

## Feedback Survey Form for New Faculty Regarding Orientation and Mentorship-1444H

This form is intended to get the feedback on the orientation process and mentorship program in the college. The suggestions and feedback will be used for improving the orientation process. Please fill it and send to the Quality and Accreditation Unit at [quality.medicine@su.edu.sa](mailto:quality.medicine@su.edu.sa).

Thanks

Q. No.	Activity	Response (write S for satisfactory; US for unsatisfactory)	Suggestions
<b>Administrative orientation by Manager</b>			
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.		
<b>Academic orientation by HOD</b>			
8.	Background about the university		
9.	Vision and mission		
10.	Organogram		
11.	Learning strategy adopted by the College of Medicine		
12.	Quality system and policy manuals		
13.	Faculty handbook		
14.	Study plan and grading system		
15.	Academic calendar of college and university		
16.	College tour and introduction with the faculties (Department of Clinical & Basic Sciences)		
17.	Visit to the College administrative offices (Department of Clinical & Basic Sciences)		
18.	Visit to lecture halls and auditorium (Department of Clinical & Basic Sciences)		
19.	Visit to clinical skills labs (Department of Clinical & Basic Sciences)		
20.	Visit to PBL rooms (Department of Clinical & Basic Sciences)		

21.	Visit to laboratory (Department of Basic Sciences)		
22.	Visit to central library (Department of Clinical & Basic Sciences)		
23.	Visit to university clinic (Department of Clinical Sciences)		
24.	Visit to hospital clinics (Department of Clinical Sciences)		
<b>Orientation by the Mentor</b>			
25.	Facilitating official email, edugate number, edugate, LMS and murasalat operations		
26.	Detailed study plan and academic planner and course descriptions.		
27.	Course specification, assessment methods and course report.		
28.	Orientation of Hybrid PBL methodology and arranging for observership in PBL sessions with the block organizer.		
29.	Providing faculty and program handbooks.		
30.	Orientation of policy and procedures at the College of Medicine.		
31.	Orientation about research, deanship of research, funding mechanisms.		
32.	Orientation about quality unit and its functioning		
33.	Orientation about community services and student activities		
34.	Orientation about academic counselling		
35.	Applying for emergency and other leaves.		
36.	Reimbursement for school fees for children		
37.	Orientations about hierarchy of the organization and communication protocols		

General suggestions:-----  
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Name:

Department:

Signature:

Date: