



**UNIVERSITY OF TABUK
FACULTY OF APPLIED MEDICAL SCIENCES
DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY**

FACULTY MEMBERS MANUAL



University of Tabuk

Faculty of Applied Medical Sciences (FAMS)

FACULTY MEMBER MANUAL



DEANS' MESSAGE

Dear Faculty Member,

Welcome to the University of Tabuk!

You are now a significant member of the FAMS family and as such, will be expected to constantly work in rendezvous with desired curricular experiences in the University.

A well-directed vision triggers the Department of Medical Laboratory Technology to provide this faculty handbook, which orients faculty members of their academic responsibilities with eventual implementation to achieve smooth operation of the unit. This endeavor is a manifestation of a collaborative work of the department.

Consisting of duties, responsibilities, academic guidelines for specific functions as well as other teaching related functions, this handbook explains and enlightens faculty member to constantly maintain, assess and update its function to a standard based on quality performance.

I hope that this will bring direction to the Department leading to the attainment of its mission and goals.

May each one will continue to strive for excellence as we tackle every challenges head –on.

Sincerely,

Dean, Faculty of Applied Medical Sciences



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FACULTY OF APPLIED MEDICAL SCIENCES (FAMS)

VISION

Educational and research excellence in the field of applied medical sciences to contribute to the service of community.

MISSION

To provide outstanding education and innovative research in applied medical sciences to produce qualified graduates who will contribute to the service of community.



FAMS HISTORY

The University of Tabuk (UT) was established in 1427 H (2006 G) to fulfill the dream of the Custodian of the Two Holy Mosques to provide equal access to education to every part of the Kingdom. UT amalgamated the old Tabuk Teachers' College that had served as Tabuk region's primary source for elementary, intermediate, and secondary school teachers.

Today, UT is located on a sprawling huge campus, in the under-construction University City, Tabuk, which will soon become the home to state-of-the-art facilities that include a world-class secondary and tertiary care hospital. All Faculties, Colleges, and Departments currently occupy temporary facilities at University City and throughout Tabuk region, below, while University City is being completed.

Currently, there are about 20,000 male and female undergraduate students enrolled in 7 Faculties, 1 Community College, and 4 outlying Colleges and Branches. Due to the cultural requirement in Saudi Arabia that sexes be segregated, facilities at UT are bifurcated and female students receive their education at parallel campuses scattered throughout Tabuk region. All male Colleges, Faculties, and Departments are located in University City, on UT's main campus. The main female campuses are at Maseef and



Mahrajan, two boroughs of Tabuk, and the branches in Duba, Al-Wajh, Omloj, Haql, and Taimah.

All in-coming students are required to complete a one year Preparatory Program (PYP). Classes in Arabic, Biology, Communication skills, English, Islamic studies, Mathematics, and Physics, are designed to prepare the freshman for the rigors that lie ahead. A successful completion of PYP is required for advancement to any of the various Faculties.

Presently, degrees offered are the Diploma in occupational education through the Community College, the baccalaureate through all the Faculties, and the Master's through the Faculties of Education & Arts and Science.

This handbook aims to define the roles and responsibilities as a faculty member of the Applied Medical Sciences.

I. GENERAL RESPONSIBILITIES OF FACULTY MEMBERS

Teaching assignments, advising duties, and basic research and service expectations for full-time faculty members are established by the faculty member's Department Chairperson or comparable administrator in accordance with College or School norms and subject to review by the Dean. It is the duty of each faculty member to know and follow the academic regulations of the University and the academic regulations and procedures established by the Department and the University

A. Guidelines on Teaching and Instruction

1. Scheduled classes are to be conducted on time to the best of your ability. Absences for foreseen reasons, such as attendance at university meetings, must be approved in advance by the Department Chairperson (Supervisor) or the Dean. When a faculty member cannot conduct a class for unforeseen reasons, such as illness, accident, or other emergencies, s/he must inform the Department Chairperson (Supervisor) or comparable administrator, or the Dean the soonest possible time. In such cases, the faculty member must make appropriate arrangements for providing students



with the content and experiences of the missed classes.

2. In the classroom and in student advising, faculty members should encourage free interaction, discussion, inquiry, and expression of students. They must allow students to take reasoned exception to the data or views they present and to reserve judgment about matters of opinion, although they must hold students responsible for learning the content of the courses in which the students are enrolled and they must evaluate student performance on academic grounds. Faculty members must not make prejudiced or capricious academic evaluations of students, and it is the responsibility of the Department Chairperson (Supervisor) or the Dean, to uphold this standard.

