

برنامج الدور القيادي  
لرؤساء الأقسام الأكاديمية فى صناعة التغيير

“Leadership Role of Academic Department Heads for  
Bringing about Change”

Organizing Team:  
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Training Institution  
The University of Melbourne, Australia

**Duration:** ٥٠ training hours (٥ hours daily X ١٠ working days)

**Attendees:** ٢٠-٢٥ Academic Department Heads from King Abdulaziz  
University.

**Dates of delivery :** ٦-١٧ July, ٢٠٠٩

### Program Objectives

- ١- Exploring the leadership role of academic Department Heads (DH)
- ٢- Reviewing tasks and duties of DH
- ٣- Being familiar with leadership abilities and skills needed for DH positions
- ٤- Acknowledging problems and hardships which face DH
- ٥- Helping DH in setting and accomplishing departments mission and goals
- ٦- Helping DH to accurately evaluate the department performance and progression
- ٧- Assisting DH in building strong and effective internal and external network relationships to support the department vision and mission
- ٨- Guiding DH to ways of successfully performing department duties while coping with self academic development and personal life.

## **Program Contents (Syllabus):**

**The program consists of three parts:**

- ١- **Academic Department Head Position**, which includes the following topics:
  - a) Nature and importance of DH position
  - b) DH tasks and duties
  - c) DH roles and university internal and external relationships
  - d) DH essential abilities and skills
  
- ٢- **Managing The Academic Department**, which includes the following topics:
  - a) Choosing and appointing staff and evaluating their performance
  - b) Assigning duties to academic staff members, committees and administrative employees
  - c) Continuous development of academic and administrative staff
  - d) Academic programs and curriculum reviews and developments
  - e) Distributing teaching load and other academic and administrative duties
  - f) Conducting meetings
  - g) Effective management of the administrative department affairs
  - h) Department budget
  - i) Students affairs (newcomers, seniors, graduate students, scholarships ...etc)
  - j) Communication within the university and beyond
  - k) Handling academic research and activities
  
- ٣- **Leading The Academic Department to success**, which includes the following topics:
  - a) Strategic planning and specifying the department vision and mission
  - b) Activating the vision and mission
  - c) Practical ways of accomplishing department goals
  - d) Priorities and time management
  - e) Communication skills and problem solving

- f) Decision making
- g) Building allegiance and relationship with external entities
- h) Leading change process in the department