

A summary of the duties of the members of the staff and teaching faculty
Prepared by the College of Engineering

This is a summary of
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ملخص

"فصل واجبات أعضاء هيئة التدريس ومن في حكمهم -
من الدليل الشامل لحقوق وواجبات أعضاء
هيئة التدريس ومن في حكمهم
بجامعة المجمعة"



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What is meant by faculty members

1. Professors.
2. Associate Professors.
3. Assistant Professors.

Duties of faculty members

A- His duties towards students

- Teaching within the prescribed quorum.
- Additional teaching above the prescribed quorum.
- Preparing the exams for his subjects.
- Faculty members must adhere to the authentic university traditions and work to spread them among students and they must support students, and take care of their activities such as; societal activities, cultural and sports.
- To transfer to his students his knowledge and the latest findings of science in his field of specialization. Furthermore, his suggestions to developed the courses that achieves the overall quality.
- A faculty member is responsible for observing the regulations for students' examination as stipulated in the study regulations, undergraduate tests and executive rules.
- A faculty member sets questions for the course exam which is studying, and it is permissible, to be set by whoever chooses college council.
- The course instructor corrects the final examination papers and the head of department may share one or more faculty member with the same specializations in the correction.
- The faculty member who corrects the final exam monitors the grades obtained by students in the transcripts prepared and signs it. Then the head of the department approves it and enters it in the academic system.
- Participating in preparing study plans and developing programs for the department.
- Supervising on the field requirements of the material he is studying.
- Supervising on research and questions for students of postgraduate studies.

B- His duties towards the university

- Avoiding behavior that harms the university's reputation, or losing its funds, and gives appropriate support to the work and activities in the university. Furthermore, not exploiting the university's name to serve his owns interests, and not working outside the university except with its knowledge after obtaining the university's consent.
- Participating in the sessions of the councils of departments, committees in the college and university
- Commitment to office hours and attending the conferences.
- Submitting to the university's competent authorities with proposals that help and develop the scientific and administrative work at the university.

- Participating in the activities of the university in community service and recommending what is needed by the university vice president for academic development and serve the community.
- To contribute to proposing seminars and conferences within cultural programs.
- Follow up on new developments in his field of specialization, contribute to the development, raise it to the competent authorities, and present to the department council what is required of it.
- A faculty member spends working hours in teaching, research, academic advising, office hours and other work that is assigned to him by the competent authorities at the university.
- A faculty member is responsible for teaching the courses assigned to and he is committed to attend and teach on the dates specified for these courses. Furthermore, he is committed not to change the dates and locations of lectures or join groups except after coordination with the department head and the Deanship of Admission and Registration.
- A faculty member adheres to the university academic calendar, especially with regard to final exam dates. Furthermore, the faculty member not changes the date of final exam except after coordination with the authorized parties.
- Continuous communication with the head of the department as he is responsible for managing the scientific, financial and administrative affairs within the department. The head of department is presented the final annual report of scientific contribution for each faculty member in the department to the dean of college.
- Faculty members should devote time to conduct lessons, lectures, and practical exercises. Additionally, the faculty members should contribute to the advancement of science, literature and arts.

C. His duties towards developing professional capabilities

- Remain in touch with all new developments in his field of specialization and that is through direct access to specialized literature and periodicals. Additionally, the faculty member is necessary participated in scientific societies, attending seminars and relevant scientific conferences.
- Carrying out research, studies, workshops and participating in collective research.
- Carrying out creative writing and targeted analyzes that contribute to providing knowledge and community service.
- It is not permissible for faculty members to give lessons in other than their own university or to supervise on lessons are given except with a license from the university president.
- Faculty members are not permitted to give private lessons with or without charge.
- It is not permissible for faculty members to combine their job with any work that is not consistent with the dignity of this job.

D. Duties of a faculty member towards society


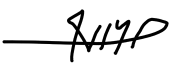
1. Scientific participation in developing the university community through specialized courses to train graduates and raise their efficiency in line compatible with the market.

