



جامعة أم القرى

كلية الحاسبات



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



➤ Introduction

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

We provide you with a quality guide for faculty members. This guide is designed to be a simple and direct reference and to make work more accurate, clear, and integrated to achieve the vision, mission, and goals of the college and university.

This guide is based on the quality requirements of Umm Al-Qura University, represented by the Deanship of Development and Quality. The college seeks to have all offered academic programs obtain academic accreditation. Therefore, the college continues to operate according to the quality system, which has become a modern necessity and a prerequisite in education, when forming all committees. All college staff strive to localize quality practices and processes to ensure outstanding educational outcomes for the sake of achieving the mission of the college and the university by Vision 2030.



➤ Faculty Member's Duties and Tasks

There are many duties and responsibilities for a faculty member in terms of quality and accreditation. Some of them are presented in the following practices:

- The faculty member adheres to teaching and learning strategies and assessment methods mentioned in program and course descriptions.
- At the beginning of teaching each course, the faculty member provides students with comprehensive information about it, including learning outcomes, teaching, and learning strategies, assessment methods, dates, and what is expected of them during the course study.
- The faculty member periodically evaluates courses and submits reports verifying the effectiveness of teaching and learning strategies and assessment methods.
- The faculty member provides feedback to students on their performance and the results of their evaluation, within a decent time, to enable them to improve their performance.
- The faculty member ensures that recommendations are followed when preparing model questions through which to evaluate course learning outcomes .
- The faculty member regularly participates in academic activities; such as: participating in conferences, panel discussions, research projects, and refereeing dissertations and research papers.
- The faculty member prepares the course file and submits it at the end of each semester to the course coordinator.
- The faculty member complies with the instructions of the Department's Quality Assurance Committee and the Program Management Committee.



➤ Course Report Submission Instructions

- The course report is delivered by the faculty member teaching the course.
- If the course has two activities; theoretical and practical, the course report will be delivered by the teacher of the theoretical activity.
- File naming should adhere to the following format: **course name - course number - group number.**
- Filling out the course report, which can be downloaded from the following link:
https://qiyasorg-my.sharepoint.com/:w/g/personal/m_gazer_etec_gov_sa/EawQZXw12txDprvETZyxDIwBe65_jUAQ6Jx6UWleBekwuw?rttime=bhzJjJwD3Eg
- Complying with the instructions sent by the course coordinator and the department's Quality Assurance Committee.
- Filling out the forms in English.

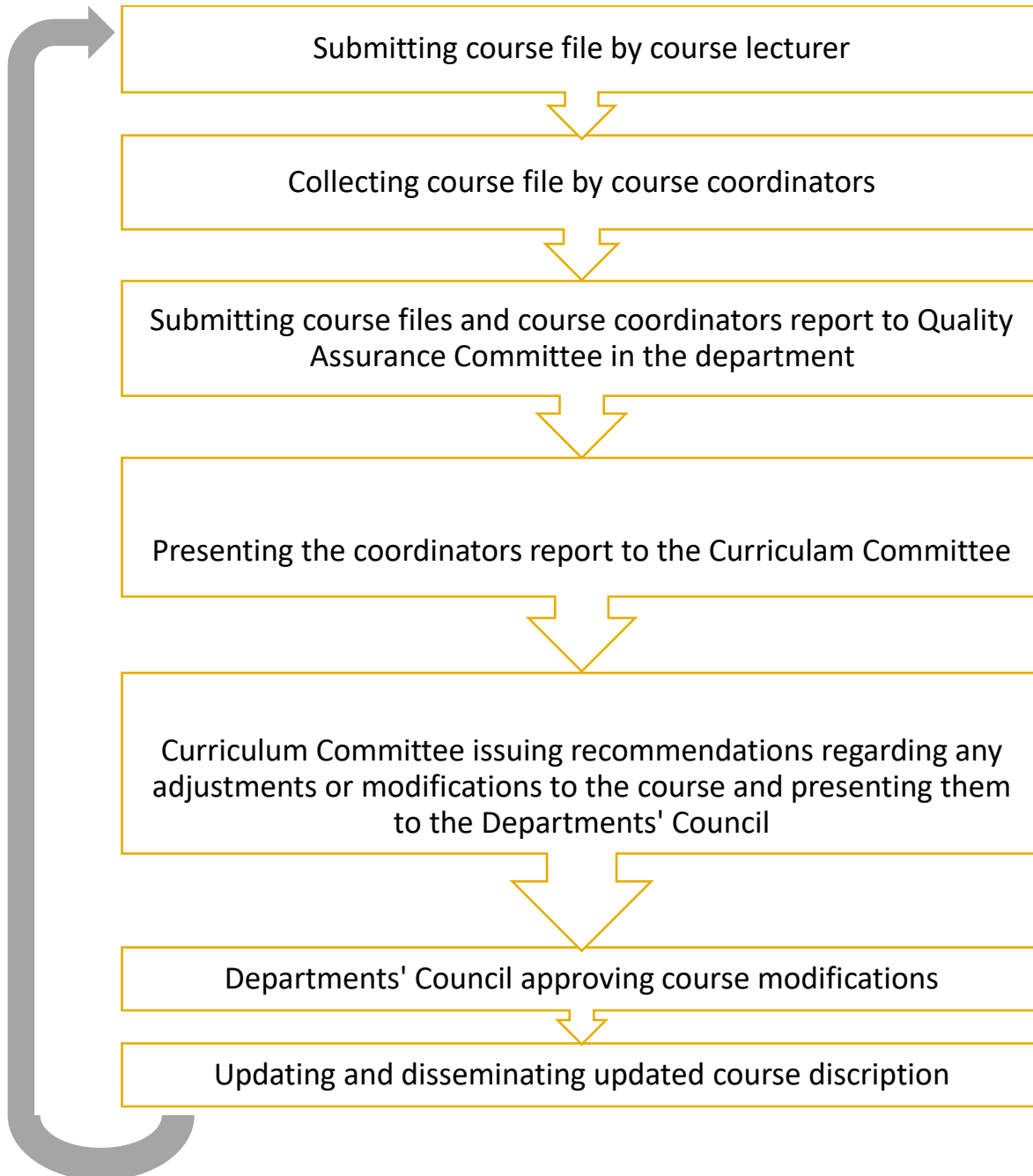


➤ Course File Submission Instructions

- Completing the course file.
- Submitting random samples of student homework and assignments. Number of samples submitted should cover at least 10% of the number of students registered in the course. It is necessary to diversify the samples to reflect the overall distribution of grades, for example:
 - ✓ Samples of assignments evaluated as A and A+.
 - ✓ Samples of assignments evaluated as B and B+.
 - ✓ Samples of assignments evaluated as C and C+.
 - ✓ Samples of assignments evaluated as D and D+.
 - ✓ Samples of assignments evaluated as F.
- Submitting modal midterm and final exam forms with their modal answers.
- Submitting an updated copy of the CV for each course instructor.
- Submitting random samples of students' midterm and final exams as follows:
 - ✓ Samples of exams evaluated as A and A+.
 - ✓ Samples of exams evaluated as B and B+.
 - ✓ Samples of exams evaluated as C and C+.
 - ✓ Samples of exams evaluated as D and D+.
 - ✓ Samples of exams evaluated as F.
- File naming should adhere to the following format: **course name - course number - group number**. For example, **ComputerProgramming-A-MidExam**
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➤ Quality Assurance Process at the Departments





- Education and Training Evaluation Commission forms

[دليل وثائق الاعتماد.pdf](#)

- Program accreditation qualifying requirements

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