

College of Pharmacy

Faculty Handbook

v 2023



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1. Dean's Message



Dear faculty,

On behalf of your colleagues, I warmly welcome you to the College of Pharmacy at King Khalid University. We are excited to have you join us and want to express our wholehearted commitment to your success during your time here. We firmly believe that every faculty member plays a crucial role in the growth and accomplishments of the College, and we hope that you will take great pride in being a valued member of our esteemed team.

This handbook aims to provide comprehensive information about the expectations placed on our faculty members and outline the various policies and programs within the college. Familiarizing yourself with the handbook's contents is of utmost importance, as it addresses a wide range of questions pertaining to college life, academic matters, and administrative regulations.

We genuinely hope your experience at our institution will be filled with exciting challenges, enjoyable moments, and rewarding achievements. Once again, we extend a warm and enthusiastic welcome to you!

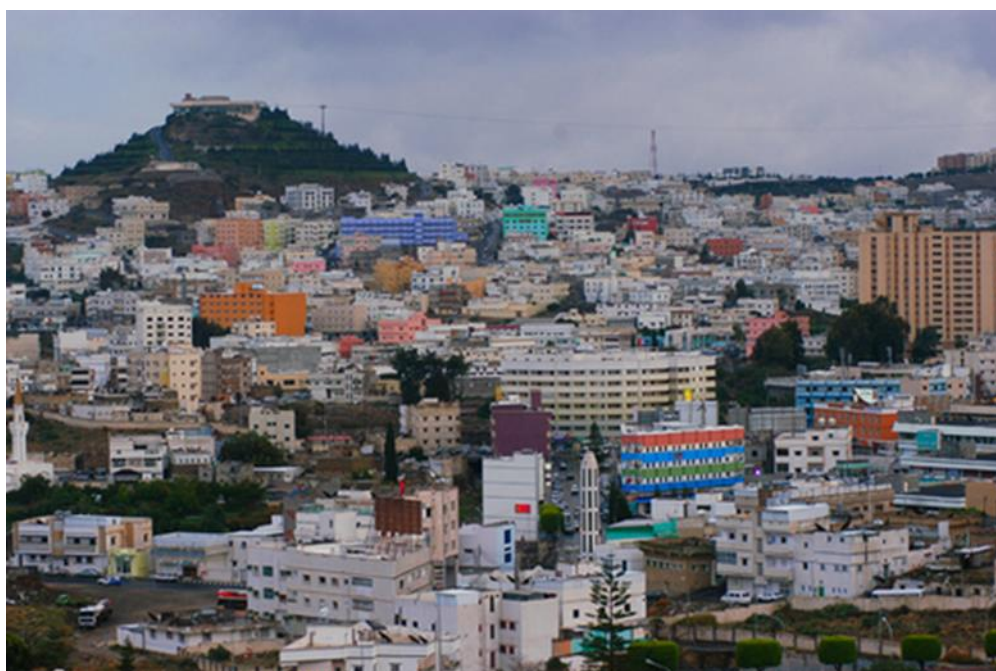
Yahya I. Asiri, BPharm, PhD

Dean, College of Pharmacy

2. 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 the city's high elevation influences it. The city's weather is generally mild throughout the year, becoming noticeably more incredible during the “low-sun” season. Abha seldom sees temperatures rise above 35 °C (95.0 °F) during 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

3. King Khalid University

3.1. 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 allocated within the general state budget on 14/09/1419 AH (02/01/1999 AD).

The University is in the Aseer region in southwestern Saudi Arabia. The area of the Aseer region is about 80.000 square kilometers, with more than 2.300.000 people distributed in seventy-eight governorates and centers.

3.2. Vision

To be a world-leading university in developing the human, the place and enhancing the economy.

3.3. Mission

To have an academic environment stimulating the production and application of knowledge, research, and innovation, promoting social responsibility and contributing to sustainable development by optimizing our capabilities and resources.

3.4. Goals

- To Improve teaching and learning outputs in order to meet labor market requirements and ensure sustainable development.
- To conduct scientific research to promote innovations and contribute to the knowledge economy.
- To promote social responsibility and voluntary work
- To improve the quality of university life
- To achieve institutional excellence
- To diversify, develop and sustain revenue sources.

4. College of Pharmacy:

4.1. 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. KKU began offering the Doctor of Pharmacy (PharmD) program in 2010. The PharmD program is delivered in English for six years, in terms of the training students undertake for one year. The PharmD 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 PharmD program is a professional-level degree covering pharmaceutical sciences, focusing 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.

4.2. Vision

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

4.3. 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.

