

Creative Initiatives System



Najran University

Vice-Rectorship for Development & Quality

Deanship of Development & Quality

Creative Initiatives System

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Introduction

In the light of the strategic objectives of Najran University, aiming to create and develop a stimulating creative environment in collaboration with all NU male and female employees, the importance and critical role of Creative Initiatives Unit, Deanship of Development and Quality is highlighted in establishing contact with the University male and female employees in order to incorporate ideas and creative initiatives that promote the University and the community. Accordingly, a system shall be developed to manage the creative initiatives under the umbrella of the University's mission and strategic objectives.

Objectives of the Creative Initiatives System

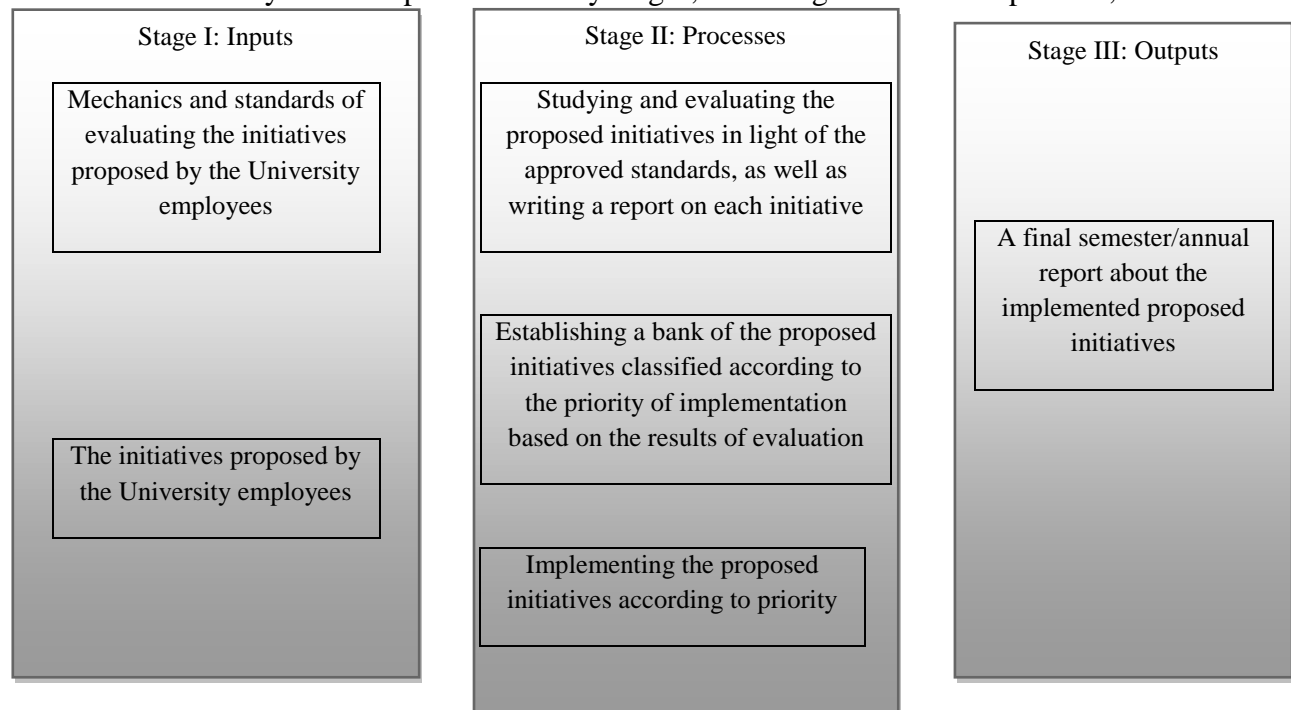
The objectives of the creative initiatives system are as follows:

- Institutionally frame and document the ideas and initiatives generated by the University employees.
- Create a stimulating creative environment to invest the creative powers and to foster initiatives in order to develop the University and the community.

- Evaluate initiatives according to the approved standards.
- Activate the distinguished initiatives and supervise their plan, implementation procedures and workflow.
- Improve the efficiency and quality and continually improve the performance of the university system.
- Improve the mental image of NU among the University employees and the outside community.

