

New Faculty Members Manual

1444

English Language Department



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Introduction of Department of English:

The College of Sciences and Humanities, Shaqra University, Shaqra was founded following the approval granted by the Custodian of the Two Holy Mosques, Prime Minister and Chairman of the Board of Higher Education, no. (7305/ mb), on 3/9/1430 H, which included the establishment of a Shaqra university, was issued.

The English Department is one of the leading departments in the Faculty of Science and Humanities at Shaqra University, the only department until the beginning of 1431-1432 H to meet the needs of the qualified English graduates the study system in the clinical practical theoretical department, four years of study in the classroom system (eight levels), and then the student is awarded a bachelor's degree in English.

Bachelor of English Program

Program Description:

Bachelor of English program is an outstanding program, where the educational objectives agree with the community needs and the labor market. The program is run by the specialist teaching and support staff who is qualified scientifically, professionally, and have high level of efficiency.

This program aims to fulfill the demands of qualified Graduates and Teachers who are able to acquire positions in educational institutions including Universities and schools which would contribute in reduction of unnecessary expenses that is spent on recruiting qualified hands from outside KSA.

Program Mission:

The mission of the English Language BA program stems from the mission of the College of Sciences and Humanities at Shaqra University. Moreover, the program goals are in consistency with the goals of

the university. The table below shows the alignment of the mission and the objectives of the English program with the College of Sciences and Humanities and Shaqra University's

		Collage of Science and Humanities									
		Mission				Objectives					
		To prepare distinguished cadres that match the requirements of the labor market	through competitive academic programs	In an environment that encourages scientific research	and community partnership.	Develop the college structure and academic programs and their attachments to the labor market	Promote the efficiency of academic and administrative human resources.	Prepare outputs qualifying for competition in the labor market.	Encourage outstanding scientific research to meet development priorities and community needs.	Establish effective community partnerships to strengthen cooperation with private government sectors.	Provide an attractive learning environment and promote teaching and learning methods.
English language program	Mission										
	Preparing a distinguished graduate	✓									
	with scientific and professional qualifications in the English language and literature		✓								
	in line with the requirements of the labor market	✓									
	through an academic environment encouraging scientific research			✓							
	and community service				✓						
	Objectives										
	Develop the outputs of the program of English language & literature, and its attachment to the labor market.					✓					
	Promote the academic efficiency of the program.						✓				
	Prepare a graduate qualified to meet the needs of the labor market.							✓			
	Encourage outstanding academic scientific research in different English language fields.								✓		
	Provide effective community services that contribute to society's development.									✓	
	Provide effective community services that contribute to society's development.										✓

Program Graduates Attributes:

Communication and Cooperation		Responsibility and Efficiency		Learning and Knowledge		
Community engagement	Effective communication	Leadership, and decision-making	Citizenship	Self-development	Critical thinking and problem solving	Cognitive awareness

- Learning and Knowledge
 - **Cognitive Awareness:** Program graduates should possess a high level of knowledge in the field of the English Language, as well as society-based areas.
 - **Critical Thinking and Problem Solving:** English program graduates should be able to apply critical and analytical thinking skills and solve problems in a way that leads to a creative output/solution.
 - **Self-development:** English program graduates should show the ability to self-develop and possess the skills of lifelong learning.
- Responsibility and Efficiency
 - **Citizenship:** The program graduates should maintain Islamic morals and belongingness to the country.
 - **Leadership and Decision making:** The University graduates should possess leadership skills that qualify them to become future leaders, and this is demonstrated through practice and the ability to make appropriate decisions commensurate with the problems.
- Communication and Cooperation:
 - **Effective cooperation:** English Program graduates effectively communicate verbally and in writing, convey ideas in different ways, and have the ability to collaborate with others to achieve the intended goals.
 - **Community Engagement:** Program graduates contribute to community development through actively participating in programs beneficial to society.

Matrix of the Graduates' Attributes and the Mission of the English Language Program and its Educational Objectives

Documents		The English program graduates' attributes						
		Citizenship	Leadership and decision making	Cognitive awareness	Effective communication	Community engagement	Self-development	Critical thinking and problem solving
Strategic plan	Program vision	√				√		√
	Program mission		√	√	√	√	√	√
	Program objectives		√	√	√	√	√	√

Alignment of Program Graduate Attributes with Program Learning Outcomes								
		Citizenship	Leadership and decision making	Cognitive awareness	Effective communication	Community engagement	Self-development	Critical thinking and problem solving
Program learning outcomes	K1			√				
	K2			√				
	K3			√				
	K4			√				
	S1				√		√	
	S2		√					√
	S3					√	√	
	S4				√		√	√
	V1						√	
	V2	√	√			√		√

