College of Pharmacy
Faculty Handbook

King Khalid University
First Edition 2020

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Faculty Handbook

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King Khalid University | College of Pharmacy | | First Edition 2020

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Dean's Message

Dear faculty,

On behalf of your colleagues, I welcome you to the College of Pharmacy at King Khalid University and wish you very success here. We believe that each faculty contributes directly to the College's growth and success, and we hope you will take pride in being a member of our team.

The handbook was developed to describe some of the expectation of our faculties and to outline the policies and programs in the college. Faculties should familiarize themselves with the content of the handbook as it will answer many questions about college, academic and administrative regulations.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

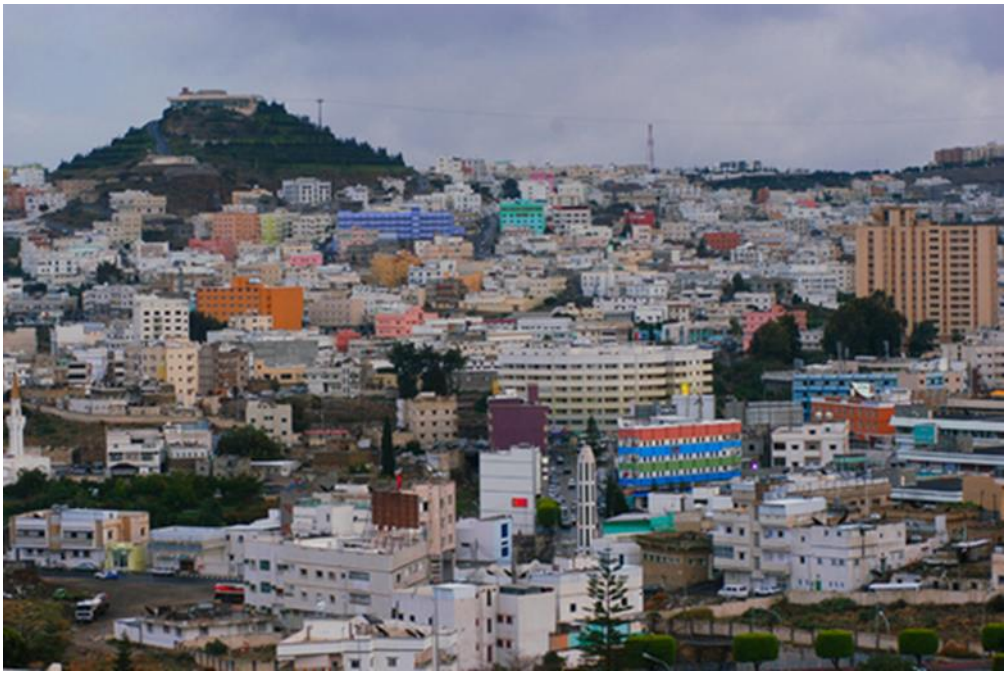
Dr Abdulrhman S. Alsayari

Dean, College of Pharmacy

1. About Abha

Abha is located in the southern region of Aseer at an elevation of 2270 meters (7448 feet) above sea level. Abha lies on the western edge of Mount al-Hijaz, near Jabal Sawda, claimed by some to be the highest peak in Saudi Arabia.

The climate of Abha is cold and semi-arid and it is influenced by city's high elevation. The city's weather is generally mild throughout the year, becoming noticeably cooler during the “low-sun” season. Abha seldom sees temperatures rise above 35 °C (95.0 °F) during the course of the year. The city averages 278 millimeters (11 in) of rainfall annually, with the bulk of the precipitation occurring between February and April, with a secondary minor wet season in July and August.



City overview

2. King Khalid University

2.1 About the university

On Tuesday 09/01/1419 AH (06/05/1998) HRH Crown Prince ordered the merger of Imam Mohammad Ibn Saud Islamic University and King Saud University in the Southern Region into one entity under the new identity of 'King Khalid University'. Later, on 11/3/1419 AH (6/7/1998 AD), a Royal Decree, Decree 7/78/M was issued to complete all regular procedures necessary to effect the merger. The University's first budget was issued on 14/09/1419 AH (02/01/1999 AD) within the general state budget.

The University is in Aseer region in the southwestern part of Saudi Arabia. The area of Aseer region is about 80.000 square kilometers occupied with more than 1.600.000 people distributed in seventy- eight governorate and centers.

2.2 Vision

King Khalid University in the top 200 universities worldwide by 2030.

2.3 Mission

To provide an academic environment conducive to teaching, learning, scientific research and social contribution through optimal utilization of our resources.

2.4 Goals

- To enhance teaching and learning quality.
- To provide a facilitative academic environment.
- To promote effective partnership with the community.
- To support and promote scientific research.
- To improve graduate studies.
- To develop institutional performance.
- To increase financial resources.

3. College of Pharmacy:

3.1 About the college

The College of Pharmacy (COP) is a part of the University's Health Colleges System. Other health colleges in the system include The Colleges of Medicine, Dentistry, and Applied Medical Sciences (at Abha and Khamis Mushait). The COP at KKU was established in 2003 in Abha. The College has five departments: Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutics, Pharmacology, and Clinical Pharmacy. At its inception, it offered only the the program of Pharmaceutical Sciences (BPharm) as its entry-level degree. In response to the national and international trends in pharmacy education, KKU began the offering the Doctor of Pharmacy (PharmD) program in 2010, so currently it offers both undergraduate pharmacy programs. The BPharm program is five years in length, while the PharmD program is six years long.

The pharmacy programs are delivered in the English language, and both programs follow the same curriculum for the first three years, but they differ in the fourth and fifth years. In terms of the training period, BPharm students undergo four months of training, while PharmD students undertake one year. The Bachelor's degree program trains students in pharmaceutical sciences, after which the graduates will have the necessary experience to move into a related science field or work in various pharmacy fields, such as hospital or community pharmacies, pharmaceutical companies or marketing. The pharmacy training period consists of three rotations, two mandatory rotations and one elective rotation. The PharmD program is a professional level degree, covering pharmaceutical sciences with a focus on the clinical aspects that will allow graduates to work in hospitals with the medical team. The pharmacy training periods, known as Advanced Pharmacy Practice Experiences (APPEs), have been designed to provide students with various experiences in clinical pharmacy areas, including hospitals/institutions, community pharmacies, ambulatory care, or acute care/internal medicine. The APPEs consist of eight rotations, with four mandatory rotations and four elective rotations. In Saudi Arabia, the BPharm degree and the PharmD degree are equivalent in terms of registration as a pharmacist with the Saudi Commission for Health Specialties. However, the COP has suspended student acceptance to the BPharm Program as of the first semester of 2019 (1441H). This is a result of one of the objectives under the strategic goal "improve pharmacy education and practice" (Strategic Plan 2016-2021).

3.2 Vision

To accomplish national and international recognition for excellence and innovation in pharmacy education, scientific research, and community service.

3.3 Mission

Graduating pharmacists capable of playing an effective and efficient role within the health care professional team to serve the community through direct patient care, scientific research and community engagement.

