

PRINCE MOHAMMAD UNIVERSITY

FACULTY AND STAFF HANDBOOK

TABLE OF CONTENTS

Purpose of the Handbook

Welcome to PMU – Message from the Rector

Part I. ORIENTATION TO PMU

A. Coming To Prince Mohammad University	1
• About PMU	1
• Employment Offers	2
• Employment Contracts	2
• Preparing to Travel	3
• Documents Needed	3
• Processes on Arrival	4
B. Living In Al-Khobar	5
• Culture of Saudi Arabia	5
• PMU Accommodations and Location	6
• Schooling in Al-Khobar	7
• Medical Facilities	8
• Weather Conditions	8
• Driving	9
• Crossing the Border to Bahrain	9
C. Working At PMU	9
• Location of Campus	9
• Terms and Conditions of Employment	10
• Office Facilities	10
• Information Technology	10
• Working Conditions	11
• Transportation	11
D. Leaving PMU	11
• Exit Process	11
• Repatriation	11
PART II TEACHING AT PMU	12
A. Things to Do Before You Start Teaching	12
• Academic and Cultural Orientation	12
• Supplies	12
• Syllabi	12

•	Schedule and Class List	
	B. During the Year	13
•	Keeping Rolls	13
•	Attendance Policies	13
•	Record Keeping	13
•	Handling Complaints	13
•	Committee Responsibilities	13
•	Student Assessment Procedures	14
•	Starting e-portfolios and Setting Goals	14
	C. At the End of the Semester/Year	14
•	Final Exams and Grades	14
•	Submit Final Reports	14
•	Contact Numbers and vacation dates	15
•	Get calendar for startup of the following Academic Year	15
	PART III GENERAL GUIDELINES	16
	A. PMU ID Card	16
	B. PMU working Hours	16
•	Absence and tardiness	16
	C. Professional Conduct at PMU	16
•	Dress Code	16
•	Employee Conduct	17
•	Employee Discipline	17
•	Harassment in The Work Place	17
•	Grievance Procedure	18
•	Disciplinary Action	18
•	Smoking Policy	18
•	Drug and Alcohol Policy	18
	D. Time Away From Work	18
	APPENDICES	
	1. ACADEMIC ORGANIZATIONAL CHART	
	2. ADMINISTRATIVE ORGANIZATIONAL CHART	

PURPOSE OF THE HANDBOOK

This handbook has been prepared exclusively for Faculty & Staff of PMU (New Hires and Current Employees) to assist them in answering most of the frequently asking questions. Faculty & Staff are advised to read the Handbook in order to understand PMU's common practices and procedures in general and the work environment in particular. If you have any questions or concerns about the information outlined in this Handbook, you should contact the Director of your respective Department or the Director of Human Resources for further clarification.

WELCOME TO PMU- MESSAGE FROM THE RECTOR

Welcome to PMU. We are happy to have you join us and trust that you will be a valuable asset to the University. We are highly dedicated and committed to quality of higher education, leadership & advancement of human intelligence. It is then, with confidence and pride in our tradition, that we feel we are prepared to move with you into the next millennium.

We hope that you find your association with us to be a challenging and rewarding experience. Your individual effort is essential to our collective success towards PMU core image.

We wish you all the best OF Good Luck!

Dr. Issa H. Alansari
Rector

PART I. ORIENTATION TO PMU

A. Coming to Prince Mohammad University

- **About PMU**

Introduction: The continuing rapid development of Saudi Arabia and the growth of various new sectors of the Kingdom's economy call for the substantial number of graduates capable of leadership in diverse fields of business, engineering, information technology, culture, education, community development and public administration.

Prince Mohammad University's aspiration is to be among the potential contributors ensuring that the Kingdom develops the necessary manpower with the appropriate competencies, technical knowledge and foresight to rise to the challenges ahead.

The Prince Mohammad University is a new private university located in the Al-Khobar area of the Eastern Province of Saudi Arabia. The University has been established by a group of renowned individuals under the auspices of HRH Prince Mohammad Bin Fahd Bin Abdulaziz.

Mission: Prince Mohammad University's mission is to achieve the following objectives:

- Contribute to advancement of human intelligence and promulgation and development of knowledge.
- Prepare specialized candidates in various fields of human knowledge through utilizing modern technologies in the education process.
- Encourage the graduate to play a pioneering and leading role in the community, by teaching him or her how to take responsibilities and to contribute to the solving of problems through innovative thinking, collective work, reflection and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This is undertaken by maintaining effective participation and cooperation between the University and local business firms.
- Guide research activities to create solutions for persistent problems in the surrounding communities, through applied research and technical consultation. The importance of performing basic scientific research for enriching human intelligence will be emphasized.
- Provide community service through training and education.

