

Faculty Orientation Agenda Academic Year 2022-2023

Time	Suggested Topics
11.00-11.30	<p>Welcome from the head of department. Rights and Duties of the Teaching Staff</p> <p>I. Duties</p> <p>1. Performance:</p> <p>A. Teaching: Be available on time for your classes, follow course specifications, use textbooks published not less than 2015, use teaching strategies as recommended to achieve the program goals, publish course materials on blackboard, such as CLOs and course syllabus, and cover all topics of the subjects you are teaching.</p> <p>B. Assessment Criteria: Use strategies of assessment as recommended in CS (such as rubrics in presentations). Exam questions need to be aligned with CLOs. Be cooperative with the course coordinator.</p> <p>C. Student counselling: do student counselling regularly. Be present for your students in office hours.</p> <p>D. Committees' work: all committees' members have to be active. Prepare annual plans (community service annual plan, student activities annual plan). Annual plans have to be prepared in alignment with the program objectives, the institution's annual plan, and the beneficiaries' needs. After discussion and approval in the meetings' meetings, plans need to be submitted to the head of department. Colleagues from the men's division need to be more involved in community service activities. Prepare and organize alumni meetings.</p> <p>2. Research: All teaching members should be active in scientific research and publication, especially colleagues from the women's division.</p>
	<p>II. Faculty staff rights</p> <p>1. Promotion requirements</p> <p>2. Grievance (teaching staff are encouraged to discuss their performance evaluation with the head of the department for that).</p>

11.30-12	III. Development Program
	<ol style="list-style-type: none">1. Teaching staff will be invited to participated in training workshops based on the assessment they received last academic year.2. Mentorship committee: peer classroom observations will be conducted.
12.00-12.15	IV. Break
12.15-12.30	Discussion: answering teaching staff queries.

Head of the Department



Dr. Sami Mohammed Alanazi

Dean of College



Moshawah Farhan Alenezi