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جامعة دار العلوم
Dar Al Uloom University
لعلوم تواكب العصر



DAR AL-ULOOM UNIVERSITY ORGANIZATIONAL GUIDE

General Directorate of Planning, Development and Quality Assurance

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1. Preface

Dar Al-Uloom University (DAU) always focuses on continually improving the efficiency and the effectiveness of its educational services. It strives to ensure flexibility in the development of its academic programs' outcomes to be compatible and responsive to the requirements of the labor market. In line with the Vision 2030 of the Kingdom, the university seeks to align all its programs with this ambitious vision, with a particular focus on developing the human resources in our beloved country.

As part of the ongoing development process of the university, the second strategic plan (2023-2027) has been prepared which aims to enhance and optimize the performance in various academic and administrative processes, at all levels and in all activities.

Therefore, developing the managerial and the administrative management system in DAU has become a priority to enhance the university's readiness to achieve further improvement in performance at all levels and to fulfill its strategic goals and objectives, with the new vision of becoming a "world-class university".

The General Directorate of Planning, Development, and Quality Assurance has prepared this organizational guide to ensure that DAU management system is consistent with the rules, regulations, laws, scientific standards, and other relevant educational organizations with the alignment of best administrative practices and experiences in distinguished national and international universities.

General Directorate of Planning, Development and Quality Assurance

2. Introduction

The Organizational Guide is an institutional necessity for every organization as it is considered the vital nerve of the university and its backbone. The guide outlines DAU'S vertical and horizontal structure. Also, it shows its academic, administrative, research components and its operational fluidity. It is a fundamental element in the comprehensive description of the administrative reality of the university. Based on this guide, the authorities, responsibilities for each unit in DAU are defined at various levels which in turn will reduce the possibility of overlapping and conflicting between responsibilities.

The General Directorate of Planning, Development, and Quality Assurance has worked on preparing this organizational guide which will identify DAU units in terms of titles, authorities, roles, and responsibilities. At the same time, it aligns with the general directions of the university's Second Strategic Plan (2023-2027). The latest version of this organizational guide was developed as part of a comprehensive development project in the university which also includes setting new organizational structure and the establishment of a new policy and procedures manual. This new organizational guide along with other documents mentioned before will enhance the efficiency and the effectiveness of decision-making processes in the university.

When the General Directorate of Planning, Development, and Quality Assurance prepared this guide, it depends on:

- Private higher education regulations issued by Royal Decree No.(M/27) on 2/3/1441 AH,
- General regulations for public universities by decision of the Public Personnel Affairs Council No. (3/16/45) At its (Sixteenth) meeting, contracts dated 2/14/1445 AH.
- Decisions, internal circulars, and policies approved by DAU.
- Benchmarking with the best national and international universities.

The following divisions were adopted in presenting the positions at Dar Al-Uloom University:

- Board of Trustees
- University Councils
- University President
- The top DAU management reporting to the University President
- University units, councils, and standing committees reporting to the Vice President
- Units affiliated to the Executive Director
- Educational Units
- Units affiliated to the General Directorate of Planning, Development, and Quality Assurance
- Units affiliated to the General Directorate of Scientific Research and Innovation

3. About DAU

Dar Al-Uloom University is one of the pioneering private universities in the Kingdom, it was established in 2008 with Five colleges. It has comprehensive facilities that meet the highest standards, including classrooms, laboratories, sports facilities, and others which are all designed to fulfill the needs and requirements of the higher education systems with Two identical campuses, One for male students and the other for female students.

By the end of the academic year 2022-2023, the university had graduated a total of 6,129 students, including 4,283 bachelor's degree graduates and 1,846 master's degree graduates. One of the university's notable achievements is obtaining full institutional accreditation, and most of its programs are accredited by the Education and Training Evaluation Commission (ETEC-NCAA).

3.1 DAU Colleges and Academic Programs:

Currently, the university has Six colleges offering distinguished programs at both the undergraduate and graduate levels, contributing to the development of human capabilities. These programs are aligned with the requirements of the labor market, the Kingdom's Vision 2030, the targets of the National Transformation Program, and the goal of achieving sustainable development. The university's programs are distributed among its colleges as follows:

- **College of Business Administration:** At the undergraduate level, there are four programs: Marketing, Financial Management and Banking, Human Resource Management, and Accounting. The college also offers Three graduate programs: Master of Business Administration, Master of Management Information Systems, and Master of Project Management.
- **College of Law:** It is the first law college in the Kingdom. The college offers one program at the undergraduate level, which is the Bachelor of Law. At the graduate level, there are Two programs: Master of Public Law and Master of Private Law.
- **College of Architecture and Digital Design:** The college offers Three programs at the undergraduate level: Architecture, Interior Design, and Graphic Design. At the graduate level, the college offers Three programs: Master of Architecture, Master of Interior Design, and Master of Graphic Design.
- **College of Medicine:** The College of Medicine currently offers the Bachelor of Medicine program. The college is distinguished by having a university hospital, Riyadh University Hospital, which provides a wide range of medical services, including all general and specialized disciplines. It has a capacity of 200 beds and 50 beds for intensive care. The university hospital is equipped with the highest standards meeting both local and international quality standards, meets the needs of patients and supports the educational process at the college.
- **College of Dentistry:** The College of Dentistry currently offers the Bachelor of Dentistry program. In addition to the undergraduate program, the college implements Saudi Fellowship programs in Six specialties: Orthodontics, Restorative Dentistry, Endodontics, Prosthodontics, Family Dentistry, and Advanced Dentistry. These programs are accredited by the Saudi Commission for Health Specialties as high-quality programs. The college is also accredited by the Saudi Commission for Health Specialties as a training center for dental assistant diploma.
- **College of Pharmacy and Applied Medical Sciences:** The College of Pharmacy and Applied Medical Sciences currently offers Two programs at the undergraduate level: Nursing and Respiratory Therapy.

3.2 DAU's Vision

To be a world-class university.

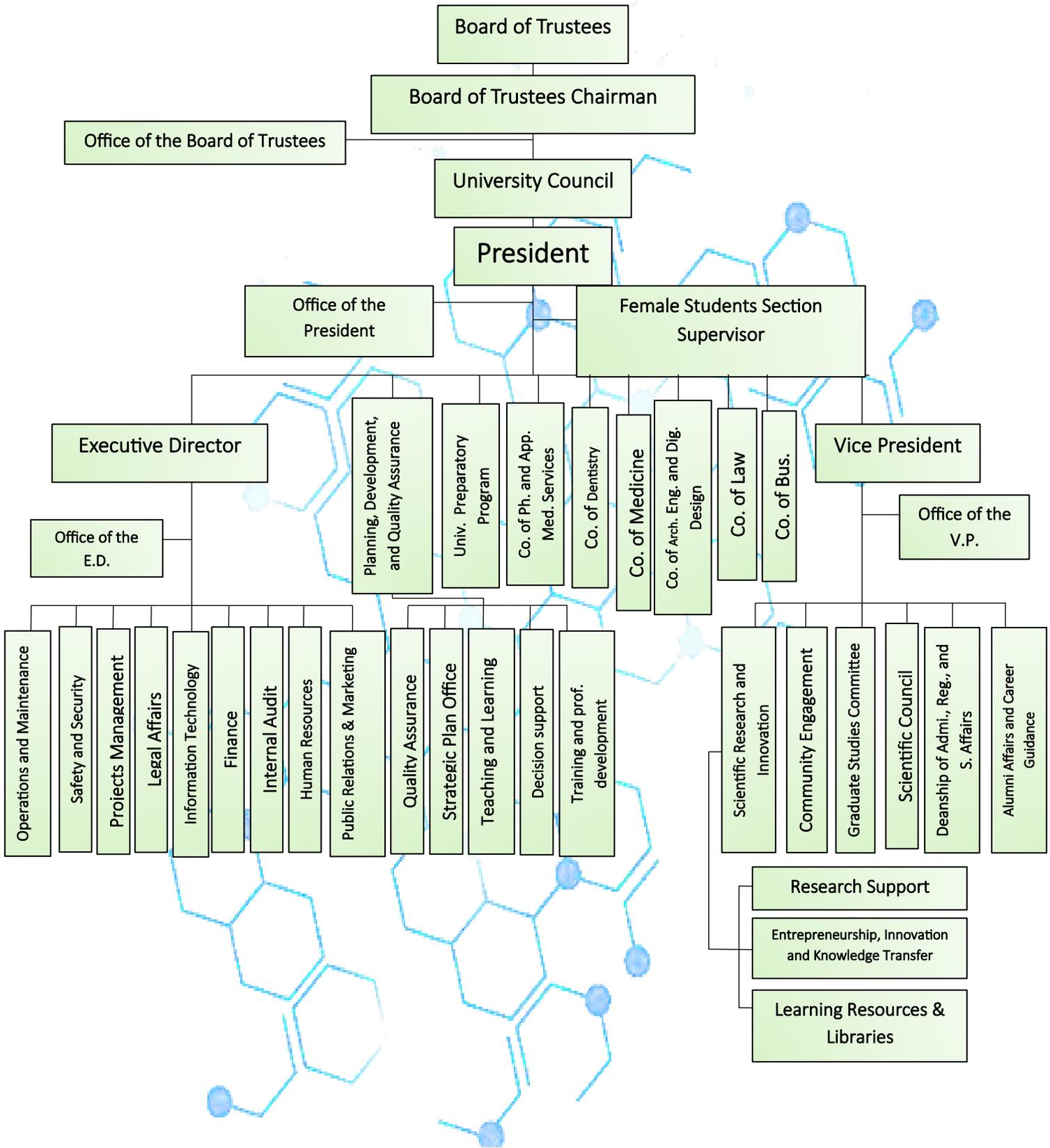
3.3 DAU's Mission

To inspire professional and personal success of our graduates through excellence in education, research, and community engagement.