Vision: The University's founders' vision is to be a unique and distinguished institution of higher education that participates in:

- Preparing future leaders in various fields of human knowledge and its application.
- Enriching and developing intelligence.
- Exploring innovative methodologies and technologies to achieve its objectives.
- Removing the barrier between the academic and business society.

PMU Organizational Structure:

- Academic Organizational Chart (Appendix A)

- Administrative Organizational Chart (Appendix B)
- **Employment Offers:**

Each candidate that is selected to work at PMU, is provided an “Employment Offer” that is sent via e-mail from the PMU HR Department to the candidate. The fundamental provisions of employment are set out in the offer and would include the following:

- Title of appointment
- Term of appointment
- Salary in Saudi Riyals
- Housing
- Annual vacation
- Medical plan
- Educational benefit (for dependent children in Saudi Arabia)
- Air travel (coming and going and annual vacation tickets)
- End of service benefit

In general, the “Employment Offers” are not negotiable. However, most candidates have questions of clarification. When an agreement is concluded, the arrangements begin for preparation to travel.

- **Employment Contracts:**

Employment contracts may only be executed once the employee arrives in Bahrain or Saudi Arabia. The terms of the “Employment Offer” are included in the actual “Employment Contract” which is required for the processing of a work visa and iqama. The “Employment Contract” contains standard provisions that apply to all appointments and are designed to comply with the Saudi Arabia Labor Law requirements and the PMU policy requirements.

The employee will be placed on the PMU payroll system on the date of arrival in Bahrain (or Saudi Arabia, if the employee is brought directly to Saudi Arabia from their home country or point of hire.) Employees may obtain a pay advance from the PMU Department of Budgets & Accounting when they arrive in Saudi Arabia.

- **Preparing to Travel:**

Travel arrangements will be made by the Human Resources Department at PMU. In most cases, an electronic ticket will be provided by the University’s travel agent. The dates of travel will be mutually agreeable dates between the employee and the University.

Each employee will be asked if they have any special food requirements for travel. The University will attempt to accommodate requests to fly on certain airlines for flight points. However, this may not always be possible.

It is recommended that people travel light. In general, PMU does not provide financial assistance in either moving to or leaving Saudi Arabia. One of the frequently asked questions relates to bringing teaching materials, books, and personal items. If possible, it is recommended that employees put as much of their material on to a flash drive.

Restrictions apply on bringing inappropriate books, DVD's and CD's into Saudi Arabia. There is no formula that one can use other than common sense. Employees should be aware that materials can be confiscated. Employees and their families will be required to abide by the laws, policies, regulations and traditions of the Kingdom of Saudi Arabia.

For housing and work visa procedures, PMU will need to know the names of all people traveling with the employee to Saudi Arabia. Information required will be their passport names, passport nationality, dates of birth, and relationship.

Employees frequently ask about having a medical before they come to Saudi Arabia instead of having a medical when they arrive. Medicals are required for all employees on Saudi Arabia end and cannot be replaced by medicals from the employee's home country. The processing of visas to work and live in Saudi Arabia requires the medical to be done here. However, it is recommended that employees and, if applicable, their dependents, ensure that they are medically fit before coming to Saudi Arabia. If you have any questions in this regard, please contact a representative of the HR Department who can assist you. There will be various e-mail communications with the employee and the HR Department before traveling.

- **Documents Needed:**

Photographs: most of the procedures in Saudi Arabia require the use of a photograph. It is suggested that you bring twelve (12) colored passport size photographs with a white background. These photos are required for each person.

Passports: A current passport (valid for at least six (6) months) is required where there must be a minimum of two (2) blank adjacent pages. A passport is required for each person. Also bring two (2) copies of the main passport pages for each person.

Birth Certificate: A birth certificate should also be part of the documentation.

Marriage Certificate: An original or an attested copy of the marriage certificate must be authenticated. In general, this means stamps at the local, federal and the Saudi Embassy levels in the country in which the marriage occurred is required.

Highest Degree: The highest degree, an original or an attested copy, must also be authenticated by the University from which the person graduated, the federal government level and the Saudi Embassy in the country in which the degree was obtained.

Police Report: Each person will require a police report attesting to their good character including finger print identification.

- **Processes On Arrival:**

The following processes describe the procedures for the processing of a work visa. *There is an alternative process that may be used; that is, a business visa may be processed rather than a work visa.* The business visa approach is some times required as a temporary measure. The business visa process does not require a medical. In all cases, all employees must be processed for a work visa, a work permit and then an iqama. The iqama is the document that allows you and, if applicable, your dependents to reside in Saudi Arabia. These processes will be administered by PMU. It is very important that you have the required documents before coming to Bahrain.

