



وكالة الجامعة للتطوير والجودة

الدليل التنظيمي

Vice-Rectorship for Development and Quality

Organizational Handbook

Second Edition

1437/1438 A.H.



Najran University

Est. 1427 A.H.

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Speech of His Excellency Vice-Rector for Development and Quality

In the name of Allah, the most Gracious, the most Merciful; Prayer and Peace be upon His Prophet, Family and Companions...

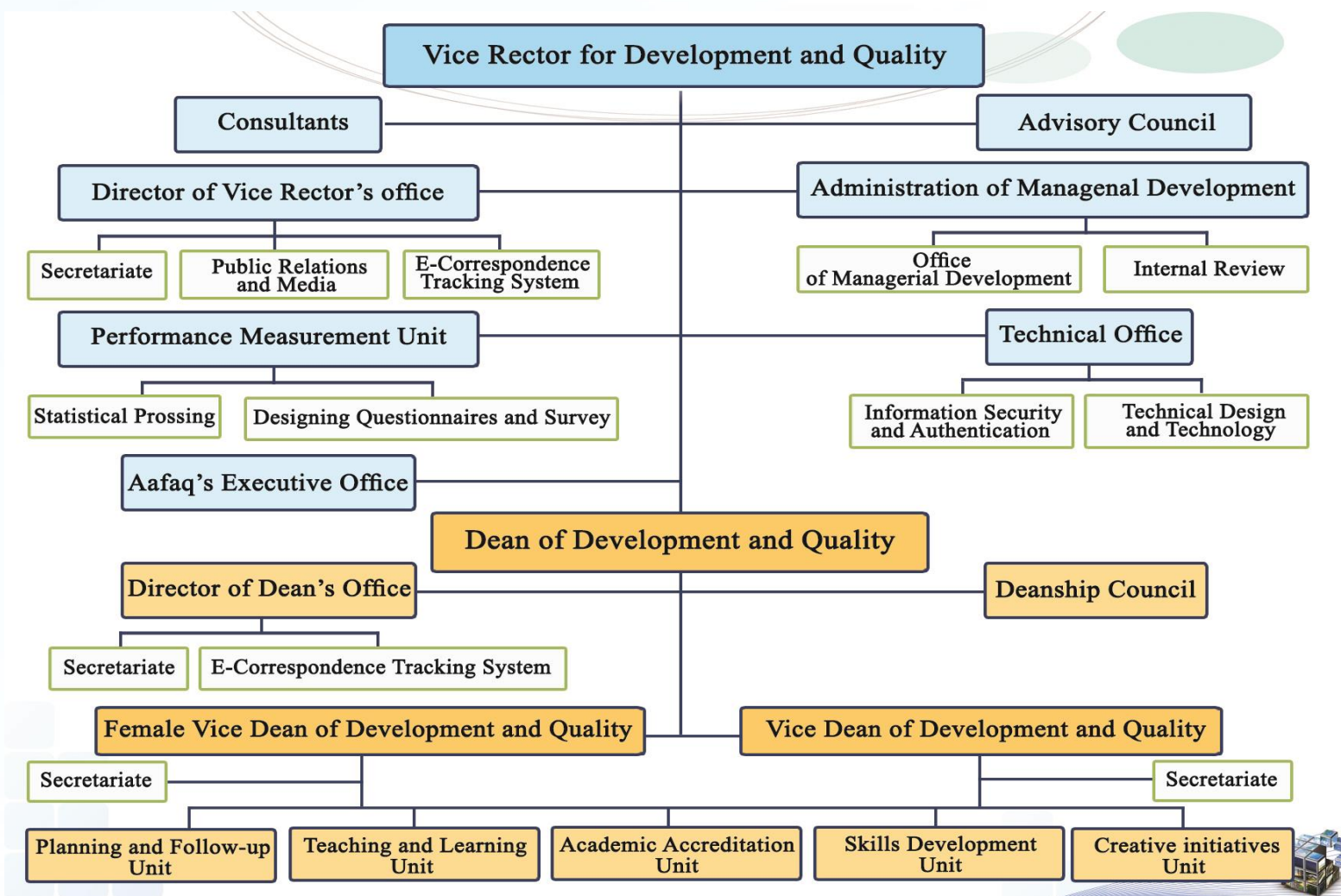
In an attempt to promote the relevant outputs of the Vice-Rectorship and the University to a distinct level and to keep pace with the administrative changes and developments at the University and in higher education institutions, it gives us great pleasure to offer you the Organizational Handbook of the Vice-Rectorship for Development and Quality (Version 2) to meet the aspirations of the 2nd strategic plan of quality at Najran University “Reyada” (Leadership) .

