



Quality Guide for Faculty Members

College of Computing

2026–2027 (1448 AH)

College Vice Deanship for Development and Quality

Updated Edition – October 2026



البيان



Introduction

Praise be to Allah, the Lord of the Worlds, and peace and blessings be upon the Messenger of Allah:

We are pleased to provide you with this quality guide for faculty members, prepared as a clear and practical reference to support the accuracy, clarity, and integration of academic work in fulfilling the college's vision, mission, and goals, in alignment with the university's vision.

This guide is based on the quality requirements adopted by Umm Al-Qura University, represented by the Deanship of Development and Quality, and on the Organizational Guide for Colleges and Educational Institutes at the university. As the college is keen for all its academic programs to obtain programmatic accreditation, it continues to reinforce the quality system as a modern necessity and a fundamental requirement in education by activating the work of all relevant committees, and by embedding quality practices among all college staff, ensuring outstanding educational outcomes that serve the mission of the college and the university, in line with the objectives of Saudi Vision 2030.

Integration of Guides: This guide is integrated with the "Quality Guide for Course Coordinators at the College of Computing". Both guides use the same mutual tasks between the faculty member and the course coordinator, the same list of course file contents, the same file naming formats, and the same mechanism for approving course files.

Regulatory References

This guide is based on the following references, which apply to any matter not addressed herein:

- ◆ The Organizational Guide for Colleges and Educational Institutes at Umm Al-Qura University (First Edition, 1448 AH – 2026), approved by the University President's Circular No. 2602000281 dated 12/08/2026, particularly the academic duties of faculty members and the tasks of the department's Quality Assurance Committee.
- ◆ The Quality Guide of Umm Al-Qura University, issued by the Deanship of Development and Quality.
- ◆ The Education and Training Evaluation Commission forms and the requirements of the National Center for Academic Accreditation and Evaluation.
- ◆ The directive of the Vice President for Academic Affairs in transaction No. 2602000318 regarding the monitoring of lecture delivery and the documentation of educational loss.



Faculty Member's Duties and Tasks

There are many duties and responsibilities for a faculty member in terms of quality and accreditation, the most prominent of which are:

1. Adhering to the approved course specification and to the teaching and learning strategies and assessment methods stated in the program and course specifications and not modifying the specification except in accordance with the official procedures.
2. Providing students, at the beginning of teaching the course, with comprehensive information about it, including learning outcomes, teaching and learning strategies, assessment methods, their dates, the grade distribution, and what is expected of them during the course.
3. Receiving the Target Level of the course learning outcomes from the course coordinator at the beginning of the semester and taking it into account when planning assessment tools.
4. Attending the periodic meetings held by the course coordinator and complying with the recommendations issued.
5. Constructing exam questions and assessment tools according to a test specification table that links each question to the learning outcome it measures, in accordance with the achievement test construction guidelines.
6. Providing students with feedback on their performance and evaluation results in a timely manner that allows them to improve their performance.
7. Periodically evaluating the course to verify the effectiveness of teaching and learning strategies and assessment methods and submitting observations on the specification to the course coordinator.
8. Administering the indirect course learning outcomes measurement survey prepared by the course coordinator and preparing the indirect assessment measurement report.
9. Calculating the Actual Level of each learning outcome for their group based on the results of the measurement tools and entering it in the course report (Form TP-154) and in the course learning outcomes measurement form.
10. Documenting any missed lectures (educational loss) and the manner in which they were compensated within the course report, so as to demonstrate the fulfillment of the course's approved scientific content, in accordance with the mechanism for monitoring lecture delivery on the university's academic system, and pursuant to the directive of the Vice President for Academic Affairs in transaction No. 2602000318.



11. Preparing the course file and the course learning outcomes measurement file and submitting them to the course coordinator at the end of each semester within the specified deadlines.
12. Complying with the instructions of the department's Quality Assurance Committee.
13. Regularly participating in academic activities (such as conferences, panel discussions, research projects, and refereeing theses and research papers) and contributing to quality and academic accreditation work.

Timeline of Faculty Member's Tasks During the Semester

The following table shows the distribution of quality tasks across the stages of the semester, and the party related to each task:

Stage	Task	Related Party
Beginning of semester	Providing students with course information, learning outcomes, and grade distribution	Students
Beginning of semester	Receiving the Target Level of the learning outcomes	Course coordinator
Mid-semester	Constructing midterm exam questions according to the test specification table	Course coordinator
Mid-semester	Attending the periodic meeting and submitting observations on the specification	Course coordinator
Mid-semester	Keeping midterm exam and assignment samples on an ongoing basis	Course file
During the semester	Documenting the compensation of any missed lectures	Course report
End of semester	Administering the indirect survey and preparing its report	Course coordinator
End of semester	Calculating the Actual Level of each learning outcome (TP-154)	Course coordinator
End of semester	Submitting the course file, course report, and learning outcomes measurement form	Course coordinator

Submission Deadlines: Documents are submitted according to the deadlines announced by the College Vice Deanship for Development and Quality at the beginning of each semester.