Work Visa Process:

Pre-flight Instructions: You will be scheduled for a medical check-up at beginning at 8:00 am on the morning after your arrival in Bahrain. You should be fasting at least 12 hours before the check-up. It is advised that you bring yourself a small meal or snack on the flight so you could schedule your last meal according to the fasting requirement. The flight meal might be served either too soon or too late, therefore prolonging or exceeding the fasting time frame.

Arrival in Bahrain: At the airport you will be required to pay for the visa fee which will vary between \$5 - \$15 USD, depending on your passport citizenship. USD are accepted for visa fee payments. You will be met at the airport by the hotel personnel holding up a sign post with “*Al Safir Hotel*” written on it, and transported to the hotel. The following morning the hotel shuttle service will transport you to Bahrain Specialist Hospital for your medical check-up. Please make sure you have all relative documents mentioned in the checklist (including passport/s) with you before departing the hotel. At the hospital you are to proceed to the reception desk and ask for the insurance office to complete the check-in procedures. The Saudi Embassy requests that medical reports to be submitted in triplicate along with 3 photographs, so you should have your photographs prepared. You will be transported back to the hotel upon completion of the medical check-up. The results of the lab tests will be picked up by the hotel management or designated person, later in the evening and delivered to you at the hotel.

Obtaining a Work Visa: On the morning of the second day, the PMU government relations officer (GRO) will meet you at the hotel. Arrangements will be made to transport you to the Saudi Embassy in Bahrain. The GRO will give you three copies of your contract signed by the Rector and stamped by the Chamber of Commerce. You should sign each of these

contracts and return two copies to the GRO who will include them in your visa package request. You are to provide the GRO with 2 photographs and all the required documents listed in the checklist, previously authenticated by the Saudi Embassy, and you are to include the medical check-up results which were delivered to you at the hotel on the previous day. When entering the Saudi Embassy you will take a processing number and visa application form. The application should be filled out and given to the GRO. When your processing number is called, you proceed to the service window accompanied by the GRO and present the documents, visa papers and passport for visa processing. All associated fees will be covered by the GRO. After submitting your papers to obtain a work visa you will be transported back to the hotel. In the afternoon you will return to the Saudi Embassy with the GRO, after checking out of the hotel, to collect your passport which would include your work visa. It is imperative that you finalize check-out procedures by 1:00pm to ensure arrival at the Saudi Embassy before 1:30pm, to avoid delaying your departure to Saudi Arabia. You would then be transported to the causeway across to Al Khobar, Saudi Arabia, directly to your housing accommodation.

B. Living in Al-Khobar

• Culture of Saudi Arabia

There are many aspects of life here that are very different from the country and culture you have left. We believe that the most important step in adjusting to your life in Saudi Arabia is to learn some of the customs and laws. Then you will become more comfortable in your new environment. Once you become familiar with the cultural differences life can be very exciting here.

Here are some suggested “do’s and don’ts” for your own comfort and well being.

Please do.....

1. Keep an open mind regarding the cultural and social differences you observe. Be flexible and open to change. You will appreciate the new experiences. Accept the challenge of life in a wonderful, ancient country with a rich and exciting history.
2. Attempt to learn and use the Arabic language.
3. Remain flexible and try to adapt to local customs. For example:
 - Attire: women should wear conservative, loose fitting clothing. If you feel better when wearing the abaya, then do so.
 - Ramadan: is an Islamic Holy month during which Muslims observe a fast between sunrise and sunset. Please respect this religious holiday by refraining from eating, chewing gum, drinking or smoking in public during daylight hours.

Please don’t.....

1. Try to impose your western values on the Saudi society. Don't expect life to be just the same as it was in your home country.
2. Photograph people or any area of national security such as airports, military installations, and refineries.

Traditional Arab Etiquette

Conversational good manners and considerations for the customs and beliefs of others prevail in Saudi Arabia as elsewhere. The Saudis themselves are good humored, kind and informal as they expect others to be.

Some Suggestions

1. Memorize and carry correct name and telephone numbers of your organization (employer), or spouse's organization (employer). Know the correct names, numbers and locations of the schools your children attend.
2. Make sure your children have the name and phone number of your compound, your telephone number, and a trusted neighbor in case of an emergency. This is especially important for the emergency information file at your children's school.
3. Voltage in the kingdom can be either 110v or 220v. Know your voltage and choose your appliances accordingly. Check out the various types of equipment, for example, there are several different types of VCR's in the Kingdom. If you have a computer, a voltage regulator may be necessary. A surge protector for computers and other electronic equipment is highly recommended.

