



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

---

**NUMBER** : 030-P-V01-19  
**TITLE** : KSAU-HS Faculty Research Mentoring  
**ORIGINATING DEPT.** : University Research Board  
**ORIGINAL DATE** : 22 Jan. 2019  
**REVISED DATE** :

### 1. STATEMENT OF PURPOSE

The purpose of this APP is to:

- 1.1 Legislate an obligatory faculty research mentoring throughout KSAU-HS.
- 1.2 Set a frame for research mentoring essential requirements in KSAU-HS.

### 2. APPLICABILITY

This Policy is applicable to all KSAU-HS faculty in all Colleges in all regions.

### 3. RELATED REFERENCE(S)

- 3.1 Standards for Quality Assurance and Accreditation of Higher Education Programs, National Commission for Academic Accreditation and Assessment.
- 3.2 Mentoring programs in leading international universities.

#### 4. DEFINITIONS

- 4.1 KSAU-HS: is an acronym for King Saud Bin Abdulaziz University for Health Sciences.
- 4.2 Mentoring is a multifaceted collaboration between a junior and a senior professional with the primary goal being the nurturing of the junior professional's development.
- 4.3 Mentorship is a supportive relationship, not an evaluative one, where there is an active interest in one's colleagues, giving them practical advice, sharing knowledge and networks with them.

#### 5. POLICY

- 5.1 KSAU-HS must have Faculty Research Mentoring to be conducted consistently in all its colleges in all regions.
- 5.2 The Faculty Research Mentoring should fulfill the purpose of having all KSAU-HS faculty members feel supported in their pursuit of a satisfying and successful academic and research career.
- 5.3 The Faculty Research Mentoring in KSAU-HS must reach the following objectives:
  - 5.3.1 To provide all junior faculty mentees with a senior research mentor.
  - 5.3.2 Support and facilitate faculty research career development through mentor/mentee pairs.
  - 5.3.3 Support faculty research publications through mentoring at KSAU-HS.
  - 5.3.4 Properly documenting KSAU-HS affiliated research and publications.
- 5.4 The core domains of Faculty Research Mentoring in KSAU-HS should include the following:
  - 5.4.1 The structure and culture of research in KSAU-HS.
  - 5.4.2 Teaching and learning in the area of scientific research.
  - 5.4.3 Research career and professional development.
  - 5.4.4 Junior researchers' supervision.
  - 5.4.5 Research publication and documentation.
- 5.5 The core components of KSAU-HS Faculty Research Mentoring should be:
  - 5.5.1 **Assistant Vice President Educational Affair, University Research Board and the Office of Research:** Responsible for overseeing, reviewing and providing recommendations for the research mentoring process at KSAU-HS.
  - 5.5.2 **Mentoring Facilitators:**

**5.5.2.1 Deans:** Responsible for:

- 5.5.2.1.1 Liaise with the University Research Board to design, implement and manage the departmental research mentoring process.
- 5.5.2.1.2 Provide structure and support for research mentoring process implementation.
- 5.5.2.1.3 Mandate support and involvement of Department Chairmen, when applicable.
- 5.5.2.1.4 Enforce accountability.
- 5.5.2.1.5 Approves and oversees College's research mentoring related educational activities.

**5.5.2.2 Department Chairmen:** Responsible for:

- 5.5.2.2.1 Support and work with the departmental Senior Mentors.
- 5.5.2.2.2 Ensure mentoring teams form and meet.
- 5.5.2.2.3 Ensure quality and effectiveness of mentoring.
- 5.5.2.2.4 Establish a local system for documenting and tracking mentoring pairs.
- 5.5.2.2.5 Support and acknowledge faculty who provide research mentoring.
- 5.5.2.2.6 Conduct evaluation of the process and the mentors.
- 5.5.2.2.7 Recommends mentoring activities for approval.
- 5.5.2.2.8 Monitor and announce achievements.