3.4 DAU's Values

- **Academic Excellence:** A commitment to providing quality and excellence in all educational processes.
- **Innovation and Creativity Nurturing:** A commitment to the development of original ideas and innovative approaches to solving complex problems.
- **Knowledge Empowerment:** A commitment to the expansion and deepening of knowledge to give graduates greater power over both their professional and personal lives.
- **A Welcoming Community:** A commitment to maintaining a strong sense of community among students, faculty, and staff.
- **Fostering Ethical Conduct:** A commitment to providing a values-based education and to promote the development of ethical judgment and behavior.

4. DAU's Organizational Chart



4.1 Board of Trustees

Roles and Responsibilities:

- ✓ Approval of the university development plans.
- ✓ Nominating and appointing the university president, vice presidents, deans of colleges, and heads of supporting departments. It plays a crucial role in selecting and appointing qualified individuals to key leadership positions within the university.
- ✓ Approving the regulations and internal rules governing financial, administrative, and academic affairs within DAU.
- ✓ Approving regulations and internal rules governing financial, administrative, and academic affairs within DAU.
- ✓ Approving rules and guidelines for academic and consultancy services offered by the university.
- ✓ Setting academic, financial, and administrative policies in DAU.
- ✓ Formulating and approving the university's academic, financial, and administrative policies.
- ✓ Approving rules and regulations related to scientific research, innovation, authorship, translation, and publication.
- ✓ Approving policies related to investments, endowments, and accepting donations, grants, and gifts, ensuring that they align with the university's objectives and comply with relevant regulations.
- ✓ Recommendation to approve the academic programs for the degrees offered by the university and submit them to the General Secretariat.
- ✓ Approving financial fees for the university's academic programs.
- ✓ Approving to form the Scientific Council.
- ✓ Recommendation the establishment of colleges, institutes, scientific departments, and research centers, or their merger, cancellation, or modification of their names, and submit them to the General Secretariat.
- ✓ Approving the establishment of scientific chairs.
- ✓ Approving to form advisory councils with determination of their competencies, rules, roles and responsibilities.
- ✓ Approving both scientific and technical co-operation agreements and memoranda of understanding.
- ✓ Approving of the social responsibility plan.
- ✓ Appointment of external auditors for the university's financial accounts.
- ✓ Approving the university's annual report and providing a copy to the owner and the General Secretariat.
- ✓ Approving the university's final accounts and submission it to the owner.
- ✓ Recommendation to approve the university's annual budget and submit it to the owner.
- ✓ Studying what is referred to it by the president or proposed by any of its members.

4.2 University Council

Roles and Responsibilities:

- ✓ Proposing the university's vision, mission, and objectives, as well as its academic, financial, and administrative policies, and submitting them to the Board of Trustees.
- ✓ Approving the contracts of the faculty members.
- ✓ Approving the admission policies and criteria and determining the student numbers based on DAU capacity.
- ✓ Approving the regulations governing the scholarship and training of faculty members and submitting them to the Board of Trustees.
- ✓ Approving the regulations governing support for scientific research, innovation, authorship, translation, and publication and submitting them to the Board of Trustees.
- ✓ Awarding academic degrees to DAU graduates.
- ✓ Recommendation to approve the academic programs for various degrees offered by the university and submitting them to the Board of Trustees.
- ✓ Approving the details of the academic calendar according to the general framework for the start and end of the academic year in the Kingdom of Saudi Arabia.
- ✓ Proposing financial compensation for the academic programs and submitting it to the Board of Trustees.
- ✓ Recommendation to approve the formation of the Scientific Council and submit it to the Board of Trustees.
- ✓ Proposing the establishment, merger, cancellation, or modification of colleges, institutes, scientific departments, and centers, and submitting it to the Board of Trustees.
- ✓ Recommendation to approve the establishment of scientific chairs and submit it to the Board of Trustees.
- ✓ Recommendation to approve the formation of advisory councils and determining their competencies, establish their operating rules, and submitting it to the Board of Trustees.
- ✓ Recommendation to approve scientific and technical cooperation agreements, memoranda of understanding between the university, local and foreign institutions, and submitting it to the Board of Trustees.
- ✓ Recommendation to approve the social responsibility plan.
- ✓ Approving the providing services of faculty members to the public and private sectors and civil society institutions through secondment or contracting.
- ✓ Approving of faculty members' dedication and scientific communication, as well as their external scientific and academic engagements.
- ✓ Approving the academic promotions for faculty members based on the recommendation of the Scientific Council.
- ✓ Approving issuing scientific journals and publications.
- ✓ Recommendation to approve the university's annual report and submit it to the Board of Trustees.
- ✓ Recommendation to approve the university's final accounts and submit it to the Board of Trustees.
- ✓ Proposing the annual budget of the university and submitting it to the Board of Trustees.
- ✓ Studying the matters referred to by its president or proposed by any of its members.

4.3 University President

Organizational Reporting Structure: University President is organizationally reports to the Board of Trustees Chairman.

Roles and Responsibilities:

- ✓ Managing DAU's academic, administrative, and financial affairs.
- ✓ Overseeing the implementation of the systems, the regulations, the decisions of the Board of Trustees, and the decisions of other councils within the university.
- ✓ Providing an annual report on the university's performance to the Board of Trustees after discussing it in the university council. The report shall highlight performance indicators, research outcomes at the university, the university's contributions to serving the community, and other activities.
- ✓ Nominating one or more deputies for the university president, as well as deans of colleges and heads of supporting deanships.
- ✓ Representing the university in front of other entities.
- ✓ Appointing vice deans, heads of departments, and directors of scientific and research centers.
- ✓ Delegate some of their powers to any of their deputies or university staff members within their respective areas of expertise. This delegation should be formally written, and the delegation duration should be clear.

DAU Top Management reporting to the University President

- ✓ Vice President of the University
- ✓ Executive Director
- ✓ Deans of the colleges and the Director of the University Preparatory Program (UPP)
- ✓ Director of the General Directorate of Planning, Development, and Quality Assurance
- ✓ Female Students' Section Supervisor

4.4 DAU Top Management reporting to the University President

4.4.1 Vice President

Organizational Reporting Structure: Vice President is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ Supervising the development of curricula, study plans, and academic programs.
- ✓ Supervising the admission and registration of the students, proposing, and implementing initiatives to increase enrollment at the university.
- ✓ Supervising the development of extracurricular activity plans at the university, including cultural, social, and sports activities, as well as program plans to support student skills.
- ✓ Developing and overseeing the career guidance system for university's students, enhancing university services for graduates, improving their satisfaction with the provided services, and maintaining communication with them.
- ✓ Developing and overseeing student support services at the university.
- ✓ Developing and overseeing the university's community engagement activities, contributing to serving the community and achieving the university's goals.
- ✓ Supervising and working on the development of student services and facilities on the campus.
- ✓ Supervising the performance of the Standing Committee for Graduate Studies.
- ✓ Supervising the use of educational technologies and learning resources at the university to keep up with the latest global practices and technologies.
- ✓ Supervising, supporting the research activities at the university, and establishing a scientific council within the university.
- ✓ Supervising entrepreneurship, innovation, and knowledge transfer activities at the university, including supporting entrepreneurial initiatives by students, and creating opportunities for faculty members to participate in funded research projects with relevant stakeholders.
- ✓ Assisting the university president in implementing the university's strategic plan and promptly addressing any difficulties encountered in its successful implementation.
- ✓ Improving the efficiency of university facilities, diversifying income sources, reducing operational costs, and enhancing the utilization of DAU's assets.
- ✓ Submitting an annual report to the university president on all matters related to the responsibilities.
- ✓ Undertaking any other tasks assigned to by the university president.

