



جامعة أم القرى
UMM AL-QURA UNIVERSITY

Faculty Members Manual Physical Therapy Program

Welcome to the Department of Physical Therapy

Dear faculty and staff,

Over the past decade, we have been striving to make a difference in the physical therapy profession locally through our educational programs, scientific research, and community services.

As an educational department, our priority is to create a supportive environment for all individuals: students, faculty, and staff. We are keen to encourage faculty and staff development, productivity, and innovation.

As the head of department, I take pride in working with and leading an outstanding team of faculty members and administrative staff.

Sincerely,

Dr. Mohammed Alghamdi

Head of Physical Therapy Department

Disclaimer

The purpose of the Faculty Handbook is to provide faculty members with general information regarding the Physical Therapy (PT) department's policies and procedures. It also refers the readers to other sources of information when appropriate. The PT department urges all the faculty members to become familiar with the chapters of this handbook that address the commitments we have made in maintaining the highest standards of academic excellence. The Handbook addresses our joint responsibilities for campus governance, effective teaching, quality research and constituent services. It describes the multiple responsibilities and opportunities we have as faculty at the University to exercise leadership and responsibility in our academic and community endeavors.

Table of Contents

| | |
|---|-----------|
| Umm Al-Qura University Mission..... | 1 |
| Collage of Applied Medical Sciences Mission..... | 1 |
| Department of Physical Therapy Mission | 1 |
| Physical Therapy Program Mission and Goals | 1 |
| Organizational Structure..... | 3 |
| Program Governing System | 4 |
| The Duties of a Faculty Member | 4 |
| Academic Advisors | 6 |
| Intern Advisors..... | 7 |
| Research and Educational Labs | 7 |
| Enforcing the Policies of Labs and Classrooms..... | 7 |
| The Department’s Committees..... | 8 |
| Communication | 9 |
| Dress Code Policy | 9 |
| Faculty Resources..... | 10 |
| Faculty Benefits | 11 |
| Healthcare | 12 |
| Additional benefits | 12 |
| Vacation..... | 12 |
| Leaves | 13 |
| Deanship of Faculty Members and Employees Affairs..... | 13 |
| Important Resources | 14 |
| Umm Al-Qura university – Al Abdeyah campus Map | 15 |

Umm Al-Qura University Mission

The University of Umm Al-Qura founded in 1950, is one of the most distinguished universities due to its location and noble origin. The University's mission is *“Providing distinguished education and scientific research that serves the community, Hajj and Umrah and contributes to the development of the knowledge-based economy and entrepreneurship within a stimulating academic environment and effective partnerships”*.

Collage of Applied Medical Sciences Mission

The mission of the college is *“Preparing distinguished graduates in the various disciplines of applied medical sciences who will contribute to the advancement of health services for the community and providing a competitive research environment to support the knowledge-based economy”*

Department of Physical Therapy Mission

The mission of the department of physical therapy is *“Providing high-quality education in physical therapy to prepare qualified physical therapists to work in various practice settings, and to contribute to scientific research and innovation, and to excel in community service and volunteer work”*