**5.5.2.3 Senior Mentors:** Responsible for:

- 5.5.2.3.1 Set up mentee/mentor pairs.
- 5.5.2.3.2 Regularly meet with mentors.
- 5.5.2.3.3 Conduct yearly review of pairs.
- 5.5.2.3.4 Disseminate mentoring and professional development information to the department.
- 5.5.2.3.5 Propose and organize research mentoring activities.
- 5.5.2.3.6 Orient both research mentors and mentees on the role of research mentorship.

**5.5.3 One-on-One mentoring:** All junior/new faculty members in KSAU-HS are paired with senior research mentors.

**5.5.3.1 Mentor:** Responsible for:

- 5.5.3.1.1 Availability and expertise.
- 5.5.3.1.2 Providing valuable information and guidance.
- 5.5.3.1.3 Providing honest meaningful feedback.
- 5.5.3.1.4 Scheduling regular meetings with mentees.

- 5.5.3.1.5 Documenting progress through an Annual Mentoring Letter.
- 5.5.3.1.6 Connect mentees with the needed research expertise/ facilities as needed.

**5.5.3.2 Mentee:** Responsible for:

- 5.5.3.2.1 Keep Mentor apprised of progress.
- 5.5.3.2.2 Proactively arrange appropriately paced interactions.
- 5.5.3.2.3 Meet goals and adhere to time lines.
- 5.5.3.2.4 Accept and internalize feedback.

**5.5.4 Recognition for Mentors:** Yearly research mentoring awards\ appreciation is strongly recommended.

**5.5.5 Core Curriculum:** Yearly workshops, scientific seminars and/or invited speakers.

**5.5.6 Evaluation:** Yearly process and individual mentor evaluations.

**5.6** All senior faculty members (associate professor rank or higher) are eligible to be mentors.

**5.7** Junior faculty at less than the rank of associate professor and new faculty who have been at KSAU-HS for two years or less should be offered a research mentor.

**5.8 Mentoring Meetings**

**5.8.1** Mentoring pairs should meet at least at the beginning of each semester.

**5.8.2** Depending on the situation, the meetings should cover some or all of the following activities:

- 5.8.2.1 Reviewing and identifying the mentee's experience in research and publication.
- 5.8.2.2 Helping the mentee to identify individual strengths and areas for development.
- 5.8.2.3 Discussing professional and work issues.
- 5.8.2.4 Agreeing on the required support.
- 5.8.2.5 Exploring the options open to the mentee.
- 5.8.2.6 Coaching on specific skills.
- 5.8.2.7 Supporting the mentee to set achievable and realistic research plans.

**5.8.3** In addition to the points mentioned under the previous item, meetings with new faculty for the first time must include:

- 5.8.3.1 Orientation to the culture and structure of related college.
- 5.8.3.2 Orientation to the objectives, core domains and process of research mentoring.

5.8.3.3 Orientation to the University Research Profile (URP).

5.8.3.4 Emphasize the responsibility of the mentee as described in item 5.4.3.2 of this policy.

5.8.3.5 Orientation to the available research facilities and process (locally and nationally).

5.9 The mentoring relationship can be ended in the following situations:

5.9.1 The relationship has achieved its objective.

5.9.2 The mentee is confident and ready to move on.

5.9.3 The mentee is not responding; in that case the department chairperson needs to be notified.

5.9.4 The relationship isn't working successfully and both parties wish to move on.

## 6. PROCEDURE

### 6.1 The University Research Board

6.1.1 Upon appropriate approvals, this policy will be discussed in the following University Research Board meeting to settle an agreement on ground rules for the mentoring process design to reach consistent implementation in Colleges.

6.1.2 The University Research board office will follow up / review the research mentoring process on yearly basis.

### 6.2 The Dean

6.2.1 The Dean will call for a special College Council meeting to introduce this policy and the settled mentoring process design to Department Chairmen and other members.

