



## New Faculty Orientation and Mentorship Program College of Medicine at Shaqra

The new faculty orientation program comprises of three activities for the nodal persons like manager, HOD and the mentor. The nodal persons shall be responsible for the completion of activities under their domain. The nodal officers are expected to use the relevant section (described in the subsequent format) as guidance for the completion of an activity. The nodal persons are suggested to complete and document the orientation activities by filling out their section (of the format) with pieces of evidence before the new faculty is shifted to the next level of orientation.

S/no	Activity	Days required	Nodal person
1	Facilitation and the basic administrative orientation of new faculty from the date of entering the Kingdom to the completion of administrative formalities.	07 days	Manager at the College of Medicine.
2	Brief orientation about the vision and mission of the College of Medicine, teaching strategy, study plan and grading system.	03 days	Head of the department. / Unit head
3	Mentorship by the senior member of the concerned discipline.	2 weeks	Senior faculty member of the concerned discipline.

After the completion of all the activities described in the program, the completed format will be forwarded by the HOD to the quality unit along with all the evidence and save the email as evidence of faculty orientation in their department.

## Faculty orientation and mentorship reporting format

**Section A:** Details the facilitation and the basic administrative orientation of new faculty from the date of entering the Kingdom to the completion of administrative formalities.

Nodal person	<b>Manager at the College of Medicine.</b>
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### Particulars of the new faculty

Name of the faculty	
Department	
Country	
Date of entering the Kingdom of Saudi Arabia	
Days to complete the activities	<b>07 days</b>

### List of activities

S/no	Activity	Evidence attached (Photographs/ Documents) if yes (Name the evidence)
1	Receiving the new faculty at the airport.	
2	Arranging for the temporary stay.	
3	Completing the formalities of contract at the administrative unit Shaqra University.	
4	Arranging and completing the medical, a must requirement for residency work permit (Iqama).	
5	Issuance of Iqama.	
6	Opening of bank account.	
7	Allotment of residential apartment.	

### Refer to next level of orientation

Referral date	
Referred by (name with signature)	
Receiving date	
Received by (name with signature)	

**Section B:** Brief orientation about the vision and mission of the College of Medicine, teaching strategy, study plan, and grading system. After completion of the activities, the head of the department/unit head will assign one senior faculty member of the discipline as a mentor for the new faculty.

Nodal person	<b>Head of the department</b>
Days to complete the activities	<b>03</b>
Name of assigned mentor	

**List of activities**

S/no	Activity	Evidence attached (Photographs/ Ppts/ Documents) if yes (Name the evidence)
1	Background about the university	
2	Vision and mission	
3	Organogram	
4	Learning strategy adopted by the College of Medicine	
5	Quality system and policy manuals	
6	Faculty handbook	
7	Study plan and grading system	
8	Academic calendar of college and university	
9	College tour and introduction with the faculties (Department of Clinical & Basic Sciences)	
10	Visit to the College administrative offices (Department of Clinical & Basic Sciences)	
11	Visit to lecture halls and auditorium (Department of Clinical & Basic Sciences)	
12	Visit to clinical skills labs (Department of Clinical & Basic Sciences)	
13	Visit to PBL rooms (Department of Clinical & Basic Sciences)	
14	Visit to laboratory (Department of Basic Sciences)	
15	Visit to central library (Department of Clinical & Basic Sciences)	
16	Visit to university clinic (Department of Clinical Sciences)	
17	Visit to hospital clinics (Department of Clinical Sciences)	

**Refer to next level of orientation**

Referral date	
Referred by (name with signature)	
Receiving date	
Received by (name with signature)	

**Section C.** Mentorship by the senior faculty of the discipline. The new faculty will be attached to the mentor and complete the activities listed below. After completion of mentorship activities, the mentor will complete the relevant section of this format and submit pieces of evidence. During this period the new faculty may accompany the mentor in all his academic and administrative activities.

After completion of the mentorship, the mentor will submit the completed template and the relevant evidence to the head of the department/unit head. The head of the department/unit head will forward the template and the evidence to the quality unit with a declaration that the new faculty is ready to share in all activities at the College of Medicine.

Nodal person	<b>Mentor</b>
Name of mentor	
Days to complete the activities	2 weeks

#### List of activities

S/no	Activity	Evidence attached (Photographs/ Ppts/ Documents) if yes (Name the evidence)
1	Facilitating official email, edugate number, edugate, LMS and murasalat operations	
2	Detailed study plan and academic planner and course descriptions.	
3	Course specification, assessment methods and course report.	
4	Orientation of Hybrid PBL methodology and arranging for observership in PBL sessions with the block organizer.	
5	Providing faculty and program handbooks.	
6	Orientation of policy and procedures at the College of Medicine.	
7	Orientation about research, deanship of research, funding mechanisms.	
8	Orientation about quality unit and its functioning	
9	Orientation about community services and student activities	
10	Orientation about academic counselling	
11	Applying for emergency and other leaves.	
12	Reimbursement for school fees for children	
13	Orientations about hierarchy of the organization and communication protocols	

Completion date	
Name of mentor and signature	
Submission date	
Submitted to (name of HOD)	