2. A member of the teaching staff is trustworthy for the nation's being, its unity, and the cooperation of its children. He works hard for fruitful love and sincere respect to prevail among all citizens. In order to, achieve the security, stability of the homeland to enable its growth, prosperity and ensure its reputation position among the human societies.
3. The faculty member is appreciated by society, respected and trusted, and he is therefore keen to be at the level of trust, appreciation and respect.
4. A faculty member is an influential member of his community. He also hopes for cognitive, scientific advancement, intellectual creativity and the spread of these virtues among his students.
5. A faculty member is a true picture of the intellectual belonging to his religion and country, which requires him to expand the scope of his culture and diversify its sources. On the other hand, to be able to form a mature opinion based on knowledge by which he helps his students with the broad horizon and seeing divergent views as complementary cultural components.
6. Consolidating the bonds of trust between the college and the community.
7. Preserving the environment while dealing with harmful chemical and biological materials.
8. Taking the opinion of the surroundings community in the programs offered by the college as the beneficiary from it.
9. Work to find appropriate solutions to the problems facing the surrounding community.
10. To exert his efforts in providing services whenever this is required in a legitimate way.
11. He seeks to contribute to the development of society, and directs his students to this through interest in participating in programs of community service, development and progress.
12. Linking what it offers to the society's culture and aspirations.
13. Interact with societal changes and participate in public opinion issues in a way that benefits education and society.
14. Linking university research with the needs of society according to results drawn from questionnaires and objective studies.
15. To contribute to proposing seminars and conferences within cultural programs. The contribution of faculty member in community services evaluates as points during promotion.

E. Duties of a faculty member in the field of scientific research, authoring and translation

1. Commitment to the role that scientific research plays in raising the level of education in the college and university and connection between the university and community.
2. Commitment to objectivity when judging scientific research for publication.
3. When quoting, the source must be clear and show the quotation without any ambiguity.
4. Paying attention to scientific research that can be applied in practical fields.
5. A commitment not to mention references that were not used by the researcher.
6. Avoid writing or giving an academic scientific certificate **away** from his specialization.
7. Not to fabricate incorrect data during the analysis of data related to scientific research.
8. Commitment to arrange names on published research papers from scientific theses.
9. Discuss researches in different universities to get to know what is new in scientific research.

10. Commitment to a sound scientific method in research and authorship.
11. Be completely honest in transmitting opinions to their owners.
12. Accuracy and honesty in referring to the references that have been used.
13. Taking into account the accuracy of summarizing texts.
14. Full clarification of the amount shared in authorship with others in the scientific papers.
15. Updating literature of scientific papers in line with the developments of the times in the specialization.
16. Taking into account the affiliation of books to their owners and not borrowing the names of some of the distinguished in the specialty in order to achieve material gain.
17. The need to respect the opinions of former scholars, and not to harm them but subject them to scientific discussion with evidence and proof.
18. Consider depositing copies of books in public libraries in order to facilitate young researchers and students, as well as placing summaries of those books on the Internet.
19. Directing his research for what benefits knowledge, society and humanity.
20. The General Secretariat, in carrying out his research and literature, does not attribute to himself only his thought and his work. The amount of benefit from others must be known and defined.
21. Be accurate in presenting the scientific views of others.
22. In joint research, the roles of the participants must be clarified precisely.
23. In collecting field and scientific data, accuracy, honesty and integrity are taken into consideration.
24. In data analysis, the researcher analyzes, interpretes, evaluates, compares and concludes the results clearly.
25. Maintaining the confidentiality of data.
26. The data should be updated in the literature prescribed for students.
27. The translator has the freedom to act by introducing some amendments in the original text and commend the areas of deletion and amendment. On the other hand, the obligation not to prejudice the author's reputation and scientific standing in relation to works published in a foreign language.

Task	Name	Signature	Date
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