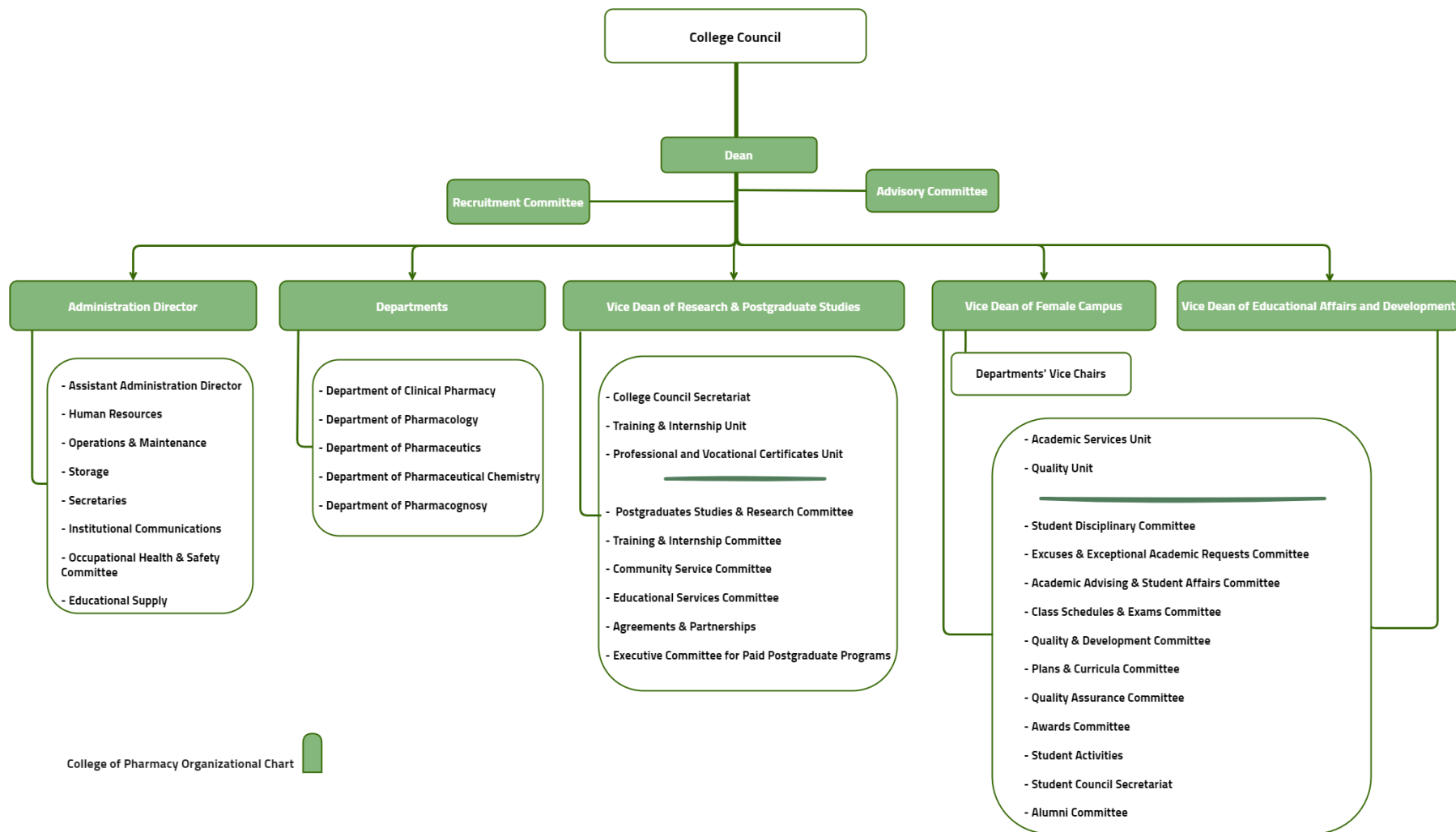
4.4. Goals

- 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 administrative 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.

4.5. Major values

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

4.6. Organization Chart:



College of Pharmacy Organizational Chart

5. College Administration and Committees

The COP leadership has devoted all efforts to improving the organization's quality at all levels, leading to achieving the overall goals and mission. It took many initiatives and strategic goals to implement and focus closely on implying significant decisions. The line of command and organizational structure in the COP have been firmly improved and consolidated over time. Until 2015, only the Dean, Vice dean, and Head were in leadership positions. From 2015 through 2022, significant changes were made in the college administration to improve the quality of the College of Pharmacy.

Currently, there are three vice deanships, including Vice Dean of Educational Affairs and Development (VDEAD), Vice Dean of Research and Graduate Studies (VDRGA), and Vice Dean of Female campus (VDFC) who will be reporting directly to the Dean COP. All these positions were assigned to qualified faculty who could professionally run the hierarchical and administrative jobs. Each Vice dean is responsible for several committees within the college to coordinate and monitor the educational, research, and planning processes. All committees follow the legal hierarchy in reporting or recommending the committee's decisions.

The program is governed by several central and steering committees that ensure the quality assurance processes. Each committee has clarified tasks and descriptions. All committees within academic departments report to the departmental council and then to the college council. Other committees, such as the curriculum and accreditation committee, report directly to the Dean. Most of these committees have been involved somehow in developing, managing, and assessing all subjects related to teaching, learning, and quality standards. The list of committees under each vice deanship is listed in the organization chart (Section 4.6).

On the other hand, Head of Departments (HoDs) were assigned to five departments within the college. The academic departments in the college are entirely authorized to discuss all matters regarding the department, including course 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.