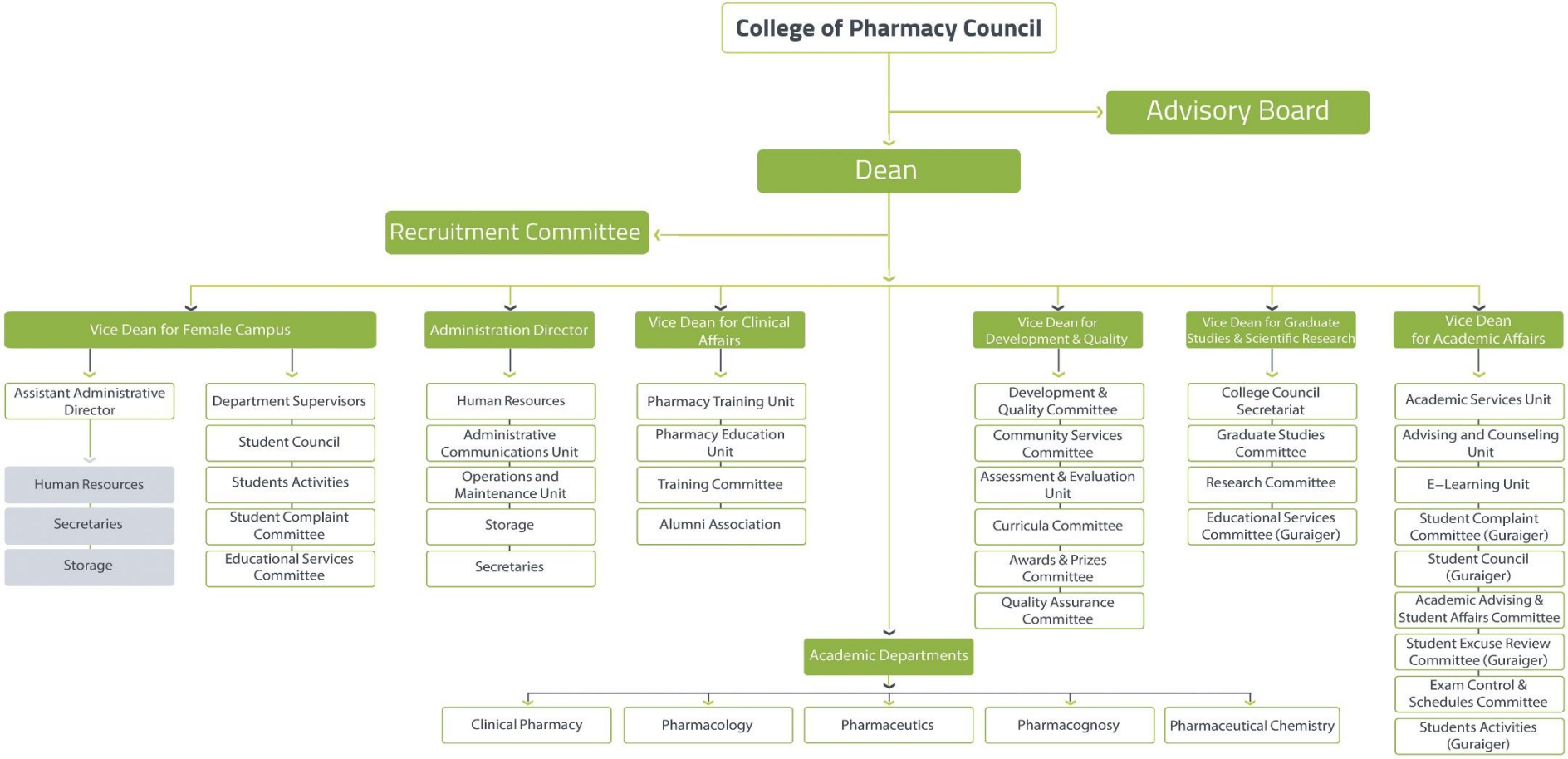
3.4 Goals

- Improve the quality of pharmacy education and practice.
- Recruit, develop, and retain distinguished faculty members to improve education and research.
- Promote educational environment and cooperation among pharmacy and other health care disciplines.
- Accommodate with the organization administrational processes and measures to provide support to the academic programs.
- Encourage high impact scientific research, postgraduate education, and enrich resources.
- Provide high quality continuous pharmacy education and excellent pharmaceutical services to the community.

3.5 Major values

Honesty, commitment, respect, excellence, innovation and transparency.

3.6 Organization Chart



College of Pharmacy Organizational Chart

4. College Administration and Committees

The COP leadership is devoted all efforts to improve the quality of the organization at all levels that will lead to achieving the overall goals and mission. It took many initiatives and strategic goals to implement and focus closely on implying the significant decisions. The line of command and organizational structure in the COP have been firmly improved and consolidated over time. Until 2015, only there was the Dean, Vice dean, and head. After 2015 through 2019, more leadership and administrative positions were created starting with an independent Dean Assistant and Assistant manager for female campus, followed by Vice dean for academic affairs, and vice dean assistant for female side. Then, by 2018 and 2019, two more vice deanships were established for development and quality, and Graduate study and research respectively. A Training unit was also established in 2019 and reporting directly to the Dean for all tasks and responsibilities regarding the training. All of these positions were assigned to qualified faculty who were able run the hierarchical and administrative jobs professionally. Each Vice dean is responsible for several committees within the college. All committees follow the legal hierarchy in reporting or recommending the committee's decisions. On the other hand, Head of Departments (HoDs) were assigned for five departments within the college. Each HoD has a corresponding department supervisor in female side who report to the Dean Assistant for female campus. The academic departments in the college are completely authorized to discuss all matters regarding the department including the courses development, modifications, and changes through the departmental meetings. All departments are involved in the college council by a representative (HoDs) who can represent the departmental needs and issues.

The program is governed by several main and steering committees that ensure the quality assurance processes. Each committee has a clarified tasks and description. All committees within academic departments are reporting to the departmental council then to the college council. Other committees such as curriculum and accreditation committee is reporting directly to the dean.

The various academic and quality committees in both campus (female and male) were established in order to coordinate and monitor the educational, research and planning processes. They are managed by three vice deanships including Vice deanship for academic affairs (VDAA), Vice deanship for development and quality (VDDQ), Vice deanship for postgraduate studies and scientific researches (VDPSR), and Vice Dean for Clinical Affairs. The committees organize the educational and academic affairs include Examination and Students schedules committee, Students affairs and Academic advising committee, and Students excuses committee. On the other hand, four main committees including the quality and development, curriculum and planning, and community services, and quality assurance committees are monitored by the vice deanship for development and quality. Finally, the vice deanship for postgraduate studies and scientific researches coordinates three committees include scientific researches, graduate studies, and the education services committees. Most of these committees have been involved somehow in the process of development, management, and assessment of all subjects related to teaching, learning, and quality standards.

5. The College of Pharmacy Leadership

The COP is a well-structured hierarchical organization. The COP had been through multiple phases during the past few years. First, by 2016, the female side had their independent Vice dean and assistant manager for first time. Then, between 2016 through 2018 multiple vice deanships were established within the college. Later in September 2019, the last position that was added to the organogram was Experiential Educational Office Supervisor who refers directly to the dean with full responsibilities and duties. By October 2019, the University Rector has ordered that each college should have limited number of committees and subcommittees on both college and departmental level. Accordingly, COP has reviewed its Organogram and updated it.

5.1 Dean

The Minister of Education based on the University Rector's recommendation assigns the Dean. The Dean is the Head of the organization who report directly to the Vice Rector for Academic and Educational Affairs. The dean supervises the academic, educational, research, administrative, and financial processes in the college. Several deans have been appointed in the college since its establishment. The current Dean Dr. Abdulrahman Alsayari was appointed as a Dean since 2015 until now.

The dean has five Vice Deans who go through a consistent line of command with the administration represented by the Dean and their performance is based on a clear and well-established responsibilities and authorities. The vice dean positions were assigned to enthusiastic faculty members who are keen to their responsibilities and providing an incredible full functional support to the Dean in order to achieve the ultimate goals of the college mission.

5.2. Vice Deans

Vice Dean for Female Campus

The College of Pharmacy Vice Deanship for Female Campus is concerned with all female student affairs inside and outside the classrooms by providing student services that contribute to building a healthy environment and improving academic achievement. The vice deanship is keen on adhering to the university's rules and regulations and supervising the educational process in the female section to achieve the university's mission, vision, and goals. The vice deanship's duties can be summarized as follows:

- Supervising and developing services provided to the students at Alsamer (female) campus.
- Taking the necessary means to preserve student's rights.
- Considering students' grievances and problems, and proposing appropriate solutions, in coordination with the relevant bodies in the college and university.

