations, resources, and opportunities available to you.

The College of medicine community values a culture of collaboration, innovation, and continuous improvement. Within these pages, you will find information on our institution's mission, vision, and values, as well as the guiding principles that underpin our academic programs.

In addition to providing a comprehensive overview of administrative and academic policies, this handbook outlines the various support services available to faculty. We encourage you to explore the diverse array of professional development opportunities, teaching resources, and research support mechanisms that are at your disposal.

Recognizing the dynamic nature of medical education, this handbook is designed to evolve alongside our institution. Feedback from our faculty members is invaluable, and we welcome suggestions for updates and improvements to ensure that this guide remains a relevant and effective resource.

We extend our deepest gratitude to the faculty members who have contributed to the development and refinement of this handbook. Your dedication to the educational mission of the college is evident in every page.

Thank you for your commitment to academic excellence and for being an integral part of the college's dynamic community.

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



Saudi Arabia

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 Dawademi 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, and able to conduct distinguished scientific research in the medical fields with optimal investment of human and technical resources.



Goals

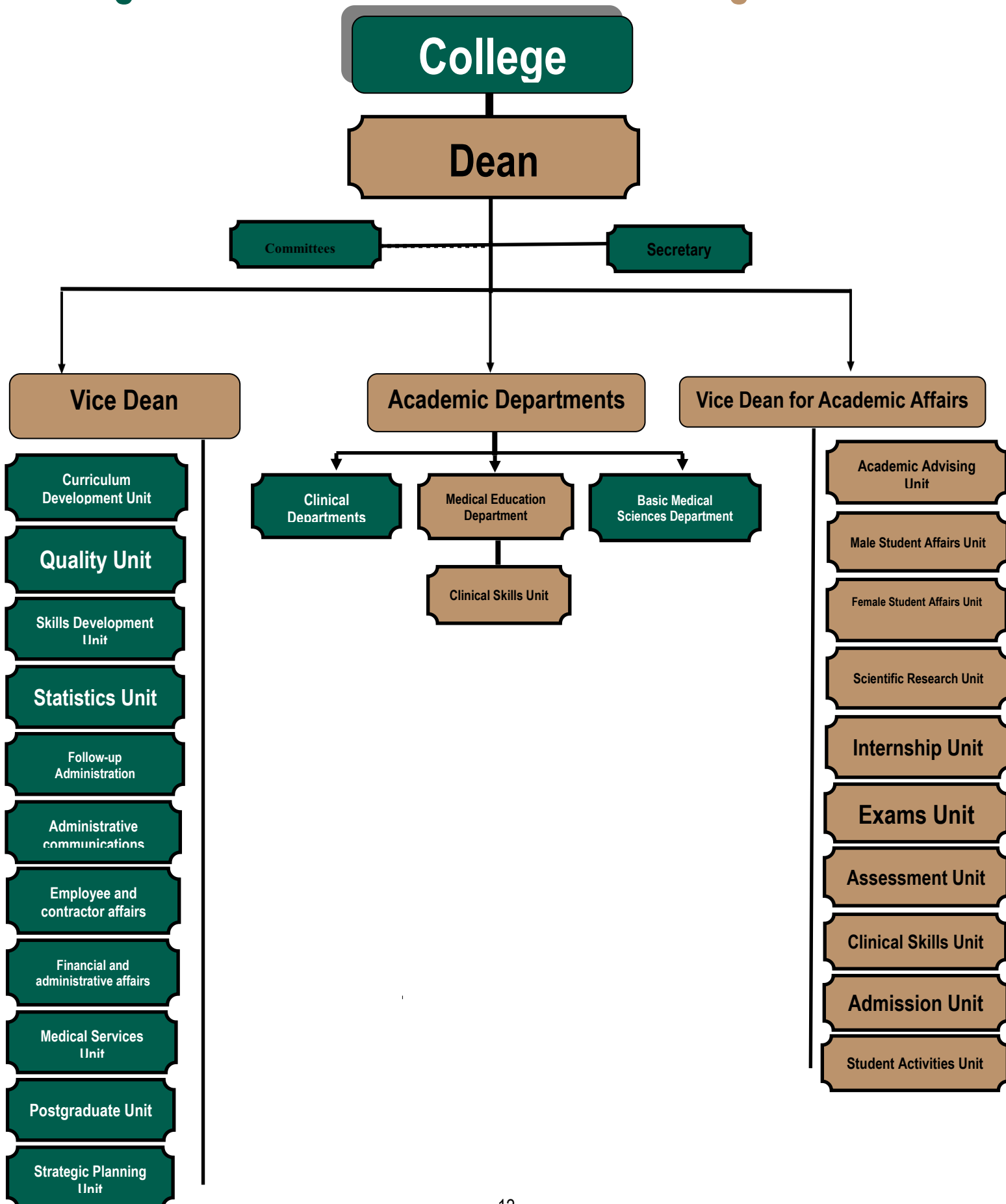
- To provide unique academic program for the students and preparing distinguished physicians with high professional and research skills.
- To create an effective environment for teaching, learning, and scientific research that assist in building knowledgeable community.
- To attract and retain high quality faculty members.
- To create effective partnership with highly reputed educational and research institutions, locally and internationally.
- To increase the university involvement and the scientific research based on the 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