6. The College of Pharmacy Leadership

The COP is a well-structured hierarchical organization. The COP has been through multiple phases during the past few years. First, by 2016, the female side had their independent Vice dean and assistant manager for the first time. Then, between 2016 and 2018, multiple vice deanships were established within the college. The organization chart has undergone numerous reviews and revisions to meet the highest standards. The current updated organogram is mentioned in section 4.6.

6.1. Dean

The Minister of Education, based on the University Rector's recommendation, assigns the Dean. The Dean is the head of the organization and reports directly to the Vice-Rector for Academic and Educational Affairs. The Dean supervises the college's academic, educational, research, administrative, and financial processes. Several deans have been appointed in the college since its establishment. The current Dean, Dr. Yahya Al-Muawad, has been appointed from 2021 to now.

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

6.2. Vice Deans

6.2.1. Vice Dean of Female Campus (VDFC):

The College of Pharmacy Vice Deanship of Female Campus is concerned with all female student affairs inside and outside the classrooms by providing student services that build a healthy environment and improve 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 the Guraiger (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 work of the various committees, including student disciplinary committee, excuses & exceptional academic request committee, class schedules & exams committee, quality and development committee, plan & curricula committee, quality assurance committee, awards committee, student activities, student council secretariat, alumni committee, and their services on the Guraiger 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.

6.2.2. Vice Dean of Educational Affairs and Development (VDEAD)

The Vice Dean of Educational Affairs and Development (VDEAD) was first assigned in 2016. The first VDEAD was Dr. Taha Alqahtani, followed by Dr. Ali Alamri, Dr. Yahya Alhamhoom, Dr. Yahya Al-Muawad, and Dr. Taha Alqahtani, respectively. The Vice Dean of Educational Affairs and Development (VDEAD) governs all academic policies and procedures in the college according to the university's rules and regulations. In addition, VDEAD supervises the execution of students' schedules and exams. VDEAD is a member of the college council and reports to the Dean. Additionally, VDEAD monitors and executes the development and quality unit in the college. In addition to that, tracking the work of the various committees, including student disciplinary committee, excuses & exceptional academic request committee, class schedules & exams committee, quality and development committee, plan & curricula committee, quality assurance committee, awards committee, student activities, student council secretariat, alumni committee, and their services in the college of pharmacy.

6.2.3. Vice Dean of Research and Graduate Studies (VDRGS)

Dr. Abdulatif Almohsinah is the first VDRGS who was assigned in early 2019. The VDRGS is responsible for the college council treasury. In addition, VDRGS supervises the research activities within the college by chairing the research and post graduate studies committee and collaborating with the research deanship in that regard. VDRGS reports to the Dean and is a member of the college council. In addition, the VDRGS is responsible for following up with the postgraduate program's establishment and assessment.

In addition, VDRGS supervises the training students during their study and throughout their training period for the PharmD program during their internship year (APPE). The activities in training include,

- Coordinating with hospitals and health centers inside and outside the region to train students and hold continuous meetings with them in pursuit of constant development of training programs.

- Distributing students with the available training centers, preparing their schedules according to the mechanism outlined in the Advanced Pharmacy Practice Experience (APPE) Manual, and ensuring that the training process is proceeding correctly through continuous communication with training supervisors from the college. Coordinating staff members' clinical and training tasks in cooperation with regional hospitals.
- 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.
- 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.
- It provides students with opportunities to develop connections with potential employers.

7. The College of Pharmacy Councils

7.1. College Board

Based on the Higher Education and University Regulations in Saudi Arabia (articles 33 and 34), the college board of the College of Pharmacy is represented by the Dean, Vice Dean of Female Campus (VDFSA), Vice Dean of Educational Affairs and Development (VDEAD) and Vice Dean of Research and Graduate Studies (VDRGS) and head of the departments.

The College Board discusses educational, administrative, and university requirements such as recruitment, committee recommendations, department meeting minutes, study plans, exam, and schedule regulations and arrangements, and proposed recommendations for student-related issues requiring high-level decisions.

The College Board recommendations are based on the voting system when the council treasurer informs the board's members of the meeting's agenda ahead of time. Then, voting is conducted after each agenda's discussion, and the members can vote independently. In the case of equal votes, the dean's 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.

7.2. Advisory committee

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

7.3. Department Boards

The head of the department chairs the department board. The main aim of department board meetings is to review the department's requirements and ways of improvement. In addition, it will discuss the final grades and research opportunities. Each department board has a secretary who can 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 to share their ideas and suggestions. The Dean must approve the department board meeting minutes, send them to the College Board's treasurer for revision, and introduce them to the College Board for further discussion. At the end of the year, the department board must discuss the department's annual report and provide feedback to the Dean and the College Board.

8. The College of Pharmacy Committees and Units:

8.1. Excuses and Exceptional Academic Requests Committee

This committee is chaired by the Vice Dean of Female Campus, and its members include college registers and the Student Care and Counseling Unit Supervisor. The primary responsibility of this committee is to discuss and evaluate the validity of students' excuses and academic requests, e.g., dropping courses, dropping a semester, and lifting prohibition status. The committee's recommendations are reviewed and approved by the Dean.