- Chairing the disciplinary committees for students who violate the university rules and applying statutory procedures against them.
- Proposing a plan for student activities at the college, and supervising its implementation, in coordination with the relevant authorities in the university.
- Coordination with the college units in the related fields.
- Supervising the works of the labs committee, the equipment, and the services in Alsamer campus.
- Issuing internal decisions to regulate the work in the vice deanship and affiliated units according to university and college rules and regulations.
- Presenting annual reports on the vice deanship work and achievements to the Dean.

Vice Dean for Academic Affairs (VDAA)

The Vice Dean for Academic Affairs was first assigned in 2016. The first VDAA was Dr. Taha Alqahtani followed by Ali Alamri and Dr. Yahya Alhamhoom since 2018 respectively. The Vice Dean for Academic affairs governs all academic policies and procedures in the college according to the university rules and regulations. In addition, VDAA supervises the execution of students' schedules and exams. VDAA is a member of the college council and reports to the dean.

Vice Dean for Development and Quality (VDDQ)

The vice deanship for Development and Quality was established in 2018. Dr. Sultan Alshahrani was assigned as VDDQ. VDDQ is responsible for developing and distributing the quality culture among staff, faculties, and students within the college. In addition, VDDQ develops and conducts the required quality assurance and management's plans to ensure the college is prepared for accreditation. Also, VDDQ with the dean are governing the achievements of strategic goals with collaboration of other scientific departments and vice deanships. VDDQ is the Advisory Board treasurer. VDDQ reports to the dean and is a member of the college council.

Vice Dean for Graduate Studies and Scientific Research (VDGSSR)

Dr. Abdulatif Almohsinah is the first VDGSSR who was assigned in early 2019. The VDGSSR is responsible for the college council treasury. In addition, VDGSSR supervises the research activities within the college through chairing the research committee and collaborates with the Deanship of research in that regard. VDGSSR reports to the dean and is a member of the college council. In addition, the VDGSSR is responsible to follow up with the post-graduate programs establishment and assessment.

Vice Dean for Clinical Affairs:

The Vice Deanship for Clinical Affairs was established in 2020. Dr. Tahani Almaleebia was the first assigned vice dean for both campuses. She is a well-qualified clinical pharmacist with wide experience in clinical pharmacy practice. Training students during their study and throughout their training period for the Bachelor of Pharmaceutical Sciences program and the internship year (APPE) for the Doctor of Pharmacy program is one of the main pillars of the educational process. It helps prepare and equip the students for their future jobs. In order to provide pharmacy training aligned with the ambitious vision of the Kingdom (2030) and the great effort it requires to ensure the training process is running smoothly, Vice Deanship for Clinical Affairs has been established to supervise the training process in the college. In addition, the unit coordinates the accreditation of continuing pharmacy education programs to serve the profession practitioners after they graduate from college. The vice deanship's duties can be summarized as follows:

- Establishing partnerships and agreements with the governmental and private sectors to train students during their internship period.
- Coordinating with hospitals and health centers inside and outside the region to train students and hold continuous meetings with them in pursuit of continuous development of training programs.
- Distributing students over the available training centers and preparing their schedules according to the mechanism outlined in the Advanced Pharmacy Practice Experience (APPE) Manual and ensuring that the training process is proceeding properly through continuous communication with training supervisors from the college.
- Supervising the virtual pharmacy laboratory and coordinating with training centers to train students during their Introductory Pharmacy Practice Experience (IPPE) courses to prepare them for their APPEs in the internship year.
- Coordinating the clinical and training tasks for staff members in cooperation with hospitals in the region.
- Issuing internship certificates for those who passed all their rotations.
- Organizing lectures, seminars, courses, and workshops regarding pharmacy education and professional development.
- Coordinating accreditation of scientific and training programs.
- Providing students with opportunities to develop connections with potential employers.

6. The College of Pharmacy Councils

6.1 College Board

Based on the Higher Education and University Regulations in Saudi Arabia (article 33 and 34), the college board of College of Pharmacy is represented by the Dean, Vice Dean for Female Campus, Vice Dean for Academic Affairs, Vice Dean of Development and Quality, Vice Dean of Postgraduate Studies and Research, the Vice Dean for Female side, and Head of Departments. The College Board discusses issues related to the educational, administrative, and university requirements such as recruitment, committees' recommendations, departments' meetings minutes, study plan, exam and schedules regulations and arrangements, and proposed recommendations for students-related issues that require high-level decision.

The College Board recommendations are taken place based on voting system when the council treasurer informs the board's members regarding the meeting's agenda before the meeting ahead of time. Then, voting is conducted after each agenda's discussion and the members have the liberty to vote independently. In case of equal votes, the dean vote is considered twice. Then the college council reports to the University Rector through the dean to approve the council's recommendations and to take legal actions by the specialized Vice Rectors or Deanships.

6.2 Advisory Board

The advisory board is intended to provide the college with crucial suggestions, improvement ideas, and to participate in the planning with the college administration. The advisory board at COP consists of wide range of expertise members from different backgrounds in pharmaceutical sciences. They represent academia, administration, hospital, and pharmaceutical companies. The board is meeting twice per a year to go through the college's achievements, needs, and demands.

6.3 Department Boards

The head of department chairs the department board. The main aim of department board meetings is to go through the department's requirements and ways of improvement. In addition, to discuss the final grades and research opportunities. Each department board has a secretary who is able to predetermine the dates and agenda for the meeting. All assistant professors and above within the department are members of the department board. The other faculty members and staff are invited share their ideas and suggestions. The department board meetings minutes has to be approved by the dean, then to be sent to the College Board's treasurer for revision, and to be introduced to the College Board for further discussion. At the end of the year, the department board has to discuss the annual report of the department and provide feedback to the dean and the College Board.

7. The College of Pharmacy Committees and Units:

7.1 Academic Advising and Students' Affairs Committees

The VDAA and Vice Dean in females' side chair this committee in both sides. The aim of this committee is to provide the academic support and solve students' academic related issues with continuous follow up. If necessary, these committees will contact the Registration Deanship to ask for assistance in some economical and psychological cases. In addition, this committee is responsible for perform orientation for the new students. Furthermore, this committee delivers academic services to students at all levels of study in COP starting from the point of enrolment to graduation, help students during classes registrations, and provides the support to students in term of receiving students' issues and completing the required forms for academic purposes

7.2 Examinations and Classes schedules Committee

The aims of this committee is to coordinate with scientific departments in the college in order to make students schedules and match that with students distribution and faculties loads. In addition, the chair of this committee (VDAA) can contact the deanship of registration regarding students adding/removing classes, students accepted absence excuses, and removing prohibition. Furthermore, this committee ensure the appropriateness of final examination schedule and prepare the final examination environments.

7.3 Students Excuses Review Committee

This committee consists of all head of departments and chaired by VDAA. The main duty of this committee is to discuss and evaluate the validity of students' excuses, and then to report to the dean to go through the committee's recommendations and approve them. Then course coordinators will be informed with the dean decision to remove absence or to prepare alternative exams.

7.4 Student Council

This committee is providing a platform to hear from students as a major partner in the educational process. Groups' leaders among all levels of the college represent the student council from both male and female side. The Dean chairs two independent councils in male and female sides with membership of Vice dean from female side, and the Vice Dean for Academic Affairs in male side. The aim of the student council is to take in consideration the students needs and demand regarding the system and examination times and schedules. All comments and suggestions are appreciated and reported to the College Board for taking legal actions

7.5 Curriculum and Planning Committee

The Dean of COP chairs this committee. The main objectives of this committee are to inform the students and staff regarding the college's vision, mission, and goals. In addition, Curriculum and planning committee continuously evaluates the attainment of quality in

education processes and to look after the ways of improvement. Also, the committee discusses the benchmarking, internal and external reviewers contacting, and fulfilment of the Program Learning Outcomes (PLOs) with the vision and mission of the college and the University and with the NCAAA requirements.

7.6 Quality and Development Committee

This committee is responsible to improve the quality culture within the college through conducting workshops, contacting the Deanship of Quality regarding the quality improvement programs within the university, establish the needs and demands for accreditation processes, prepare and annually review the strategic planning for COP, and provide required evidences for program report. Furthermore, this committee serves as the main committee for preparation of the Self-Study Report (SSR) as an accreditation requirement.