Remember

You are an invited guest in the Kingdom of Saudi Arabia. You were not forced to come here. You are subject to their local laws. It is prudent for your family to make itself aware of the relevant laws and customs.

• **PMU Accommodations and Locations**

PMU usually provides its expatriate staff and faculty with suitable housing accommodations. Accommodation facilities are provided at different locations in Al Khobar area. Some PMU employees will be provided a housing allowance and will be able to find a variety of rental accommodations in the Al-Khobar area.

PMU is also building a new housing facility where Phase I is expected to be completed soon.

• **Schooling in Al-Khobar**

It is PMU policy to maintain an Education Allowance to help eligible employees defray the costs associated with the education of their dependent(s) in Saudi Arabia. All eligible dependent children (under 19 years of age) of expatriate employees who are attending school in Saudi Arabia (grades 1 through 12 equivalent to the North American grading system) are eligible for the Education Allowance.

PMU will pay the school directly for tuition fees up to an annual limit. The annual limit for education allowance will be explicitly stated in your employment offer. The payment of tuition fees is based on the school year and not the employee's contract year.

This section will provide you with the names and numbers of the private international schools available in the area.

Name	Contact	Website	Remark
Rahima Academy International Schools	03-8464111	Not Available	Accredited From USA
International Program School	03-8575603	Not Available	Accredited From USA
Dhahran Academy	03-3300555	www.isgdh.org	Accredited From USA
British International Schools	03-8825425	www.britishschool-ksa.com	Not Accredited From USA
Orbit Academy	03-8475555	orbit@alhussan.edu.sa	Not Accredited From USA
Dhahran Ahliya Schools	03-8115151	www.das.sch.sa	Not Accredited From USA
French Schools	03-8579780	Not Available	Not Accredited From USA
International Indian Schools	03-8142801	www.iisdammam.edu.sa	Not Accredited From USA
Al Saad National Schools	03-8580055	www.saadschools.com	Not Accredited From USA
University Schools	03-8607777	www.kfupm.edu.sa	Not Accredited From USA
Al Aziziyah Privet Schools	03-8592020	Not Available	Not Accredited From USA
Al Hussan International Schools	03-8587566	www.alhussan.edu.sa	Not Accredited From USA

- **Medical Facilities**

All expatriate staff and faculty will be covered by a medical insurance policy. They will be provided with a medical insurance card for themselves as well as, for their dependents. This card is renewed annually and automatically before it expires, guaranteeing that you

are not left without a medical card. Hospitals in Saudi Arabia are equipped with high-tech state of the art medical equipment. Doctors, nurses and technicians from all over the world are found working in these hospitals tending to the need of the patients with the best care possible.

Below you will find a list of the hospitals which are within our medical coverage;

- **Gulf Specialist Hospital, Qatif**
- **Ar Rawdha Dispensary**
- **Al Faraby Medical Group**
- **Dr. Mohd. Dossary Hospital, Al Khobar**
- **Dr. Fakhry Hospital, Al Khobar**
- **Tadawi General Hospital, Dammam**
- **Al Yousef Hospital, Al Khobar**
- **Al Mouwasat Dispensary, Dammam**
- **Al Mouwasat Hospital, Dammam**
- **Al Mana General Hospital – Al Khobar**
- **Al Mana General Hospital – Al Ahsa**
- **Al Mana General Hospital – Jubail**
- **Al Mana General Hospital, Dammam**
- **Astoon Hospital – Al Khobar**
- **Al Moosa Hospital – Al Ahsa**

- **Weather Conditions**

1. **Temperature:** Summer in the Eastern Province lasts from May until September, with the hottest months being June through August. Average high temperatures in the summer are between 110-120 degrees Fahrenheit. The winter months of December through March are characterized by beautiful, mild weather interrupted by stormy periods with some rain, thunderstorms and blowing dust. March is usually the windiest month. The winter temperatures in the Eastern Province are similar to Florida and Texas. Temperatures typically range from 50-70 degrees during the day and can drop to 30-40 degrees at night. Freezing temperatures, though rare, have been recorded in December and January in the Eastern Province. The Fall and Spring months are transitional periods generally characterized by clear blue skies and mild daytime temperatures ranging from 70-90 degrees. The humidity in the Eastern Province is highly variable and can range from 100% on the coast to 20% in the interior.
2. **Rainfall:** The rains in the Eastern Province usually start in November or December and end by May. Dhahran has an average seasonal rainfall of about three (3) inches, but in some years may have almost seven (7) inches and in others less than one (1) inch.
3. **Winds:** Strong winds during June and occasionally July, which pick up quantities of sand and dust, are known as “Shamals.” Shamal is the common term for sandstorm and is taken from the Arabic work for northerly wind. In extreme cases visibility may be reduced to zero, with airports and harbors closed. Winds usually drop in late evenings, with the highest velocities generally in early afternoon. Usually, shamals blow for only a few days, but there are some exceptions.