3. Faculty members may provide assessment of the ability and character of an individual student, normally with the student's knowledge and consent. It is a violation of professional ethics to disclose information about a student's views, beliefs, or political associations without prior consent. Faculty members will follow the applicable University policies regarding confidentiality of student records.

4. Failure to comply with the deadlines for submitting grades may seriously inconvenience students and substantially add to the workload of University staff members. Therefore, only very serious reasons and the permission of the Department Chairperson (Supervisor) will excuse a faculty member from the obligation to submit grades by the designated deadlines. Because of the occasional but important need to recheck student performance, faculty members must retain records of student grades for at least three years and sets of final examination papers, and other critical graded assignments, for at least six months after the end of a course.



B. Student Advising

1. Teaching is not limited to the classroom, lecture hall, or laboratory. All faculty members are expected to advise students about academic matters, as the occasion arises either by formal assignment to advising duties or as a necessary supplement to classroom contact. Faculty members should provide ample scheduled office hours as well as opportunities for informal discussions, and should encourage students to consult them about academic matters. S/he should submit his schedule of consultation to his department head/supervisor. Such schedule shall be posted at the faculty bulletin board at the start of the semester.
2. Faculty members may assist students by discussing personal problems. However, when such problems exceed the capabilities of the faculty member, the student should be referred to the professional counseling services offered by the University.

3. An Academic Advising Committee composing of year level advisers is specifically created to review and study students' academic records , assist students in the selection of courses included in his/her academic progress according to regulations, recommend low performing students for possible tutorial classes , *determine* courses required for the upcoming semester after thorough evaluation and finally prepare a complete report of students' progress to the head of the department.

C. Research and Scholarly Activity

Each faculty member shares with the entire University the responsibility for discovering, exploring, and communicating new knowledge. Research and scholarly activity are also essential for reinforcing and vitalizing teaching. Thus, full-time faculty members are encouraged to, engage in research, consulting, and scholarly and clinical activity, as long as this activity is proper to their academic and University positions and are of benefit to them, their students, the community, and the University. Such activities must not interfere with the faculty member's University obligations and expectations. Furthermore, in association with any research investigation, it must receive prior approval from the Research Development Unit.



D. Professional Advancement and Teaching –Related Activities

The faculty must continuously pursue professional advancement by enrolling himself in graduate or post graduate studies (provision is applicable only to Saudi Nationals). He/she must also make himself available for seminars, convocations, and assemblies and must echo new ideas to his colleagues.

E. Governance

The University recognizes the value of faculty participation in the shared governance of the University, Therefore, faculty members are expected to serve on the appropriate committees of their Department and the University. They are expected to participate in academic planning and formulation, of University policies and, to a limited extent, administration of the University. In particular, it is the responsibility of the faculty, in consultation with the Dean, to establish standards for the admission, transfer, and graduation of students.

F. University Response-ability

In their capacity as members of the University, faculty members are expected to participate in the functional and ceremonial functions of the institution. This includes, but is not limited to, service on academic and non-academic functions and attendance at commencement events. Faculty members are also expected to demonstrate the qualities of collegiality, such as the



ability to work cooperatively and professionally with others, in all aspects of academic life.

G. Community Service

The University mission encompasses service to the community around it. Faculty members are therefore encouraged to participate in community projects and organizations, helping to carry out the programs of community service that are appropriate to the mission of the University and the professional identity of the faculty member.

H. Annual Review

Every full-time faculty member is evaluated annually by the Department Chairperson (Supervisor) and it is the responsibility of the Dean to ensure that such evaluations are timely and consistent with the mission of the University. All evaluations of faculty members are conducted openly with the faculty member's full knowledge. All material collected is held in confidence in a manner determined by the University. The criteria for the evaluations must be based on the norms for advancement. The instruments and standards are determined by the Dean in consultation with the faculty of the academic unit. Because the primary purpose of the annual review is to provide information that allows the faculty member to improve his/her teaching, student advising, research and scholarly activity, and University and community service, the evaluation should be candid, providing the person evaluated the opportunity to better understand his/her strengths as well as areas of relative weakness.

I. Participation in Evaluations for Accreditation

Accreditation is a joint enterprise between the University and the various accrediting commissions of regional or professional associations to evaluate a program, a Department, or the entire University on a regular basis. Evaluations conducted as part of accreditation review require the cooperative effort of the faculty and the administration and, to a limited extent, the Board of Trustees.