7.7 Academic Quality Assurance Committee

The main aim of this committee is to ensure implementing quality assurance system for academic, administrative and other clinical activities so that all the main requirements and goals for a teaching, learning, and academic services are monitored and fulfilled in a successful manner. COP maintains a very systematic system in term of following academic standard and ensuring the optimal process output. In addition, the committee has a quality representative at each department to follow up on submission of department annual report, all departments' course reports, and to work as a liaison between the main quality committee and the department.

7.8 Community Services Committee

The VDDQ is the chair of this committee. The main aim of this committee is to encourage the community services concept among the staff and students. The committee discuss the potential events and awareness with the dean of COP. Then, the committee will provide an annual report with the total number of events and benefactors.

7.9 College Prizes and Dean's List selection Committee

This committee is responsible to build up and announce the criteria for best students performance and dean's list nominations. The committee's members meet every semester to discuss the candidates' qualifications and publically announce the list.

7.10 Postgraduate Studies and Research Committees

These two committees coordinate with the scientific departments in the college to establish and design postgraduate study programs. Also, improve and follow up the research processes and motivate the faculties in different research areas. In addition, the research committee discusses the research proposals for final year students. Both committees are chaired by VDGSSR.

7.11 Educational Services Committee

The main aim of this committee is to evaluate the needs and demands of the scientific departments in the college and prepare the annual purchasing list for educational and research purposes. In addition, this committee ensures the safety and risk management policies and procedures in the college's laboratories in males and females sides.

Each one of the five departments in the college can appoint similar committee(s) within the department to make sure that the systematic work is attained. The committees formation within the department has to be approved by the department board then by the Dean before being effective.

7.12 Training, Internship, and Graduation Projects Committee

In October 2019, the KKU Rector approved establishment of Training Unit (Experiential and Educational Office) in COP. The EEO duties description is supervised by the vice deanship for clinical affairs to work as a coordinator between training sites and the college, follow up with the trainees in hospitals inside and outside the region, and to supervise the hospital pharmacists in KKU Medical City (KKUMC) who work in the college or in hospitals as preceptors. In addition, the Vice deanship for clinical affairs supervise all operations and committees related to training and internship. Training, Internship, and Graduation projects Committee is aimed to help final year students to opt their training sites, prepare an annual plan to coordinate with the training sites, communicate with the hospitals and companies, perform orientation day for interns, and follow up with interns' issues and difficulties.

7.13 Recruitment Committee

This committee is chaired by the Dean and membered of the Head of Departments. The aim of this committee is to evaluate the applicants' CVs and confirm that the application processes are clear and followed according to the KKU recruitment policies and procedures.

7.14 Students Activities

The extracurricular students activities inside or outside the college are supervised by a faculty member in male and female sides. They are responsible to organize the students' activities and prepare the semester-wise report of all activities that the college participated in during the semester. The dean assigns the students' activities coordinator and he/she will contact the Deanship of Students Affairs for any extracurricular activities planned to be performed each semester through the dean to provide approvals and support.

8. Departments

8.1 Pharmaceutical Chemistry

The department teaches courses in pharmaceutical organic chemistry, analytical chemistry and pharmaceutical chemistry. These courses introduce students to the basics of pharmaceutical chemistry and the relationship between the structural composition of drugs and their effect on vital functions, as well as studying various methods of qualitative and quantitative analysis of drugs. The department also pays attention to methods of discovering medical properties and theories of drug design and targeting.

8.2 Pharmacognosy and Natural Products

The department is concerned with the medicines extracted from natural sources such as plant, bacterial, fungal, marine and mineral sources. Methods and techniques for exploring natural medicinal products, knowing their biological components and methods of extracting them and determining their chemical composition are taught in the department. The department also pays attention to other methods used in treatment, such as alternative medicine and herbal medicine in addition to pharmaceutical biotechnologies and nutraceuticals.

8.3 Pharmaceutics

The department teaches pharmacology and microbiology courses, as well as studying the physical and chemical properties of the materials involved in the composition of different pharmaceutical preparations, and the effect of those substances on the efficacy of the preparations. In addition, the department teaches pharmaceutical biotechnology, drug manufacturing methods and the processes and tools it includes, as well as studying the principles of new industrial practices in the drug industry.

8.4 Pharmacology

The department teaches pharmacology courses, which include studying the different therapeutic effects of drugs, their indications for use and side effects, in addition to studying different drug interactions with both medicine and/or food. The department also teaches toxicology courses that study the harmful effects of chemicals and drugs, how poisoning occurs, and study its symptoms, diagnosis, treatment, and methods of prevention.

8.5 Clinical Pharmacy

The department teaches male and female students the basic skills that enable them to play a vital role with the medical team in preparing treatment plans, educating patients regarding their medications, finding alternative solutions to drug interactions, understanding the kinetics of the drugs and factors that may affect its properties and whether it results from a change in effectiveness or medication safety. It also teaches and trains male and female students on how to obtain medical information based on scientific evidence, and on how to use medical information databases related to the drug. The department also introduces

students to aspects related to planning and developing pharmaceutical services in hospitals and health institutions.

9. Programs

The college currently provides two degrees:

- Pharm.D program
- BSc pharm (acceptance suspended in 2019).

9.1 Pharm.D Program Learning Outcomes

Upon completion of the program, students should be able to:

1. Knowledge and Understanding

K1 Recall the scientific knowledge derived from pharmaceutical sciences including natural and synthetic drugs, pharmacodynamics pharmacokinetic profile, drug formulation and delivery and other disciplines.

K2 Define scientific information related to biomedical sciences including functions of human body, biological, genetics, biotechnological, microbiological, and other aspects.

K3 Recognize the basic principles of pharmacy practice involving therapeutics, evidence-based pharmaceutical care, pharmacy management, pharmacoeconomics, pharmacepidemiology, and other areas.

K4 Recall necessary foundational knowledge of research and administrative skills required in pharmacy profession.

2. Skills

S1 Implement knowledge from the foundational sciences to become a medication therapy expert.

S2 Apply the knowledge derived from different pharmaceutical areas in conducting research studies in the fields of pharmacy practice and pharmaceutical sciences.

S3 Utilize evidence-based drug information retrieved from authentic resources to fulfill an appropriate patient- centered treatment plan.

S4 Demonstrate effective verbal and written communication and counseling skills when interacting with patients, healthcare professionals and the public.

S5 Interpret information obtained from various pharmacy-related resources regarding drug dosing, clinical pharmacokinetic parameters, and statistical data relevant to pharmacy practice and research.

S6 Contribute to decision making process by constructing patient-centered evidence-based pharmaceutical care plan and medical recommendations.

3. Values

V1 Show responsibility and accountability through advocating patients' right to safe and effective medication use.

V2 Demonstrate leadership abilities through professionalism, self- and time-management, and team work skills that help resolving challenges in the pharmacy profession.

V3 Demonstrate high level of professional and ethical behavior with mutual respect towards patients and other healthcare professionals.

V4 Participate actively in enhancing the health care profession and general public awareness.

V5 Illustrate life-long learning in the field of pharmaceutics, biomedical sciences and pharmacy practice.