University units, councils, and standing committees reporting to the Vice President

- ✓ Scientific Council
- ✓ Standing committee for Graduate Studies
- ✓ Deanship of Admission, Registration and Student Affairs
- ✓ General Directorate of Scientific Research and Innovation
- ✓ Community Engagement Unit
- ✓ Alumni affairs and career guidance Unit

4.4.2 Executive Director

Organizational Reporting Structure: Executive Director is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ Management of the administrative and financial affairs at the university and implementing the related systems and procedures.
- ✓ Developing the university's annual budget plan and allocation of this budget.
- ✓ Supervising the human resources at the university and implementing related systems and procedures.
- ✓ Implementing all systems, regulations, decisions, instructions, and policies related to university staff.
- ✓ Supervising the university's facilities, buildings, and construction projects.
- ✓ Supervising the technical operations and electronic transactions at the university and all related matters.
- ✓ Monitoring and developing the university's infrastructure specially in DAU's facilities, technology, safety, and services.
- ✓ Supervising DAU's project studies, securing needs, and developing mechanisms for monitoring these projects.
- ✓ Supervising the documentation system and archiving system in the university.
- ✓ Activation and monitoring of safety plans in DAU's buildings, facilities, and the campus's security.
- ✓ Following up the procurement and technical equipment needed for the university.
- ✓ Submitting an annual report to the university president on all matters related to his responsibilities.
- ✓ Any other tasks assigned by the university president.

Units affiliated to the Executive Director

- ✓ Operations and Maintenance Department
- ✓ Security and Safety Department
- ✓ Projects Management Department
- ✓ Legal Affairs Department
- ✓ Information Technology Department
- ✓ Financial Affairs Department
- ✓ Internal Audit Unit
- ✓ Human Resources Department
- ✓ Public Relations and Marketing Department

4.4.3 Director of the General Directorate of Planning, Development and Quality Assurance

Organizational Reporting Structure: Director of the General Directorate of Planning, Development and Quality Assurance is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ Developing and updating periodically the university's organizational structure to support its institutional excellence.
- ✓ Preparing the university's strategic plan, monitoring its implementation, measuring its performance, and developing it, in line with the university's vision and in response to local and global changes.
- ✓ Supervising the preparation of strategic plans for colleges, programs, deanships, and departments, as well as the annual operational plans for academic programs.
- ✓ Preparing and implementing the accreditation plans which aimed at obtaining local and international accreditations for the university and its programs and renewing them periodically.
- ✓ Providing consultations, supporting, and training to all university units concerning the achievement of quality requirements, local and international academic accreditation.
- ✓ Monitoring the implementation of the institutional accreditation requirements, national program accreditations, and developing improvement plans to enhance performance in accordance with ETEC-NCAAA standards.
- ✓ Preparation and implementation of a plan to develop and enhance the quality of higher education outcomes.
- ✓ Preparation of the annual report for the university.
- ✓ Preparation of studies and reports aimed at improving the institutional effectiveness and supporting decision-making processes at the university.
- ✓ Analyzing the results of periodically distributed surveys, preparing reports on the results, and proposing improvement plans based on them.
- ✓ Developing and improving the academic and professional capabilities for the faculty members, and the administrative staff.
- ✓ Any other tasks assigned by the university president related to the nature of the directorate's work.

Units affiliated to the to the General Directorate of Planning, Development and Quality Assurance

- ✓ Directorate of Quality Assurance
- ✓ Strategic Plan Office
- ✓ Training and Professional Development Center
- ✓ Teaching and Learning Unit
- ✓ Decision Support Unit

4.4.4 Female students Section Supervisor

Organizational Reporting Structure: Female students section supervisor is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ General supervision of the female section in the university.
- ✓ Continual monitoring of the academic, administrative, and technical work in the female section in the university.
- ✓ Supervising the students' services and enhancing them to create a suitable academic and educational environment and providing modern educational facilities such as laboratories and classrooms in the female section.
- ✓ Working on providing an excellent and motivating academic environment for female students.
- ✓ Monitoring the progress of examinations and supervising their implementation in the female section.
- ✓ Monitoring the implementation of policies, procedures, rules, and regulations approved by the university council regarding the female section.
- ✓ Establishing and enhancing programs and activities in the female section in coordination and cooperation with other departments in the university.
- ✓ Developing public relations and media relations regarding the female section in coordination with the relevant authorities in the university
- ✓ Supervising and coordinating with relevant entities in the university for all educational events and activities held in the female section such as: (general admission exams, academic advising programs for newcomers, academic advising programs for various colleges, graduation ceremonies, career day).
- ✓ Supervising security and safety measures in the female section and taking appropriate measures to ensure the safety and security of female's community (students, staff, employees, and facilities) in coordination with the relevant departments in the university.
- ✓ Any other tasks assigned by the university president

4.5 University units, councils, and standing committees reporting to the Vice President

4.5.1 Director of the General Directorate of Scientific Research and Innovation

Organizational Reporting Structure: Director of the General Directorate of Scientific Research and Innovation is organizationally reports to the Vice President.

Roles and Responsibilities

- ✓ Proposing regulations, policies, and procedures governing scientific research at the university.
- ✓ Ensuring the implementation of research policies at the university and achieving its set objectives.
- ✓ Raising awareness about intellectual property and providing sufficient information about it.
- ✓ Reviewing research project proposals submitted by faculty members and approved by the research support unit.
- ✓ Monitoring the preparation, evaluation, and approving technical and financial reports.
- ✓ Establishing a database for the scientific research outputs of faculty members at the university.
- ✓ Encouraging scientific research that serves the community to enhance the university's community engagement.
- ✓ Studying annual scientific research plans submitted by colleges and preparing an annual plan for scientific research at the university level.
- ✓ Supporting and encouraging faculty members and students to publish scientific research in reputable scientific journals.
- ✓ Identifying priorities in scientific research areas in line with the Kingdom's Vision 2030.
- ✓ Supporting student participation in various research activities.
- ✓ Providing suggestions for supporting and organizing scientific conferences, symposiums, and workshops related to scientific research at the university.
- ✓ Enhancing and expanding the active participation of faculty members and students in workshops and conferences related to scientific research.
- ✓ Promoting a culture of innovation, entrepreneurship and raising awareness about them, and establishing a supportive and stimulating environment for innovation and entrepreneurship at the university.
- ✓ Working to meet the needs of the public and private sectors for scientific research and studies and attracting government and private funding sources to support research activities at the university.
- ✓ Encouraging economically feasible innovations and entrepreneurial projects.
- ✓ Developing the necessary policies and procedures to enhance learning resources at the university and providing the necessary support to improve the educational process and enhance students' academic achievement.
- ✓ Developing educational applications and technologies at the university.
- ✓ Ensuring the availability of paper-based, electronic, and digital information resources that support and meet the needs of the educational process, learning, and scientific research.
- ✓ Any other tasks assigned by the Vice President of the University related to the nature of the directorate's work.

Units affiliated to the Director of the General Directorate of Scientific Research and Innovation are:

- ✓ Research Support Unit
- ✓ Center for Entrepreneurship, Innovation & Knowledge Transfer
- ✓ Learning Resources and Libraries Center

4.5.2 Community Engagement Unit

Organizational Reporting Structure: The Community Engagement Unit is organizationally reports to the Vice President.

Roles and Responsibilities:

- ✓ Developing policies and objectives related to community engagement in the university.
- ✓ Promoting the culture of community engagement among university staff and students and enhancing the community engagement co-operation between DAU and different institutions in the community.
- ✓ Supervising and monitoring the implementation of the community engagement plan at the university and working towards achieving its strategic objectives and its' key performance indicators outlined in the annual plan.
- ✓ Establishing communication channels to enhance the interaction with different sectors of the community and promoting volunteerism and social responsibility within the university.
- ✓ Encouraging faculty members and students to direct their research towards addressing community issues and providing proper solutions.
- ✓ Providing opportunities for the local community to benefit from the human and material resources of the university, strengthening the university's leading role in serving the local community.
- ✓ Developing mechanisms to encourage faculty members, students, and university staff to contribute and participate in community service activities and voluntary work.
- ✓ Coordinating with colleges and academic programs in planning and implementing community engagement activities that align with the university's mission, strategic goals, and community needs.
- ✓ Offering educational, awareness-raising, service-oriented, and voluntary initiatives and activities that meet the needs of the local community.
- ✓ Encouraging academic programs and colleges to establish agreements with public and private sector institutions to enhance community engagement and voluntary work in their units.
- ✓ Ensuring that all voluntary work carried out by the university or any of its units is recorded on the National Volunteering Platform.
- ✓ Ensuring that all community engagement activities carried out by the university or any of its units are recorded on the National Corporate Social Responsibility Platform.
- ✓ Any other tasks assigned by the Vice President of the University related to the nature of the unit's work.

4.5.3 Deanship of Admission, Registration and Student Affairs

Organizational Reporting Structure: Deanship of Admission, Registration and Student Affairs is organizationally reports to the Vice President.