The accrediting commission ordinarily establishes the contents, standards, and procedures for its evaluation. Generally, the primary responsibility for an evaluation rests with an ad hoc committee whose members include faculty members nominated by the Faculty Senate Executive Committee for University-wide evaluations, or nominated by the appropriate Faculty Assemblies or equivalent groups for more specific evaluations.

Prior to its submission to the accrediting commission, a completed evaluation is made available for review and comment to all faculty members and administrators participating in the program(s) being evaluated. During a visit to the University by an accrediting commission, and if not prohibited by the rules of the accrediting commission, faculty members are given an opportunity to meet with the evaluators to discuss questions of concern, in a manner determined by the accrediting commission or by the program evaluators.



All faculty members and administrators participating in the program(s) evaluated are informed of the results and recommendations resulting from the evaluation, and are provided access to the full report in a timely manner.

II. GUIDELINES FOR SPECIFIC FUNCTION

A. On Flow of Communication

1. Faculty members should follow the proper channeling of communications. This is either the upward (faculty member to supervisor) or downward process (administrator/supervisor to faculty member). Either of the two processes is used whichever is deemed necessary to maintain the smooth operation of the department.
2. Academic reports as well as relevant issues and complaints should be submitted to the supervisor and should the supervisor deem it necessary, such reports/issues /complaints will be elevated to the Head and the Dean.



B. On Classroom Management

1. Course coordinators are assigned for both Theory and Practical classes. They are expected to teach efficiently and affectively all the subjects assigned to him/her. Classes with different course coordinators should coordinate periodically regarding the course content flow, students' performance and attendance. Every after periodical examination, coordinators from both male and female section should meet and discuss the examination results and the performances of the students. During the final examination, coordinators should deliberate on failing students and decisions arrived at and should be submitted to the Department Head.
2. Faculty members are expected to conduct their classes on time. The students are allotted 15 minutes before the final checking of attendance should be done. Classroom orientation using the working syllabus also called as the CSTF (Course Syllabus Typical Format) should be conducted during the first meeting on both theory and practical classes. It includes theory lesson outline and practical activities as presented. The students should be provided a copy of the CSTF. For documentation purposes receipt of CSTF with the signature of the students should be kept on file.

3. Faculty members are not allowed to revise or change the scheduled time of their classes.
4. Theory class should always start with a few minutes review session to recap the previous topic discussed to give continuity to the new lesson presented. Active class participation should be encouraged by using questioning technique teaching strategy. LCD presentation should utilize more figures, illustrations, animations and visuals to motivate students rather than purely worded presentation.
5. The lecture on theory should not exceed 50 minutes and dismissal may be done 10 minutes before the schedule to give time for the students to transfer to their respective rooms for the next class.



6. Practical class should always start with a 10-15 minute pre-laboratory activity which includes safety precautions and expected output activity associated with the exercises to be performed. Guided laboratory activities should be carried out by laboratory lecturers and demonstrators to enhance laboratory experiences. A review session should be conducted for one class period before the periodical examination. It should include all post laboratory discussion of the principles, results and interpretations of tests/exercises covered in a particular period. Practical classes are intended to develop manual dexterity of the students thus, pure lecture is strongly discouraged.
7. Student's absenteeism should be encoded in the university's system. For those who have incurred absences near the allowable 25%, should be noted and reported to the Year Level Adviser for proper monitoring and documentation.
8. Follow all safety precautions during practical procedures and exercises. All laboratories are equipped with safety equipment for fire hazards and emergency events. Policies regarding wearing of laboratory coats, proper uniform, good grooming should be imposed at all times. Students found not complying with such policies should not be allowed to enter the laboratory class. Proper documentation should also be kept on file.

- Cleanliness should be fully implemented and observed in the classroom. This entails erasing the white board of any marks after each class and making sure that the classroom is clean and orderly before leaving it.

C. On Examinations

There are two (2) major examinations per semester usually scheduled during the 7th and 15th week of the semester respectively.

General Guidelines:

- The Faculty member handling the course will prepare the test questions within the coverage of the CSTF reflected on the table of specifications (TOS).
- The faculty members both in the male and female divisions should coordinate to come up with a unified test questions for the exams. The Faculty Coordinator facilitates this task.



