

**Administrative Decision Regarding the Formation of Job Satisfaction's
Standing Committee
Number (71/1438), Dated 24/2/1438 HJ.**

Najran University Rector, by virtue of the authorities granted to him by the regulation, and concerning the proposal of the Vice-Rector of Development and Quality for the formation of job satisfaction's standing committee and upon the requirements of work, decides the following:

First: The formation of job satisfaction's standing committee including the following members:

- 1- Vice-Rector of Quality and Development.
- 2- Dean of Arts and Sciences' College.
- 3- Dean of Male-Student Affairs' Deanship.
- 4- Dean of Community Service and Continuing Education's Deanship.
- 5- General Supervisor of Public Relations and University's Media.
- 6- General Supervisor of Girls' colleges.
- 7- Dean of Female-Student Affairs' Deanship
- 8- General Director of Personnel and Faculty Affairs.
- 9- Director of Administrative Development.
- 10- General Director of Legal Affairs.
- 11- Head of Performance Measurement Unit.

Second: The standing committee is divided into the following sub-committees:

- 1- Academic and Administrative Excellence Awards Committee.
- 2- Employees of the University's advantages' committee "Mazaya".
- 3- Social Club Committee.

Third: The Responsibilities of the committee:

- 1- Following up employees' job satisfaction through the periodical measurements results.
- 2- Preparing the required improvement plans for the continual progress of employees' job satisfaction.
- 3- Forming the sub-committees and identifying their tasks.

- 4- Approving the executive regulation of Administrative Excellence Awards' Committee.
- 5- Approving the executive regulation of employees' social club.
- 6- Approving Employees of the University Committee's agreements and contracts in accordance with the regulations and rules.
- 7- Overseeing sub-committees work and activating their role in the progress of employees' job satisfaction.
- 8- Holding the periodical meetings between the leadership of the university and its employees to discuss employees' job satisfaction problems and proposals.

Fourth: This decision shall come into effect as of the issue date.

Fifth: This decision shall be informed to those who should implement.

**The Rector,
Prof. Dr. Muhammad Ibrahim AL Hassan**