- **Driving**

Driving in Saudi Arabia mainly follows the same rules found in many western countries. It is similar to the U.S. as to which side of the road you can drive on. When arriving to Saudi Arabia and after obtaining your Iqama (residence card) you are then enabled to obtain your Saudi Driver's license from the Traffic Department in Al-Khobar. You are not required to take a driving test. You will have a Saudi license issued upon presenting your point of origin driver's license. **Important:** Women are not allowed to drive in Saudi Arabia. However, taxis are plentiful and inexpensive. The University provides transportation from the accommodation location or specific gathering points to the campus.

- **Crossing the Border to Bahrain**

Bahrain, a neighboring country to Saudi Arabia, is a small Island located on the Arabian Gulf. It is connected to Saudi Arabia by a causeway on which the passport and customs areas are located. Bahrain is a country open to tourists filled with many different nationalities. If you want to take some time to relax, change atmosphere and possibly watch a movie or two, then Bahrain is the place to go. After arriving in Saudi Arabia some might have a business visa which will enable them to travel freely from and to Saudi Arabia for a limited time (documented in your passport). After obtaining your residential card ("Iqama") you will have the choice to apply for one of the two types of visas used for expats:

1. **Single exit re-entry visa;** which will enable you to exit and enter Saudi Arabia once only. It must be used within 2 months from the date of issuance. This visa will cost you (200 Saudi Riyals).
2. **Multiple exit re-entry visa;** this visa will enable you to travel many times from and to Saudi Arabia for a limited time of six months. The six month period must be activated within three months of issuance of the visa. This visa costs 500 Saudi Riyals.

C. Working At PMU:

- **Location of Campus**

The new campus is located in the Eastern Province of Saudi Arabia. The area near by is called Half Moon Bay which is located in Al Azezya. The campus is about a 30 to 40 minute drive from the University accommodations in Al Khobar.

- **Terms and Conditions of Employment**

Each employee signs an "Employment Contract" that sets out their main terms and conditions of employment. PMU is new start up University and as such, new policies, procedures, rules and regulations are evolving and developing.

The University is a private sector Employer and is subject to the Laws of Saudi Arabia. For example, the Saudi Arabia Labor Law applies to PMU. Another example is that portion of the Social Insurance Law that deals with the western equivalent of workers' compensation applies to expatriates. PMU pays a fee of 2% per month of your basic salary to the "General Organization for Social Insurance (GOSI)" for this coverage. Although working in a University is not generally considered hazardous work, what not be obvious is the fact that this coverage may apply if an employee should be involved in a traffic accident either coming or going from work.

The University provides a Medical Insurance Plan where the premium for the coverage is paid by the University. The employee will pay a small fee for each visit to a medical doctor. Further details of the plan are available through the HR Department.

Sick leave coverage is based on the provisions of the Labor Law. The employee has coverage for 30 calendar days at full basic salary, 60 calendar days at 75% of basic salary, and 30 calendar days at no salary.

One of the key benefits for expatriates is the fact that there is no income tax paid to the Saudi Arabian authorities. Employees should seek professional advice as to their tax liability in their home country. The taxation laws vary between the various countries.

The University is the employee's sponsor and as such is responsible for the conduct and behavior of each employee and their dependents while they are resident in Saudi Arabia. This responsibility is different from the normal employment environment in western countries since there is usually a distinction between workplace and personal life. Each "Employment Contract" contains provisions that set out the University's expectations for each employee.

- **Office Facilities**

Each expatriate employee holding a faculty appointment or other professional appointment is provided with a private office that is modern, well furnished and equipped with the latest technology. Faculty is provided with lap top computer for their work; staff members are provided with desktop only.

- **Information Technology**

The University has a very strong orientation to the use of technology in the classroom and in day to day office work. An automated management information system & course management system is used at PMU known as Banner & Black board which is effectively exercised by staff & faculty. State of the art equipment is provided for classroom instruction including smart board technology in each classroom. High quality training is available to all employees in the use of the latest technology. IT helpdesk line is also available to assist staff & faculty at anytime.

- **Working Conditions**

The working conditions are based on a new and modern University facility. The full campus facility is expected to be completed by June 2009. In the interim, the finished and occupied space is of high quality, well furnished and equipped. The temperatures during the summer period are quite high but all of the facilities are well air conditioned.

