



Najran University Policy Document

Introduction

While planning and proceeding towards achieving its vision, mission and strategic plan of 1433 through 1437 that Najran University has committed itself to before the Almighty Allah and before the whole country, a number of policies have acted as the guiding principles in this concern. For the university authorities, these policies are considered as administrative and value-oriented guidelines that determine the university decisions and its strategic orientations to keep pace with the practices in international universities and to achieve the national interests stated in the documents of the National Commission for Assessment and Academic Accreditation in the Kingdom of Saudi Arabia. The components of the university document of policy are presented below.

- **University Mission and Strategic Goals**

1. Strategic planning is the methodology used by the university in its plans for development and continuous improvement of all its academic and administrative units.
2. Periodic review of the university vision and mission by the University Council to keep pace with the recent developments at the national and international levels
3. All university employees, students, employers and other stakeholders are actual partners in formulating the university vision, mission and strategic goals to ensure their support and approval while implementing the strategic plan.

- **Authorities and management**

1. The university council refers to the university mission when taking administrative decisions relating to the distribution of resources, projects, or university important policies.
2. While managing the university affairs and taking decisions, the University Council and the university supreme administration are committed to what is likely to achieve university interests in general and the interests of stakeholders , in particular.
3. Open doors, open minds, and open hearts is the approach the university academic and administrative leadership is committed to when dealing with the university employees and stakeholders.
4. The university affairs, administrative units, and administrative and academic activities operate through an approved organizational structure with specific tasks

and responsibilities to ensure the participation of university employees in planning and decision-making.

5. Electronic administrative communication is the official method of contact between the university administrative and academic units.
6. Both the administrative and academic bodies participate in the selection of and renewal to the administrative and academic leadership via opinion polls.
7. The university administration believes in and practices authorization and decentralized decision-making.
8. Involving both men and women while developing the university comprehensive plan and adopting effective methods of communication regarding teaching issues and administrative activities.
9. Continued simplification and digitization of the administrative workflow to raise the efficiency of dealings implementation.
10. Providing electronic access to different university services to ensure their efficient delivery to stakeholders.
11. Supporting young leaders and enhancing their abilities in accordance with work needs and administrative development requirements.
12. Complimenting the distinctive performance of academic and administrative staff financially and morally, in recognition of their achievements and efforts.

❖ Management of Quality Assurance

- 1) Quality improvement is a part of the normal planning processes undertaken by the university as a constant cycle of planning, application, evaluation and reviewing.
- 2) Improving the quality of programs and courses in all academic departments by outlining the specifications of these courses and programs in accordance with the requirements of national qualifications general framework. Course and program specifications should also observe the professional programs' accreditation standards stated in the templates of the National Commission for Academic Accreditation & Assessment.

- 3) Providing all administrative units, especially the newly established ones, with the needed financial and moral support to assist them in performing their various responsibilities within the university system of total quality.
- 4) Measuring the job satisfaction of faculty members and administrators in addition to continuous cooperation with the concerned administrative units.
- 5) Continuous evaluation of the performance of administrative and academic leaderships and all employees of the university.
- 6) Achieving the principle of accountability which is based on reward and punishment in the university's administrative and academic dealings.
- 7) Providing administrative and legal frameworks that ensure transparency and clarity in all processes of accountability, monitoring and improvement.
- 8) Adopting effective strategies in order to create a positive atmosphere which ensures constant and regular dialogue and consultation concerning issues related to work and recent developments.
- 9) Continuous evaluation of the quality of work atmosphere through surveys and discussions with faculty members, employees and students.
- 10) Maintaining quality of all administrative and academic activities in all facilities of the university, such as buildings and services, and cooperating with the relevant administrative and academic units to improve quality continuously.
- 11) Constant monitoring and evaluation of institutional and program performance by using benchmark quality performance indicators.
- 12) Administering the periodical, institutional, and program self-evaluation of all the university's administrative and academic units every three years, for the purpose of developing improvement plans as well as academic and professional accreditation.
- 13) The final results of evaluating scientific programs quality are the average results of male and female evaluations.

- 14) Commitment to the requirements of international standards: ISO9001:2008, and reviewing its terms regularly and continuously to ensure constant improvement of quality in all university administrative units.

