

## Instructions to the teaching staff

**At the beginning of each semester, teaching staff members should fulfill the followings:**

1. Be familiar with the planned teaching and assessment strategies of your program and the contribution of your course (s) in the achievement of the program ILOs (please get the related file from the coordinator of your quality committee if you didn't get before)
2. Define their roles in the committees of the department.
3. Go through the department and its program (s) at the college website available at <http://cams.ksu.edu.sa/en> to be familiar with their vision, mission and goals/objectives, Curricular Plans, descriptions of the courses', teaching Staff members, research activities and community services
4. Go through the following links to be familiar with the university policies and regulations,:-
  - faculty rights and responsibilities, promotion, teaching loads, discipline and appeal procedures available at [http://www.kfu.edu.sa/ar/Deans/Faculty\\_Affairs/Documents/003\).pdf](http://www.kfu.edu.sa/ar/Deans/Faculty_Affairs/Documents/003).pdf)
  - Electronic basket available on the KSU website at <http://ebasket.ksu.edu.sa/>
5. Submit their electronic course file (s) taught last semesters
6. Go through the previous course report (s) and start to work on the suggested action plan (if any)
7. Show their weekly teaching timetable on their offices' door illustrating the office hours assigned to the students and 8-10 hours for quality work
8. Be in their offices during the office hours.
9. Provide students with the course syllabus that is consistent with its course specification and show the vision, mission and objectives of the program in its first page
10. Teach the courses that are appropriate with their specialties
11. Prepare lists of students enrolled in the courses they will teach.
12. Have students' list for academic advising (if any)
13. Have a plan for their practical courses
14. Update their websites.
15. Check the availability of learning resources for the courses they will teach
16. Ensure the readiness of the classroom and laboratories they will use
17. Ensure the availability of the learning resources related to their courses
18. Check the availability of facilities for special needs students who are enrolled in the courses (if any) in collaboration with the student affairs at the college.
19. Never merging different sections of the same course
20. Never changing the time of the lecture except after coordination with the teaching timetables committee.
21. Preferably, there should be two midterm exams, the first; (between the 5<sup>th</sup> and 7<sup>th</sup> week), and the second; (between the 10<sup>th</sup> and 12<sup>th</sup> week).