Components of the Planning and Follow-Up System

The creative initiatives system comprises three key stages, including six main components, as follows:



Procedures for the Creative Initiatives System

1. Periodically addressing all the University bodies and employees to discuss their ideas and initiatives regarding the development of the University and the community and introducing them via the Creative Initiatives System (Bader) on the website of the Deanship of Development and Quality.
2. Listing and electronically archiving the proposed initiatives with continuous update.
3. The proposed initiatives are evaluated by the members of the advisory board of the Vice-Rectorship for Development and Quality in the 1st and 2nd weeks of each semester in light of the approved evaluation standards.
4. Based on the results of their evaluation, the initiatives are classified into three categories
 - A. High-evaluation initiatives: The proposed initiative is approved, then it is directly implemented and the initiator is briefed and he is given the right to participate in implementing his initiatives. He is automatically engaged in the executive team of the initiatives unless he does not wish to be involved.

- B. Medium-evaluation initiatives: The initiative is further discussed and improved. A meeting is held between the Team of Creative Initiatives and the initiator to improve and develop the initiative. Then, it is resubmitted for evaluation after the improvement.
- C. Low-evaluation initiatives: The initiative is dismissed and the initiator is informed.
5. An executive team is constituted for each approved initiative by the head of Creative Initiatives Unit.
6. The head of Creative Initiatives Unit is responsible for following-up and evaluating the implementation of initiatives, as well as writing a final report about each implemented initiatives and submitting it to the male/ female Vice Dean for Development and Quality.
7. The male/ female Vice Dean for Development and Quality writes a comprehensive annual report about all the implemented initiatives and submits it to the Dean for Development and Quality.

Responsibilities of the Team of Teaching and Learning System

The responsibilities of the officials of Teaching and Learning System are as follows:

No.	Official	Tasks
1	Dean for Development and Quality	<ol style="list-style-type: none"> 1. Approving the accepted initiatives based on evaluation results 2. Approving the templates/handbooks of creative initiatives system 3. Approving the reports of Creative Initiatives Unit before being submitted to the official councils 4. Completing the formal correspondences with all University bodies
2	Male/ female Vice Dean for Development and Quality	Writing a comprehensive annual report about all the implemented initiatives and submitting it to the Dean for Development and Quality
3	Head of Creative Initiatives Unit	<ol style="list-style-type: none"> 1. Listing and electronically achieving the proposed initiatives with continuous update, as well as referring them to the team of evaluation 2. Constituting an executive team for the implementation of the approved initiatives, provided that the manager of the initiative is an employee of the Vice Rectorship for Development and Quality 3. Following-up and evaluating the implementation of initiatives, as well as writing a final report about each implemented initiatives and submitting it to the male/ female Vice Dean for Development and Quality
4	Team of evaluation (the advisory board at the Vice Rectorship for Development and	Evaluating the proposed initiatives in light of the approved standards in the template for evaluating the initiative

	Quality)	
5	Manager of the initiative	All the executive functions of the management of the executive team of the initiative

Handbook and Templates of the Creative Initiatives System

No.	Title
1	Handbook of the Creative Initiative System
2	Template for proposing an initiative
3	Template for evaluating an initiative

Templates of the Creative Initiatives System

Template (1)

Template for Proposing an Initiative

I. General Information about the Initiator				
The initiator				
<input type="checkbox"/> Body <input type="checkbox"/> Person(s)				
Please, define the personal information of the initiator:				
Name				
Place of work				
Job title				
Occupational code				
Contact data	Ext. Office		Mobile	
E-mail				
In case of proposing the initiative by a body or many people, please define the data of the representative of the body/persons.				
II.Data of the Initiative				
Title				
Target audience				

Description (not more than 150 words)	
Significance and justifications	
Expected outcomes	
III.Requirements for Implementation	
Period	
Budget	
Mechanics of Implementation	

I testify that the inserted data are correct and I assume full responsibility. Furthermore, proposing this initiative to the Creative Initiatives Unit at the Deanship of Develop and Quality provides Najran University with its rights of use, while maintaining intellectual property rights to me.

Name of the Initiator		Signature	
Date			