



# **Development and Quality Unit**

**Faculty of Applied Medical Sciences**

**2022**

## Introduction

A reference to the Administrative Decision (2193/S) dated (10/03/1444 AH) stipulating the restructuring of the faculty's agencies and institutes, and also a reference to Clause (3) of the Decision, which (includes the creation of a development and quality unit in the structure of colleges, institutes, and deanships, administratively reporting to the dean of the region).

The Faculty of Medical Rehabilitation Sciences prepared this guide for the Development and Quality Unit, based on the relevant decisions represented in:

- Decision to establish the Development and Quality Unit No. (2193/S) dated 10/03/1444 AH.
- Decision to appoint the Head of the Development and Quality Unit at the Faculty of Medical Rehabilitation Sciences No. (40127) dated 08/04/1444 AH.
- Circulating the structure of the Development and Quality Unit in colleges and institutes providing academic programs (guideline) No. (4450482) dated 03/05/1444 AH.
- Decision to restructure and describe the tasks of development units No. (8767/S) dated 03/07/1439 AH.

## Terms of reference

Unit Title	Development and Quality Unit
Type	Administrative Type
Unit Reporting Line	The Dean of the Faculty
Unit Specialization	<ul style="list-style-type: none"> <li>- Quality Management System</li> <li>- Measurement and Evaluation</li> <li>- National and International Accreditations</li> <li>- Human Resources Training and Development Unit</li> </ul>
Unit Objective	Developing the internal system for academic, research, and administrative activities and ensuring its implementation according to the best standards of quality and institutional excellence.
Unit Tasks	<ol style="list-style-type: none"> <li>1. Prepare a plan to promote and instill a culture of quality and academic accreditation, measurement, and evaluation in the institution, and implement it.</li> <li>2. Develop, update, and implement a comprehensive strategic plan for quality, excellence, academic accreditation, measurement, and evaluation in the sector, in line with the overall objectives, policies, and strategic plan of the university, and the requirements of the (Education and Training Evaluation Commission).</li> <li>3. Manage and monitor all activities related to the development and implementation of quality and academic accreditation systems.</li> <li>4. Monitor the implementation of quality assurance, academic accreditation, measurement, and evaluation mechanisms to achieve compliance with adopted national and international standards, in coordination with the Deanship of Quality and Academic Accreditation.</li> <li>5. Ensure the quality of teaching and learning processes in all academic programs, in coordination with the academic departments.</li> <li>6. Apply national and international standards and approved quality models at the university.</li> <li>7. Support academic departments in obtaining national and international programmatic academic accreditation.</li> <li>8. Monitor the completion of course and program description forms in all academic departments according to the models approved by the (Education and Training Evaluation Commission), in coordination with the academic departments.</li> <li>9. Ensure the preparation of the electronic material files for the courses in all academic programs in coordination with the academic departments.</li> <li>10. Monitor the academic departments regarding student, faculty, administrative, and technical staff questionnaires.</li> <li>11. Qualify and nominate qualified personnel for internal and external auditing to review and achieve quality and academic accreditation standards, in coordination with the Deanship of Quality and Academic Accreditation, in accordance with the approved policies.</li> </ol>

	<p>12. Prepare reports related to academic accreditation, such as statistics on programs, courses, and graduate employment outcomes, in coordination with the academic departments.</p> <p>13. Document the work of the main and sub-committees for academic accreditation and quality assurance in the two sectors, in coordination with the academic departments.</p> <p>14. Maintain continuous communication with graduates, employers, and employment agencies, and gather their opinions through central surveys.</p>
Divisions	Organizational units are established according to the unit's scope of work by the Dean, based on the proposed work plan by the unit head.
Head of the Unit	<ul style="list-style-type: none"> <li>- Nominated is made by the Dean of the Faculty</li> <li>- Approve by the Deanship of Academic Accreditation and Quality</li> <li>- Position duration is one year, subject to renewable</li> </ul>
Unit Members	Members are nominated according to the unit's scope of work by the Dean, based on the proposed work plan by the unit head.
Meetings	<p>The unit holds meetings at four levels:</p> <ul style="list-style-type: none"> <li>- Faculty Administration</li> <li>- Academic Departments</li> <li>- Unit</li> <li>- Individuals</li> </ul>
Minutes	<p>Meeting minutes are prepared within 48 hours of the meeting date.</p> <p>Meeting minutes are sent to the Dean of the Faculty for approval and accreditation.</p>
Unit responsibility	Unit Head
Unit authority	Unit Head
Sharing Information	Statistics and reports are shared with the Dean of the Faculty, Vice Deans, and Heads of Academic Departments.
Resources and Budget	<ul style="list-style-type: none"> <li>- Unit Office</li> <li>- Meeting Room</li> <li>- Desktop Computer</li> <li>- Printer</li> <li>- Photocopy Machine</li> <li>- Telephone and Extension</li> </ul>
TOR revision	This document is reviewed annually. Last review on (10/11/2023)