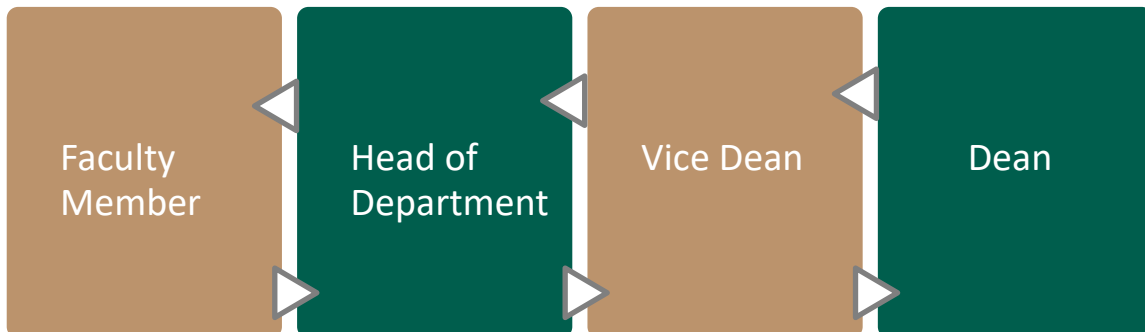


Chain of Communication and Command

Effective communication and collaboration within the chain of command are essential for the smooth operation of any organisation. Clear lines of authority and responsibility help ensure that tasks are completed effectively, and everyone understands their role in achieving organisation goals.

Operations in the College of Medicine takes place through proper chain.

Academic and administrative issues are addressed from top to bottom and from bottom to the top in a proper and organized manner.



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
Students Activities	--	Std.activ.shq@su.edu.sa
Internship Unit	--	Internship.shq@su.edu.sa
Graduate Unit	--	Alumni-med@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.

Research Ethics

- College of medicine is promoting the culture of research in line with the institutional research code of ethics and conduct. The college emphasizes the honesty and integrity, transparency, openness, confidentiality and respect for participants. Also, the college keeps zero tolerance for all kinds of plagiarism: including plagiarism of ideas. Prior ethical approval from the deanship of scientific research is mandatory. Detailed procedure and mechanism on getting approval and conducting research can be found here by following the link.

[Ethical Approval Request Procedure](#)

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.
- College of Medicine at Shaqra is governed by many policies categorized into twelve different domains as below:
 1. Policies is related to quality assurance.
 2. Policies to academic programme management.
 3. Policies related to conflict of interest.
 4. Policies related to students' affairs.
 5. Policies related to assessment and evaluation.
 6. Policies related to community services.
 7. Policies related to research.
 8. Policies related to interns and internship.
 9. Policies related to teaching staff and leaders.
 10. General policies related to Shaqra University staff.
 11. Policies related to partnerships.
 12. Policies related to graduates.
- These guidelines were adopted from policies and bylaws of Shaqra university. Several policies have been revised and written using a common template. Detailed policies and procedures can be found by following the link here.