6.2.2 Without violating this policy and depending on each college's parameters, concerned College Council will put a detailed implementation plan for the research mentoring process in its departments.

6.2.3 The Dean will assume his responsibility as described in this policy.

### 6.3 Department Chairman

6.3.1 Each Department Chairman will nominate a Research Senior Mentor/s in his department for related Dean's approval.

6.3.2 Upon the Dean's approval, the department Chairman will call for a special Department Council meeting to:

- 6.3.2.1 Introduce and discuss this policy with the faculty of the department.
- 6.3.2.2 Introduce Senior Mentor/s and stress their role and responsibilities.
- 6.3.2.3 Stress the roles and responsibilities of all other involved faculty members.
- 6.3.2.4 Present and discuss the detailed implementation plan for the research mentoring process developed by the College Council.
- 6.3.2.5 Resolve any particular considerations related to the Department in regards to the implementation plan in alignment with this policy.

6.3.3 The Department Chairman will assume his responsibility as described in this policy.

#### **6.4 Senior Mentor**

6.4.1 Each Senior Mentor will select eligible mentors and seeks the approval of the Department Chair.

6.4.2 Upon approval, the Senior Mentor will create mentor/mentee pairs.

6.4.3 The Senior Mentor will call for a meeting with all mentors to:

- 6.4.3.1 Discuss, modify and approve mentor/mentee pairs.
- 6.4.3.2 Highlight and emphasize the following issues:
  - 6.4.3.2.1 The purpose and objectives of the research mentoring
  - 6.4.3.2.2 The core domains of research mentoring.
  - 6.4.3.2.3 The essential elements of first and subsequent mentoring meetings.
- 6.4.3.3 Go through the implementation plan in details.

6.4.4 The Senior Mentor will assume his responsibility as described in this policy.

#### **6.5 The Mentor**

6.5.1 The mentor will schedule one-on-one research mentoring meetings with assigned mentees according to item number 5.8 of this policy.

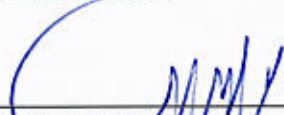
6.5.2 The mentor will assume his responsibility as described in this policy.

### **7. RESPONSIBILITY**

7.1 KSAU-HS University Research Board will undertake the appropriate course of action to implement this policy.

8. APPROVAL

PREPARED BY:

  
\_\_\_\_\_  
**ABEER H. M. AYYAF**  
Head, Educational Affairs  
King Saud bin Abdulaziz University for Health Sciences

Jan. 22, 2019  
DATE

REVIEWED BY:

  
\_\_\_\_\_  
**PROF. HANAN AL KADRI**  
Assistant Vice President, Educational Affairs  
King Saud bin Abdulaziz University for Health Sciences

June 18, 2019  
DATE

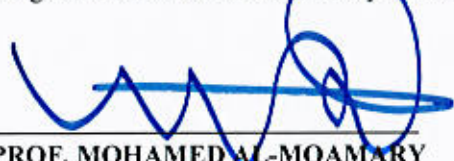
  
\_\_\_\_\_  
**PROF. ABDULMALIK ALKATHERI**  
Assistant Vice President, Development and Quality Management Affairs  
King Saud bin Abdulaziz University for Health Sciences

23/6/19  
DATE

RECOMMENDED BY:

  
\_\_\_\_\_  
**PROF. YOUSSEF AL-EISSA**  
Vice President, Educational Affairs  
King Saud bin Abdulaziz University for Health Sciences

25.9.2019  
DATE

  
\_\_\_\_\_  
**PROF. MOHAMED AL-MOAMARY**  
Vice President, Development and Quality Management  
King Saud bin Abdulaziz University for Health Sciences

25/9/19  
DATE

**APPROVED BY:**



\_\_\_\_\_  
**H.E. DR. BANDAR AL KNAWY**  
President

King Saud bin Abdulaziz University for Health Sciences

\_\_\_\_\_  
**EFFECTIVE DATE**