❖ Learning and Teaching

- 1) Consistency of all learning outcomes of the university programs with the “national framework of qualifications”
- 2) Najran University applies the system of credit hours in its existing and prospective programs.
- 3) Expanding programs to meet the requirements of employment and labor market.
- 4) Continuous evaluation of all inputs, processes and outputs of the educational process according to the principles of total quality and benefitting from this evaluation in courses and programs development.
- 5) Attracting highly qualified faculty members whose skills and knowledge are commensurate with the courses they are going to teach.
- 6) Intensifying practicum in teaching and external field training according to the standards and specifications of NCAAA concerning students and their supervisors.
- 7) Using teaching and evaluation strategies that ensure the development of students’ personal and communication skills.
- 8) Ensuring the availability of equal opportunities of teaching and learning for all male and female students.
- 9) Continuous development of faculty members’ skills on using new strategies in teaching and assessment to ensure the achievement of the target outcomes.
- 10) Using a system of academic counseling that ensures students’ communication with faculty members.
- 11) Improving the quality of teaching are based on providing an ideal learning environment, appropriate classroom and extracurricular activities and matching the educational programs with their international counterparts.
- 12) The university follows modern and contemporary modes of learning in all its academic units in order to improve traditional learning. The new learning styles

include e-learning, interactive instruction and self-learning. To adopt all these modes, the university has to make all required technologies available.

- 13) Employing permanent advisory teams in all professional programs. Members of these teams are distinguished practitioners of the professions and jobs related to the program; they follow up and provide advice regarding the quality and contents of these programs.
- 14) Evaluating study programs annually, in addition to conducting a comprehensive evaluation every five years with the help of experts from related professional and industrial sectors and experienced faculty members from the educational institution.
- 15) Taking all measures that ensure objective and fair evaluation of students' work, in addition to dealing with cases of students' low achievement or inconsistent evaluation.
- 16) Establishing a system to monitor the progress of every student and providing help and/or counseling to those who face difficulties.
- 17) Taking students' views, consulting them in related academic issues and representing them in students' committees; thus fulfilling the belief of the university in developing the students' leading role.
- 18) Adopting performance indicators for the quality of teaching and learning and using them in comparisons between all programs of the university; with other institutions and with previous performance.
- 19) Teaching and learning are connected with academic freedom; critical skills and dialogue; in addition to appreciating diversity of doctrines and cultures, while preserving the national identity and Islamic values.

❖ Managing Students' Affairs and Services

- 1) Guiding fresh students in a way that ensures they fully understand procedures of admission and registration, available services for them, their duties and responsibilities.

- 2) Following the best ways in selecting, admitting and guiding students to complete their university studies according to their desires and abilities.
- 3) Full protection of student's records and providing safe electronic systems for this purpose.
- 4) Providing students with all needed guidance regarding the regulations that govern conduct and disciplinary procedures followed when these regulations are violated, ensuring the student's right to appeal in a way that protects students and accelerates procedures.
- 5) Creating an atmosphere for the practice of religious duties, according to Islamic beliefs and traditions.
- 6) Encouraging students and providing them with facilities to participate in cultural activities such as clubs, associations, special arts events, sports and other areas that fit their interests and needs according to the teachings of Islam.
- 7) Providing healthcare and personal counseling to male and female students to ensure their physical and mental safety
- 8) Providing all university services to students with special needs to ensure their integration into the academic community.

❖ Learning Resources:

- 1) Continuous improvement and development of library services and learning centers to support educational programs and meet the requirements of scientific research at the university.
- 2) Providing all physical facilities and requirements needed by people with special needs.
- 3) Providing enough number of textbooks and educational materials before the commencement of each semester, and updating these materials and textbooks regularly.
- 4) Providing appropriate places for students to study, and equipping these places with computers, printers and photocopying machines.

- 5) Periodic and documented evaluation of the library services by all stakeholders.
- 6) Providing library services equally to male and female students; to male and female faculty members in a way that ensures their satisfaction.
- 7) Equal distribution of resources and equipment between men and women sections to meet programs' requirements, scientific research and respective services of each academic department.

❖ Facilities and Equipment

- 1) Good planning that helps in meeting the requirements of facilities and equipment quality. This kind of planning is conducted in consultation with stakeholders and beneficiaries whose expectations should be fulfilled according to the operational plan, current and future needs.
- 2) Taking all measures and providing all types of technological devices that ensure the highest degree of safety while using the university facilities and equipment.
- 3) Equipping all university facilities with computerized services and electronic programs to ensure the best use of the university administration electronic system.
- 4) Benchmarking the availability of adequate and efficient teaching, laboratory, and research facilities in this university against its counterparts.
- 5) Providing students with hygienic and safe university hostels with all necessary facilities and services.