Pharm.D Program Curriculum

Year	Level	Course Code	Course Title	Credit Hours	Required Course	Total Hours
1st	1	ENG - 019	Intensive English Program	6 (6+0)		10
		ICI-111	The Entrance to the Islamic Culture	2 (2+0)		
		ARAB - 201	Arabic Language Skills	2 (2+0)		
	2	PHYS - 102	General Physics for Health Sciences	4 (3+1)		14
		ZOOL - 105	Zoology for Health Sciences	4 (3+1)		
		CHEM - 110	General Chemistry for Health Sciences	2 (1+1)		
		CHEM - 111	Organic Chemistry for Health Sciences	3 (2+1)		
		COMM - 141	Basic Biostatistics	1 (1+0)		
2nd	3	PHT - 220	Fundamentals of Pharmaceutics	3 (2+1)		18
		PCH - 201	Pharmaceutical Organic Chemistry	4 (3+1)	CHEM - 110	
		PSL - 214	Structure & Function of Human Body I	4 (4+0)	ZOOL - 105	
		MBC - 223	Biochemistry I	3 (2+1)	CHEM - 110	
		CPH - 241	Pharmacy Orientation	2 (2+0)		
		ICI - 112	Islamic Culture II	2 (2+0)	ICI - 111	
	4	PHT - 222	Physical Pharmacy	3 (2+1)	PHT - 220	18
		PCH - 202	Pharmaceutical Analytical Chemistry	3 (2+1)	PCH - 201	
		MBC - 228	Biochemistry II	3 (2+1)	MBC - 223	
		PSL - 215	Structure & Function of Human Body II	4 (4+0)	PSL - 214	
		PHT - 223	Microbiology	3 (2+1)		
		ARAB - 202	Arabic Editing	2 (2+0)	ARAB - 201	
3rd	5	PSL - 331	Pathophysiology	3 (3+0)	PSL - 215	17
		PCH - 303	Medicinal Chemistry I	3 (3+0)	PCH - 201	
		PHL - 331	Pharmacology I	3 (3+0)	PSL - 215	
		PHT - 321	Immunology	2 (2+0)	PHT - 223	
		PHT - 320	Pharmaceutics I	4 (3+1)	PHT - 222	
		ICI - 113	Islamic Culture III	2 (2+0)	ICI - 112	
	6	PCH - 304	Medicinal Chemistry II	4 (3+1)	PCH - 303	19
		PHL - 333	Pharmacology II	4 (3+1)	PHL - 331	
		PHT - 323	Pharmaceutics II	4 (3+1)	PHT - 222 PHT - 320	
		PHG - 310	Basics of Natural Products	3 (2+1)	PCH - 201 PCH - 202	
		CPH - 348	Professional Pharmacy Practice Laboratory I	2 (1+1)	CPH - 241 PHL - 331	
		CPH - 360	Introductory Pharmacy Practice Experiences I (**Summer Training)**	2 (0+2)	CPH - 348	

4th	**7**	PCH - 405	Medicinal Chemistry III	3 (3+0)	PCH - 304	**16**
		PHL - 435	Pharmacology III	3 (2+1)	PHL - 333	
		CPH - 442	Therapeutics I	5 (4+1)	PHL - 331 PHL - 333 PCH - 303 PCH - 304 PSL - 331	
		PHT - 421	Biopharmaceutics & Pharmacokinetics	3 (3+0)	PHT - 320 PHT - 323	
		PHG - 411	Complementary & Alternative Medicine	2 (2+0)	PHG - 310 PHL - 331	
	8	PHL - 436	Pharmacology IV	2 (2+0)	PHL - 435	**20**
		CPH - 452	Therapeutics II	5 (4+1)	CPH - 442 PCH - 405 PHL - 435	
		CPH - 454	Clinical Pharmacokinetics	3 (2+1)	PHT - 421 CPH - 442	
		CPH - 450	Pharmacy Management	3 (3+0)	CPH - 348 CPH - 360	
		CPH - 451	Professional Pharmacy Practice Laboratory II	3 (2+1)	CPH - 442 CPH - 348 CPH - 360	
		PHT - 422	Elective course I - Industrial Pharmacy	2 (2+0)	PHT - 320 PHT - 323	
		OR				
		PCH - 406	Elective course I - Drug Discovery	2 (2+0)	PCH - 405	
		CPH - 460	Introductory Pharmacy Practice Experiences II (**Summer Training)**	2 (0+2)	CPH - 450 CPH - 451 CPH - 360	
5th	**9**	PHL - 537	Toxicology	2 (2+0)	PHL - 436	**18**
		CPH - 553	Therapeutics III	5 (4+1)	CPH - 452 PHL - 436	
		CPH - 557	Pharmacy Regulations & Ethics	1 (1+0)	CPH - 450	
		CPH - 555	Pharmacoepidemiology & Research Methodology	3 (3+0)	CPH - 452 CPH - 450	
		CPH - 556	Self-care & Nonprescription Drugs	2 (2+0)	PHL - 436	

					CPH - 442	
		ICI - 114	Islamic Culture IV	2 (2+0)	ICI - 113	
		CPH – 548	Evidence Based Practice	3 (2+1)	CPH – 452	
	10	CPH - 554	Therapeutics IV	5 (4+1)	CPH - 553 PHT - 223 PHT - 321	**17**
		CPH - 558	Professional Pharmacy Practice Laboratory III	3 (2+1)	CPH - 553 CPH - 451	
		CPH - 559	First Aid & Emergency Medicine	1 (0+1)	PSL - 331 CPH - 452	
		CPH - 560	PharmD Seminar	1 (0+1)	CPH - 553 CPH - 555 CPH - 451	
		PHT - 521	Modern Pharmaceutical Technology	2 (2+0)	PHT - 320 PHT - 323	
		PHG - 513	Nutraceuticals & Dietary Supplements	3 (3+0)	PHL - 435 CPH - 556	
		PHL - 538	Elective course II - Pharmacogenomics	2 (2+0)	PHL - 537 PHL - 436	
		OR				
		PHG - 514	Elective course II - Pharmaceutical Biotechnology)	2 (2+0)	MBC-228	
6th	**11**	CPH - 651	Advanced Pharmacy Practice Experience I **(Summer Training)**	4 (0+4)	All Courses	**32**
		CPH - 652	Advanced Pharmacy Practice Experience II **(Summer Training)**	4 (0+4)		
		CPH - 653	Advanced Pharmacy Practice Experience III	4 (0+4)	All Courses	
		CPH - 654	Advanced Pharmacy Practice Experience IV	4 (0+4)		
		CPH - 655	Advanced Pharmacy Practice Experience V	4 (0+4)		
	12	CPH - 656	Advanced Pharmacy Practice Experience VI	4 (0+4)		
		CPH - 657	Advanced Pharmacy Practice Experience VII	4 (0+4)		
		CPH - 658	Advanced Pharmacy Practice Experience VIII	4 (0+4)		
		Total Credit Hours for The Program				**199**

10. Members of the teaching staff:

10.1 Definition

Members of the teaching staff are the lecturers, assistant professors, associate professors and professors participating in the academic, research and community service activities within the university.

10.2 Connection

The member of the teaching staff connects to the head of the academic department in an administrative way.

10.3 Tasks of the teaching staff member

- Achieving the higher aims and policies in the university.
- Carrying out the decisions of the department council, the faculty, or the university as for his responsibilities.
- Participating in preparing the strategic plan of the department.
- Attending and participating actively in the sessions of the department council.
- Sharing in developing the department in the administrative, academic and research aspects.
- Teaching the educational units within the academic allocation.
- Teaching the non-educational or excess units of the allocation if necessary, according to the organizing rules.
- Supervising the researches of the higher studies students according to the organizing rules.
- Instruction for the higher studies students.
- Sharing in making the department committees and its activities and activating them.
- Attending the seminars and the conferences related to his specialization according to the organizing rules.
- Submitting the difficulties which might hinder the performance of the educational, research duties or social care to the department head.
- Sharing in social care programs executed by the department or the faculty.
- Preparing the suitable evaluation tools for measuring the acquisition/abilities of the students and extracting the results and benefiting from them in developing the teaching/training process.
- Committing to the continuous professional development and developing the abilities and the teaching and research information.
- Monitoring all new things in the field of specialization and sharing in its development through scientific activities.
- Transferring to the students the most modern things in science in the field making they love the science and knowledge and the proper scientific thinking.
- Working fulltime job in the university, while permission to work outside the university is by prior approval according to the systems and rules.