Roles and Responsibilities:

- ✓ Organizing and implementing all procedures related to student admissions at the university regarding the set rules and regulations governing them.
- ✓ Issuing guides and informational brochures for the new students to introduce the university, as well as the required documents for enrollment.
- ✓ Proposing the academic calendar and announcing it after approval by the University Council.
- ✓ Monitoring and organizing student registration procedures within the specified deadlines.
- ✓ Monitoring the completion of procedures for students who transferred within DAU or transferred from outside the university.
- ✓ Monitoring the verification of courses registered by students or those being transferred for credit in their academic records.
- ✓ Supervising the implementation of the students' academic procedures in coordination with colleges and relevant departments.
- ✓ Proposing a plan for student activities: cultural, artistic, social, and sports activities, and following up on its approval by the University Council and its implementation.
- ✓ Supervising the provision of social and psychological counseling and guidance services to students and raising awareness of student rights.
- ✓ Supervising student facilities and outlets providing food services and taking all necessary measures to improve the availability and quality of these facilities and services at the university.
- ✓ Supervising the availability and allocation of facilities, equipment, laboratories, and classrooms according to the needs of the courses in the colleges.
- ✓ Supervising the organization of final exams in coordination with colleges and relevant departments.
- ✓ Supervising the arrangements for the final exam in coordination with colleges, academic programs, and relevant authorities.
- ✓ Implementing and monitoring the procedures for student graduation, handing over their graduation documents and academic records.
- ✓ Preparing for the graduation ceremony in coordination with the Public Relations Department, Alumni Affairs and Career Guidance, and other relevant departments.
- ✓ Compiling honor lists for graduating students.
- ✓ Any other tasks assigned by the Vice President of the University related to the nature of the Dean's work.

4.5.4 Alumni Affairs and Career Guidance Unit

Organizational Reporting Structure: Alumni Affairs and Career Guidance Unit is organizationally reports to the Vice President.

Roles and Responsibilities:

- ✓ Developing a career guidance plan at the university level.
- ✓ Organizing courses and events to provide professional guidance for graduate students, aiming to prepare them for the labor market and enhance their skills in seeking employment opportunities.
- ✓ Organizing events and training programs for faculty members to enhance their skills in providing career guidance to graduate students and expected graduates.
- ✓ Organizing an annual "Career Day" event in coordination with relevant entities within and outside the university.
- ✓ Engaging with employers to stay updated on the professional and personal skills required from graduates to be qualified for the labor market and taking necessary steps to align university learning processes with those requirements.
- ✓ Establishing communication channels with employing organizations to monitor and determine the information related to job opportunities available and publishing them to graduate students.
- ✓ Provides data on graduates to employers on a regular basis.
- ✓ Working on implementing co-operative training at the university as an entry point for student employment by signing training agreements with organizations that match their specializations and career aspirations.
- ✓ Engaging with employers through various available channels to promote the university's programs and specializations.
- ✓ Organizing meetings and events with invitation of business leaders to provide advice and guidance to students regarding the labor market and requirements for professional success.
- ✓ Coordinating with the Center for Entrepreneurship, Innovation & Knowledge Transfer to encourage and support graduates and expected graduates in starting entrepreneurial projects.
- ✓ Creating a portal for graduate students on the university's website.
- ✓ Building and continuously updating a database of university graduates, including their contact information, workplaces, and other personal and professional information.
- ✓ Inviting graduate students to participate in activities organized by the university and establishing continuous communication channels with them to know their opinions and recommendations in DAU's development plans.
- ✓ Coordinating with academic programs to involve graduate students in different advisory boards.
- ✓ Holding annual alumni meetings and organizing programs and training courses to enhance their skills based on requirements in the labor market.
- ✓ Any other tasks assigned by the Vice President of the University related to the nature of the center's work.

4.5.5 Scientific Council

Organizational Reporting Structure: The Scientific Council is organizationally reports to the Vice President.

Roles and Responsibilities:

- ✓ Recommending approval of contracts with faculty members at the university.
- ✓ Recommending approval of academic promotions for faculty members.
- ✓ Recommending approval of faculty member's scientific communication, and their participation in external scientific and academic activities.
- ✓ Proposing regulations for the scholarship and training of faculty members and those in their positions.
- ✓ Proposing policies to encourage scientific research, innovation, authorship, translation, and publication.
- ✓ Considering matters referred to by the University Council.
- ✓ Forming committees from its members or others to study any assigned tasks.

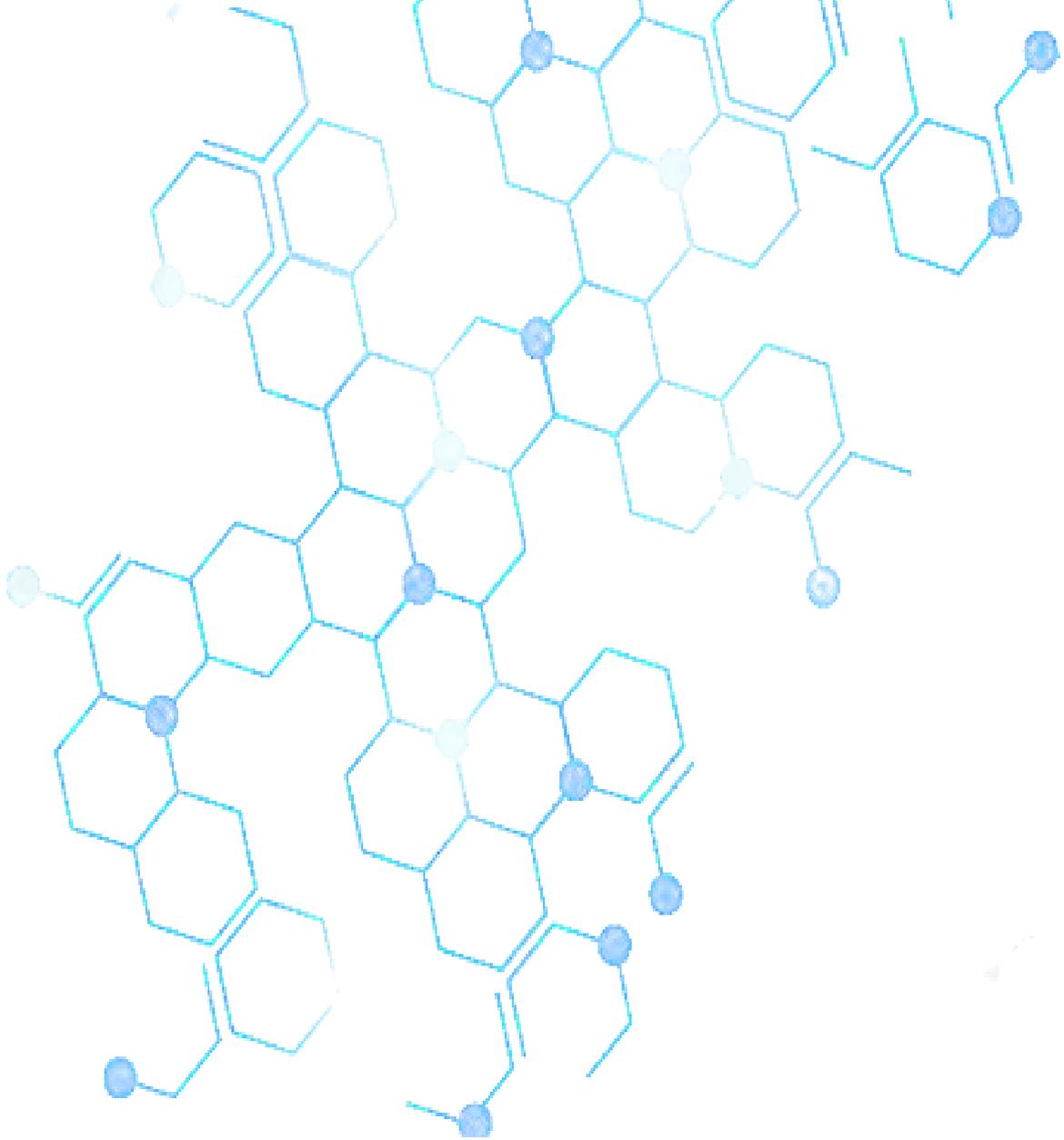
4.5.6 Standing Committee for Graduate Studies

Organizational Reporting Structure: Standing Committee for Graduate Studies is organizationally reports to the Vice President.

