

Summary of the mechanism of organizing the work of the departmental councils in the colleges
of Majmaah University
Prepared by the College of Engineering

This is a summary of
“The mechanism of organizing the work of the departmental councils in the colleges of Majmaah
University”

ملخص

"آلية تنظيم عمل مجالس الأقسام في كليات جامعة المجمعة"



Table of Contents

| | |
|---|----------|
| THE MECHANISM FOR ORGANIZING DEPARTMENTAL COUNCILS IN THE COLLEGES IS FOUND IN THE FOLLOWING | 3 |
| THE MECHANISM FOR ORGANIZING THE WORK OF COLLEGES COUNCILS AT MAJMAAH UNIVERSITY..... | 4 |

The mechanism for organizing departmental councils in the colleges is found in the following


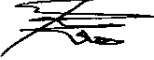
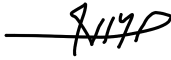
1. The council is chaired by the head of the department, and the decisions of the council are issued by the absolute majority of the votes of the attending members. (According to Article 42). The board consists of all faculty members in the department with the rank of assistant professor or higher.
2. The department council meets at least once a month, and a meeting is not valid unless two-thirds of its members attend.
3. The sessions will take place on Sunday at 12:00 PM
4. Preparing a timeframe for the sessions to be held and circulated by the administration of the department so that the sessions do not conflict with the scientific lectures.
5. Members are obligated to attend all council meetings at the specified time, provided that it does not exceed the first ten minutes from the beginning of the session time, and the department head is entitled to assess the situation in the event that a council member exceeds, attendance time as absent or present. With permission from the chairperson when he desires to departure, provided that 50% of the time has passed.
6. In the event that the member is unable to attend for any reason, seeking permission from the President of the Council will take place within a maximum time of an hour before the meeting as well as removing the names of non-actors in the oath because of their acquisition on an exceptional leave or scholarly recluse.
7. To display any topic in the department council, the secretary of the council must be notified by submitting a request to add a topic through the administrative communications before the end of the Thursday preceding the session, and the topics presented to the council should be consistent with the organization of the university.
8. The security of the department council is responsible for reviewing the related information and presenting them to the head of the department for approval.
9. The department meeting invitation is sent to the members at least one working day before the session takes place. If the topic presented for discussion in the session concerns one of the council members, it is preferable not to attend the discussion on the topic.
10. Board decisions are considered effective unless objection is received by the Dean of the College within (15) days from the date they were received. (According to Article 42). If the faculty dean objects to it, it is returned to the department council with his point of view, and if the department council remains on its opinion, the objected decision is referred to the college council for a decision in the first session, and the college council has the right to ratify, amend or cancel the decision, and his decision in that is final.
11. The decisions issued by the department council represent the opinion of the council regardless of the positions of the members during discussion, with the right of a member of the department council to express his opinion and reservation any of the session topics.
12. The council chairman approves the session recommendations and they are sent to the dean of the college within (24 hours) from the date of the session the meeting for approval.

13. After approval of the transcript by the dean of the faculty, the head of the department shall follow up the implementation of what was stated in the approved minutes.

The mechanism for organizing the work of college councils at Majmaah University

1. The council is headed by the dean of the faculty, and the decisions of the council are issued by the majority of the votes of the attending members and when equal, the side on which the head which is in it is weighted.
2. The council meets once a month, and the meeting is not valid unless two-thirds of its members attend.
3. The sessions will take place on Wednesday at 12:00 PM.
4. Preparing a schedule for the meetings of the college and circulating it through all members of the college council. The college can choose another date on the condition that all schedules are empty so that the sessions do not conflict with scientific lectures.
5. Members are obligated to attend all council meetings at the specified time, provided that it does not exceed the first ten minutes from the beginning of the session time, and the dean may assess the situation in the event that the faculty council member exceeds the attendance time as he is considered absent or is considered present. With permission from the session chair when he wants to leave provided that 50% of the session time has passed.
6. In the event that a member of the council is unable to attend for any reason, he must seek permission from the council president no later than an hour before the session takes place, as well as remove the names of inactive members in the college because of their secondment, obtaining leave exceptional or scientific devotion.
7. To present any topic in the department council, the secretary of the council must be notified before the end of the Tuesday preceding the session by submitting a request to add a topic and the topics presented to the council should be consistent with the organization of the university and approved by the dean of the faculty and in the event that a topic is not approved, the head of the department will be addressed to clarify the reasons for the refusal through administrative communications within two weeks of submitting the request.
8. The Secretary of the College Board reviews the files related to the topics of the session and submits it to the Dean of the College for approval and a request to be included in the specified time, after the Dean of the College approves the Department report, the inclusion of topics in the College Board in the event that the Head of the Department raises a request to include the topic within a period not exceeding two sessions from the College Board.
9. The college council meeting invitation is sent to the members at least one working day before the session takes place through the councils system, and if the topic presented for discussion in the session concerns one of the council members, it is preferable not to attend the discussion on the topic.

10. The decision of the College Board shall be considered effective unless is directed by the President of the University.
11. Decisions issued by the College Board represent the opinion of the council regardless of the members' positions during discussion or voting on them, with the College Board member entitled to express his opinion and reservation for any of the session topics.
12. The council president approves the session's recommendations, and they are sent to the University President within (24 hours) from the date of the session for approval.
13. After approval of the transcript by the Director of the University, the Dean of the College shall follow up the implementation of what was stated in the approved minutes.

| Task | Name | Signature | Date |
|-----------------------|---|--|---------------------------------|
| Request by: | College of Engineering | <i>Abdullah Almuhaissen</i> | August 1 st 2020 |
| Translated by: | Freelancer Translator: R. Mansour |  | August 13 th 2020 |
| Reviewed by: | Dr. Hani Alanazi |  | August 16 th 2020 |
| Approved by: | Vice-Deanship for Quality & Development |  | August 18 th 2020 |