The current version is a clear evidence of the developmental measures done by the Vice-Rectorship to achieve leadership, continue improvement processes and activate the roles and tasks of the various units according to the Vice-Rectorship’s strategies (437-1440H.) .

In conclusion, we, in the Vice-Rectorship for Development and Quality, are so proud of this stage of development and progress and the compliance to the promises and responsibility designated for our nation and university. I’d like to express my deepest gratitude to all employees of the Vice-Rectorship for their efforts, as well as to the whole participants for the preparation and update of the entire handbook .

Best Regards,

Decision of Approving the Organizational structure of Vice-Rectorship for Development and Quality
Organizational Structure of Vice-Rectorship for Development and Quality



Vice-Rectorship for Development and Quality

Vision

Achieving leadership in development and quality locally and regionally

Mission

Achieving excellence in university academic, research and administrative performance and community service through continuous improvement of the applications of total quality systems, enhancing its units to obtain specialized accreditations and reinforcing the University outlook towards the world in the light of Islamic values

Goals and Strategic Objectives

1. Continuous development of total quality systems is based on:

- Upgrading the quality of the academic programs to achieve NU's mission.
- Enhancing systems of follow-up and evaluation in teaching and learning processes according to a unified institutional system.
- Updating systems of data and information management to meet the requirements of evaluation and continuous improvement.

2. Excellence in support processes

- Enhancing NU's academic and administrative units to obtain notable specialized accreditations.
- Upgrading training system provided for administrative and academic staff to enhance the system of quality management in the University.
- Supporting NU's role in taking its community responsibility.

3. Pioneership in the quality field:

- Upgrading NU's performance in the fields of development and quality locally and regionally.

Vice-Rector for Development and Quality

Competences and powers of Vice-Rector for Development and Quality

First: Vice-Rector for Development and Quality presides the following units:

1. Deanship for Development and Quality and its sub-units
2. Office of Vice-Rector for Development and Quality
3. Consultants of the Rectorship
4. Office of Administrative Development
5. Performance Measurement Unit
6. Aafaq's Executive Office
7. Competent Committees
8. The Technical Office



Second: Competences and powers of Vice-Rector for Development and Quality

Vice-Rector for Development and Quality supervises works of development, quality, and development of education and administration process through improving NU employees' performance via training and disseminating the culture and concept of quality among them according to NU's plans. His competences involve the following tasks:

1. Forming committees of development and quality.
2. Coordination and cooperation with NCAAA in the field of development and quality and taking all administrative actions concerning such field.
3. Follow-up the implementation of NU strategic plan and relevant actions and mechanisms in coordination with the Rector and competent committees.
4. Providing support and consultations and conducting strategic studies and developmental researches which improve work quality in the University's administrative and academic units.
5. Follow-up the process of academic programs development and their annual reports analysis according to the standards of NCAAA and other recognized standards in the field.
6. Enhancing NU's governing body to review its organizational structure and update and prepare its job manual.
7. Continuous improvement and internal follow-up of quality systems in the whole academic and administrative units.
8. Follow-up the implementation of developmental plans of the educational process in competent colleges and deanships.
9. Participating in creating policies and strategies of unconventional learning methods, such as e-learning and distance learning, and providing technical support of developmental plans in the field.
10. Creating appropriate mechanisms and programs to improve the skills of NU's academic and administrative body.
11. Creating policies, mechanisms and indicators to measure the quality of academic and administrative performance and providing feedback.
12. Approving development and quality training courses and estimating fees according to NU's decision No. (3-3-1428/1429 A.H.), issued on 11/01/1429 A.H., without being submitted to the Rector.
13. Setting mechanisms of culture quality's dissemination among faculty members, students and personnel in the whole academic and administrative units of NU and approving fees of providing lectures and workshops according to the rules and regulations.

14. Approving internal and external review systems of academic programs.
15. Assigning the University staff ten-day over-time work per month only and allowing a five-day-internal delegation, for those who should be delegated outside the University, after verifying the availability of funds, except for the officials who directly work with the Rector.
16. Authorizing purchase to a total of SAR 500.000, after verifying the availability of funds and observing the terms of reference of the competent committees.
17. Authorizing signature of supply, installing, maintenance, programs of information technology and engineering consolations to a total of SAR 1.000.000.
18. Approving the funds required for establishing and preparing offices of development and quality units in colleges and deanships according to the standards of Vice-Rectorship in coordination with the competent deans.
19. Granting the employees regular and compulsory leaves to the beneficiaries in the relevant administrations and notifying The General Department for Faculty and Staff to complete the formal actions.
20. Setting executive policies and mechanisms to follow-up male and female alumni and develop their scientific and professional skills in collaboration with Vice-Rectorship for Educational Affairs.
21. In the scope of his work, he has direct contact with his peers in ministries and public authorities.
22. Approving job performance evaluation of the employees in the relevant administrative units.
23. In case of absence, he deputizes Vice-Rector for Educational Affairs. If they are both absent, Vice Rector for Graduate Studies and Scientific Research acts on their behalf and Vice- Rector represents Vice Rector for Graduate Studies and Scientific Research.