[Manual of Policies and Procedures](#)

New Faculty Orientation

The newly recruited faculty is welcomed at the college by administrative staff, leaders and faculty members in a respectful and dignified manner. Foreign faculty member is received at the airport by focal person designated by the university HR department, facilitated transport is provided from the airport to Shaqra and placed in the hotel for up to 3 days as guest hospitality. During these three days of hospitality the faculty member is taken for mandatory medical checkup at an appropriate time. The faculty is then taken to the Deanship of Faculty and Staff Affairs for completion of documentation and joining. The accommodation is 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. A comprehensive faculty orientation and mentorship program is designed to properly guide the newly joined faculty member before academic and other responsibilities are given.

Further details about the Orientation and mentorship program for new faculty may be seen by following the link here.

[Faculty Orientation Form](#)

Evaluation of Faculty Performance

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

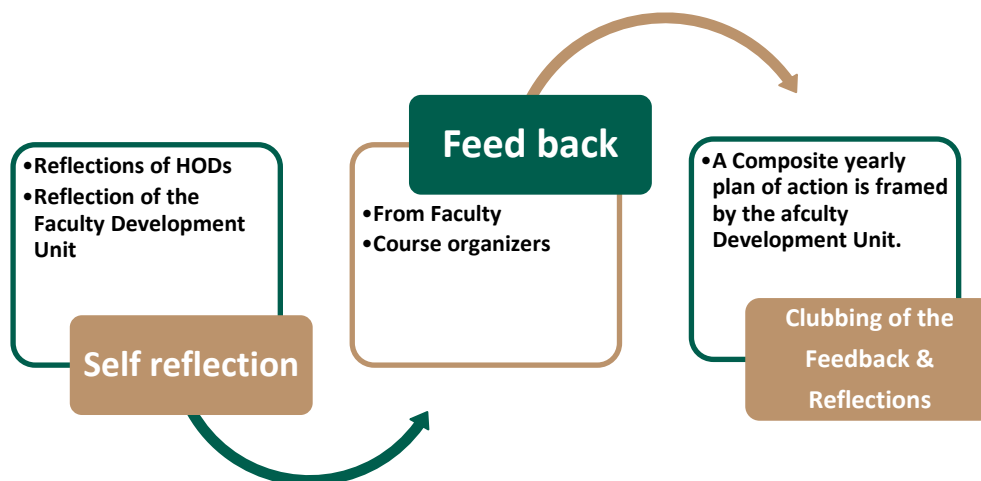
- To support, encourage, recognize and reward the faculty with outstanding academic performance.
- To provide guidance and support for professional improvement and development

- 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

College of Medicine, at Shaqa University, owns the policy to offer its faculty members a variety of faculty development opportunities to support teaching, research and related activities.

The program provides an account of resources available to faculty for their professional development based on their need assessment.



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. Details on the faculty development program can be found by following this link.

[Manual of Policies and Procedures](#)

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.

Library and E-Services

- **Internet:** A wireless internet is provided for all the staff members and can be used for academic and research purposes.
- **Central Library:** College of medicine is possessing an outstanding resourceful central library. The environment provided is excellent. Faculty and students can equally benefit from this facility.
- **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.
- **Blackboard Learning Management System:** The staff is required to get acquainted with the Blackboard 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, plagiarism check, results and notices etc. on the Blackboard.

- **Muraslat:** Muraslat is an online communication portal for all official communications. Account for each faculty member is created and linked to his/her university email. Training session for the faculty member conducted by the mentor to familiarize with the system.
- **Edugate:** Edugate is a system to follow the progress of students and communicate with them. Grades and marks of the students are also uploaded and saved on the Edugate. An account for each faculty member is created and a brief training is provided by the students' affair section to acquaint the faculty member with the system.

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

College of medicine at Shaqra follows the rules and regulations of the Shaqra university for recruitment, promotion, vacations and other benefits. For more details about the rules and regulations of Shaqra University, please use the following link.

[University Teaching Staff Guide](#)

Important Links

- **College website:**

<https://www.su.edu.sa/en/colleges/college-medicine-shaqra/about-college>

- **Policies and Procedures Manual:**

[Manual of Policies and Procedures](#)

- **Emergency Leave Application:**

[Emergency leave application](#)

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 بوابه 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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