



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432



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# Charter of Performance and Profession Ethics

for Faculty Members and their Equivalents at Saudi Electronic University

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## Introduction

A Royal Decree was issued by King Abdullah Bin Abdul-Aziz, the custodian of the Two Holy Mosques, on to launch the Saudi Electronic University (SEU) as a government educational institution. The 10/8/2011 SEU offers both graduate and undergraduate degree programs along with life-long education under the supervision of the Council of Higher Education. The university includes the College of Administration and Finance Sciences, College of Computer and Informatics, College of Health Sciences, College of Science and Theoretical Studies. It will also award bachelor's and graduate degrees, as well as courses in continuous .education and lifelong learning

The University's headquarters are located in Riyadh, but it has expanded the opening of educational centers in various regions of the Kingdom in accordance with the approved plan of the University. It aims to obtain academic accreditations internally and externally to increase the quality of outputs. It also provides higher education based on the best models of education based on e-learning applications and techniques, transfer and settlement of pioneering knowledge in cooperation with universities, bodies, and teaching staff internally and globally, and high-quality educational content from academic-quality sources, which is adapted to the requirements of Saudi society. In addition, it supports the message and .concept of lifelong learning for all members of Saudi society



## **SEU Vision:**

Leading the utilization of technology in education to contribute to the growth of the national development



## **SEU Mission:**

Providing outstanding education to all segments of society that contribute to the production, dissemination, and utilization of knowledge in achieving the requirements of social and economic development and community service



## **SEU Values:**

- ✓ Teamwork.
- ✓ Community partnership.
- ✓ Innovation.
- ✓ Distinctiveness.
- ✓ Responsiveness.
- ✓ Institutional commitment.

Based on the vision, mission, and values of the University, which represent the highest level of national responsibility, and in keeping with the Kingdom's ambitious vision 2030, the University has intended to establish regulatory frameworks that define the rights, duties, and responsibilities of the faculty members and their equivalents and their relations with the rest of the University's staff. It reflects that in the form of an ethical charter that ensures promoted quality and development of performance at all levels. The Charter, purpose, and the most important rights, duties, and responsibilities of faculty members in various aspects are defined below:

## **I: Definition of Charter of Performance**

It is a written set of rules, principles, values, and expectations for the faculty members and in their equivalents, their behaviors and relationships of which SEU is concerned. SEU uses them as a basis for their daily and long-term decisions and actions.

## **II: Purpose of Charter of Performance**

All faculty members and their equivalents shall be fully aware of and comply with policies, standards, laws, and regulations relevant to the orientation of their work. Each is individually responsible for his/her actions and tasks. At the university level, they work collectively to maintain high standards of conduct and compliance with all applicable laws and policies.

## **III: Category concerned with adopting charter of performance**

This charter of performance applies to all SEU employees, including faculty members, undergraduate students, graduate students, employees, volunteers, and visiting scholars.

Definition of faculty members: According to article 1 of the Regulations Governing the Affairs of University Employees and their equivalents:

1. Professors.
2. Associate Professors.
3. Assistant Professors.
4. Article 2 of the same regulations provide as follows: The faculty members herein also includes lecturers, teaching assistant, language teachers, and research assistants.

## ● **Rights of faculty members and their equivalents at Saudi Electronic University:**

The Law of the Council of Higher Education and Universities and implementing regulations guarantee many rights to faculty members. The privileges granted to faculty members are also important factors that encourage them to continue to work at the university and to develop themselves academically and administratively. It should be noted that the Saudi Electronic University has added some of the privileges that faculty members can obtain according to the established system, including the following:

- ✓ Leaves of all kinds.
- ✓ Financial benefits in terms of salaries and allowances.
- ✓ Attending scientific conferences, seminars, and workshops.
- ✓ Promotion if statutory conditions are met.
- ✓ Turn over between university branches.
- ✓ Use of university facilities.

## ● **Professional responsibilities of faculty members and their equivalents:**

Professors encourage their students to learn according to the best scientific standards. Professors make every effort to promote honest academic behavior, and to ensure that their evaluations of students reflect each student's true merit. The faculty members also respect the relationship between professor and student and avoid any immoral behavior that is inappropriate to a faculty member, whether from exploitation, harassment, or discrimination between students.

The faculty members and their equivalents also perform 35 hours per week and may be raised to 40 hours per week by a decision of the University Council, which they spend between teaching, research, academic and desk hours, scientific committees, and other work assigned to them by the competent authorities of the University.

## ● Faculty members obligations, duties, and responsibilities related to the academic aspect:

### A. Adherence to the University's rules for teaching courses:

- ✓ Giving lectures at the specified times within the academic timetable.
- ✓ Providing e-lectures through the platform used at the university.
- ✓ Ensuring that the quality of communication and use of a camera computer (applicable only to male faculty members and students).
- ✓ Using the presentations in the explanation of the scientific subject, and ensure that they are visible to the students and that they can see them.
- ✓ Recording e-lectures and various activities to serve as a reference for the student.