3. Refer to the department's **Examination and Review Committee (ERC) Policies and Guidelines** for details in constructing examination better examination questionnaires.
4. The unified examination questions with TOS are submitted in soft copy to the ERC (use ERC email address) within the specified period for review and evaluation.
5. The course coordinator in the female division shall take charge of forwarding the unified exam questions to the ERC for the Mid-term examination; and the male course coordinator for the Final exams. This coordination is recommended to avoid being remiss about the submission.
6. The Faculty member will print the questionnaires in accordance to the printing guidelines with the official cover page (logo, name of student, ID number, subject, date and time of exam, coordinator/s in charge and score distribution).

Below is the format guide:

- Font – Times New Roman 12 (body); 14 (Heading);
 - Single spacing;
 - Pages should be indicated (e.g. 1/4, 2/4, 3/4, 4/4);
 - Last page should indicate “End of Exam”, name of subject coordinator/s and approval of the supervisor with the concerned signatures respectively.
7. The Faculty assumes responsibility in ensuring the security and confidentiality of the exams (no leakage of questions, no loss of exam papers).
8. During the midterm examinations, classes should be conducted regularly. It is only during the final examinations that classes are irregular and only the scheduled examinations will be attended.



9. An Examination Committee composed of faculty members is assigned to do the following tasks during examination. They are as follows:

- Implement protocols (seat arrangement, handling of exam papers, monitoring attendance of proctors etc) for the smooth operation of the scheduled exam.
- Report to office in writing the name of the proctor/s who is/are absent.

10. Faculty members with assigned proctorship should follow the schedule. If the faculty member cannot make it to the assigned schedule, he can make an arrangement with a co-faculty member provided the Supervisor is notified about the changes in the schedule.

11. The examiner will entertain clarifications and questions regarding the examination for the first 15 minutes of the scheduled time. After which, the examiner may leave the room but should be available anytime as needed.



12. Year level advisers should be present at all times during the examination period to supervise and troubleshoot problematic issues that may occur.
13. Cheating is discouraged and will be dealt with accordingly. If a student is found cheating, the proctor will warn and transfer the student to another seat. If the cheating continues, the proctor who discovered the cheating incident will accomplish a report to be submitted to the year level coordinator and the Supervisor respectively

D. On Submission of Grades

Periodically and after the midterm exam, lecturers should submit a copy of the initial marks of the students to the supervisor. After the final examination, the lecturer will do the following steps:

Note: Grades will be encoded in the university system within 48 hours after the examination.

1. Immediately check the examination papers and compute for the raw grades.



2. The answered questionnaires and raw grades will be counterchecked by the partner practical coordinator or any co-faculty member.
3. If no variance after counterchecking, the raw grades will be reviewed by the supervisor before encoding the final marks into the university grading system.
4. If the supervisor found no variance, a co-faculty member will double-check and assist the coordinators during the final encoding marks in the system.
5. Finally the coordinator will provide hard copies of the gradesheets generated in Arabic and English, signed, and submitted to the Supervisor.
6. A form is accomplished at the Supervisor's office indicating every step of the process with the signatures of the faculty members concerned.
7. Other additional requirements such as: raw grade sheets, over-all profile of students' final academic performance as to highest middle and lowest marks and grade distribution with analysis of students' achievement are also submitted.