- **Transportation**

It is important for women coming to Saudi Arabia to know that women are not allowed to drive vehicles. In view of this fact, the University does provide daily transportation to and from the campus in University buses. Transportation is also provided for some of the evenings and on the weekends for shopping. The University also arranges special outings for employees to see the local area. Some men also use bus transportation to work while others have chosen to either lease or buy a car. Speaking with one's colleagues is the simplest way to decide what works best for each person.

D. Leaving PMU:

- **Exit Process**

Leaving PMU is relatively simple process where the employee is assisted by the PMU administration. The normal leaving situation would be the completion of a contract which for a faculty appointment would be in June of each year. The employment contracts are normally of 2 year duration and may be renewed or extended by mutual agreement. A process is followed to ensure that the employee has returned computers, keys, PMU employee I.D. card, medical insurance card and any other PMU material used by the employee. PMU processes a final pay form that ensures that the employee receives any pay owing to them; for example, the end of service benefit. The employee is responsible for closing out bank accounts, paying electrical and telephone bills and any other expenses incurred. The final stage for PMU requires the use of the employee's passport and iqama to process an exit visa from Saudi Arabia.

- **Repatriation**

The University arranges for the airlines tickets to return the employee to their home country at the completion of their contract. If an employee should stay in the Middle East by finding a job with another employer, PMU would not repatriate the employee to their home country.

PART II TEACHING AT PMU

A. Things to do Before You Start Teaching

- **Academic and Cultural Orientation**

The Dean of your College or your Department Chair, usually in coordination with other departments, organizes an Academic Orientation prior to classes beginning. This includes an overview of the University, the College, the Department, courses taught in the department and the syllabi to be used, an introduction to committees and their leaders, and a discussion of policies and procedures.

Similarly, Human Resources will provide a cultural orientation to life in Saudi Arabia. They will answer any questions faculty members may have regarding how to get settled and acclimatized in our host country.

- **Supplies**

Faculty will be able to collect office and teaching supplies from the secretary of their department. Textbooks and teaching materials related to textbooks can be collected from the Bookstore. A laptop will also be provided for each faculty member based on availability at the time of employment.

- **Syllabi**

The Dean of your College or your Department Chair has a copy of the syllabus available for every class you will be teaching. This should be collected and discussed with the Dean or the Chair as soon as possible to allow you the chance to orient yourself to the teaching material.

- **Schedule and Class Lists**

Your teaching schedule can be collected from the Dean of your College or your Department Chair. Class lists will be made available from the Registrar's Office. Students should not be attending a class without first being placed on the class list. Should this occur, please direct the student to the Registrar's Office. Do not arbitrarily place students on your list as this must all be done through the Registrar's Office.

B. During the Year

- **Keeping Rolls**

Attendance is critical within the University. Careful attention should be given to maintaining up-to-date classroom attendance. Numerous problems can be avoided by doing this in our attempt to develop an academic culture at PMU.

- **Attendance Policies**

Students should attend class on time. If a student is 10 minutes late or more, the student is to be counted as “Late”. Three times late equals one “absent”. University policy states that when student attendance falls below 85%, the teacher can initiate withdrawal procedures for the student. The student would be withdrawn, barred from attending the final exam, and given a “WF” (withdrawal – failed) grade. Because of this, faculty need to be diligent in maintaining accurate and up to date attendance records.

- **Record Keeping**

For both your own protection and the protection of the students themselves, it is essential that faculty maintain accurate records of their interaction with students both in and out of the classroom. Discipline, advice and other counseling efforts need to be documented. Assignment and testing scores need to be maintained, and midterm/final exams archived for at least 1 year.

- **Handling Complaints**

Complaints by students to faculty need to be handled with care. If the student is complaining about another faculty member, it is important not to get involved, but to direct the student to that faculty member to discuss the issue together. If you cannot resolve complaints of students to their satisfaction, you may give them the option of writing and signing their complaint on a form available from the department office. Please be sensitive at all times to student needs. Keep the Dean of your College or your Department Chair advised as to any complaints which are academic in nature, or that are serious. If it is a non-academic issue, direct the student to the Student Counselor.

- **Committee Responsibilities**

Membership in faculty committees plays a vital and necessary role in the university. All faculty members are automatically members of the curriculum committee governing the course they are teaching. The Dean of your College or your Department Chair can direct you to the appropriate committees. Faculty members are expected to be active, constructive members of these committees. Student advisement forms an integral part of academic life, so faculty must make a point of keeping abreast of curriculum changes and giving accurate advice to students under their control. In addition, there are other special and ad hoc committees for a variety of other academic matters. If you have skills or interest in these areas, you are encouraged to speak with the Dean of your College or your Department Chair regarding membership.