Roles and Responsibilities:

- ✓ Proposing the general policy for graduate studies at the university and monitoring its implementation after approval by the University Council.
- ✓ Recommending approval of admission requirements for graduate programs and updating them based on proposals from departments, colleges, and specialized institutes and councils.
- ✓ Supervising joint graduate programs.
- ✓ Recommending approval of graduate programs and their modifications - after study and evaluation - to the University Council, based on proposals from the department council and endorsement from the college council, ensuring that the proposed programs align with the needs of society, the plans and visions of the kingdom, and global trends, for approval by the University Council.
- ✓ Recommending approval of proposals from college councils regarding graduate programs that align with the needs of community, 2030 vision, and global trends, for approval by the University Council.
- ✓ Recommending approval of study plans and detailed standards to the University Council, based on proposals from the department council and after agreeing from the college council, in accordance with international reference standards and comparisons.
- ✓ Proposing standards for graduate programs for approval by the University Council.
- ✓ Proposing regulations for the evaluation of graduate programs for approval by the University Council.
- ✓ Overseeing the periodic evaluation of graduate programs at the university through specialized committees or bodies from within or outside the university.
- ✓ Studying the comprehensive report prepared by the executive management on graduate programs at the university, including the evaluation results of those programs, and submitting it to the University Council.
- ✓ Supporting proposals to specify academic degrees and certificates and their titles in Arabic and English based on the proposals of department and college councils.
- ✓ Recommending the number of students to be accepted each academic year in graduate programs to the University Council, based on proposals from the relevant department councils and endorsement from the college councils.
- ✓ Proposing the formation guidelines for the supervision committees and the defense committees of the scientific thesis.
- ✓ Establishing the general framework and standards for comprehensive exams and graduation projects.
- ✓ Establishing the general framework for research plans and regulations on how to write, print, submit, and prepare report templates for thesis defense and evaluation.
- ✓ Reviewing the periodic reports related to graduate studies submitted by the scientific departments at the university.
- ✓ Proposing offering off-campus (outside DAU) graduate programs and submitting the proposal to the University Council to take appropriate action.

- ✓ Recommending approval of college proposals regarding developmental initiatives related to graduate studies to enhance the financial resources of the university.
- ✓ Recommending the financial fees for applying to graduate programs, the tuition fees for the programs, and the financial fees for supporting services related to graduate studies, based on proposals from department and college councils.
- ✓ Recommending providing students with full or partial scholarships according to the regulations approved by the University Council.
- ✓ Recommending the closure or suspension of graduate programs that do not comply with quality standards or DAU's strategy.
- ✓ Considering any matters referred to it by the Vice President of the University, the President of the University, or the University Council for study and providing opinions.



4.6 Units affiliated to the Executive Director

4.6.1 Human Resource Directorate

Organizational Reporting Structure: Human Resource (HR) Directorate. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Supervising the implementation of rules, regulations and policies related to faculty members and administrative staff affairs at the university.
- ✓ Assessing the university's manpower needs in coordination with the colleges and other university departments.
- ✓ Supporting, encouraging, and monitoring training and human development activities for both academic and administrative staff.
- ✓ Working on completing the procedures for attracting competent faculty members to the university, who are highly qualified with suitable teaching experience from reputable universities and completing their appointment procedures.
- ✓ Monitoring and analyzing performance evaluation reports of the university's employees and faculty members.
- ✓ Implementing and monitoring all procedures related to the university's employees, such as contracting, contract renewals, salary disbursement and increases, leaves of absence, assigning work outside regular hours or part-time work, disciplinary procedures, and other administrative procedures.
- ✓ Communicating with the governmental entities for completing their regulatory procedures and requirements regarding the human resource management at the university.
- ✓ Providing advice and opinions to university units on matters related to human resources and supplying them with the necessary data and information regarding their employees.
- ✓ Promoting a positive institutional culture and supportive organizational climate within the university.
- ✓ Updating data in the skills record for faculty members.
- ✓ Any other tasks assigned by the executive director related to the nature of the department's work.

4.6.2 Finance Department

Organizational Reporting Structure: Finance dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Preparing the annual budget plan for the university.
- ✓ Maintaining and organizing accurate accounting records for the university in accordance with international accounting principles.
- ✓ Preparing periodic analytical financial when it is needed.
- ✓ Taking all necessary precautions, procedures, and control measures to protect the university's financial records and documents.
- ✓ Following up on fees owed to the university by other parties.
- ✓ Disburse all obligations and expenses incurred by the university to external parties.
- ✓ Disburse the entitled rights of the university's employees.
- ✓ Inventory of the university's fixed assets and properties to prepare the comprehensive Balance Sheet of the university.
- ✓ Preparing reports and conducting necessary studies on the cost and return of the activities carried out by the university units.
- ✓ Any other tasks assigned by the executive director related to the nature of the management's work.

4.6.3 Internal Audit Unit

Organizational Reporting Structure: The Internal Audit Unit. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Evaluating internal audit systems, including the accounting system, to verify their integrity and suitability, identifying any deficiencies, and proposing necessary measures and procedures to address them, ensuring the protection of the university's funds and assets from embezzlement, loss, or manipulation.
- ✓ Ensuring the university's compliance with financial systems, regulations, instructions, and procedures, and verifying their adequacy and suitability.
- ✓ Evaluating the organizational plan of the university in terms of clarity of authorities, responsibilities, and separation of conflicting specialties among other organizational aspects.
- ✓ Evaluating the university's achievement of its set objectives and analyze any deviations if exists.
- ✓ Identifying misuse areas of the university's financial and human resources and providing recommendations for preventing their occurrence in the future.
- ✓ Assessing the efficiency of boards and committees and supporting their performance improvement.
- ✓ Evaluating the performance of DAU's leaderships at all levels based on specific and declared criteria.
- ✓ Establishing an institutional system for reviewing and developing policies and procedures to ensure their effectiveness.
- ✓ Ensuring the implementation of the quality assurance management system and sit is continually improved.
- ✓ Regularly evaluating the effectiveness of partnerships and make appropriate decisions regarding them.
- ✓ Regularly assessing the efficiency and quality of DAU's facilities, equipment, and technological systems and ensuring that the results are effective for future improvement and development.
- ✓ Examining expenditure and revenue documents to ensure their accuracy and compliance with regulations.
- ✓ Reviewing accounting records to verify the regularity, accuracy, and integrity of accounting entries and directions.
- ✓ Reviewing contracts and agreements in which the university is a party in to ensure compliance with them.
- ✓ Auditing treasury operations and examine its records and documents to ensure that inventory has been conducted in accordance with prescribed rules and procedures.
- ✓ Auditing warehouse operations and examining its records, and documents to ensure that inventory, evaluation, and storage methods have been carried out in accordance with prescribed rules and procedures.
- ✓ Auditing the financial reports and final accounts prepared by the university to ensure their accuracy and compliance with the systems, regulations, instructions, and policies applied by DAU.
- ✓ Providing advice when discussing the university's budget proposal.
- ✓ Performing any other tasks assigned by the Executive Director related to the nature of the department's work.

4.6.4 Legal Affairs Department

Organizational Reporting Structure: Legal Affairs dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Preparation of legal formulations for any contracts, administrative decisions, agreements, memoranda of understanding, and cooperation between the university and others.
- ✓ Representation of the university in the judicial authorities.
- ✓ Participation in the university committees that require existence legal affairs.
- ✓ Providing legal opinions about the legal issues arising during contract implementation, including considering the imposition of penalties for delays and withdrawal of work when necessary.
- ✓ Studying and preparing pleadings filed by third parties, including drafting legal defense memoranda, responding to them, and providing supporting documents before various judicial bodies, and following up on them until a judgment is issued.
- ✓ Monitoring complaints submitted by Third parties.
- ✓ Preparing all complaints filed against Third parties in case of an assault on funds, property, or individuals during the performance of their duties.
- ✓ Monitoring the enforcement procedures of judgments issued against Third parties.
- ✓ Studying judgments to identify deficiencies and filing objections within the legal deadlines before the competent authorities.
- ✓ Monitoring the investigations in administrative and financial violations and preparing a legal opinion on them.
- ✓ Reviewing complaints received by the legal administration.
- ✓ Studying transactions which include regulatory problems and providing opinions to the authorized person.
- ✓ Participating in issuing administrative decisions and reviewing it before their formal issuance.
- ✓ Preparation of letters and responses to external entities.
- ✓ Reviewing minutes of meetings for departments, college councils, university council, and board of trustees, and ensuring their compliance with higher education laws and regulations.
- ✓ Representation in committees formed to investigate administrative and financial matters and participating in the preparation of their minutes.
- ✓ Any other tasks assigned by the Executive Director related to the nature of the department's work.