Study Plan:

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level- 1	ENG 111	Basic Language Skills 1	R	-	3	D
	ENG 112	Listening and Speaking Skills 1	R	-	2	D
	ENG 113	Reading comprehension	R	-	2	D
	ENG 120	Vocabulary Building	R	-	2	D
	SLM 101	Introduction to Islamic Culture	R	-	2	I
Level -2	ENG 114	Writing 1 (Paragraph Writing)	R	-	3	D
	ENG 115	Reading Comprehension 2	R	113 ENG	3	D
	ENG 116	English Grammar	R	111 ENG	3	D
	ENG 122	Listening and Speaking Skills 2	R	112 ENG	2	D
Level-3	130 TEC	Computer skills	R	-	3	I
	182 NGL	Introduction to Literary Studies	R	-	2	D
	102 SLM	Islam and Society Building	R	-	2	I

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	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	101 ARB	Language Skills	R	-	2	I
	118 NGL	Translation	R	-	2	D
Level-4	ENG 213	Composition -2-	R	114 ENG	2	D
	ARB 103	Arabic Editing	R	-	2	I
	ENG 320	Linguistic-I-	R	-	3	D
	SLM 103	Economic System in Islam	R	-	2	I
	ENG 251	The Rise of the Novel	R	182 ENG	2	D
Level-5	ENG 312	Essay Writing	R	114 ENG	3	D
	ENG 241	Appreciating Drama	R	182 ENG	3	D
	ENG 323	Linguistics 2	R	320 ENG	3	D
	212 NGL	Translation 1	R	118ENG	3	D
	104 SLM	Fundamentals of Political System in Islam	R	-	3	I
Level-6	ENG 104	Literary Studies	R	-	4	I
	ENG 328	Phonetics	R	320 ENG	3	D
	ENG 231	Appreciating Poetry	R	182 ENG	3	D
	ENG 371	Introduction to American Literature	R	-	4	D
Level-7	ENG 324	Applied Linguistics	R	-	3	D
	ENG 423	Morphology and Syntax in English	R	-	3	D
	ENG 412	Speech	R	-	2	D
	ENG 427	Linguistics III	R	323 ENG	2	D
Level -8	ENG 422	English Phonology	R	328 ENG	2	D
	ENG 333	Romantic Poetry	R	231 ENG	3	D
	ARB 105	Language Studies	R	-	3	I
	ENG 329	Language Acquisition	R	-	3	D
Level -9	ENG 424	Transformational Generative Grammar	R	423 ENG	3	D
	ENG 420	Language Evaluation	R	-	2	D

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ENG 411	Translation 2	R	212 ENG	2	D
	ENG 406	Techniques and Principles in Language Teaching	R	-	3	D
Level -10	ENG 361	Criticism-1	R	-	3	D
	ENG 413	Advanced Writing	R	312 ENG	3	D
	ENG 344	Shakespeare	R	241 ENG	3	D
	ENG 351	Nineteenth century novel	R	251 ENG	3	D
Level-11	ENG 429	Stylistics	R	-	2	D
	ENG 461	Criticism II	R	361 ENG	2	D
	ENG 431	Victorian Poetry	R	231 ENG	3	D
	ENG 451	Modern Novel	R	351 ENG	3	D
Level-12	ENG443	Modern Drama	R	241 ENG	3	D
	ENG 407	Language and Society	R	-	3	D
	ENG 432	Modern Poetry	R	431 ENG	3	D
	ENG 421	The History of English Language	R	-	2	D

Program Goals:

1. To equip the student with the knowledge and skills.
2. To attract faculty members with distinctive qualifications and expertise.
3. To promote an innovative and collaborative environment for learning and professional development.
4. To prepare graduates to comply with educational eligibility requirements to achieve career success.
5. To encourage participation in local community services, building community partnerships.

Guidelines for New Faculty Members Policies and Faculty Rights:

Teachers Rights:

Teachers have a right to:

- Expect student to follow reasonable instructions given by teachers in the performance of their duties.
- Expect that they will be able to teach in an orderly and cooperative environment.
- Expect students to be punctual and regular in attendance to school and classes and take all the required equipment to participate.
- Use discretion in the application of rules and consequences and be fair and consistent in their application.
- Be informed, within Privacy requirements, about matters relating to students that will affect the teaching and learning program for that student.
- Receive respect and support from the school community.
- Expect that students observe all classroom and College rules and expectations as documented in the Student Code of Conduct

Teachers' responsibility:

Teachers have a responsibility to:

- Fairly, reasonably, and consistently, implement the engagement policy.
- Use positive reinforcement and encouragement to build self-esteem.
- Build positive relationships with students.
- Know how students learn and how to teach them effectively.
- Know the content they teach.
- Know their students.