Course Report Submission Instructions

1. The course report is submitted by the faculty member teaching the course.
2. If the course has two components (theoretical and practical), the course report is submitted by the instructor of the theoretical component.
3. The file is named according to the unified naming format stated in this guide.
4. Filling out the course report (Form TP-154) completely, including the Actual Level of each learning outcome; it can be downloaded from [here](#).
5. Complying with the instructions sent by the course coordinator and the department's Quality Assurance Committee.
6. Filling out the forms in English.
7. If any lectures have been recorded as missed on the academic system, the compensatory session must be documented in the course report — including the actual date on which it was delivered and the content covered — in a manner consistent with the record approved by the Department Head/College Dean.

Course File Submission Instructions

The course file includes the following documents, which form the same list the course coordinator verifies upon receipt:

No.	Document	Requirements and Notes
1	Course report (Form TP-154), completed	Includes the Actual Level of each learning outcome and the documentation of compensated missed lectures; it can be downloaded from here
2	Midterm and final exam questions with their model answers	Accompanied by the test specification table
3	Samples of student answers in the midterm and final exams	Distributed across grade categories (see the following table)
4	Samples of student assignments and homework	At least 10% of the number of students enrolled in the course, distributed across grade categories
5	Samples of student activities and work in the course	Such as projects, presentations, and reports

No.	Document	Requirements and Notes
6	Statistical tables of student results	For each semester
7	Course learning outcomes measurement form – Excel file	Including the Actual Level of each learning outcome; it can be downloaded from here
8	Indirect assessment measurement report of the learning outcomes	Based on the survey prepared by the course coordinator; guidance is available here
9	Exam standards compliance form	For each midterm and final exam
10	Random sample grading form	Completed by the course coordinator if the exam is unified across groups and graded automatically
11	Updated CV	For each course instructor, including the courses previously taught by the faculty member

Distribution of Samples Across Grade Categories

Samples must be diversified to reflect the overall grade distribution in the course, as follows:

Grade Category	Required Assignment and Homework Samples	Required Exam Paper Samples
A+, A	Samples of assignments with this grade	Samples of midterm and final exam answers
B+, B	Samples of assignments with this grade	Samples of midterm and final exam answers
C+, C	Samples of assignments with this grade	Samples of midterm and final exam answers
D+, D	Samples of assignments with this grade	Samples of midterm and final exam answers
F	Samples of assignments with this grade	Samples of midterm and final exam answers



File Naming

Files are named in English according to a unified format that prevents files of different groups from overlapping:

File	Format	Example
Course report	CourseName-CourseNo-Section	ComputerProgramming-1101-01
Midterm exam sample	CourseName-CourseNo-Section-Grade-MidExam	ComputerProgramming-1101-01-A-MidExam
Final exam sample	CourseName-CourseNo-Section-Grade-FinalExam	ComputerProgramming-1101-01-A-FinalExam
Assignment sample	CourseName-CourseNo-Section-Grade-HW	ComputerProgramming-1101-01-B-HW

The numbers in the examples are for illustration only.

Mechanism for Approving and Updating Course Files

Course files go through the following cycle at the end of each semester, and return to its beginning in the following semester after the specification is updated:

Step	Action	Responsible
1	Submitting the course file and the course learning outcomes measurement file	Faculty member (course lecturer)
2	Collecting the course files and verifying their completeness	Course coordinator
3	Submitting the course files and the course coordinator's report	Course coordinator, to the department's Quality Assurance Committee
4	Presenting and reviewing the coordinator's report	Curriculum Committee
5	Issuing recommendations regarding any modifications to the course and presenting them to the Department Council	Curriculum Committee

Step	Action	Responsible
6	Approving the course modifications	Department Council
7	Updating and disseminating the course specification	Course coordinator, in cooperation with the course instructors

Important References

- ◆ Education and Training Evaluation Commission forms and Deanship of Development and Quality: [here](#)
- ◆ Program Accreditation Qualification Requirements – Deanship of Development and Quality: [here](#)
- ◆ Quality Guide of Umm Al-Qura University: [here](#)
- ◆ Workshop on the Foundations of Building an Achievement Test Specification Table: [here](#)
- ◆ Course on Achievement Test Construction Guidelines: [here](#)
- ◆ Guide for Designing Student Survey Questions to Indirectly Measure Course Learning Outcomes (CLOs): [Click here](#)
- ◆ Instructions for Completing the Course Learning Outcomes Matrix: [Click here](#)