Advisory Council

Objective

Providing consultations and recommendations essential for quality assurance of systems, mechanisms and plans of Vice-Rectorship for Development and Quality.

Tasks

1. Follow-up the implementation, evaluation and upgrading of development and quality's policies and strategies in the University.
2. Follow-up the implementation of the recommendations of the Standing Committee for Quality and Academic Accreditation in the University.
3. Follow-up the plan of NU's institutional accreditation by NCAAA.
4. Recommending making the essential teams for development and quality in the University and defining their competences and tasks.
5. Coordinating work between the units of Vice-Rectorship and Deanship of Development and Quality to achieve the Vice-Rectorship's mission and the integration of outlooks and activities.
6. Discussing issues reported to Vice-Rectorship for Development and Quality by the Ministry of Education and the senior administrative departments in the University.
7. Recommending executive actions appropriate for quality assurance and continuous improvement of quality processes and mechanisms in the University.
8. Investigating the annual report of Vice-Rectorship for Development and Quality.

Director of the Office of Vice-Rector for Development and Quality

Objective

Accomplishing and following-up all administrative works, organizing work and supervising Vice Rectorship's employees.

Tasks

1. Following- up and accomplishing administrative and financial works relevant to the office of His Excellency Vice-Rector for Development and Quality.
2. Preparing, organizing and arranging meetings and communications in coordination with the Technical Office and defining appointments in coordination with Vice-Rector for Development and Quality.
3. Supervising written work, preparing replies and letters and supervising mails received and sent by His Excellency Vice-Rector's office after editing and endorsing.
4. Establishing, organizing and supervising a secret office for Vice-Rectorship.
5. Receiving reviewers and visitors; answering questions; and receiving calls, faxes and e-mails.
6. Transferring correspondences to competent departments to be completed and preparing appropriate replies according to Vice-Rector's instructions.
7. Supervising and following-up personnel's performance, defining their tasks, developing their competences and developing human resources in the Vice-Rectorship.
8. Preparing and evaluating regular reports on the staff of His Excellency Vice-Rector's office in coordination with Assessment and Measurement Unit to promote their performance.
9. Organizing His Excellency Vice-Rector's appointments according to his instructions.
10. Arranging his official trips inside and outside KSA.



11. Exploring rules and regulations of the Ministry of Higher Education and the Ministry of Civil Service and applying them to the works of the Vice-Rectorship.
12. Developing human resources in the scope of the job.
13. Conducting other tasks relevant to Vice-Rector for Development and Quality.

Secretariat of Vice-Rectorship for Development and Quality

Objective

Receiving Vice-Rector's correspondences, coordinating meetings, printing letters and minutes and meeting reviewers.

Tasks

1. Maintaining confidentiality of work, papers and correspondences received by and sent to Vice-Rector's office.
2. Organizing visitors and reviewers' daily meetings and preparing their records.
3. Receiving all calls of His Excellency Vice-Rector's office and preparing a statement of received calls in his absence.
4. Creating an address book involving the addresses, telephone numbers and e-mails of the departments related to the Vice-Rectorship.
5. Transferring correspondences to competent departments to be completed, preparing appropriate replies according to Vice-Rector's instructions and submitting them to the director of his office to be edited and endorsed.
6. Copying and printing the assigned office works.
7. Preparing, endorsing and sending correspondences.
8. Saving the original copies in a file specialized for each department with a digital electronic copy.
9. Keeping His Excellency Vice-Rector's office clean and tidy.
10. Conducting other tasks assigned by Vice-Rector for Development and Quality or the director of his office.



E-Correspondence Tracking System in the office of Vice-Rector for Development and Quality

Objective

Sending, receiving and distributing correspondences to competent departments; receiving correspondences sent to Vice-Rectorship for Development and Quality; submitting them to his Excellency Vice-Rector; and completing their essential actions or saving them.