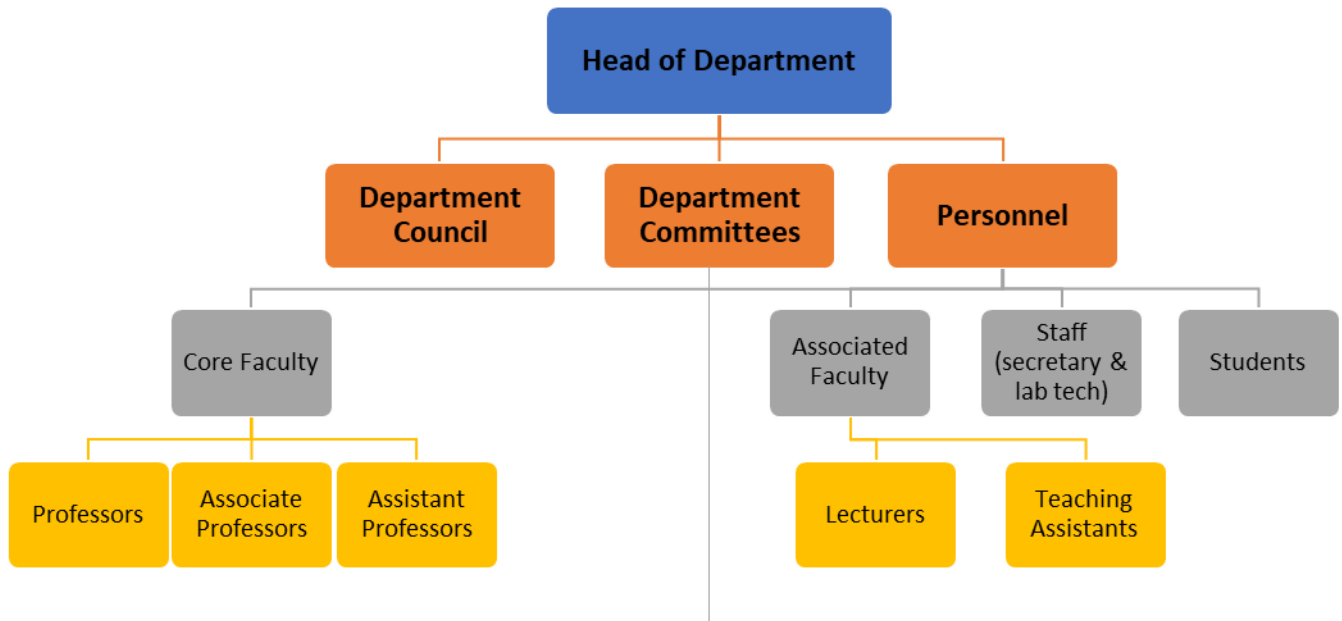
Physical Therapy Program Mission and Goals

The mission of the physical therapy program is *“Providing high quality evidence-based education and scientific research, guided by core Islamic values, for preparing skilled and competitive physical therapists to deliver distinguished rehabilitation services for individuals with disabilities and health conditions”*

The goals of the physical therapy program are:

- 1- Providing a high-quality education and evidence-based practice in physical therapy
- 2- Contributing to improvement of physical therapy profession through student activities and program faculty member's scientific research
- 3- Preparing physical therapist who are able to integrate their knowledge and skills to contribute to the healthcare needs of the society
- 4- Preparing physical therapist who demonstrate Islamic values, professional ethics and able to take leadership roles in the physical therapy profession.

Organizational Structure



| | | | | |
|-------------------------------------|--|---------------------------------|-----------------------------|-----------------------------|
| Quality Assurance | Key Performance Indicators (KPIs) and Measurement of Learning Outcomes | Academic Counseling | Professional Counseling | Labs |
| Curricula & Study Plans Development | Scientific Research & Graduate Studies | Alumni | Training & Hospital Affairs | Faculty & Staff Development |
| Volunteer & Community Services | Media | Exams Invigilation & Scheduling | Organizational Work | Safety & Security |

Program Governing System

As the program is housed in an academic department, the primary governing system for the program is the department council as set forth by Articles Forty-One and Forty-Two of the Statute of the Council of Higher Education and Universities. Hence, our program governance has defined tasks and authorities with regards to academic, financial and administrative aspects of the program.

The department council involves a chair (the head of department), members (faculty members who are PhD holders), and council secretary. The department council convene at least once a month upon a call for the chairperson to discuss various topics related to the program such as distributing teaching loads to faculty, reviewing program reports, etc. Topics discussed at the council are presented either by program committees (e.g., Curricula & Study Plan), chairperson, or by individuals (faculty members or students).

Members of the council votes on topics presented and decisions (approval, denial) on such topic is based on the majority of the votes. The chairperson submits department council's recommendation in form of written minutes to the dean of the college for review and verification.