10.4 Teaching Load:

Each faculty member is expected to prepare, teach, and participate in exam preparation for certain course or courses. According to the Ministry of Education (Higher Education), the faculty member teaching load is based on his academic rank as:

Academic ranking	Teaching load (Credit hours)
Teaching Assistant/Lecturer	16
Assistant Professor	14
Associate Professor	12
Professor	10

11. Student Assessment Methods Policies and Regulations

11.1 Assessment Methods

The course learning outcomes (CLOs) are assessed using different forms of assessment, as listed in the course specifications. These include the following types:

Summative assessments

it is a way to measure student's achievements at the end of instructional unit. It consists of midterm and final examination for both theory and practical sessions. The questions will be assessed before conducting the exam based on the different learning domains. In addition, the MCQ questions will be assessed by the grading machine for their difficulty and discrimination.

Type of examination	Timing of examination	Percentage of total grades
Courses with practical components		
Theory exam		
Midterm	Week 6-10	30
Final	Week 16-18	40
Practical exam		
Midterm	Week 5-11	10
Final	Week 14-15	10
Courses without practical components		
Midterm	Week 6-10	30
Final	Week 16-18	50

Interim testing

it is a way to assess students' performance throughout the academic semester. It consists of assignments and quizzes. Two assignments are given via Blackboard and students are encouraged to access online resources to answer the assignment tasks. The assignment could involve critical thinking questions, exercises, or a group activity. Quizzes can be paper-based or online-based. Questions in quizzes are written in multiple-choice format. The questions will be assessed before conducting the exam based on the different learning domains. In addition, the MCQ questions will be assessed by the grading machine for their difficulty and discrimination.

Type of examination	Timing of examination	Percentage of total grades
Courses with practical components		
Assignment #1	Week 2-5	2.5
Assignment #2	Week 11-13	2.5
Quiz	Week 4-5	5
Courses without practical components		
Assignment #1	Week 2-5	5
Assignment #2	Week 11-13	5
Quiz	Week 4-5	10

Other assessment methods

an oral presentation is given as a form of assessment in some of the courses, depending on the level of the students. Students are asked to present on topics individually or as a group. Presentations are intended to assess the communication skills of students. Presentations are assessed using a rubric and comprise 5-10 marks of the total course grade.

11.2 Assessment Instructions

Examination Policies

- All course coordinators and students must adhere to the approved examination schedule.
- The College Board determines the duration of the exam based on the recommendation of the relevant department. The following assessment methods to be conducted for each course with practical component: one quiz, two assignments, one theory midterm exam, one practical midterm exam, final practical and final theory. For courses without practical component, the above-mentioned types of assessments except the practical exams.
- ONE Midterm theory examination for 30 Marks.
- Midterm theory exam includes topics that have been taught in 5 weeks only of the study period regardless of the exam date.

- Midterm theory exam must consist of 30 MCQs for 24 marks and 4 given short answer questions for students to select and answer 2 of them with each short answer question carries 3 marks)
- ONLY ONE quiz for each course either for 5 Marks or 10 Marks depending on the nature of the course (depends on the presence or absence of practical component). Quizzes can be conducted online via BLACKBOARD (BB) or in-Class per the recommendation of the relevant departments.
- The quiz includes only topics that have been taught in the first one to two weeks regardless of the quiz date.
- Quiz must consist of 10 MCQs for either 10 Marks or 5 Marks depends on the nature of the course. Only MCQs for any quiz.
- All grades should be announced in the BB for any exams within 72 hours of exam date.
- Based on the number of students taking the exam, different forms of question papers are prepared. The arrangement of questions must be identical across all forms but the arrangement of the answer options should be different.
- The head of relevant department may view exam questions before exam date to ensure their suitability with the content covered in the exam.

Multiple choices questions (MCQs) Guideline

- Each MCQ must be a "**SINGLE BEST OF FOUR**" type question. True or False questions must be avoided.
- Each MCQ should contain three components as follow:
    a- Stem (longest part of the item with sufficient information to answer the lead-in question)
    b- Lead-in phrase (the question being asked)
    c- Options (the correct answer and 3 distractors)
- Stem must follow the following guideline:
    a. Express the full problem
    b. Avoid unnecessarily information
- Lead-in phrase must follow the following guideline:
    a. Must be a question not a statement
    b. Starts with question word (which, when, what) and ends with question mark (?)
    c. Fulfil the Hand Cover Test, i.e. when the options are covered, the student should be able to answer the question. Avoid negative phrase (Not, Except, least, etc)
    d. Avoid ambiguous and absolute terms (possible, maybe, almost, always, never, frequently, usually, etc).

- Options must follow the following guideline:
    a. One correct best answer with three plausible distractors
    b. Arranged in a logical order (ascending/descending, etc)

c. All options must be short and in the same length. The longer option should not be the correct answer.
d. Must not give a clue on which option is the best (i.e. avoid repeating words in the stem to an option)
e. All options should be uniformed/homogenous. i.e. all option should belong to the same category of answer (treatment, diagnosis, techniques).
f. Avoid "ALL OF THE ABOVE" and "NONE OF THE ABOVE"

- Questions and answers options must not be overlapped with each other
- Answer to a given MCQ should not hinged to the successful completion of another MCQ.
- Answer to a given MCQ should not be revealed in the stem of another MCQ.
- In the exams of courses with clinical nature, 60-70% of MCQs should be scenario-based questions and the scenario should be functionally related to the options. Therefore, the question cannot be answered without the scenario.

Assignment Policies and regulations

- The assignment must be aligned with the Course Learning Outcomes (CLOs) and within the topics covered in the course
- Assignment must not exceed two per semester
- Assignment scheduling should be agreed by the course instructor and students early in the semester
- Assignment must be announced on the BlackBoard ahead of time
- The assignment must be submitted by the deadline on the BlackBoard
- **ANY Copying** from others (STUDNTS) is strictly **prohibited**. **Zero mark** will be awarded for students who submit plagiarized work
- Any similarity with internet resources must not exceed 25%
- Assignment can be given in different forms/modalities such as written assay, open-ended questions, equations, case-based scenario…etc
- Assignments must be provided with the model answer after the deadline ON THE BLACKBOARD
- Student has the right to revise and receive feedback for their works from the course instructor.

Assignment formatting

- The assignment must be submitted in a **Word document** (as an attachment) headed with student's **full name** and **university ID**.
- The assignment must be submitted in the following **format**:
  a. Font type: Times New Roman/Calibri/Arial
  b. Font size: **12 points**
  c. The font color must be in Black font color on a white background

d. Headings and subheadings: **Bold**
e. Text must be as justify from the left to right
f. Add space before paragraph
g. Name the document (student's surname, university ID), **e.g.** (Almanea, 449200763)
h. Spacing: 1.5 points
i. Pages must be numbered (no cover page is required)

- The number of pages must **not exceed 3** pages.

Assignments Grading:

- Assignment can be graded out of 5 (2 ASSIGNMENTS) or out of 10 (1 ASSIGNMENT) depends on the nature of the course.
- Following the formatting appropriately worth 5-10% of the total grade depends on the nature of the course.
- Marks should be fairly distributed on the total number of questions.
- Each question must have specified marks and to be clearly stated for students
- Any late submission will be considered LATE and student (1ST and 2nd DAY will be corrected out of 50%, submission on 3rd day will worth ZERO mark).

Examination Procedure & Analysis

Assessment conducting and grading (theory, practical, quizzes, assignments, etc.) go through specific procedures to safeguard the quality of the examination procedures. Certain regulations have been provided for the invigilators as well as the course coordinators to follow before, during, and after examinations. All invigilators should be aware of his/her tasks in case of any misconduct, fraud, or cheating by any student. The policy related to the handling of OMR sheets, also provided by the Examination and Student Schedules committee, ensures that exam results go through a very secure and clear procedure.

Regarding examinations, multiple-choice questions (MCQ) are predominantly used for an examination and for the various assessments with clear processes and regulations. Students answer the MCQ questions using OMR answer sheets. For short answer questions in the midterm theory, students provide their answers in the last pages of the questions paper. OMR answer sheet will be corrected through the OMR scanner machine, which also provides content and grade analysis, such as the difficulty level of each question, the discrimination ratio for the questions, etc. Vice dean for development and quality will receive a copy of the statistical analysis.

