



# College of Information Technology

## Faculty Job Description

This document details the expected duties and responsibilities of the faculty members in the College of Information Technology. Please note that these duties and responsibilities are always considered tentative and could be reviewed for changes through the Dean of the College of Information Technology. The annual evaluation and review of faculty will be done through the performance of faculty members in the below duties and responsibilities.

### **JOB DESCRIPTION (ELECTRICAL ENGINEERING FEMALE)**

#### **1- TEACHING**

Prince Mohammad Bin Fahd is primarily a teaching institution and the emphasis is on the quality of teaching and delivery methods inside the classroom. Teaching includes

- Preparing for classes,
- Delivering the material for courses or labs.
- Continuously maintaining and improving the quality of the courses being taught.
- Reviewing the courses taught through accurate records for accreditation purposes, this initially entails keeping copies of students work, preparing a course specification report and a course evaluation report. More material may be needed in the future as the accreditation process matures and International Accreditation is initiated.
- Some courses might require supervision of graduation projects and internships.

The preparation includes activities such as

- Text selection,
- Preparing course syllabus,
- Planning in-class individual or team activities,
- Constructing student assessment documents,
- Keeping grade records, etc.
- Student evaluation such as exams, presentation, & projects should be very well prepared and documented by the faculty member.

Holding regular office hours is required. Please note that the teaching loads for faculty members are as follows:

- a) Instructor/ Assistant Professor – 16 contact hours
- b) Associate Professor – 14 contact hours
- c) Full Professor- 12 contact hours

Faculty members will be assigned courses within their respective departments, from the college courses, or courses from another college when needed.

Annual peer review will be conducted to enhance the teaching process.

## **2- ADVISING**

Faculty members will be assigned a certain number of students from the College for advising. Advising services include advising students on matters regarding academic, curricular and careers.

## **3- RESEARCH**

Research includes theoretical or practical research to create and add knowledge in the field, theoretical or practical research to assist in the expansion or interpretation of existing ideas, theories or practices. Theoretical or practical research that assist in the improvement and application of knowledge.

Faculty members are expected to be active in research. It is highly encouraged to produce a minimum of one paper (conference or journal) annually. Faculty members will be allowed to attend conferences in which they present genuine work. Team work is encouraged between faculty members to establish research groups to produce interdisciplinary research.

Annual peer review will be conducted to enhance and encourage faculty research projects.

## **4- UNIVERSITY SERVICE**

University service includes departmental, college and university level service. Faculty members will be expected to be involved in the departmental committees ( Department Council, Curriculum review Committee, textbook committee, Credit Transfer Committee, Peer review committee, Department Accreditation Committee Etc., and other ad-hoc committees) as deemed necessary by the chair.

College services include participation in College committee such as (College of Information Technology College Council, College Curriculum Review committee, College Peer review Committee, College Textbook Committee, College Accreditation Committee Etc..., and any other Ad-Hoc committee) as deemed by the Dean of the College.

University Services include participation in University wide committees as deemed by the Vice Rector for Academic Affairs or the PMU Rector.

### **5- COMMUNITY SERVICE**

Through the office of Continuing Education, Faculty members are encouraged to develop workshops, seminars, short courses, etc. that will benefit the working professional in the region. Consulting services may also be offered to the surrounding industry through the same office. Faculty members are expected to direct their expertise to benefit the community at large.

### **6- OTHER ASPECT OF FACULTY PERFORMANCE**

Faculty members are expected to conduct themselves in a collegial, professional, and ethical manner when dealing with other faculty, students, administrators and members of the community. All the above enhances the teaching/learning process as well as enhancing the reputation of all Faculty in the College of Information Technology.

### **QUALIFICATIONS & PROFESSIONAL EXPERIENCE:**

The following minimum qualifications are expected from any faculty member hired for the College of Information Technology.

**1-** A Ph.D. in Electrical Engineering or related field from an accredited reputable western university. A master's degree holder with good teaching experience may be considered especially in teaching freshman and sophomore courses and assist in laboratory instruction.

**2-** Candidates should have 2-3 years teaching experience after the terminal degree.

**3-** Candidates are expected to have good research experience, with some publications in international Journals and Conferences.

**4-** Industrial experience is a Plus.

**5-** Candidates are expected to have excellent command of the English Language.

**6-** Candidates should be familiar with technology infused academic environment.

**7-** Previous experience in the **Middle East** or **GCC** countries is a plus.

**8-** Applicants with research interests or experience in one or more of the following areas:

- Electronics,
- Electrical Circuits,
- Digital Signal Processing,
- Digital and Wireless Communication Systems,
- Microprocessors
- signals & systems

Are especially encouraged to apply.

## **JOB DESCRIPTION (COMPUTER ENGINEERING FEMALE)**

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**8-** Applicants with research interests or experience in one or more of the following areas:

- Software Engineering,
- Computer Networks,
- Data mining
- Digital Systems
- Electronics
- Electrical Analog Circuits 1 &2
- Digital and wireless communication systems.
- signal & Systems
- Microprocessors
- Software Engineering 1 & Software Engineering 2
- Programming Languages (C, C++, C#, Java)

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**8-** Applicants with research interests or experience in one or more of the following areas:

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- Web server Management,
- Discrete Structures,
- Data Structures
- Database Design and management,
- Compiler,
- Artificial Intelligence,

- Algorithms,
- Automata Theory,
- Systems programming (UNIX Shell programming and PERL)
- Software Engineering 1 & Software Engineering 2
- Operating Systems
- Programming Languages (C, C++, C#, Java)

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  - 8-** Applicants with research interests or experience in one or more of the following areas:
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    - Web server Management,
    - Database Design and management,
    - Enterprise Resource Planning,
    - Business Process redesign,
    - E-commerce and E-Collaboration
    - Programming Languages (C, C++, C#, Java)
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## **JOB DESCRIPTION (COMPUTER ENGINEERING MALE)**

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  - 3-** Candidates are expected to have good research experience, with some publications in international Journals and Conferences.
  - 4-** Industrial experience is a Plus.
  - 5-** Candidates are expected to have excellent command of the English Language.
  - 6-** Candidates should be familiar with technology infused academic environment.
  - 7-** Previous experience in the **Middle East** or **GCC** countries is a plus.
  - 8-** Applicants with research interests or experience in one or more of the following areas:
    - Web Development,
    - Web server Management,
    - Database Design and management,
    - Enterprise Resource Planning,
    - Business Process redesign,
    - E-commerce and E-Collaboration
    - Programming Languages (C, C++, C#, Java)
- Are especially encouraged to apply.