Tasks

1. Maintaining confidentiality of work, papers and correspondences sent to and received by Vice-Rector's office.
2. Receiving and registering internal and external correspondences sent to the Vice-Rectorship.
3. Preparing correspondences and sending them by e-mail and E-Correspondence Tracking System according to the instructions of the director of Vice Rector's office.
4. Following-up the distribution of incoming and outgoing correspondences.
5. Following-up the distribution of circulars and decrees received by and sent to Vice-Rectorship to the relevant departments.
6. Saving the original copies of papers in a file specialized for each department with a digital electronic copy.
7. Preparing correspondences that can't be sent by E-Correspondence Tracking System and delivering them by hand to the competent departments.
8. Following-up work in the offices of Vice-Rectorship.
9. Conducting other tasks assigned relevant to Vice-Rector for Development and Quality or the director of his office.

Consultants

Objective

Providing consultations essential for making and developing policies and mechanisms that assure the implementation of total quality systems in all academic and administrative units in the University as well as policies and mechanisms of the quality continuous improvement.

Tasks

1. Providing technical and administrative consultation to Vice-Rector for Development and Quality and Dean of Development and Quality.
2. Conducting studies on matters transferred from Vice-Rector for such purpose.
3. Creating proposals on projects of development and quality, methods of their improvement, and following-up their implementation after being approved.
4. Preparing regular reports on the functioning of projects of development and quality and submitting them to His Excellency Vice-Rector.
5. Participating in preparing the reports of following-up NU strategic plan and that of Vice-Rectorship.
6. Assisting Deanship of Development and Quality to provide technical support to the units of quality assurance and development in colleges, deanships and administrations.
7. Providing technical support to make general policies and strategic plans of development and quality in the University.
8. Preparing programs of disseminating total quality culture in the University and reinforcing the relevant activities.
9. Participating in creating and activating policies and mechanisms that build cadres in total quality.
10. Providing courses and workshops on academic development of faculty and professional assessment of personnel, departments and students.
11. Conducting other tasks assigned Vice-Rector for Development and Quality.
12. Making suggestions to improve performance.
13. Maintaining confidentiality of work and information that they become acquainted with by the virtue of their work.

Department of Administrative Development

Objective

Promoting and upgrading the efficiency of human resources, developing managerial work, following-up the processes, simplification of work actions and optimal utilization of technology in the University's various units.

Tasks

1. Making plans and programs essential for providing various training opportunities for the University staff in the light of relevant rules and regulations and actual needs for such training in collaboration with the competent departments, as well as following-up the implementation of such plans and programs after being approved.
2. Conducting organizational studies for NU and updating its organizational handbook whenever required.
3. Following-up work regulations and making suggestions for their development.
4. Assisting NU units in simplifying work procedures, designing and developing their modules and preparing and updating procedures handbook.
5. Creating an information system, on which the information, which the administration uses, is compiled, tabulated and saved.
6. Developing and improving human resources in the scope of job.
7. Conducting other tasks assigned by the Vice-Rector for Development and Quality.

Performance Measurement Unit

Objective

Providing technical support and scientific consultations to all academic and administrative units in the field of performance assessment and measurement; defining, designing and developing mechanisms and tools of assessment and measurement; following-up their optimal application to assure continuous development of the whole activities, actions and practices to accomplish academic and administrative excellence.

Tasks

1. Monitoring performance indicators of NU strategic plan and those of NCAAA.
2. Designing, setting, applying and analyzing standards and measurements of evaluating academic tasks and activities.
3. Following-up the satisfaction of the beneficiaries with various administrative works, including employers, community, students, faculty and alumni.
4. Cooperation with universities, colleges, vocational departments and centers, and local experience centers concerning tasks and policies of the unit.
5. Estimating performance modification rates of academic and administrative units through regular comparisons of performance indicators to detect performance improvement rate.
6. Estimating units' effectiveness through detecting service quality.
7. Holding workshops in the field of measurement and assessment to disseminate such culture in the University.
8. Comparing the performance of academic and administrative units in the University.
9. Preparing reports on the performance of the various units.
10. Preparing fliers, publications and pamphlets in the field of measurement and assessment.
11. Reporting recommendations to the units that benefit from performance measurement to reinforce their strengths and treat weaknesses.
12. Participating in measuring units' performance indicators in the Deanship of Development and Quality according to ISO plan.
13. Developing and improving human resources in the scope of job.
14. Conducting other tasks assigned by Vice-Rector for Development and Quality.

Aafaq Executive Office

Objective

Communicating with Aafaq Office at the Ministry of Education and meeting the requirements of Aafaq's plan.

