



Faculty of Administrative and Financial Sciences
Operational Plan
2017-2018

Key Themes	Strategic goals	Executive action	Tasks	Responsibility for implementation
Students	First goal Improving Faculty students competitive abilities (Academically, socially and personally) improve student services and activities	Attract outstanding students and promoting diversity in the student community environment	Organizing a program to host outstanding students in the Kingdom to identify Faculty programs.	Marketing Committee/ Social Committee.
			Organize a programme of visits to schools in the targeted areas to highlight the importance of Faculty.	Marketing Committee/ Social Committee.
			Promote student exchanges with a number of Arabic and foreign universities.	Marketing Committee/ Social Committee.
		Promote academic, psychological and social guidance for students	Review academic advising instructions to enhance its effectiveness	Department heads
			Circulating behavioral, psychological and social guidance to faculty members and students	Student Discipline Committee
		Boost Student activities	Issuing a periodical wall magazine under the supervision of students	Committee of seminars and conferences
			Activate students specialized scientific societies.	Scientific Research Committee
			Activate the communication between students and faculty members within the electronic link on the university's website.	Website Committee
		Develop Services for students	Organizing questionnaire to measure the level of job satisfaction among faculty members.	Scientific Research Committee
			Organizing a questionnaire measuring the level of student satisfaction with the services provided to them.	Social and Community Service Committee / Committee of buildings and facilities
			Organize training courses for Faculty students to qualify them for proficiency exams.	Training and Skills Development Committee

Key Themes	Strategic goals	Executive action	Tasks	Responsibility for implementation
Faculty and staff	Second goal Recruit distinguished faculty members and develop their abilities and motivation and keep them.	Developing faculty staff capabilities	Activate the programs needed to prepare the new faculty members.	Training and Skills Development Committee
			Develop a training system for students to prepare them for the proficiency exam.	Training and Skills Development Committee
			Develop a mechanism to transfer the expertise among faculty members in teaching and research materials	Training and Skills Development Committee
		Expand scholarship programs for Postgraduate studies	Holding partnership and cooperation agreements with distinguished universities and research centers	Dean / Vice Dean / Heads of Academic Departments
			Increase the number of scholarships in postgraduate studies	Dean / Vice Dean / Heads of Academic Departments
			Study the needs of departments of faculty members to be compatible with the students' scholarships.	The plan and quality Committee
	Third objective Improve the performance of technicians and administrators and develop their skills	Providing and developing the capabilities of suitable technical and administrative staff.	Develop a mechanism for attracting distinguished technical and administrative staff.	Dean / Vice Dean / Heads of Academic Departments
			Develop a mechanism to train staff and improve their performance.	Training and Skills Development Committee Development and Training Center

Teaching and learning	Fourth objective Enhance the quality of programs and academic curricula to adopted locally and internationally, Taking into account that the student's education is the focus of the educational process	Periodic Review and developing For academic programmes	Conduct periodic studies of local and regional market needs of man power to insure the adequacy of existing plans and programmes for these needs, develop marketing plans for these programs Developing innovative scientific programs to meet local and regional needs	Marketing Committee
			Assessment and follow-up of learning and learning outcomes	Accreditation and Quality Control Committee / Examinations Committee
		Professional and personal skills of students	Curriculum should include the skills of performance, communication abilities, critical thinking, creativity, personal skills, and others.	Curriculum Committee Examination Committee
		Promote the training of students in and outside the University	Review the controls of practical training in the curricula	Training and Skills Development Committee
			Review training instructions for students in public and private sector institutions to ensure their effectiveness	Training and Skills Development Committee
		Expand the use of technical tools in teaching and learning	Promote the use of information and communication technology in education and learning process.	Library and Learning Resources Committee
		Develop the means and mechanisms-education and lifelong learning	Develop a training programme in the field of distance learning	Website Committee
			Continue to develop distance learning material according to the specific plan	Website Committee
			Curriculum should include components that will lead students to acquire lifelong learning skills	Curriculum Committee

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Scientific Research and creativity	Fifth objective Improving scientific research programmes and supporting postgraduate programs and develop mechanisms to support innovation and creativity	Promote a culture of research and writing in Faculty.	Facilitating access to funding for research and ensuring material and moral incentives for researchers and conference participants.	Scientific Research Committee
			Providing training programmes in writing scientific research projects and Conference Management.	Scientific Research Committee
			Stimulate participatory work in scientific research	Scientific Research Committee
		Development of postgraduate programmes meet the needs of the market and the community locally and regionally and to develop scientific research	Recruit distinguished faculty in emerging areas of knowledge	The Dean/ Vice Dean/ Department heads
			develop Feasibility studies for new undergraduate and postgraduate programs.	Marketing Committee
		Activate research centers and business incubators	Contribute to activate the role of scientific centers and business incubators in Faculty.	Scientific Research Committee
Governance and management	Sixth objective Promoting transparency and justice, identify the functions and decision-making mechanism at the university	Preserving apply laws and legislation concerning the operations of the University and the faculty, staff and students in an objective and transparent manner	Conduct a periodic field survey to measure the degree of satisfaction of employees with the legislation related to the various activities of the Faculty and its application	Accreditation and Quality Control Committee
		Compliance with the code of conduct adopted in Faculty.	Disseminate the code of ethics and measure the extent to which employees and students comply with this code.	Student Discipline Committee
		Expanding domestic and international relations for the faculty	Periodic studies to compare the Faculty and its programs with local and international faculties.	Accreditation and Quality Control Committee
		Development of quality control systems for teaching and administrative bodies and stakeholders	Adopt special models for periodic follow-up of risk management in strategic, operational and marketing areas to ensure quality performance	Committee of Plan, Quality and risk management
Material and financial resources	Seventh objective Continue to develop and modernize the infrastructure of the University and provide a stimulating environment for teaching and learning	Promote networking in Faculty campus and develop support for computer services in Faculty (an integrated information management system)	Update computers for faculty and other related equipment (printers, scanners) or replaced in accordance with specific schedules	Accreditation and Quality Control Committee
			Monitor and control the published material on the university website and the websites of faculty members and periodically update them	Website Committee

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Interaction with society	The eighth goal Effective engagement between University and society	Strengthening mechanisms for cooperation With the community	Develop mechanisms for cooperation with the community.	Social and Community Service Committee
		Faculty Marketing	Develop a mechanism for faculty marketing.	Marketing Committee
		A mechanism for networking with industry and business	Contract agreements with companies and factories (labour market) to provide training opportunities for students.	Marketing Committee
Accreditation and quality assurance	Ninth objective The obligation to apply accreditation standards and quality assurance	Promoting self-assessment and quality assurance procedures in Faculty	Self-assessment study controls for academic and administrative units periodically and follow up their implementation.	Accreditation and Quality Control Committee
		Developing criteria for evaluating faculty and staff	Review criteria for evaluating the performance of students, faculty, curriculum and University services.	Accreditation and Quality Control Committee