❖ Planning and Financial Management:

- 1) Implementing the strategic plan through administrative decisions which are considered as one part of the processes involved while determining the annual and long-term budget in a way that allows appropriate amendments in the medium term when necessary.

- 2) Employing accounting systems in all financial transactions which are in accordance with the professionally recognized accounting standards.
- 3) Management of financial operations with sufficiently flexible rules of “budget deferment” to ensure easiness of long term planning.
- 4) The university administration fulfills all legal conditions that ensure the establishment of effective monitoring systems to achieve positive follow-up, accountability, risk management processes and protection of intellectual property rights; when the university signs contracts with companies and institutions to provide services or publishing in a way that makes the university fully responsible for the consequences.
- 5) The university’s internal financial auditing processes are independent of accounting and business managers. These processes are directly connected with the rector, or with the chairman of a specialized committee branching from the University Council.
- 6) The university is committed to carry out external financial auditing every year.
- 7) The financial suggestions concerning programs plans are the foundations on which the university depends when developing its annual financial plans. The university is also committed to set up systems which ensure that programs are familiar with and follow up their financial allocations.
- 8) Academic departments represented by the dean of the college or the head of the department are granted appropriate authorities of financial expenditure which are consistent with the applicable rules and regulations.
- 9) Developing the university permanent financial resources through endowments.

❖ Recruitment Procedures:

- 1) The university administration depends on the regulations set by the Council of Higher Education concerning all issues related to the rights and responsibilities of members of the academic and administrative bodies.
- 2) Newspapers, university website and other related government websites are the media for announcing new vacancies and vacancies resulting from promotion.

- 3) The university administration refers to the desired specifications of its staff members, when carrying out recruitment whether by means of promotion or transfer within the university.
- 4) Ensuring equal treatment for all applicants, whether they are from within or outside the university, and taking all decisions in a fair and transparent manner depending on referenced recommendations.
- 5) Professional development is a moral and institutional obligation of the university on the basis of which rewarding and promotion procedures are built.
- 6) All disciplinary measures, resolving of complaints, settling disputes and appeals are carried out according to the regulations of the Higher Education Council.
- 7) Supplementing the qualified administrative and academic staff by means of contracting without breaching the regulations of the system of Saudization in the Kingdom of Saudi Arabia.

❖ Scientific Research:

- 1) Appropriateness of the university scientific research activities and their compatibility with the international standards in addition to providing budget for this purpose.
- 2) Supporting the university research environment to contribute in enriching human knowledge in all its branches to achieve creative scientific and applied additions according to the distinguished levels of quality in the services that meet the requirements of stakeholders and their expectations.
- 3) Supporting research and applied studies in Najran region to contribute to the discovery of its natural resources, developing the area and maintaining its historical, architectural and literary heritage.
- 4) The university encourages cooperation with the industrial sector, other scientific research organizations, universities and scientific research networks in Gulf Countries and the whole world.
- 5) The university encourages commercial investment in scientific research.

- 6) Expanding the system of research chairs to fund research projects at the university in addition to using ZAKAT funds in this regard.
- 7) Establishing graduate programs which are characterized by scientific and research depth to ensure a highly competitive role for the university in the field of graduate studies among parallel high educational institutions at the local and regional levels.
- 8) The university fully recognizes the contributions of graduate students in the joint research projects.
- 9) Encouraging faculty members to include the information related to their research and scientific activities in the courses they teach, in addition to the recent developments in their major after the approval of the department council.
- 10) As far as the findings of research are concerned, the university is committed to the rules mentioned in the document of intellectual property rights and electronic publishing in Saudi Arabia.

❖ Community Relations:

- 1) Najran University is the nation's intellectual and cultural fortress.
- 2) Developing distinguished relationships with the community with a view to providing the services needed by the community through academic and consultation experts and other resources available in the university.
- 3) Using the expertise available in the community to support the university and its programs.
- 4) Establishing relationships with the local industrial sector and employers which help in providing programs with work experience and part-time job opportunities.
- 5) Communicating effectively with graduates on regular basis, informing them of the recent developments at the university, inviting them to participate in its activities and encouraging them to provide financial support and other kinds of support to the new developmental processes.

- 6) Observing whatever relevant to the reputation of the university in the community and improving this reputation by providing valid and reliable information about its activities.
- 7) Continuous evaluation of the university reputation within the region, and taking all measures which contribute to the elevation of the university in the hearts of all citizens of Najran and all its institutions.