8.2. Academic Advising and Students' Affairs Committees

The Vice Dean of the Female Campus supervises this committee, which is chaired by the academic advising unit chair. This committee aims to provide academic support and solve students' academic-related issues with continuous follow-up. This committee contacts the Student Care and Counselling Centre to request assistance in some economic and psychological cases if necessary. In addition, this committee is responsible for conducting orientation programs for new students. Furthermore, this committee delivers academic services to students at all levels of study in the COP, starting from enrolment to graduation, helps students during class registrations, and supports students in receiving students' issues and completing the required forms for academic purposes.

8.3. Class Schedules and Exams Committee

This committee aims to coordinate with scientific departments in the college to prepare students' schedules and match that with students' distribution and faculties loads. In addition, the chair of this committee (Vice Dean of Female Campus) can contact the Deanship of Registration regarding students adding/dropping courses. Furthermore, this committee prepares midterm and final examination schedules and monitors their conduct.

8.4. Quality and Development Committee

The VD-ED chairs this committee. This committee is responsible for improving the quality culture within the college by conducting workshops and contacting the Deanship of Quality College regarding the quality improvement programs within the university. Moreover, the committee aims to establish the needs and demands for accreditation processes, prepare and annually review the strategic planning for COP, college annual report, manuals, handbooks, and action plans, and provide required evidence for the program report.

8.5. Plans and Curricula Committee

The VD-ED 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, the curriculum and planning committee continuously evaluates the attainment of the quality in education processes and looks for improvement. Also, the committee discusses the benchmarking, internal and external reviewers contacting, and fulfillment of the Program Learning Outcomes (PLOs) with the vision and mission of the college and the University with the NCAA requirements.

8.6. Quality Assurance Committee

The VD-ED chairs this committee. The main aim of this committee is to ensure the implementation of a quality assurance system for academic, administrative, and other clinical activities so that all primary requirements and goals for teaching, learning, and educational services are monitored and fulfilled successfully. COP maintains a system that follows academic standards and ensures the optimal process output. In addition, the committee has a quality representative from each department to follow up on submitting the department's annual report and all departments' course reports, review course specifications and course reports and work as a liaison between the central quality committee and the department.

8.7. Awards Committee

This committee is responsible for building up and announcing the criteria for best student performance and Dean's list nominations. The committee also manages and announces all faculty awards. The committee members meet every semester to discuss the candidates' qualifications and publicly announce the list.

8.8. Student Activities

A male and female faculty member supervises the extracurricular activities inside or outside the college. They are responsible for organizing the students' activities and preparing the semester-wise report of all activities the college participated in during the semester. The Dean assigns the students' activities coordinator, and they 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.

8.9. Student Council Secretariat

This committee provides a platform to hear from students as a significant partner in the educational process. Student representatives from different years represent students in the council from both male and female sides. The Dean chairs this council; its other members include the Vice Dean of female campus and the Vice Dean of Educational Affairs and Development. The student council aims to get students' views on their experience in the college and discuss their issues and concerns. Student

comments and suggestions are appreciated and reported to the College Board along with an action plan.

8.10. Student disciplinary committee

COP has introduced a college committee for student complaints comprised of the Dean and Vice Dean for Academic Affairs. This Committee assesses and resolves a wide range of students' complaints. The University Council has approved relevant policies and procedures for student complaints, which are widely available (c.f., Students' Right and Responsibilities Guide). COP handles all complaints and is committed to the fair and dignified treatment of all students.

8.11. Alumni committee

This committee aims to formulate and oversee the implementation of the policies of the Alumni Association. Also, it acts as a channel of communication between the Alumni Association, the college, and the University. Moreover, this Committee's role in arranging and running events on behalf of the Alumni Association. In addition, to strengthen the relationship between the current students' lot and arrange and run the Annual Meeting of the Alumni Association.

8.12. Postgraduate Studies and research Committee

VD-RPS chairs this Committee to coordinate with the departments in the college to establish and design postgraduate study programs. The committee also advises VD-RPS in all matters concerning Postgraduate students' affairs. In addition, helping teaching assistants and Lecturers to attain scholarships at prestigious universities and follow them up after receiving scholarships.

In addition to that, this committee coordinate with the scientific departments in the college to improve and follow up the research processes and to motivate the faculties in different research areas. In addition, the research committee discusses the research proposals for final-year students. This committee also identifies the obstacles facing by scientific research faculties and to find the solution in coordination with the relevant authorities. VD-RPS chairs this committee.

8.13. Training, and Internship Committee

In October 2019, the KKU Rector approved the establishment of a Training Unit (Experiential and Educational Office; EEO) in COP. The EEO duties description is supervised by the vice deanship of Research and postgraduate studies (VD-RPS) to work as a coordinator between training sites and the college, follow up with the trainees in hospitals inside and outside the region, and supervise the hospital pharmacists in KKU Medical City (KKUMC) who work in the college or hospitals as preceptors. In addition, the VD-RPS oversees all operations and committees related to training and internship. This Committee aims to help final-year students opt for 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.