Tasks

1. Monitoring the implementation of Aafaq's plan in the University.
2. Regular and accurate collecting data of Aafaq's plan concerning NU in coordination with the various departments in the University.
3. Entering data to the electronic system of Aafaq's plan at the Ministry of Education on time.
4. Implementing the executive programs of Aafaq's plan in the University.
5. Preparing reports on the implementation of Aafaq's plan in the University.
6. Conducting other tasks assigned by Vice-Rector for Development and Quality.

The Technical Office

Objective

Administrative coordination among the departments of Vice-Rectorship for Development and Quality; manually and electronically authenticating works and activities; following-up designs and publications; organizing workshops, courses, symposia and conferences; and participating in the preparation of the annual report.

Tasks

1. Collecting and authenticating data and information related to the processes of development and quality.
2. Following-up the update of Vice-Rectorship and Deanship of Development and Quality's website.
3. Publishing fliers, books and pamphlets by Vice-Rectorship and Deanship of Development and Quality to disseminate the culture of development and quality.
4. Following-up and implementing the technical works concerning the preparation of the annual accomplishments reports of Vice-Rectorship and Deanship and their units.
5. Technical design of the presentations of all departments of Vice-Rectorship for Development and Quality.
6. Following-up and updating the website of NU documents to be accredited by NCAAA in collaboration with competent departments.
7. Following-up and updating the website of the system of total quality management.
8. Cooperation with Skills Development Unit to implement courses and workshops through the following tasks:
 - Providing the essential administrative support for training programs.
 - Advertising courses on the screens distributed in the University as well as the website of the Deanship.
 - Designing comprehensive electronic reports including images and charts on the training programs and uploading them on the website.
 - Creating databases and registering data and dates of the training programs; numbers, occupations and qualifications of trainees in each program; and extracting essential statistical reports.

- Programming and designing NU Colleges' information on the trainees' databases: their numbers, names, the programs they attended, and their classification according to their academic qualifications to complete the requirements of the programs accreditation.
9. Following-up and supervising data network of males and females sections.
 10. Developing and improving human resources in the scope of job.
 11. Conducting other tasks assigned by Vice-Rector for Development and Quality.



Deanship of Development and Quality

Vision

Establishing experience center to enhance practices of quality and continuous improvement in higher education.

Mission

Follow-up and evaluation of management of total quality and continuous improvement in the academic, research and administrative units and providing the essential technical support to accomplish NU's vision, mission and strategic objectives.

Objectives

1. Creating a self-evaluation database for the various academic programs in the University.
2. Participation in defining the objectives of various programs in the University and verifying their implementation through continuous evaluation and monitoring of the educational process.
3. Developing faculty' skills through courses, symposia and workshops.
4. Developing the personnel's skills.
5. Preparing academic programs and colleges for local, regional and international program and institutional accreditations.
6. Developing students' learning skills.
7. Improving the methods of course evaluation in line with curriculum objectives.
8. Evaluating faculty performance.
9. Ensuring continuous development of the educational process elements.

Tasks

1. Supervising the work of the departments relevant to the administrations and units of the Deanship of Development and Quality.

2. Organizing tasks of to the administrations and units of the Deanship of Development and Quality and approving and developing their plans.
3. Approving the establishment of committees that perform work of the departments relevant to the Deanship.
4. Following-up fulfilling the standards of the instructional and program academic accreditation in the academic and administrative units in the University and suggesting procedural and organizational measures and regulations essential for such accreditation.
5. Providing support and counseling to enable various academic and administrative units to make plans of assessment, academic accreditation and quality assurance as well as supervising improvement plans.
6. Establishing constructive academic and professional relations between the University and the institutions concerned with the quality of higher education and academic accreditation to exchange experience concerning all aspects of improving performance quality.
7. Following-up the implementation of improvement suggestions and recommendations sent to the academic and administrative units in the University.
8. Preparing studies and consultations to reinforce strategic plans and development priorities of the academic and administrative units in the University.
9. Supervising making and implementing the developmental plans based on regular self-evaluation of the academic and administrative units in the University, and evaluation studies used for regular external review.
10. Reviewing and updating the strategic plans of the University units according to the updates in higher education systems.
11. Suggesting the establishment of units, centers and administrations that meet the requirements of quality and development in the University.

Dean of Development and Quality

Competences and powers of Dean of Development and Quality

First: Dean of Development and Quality presides the following:

1. Male Vice-Dean of Development and Quality
2. Female Vice-Dean of Development and Quality for the Female Students
3. Quality and Developments units:
 - Planning and Follow-up Unit
 - Teaching and Learning Unit
 - Academic Accreditation Unit
 - Skills Development Unit
 - Creative Initiatives Unit
4. Director of Dean's Office

Second: Competences and powers and powers of Dean of Development and Quality

1. Supervising making and implementing the policies and mechanisms of quality assurance in all academic and administrative units to assure the fulfillment of NCAAA's standards of assessment and academic accreditation concerning institutional and program accreditation in addition to making policies and mechanisms of continuous development and improvement of quality in coordination with Vice-Rector for Development and Quality.
2. Representing the University in the developmental assessment project with NCAAA.