- Plan and assess for effective learning.
- Create and maintain safe and challenging learning environments.
- Implement the anti-bullying and harassment policy.
- Access specialist welfare and referral services when required.
- Use a range of teaching strategies and resources to engage students in effective learning.
- Regular monitoring of student progress, attendance, participation, and welfare.

Expectations from Faculty Members in Each Semester:

The Department of English places a great value on professional and productive environment created by its faculty members. Therefore, a faculty member should exhibit good work ethics, such as punctuality and cooperation with other faculty members and the department. Since the workload differs each semester for faculty members, the following are expectations from faculty members for each semester.

Punctuality and Commitment to the Official Working Hours:

Punctuality and commitment to official working hours is a must requirement at the department of nursing to ensure smooth progress of the department.

Cooperation:

For the first three weeks of the semester, each course instructor is required to submit the student's attendance in terms of the number of students that attended each course. This is to be submitted by Thursday of each week. This is required for statistical

purposes by the Quality Assurance and Academic Accreditation Unit of the Department of English.

Course specification:

There is a course specification for each course, which include information and guidelines about the course. Each faculty member should follow the course specification and create a course syllabus based on it. This should be submitted to the course coordinator at the beginning of every semester and distributed it to students on their first class; it should include the following information:

- Name, email, office hours, and office number of a faculty member.
- Name and number of the course.
- Goals and objectives of the course.
- Required texts.
- Topics that will be covered.
- The division of grades (midterms, quizzes, research, presentations, projects...etc.)
- Any useful websites that are related to the course.
- To avoid misunderstanding, faculty members are advised to explain their way in managing the classroom e.g., attendance, assignment submissions, and makeup exams.

Upon completion, a copy should be given to the Quality Assurance and Accreditation Committee.

Coordination:

It is important to the department and the university that the courses are unified regardless of who is teaching the course to achieve student justice, enrich the teaching experience for faculty members, and enhance the quality of teaching and learning in the program.

This results in making the students feel secure that they are receiving an equal academic experience, as well as making the faculty members benefit in which all of us -no matter how many years of experience- surely benefit from the exchange of expertise and experience and opinions about the content, teaching strategies, types of examination and grading.

The main goal of coordination is to ensure that the learning outcomes set out in the course specifications are met. It also minimizes the gap between different sections of the same course, which is equally as important. It makes sure that the academic process, such as grading, follows the guidelines and goals in the course specifications and oversees what faculty and students are conducting in class that can help in reaching that goal. Thus, each course is assigned to a course coordinator whose responsibility includes the following:

- To make sure that each faculty member responsible for a section is teaching it according to the course specifications created by the department. Moreover, to guarantee that each faculty member is working on the development of the goals and targeted skills.
- To make sure that examination and other grading methods in different sections are similar (in terms of types of questions and level of difficulty).
- To write a unified course report that includes what is mentioned in the course reports written by faculty members of the different sections.
- To guarantee accurate and high-quality performance by conducting meetings with faculty members of other sections according to the following:
 - Meetings should take place prior to midterms and prior to finals to make sure that the exams in the different sections are somewhat similar in terms of the type of questions and difficulty level.
 - Meetings should take place after correcting the midterms and finals to make sure that all faculty members have consistent standards in relation to the course specification's goals and objectives, as well as to make sure that there is agreement on how the students from both sections are graded.

If instructors are coordinators of courses, they are teaching; they should also share their exams with other instructors of the same course. Coordination is a learning platform which allows instructors to share their knowledge and exchange experiences to benefit from one another.

Course Reports:

At the end of every semester, each course instructor is required to fill out a course report and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee. Faculty members should explain the teaching methods, techniques used, and any difficulties faced. They also should include the results and how the grades are divided. Furthermore, they can suggest solutions to the problems faced to improve the teaching and learning experience.

Course Files:

The National Commission for Assessment and Academic Accreditation (NCAAA) requires the preparation of a course file, which is instrumental in achieving continuous review and improvement of the courses. Course file contains 17 sections and provide a detailed insight to the course having course specifications, course report, teaching material, sample exams, ILO Assessment plan, student's evaluation, detailed semester result etc. At the end of every semester, each course instructor is required to fill out a course File and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee to ensure high quality of students learning experience, continuous improvement of the educational material is essential.