In case of an issue regarding grades (inflation or deflation), several processes are undertaken to ensure that exam(s) indeed reflect the students' knowledge and abilities. The process starts with a request from the head of the department to the course coordinator to provide justification. Head of the department might discuss this issue in the department board to make a decision to solve this issue. The department

can escalate this issue to be discussed in the College Board to solve the issue and avoid it in the future.

12. Rules and Responsibilities for Proctored Exams

Before the exam:

- All invigilators must arrive at the examination room at least 20 minutes before the examination in order to make a random redistribute of some seats and distribute the examination materials.
- A maximum separation between seats must be achieved depending on the space availability.
- Invigilators must place different exam modules on seats next to each other (in all four directions).
- Students should not allow to enter the examination room more than 10 minutes before the scheduled time for the examination.
- One of the invigilators must stand just outside the examination room to check the student identities (one student at a time – no rush, please take your time) to confirm the student name, picture, university number, student academic status "prohibition".
- The invigilator should record the student's presence on the official class list.
- Students who are prohibited for a course are not permitted to enter the examination for that course.
- The acceptable identification documents are university id or academia "online". (the saudi national id or passport are not acceptable).
- No need for student signature when entering the exam room, but it is required later during the examination.
- Personal property such as coats, backpacks, notes, texts must be left outside the examination room.
- Cell phones, Bluetooth headsets, smartwatches and other electronic devices must be turned off, put inside a plastic bag and left underneath the student seat.
- Students are allowed to enter the exam room with pens, pencils and, when permitted, calculator.
- The other invigilator(s) must be inside the examination room to distribute the students.
- Examination committee will display the seat plan at the entrance to the examination room (colleges of pharmacy and medicine halls only).
- Invigilators are responsible for ensuring students are seated in the designated desks according to the seat plan. However, since seat plan will not be provided for central auditoriums, invigilators inside the auditoriums must make a random distribution for every student when he/she is entering the auditorium.
- Invigilator(s) should ask the students to write their names and student numbers on the examination booklets and answer sheets. However, students are not allowed to open the examination booklet and start the exam (this act is considered cheating).
- Students should not permit to enter the examination room after the first 30 minutes of the examination period.

During the exam:

- Invigilator must announce the start of the examination at the official start time. Invigilators should never allow students to start the examination before the official start time.
- All exams are closed book and closed notes.
- Student desks must be clear of all materials except pencils, pens and, when permitted, calculators.
- Calculators should not be shared and cell phones are not allowed to be used as calculators.
- The invigilators must confirm student name and id number in the examination booklet and answer sheet with the student's id.
- Student who arrives late (within the first 30 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.
- Students should not leave the examination room until the first 30 minutes of the examination period passed.
- Invigilators should ask students to be quite when they leave the examination room and never stay and chat with each other the examination room enternace.
- Invigilators must not allow students for toilet breaks or leave the examination room until he finishes his/her examination and submitted the examination materials. However, in emergency situation in which a student suffers from a medical condition that necessitates going to toilets, invigilators should call the vice dean for academic affairs who will send somebody to accompany the student.
- Students should be awarded of the time limit on the exam.
- Please, call the vice dean for academic affairs in the event of noise just outside the examination room or if there any other factor that disturb the examination.
- Invigilators should announce the time to students at 30, 15 and 5 minutes before the end of the examination period.
- Invigilators must not disrupt the examination process including, but not limited to the following actions,: unnecessary talking with other invigilators, answering cell phone calls and playing videos or music tracks.
- Invigilator must report to the vice dean for academic affairs as soon as possible if he/she find inacceptable act by other invigilator. Failing to report that is a violation.
- During cheating incidents and other violations, actions should be conducted as quietly and discretely as possible.
- Invigilators must remain in the examination room during the entire duration of the examination. In emergency situations in which it is necessary for an invigilators to leave the examination hall, he/she must call another faculty member to invigilate instead of him/her and notified the vice dean for academic affairs.
- Course coordinators must stop by the examination halls occasionally to clarify questions.
- Department head should come to the examination room and check the preparation process in the courses that are taught by the same department. In

addition, they are encouraged to make a random visit to the examination room during the examination.

- Course coordinators are responsible to submit a full and accurate examination report (form is attached) on each course documenting invigilators names, students attendance, incidents and violations.
- Invigilators are responsible to report incidents and violations, including cheating, immediately to the vice dean for academic affairs.
- Cheating report must be submitted by the invigilators directly to the vice dean for academic affairs.

Ending the exam

- Time allotted for the exam must be enforced.
- Students who have completed the examination prior to the expiration of the allotted time must hand their examination materials to an invigilator before leaving the room.
- Invigilators are responsible to make sure that no student leave the exam room with examination booklet and/or answer sheet.
- At the end of the examination, invigilators must ask remaining students to stop writing and stay seated until the examination materials of all students are collected by the invigilators.

Cheating incidents and misconduct

- cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of the university.
- Cheating includes, but is not limited to the following:
-

Cheating incident	The appropriate action
○ Students talk to each other when entering room and before examination starts. ○ Reading the examination paper before official examination time has started	1. Invigilators should notify the students verbally one time. 2. At least two invigilators should be aware of the incident. 3. When happened second time, invigilators should prevent students from attending the exam and write a cheating report.
○ Communicating with each other during examination (e.g. talking, hand signals, sharing stationery/equipment). ○ Looking at another student's paper during an examination or allowing a student to look at one's paper	1. Invigilator should notify his/her colleague without being noticed by the students involved in the cheating. 2. Then, at least two invigilators should witness the cheating incident, and then write the cheating report.
○ A person attending the examination instead of the officially enrolled student.	1. One invigilator is enough. 2. Invigilator should ask the person for his/her ID's, and immediately call the vice dean.

○ Possessing cellphone, Bluetooth headsets or smartwatches outside the plastic bag.	1. At least two invigilators should be aware of the incident. 2. Invigilators should terminate the examination of the student. 3. Then, write a cheating report.
○ Using or displaying notes "cheat sheets".	1. One invigilator is enough. 2. Wait until the student brings the note outside his/her pocket. 3. Then, the invigilator should ask student to give him/her the cheat sheet.
○ Continuing to write when told to stop at the end of the examination	1. Invigilators should notify the students verbally one time. 2. At least two invigilators should be aware of the incident. 3. When happened second time, invigilators should withdraw and sign on the student's examination material. 4. Then, write a cheating report.
○ Student refuses to obey the rules and/or disturb the examination procedure.	1. At least two invigilators should be aware of the incident. 2. Invigilators should terminate the examination of the student. 3. Then, call the vice dean.

13. Course Syllabus:

Based on the academic year, at the beginning of each semester, each course coordinator uploads the course description/syllabi onto the KKU e-learning platform called Blackboard. This description includes a short course description, course learning outcomes (CLOs), teaching strategies, assessment methods, resources, list of topics (theory and practical), time for each section, campus location where the course is taught, proposed exam time, instructions, required reference books, instructor's office hours, contact information and course policies.

14. Course Report:

At the end of each term, the course coordinator is required to deliver the course report forms using NCAAA formats along with SPSS grade analysis, the used assessment methods blueprint and assessment methods mapping CLOs to PLOs forms to the head of department. Any issues or variations in the student performance in a particular course are discussed in the department board and recommendations are taken place and action plans for improvement are being effective in the next term. All documents regarding the course outcomes are discussed with the quality assurance committee and delivered to the college board for any further action. After

implementation of the action plans, the department has to follow up on the implemented actions and provide the feedback to the department and college boards.

15. Research

The College of Pharmacy (COP) has established a comprehensive research plan including strategies for faculty to increase their research and publication outputs. The University aims to advance knowledge through creative research and scholarships across a wide range of academic disciplines and to nurture a high quality graduate research environment. The Deanship of Scientific Research is one of King Khalid University's service providers engaged in promoting innovation, creativity and excellence for faculty, researchers. The Deanship of Scientific Research offers funding for research to promote successful work through two type of grants which are the General Research Project and the Research Groups (/s.kku.edu.sa/8X). The grant fund is intended for both the Saudi and the Non-Saudi faculty members.