4.6.5 Information Technology Department

Organizational Reporting Structure: Information Technology (IT) dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Working on developing the information technology systems at the university, including software, databases, internal and external communication networks.
- ✓ Preparing technical specifications and feasibility studies for information technology projects.
- ✓ Identifying the university's technical needs such as computers, e-learning and digital media, software, systems with the determination of their technical specifications and ensuring their security.
- ✓ Maintaining the security and confidentiality of DAU's information by protecting the university's information technology systems from breaches or damage and establishing technical security policies and procedures to ensure that.
- ✓ Preparing periodic reports on information technology performance at the university and proposing proper development plans.
- ✓ Developing the internal and external communication networks to ensure a high-efficiency communication process.
- ✓ Supervising the maintenance and operation of networks, devices, systems, software, and databases at the university.
- ✓ Providing technical support in the field of information technology and computers to all departments at the university and solving any technical problems they face.
- ✓ Managing and regularly updating the university's website to be in coordination with relevant departments at the university.
- ✓ Studying and monitoring the information technology developments and e-learning process and submit any recommendations to the senior management at the university.
- ✓ Providing advice and assistance to colleges and other departments at the university in all matters related to information technology and its applications at the university.
- ✓ Providing necessary suggestions to amend or develop the information security systems, regulations, instructions, decisions, and procedures at the university, according to work needs and updated variables.
- ✓ Supervising the collection, classification, and preservation of DAU's data and information.
- ✓ Supervising the backup, storage ,retrieval of databases for internal university systems, and ensuring their integrity.
- ✓ Any other tasks assigned by the Executive Director related to the nature of the department's work.

4.6.6 Public Relations and Marketing Department

Organizational Reporting Structure: Public Relations and Marketing dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Arranging and supervising the events in the university and communicating with the relevant events' authorities.
- ✓ Coordinating, organizing, and supervising DAU participation in external events.
- ✓ Communicating with organizations which are expected to have strategic partnership with the university's events and identifying organizations which are expected to sign sponsorship agreements with them.
- ✓ Establishing communication channels with local and international institutions, universities, and relevant organizations to explore opportunities for local, regional, and international cooperation in various fields of education and scientific research, capacity building, academic exchange, and student exchange.
- ✓ Participating in the preparation and organization of seminars and conferences and coordinating with the organizing entities.
- ✓ Organizing various events and promotional campaigns for the university and its programs, including those on social media platforms and through email, as well as participating in exhibitions and conferences.
- ✓ Organizing delegations' visits and receiving guests including travel reservations and arranging transportation and accommodation.
- ✓ Preparing and securing media newsletters, publications, and posters.
- ✓ Preparing and publishing the university's news through the website, social media platforms, newsletters, emails, and other communication channels.
- ✓ Developing a marketing plan for the university and launching effective marketing campaigns using digital platforms, social media platforms, and other modern marketing channels to enhance its image and marketing its academic programs.
- ✓ Holding Marketing activities, events, and initiatives and attracting sponsorship contracts for them.
- ✓ Increasing the presence and interaction of DAU on different social media platforms.
- ✓ Creating promotional electronic content highlighting the university's successes and enhancing its image.
- ✓ Managing and monitoring marketing offers provided through the university's website and social media accounts.
- ✓ Visiting schools and hosting students and parents at the university to enhance communication with potential stakeholders and marketing the university's programs.
- ✓ Preparing agreements and memoranda of understanding with various local and international institutions with proper follow-up for these agreements.
- ✓ Any other tasks assigned by the Executive Director related to the nature of the department's work.

4.6.7 Projects Management Department

Organizational Reporting Structure: The Projects Management dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Supervising the study, design, and implementation of projects at the university.
- ✓ Proposing improvements and developments for academic buildings, parking facilities, and other university facilities.
- ✓ Participating in the preparation of tender documents, specifications, and contractual documents.
- ✓ Participating in the evaluation and analysis of bids and following up on the tendering, supervision, and monitoring procedures.
- ✓ Supervising and reviewing the services presented by the contracted engineering and consulting offices.
- ✓ Issuing projects and forming evaluation committees to study bids and make recommendations for awarding contracts.
- ✓ Monitoring new projects, ensuring their implementation according to their timelines, and coordinating their handover with the supervising consultant or the engineering office.
- ✓ Monitoring project expenditures according to the completed work.
- ✓ Any other tasks assigned by the Executive Director related to the nature of the department's work.

4.6.8 Operation and Maintenance Department

Organizational Reporting Structure: Operation and Maintenance department is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Supervising the university buildings, sports facilities, entertaining facilities, and preserving the university's assets and properties.
- ✓ Implementing the periodic and corrective maintenance for the university buildings and facilities.
- ✓ Developing maintenance and cleanliness procedures and ensuring their implementation.
- ✓ Providing necessary materials and consumables for operational processes.
- ✓ Monitoring operational and maintenance expenses, including energy and water consumption, and taking necessary measures for their optimization.
- ✓ Any other tasks assigned by the Executive Director related to the nature of the department's work

4.6.9 Safety and Security Department

Organizational Reporting Structure: Safety and Security dept. is organizationally reports to the Executive Director.

Roles and Responsibilities:

- ✓ Implementing the systems, regulations, and instructions related to the security and safety of employees and all university facilities.
- ✓ Identifying the security and safety needs and communicating with relevant authorities to ensure their provision.
- ✓ Ensuring the availability and readiness of security and safety systems on the university campus.
- ✓ Monitoring the implementation of security and safety rules, regulations, and instructions issued by relevant authorities.
- ✓ Organizing entry and exit of individuals to the university building and regulating the movement of vehicles to the university parking lots.
- ✓ Developing evacuation plans for emergency situations and conducting simulating evacuation operations.
- ✓ Monitoring incidents that occur within the university campus and conducting preliminary investigations in co-ordination with relevant authorities.
- ✓ Allocating security personnel (both male and female) according to the actual security and safety needs.
- ✓ Participating in receiving delegations visiting the university and facilitating their entry.
- ✓ Any other tasks assigned by the management related to the nature of its work.

4.7 Educational Units

4.7.1 College Council

Roles and Responsibilities:

- ✓ Considering scientific, administrative, and financial matters related to the college and the council has the authority to delegate some of its responsibilities to its chairperson.
- ✓ Forming committees among its members or others to study assigned tasks.
- ✓ Proposing the appointment of faculty members, teaching assistants, lecturers, and their transfers, secondments, and promotions.
- ✓ Recommending the approval of the college's strategic plan in accordance with the university's strategic plan.
- ✓ Approving the annual operational plans for the college and academic programs.
- ✓ Approving the research strategy in the college.
- ✓ Proposing study plans and modified with the coordination with the departments.
- ✓ Proposing academic curricula, prescribed books, and references for the college departments.
- ✓ Organizing examination procedures in the college, supervising them, discussing the results received from the relevant departments, and making appropriate decisions regarding them.
- ✓ Approving quality assurance and academic accreditation plans for college programs.
- ✓ Proposing professional development plans for college staff.
- ✓ Encouraging the preparation and coordination of scientific research among the college departments and working on their publishing.
- ✓ Considering matters referred to it by the University Council, its chairperson, or deputy for study and expressing opinions.

4.7.2 College Dean

Organizational Reporting Structure: College Dean is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ Managing the scientific, educational, administrative, and financial affairs of the college, as defined by the regulatory bylaws of private universities and colleges.
- ✓ Chairing the College Council, inviting members to attend council meetings, organizing council affairs, and implementing its decisions.
- ✓ Implementing college-related decisions issued by the University Council and College Council.
- ✓ Monitoring key performance indicators in the college's strategic plan, both at the college level and within academic programs, and taking necessary actions to ensure the achievement of annual targets.
- ✓ Supervising the implementation of educational plans and programs in the college.
- ✓ Overseeing and monitoring all academic and administrative affairs of the college.
- ✓ Preparing periodic and annual reports about the college and submitting it to the university president.
- ✓ Organizing and supervising examinations in the college.
- ✓ Representing the college inside and outside the university.
- ✓ Coordinating between the college and local community institutions, public and private sector units, in accordance with university regulations.
- ✓ Issuing internal decisions which are necessary for the workflow in the college in accordance with regulations and bylaws.
- ✓ Any other authorities granted to the dean by the university president.

4.7.3 Director of the University Property Program (UPP)

Organizational Reporting Structure: Director of UPP is organizationally reports to the University President.

Roles and Responsibilities:

- ✓ Chairing the UPP Program Council (if applicable), inviting members to attend council meetings, organizing council affairs, and implementing its decisions.
- ✓ Implementing program-related decisions issued by the University Council and Program Council.
- ✓ Monitoring key performance indicators in the program's strategic plan and taking necessary actions to ensure the achievement of annual targets.
- ✓ Monitoring the program's faculty member's needs, evaluating their performance and professional development.
- ✓ Supervising the implementation of educational plans and programs within the college, specifically related to the courses taught within the UPP.
- ✓ Overseeing and monitoring all academic and administrative affairs of the program.
- ✓ Preparing periodic and annual reports about the program to be submitted to the university president.
- ✓ Organizing and supervising examinations of the courses within the university preparatory program.
- ✓ Issuing internal decisions which are necessary for the workflow in the college in accordance with regulations and bylaws.
- ✓ Any other authorities granted to the dean by the university president.

4.7.4 College Vice Dean

Organizational Reporting Structure: College Vice Dean is organizationally reports to the College Dean.

