



APP

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

NUMBER : 025-P-V01-16
TITLE : KSAU-HS FACULTY OFFICE HOURS
ORIGINATING DEPT. : COLLEGE OF MEDICINE-RIYADH
ORIGINAL DATE : 27 NOVEMBER 2016

1. STATEMENT OF PURPOSE

To establish methods of communication with the students as part of instructional assignment through regularly scheduled office hours. The office hours can be in the form of meetings, phone conversation and electronic communication.

2. APPLICABILITY

This APP applies to all full-time faculty members of all KSAU-HS Colleges across the three campuses Riyadh, Jeddah and Al Ahsa.

3. RELATED REFERENCE(S)

None

4. DEFINITIONS

4.1 KSAU-HS is an acronym for King Saud bin Abdulaziz University for Health Sciences

5. POLICY

- 5.1 Instructional faculty member shall render one regularly scheduled office hour per day, four times per week of consultation sessions with KSAU-HS students.
- 5.2 The faculty member must be in his/her office during these hours.
- 5.3 Faculty member to provide “*by appointment*” and “*regular posted office hours*” hours and to accommodate walk-ins.

- 5.4 Office hours must be posted on office door signage, conspicuous places where students can have easy access to these schedules and in the college website.
- 5.5 Established office hours should be kept and responses to student communications are timely.
- 5.6 Faculty members are responsible for these obligations as part of their instructional assignments.
- 5.7 The department chair shall appoint a replacement or coverage for absent faculty.
- 5.8 Failure of any faculty to adhere to their agreed schedules shall be subjected to actions according to the University Bylaws.

6. PROCEDURE

- 6.1 The faculty member must discuss with their respective Department Chair or equivalent a permanent weekly schedule.
- 6.2 The Department Chair should ensure that there is no overlapping of schedules and should not be in conflict with their teaching hours.
- 6.3 The faculty member must provide the block schedulers with the approved schedules to avoid conflict with block bookings.
- 6.4 If a faculty member cannot meet the posted office hours, the faculty member shall inform the Department Chair three (3) days in advance by submitting a written valid reason.
- 6.5 The Chair to inform the Block Schedulers and Student Affairs office who will in turn inform concerned students.
- 6.6 A notice shall be posted by the department on the faculty member's door when office hours are cancelled.
- 6.7 The Department Chair shall note and record the absence of a faculty.
- 6.8 Students should report to the Department Chair any faculty member who is not in his/her office during the mandatory consultation hours without proper notification.
- 6.9 **Appointments:**
 - 6.9.1 Students can book an appointment through the office of the Student Affairs
 - 6.9.2 Walk-in students should be accommodated.
 - 6.9.3 Students shall have priority over KSAU-HS staff and any other visitors.
 - 6.9.4 If a student's timetable conflicts with the faculty's scheduled office hours, it is expected that the faculty will accommodate the student's needs for consultation at a mutually agreeable time.
- 6.10 The faculty member shall maintain a record of all students' consultations for future reference. The record should include the student's concern and proposed solutions or actions and follow ups.

- 6.11** It is of utmost importance that the faculty member provides the best possible advice and to encourage the student to feel that there is a safe place for them in the college where they can express their thoughts and concerns.

7. RESPONSIBILITY

The responsibility for implementing the Faculty Office Hours policy within each academic department rests with the Department Chair or equivalent under supervision of the respective Associate Dean.

8. APPROVAL

PREPARED BY:



DR. AHMED AL RUMAYYAN

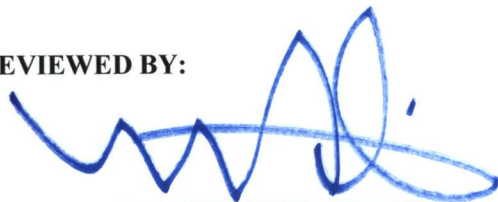
Dean of College Medicine-Riyadh

King Saud bin Abdulaziz University for Health Sciences

28/11/16

DATE

REVIEWED BY:



DR. ABDULMALIK ALKATHERI

Dean, Deanship of Development

King Saud bin Abdulaziz University for Health Sciences

29/11/16

DATE

APPROVED BY:



PROF. MOHAMED AL-MOAMARY

Vice President, Development and Quality Management

King Saud bin Abdulaziz University for Health Sciences

30/11/16

EFFECTIVE DATE