8.14. Community Service Committee

The VDRGS is the chair of this committee. The main aim of this committee is to encourage the concept of community services among the staff and students. The committee discusses the potential events and awareness campaigns with the college departments and the committee members. Then, suggested events will be sent to the Dean of COP for final approval. Then, the committee members supervise the events conducted with the help of the responsible departments. Lastly, the committee chair will provide an annual report along with the evidence at the end of the year.

8.15. Educational Services Committee

The main aim of this committee is to evaluate the needs and demands of the scientific departments in the college and to 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 laboratories for males and female sides. Each one of the five departments in the college can appoint a similar committee(s) within the department to ensure that systematic work is attained. The committees formation within the department must be approved by the department board and then by the Dean before being effective.

8.16. Executive committee for paid post graduate programs.

The paid-graduate program executive committee, which meets on call, depends upon the Postgraduate Studies Committee of the college for creating policy concerning the paid-postgraduate program at COP and other delegated responsibilities. Also, responsible for monitoring, assessment lifecycle, and student experience across the COP paid program.

8.17. Recruitment Committee

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

9. Departments

9.1. Pharmaceutical Chemistry

The pharmaceutical chemistry department is a multidisciplinary department offering courses in pharmaceutical organic, analytical, and medicinal chemistry and drug discovery. These courses cover the fundamental principles of organic chemistry, including the nomenclature of chemical compounds and their synthetic reactions. Students enrolled in pharmaceutical analysis courses learn various “classical and modern” qualitative and quantitative analytical techniques. In medicinal chemistry courses, students are exposed to core concepts related to drug classes regarding their physicochemical properties, metabolism, structure-activity relationship, and drug discovery and development methodologies.

9.2. Pharmacognosy and Natural Products

The department is concerned with the medicines extracted from natural sources such as plants, 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.

9.3. Pharmaceutics

The department teaches courses in the fields of pharmaceutics and pharmaceutical microbiology, which are concerned with the design and preparation of drug dosage forms and the quality control of these preparations. It also teaches the physical and chemical properties of active pharmaceutical ingredients and excipients used in the preparation of pharmaceutical and cosmetic preparations and vaccines. The department also teaches pharmaceutical biotechnology, modern drug manufacturing methods, and drug delivery systems while encouraging research, innovation, and adherence to good manufacturing practices.

The department conducts research aimed at enhancing patient therapy by augmenting drug efficacy while mitigating drug toxicity. The research focus is on drug action and delivery and related factors, such as genetic, environmental, physiological and disease processes that can alter metabolism, transport, distribution, and absorption of drugs. The research areas encompass biopharmaceutics, pharmacokinetics, drug delivery, nanotechnology, and nanomedicine.

9.4. Pharmacology

The department teaches pharmacology courses, including studying the different therapeutic effects of drugs, their indications for use and side effects, and other 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 its symptoms, diagnosis, treatment, and methods of prevention.

9.5. Clinical Pharmacy

The department teaches male and female students the essential 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 use medical information databases related to the drug. The department also introduces students to the aspects associated with planning and developing pharmaceutical services in hospitals and health institutions.

10. Programs

The College of Pharmacy currently offers a PharmD program.

10.1. Pharm.D Program Learning Outcomes

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.
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.

Values, Autonomy, and Responsibility

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 pharmaceuticals, biomedical sciences and pharmacy practice.

10.2. PharmD Program Curriculum

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	ENG - 019	Intensive English Program	R	-	6 (6+0)
	ICI-111	The Entrance to the Islamic Culture	R	-	2 (2+0)
	ARAB - 201	Arabic Language Skills	R	-	2 (2+0)
	ENG - 019	Intensive English Program	R	-	6 (6+0)
Level 2	PHYS - 102	General Physics for Health Sciences	R	019ENG-6	4 (4+0)
	ZOOL - 105	Zoology for Health Sciences	R	019ENG-6	4 (4+0)
	CHEM - 110	General Chemistry for Health Sciences	R	019ENG-6	2 (2+0)
	CHEM - 111	Organic Chemistry for Health Sciences	R	019ENG-6	3 (3+0)
	COMM - 141	Basic Biostatistics	R	019ENG-6	1 (1+0)
Level 3	PHT - 220	Fundamentals of Pharmaceutics	R		3 (2+1)
	PCH - 201	Pharmaceutical Organic Chemistry	R	CHEM - 110	4 (3+1)
	PSL - 214	Structure and Function of Human Body I	R	ZOOL - 105	4 (4+0)
	MBC - 223	Biochemistry I	R	CHEM - 110	3 (2+1)
	CPH - 241	Pharmacy Orientation	R		2 (2+0)
	ICI - 112	Islamic Culture II	R		2 (2+0)
Level 4	PHT - 222	Physical Pharmacy	R	PHT - 220	3 (2+1)
	PCH - 202	Pharmaceutical Analytical Chemistry	R	CHEM - 110	3 (2+1)
	MBC - 228	Biochemistry II	R	MBC - 223	3 (2+1)
	PSL - 215	Structure and Function of Human Body II	R	PSL - 214	4 (4+0)