Roles and Responsibilities:

- ✓ Assisting the Dean in his/her duties and has an authorized delegation for senior deputies in the absence of the Dean.
- ✓ Acting as a substitute for the Dean of the college in his/her absence or as assigned.
- ✓ Serving as the Secretary of the College Council, including coordinating its meetings, scheduling them, receiving memos for presentation to the Council from the college departments, and preparing its minutes.
- ✓ Supervising the workflow of the committees established in the college.
- ✓ Supervising the preparation of operational plans for the college and the academic programs and monitoring their implementation.
- ✓ Supervising the preparation of regular and annual reports for the college.
- ✓ Supervising student councils, student services, the college's website, and the college's social media accounts.
- ✓ Monitoring the periodic review, evaluation, and development of the programs offered by the college.
- ✓ Supervising the process of semester and final examinations and proposing the formation of examination committees in co-ordination with the academic departments and the Admission, Registration and Student Affairs Deanship.
- ✓ Performing any delegated authority by the Dean of the college.

4.7.5 Department Council

Roles and Responsibilities:

- ✓ Recommending the approval of study plans and approving textbooks and educational references.
- ✓ Encouraging and academically supervising community engagement activities in the department.
- ✓ Approving the extracurricular activity plan in the department.
- ✓ Supervising the implementation of quality assurance system and the accreditation requirements in the academic programs of the department.
- ✓ Recommending approval for faculty members to participate in conferences and seminars held inside or outside the Kingdom.
- ✓ Reviewing requests for academic promotion of faculty members in the department and making recommendations to the College Council.
- ✓ Recommending the appointment and contracting of faculty members, lecturers, and teaching assistants.
- ✓ Encouraging faculty members in the department to engage in scientific research and publish in indexed journals.
- ✓ Carrying out tasks delegated by the College Council or the Dean in accordance with regulations and bylaws.
- ✓ The Council may form committees from its members or others to study assigned matters.

4.7.6 Head of the Department (HoD)

Organizational Reporting Structure: Head of the Department is organizationally reports to the College Dean.

Roles and Responsibilities:

- ✓ Managing the scientific, educational, research, administrative, and financial affairs of the department in accordance with the regulations and bylaws approved by the College Council and the University Council.
- ✓ In case this position is not occupied, Dean of the college will be delegated to do the tasks of the HoD until for not more than Four months the new HoD is appointed.
- ✓ Submitting an annual report about the department performance to the Dean of the college.
- ✓ Chairing the department council and supervising its affairs, inviting members to attend its sessions, implementing its decisions, preparing, and submitting these minutes of meetings to the dean of the college.
- ✓ Managing the department's faculty members and those under its jurisdiction efficiently.
- ✓ Ensuring that educational and operational activities in the department comply with university regulations and policies.
- ✓ Supervising the preparation of the department's annual operational plan, monitoring its performance indicators, developing improvement plans, and monitoring their implementation.
- ✓ Ensuring effective representation of the department within and outside the college.
- ✓ Establishing academic and administrative committees in the department.
- ✓ Encouraging faculty members to participate in scientific research and in community engagement initiatives.
- ✓ Preparing annual reports for the academic programs in the department and submitting them to the college council.
- ✓ Supervising the progress of educational, academic, and administrative processes in the department.
- ✓ Supervising the development of the academic programs in the department and their study plans.
- ✓ Supervising various student activities and services in the department.
- ✓ Evaluating the performance of the department's faculty members and administrative staff.
- ✓ Coordinating the workflow of the department's advisory boards and implementing their recommendations.
- ✓ Distributing teaching loads among faculty members within the department.
- ✓ Supervising departmental events (seminars, lectures, conferences).
- ✓ Performing delegated authority from the dean of the college.

4.7.7 Faculty Member

Organizational Reporting Structure: Faculty Member is organizationally reports to the Head of the Department.

Roles and Responsibilities:

- ✓ Fulfilling the teaching load specified by the department council or its head and adhering to it, as well as all working efficiently on the assigned academic and administrative tasks.
- ✓ Working a minimum of 40 hours per week, distributed among teaching, scientific research, and community engagement.
- ✓ Preparing scientific materials for the courses assigned to teach and participating in the development of curricula and study courses in line with the latest developments in the field of specialization and the requirements of the labor market.
- ✓ Familiarizing oneself with the information provided in the course description and implementing it, following the approved rules and instructions in the courses being taught.
- ✓ Familiarizing oneself with study plans, graduation requirements, and taking them in consideration while teaching and academic advising.
- ✓ Complying with the relevant department, college, and university rules and regulations while performing the assigned academic activities.
- ✓ Ensuring achievement of courses learning outcomes and the assessment methods used enable the effective measurement of those learning outcomes.
- ✓ Participating in the development of program learning outcomes and contributing to the program-level learning assessment process.
- ✓ Evaluating student performance based on fair, clear, and announced criteria to provide a genuine assessment of the student's academic level and promptly raise assessment results as required by the course without any delay.
- ✓ Carrying out all tasks related to the examinations of the courses being taught, such as questions design, correction, review marks, and uploading the results to the Student Information System (SIS).
- ✓ Effective communication with students through email and other university approved communication channels.
- ✓ Participation effectively in the committees at the department, college, and university.
- ✓ Adhering to the examination schedules and following the rules and instructions governing them.
- ✓ Complying with all university policies and procedures.
- ✓ Preparing the course file at the end of each semester.
- ✓ Actively contributing to scientific research in their specialization and supervising students' research.
- ✓ Ensuring effective academic guidance for the benefit of students.
- ✓ Adhering to the office hours.
- ✓ Participating in community engagement activities, volunteering work, and extracurricular activities.
- ✓ Carrying out delegated authorities from the Head of the Department.

4.8 Units affiliated to the General Directorate of Planning, Development and Quality Assurance

4.8.1 Directorate of Quality Assurance

Organizational Reporting Structure: Directorate of Quality Assurance is organizationally reports to the Director of the General Directorate of Planning, Development and Quality Assurance.

Roles and Responsibilities:

- ✓ Promoting and spreading the quality culture within the university.
- ✓ Developing the internal quality assurance system of the University.
- ✓ Planning and implementing the institutional academic accreditation from the Education and Training Evaluation Commission (ETEC).
- ✓ Providing necessary support for academic programs to obtain programmatic academic accreditation from ETEC and for its renewal.
- ✓ Providing necessary support for academic programs to obtain international accreditation from reputable organizations and for their renewal.
- ✓ Facilitating the procedures of institutional and programmatic accreditation by direct coordination with ETEC/National Center for Assessment and Academic Accreditation.
- ✓ Monitoring the commitment of colleges, academic programs, supporting deanships, and departments to implement the internal quality system at Dar Al-Uloom University.
- ✓ Assisting colleges and academic programs in developing improvement plans related to quality activities and academic accreditation.
- ✓ Monitoring the implementation of procedural plans for institutional academic accreditation recommendations.
- ✓ Providing necessary support for academic programs in implementing procedural plans for programmatic accreditation recommendations.
- ✓ Assisting in developing and implementing policies and procedures at Dar Al-Uloom University in line with quality standards and academic accreditation.
- ✓ Providing necessary training for faculty members on quality and academic accreditation activities.
- ✓ Measuring performance indicators, conducting internal and external benchmarking at the university and program levels, and preparing necessary reports.
- ✓ Preparing periodic reports on stakeholder satisfaction levels (students, graduates, faculty members, employees, and employers).
- ✓ Continuously collecting data, information, and statistical reports related to quality and academic accreditation activities.
- ✓ Documenting and archiving data and reports related to quality activities, especially course files and annual reports of academic programs.
- ✓ Supervising quality assurance units in colleges.
- ✓ Any other tasks assigned by the administration related to the nature of its work.

4.8.2 Strategic Plan Office

Organizational Reporting Structure: Strategic Plan Office is organizationally reports to the Director of the General Directorate of Planning, Development and Quality Assurance.

Roles and Responsibilities:

- ✓ Developing the strategic plan for the university.
- ✓ Preparing the executive plan and timeframe for implementing the strategic plan of the university.
- ✓ Monitoring the preparation of strategic plans for the colleges in alignment with the university's strategic plan.
- ✓ Providing technical support to the committees responsible for developing and implementing strategic plans in the colleges and other units of the university.
- ✓ Monitoring and tracking key performance indicators in the university's strategic plan and in the strategic plans of the colleges and other units within the university to support the achievement of their annual targets.
- ✓ Performing any other tasks assigned by the office related to its nature of work.

4.8.3 Decision Support Unit

Organizational Reporting Structure: Decision Support unit is organizationally reports to the Director of the General Directorate of Planning, Development and Quality Assurance.