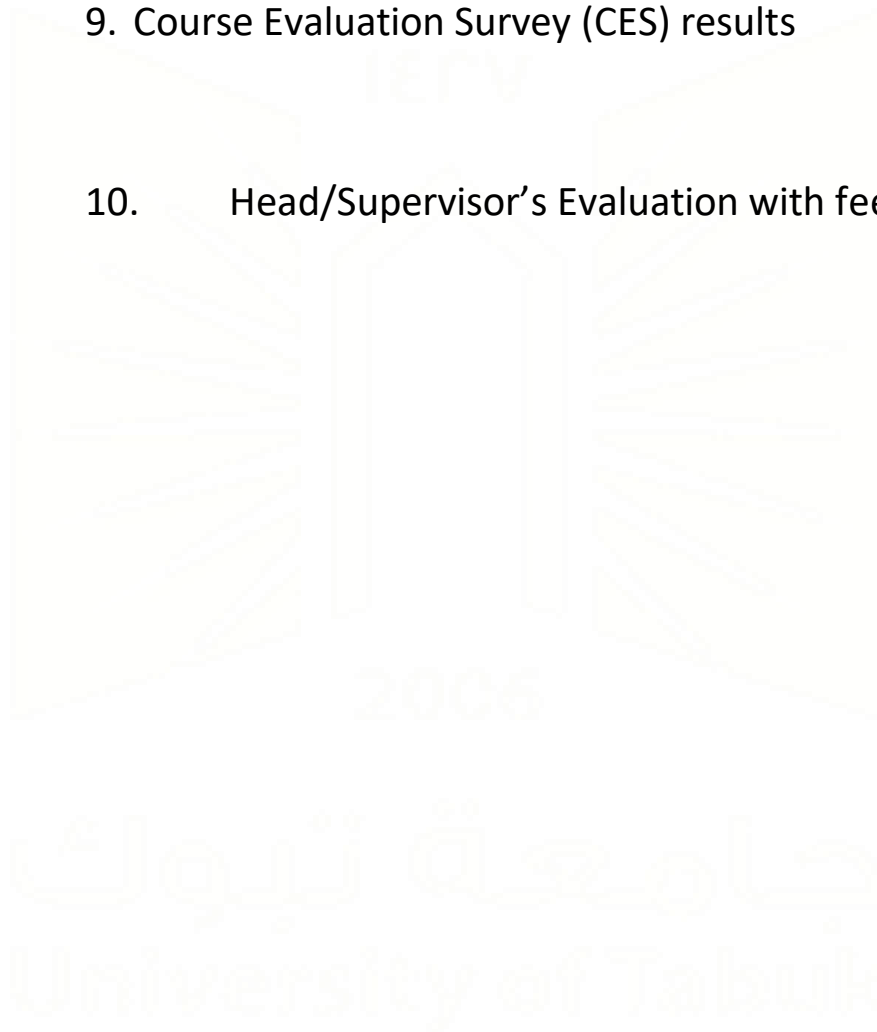
E. On Submission of Course File

At the end of the semester, each faculty member is required to submit a course file in two (2) sets in CD form (, i.e., one for the Quality and Development Unit and one for the Department Head /Supervisor).

The Course file constitutes the following:

1. Course Specification/Field Experience Specification which is unified for both Male and Female divisions.
2. Course Report/Field Experience
3. Report per subject adviser for both divisions.
4. Combined Course Report/Field Experience Report to be prepared by the Male Course Coordinator
5. Learning Resources (textbook, references, videos, powerpoint-labelled lecture 1, lecture 2, etc.)
6. Copy of the Theory and Practical Midterm and Final examinations with TOS (Table of Specifications for lecture only) and key answers.

7. Sample quizzes with key answers or project output
8. Laboratory Manual (cover page and summary of activities only)
9. Course Evaluation Survey (CES) results
10. Head/Supervisor's Evaluation with feedback.





III. ROLES OF LABORATORY ASSISTANTS

In order for the smooth operation of the practical classes as well as to maximize the learning experiences of the students in the actual laboratory exercises, the department assigns a laboratory demonstrator and laboratory technician in every practical class. . Each has to perform specific functions such as follows:

A. Laboratory Demonstrator:

1. Secures a copy of the laboratory manual from the Laboratory Coordinator.
2. Reads the laboratory exercises before coming to class.
3. Checks the materials needed and request the same to the Laboratory Technician assigned two days before the actual laboratory performance.
4. Checks the attendance, laboratory general checklist such as laboratory gown and other protective personal equipment of the students.

5. Assists the laboratory coordinator in the performance of the lab exercises, in facilitating written and practical exams and in checking the lab quiz or exam.
6. Implements laboratory safety and practices and observe students' compliance to prevent accident.
7. Comes to class on time.
8. Stays in the lab all throughout the entire laboratory period.
9. Attends classes regularly.
10. Performs other duties as instructed by the laboratory coordinator.



B. Laboratory Technician:

1. Maintains the general appearance of the laboratories as neatly and orderly as possible.
2. Systematically stores in appropriate shelves, cabinets, etc all equipment, apparatus and supplies.
3. Labels all materials in the laboratory classes for easy identification.
4. Stays in the lab for at least one (1) hour after all the needed requirements are provided for a particular period.
5. Stays in the lab for at least one (1) hour after all the needed requirements are provided for a particular period.
6. Works with rapport or relates well with the laboratory coordinator.
7. Performs other duties as instructed by the laboratory coordinator.
8. Prepares the lab materials on time.

9. Opens the laboratory before the scheduled lab hours.
10. Attends classes regularly.
11. Assist during the practical examination effectively and efficiently.



IV. THE GRADING SYSTEM

Each faculty member is expected to know and follow the grading system of the University. It is the responsibility of the faculty member to determine when course requirements have been met and what grades will be assigned to individual students, within the grading policies of the University.