	PHT - 223	Microbiology	R		3 (2+1)
	ARAB - 202	Arabic Editing	R		2 (2+0)
Level 5	PSL - 331	Pathophysiology	R	PSL - 215	3 (3+0)
	PCH - 303	Medicinal Chemistry I	R	PCH - 201	3 (3+0)
	PHL - 331	Pharmacology I	R	PSL - 215	3 (3+0)
	PHT - 321	Immunology	R	PHT - 223	2 (2+0)
	PHT - 320	Pharmaceutics I	R	PHT - 222	4 (3+1)
	ICI - 113	Islamic Culture III	R		2 (2+0)
	Level 6	PCH - 304	Medicinal Chemistry II	R	PCH - 303
PHL - 333		Pharmacology II	R	PHL - 331	4 (3+1)
PHT - 323		Pharmaceutics II	R	PHT - 320	4 (3+1)
PHG - 310		Basics of Natural Products	R	PCH - 201	3 (2+1)
CPH - 348		Professional Pharmacy Practice Laboratory I	R	PHL - 331	2 (1+1)
	CPH - 360	Introductory Pharmacy Practice Experiences I (Summer Training)	R	CPH - 348	2 (0+2)
Level 7	PCH - 405	Medicinal Chemistry III	R	PCH - 303	3 (3+0)
	PHL - 435	Pharmacology III	R	PHL - 331	3 (2+1)
	CPH - 442	Therapeutics I	R	PHL-331	5 (4+1)
	PHT - 421	Biopharmaceutics & Pharmacokinetics	R	PHT - 323	3 (3+0)
	PHG - 411	Complementary and Alternative Medicine	R	PHL - 331	2 (2+0)
Level 8	PHL - 436	Pharmacology IV	R	PHL - 331	2 (2+0)
	CPH - 452	Therapeutics II	R	CPH - 442	5 (4+1)
	CPH - 454	Clinical Pharmacokinetics	R	PHT - 421	3 (2+1)
	CPH - 450	Pharmacy Management	R		3 (3+0)
	CPH - 451	Professional Pharmacy Practice Laboratory II	R	CPH - 348	3 (2+1)

	PHT - 422	Elective course I - Industrial Pharmacy	E	PHT - 323	2 (2+0)
	PCH - 406	Elective course I - Drug Discovery	E	PCH - 303	2 (2+0)
	CPH - 460	Introductory Pharmacy Practice Experiences II (Summer Training)	R	CPH - 360	2 (0+2)
Level 9	PHL - 537	Toxicology	R	PHL - 436	2 (2+0)
	CPH - 553	Therapeutics III	R	CPH - 442	5 (4+1)
	CPH - 557	Pharmacy Regulations & Ethics	R	CPH - 450	1 (1+0)
	CPH - 555	Pharmacoepidemiology & Research Methodology	R	CPH - 450	3 (3+0)
	CPH - 556	Self-care and Non-prescription Drugs	R	CPH - 442	2 (2+0)
	ICI - 114	Islamic Culture IV	R		2 (2+0)
	CPH - 548	Evidence Based Practice	R	CPH - 452	3 (2+1)
Level 10	CPH - 554	Therapeutics IV	R	CPH - 442	5 (4+1)
	CPH - 558	Professional Pharmacy Practice Laboratory III	R	CPH - 451	3 (2+1)
	CPH - 559	First Aid & Emergency medicine	R	CPH - 452	1 (0+1)
	CPH - 560	Pharm D Seminar	R	CPH - 555	1 (0+1)
	PHT - 521	Modern Pharmaceutical Technology	R	PHT - 323	2 (2+0)
	PHG - 513	Nutraceuticals and Dietary Supplements	R	PHL - 435 CPH - 556	3 (3+0)
	PHL - 538	Elective course II - Pharmacogenomics	E	MBC-228 PHL - 435	2 (2+0)
	PHG - 514	Elective course II - Pharmaceutical Biotechnology)	E	MBC-228 PHL-435	2 (2+0)

Level 11	CPH - 651	Advanced Pharmacy Practice Experience I (Summer Training)	R	All Courses	4 (0+4)
	CPH - 652	Advanced Pharmacy Practice Experience II (Summer Training)	R	All Courses	4 (0+4)
	CPH - 653	Advanced Pharmacy Practice Experience III	R	All Courses	4 (0+4)
	CPH - 654	Advanced Pharmacy Practice Experience IV	R	All Courses	4 (0+4)
	CPH - 655	Advanced Pharmacy Practice Experience V	R	All Courses	4 (0+4)
Level 12	CPH - 656	Advanced Pharmacy Practice Experience VI	R	All Courses	4 (0+4)
	CPH - 657	Advanced Pharmacy Practice Experience VII	R	All Courses	4 (0+4)
	CPH - 658	Advanced Pharmacy Practice Experience VIII	R	All Courses	4 (0+4)

* Include additional levels (for three semesters option or if needed).