## Tasks of the Administrative Units

Division	Tasks
<b>Academic Accreditation</b>	<ol style="list-style-type: none"> <li>1. Defining the specifications and requirements that should be implemented by national and international academic accreditation bodies.</li> <li>2. Supervising the implementation of national and international standards, as well as approved accreditation models at the university, in coordination with the academic departments.</li> <li>3. Managing and monitoring all activities related to the development and implementation of national and international academic accreditation systems, and preparing a system for monitoring the attainment and maintenance of academic accreditation, in coordination with the academic departments.</li> <li>4. Establishing mechanisms for academic review and evaluation and implementing them to ensure quality and excellence.</li> <li>5. Ensuring the completion of course description and report, as well as program description and report, in the academic departments.</li> <li>6. Monitoring the completion of course description and report forms and program description and report forms according to the approved models by the Education and Training Evaluation Commission, in coordination with the academic departments.</li> <li>7. Ensuring the preparation of the electronic material files for the courses in all academic departments.</li> <li>8. Coordinating with relevant entities to provide all the requirements for conducting self-evaluation studies and preparing the corresponding reports.</li> <li>9. Ensuring the quality of teaching and learning processes in all academic programs, in coordination with the academic departments.</li> <li>10. Providing technical and technological support regarding national and international academic accreditation projects.</li> <li>11. Proposing the formation of main and sub-committees for national and international academic accreditation.</li> <li>12. Providing technical and technological support regarding national and international academic accreditation projects.</li> <li>13. Proposing the formation of main and sub-committees for national and international academic accreditation.</li> </ol>
<b>Quality Management</b>	<ol style="list-style-type: none"> <li>1. Defining the specifications that must be implemented to ensure quality and excellence. Managing and monitoring all activities related to the development and implementation of quality management systems in the administrative processes of the organization, and preparing a system for monitoring the attainment and maintenance of the quality management system.</li> <li>2. Implementing international standards and approved quality models at the university.</li> <li>3. Monitoring the implementation of quality assurance mechanisms and periodic reviews in coordination with the Quality and Academic Accreditation Deanship.</li> </ol>

Division	Tasks
	<ol style="list-style-type: none"> <li>4. Proposing the formation of main and sub-committees related to quality management systems.</li> <li>5. Providing technical and technological support for quality projects.</li> <li>6. Supervising and monitoring the implementation of procedures related to ensuring the quality of administrative, technical, and technical processes.</li> </ol>
<b>Human Resources Development</b>	<ol style="list-style-type: none"> <li>1. Developing the skills, knowledge, and capabilities of the organization's staff to effectively accomplish their work.</li> <li>2. Surveying the perspectives of the organization's staff regarding their training, development, and educational needs.</li> <li>3. Preparing and monitoring the implementation of the training plan for the organization's staff.</li> <li>4. Providing the organization's staff with new information in the field of training, development, and education according to the work requirements.</li> <li>5. Developing awareness programs to disseminate and instill a culture of strategic planning, and conducting training workshops in the field of strategic planning in coordination with the unit's head.</li> <li>6. Developing awareness programs to disseminate and instill a culture of measurement and evaluation, and conducting training workshops in the field of measurement and evaluation in coordination with the unit's head.</li> <li>7. Developing awareness programs to disseminate and instill a culture of accreditation, and conducting training workshops in the field of academic accreditation in coordination with the unit's head.</li> <li>8. Developing awareness programs to disseminate and instill a culture of quality, and conducting training workshops in the field of quality in coordination with the unit's head.</li> </ol>
<b>Measurement and Evaluation</b>	<ol style="list-style-type: none"> <li>1. Defining methods, measurement criteria, and academic and administrative evaluation.</li> <li>2. Managing and monitoring all activities related to the development and implementation of measurement and evaluation systems, and preparing an action plan to monitor and ensure performance quality and excellence.</li> <li>3. Ensuring the quality of teaching and learning processes in all academic programs, in coordination with the academic departments.</li> <li>4. Monitoring the opening and closing dates of measurement and evaluation systems, and tracking their completion and progress rates in coordination with the Quality and Academic Accreditation Deanship.</li> <li>5. Monitoring the implementation of procedures related to measuring, evaluating, and ensuring the quality of educational and administrative processes.</li> <li>6. Monitoring the compliance of academic departments and administrative units with key performance indicators related to ensuring educational and administrative quality processes.</li> <li>7. Providing technical and technological support in measurement and evaluation projects.</li> </ol>