### B. Adherence to the University's rules on running tests:

- ✓ Evaluating students' work by criteria that reflect their performance.
- ✓ Adhering to evaluate the work of students on time, and to review and discuss the results of the tests with them.
- ✓ Ensuring that all questions are consistent with the expected learning output of the curriculum so that all those outputs are measured correctly and in a balanced manner.
- ✓ Participating in control tests.

### C. Adherence to communicate with students

- ✓ Attending in the office hours and diversity between actual and virtual.
- ✓ Responding to students' inquiries through the University's established communication channels at the earliest opportunity, but not exceeding a maximum of two working days.
- ✓ Providing academic support and guidance

#### **D. Adherence to contribute to the quality of the curriculum:**

- ✓ Reviewing the description of the curriculum periodically in coordination with the coordinator of the curriculum and the chief of the section.
- ✓ Checking that the content of the curriculum is aligned with the description of the curriculum and the textbook.
- ✓ Ensuring that the scientific material is updated and up to date with the latest scientific findings of the curriculum.
- ✓ Checking that the content of the curriculum, activities, and assignments are aligned with the expected learning output.
- ✓ Deliver the curriculum's file quarterly on time.
- ✓ Making proposals for the development of the curriculum in coordination with the coordinator of the curriculum and the chief of the section.

#### **● Faculty members obligations, duties, and responsibilities related to the administrative aspect:**

- ✓ Adherence to the University's rules on attendance and leaves.
- ✓ Adherence to participate in committees and task forces at both the college and branch levels.
- ✓ Doing their assigned work by the line president.

#### **● Faculty members obligations, duties, and responsibilities related to research aspect and community service:**

- ✓ Actively participate in the various activities of the University.
- ✓ Adherence to professional development, obtaining courses and professional certifications.
- ✓ Carrying out researches and studies in the major area.
- ✓ Ensuring that intellectual property rights are reserved.
- ✓ Participating in community service activities.
- ✓ Making initiatives, opportunities, and proposals aimed at serving the community.

## ● Faculty obligations, duties and responsibilities related to the career aspect:

**Job duties: It is the one that requires the faculty member to do as the following:**

- A. Commitment to official working hours.
- B- Performing job duties.
- C- Considering the positive behavioral duties.
- D- Obey presidential orders.
- E- Loyalty to the state and the nation
- F- Other duties

### **A- Commitment to official working hours:**

Commitment to attend and leave according to the authority in the work and according to the human resources system.

### **B- Performing job duties.**

- 1- He must do the work himself.
- 2- To allocate work time to perform the work assigned to its completion.
- 3- Considering the necessary accuracy and the obligations of good work within the limits of his competence.
- 4- Considering the official working hours.
- 5- Targeting the performance of public service and the public interest.

### **C- Considering the positive behavioral duties.**

- 1- To be away from all that violates the honor of the job and dignity, whether in the workplace or outside the workplace.
- 2- To consider the manners of his actions with the public, his superiors, and subordinates.
- 3- Commitment to the appearance of the external modest and compatible with the Islamic law and appropriate to the working environment.

#### **D- Obey presidential orders:**

It is intended to comply with orders issued by the presidential administrative authority in the form of instructions, circulars, or administrative decisions.

#### **E- Loyalty to the state and the nation:**

Considering that the job is one of the state's mean to provide its services to its citizens, therefore, employee's loyalty to work on his development and progress together to achieve progress characterized by sincerity, dedication and accurate implementation of the instructions and decisions to contribute to the advancement of the country.

#### **F- Other duties:**

##### **Duties of Faculty member towards his superiors:**

The faculty member must consider into account to behave with his superiors according to the following:

- 1- Execution of orders of superiors in accordance with the administrative sequence.
- 2- Dealing with his superiors with respect, honesty and tact and providing them with the advice and experience he possesses objectively and sincerely in the interest of the work.

##### **The duties of a faculty member towards his colleagues:**

The faculty member must consider into account to behave with his colleagues according to the following:

- 1- Dealing with respect, tact, and honesty with colleagues, maintaining a healthy and friendly relationship between them without distinction, ensuring respect for their privacy and refraining from exploiting information about their private lives with the intention of offending.
- 2- Cooperate with colleagues, participate professionally and objectively, and provide them with as much assistance as possible to solve the problems they face in the field of work.

### **Faculty duties towards subordinate:**

The faculty member must consider into account to behave with his subordinate according to the following:

- To be a good lead for subordinates in terms of implementing regulations and instructions.
- Develop subordinate capabilities and motivate them to improve their performance.
- Transfer of knowledge, experience, and information sharing
- Respecting the rights of presidents and dealing with them without discrimination

### **Faculty members duties towards the university:**

The faculty member must consider the fact that he is a member of the university according to the following:

1. Reflecting the positive image of the university's working environment.
2. Not using the university name for personal interests.
3. Maintaining the university's earnings and facilities.
4. Maintaining the confidentiality of business at the university and its privacy.

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