Schedules:

In the first week of each semester, faculty members are expected to have a copy of their schedule signed by the Head of the department and the Dean of the college and hung on their office door that includes: courses taught, section number, time and place of each lecture, office hours (6 hours at least) and academic advising hours (6 hours at least) committees they are involved in.

Electronic Services:

- **Official Email:** Each faculty member is provided with an official email address at su.edu.sa platform which can be accessed by login through Gmail. This official email address should be used for official communication inside and outside Shaqra university.
- **Tayseer**(<https://www.su.edu.sa/ar/e-services>) is a service that allows faculty members for official communication within the department and also with the management of the university.
- **E-learning system services** is an online system, which faculty members and students can access. On their blackboard page, faculty members can upload information about their courses (e.g., syllabus, slides, handouts...etc.), create a discussion forum for students, and post assignments and quizzes.
- **Website:** <https://www.su.edu.sa/en/e-services/e-learning-system-services>
- **Electronic Library:** Visit <http://library.ksu.edu.sa> to access the catalog and databases of KSU's library.

Contact Information (Faculty and Staff):

Male section:

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General Practices and Administrative Guidelines:

Our goal is to ensure that you are familiar with the resources available to you; therefore, this Handbook was developed to provide you with information to assist you in your day-to-day life at Shaqra University. Additional information can be found on the SU website (www.su.edu.sa)

Orientation:

On the employee's first working day, he/she should report to the Human Resources Department. All matters relating to his/her employment, issues related to Iqamas (if applicable), personal documentation (listed below), arrangements for a medical examination, and receiving an identification card should be finalized.

- No Objection Certificate (for Saudi females only)
- Copy of Saudi National ID
- Copy of Academic Credentials (e.g., Degree and Employment Certificates)
- ID Photos
- IBAN Number (for purposes of salary bank transfer)

Employee Identification:

After an orientation process, a new staff will be issued a programmed SU ID card which he/she is required to wear while inside the premises of SU. Upon termination of employment, he/she is required to surrender the ID card to Human Resources Department.

Medical Examination:

A new staff is required to undergo medical examination upon his/her joining with SU. This is a pre- requisite for the issuance of his/her Residence Permit. The schedule and transport service will be arranged by HR Department as well as the request letter to the medical clinic.

Employment Contract:

All employees will be required to sign an Employment Contract. The provisions of the Employment Offer will be incorporated in the Employment Contract. The contract will be prepared by the Human Resources Department in two (2) original copies in both Arabic and English. One original will become an integral part of the employee's Personnel File and the other original copy will be given to the employee. Another copy will be provided to the Government Relations Officer for the processing of Iqama. The SU Rector or his authorized designee will sign all Employment Contracts on behalf of Shaqra University.

In the case of locally hired employees, the effective date of employment is the date upon which the employee commences work. In the case of internationally hired employees, the effective date of employment is the date the employee arrives in KSA International Airport.

Conduct:

The SU expects that all staff will conduct themselves in a highly professional manner at all times and serve as examples of appropriate behavior for all students. In addition, all staff is expected to understand, respect, and adhere to all JU rules and regulations, as well as those of the Kingdom of Saudi Arabia. Listed below are several standards of behavior that are imperative for employees to understand and to support. Failure to adhere to these conditions is grounds for disciplinary action, up to and including termination.

1. SU prohibits any cohabitation with an employee and a member of the opposite sex, except with his or her lawful spouse.

2. SU expects all employees and dependents to observe the dress code when appearing in public. The dress code for female employees will include traditional Kingdom attire such as abaya and head scarf. Failure to abide by these conditions will subject the employee to disciplinary action.

3. All employees are expected to maintain standards of conduct suitable and acceptable to work environment. Disciplinary action may be imposed for unacceptable conduct. Example of unacceptable conduct include, but are not limited to:

- Falsification of personnel records, or other SU records.
- Neglect of duties or wasting time during work hours.
- Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the institution.
- Creating or contributing to unhealthy or unsanitary conditions.
- Violations of safety rules or accepted safety practices.
- Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct.
- Fighting, encouraging a fight, or threatening, attempting, or causing injury to another person on the premises.
- Theft, dishonesty, or unauthorized use of institutional property including records and confidential information.

- Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations.
- Repeated absence, absence without proper notification to the supervisor or without satisfactory reason, failure to report for work or to make appropriate contact with the supervisor to report an absence from work, or unavailability for work.

Editorial Board:

<p>ABDULLAH ABDULRAHMAN ALGHANAYEM</p> <p>Dean of the College</p>	
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Council / Committee	English Language Department Council
Reference No.	Fourteen department meeting for the academic year 2023
Date	7-8-1444

English Language Department

College of Science and Humanities in Shaqra