Roles and Responsibilities:

- ✓ Monitoring the implementation of decisions made by all councils and standing committees in the university and preparing the necessary reports.
- ✓ Developing data collection and analysis tools and categorizing them according to university sectors.
- ✓ Standardizing data sources to ensure their quality and reliability to support the decision-making process.
- ✓ Developing statistical, predictive, and business intelligence tools to support decision-makers in finding solutions and alternatives.
- ✓ Providing visual representation of information to decision-makers as a quick and easy way to view the university's performance.
- ✓ Developing the necessary academic analyses based on the university's performance indicators, relevant authorities, and benchmarking with other universities to contribute in setting development and improvement plans.
- ✓ Monitoring the implementation of improvement plans submitted by all units within the university.
- ✓ Studying the impact of decisions has been taken on DAU's performance.
- ✓ Working on issuing regular and annual statistical reports for the university.
- ✓ Communicating with ministries, governmental entities, and providing them with the required data related to the unit's specialization.
- ✓ Performing any other tasks assigned by the unit related to its nature of work.

4.8.4 Training and professional development Unit

Organizational Reporting Structure: Training and Professional Development Unit is organizationally reports to the Director of the General Directorate of Planning, Development and Quality Assurance.

Roles and Responsibilities:

- ✓ Identifying and analyzing the annual training needs for the academic and administrative staff.
- ✓ Developing an annual training plan to enhance the skills of the academic and administrative staff considering the results of the training needs analysis and in alignment with the university's strategic objectives.
- ✓ Conducting lectures and workshops aimed at promoting and reinforcing a culture of quality in the university.
- ✓ Conducting training programs and workshops to meet the training needs of the academic and administrative staff.
- ✓ Developing the content of the training workshops based on feedback from participant satisfaction surveys.
- ✓ Activating and enhancing collaboration with local, regional, and international universities, institutions, and specialized training centers in the field of training and developing skills.
- ✓ Updating data in the skills registry for faculty members.
- ✓ Performing any other tasks assigned by the Director of the General Directorate of Planning, Development, and Quality Assurance related to the nature of the unit's work.

4.8.5 Teaching and Learning Unit

Organizational Reporting Structure: Teaching and Learning unit organizationally report to the Director of the General Directorate of Planning, Development and Quality Assurance.

Roles and Responsibilities:

- ✓ Developing strategies, policies, and procedures for teaching and learning at DAU.
- ✓ Monitoring and coordinating with quality units in colleges to ensure compliance with the requirements of the Education and Learning Standard (the third standard of institutional and programmatic accreditation standards).
- ✓ Studying the alignment between course content, teaching and learning strategies, and assessment methods with course objectives and expected learning outcomes in coordination with quality committees in academic programs.
- ✓ Monitoring the implementation of academic programs and courses' development plans based on the annual reports of the programs and course which are approved by department council and college council in coordination with quality committees in the academic programs.
- ✓ Developing and implementing improvement plans based on institutional accreditation performance indicators analysis.
- ✓ Monitoring academic programs in improvement plans implementation which is based on the programmatic accreditation performance indicators analysis.
- ✓ Measuring the characteristics of graduates and learning outcomes at the institutional and programmatic levels in collaboration with quality units in the colleges and developing improvement plans based on these results.
- ✓ Developing the suitable documentation system for study plans, academic program descriptions, course descriptions, ensuring quick and easy reference, especially in student transfer or conversion processes to and from the university which will facilitate the retrieval process for this data.
- ✓ Establishing mechanisms to develop and improve teaching and learning requirements and equipment in DAU such as libraries, laboratories, study halls, and Internet rooms in various colleges.
- ✓ Monitoring student satisfaction with the quality of teaching, academic advising, professional advising, psychological advising, and all services provided to them.
- ✓ Developing procedures and mechanisms to enhance the credibility of exams and student assessment methods.
- ✓ Ensuring effective academic performance of students by verifying the provision of feedback to students based on their performance in exams and various assessment methods.
- ✓ Performing any other tasks assigned by the unit related to its nature of work.

4.9 Units affiliated to the General Directorate of Scientific Research and Innovation

4.9.1 Research Support Unit

Organizational Reporting Structure: Research Support unit is organizationally reports to the Director of the General Directorate of Scientific Research and Innovation.

Roles and Responsibilities:

- ✓ Reviewing the policies, and procedures for the scientific research supporting and publishing at DAU and providing development proposals to improvement the quality of the scientific research at DAU.
- ✓ Studying requests for supporting scientific research submitted by the faculty members and university students and making recommendations on them to the Scientific Council.
- ✓ Completing the procedures for signing contracts to support scientific research, monitoring the implementation of supported research projects, and providing periodic reports to the Scientific Council on their progress and any obstacles they faced.
- ✓ Providing consulting services to faculty members in the field of scientific research and publishing.
- ✓ Working as a supporting unit for faculty members by providing some services such as statistics, analysis, and usage of computer programs.
- ✓ Providing guidance services to researchers regarding research methods and appropriate tools for collecting scientific material and assisting them in designing, reviewing, and evaluating questionnaires.
- ✓ Providing reviewing services for research and scientific papers before submission for publication.
- ✓ Developing the capabilities of faculty members to prepare scientific research and scientific papers according to the standards of standards of classified scientific journals with an impact factor.
- ✓ Implementing specific training programs related to research ethics, citation, and referencing.
- ✓ Enhancing cooperation with national, regional, and international research centers through conducting joint research and exchanging knowledge and experiences.
- ✓ Organizing communications and relationships with research centers outside the university.
- ✓ Exchanging information and experiences with similar research centers.
- ✓ Any other tasks assigned by the Director of the General Directorate for Scientific Research and Innovation related to the nature of the unit's work.

4.9.2 Center for Entrepreneurship, innovation, and knowledge Transfer

Organizational Reporting Structure: Center for Entrepreneurship, Innovation and Knowledge Transfer is organizationally reports to the Director of the General Directorate of Scientific Research and Innovation.

Roles and Responsibilities:

- ✓ Developing entrepreneurial thinking and a culture of freelancing, and encouraging innovation and development among university staff, while equipping them to enhance their competitive capabilities and establish entrepreneurial projects, attracting funding from public and private entities.
- ✓ Encouraging and supporting faculty members and students at DAU to obtain and register patents.
- ✓ Investing in ideas and innovations from university staff and transforming them into products or commercial projects.
- ✓ Increasing the economic return and tangible output of scientific research at the university.
- ✓ Enhancing the university's partnership with its surroundings through conducting research and consultancy studies according to the needs of government and private sectors, to develop the university's resources and invest in its human capabilities.
- ✓ Establishing partnerships with research funders in the public and private sectors to enhance the funding sources for research activities of faculty members at DAU.
- ✓ Promoting and establishing incubators and accelerators at the university
- ✓ Supporting the establishment and management of projects initiated by university staff.
- ✓ Building an effective network of relationships to support innovation and entrepreneurship with other supporting institutions.
- ✓ Marketing the university's outputs of innovations and entrepreneurial projects locally and internationally.
- ✓ Encouraging knowledge transfer between the university and relevant organizations.
- ✓ Providing opportunities for researchers to achieve their goals by communicating scientific research that has a significant impact with industry and society.
- ✓ Developing and updating policies and procedures related to conducting and marketing of scientific research outcomes.
- ✓ Any other tasks assigned by the Director of the General Directorate for Scientific Research and Innovation related to the nature of the center's work.

4.9.3 Learning Sources & Libraries Center

Organizational Reporting Structure: the learning sources and libraries center is organizationally reports to the Director of the General Directorate of Scientific Research and Innovation.

Roles and Responsibilities:

- ✓ Managing learning resources and reference materials at the university level through policies and procedures supporting teaching and learning processes.
- ✓ Working on providing modern electronic learning resources (databases, digital platforms, electronic systems, digital media, and references, etc.) which will meet all the needs of academic programs at the university.
- ✓ Working to provide program needs for laboratories, classrooms, electronic and digital presentation tools, and devices.
- ✓ Providing consultation to academic programs to build electronic and digital content for all courses.
- ✓ Evaluating the efficiency of learning resources used at the university and proposing their development according to emerging educational technologies and ensuring their regular maintenance and operational efficiency.
- ✓ Implementing a monitoring and evaluation system for information technology to ensure the effective use of teaching and learning technologies at the university.
- ✓ Organizing training programs and workshops for faculty members to enhance their skills in using electronic learning resources and e-learning.
- ✓ Proposing rules and regulations governing the utilization of university libraries and supervising their implementation.
- ✓ Administering and overseeing the library system at the university and monitoring its performance.
- ✓ Developing and improving work policies and procedures in the library to ensure their effectiveness and achieve their goals.
- ✓ Working to provide information sources such as books, digital and paper references in the library that meet the curriculum needs of academic programs and support the processes of teaching, learning, and scientific research.
- ✓ Any other tasks assigned by the Director of the General Administration for Scientific Research and Innovation related to the nature of the center's work.