3. Direct contact with deans and directors of the University administrations concerning programs and works of development and quality as well as the authentication of courses and workshops' certificates that the Deanship and its units provide.
4. Nominating candidates for supervising development and quality units of colleges, deanships and various administrations in coordination with deans and general managers; reporting such suggestion to Vice-Rector for Development and Quality to make decisions; and the presidency of male and female supervisors meetings of development and quality in all academic and administrative units.
5. Supervising the implementation of the unified regulation of quality administration in the University.
6. Approving the units' candidates for attending the courses of the Deanship.
7. Contracting with public and private training bodies concerning the development and quality in KSA in coordination with Vice-Rector for Development and Quality.
8. Granting the employees regular and compulsory leaves in the relevant administrations and notifying The General Department for Faculty and Staff to complete the formal procedures.
9. Approving job performance assessment of the staff in administrative and technical units relevant to the Deanship.
10. Nominating internal and external staff for the Deanship and submitting their names to Vice-Rector for Development and Quality.

Deanship Council

Based on the decision and recommendations of Dean of Development and Quality, the council has been formed as follows:

Dean of Development and Quality Chair

Vice-Dean of Development and Quality Vice-chair

Female Vice Dean of Development and Quality Member

Chairs of Deanship Units Members; one of them is selected as rapporteur

Consultants of Deanship Members

Objective

Coordinating work among Deanship units.

Tasks

1. Following-up the implementation of the policies to improve development and quality systems in the University.
2. Discussing the executive plans of the Deanship units and the mechanisms and models of work according to the requirements of the strategic plan of quality in the University.
3. Following-up work flow of the executive plans of the Deanship units and coordinating between male and female sections.
4. Following-up the implementations of NCAAA's recommendations concerning the institutional and program accreditation.
5. Making sure that internal and external policies of quality assurance in the University and Deanship are consistent with the most recent international practices and systems.
6. Discussing the annual reports of the Deanship and recommending appropriate executive actions.

Male/ Female Vice-Dean of Development and Quality

Objective

Assisting Dean of Development and Quality in the management of quality system and assurance in the University.

Tasks

1. Supervising work flow of the Deanship units and submitting regular reports to Dean of Development and Quality.
2. Following- up the executive plans in the Deanship units to test their effectiveness.
3. Reviewing reports of the Deanship units in the scope of male and female sections' work.
4. Making suggestions and plans that upgrade work quality of academic, administrative and technical procedures.
5. Defining training needs of the Deanship employees and incorporating them in the training plan of Skills Development Unit.
6. Supervising the work of administrative and financial affairs in the Vice-Deanship and coordinating among its units to assure good performance.
7. Recommending the Deanship needs of human resources in the field of development, quality and training.
8. Following-up the update of the Deanship website concerning its Vice-Deanship and the concerned administrative units.
9. Supervising the preparation of the Deanship's annual report in coordination with the Technical Office.
10. Continuously following-up the satisfaction level of the Deanship's internal and external customers and submitting a relevant report to the Deanship Council to discuss them and provide improvement plans.
11. Regularly submitting reports on the accomplishments of Vice-Deanship to the Dean for investigation and approval.
12. Developing and improving human resources in the scope of job.
13. Conducting other tasks referred by Dean of Development and Quality and Deanship Council.

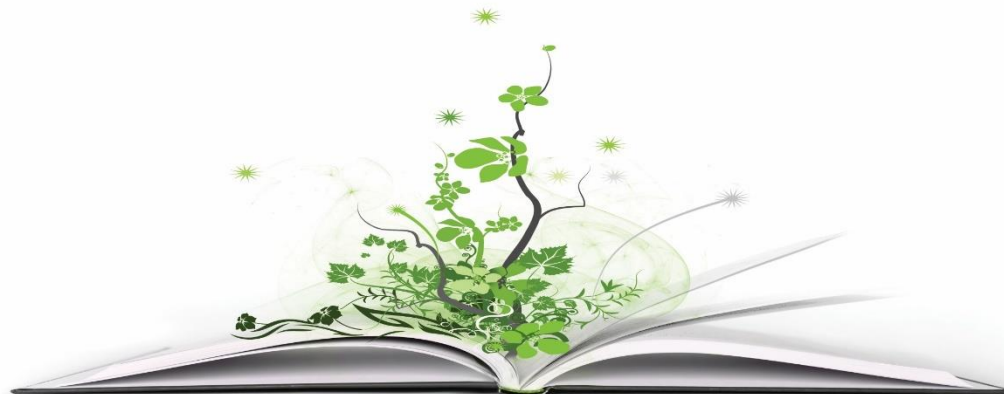
Director of the Dean's Office

Objective

Accomplishing the administrative work of the Deanship, coordinating the appointments of His Excellency the Dean of Development and Quality and supervising coordinating the meetings.