The grading distributions are as follows:

1. Theory Classes:
 - Midterm Exam – 30 %
 - Final Examination – 60 %
 - Evaluation (quizzes and activities) – 10 %

2. Combined Theory and Practical Classes
 - Midterm Exam
 - Theory: 20 %
 - Practical: 10 %

3. Evaluation:
 - Theory: 5 %
 - Practical: 5 %

4. Final Examination:
 - Theory: 40 %
 - Practical: 20 %

- A. Final theory and practical grades should include all forms of evaluation such as quizzes (4 or more per semester) homeworks, seatworks, attendance, classroom recitation and submission of journal readings or research articles and other class projects.
- B. Students who are academically challenged (low performers), frequent absentees, inattentive and other similar cases should be closely monitored. Proper documentation should be done and extra time and effort should be extended to them.
- C. Evaluation checklist (as attached in the lab manual) should be used in every laboratory activity. This will serve as a guide to grade the student's performance on a particular exercise.

V. ATTENDANCE

A. All faculty members should render 40 office hours a week (8:00 AM to 3:00 PM). Office hours may be spent on consultation for the students, committees work, and administrative tasks.

B. Monitoring of hours rendered by the faculty members shall be done by the supervisor regularly.



VI. FACULTY GRIEVANCE PROCEDURE

A. Purpose

The Medical Laboratory Technology Faculty Grievance Procedure is created to ensure that faculty members with a grievance relating to their professional activities can use a process which can help resolve grievances as quickly and fairly as possible.

B. Informal discussions

When at all possible, complaints and disputes should be settled through informal discussion with an immediate supervisor. In some circumstances, the head and to some extent if deemed necessary the Dean is asked to help in the informal resolution of grievances. The procedures presented here are to be applied only after every effort has been made to settle disputes informally. The department hopes that the majority of concerns will be resolved this way.

C. Stages of Grievance

1. Stage 1 – Statement of Grievance

If the faculty member feels that the matter has not been resolved through informal discussions, he/she should put his grievance in writing to an immediate supervisor. All grievants must submit a written, signed, and dated statement of the grievance. This statement should include:

- a factual description of the complaint or dispute resulting in the grievance, the name of the person(s) against whom the grievance is initiated;
- a brief description of all informal attempts at resolution; and
- any other information that the grievant believes to be relevant or helpful.

The grievant should attach to the written complaint any documentation in his or her possession bearing on the subject matter of the complaint. The grievant should be aware that initiation of formal grievance is a serious matter and must not be undertaken over trivial matters or out of malice.



2. Stage 2 – Grievance Meeting

Within five (5) working days the supervisor will respond in writing, to the statement inviting the grievant and the person(s) against whom the grievance is filed, and shall provide a copy of the grievant's statement to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally five (5) working days notice of this meeting will be provided to the faculty member.

Faculty members must take all reasonable steps to attend the meeting, but if for any unforeseen reason the faculty member, or the complained party, can't attend, the meeting must be rearranged.

After the meeting the supervisor hearing the grievance must write to the faculty member informing them of any decision or action and offering them the right of appeal. This letter should be sent within five (5) working days of the grievance meeting and should include the details on how to appeal.

3. Step 3 – Appeal

If the matter is not resolved to the faculty member's satisfaction they must set out their grounds of appeal in writing within five (5) working days of receipt of the decision letter.

Within five (5) working days of receiving an appeal letter, the faculty member should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by the Head of the Department not involved in the original meeting.

After the appeal meeting with the Head, he must inform the faculty member in writing of their decision within five (5) working days of the meeting. Their decision is final.

VII. MISCELLANEOUS

A. Official vacation leaves include the Ramadan and Hajj. The Spring break is a break for students only and the faculty members are expected to render office hours during that time.

B. Classroom observations and evaluation either on a pop-in visit or formal visit shall be done by the supervisor, the dean at anytime during the semester.

Scheduled Course Evaluation Survey (CES) and Student Experience Survey (SES) and Program Evaluation Survey (PES) will be announced to give ample time to the lecturer to adjust the time for lecturing.

C. No full-time faculty member may be employed in any occupation that may interfere with the thorough, efficient, and earnest performance of his/her University responsibilities. Specifically, the teaching of any course, beyond those assigned by the appropriate officials of the University, is likely to be incompatible with full-time employment and is prohibited.

D. Examination proctor who is absent shall be subjected to the following sanctions:

- First offense- submits a letter of explanation to Supervisor.
- Second offense- supervisor sends memo to the concerned and record is kept on file.
- Third offense – supervisor reports to the Dean's office for proper action.