The Duties of a Faculty Member

Each faculty member is expected to spend a minimum of 35 hours weekly in duties related to teaching, research, administrative work, or community service. The minimum teaching loads in a semester varies depending on the rank of the faculty members (10 credit hours for professors, 12 credit hours for associate professors, 14 credit hours for assistant professors, and 16 credit hours for lecturers and teaching assistants). The credit hour is equal to 50-minute-lecture or 100-minute- of practical session.

In regard to teaching, the faculty member is expected to adhere to quality requirements when it comes to preparing course specification, course reports, or course portfolio. These tasks are typically completed by the course coordinator with the help of other course instructors. However, the role of the course instructor involves sticking to different elements of course specification such as teaching methods, assessment methods, course topics, and so on. Therefore, it is essential that new faculty member to be familiar with quality requirements and ask the senior faculty for additional clarifications if needed. All new faculty members are encouraged to visit the website of the deanship of Development & quality to review the recorded lessons about how to prepare course specification, how to write course reports, learning outcomes measurement, and other valuable recorded sessions (<https://uqu.edu.sa/quality>).

The faculty member is expected to follow the rules and regulations of the University, respect the student and treat them fairly, and provide the students with updated educational materials based on current research evidence. The full-time faculty member is not allowed to work outside the university without approval.

In regard to the research, all faculty members are encouraged to have their research studies in line with the department research plan which evolves around the role of physical therapy in promoting health and quality of life for people at all ages. The program management require all faculty and student to obtain ethical approval of research projects prior to start of the project. For additional information regarding research, faculty members can access to: 1) the resources of the deanship of the scientific research, such as forms, bylaws and regulation, and e-tickets via this link: <https://uqu.edu.sa/en/dsr>, 2) The mechanism for applying to obtain the approval of the standing committee for scientific research ethics (IRB) can be accessed via this link: (<https://uqu.edu.sa/en/gssr/69446>).

Academic Advisors

In the beginning of the academic year, each faculty member will be assigned a number of students to be their academic advisor. The role of the academic advisors is to help student to adapt with the university community and assist students in identifying their educational, career, and personal goals.

Advisor Responsibilities to the Student:

- Prepare a file for each student and must include the following:
 - Student information
 - Updated transcripts
 - Student's semester schedule
 - Medical and psychological health information
 - Vaccination statuses
 - Challenges and Difficulties facing student
- Meet the student on regular basis (at least three time during semester) during the office hours.
- Provide student with an orientation to university and department facilities
- Introduce the student to the university, collage, and program graduation requirements
- Inform the student about the academic and university policies and regulations
- Provide guidance for student's how need to overcoming their weaknesses and resolving problems related to their progress.
- Provide students with adding, dropping and withdrawal scheduling date announced by deanship of admission and registration
- Assist student in make appropriate choice related to their academic progress.
- Provide additional regular meeting for student who is academically struggling.

- Keep a record for each student that includes information of student meetings, academic progress, and administrative-related issue.

Therefore, academic advisors should frequently review the study and exams regulations in order to answer question related the academic progress of the student (https://drive.uqu.edu.sa/_/dadregis/files/43/LD432HJ.pdf)

Intern Advisors

Some faculty members may be assigned some interns to be their advisor as part of the internship mentoring team. The intern advisor role involves collecting the students' preferences about their training sites, assign students to hospital, and make frequent visits to training sites to meet with the supervisors at the training site. The role also involves continuous communications with the advisors at the clinical training site and reviewing and approving the final evaluation of the students.

Research and Educational Labs

There are 4 major educational labs with sufficient therapeutic plinths for the purpose of applied and clinical training. These labs are the electrotherapy lab, therapeutic exercise lab, neurology lab, and orthopaedic lab. In addition, there are 6 research labs, which are: postural analysis lab, gait analysis lab, electro-diagnosis lab, cardio-pulmonary studies lab, virtual reality lab, and balance assessment lab.

Enforcing the Policies of Labs and Classrooms

All faculty members should remind the students with the labs and classrooms policies at the beginning of the course.

The policies include:

- Showing respectful and a professional behavior to colleagues, faculty member and staff and follow instructions provided by faculty member.
- Food and drink are not permitted into classrooms or labs.
- The use cell phone or any type of electronic devices to make calls, chats or other behaviors not related to the educational purposes during the lectures, labs, or clinical placement is not allowed
- The classroom and labs area should be kept clean and return the used equipment and chairs to its proper place.