- **Student Assessment Procedures**

The procedures for assessing students should be as transparent and clear as possible. Students need to know both what will be assessed and how it will be assessed, and be given adequate time and support in preparing for the assessment. Students should be given an assessment plan for the course at the very beginning of the course so that they can plan their study and their time.

- **Starting e-Portfolios and Setting Goals**

Faculty members should begin building their professional e-portfolios as soon as possible. Portfolios are maintained by the faculty members themselves, and should contain as much information about a faculty member's professional activities as possible, including professional development and further training, curriculum development, community involvement, etc. As this portfolio will be used in faculty evaluations, the Dean of your College and your Department Chair will need to have access to it.

Setting and reaching clearly defined goals, and documenting this process, should be an integral part of your portfolio.

C. **At the End of the Semester/Year**

- **Final Exams and Grades**

A timetable for final exams will be provided by the Department Chair in coordination with the curriculum committees. Curriculum committees, of which all faculty participate, will be responsible for designing and delivering their exams.

Student grades are maintained by faculty members, and ought to be well maintained and made available, if and when needed. Grades also need to be regularly provided to students in order for them to properly gauge their progress in the course.

- **Submit Final Reports**

Final reports are to be submitted via the Dean of your College or your Department Chair in a form which they will provide. It should include the final grade of the student, as well as information regarding attendance where applicable. Grades need to be submitted prior to the faculty member departing the university for vacation.

- **Contact Number and Vacation Dates**

Prior to departing Saudi Arabia on vacation or for any other reason, a contact number where the university can reach you needs to be provided. Vacation dates can be found in the Academic Calendar, and are available from the Department Secretary.

- **Get Calendar for Startup of the Following Academic Year**

It is important that faculty members ensure that they have the Academic Calendar for the following Academic Year prior to departing Saudi Arabia for the summer break. This will make them aware of the date they are required to return to campus. The current Academic Calendar is available either from the Department Secretary or from PMU web-site.

III- GENERAL GUIDELINES

Things to do before you start work at PMU:

A. PMU ID Card:

Employees will be issued with programmed PMU ID cards which will show their picture and will state employees Name, Position, Individual Badge No.

Faculty will swipe their ID cards to open their classrooms only, whereas, Staff will use their ID cards to clock-in & clock-out only.

All employees are required to carry and display their ID cards on the premises of PMU. Upon termination of employment at PMU, employees are required to return their ID cards to Human Resources.

B. PMU Working Hours:

An employee is typically expected to work 40 hours a week.

PMU working hours for Faculty depends on their class schedules; however, for Staff it is from 8:00 A.M- 4:00 P.M. Staff members are required to maintain and submit accurate records of hours and days worked, and records of absence. In any case, if a staff member has to leave early then he/she has to inform his/her Director, Manager or Supervisor of the department.

Staff's falsification of time recording will lead to disciplinary action up to and including discharge.

- **Absence and Tardiness**

From time to time, it may be necessary for an employee to be late or absent from work. PMU is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to inform their respective department Director, Manager or Supervisor if they will be absent or late.

C. Professional Conduct at PMU

- **Dress Code**

PMU maintains a business formal working environment from Saturday through Wednesday. All employees should use discretion in wearing attire that is appropriate for the office and student interaction.

Please dress professionally and always make a point of being neat and well groomed.

- **Employee Conduct**

PMU requests that you maintain a businesslike attitude during working hours. Loud or abusive language and physically abusing of other employees or PMU property will not be tolerated. Employees may not report to work under the influence of drugs or alcohol, and may not refuse to perform work within the normal scope of their job. It is impossible for the PMU to identify all standards of conduct that are unacceptable, but the University demands that employees to act in a professional and courteous manner. Clearly, such behavior fosters a positive and productive working environment. We expect that employees will use common sense and good judgment and employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable. Violation of these policies will cause disciplinary action, up to and including discharge.

- **Employee Discipline**

Throughout your employment with PMU, if a problem develops with your job performance, a counseling interview will take place to help you to correct the problem.

If, after having been counseled, the problem continues, a warning notice will be issued. Failure to correct the problem and maintain improvement will be cause for additional corrective discipline notices being issued, up to and including a month's probationary period, suspension or discharge. **Three** warning notices usually results in discharge, but an employee may be terminated at any time, regardless of prior warnings, if the circumstances warrant such action.

Examples of conduct which will generally result in immediate termination are:

- Use, sale, distribution of alcohol or illegal drugs at any time while on PMU premises;
- Causing damage to PMU property;
- Reckless endangerment and/or physical or psychological harm to a colleague or anyone else on PMU premises;
- Actions which compromise the public image or integrity of PMU

- **Harassment in the Work Place**

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment.