Joint research projects among different departments are considered important and are strongly funded by the University. The focus of faculty research is mostly on community health services, prevalent studies, animal studies, herbal medicines, isolation and characterization of compounds, computational chemistry etc.

15.1 Research Requirements

The COP has established relationships with different international universities and institutes, as per the Deanship of Scientific Research Policies and Regulations. Every year, all faculty members must be actively involved in some sort of research and they are expected to publish at least two scientific papers in peer reviewed journals. All the staff are encouraged to take part in professional and academic development programs in order to improve their skills and be updated with the latest developments in their fields of specialization.

15.2 Excellence Awards

The College of Pharmacy is committed to maintaining the highest standards in the conduct of research. To be competent and follow organizational policies that regulate research operations, is the responsibility of all members involved in supervising, overseeing, performing or supporting research activities. The research students present their work at the end of each semester in the form of podium presentations and poster session. The best three posters are awarded in a ceremony at the end of the Research Scientific Day. Faculty members are encouraged to participate in quality research activities and COP has established reputable Research Excellence Awards. Non funded research scientific papers which are published in ISI journals receive annual awards. Also faculties publishing at least two scientific papers in ISI journals receive exceptional annual monthly salary increments.

16. Community services

The College of Pharmacy provide community access to cultural activities, to establish services for the benefit of the community. The COP aims at promoting community oriented research to establish services for the benefit of the community, to develop research or consultancy programs focusing on requirements of local communities. College emphasizes meeting the needs and serving the community through recruitment of qualified and experienced faculty, graduating qualified pharmacists, and providing clinical services to improve the public health of the community as attached in the COP Mission and Vision Statement and Strategic plan.

These services are provided on different levels at the College through the Vice Deanship of Development and Quality, Vice Deanship for Academic Affairs and Educational Experiential Office.

KKU exhibits high levels of interaction with its community, manifested by different facilities and units that are involved in different community service activities. It has achieved important successes in establishing and being the patron of different community support units. The faculty members conduct studies focusing on community issues. The major clinical areas covered by clinical pharmacists such as Adult Intensive Care Units, Pediatric Intensive Care Unit, Psychiatry, Cardiac Care Units, Infectious Diseases.

Documentation of community service activities is managed by the Community Service Committee (CSC) under the supervision of the Vice Dean for Development and Quality. A database was developed to document the number of college personnel (students, interns and teaching staff) participating in community service activities. The database also includes the number of beneficiaries and records the type of activity performed by the College, which includes promoting the health education program.

17. Faculty Development and Promotion

17.1 Workshops and Training

All faculty members and employees are provided with fair and appropriate opportunities for personal and career development. The professional development courses held by the University for faculty members, and carried out by the Faculty Development Unit at the Deanship of Development and Quality, are announced as well as the courses to be implemented by the Deanships of Libraries and E-Learning. This reflects the availability of equal opportunities for everyone.

In addition, faculties are encouraged to participate in seminars, workshops, and scientific conferences nationally and internationally. Vice Deanship for Development and Quality is responsible for arranging the workshops, seminars and webinars for the updating and betterment of the faculty members within the College of Pharmacy, under the guidance of the college leadership.

The academic process, whether it is theoretical or applied, develops constantly. Development is an on-going phenomenon and is not limited to a specific faculty. The University is highly committed to improve the teaching and learning process by sending its Saudi teaching assistants to the best universities worldwide to pursue the

higher educational degrees, taking into consideration the values and principles, which the male and female scholarship graduates, should abide by.

The training includes a package of courses for faculty members in the fields of quality education, teaching methods, modern methods of evaluation and a package of courses for employees and administrative leaderships at the University. Such training courses and workshops are implemented for faculty members and employees based on the study of training needs. The University also encourages faculty members and employees to register in these courses and give certificates to attendees.

17.2 Promotion

The promotions by law and its equivalence include criteria that ensure the achievement of the University mission; the quality of education and its improvement, the community service, in addition to the contribution to scientific research.

A policy and procedure for faculty and teaching staff promotion has been developed and implemented recently by the University of King Khalid. It stipulates detailed procedure for evaluation of faculty's request for promotion. Lecturers who have Ph.D. or equivalent (Board Certification) are also eligible to apply for promotion fulfilling other criteria as well. This policy applies to all faculty and teaching staff irrespective of their nationality (/s.kku.edu.sa/8Z). All faculty and staff are offered opportunities for personal and career development through a set of criteria and guidelines stipulated in the policy and procedure for faculty promotion that includes promotion policies, policies for attending conferences and staff scientific leave policy.

17.3 Conferences

Faculties are encouraged to participate in seminars, workshops, and scientific conferences nationally and internationally. A policy and procedure for faculty attending conferences has been developed and implemented recently by the University of King Khalid (/s.kku.edu.sa/8Y).

17.4 Faculty Awards

Based on the College of Pharmacy strategic plan 2016-2021 goals, the high performing faculty will be appropriately recognized for outstanding achievements and encouraged. The College has a practice of recognizing the best faculties in academic performance, research activities and community service. These are selected through certain criteria that are announced publicly on the college's website (link for Faculty Evaluation Mechanism). The best faculties are awarded annually in a ceremony with high attendance by administrative staff, faculty and supporting staff. Members of senior management from the University are invited to attend this ceremony and present the awards.

17.5 Faculty Evaluation

To assess the performance of faculty and teaching staff a policy and procedure is established. Criteria for performance evaluation are clearly specified and made known to teaching staff (link for Faculty Evaluation Mechanism). The criteria include quality of academic performance, research activities, personality and communication, and participation in college, university and community services. The evaluation is carried out confidentially, and the results are recorded in a way that enables the college to give equal opportunity to the faculty members to develop professionally through training sessions, seminars and workshops.

18. Electronic services

Service	Description	Link
Academia	Academic services like the academic record, schedule handling, inserting the final grades, lecture absence etc...	reg.kku.edu.sa
E-mail	A University e-mail account is established for every new full-time faculty member.	email.kku.edu.sa
Blackboard	Blackboard is a user-friendly suite of computer programs that assists faculty members in distributing course syllabus, administering online tests and exams, keeping a grade book, setting up discussion boards, and various other tasks.	lms.kku.edu.sa
Saudi Digital Library	The Saudi Digital Library can search a wide range of computerized bibliographic databases.	hlib.kku.edu.sa
Maintenance Ticketing System	The Technology help desk provides faculties and staffs for technology-related products and services supported by Information Technology.	itcsvc.kku.edu.sa
Self Service	It provides information about paychecks, benefits, and other professional and personal matters.	ess.kku.edu.sa/hpa
Enjaz	It is a system for correspondence mailing, tracking and archiving transactions.	tsenjaz.kku.edu.sa
Research	A web page where you can access the research services, research centers, and scientific journals.	registration.kku.edu.sa/dsr/init
Research Excellence	The service allows the member of the faculty to apply for numerous awards such as research awards, patent awards, and prizes for scientific publications.	itcsvc.kku.edu.sa/KKU_ExcellenceRewards
Conference Attending	This service allows the faculty members to apply for attending a conference electronically and the application is carried out within specific work procedures until the request is approved or rejected electronically.	kkuservices.kku.edu.sa/Services/ConferenceAttendanceSystem

My Meeting	This program helps to manage the university meetings such as sending invites, conducting online meetings, closing, archiving and tasking meetings and reviewing them.	mymeeting.kku.edu.sa
Services of Educational Affairs	A set of services provided to faculty members by the University's vice-presidency of education, including renewal of services – reducing short holidays – allocating excess hours to officials – allocating excess hours to contractors – managing academic human resources	itcsvc.kku.edu.sa/ KKU_FacultyKnowledge Areas
Permission System	The program helps university staff to seek permission to leave work during working hours and to receive online approval or refusal	itcsvc.kku.edu.sa/ KKU_Leaves
Forms	Forms needed by faculty members can be found in this webpage.	pharmacy.kku.edu.sa/en /node/436