The Department's Committees

Each faculty and staff member in the department of physical therapy is expected to serve in a committee. These committees are set based on a proposal from the head of department to the department council. The members in each committee and their roles (chair, secretary, and member) are also proposed and presented to the department council at the beginning of each academic year. Selection of members in each committee is based on faculty member's experience, training, and skills. Upon the recommendation of department council, the head of department then issues an administrative decision to form the committees and send the decision to the chair of the committee. List of program-specific committees continuously updated in the program website: <https://uqu.edu.sa/en/dpt/61949>

Communication

The faculty staff in the department utilizes Microsoft Teams as the primary method of instant communication between staff, faculty and students. The faculty also utilizes other Microsoft products such as OneDrive and Share-point to store and share work-related documents.

Dress Code Policy

Decent and a professional appearance must be maintained by faculty and students during all time when they are representing Umm Al-Qura University.

Faculty and students are expected to adhere with the following:

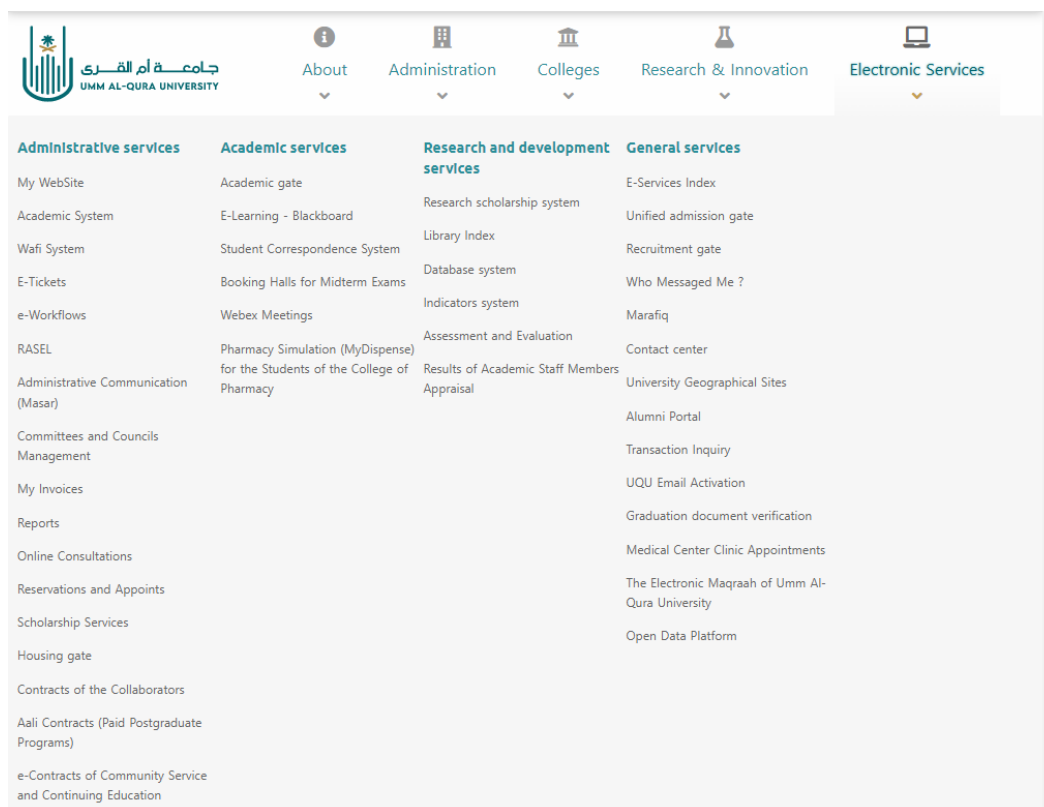
- All faculty and students are required to carry the university identity cards at all times while in the university.
- Faculty and students are obligated to wear decent respectful clothes and not permitted to wear semi-transparent, tight-fitting, pants, sleeveless, jeans, T-shirt, and short length skirts/dresses clothes.
- Faculty and students are required during labs and clinical placement to wear medical uniform (scrubs and lab coats) and place the university ID where is visible to others.
- Faculty and students with Direct Patient Care should follow the infection control and patient safety guidelines issued by Ministry of Health.