** Add a table for the courses of each track (if any)

11. Members of the teaching staff:

11.1. Definition

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

11.2. Connection

The members of the teaching staff connect to the head of the academic department in an administrative way.

11.3. 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 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 them love the science and knowledge and the proper scientific thinking.
- Working full-time job in the university, while permission to work outside the university is by prior approval according to the systems and rules.

11.4. 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)
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Teaching Assistant/Lecturer	16
Assistant Professor	14
Associate Professor	12
Professor	10

12. Student Assessment Methods Policies and Regulations

12.1. 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.

Interim testing

It is a way to assess students' performance throughout the academic semester. It consists of assignments and quizzes. 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.

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.

Both Multiple choices questions (MCQs) Guideline and Examination Policies can be found in Assessment of Learning Outcomes Handbook.

#	Assessment task نوع التقييم	Percentage of Total Assessment Score النسبة المئوية من المجموع النهائي
مقررات ذات محتوى نظري فقط Courses with theory credit only		
1	Continuous assessment (e.g. quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot, and other in-class activities) Note : Minimum of two assessments	30%
2	Midterm exam	30%
3	Final exam	40%
مقررات ذات محتوى نظري وعملي Courses with theory and practice credits		
1	Continuous assessment (e.g. quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot, and other in-class activities, and Practical assessments) Note : Minimum of two assessments	30%
3	Midterm exam	30%
4	Final exam	45%

الاختبارات القصيرة Quizzes	Department through the chairmen approval can formulate the quiz to their preference. Only MCQs for any quiz.		
الاختبارات النصفية Midterm Exams	30 MCQs for 24 Marks + 3 Short questions (2 marks each) = 1 h exam		
الاختبارات النهائية Final Exams	Credit hour (Theory)	Number of MCQs	Exam Period
	All courses	50 MCQs	1:15 h

12.1. Assessment Instructions

12.1.1. Examination Policies

- Course coordinators and students must adhere to the approved examination schedule.
- The Study Plans and Curriculum Committee determines the duration of exams based on the recommendation of relevant departments.

- The following assessment methods to be conducted for each course with practical component: minimum of two continuous assessments e.g., quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot and other in-class activities, and practical assessments (30%), one theory midterm exam (30%), and final theory exam (40%).
- For courses with theory component only, the assessment methods are as follow: minimum of two continuous assessments e.g., quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot and other in-class activities (30%), one theory midterm exam (30%), and final theory exam (40%).
- Continuous assessments and practical exams should be conducted between week 2 to week 15.
- Midterm exams should be conducted between week 7 to week 9.
- The department through the chairmen approval can formulate the quiz to their Preference which should include only MCQs for any quiz.
- The midterm theory exam must include topics that have been taught in 6 weeks only of the study period regardless of the exam date.
- The midterm theory exam must consist of 30 MCQs for 24 marks and 3 short answer questions for 6 marks (each question carries 2 marks).
- The MCQs questions could be replaced by other question types considering the following:
 - a. At least 70% of the question types should be MCQs.
 - b. Questions must be marked automatically using the OMR sheet scanning.
 - c. Other question types could include true or false, and matching questions (questions should be identical to MCQ question in terms of allocated time and mark for each question).
 - d. Matching questions should include a maximum of 5 options for each item according to the available options on the OMR sheet.
- Final exams should consist of 50 MCQs.
- The duration of midterm exams must be 1 hour, and one hour and 15 minutes for final exams. Extra 15 minutes could be added to the exams that include calculation after informing the Vice Dean of Educational and Development Affairs.
- All grades should be announced on the BB for any assessment or exam within 72 hours of the assessment or 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.

12.1.2. 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.

12.1.3. True or false questions (TFQs) guideline

- The wording of the statement must be precise so that it is completely true or completely false in all circumstances, far from any other possibilities.
- Each statement should include one main idea only, and avoid using sentences that include two ideas, one wrong and the other is right.

- Avoid using non-specific words such as: rarely, often, sometimes, always, as these words may become indicative of the true or false statement.
- Avoid using negative statements as much as possible.
- Do not quote phrases from the textbook because taking a statement from a paragraph may make the statement ambiguous and thus could be true or false.
- The statement should not be too long, because a long statement makes it evident that the statement is true.

12.1.4. Matching questions guideline

- Matching questions should include two columns; column “A”: Premises and column “B”: Responses.
- Items in column “A” should be numerically numbered (1, 2, 3); while items in column “B” are numbered using capital letters (A, B, C, D, E) matching the OMR sheet responses.
- It is preferable that the number of items in the list of responses are more than the number of items in the list of premises.
- It is preferable that the long sentences are included in the premises column, and the responses column should include shorter sentences.
- It is preferable that the key answer should not be fixed for all questions.

12.1.5. 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 (STUDENTS) 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 essay, 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.

12.1.6. 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.

12.1.7. Assignments Grading:

- Assignments 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).

12.1.8. 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 of 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. The 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.