It refers to a behavior that is not professional and not welcome and interferes with employees work or creates an offensive and hostile work environment. Harassment on the basis of and not inclusive of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status or sexual orientation, is expressly prohibited under PMU policy.

- **Grievance Procedure**

Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her Director of the department. If an employee is uncomfortable discussing harassment with his or her Director, the employee should contact HR department.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The PMU Committee shall maintain the records of the hearing and the decision thereof, which shall be kept confidential. If the Committee comes to a decision that, there has been violation of the harassment code, the committee shall impose disciplinary action as per the PMU policy.

- **Disciplinary Action**

The PMU views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

- **Smoking Policy**

The PMU maintains a non-smoking policy within the office. Employees should smoke only in those areas of the building which are smoking designated.

- **Drug and Alcohol Policy**

The PMU is committed to maintain a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

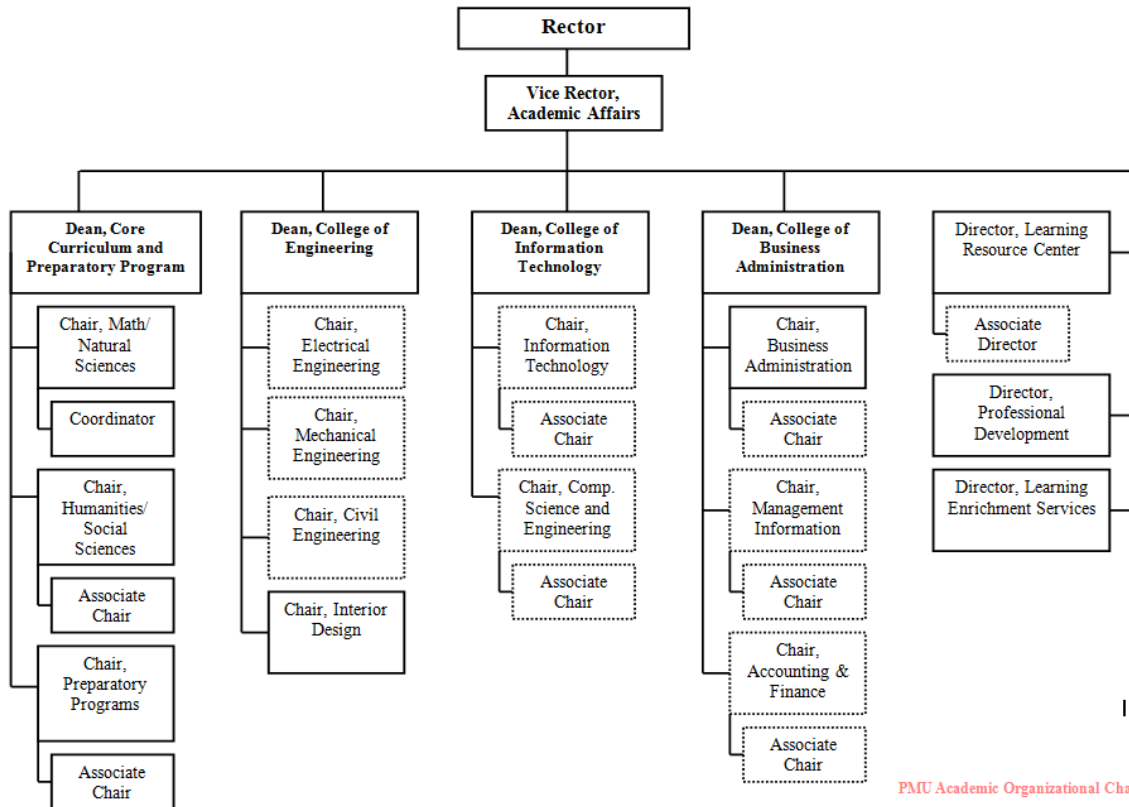
Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on PMU premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

D. Time Away From Work

PMU recognises the need for leisure and personal time for all the employees. All employees are strongly encouraged to utilise their full annual leave entitlement within the year. As per PMU policy, Annual Leave Vacation for faculty is sixty (60) days and for staff members thirty (30) days.

Authorized Sick leave, LWOP, personal leave with pay, Pilgrimage Leave (Haj for Muslims), marriage leave, maternity leave, paternity leave, administrative staff professional development leave, passport/ iqama process leave are made available in specified circumstances with subject to PMU policy.

ACADEMIC ORGANIZATIONAL CHART



PMU Academic Organizational Chart

ADMINISTRATIVE ORGANIZATIONAL CHART