Faculty Resources

Faculty members at the physical therapy department can access the resources through the website <https://uqu.edu.sa>:

First, sign-in with your UQU credential

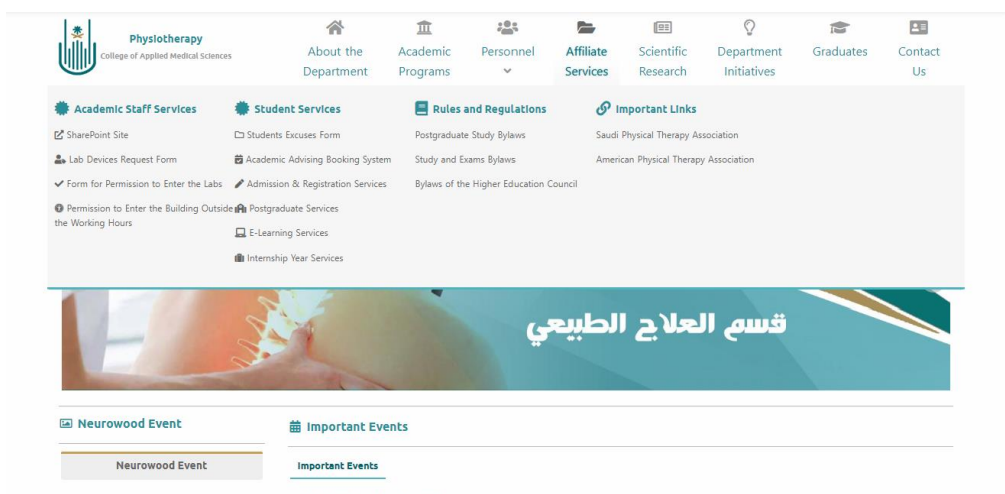
- To access your personal services → Go to the “**Electronic Services**” tab
 - Administrative Services
 - Academic Services
 - Research and Development Services
 - General Services



The screenshot displays the Umm Al-Qura University website interface. At the top, the university logo and name are visible on the left, and navigation tabs for 'About', 'Administration', 'Colleges', 'Research & Innovation', and 'Electronic Services' are on the right. The 'Electronic Services' tab is selected and expanded, showing a grid of service categories: Administrative services, Academic services, Research and development services, and General services. Each category lists various digital services available to users.

| Administrative services | Academic services | Research and development services | General services |
|---|--|---|--|
| My WebSite | Academic gate | Research scholarship system | E-Services Index |
| Academic System | E-Learning - Blackboard | Library Index | Unified admission gate |
| Wafi System | Student Correspondence System | Database system | Recruitment gate |
| E-Tickets | Booking Halls for Midterm Exams | Indicators system | Who Messaged Me ? |
| e-Workflows | Webex Meetings | Assessment and Evaluation | Marafiq |
| RASEL | Pharmacy Simulation (MyDispense) for the Students of the College of Pharmacy | Results of Academic Staff Members Appraisal | Contact center |
| Administrative Communication (Masar) | | | University Geographical Sites |
| Committees and Councils Management | | | Alumni Portal |
| My Invoices | | | Transaction Inquiry |
| Reports | | | UQU Email Activation |
| Online Consultations | | | Graduation document verification |
| Reservations and Appoints | | | Medical Center Clinic Appointments |
| Scholarship Services | | | The Electronic Maqraah of Umm Al-Qura University |
| Housing gate | | | Open Data Platform |
| Contracts of the Collaborators | | | |
| Aali Contracts (Paid Postgraduate Programs) | | | |
| e-Contracts of Community Service and Continuing Education | | | |