Tasks

1. Preparing, coordinating and organizing the appointments, correspondences and meetings; and coordinating the appointments in coordination with the Dean.
2. Supervising the works of editing, preparing replies and letters and supervising the incoming correspondences to the office of the Dean after being endorsed.
3. Receiving reviewers and visitors; answering questions; and receiving calls, faxes and e-mails.
4. Referring correspondences to the competent departments to be completed and preparing the appropriate replies according to be endorsed.
5. Supervising and improving the skills of human resources in the scope of job.
6. Preparing and evaluating regular reports of the employees' performance and the Deanship's accomplishments and units in coordination with Assessment and Measurement Unit to improve performance and workflow.
7. Developing and improving the skills of human resources in the scope of job.
8. Conducting other tasks assigned by Dean of Development and Quality.



Secretariat of Deanship

Objective

Receiving Dean's correspondences, printing letters and minutes and coordinating meetings and reviewers' appointments.

Tasks

1. Maintaining confidentiality of work, papers and correspondences received by and sent from Dean's office.
2. Organizing visitors and reviewers' daily meetings and preparing their records.
3. Receiving all calls of His Excellency Dean's office and preparing a statement of the received calls in his absence.
4. Creating an address book involving the addresses, telephone numbers and e-mails of the departments related to the Deanship.
5. Referring correspondences to the competent departments to be completed, preparing appropriate replies according to Vice-Rector's instructions and submitting them to his director to be edited and endorsed.
6. Copying and printing office works.
7. Preparing, endorsing and sending correspondences.
8. Saving the original copies in files specialized for each department with a digital electronic copy.
9. Conducting other tasks relevant to Dean of Development and Quality or the director of his office.

E-Correspondence Tracking System in Deanship of Development and Quality

Objective

Sending, receiving and distributing correspondences to competent departments; receiving correspondences sent to the Dean; submitting them to his Excellency Vice-Rector; and completing the essential procedures to be saved.

Tasks

1. Maintaining confidentiality of work, papers and correspondences received by and sent from the Dean's office.
2. Receiving and registering internal and external correspondences sent to the Deanship.
3. Preparing correspondences and sending them by e-mail and E-Correspondence Tracking System according to the instructions of the director of the Dean's office.
4. Following-up the distribution of incoming and outgoing correspondences.
5. Following-up the distribution of circulars and decrees received by and sent from the Deanship to the relevant departments.
6. Saving the original copies of papers in files specialized for each department with a digital electronic copy.
7. Preparing correspondences that can't be sent by E-Correspondence Tracking System and delivering them by hand to the competent departments.
8. Following-up work flow in the Deanship's offices.
9. Conducting other tasks assigned by the Dean of Development and Quality or the director of his office.

Units of Deanship of Development and Quality

1. Planning and Follow-up Unit

Objective

- Supervising the preparation and implementation of the University's strategic and executive plans; following-up their annual implementation; overcoming obstacles; participating in solutions through risks analysis; and reinforcing the skills of faculty and personnel in strategic planning, thinking and administration.
- Supervising the works of the General Secretariat to implement and follow-up NU's strategic plan.
- Supervising the annual plans of the development and quality units at colleges and Supportive Deanships and providing technical support.

Tasks

1. Disseminating the concept of strategic planning among NU's academic and administrative leaders and employees using various methods.
2. Following-up the implementation of the strategic plans in the University.
3. Submitting regular and non-regular reports to Vice-Deans on executive plans, obstacles, suggestions for modification and support.
4. Following-up achieving the standards of performance measurement accredited for the unit to make sure of accomplishing the objectives and the unit's effectiveness.
5. Following-up the performance of quality internal systems at colleges, supportive deanships and administrations and providing essential consultations.
6. Supervising the performance of Development and Quality Units at colleges, supportive deanships and administrations.
7. Making a suggestion for the Vice-Deans of Development and Quality to distribute staff of technical support and follow-up colleges, deanships and administrations, after discussing with the male and female Vice-Deans, to follow-up the implementation of plans and works of regular evaluation and to develop and improve performance.
8. Coordinating technical support's official visits to colleges, supportive deanships and administrations and submitting relevant reports to the Dean of Development and Quality.
9. Providing feedback on performance quality to the units of quality assurance at colleges and academic programs according to the documents and reports sent from colleges and independent departments concerned with the assessment.