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 quiet when they leave the examination room and never stay and chat with each other the examination room entrance.
- 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 Vice Dean of educational affairs and development/ Vice Dean of Female Campus who will send somebody to accompany the student.
- Students should be awarded of the time limit on the exam.
- Please, call Vice Dean of educational affairs and development / Vice Dean of Female Campus 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 Vice Dean of educational affairs and development / Vice Dean of Female Campus as soon as possible if he/she find unacceptable 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 invigilator

to leave the examination hall, he/she must call another faculty member to invigilate instead of him/her and notified the vice dean of educational affairs and development.

- 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 of educational affairs and development.
- Cheating report must be submitted by the invigilators directly to the vice dean of educational affairs and development / Vice Dean of Female Campus .

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
<ul style="list-style-type: none"> ○ Students talk to each other when entering room and before examination starts. ○ Reading the examination paper before official examination time has started 	<ol style="list-style-type: none"> 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.

<ul style="list-style-type: none"> ○ 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 	<ol style="list-style-type: none"> 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.
<ul style="list-style-type: none"> ○ A person attending the examination instead of the officially enrolled student. 	<ol style="list-style-type: none"> 7. One invigilator is enough. 8. Invigilator should ask the person for his/her ID's, and immediately call the vice dean.
<ul style="list-style-type: none"> ○ Possessing cellphone, Bluetooth headsets or smartwatches outside the plastic bag. 	<ol style="list-style-type: none"> 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.
<ul style="list-style-type: none"> ○ Using or displaying notes "cheat sheets". 	<ol style="list-style-type: none"> 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.
<ul style="list-style-type: none"> ○ Continuing to write when told to stop at the end of the examination 	<ol style="list-style-type: none"> 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.
<ul style="list-style-type: none"> ○ Student refuses to obey the rules and/or disturb the examination procedure. 	<ol style="list-style-type: none"> 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, each course coordinator uploads the course description/syllabi onto the KKU e-learning platform Blackboard at the beginning of each semester. 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 must submit the course reports using NCAAA formats, direct method of assessment (DMA) analysis, and student grade sheets with statistical analysis. Any issues or variations in the student performance in a particular course are discussed with the department board, recommendations are taken place, and action plans for improvement are 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 implementing the action plans, the department has to follow up on the actions and provide feedback to the department and college boards.

15. Research

The University aims to advance knowledge through creative research and scholarships across various 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 types of grants: the General Research Project and the Research Groups ([/s.kku.edu.sa/8X](https://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 essential and are strongly funded by the University. Faculty research focuses mainly on community health services, prevalent studies, animal studies, herbal medicines, isolation and characterization of compounds, computational chemistry, etc. The COP includes several initiatives in its strategies to encourage faculty and students to conduct effective research.

15.1. Research Requirements

The COP has established relationships with different international universities and institutes per the Deanship of Scientific Research Policies and Regulations. Every year, all faculty members must be actively involved in some research and be expected to publish at least two scientific papers in peer-reviewed journals. All the staff are encouraged to participate in professional and academic development programs 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 supervising, overseeing, performing, or supporting research activities. The research students present their work at the end of each semester through podium presentations and poster sessions. 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 published in ISI journals receive annual awards. Also, faculty members publishing at least two scientific papers in ISI journals receive exceptional annual monthly salary increments.

16. Community services

The College of Pharmacy provides community access to cultural activities to establish services for the benefit of the community. The COP aims to promote community-oriented research to document services for the benefit of the community to develop research or consultancy programs focusing on the requirements of local communities. The college emphasizes meeting the needs and serving the community through recruiting qualified and experienced faculty, graduating qualified pharmacists, and providing clinical services to improve the community's public health, 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 Research and postgraduate studies, Vice Deanship of Educational Affairs and Development, and Educational Experiential Office (EEO).

KKU exhibits high levels of interaction with its community, manifested by different facilities and units involved in various community service activities. It has achieved significant success in establishing and patronizing other community support units. The faculty members conduct studies focusing on community issues. The primary clinical areas covered by clinical pharmacists include Adult Intensive Care Units, Pediatric Intensive Care Units, Psychiatry, Cardiac Care Units, and Infectious Diseases.

The Community Services Committee manages documentation of community service activities under the supervision of the VDRPS. A database was developed to document the number of college personnel (students 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 and college for faculty members, 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 of Educational affairs and Development 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. 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.

17.4. Faculty Awards

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 according to certain criteria that are announced publicly on the college's website. 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. 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...	https://registration.kku.edu.sa/kku/casLogin
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.	https://sdl.edu.sa/SDLPortal/ar/Publishers.aspx
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.	https://ctsenjaz.kku.edu.sa/T510_01/CTSC
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.	https://itcsvc.kku.edu.a/KKU_ConferenceAttendance/faces/welcome.xhtml
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_FacultyKnowledgeAreas
Permission System	The program helps university staff to seek permission to leave work during working hours and to receive online	itcsvc.kku.edu.sa/KKU_Leaves

	approval or refusal	
Forms	Forms needed by faculty members can be found in this webpage.	pharmacy.kku.edu.sa/en/node/436