- To access the specific resources of the “physical therapy department”,
 - Go to the “Colleges” tab → Medicine Colleges → College of Applied Medical Sciences → Academic Departments → Physiotherapy → Affiliate Services:
 - Academic Staff Services
 - Student Services
 - Rules and Regulations
 - Important Links



Faculty Benefits

Faculty of Umm Al-Qura University may receive additional benefits besides the basic salary. These benefits include scarcity allowance, education allowance, transportation allowance, infection/ harm allowance, dedication allowance. In addition, for each additional unit the faculty member teaches beyond the teaching load, he/she would receive 150 Saudi Riyals. There are also additional benefits for attending the department council, or participating in a university standing committees, or official working during the summer break. For additional information about the financial benefits, please the page of the deanship of faculty and personnel affairs (<https://uqu.edu.sa/dsfaculty>).

Healthcare

All faculty members of Umm Al-Qura can receive free healthcare services in the University Medical Center. The center has many medical clinics including internal medicine, cardiology, pediatrics, obstetrics and gynecology, orthopedics, and others. In addition, the center provides other supporting medical services such as physical therapy, radiology, and pharmacy. In case a faculty member requires a medical service that is available in the center, the faculty may receive a referral letter to governmental hospital and can receive free healthcare. For more information about the university medical center, please visit its webpage (<https://uqu.edu.sa/en/umc>).

Additional benefits

Faculty members may receive additional benefits based on their interest. For example, for those who are interested in high quality research, they can apply for research funds. For more information about the research funds available at Umm Al-Qura University, please visit the page of the deanship of scientific research (<https://uqu.edu.sa/dsr>).

Faculty members may receive excellence allowance based on their publication. For more information about excellence allowance, please visit the page (<https://uqu.edu.sa/gssr/63995>).

Faculty member can also be eligible to receive a financial support for attending or presenting in a scientific conference.

Vacation

Each faculty member is entitled to 60 days summer vacation unless if he/she has summer duty or assignment. In this case, the faculty member will receive compensation. The faculty member is also entitled to official holidays of Saudi Arabia like the national day, Eid al-Fitr, and Eid Al-Adha holidays.

Leaves

Faculty members may apply to emergency leave (5 day/ year), leave without pay, sabbatical leave, and maternity leave.

Deanship of Faculty Members and Employees Affairs

- Faculty members are encouraged to visit the website of the “Deanship of Faculty Members and Employees Affairs” via this link: <https://uqu.edu.sa/en/dsfaculty>
- Faculty members who have any queries related to their services may submit an e-ticket using this link: <https://uqu.edu.sa/en/dsfaculty/82493>
- Faculty members can access the frequently asked questions (FAQs) via this link: <https://uqu.edu.sa/en/dsfaculty/App/FAQ>

Important Institutional Rules and Regulations for Faculty

[Code of Job Conduct and Public Job Ethics](#)

[Consolidated Regulation for Scientific Research in Universities](#)

[Executive Regulation of Research Centers](#)

[Faculty Performance Development Manual](#)

[Guide on Modifying Students' Marks](#)

[Intellectual property rights regulation in Umm Al-Qura University](#)

[Job Performance Management Policy](#)

[Job Upgrade rules TAs & lecturers only](#)

[Policy Pertaining to Scholarships and Training for University Employees](#)

[Procedural Guide to Contracting Non-Saudi Faculty and Other Academic](#)

[Regulation and Executive Rules Governing Faculty Affairs](#)

[Regulations of Research Groups](#)

[Study Schedule Design and Preparation Guide](#)

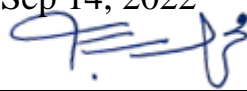
[The Statue of the Higher Education](#)

[University Employment Regulations for Non-Saudi Citizens](#)

Umm Al-Qura university – Al Abdeyah campus Map



Faculty Manual Approval

| Role | Name | Date/ Signature |
|--------------------|-----------------------|---|
| Head of Department | Dr. Mohammed Alghamdi | Sep 14, 2022  |

Manual Versions

| Version number | Prepared by | Date |
|----------------|--|------|
| 1.0 | Dr. Moiyad Aljehani Dr. Abdulaziz Awali | 2022 |