10. Following-up and coordinating with the supervisors of development and quality assurance units at colleges, supportive deanships and administrations concerning quality works and qualification for accreditation.
11. Making internal review teams of technical support and follow-up staff to conduct internal review of quality systems and the academic accreditation requirements of colleges, academic programs and deanships.
12. Submitting regular and annual reports on the works and activities of the Unit and methods of performance improvement to Vice-Deans of Development and Quality.
13. Developing and improving the skills of human resources in the scope of job.
14. Conducting other tasks assigned by Dean of Development and Quality.

2. Teaching and Learning Unit

Objective

Developing policies and strategies of teaching and learning in the University, providing technical support to the whole academic programs to improve and develop learning process and fulfilling standards of teaching and learning that national and international authorities of accreditation approved.

Tasks

1. Following-up the implementation of teaching and learning strategies and policies in the University according to the requirements of knowledge building and proving relevant consultation.
2. Setting mechanisms that increase competence and improve academic counseling and self-development of the faculty.
3. Reviewing and evaluating quality of study plans preparation concerning academic programs development according to quality requirements, needs of labor market and motivating creative thinking.
4. Following-up and coordinating with colleges' quality units concerning the fulfillment of teaching and learning requirements.
5. Participating in making policies that develop teaching methods and the evaluation systems of faculty and students in order to enhance the University's outlook to student-based learning.
6. Setting mechanisms that develop and improve learning and teaching requirements, such as libraries, laboratories, and teaching and internet rooms within colleges.
7. Developing and improving the skills of human resources in the scope of job.
8. Conducting other tasks assigned by Dean of Development and Quality.

3. Academic Accreditation Unit

Objective

Setting mechanism, providing technical support and making plans appropriate for NU and its educational programs to fulfill the accreditation standards of the recognized institutions.

Tasks

1. Following-up and implementing the plans and policies of NU's academic accreditation.
2. Reinforcing and disseminating the culture of accreditation in the University community.
3. Providing support to departments and colleges to contact with the authorities of local, regional and international accreditation.
4. Providing support and counseling on the issues of program and institutional accreditation and qualifying requirements to the academic, research and administrative units in the University.
5. Coordinating with the academic, research and administrative units to define a time frame for the visits of following-up and accreditation.
6. Following-up the reports of academic accreditation experts on the University units and taking appropriate decisions.
7. Assisting in building outstanding experiences in the field of academic accreditation.
8. Developing and improving the skills of human resources in the scope of job.
9. Conducting other tasks assigned by Dean of Development and Quality.

4. Skills Development Unit

Objective

Providing continuous training for the University employees to develop their abilities and skills to accomplish its vision, mission and strategic objectives.

Tasks

1. Setting mechanisms to estimate training needs in quality, teaching and academic research fields among the targeted employees in the University.
2. Making an annual training plan involving a comprehensive specification of the programs that the Deanship provide.
3. Providing distinct programs to be locally reputable unit that provides courses to other universities and civil society entities.
4. Setting mechanisms that assess the training impact on performance quality and teaching process for NU's employees.

5. Setting mechanisms of continuous development of the training programs provided by the Deanship.
6. Improving faculty's developmental competencies to upgrade the quality of learning outcomes.
7. Developing and improving academic and administrative leadership capabilities among the employees of NU.
8. Preparing training cadres in the fields of quality and capabilities development.
9. Developing and improving the skills of human resources in the scope of job.
10. Conducting other tasks assigned by Dean of Development and Quality.

5. Creative Initiatives Unit

Objective

Establishing contact between the Deanship of Development and Quality and the employees of the University in terms of attracting ideas and creative initiatives.

Tasks

1. Designing contact mechanisms between Deanship of Development and Quality and NU employees to attract ideas and creative initiatives.
2. Establishing a bank of ideas and creative initiatives at the Deanship of Development and Quality.
3. Fostering distinct ideas and creative initiatives which lead Vice-Rectorship for Development and Quality to pioneership.
4. Coordinating with planning and follow-up units to incorporate creative initiatives into the annual plan of the Deanship.
5. Reinforcing self-resources of the Deanship of Development and Quality.
6. Developing and improving the skills of human resources in the scope of job.
7. Conducting other tasks assigned by Dean of Development and Quality.

