



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

**A Guide for Faculty Members in the Bachelor of English
Language and Translation Program**





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▪ Introduction to Bachelor Program

Upon successful completion of the first common year, the student must have a score of (65) in the STEP test to enter the English Language Department. After joining the Department, the student spends three years studying linguistics and translation courses. In addition to a number of general obligatory courses in Islamic and Arabic studies. Eventually, the students gains 127 credit by the end of the fourth year.

Study Duration

12 academic trimesters (three trimesters in the common year and 9 trimesters in the Department).

▪ Program Objectives

Top priorities of English Language and Translation Department:

- Prepare students linguistically and provide them with intensive knowledge.
- Increase their linguistic competence knowledge.
- Increase their English-language cultural information that creates bridges of knowledge communication with English-speaking people around the world.
- Graduate students with outstanding translation capabilities both written and spoken.



■ Program Outcomes

- To equip students with highly specialized English and Arabic translation and interpretation skills.
- To enable prospective students to develop a reflective approach to translation and interpretation as well as an awareness of a range of translation strategies and techniques.
- To ensure holders of bachelor's degrees have a high level of competence in translating various types of texts into English or Arabic in various contexts.
- To equip students with sufficient linguistic-related knowledge in both Arabic and English, refine their skills in both languages, and assist them in applying this knowledge to the tasks of translation and interpretation.
- To prepare students to perform competently in translating and interpreting in various fields.
- To train and expose students to relevant technological advances in the fields of translation and interpretation.

Career Opportunities for graduates

Graduates of English Language and Translation Program will have the advanced translation and interpretation training necessary to work in many areas, including:

- The media
- The military and security industries
- Law
- Diplomacy
- Business and commerce
- Health
- Tourism and the airline industry
- Publishing



■ Structure of the Study Plan

| University Requirements | | | |
|-------------------------|-------------------------------------|--------------|--|
| Course Code | Course Name | Credit Hours | Prerequisites |
| 001 ENG | English Skills I & II | 16 | |
| 001 CS | Computer Skills | 3 | |
| CI 001 | Academic Skills | 2 | |
| MATH 001 | Introduction to Mathematics | 3 | |
| COMM 001 | Communication Skills | 2 | |
| ISLM 101 | Introduction to Islamic Culture I | 2 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| ISLAM 102 | Introduction to Islamic Culture II | 2 | |
| ISLM 103 | Introduction to Islamic Culture III | 2 | ISLM101 |
| ISLM 104 | Introduction to Islamic Culture IV | 2 | ISLM102 |
| Total | | 34 | |



Department Requirements

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|--|--------------|---------------------------|
| ENG 201 | English Grammar I | 3 | First Common year |
| ENG 202 | Reading and Vocabulary Development | 3 | First Common year |
| ENG 210 | Academic Writing I | 3 | First Common year |
| ENG 220 | Listening & Speaking I | 3 | First Common year |
| ARB 211 | Arabic Composition I | 3 | First Common year |
| ENG 230 | Advanced Reading Comprehension | 3 | ENG 202 |
| ENG 231 | Listening & Speaking II | 3 | ENG 220 |
| ENG 240 | English Grammar II | 3 | ENG 201 |
| ENG 250 | Academic Writing II | 3 | ENG 210 |
| ARB 260 | Applied Syntax and Morphology (Arabic) | 3 | None |
| ENG 301 | Introduction to Linguistics | 3 | ENG 250, ENG 240, ENG 230 |
| ENG 310 | Lexicography | 3 | ENG 250, ENG 240, ENG 230 |
| ENG 320 | Comparative Constructions | 3 | ARB 260, ENG 250, ENG 240 |
| TRA 330 | Introduction to Translation | 3 | ENG 250, ENG 240, ENG 230 |



| | | | |
|---------|---|----|-------------------------------------|
| ENG 340 | English Language Cultural Studies | 3 | ENG 231, ENG 250, ENG 230 |
| ENG 350 | Introduction to Semantics and Pragmatics | 3 | ENG 301 |
| ENG 360 | Discourse Analysis and Text-linguistics | 3 | ENG 301 |
| ARB 221 | Arabic Composition II | 3 | ARAB 211 |
| TRA 370 | Legal & Business Translation | 3 | TRA 330 |
| ENG 380 | Stylistics | 3 | ENG 301 |
| ENG 401 | Introduction to Syntax and Morphology | 3 | ENG 301 |
| TRA 410 | Consecutive and Bilateral Interpreting | 3 | TRA 330 |
| TRA 420 | Principles and Practices of Computer Assisted Translation | 3 | TRA 330 |
| TRA 430 | Summary and Sight Translation | 3 | TRA 330 |
| TRA 440 | Technical and Scientific Translation | 3 | TRA 330 |
| TRA 450 | Research Methodology | 3 | ENG 301, TRA 330 |
| TRA 460 | Simultaneous Interpreting | 3 | TRA 330, TRA 410 |
| TRA 470 | Issues and Problems in Translation Studies | 3 | TRA 420, TRA 440, TRA 430 |
| TRA 480 | Media Translation | 3 | TRA 330, ENG 340 |
| TRA 490 | Conference Interpreting | 3 | TRA 330, TRA 410 |
| TRA 499 | Translation Project | 3 | ARAB 221, ENG 310, TRA 420, TRA 450 |
| Total | | 93 | |



■ Four Years Plan

Year 1 : First trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|---------------------|--------------|---------------|
| ENG 001 | English Skills 1 | 8 | None |
| CS 001 | Computer Essentials | 3 | None |
| CI 001 | Academic Skills | 2 | |
| Total | | 13 | |

Year 1 : Second trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|-----------------------------|--------------|---------------|
| ENG 001 | English Skills 2 | 4 | None |
| MATH 001 | Fundamentals of Mathematics | 3 | |
| COMM 001 | Communication Skills | 2 | None |
| Total | | 9 | |

Year 1 : Third trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|------------------|--------------|---------------|
| ENG 001 | English Skills 1 | 4 | None |
| Total | | 4 | |



Year 2 : First trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|------------------------------------|--------------|--|
| ENG 201 | Grammar I | 3 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| ENG 202 | Reading and Vocabulary Development | 3 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| ENG 210 | Writing 1 | 3 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| ISLM 101 | Introduction to Islamic Culture I | 2 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| Total | | 11 | |

Year 2 : Second trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|------------------------|--------------|--|
| ENG 220 | Listening & Speaking I | 3 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| ENG 240 | English Grammar II | 3 | ENG201 |
| ENG 250 | Academic Writing II | 3 | ENG210 |
| ARB 211 | Arabic Composition 1 | 3 | ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year) |
| Total | | 12 | |

Year 2 : Third trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|--|--------------|---------------|
| ENG 231 | Listening & Speaking II | 3 | ENG220 |
| ENG 230 | Advanced Reading Comprehension | 3 | ENG202 |
| ISLAM 102 | Introduction to Islamic Culture II | 2 | None |
| ARB 260 | Applied Syntax and Morphology (Arabic) | 3 | None |
| Total | | 11 | |



Year 3 : First trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|-------------------------------------|--------------|----------------------|
| ENG 301 | Introduction to Linguistics | 3 | ENG230,ENG240,ENG250 |
| ENG 310 | Lexicography | 3 | ENG230,ENG240,ENG250 |
| ENG 340 | English Language Cultural Studies | 3 | ENG230,ENG231,ENG250 |
| ISLM 103 | Introduction to Islamic Culture III | 3 | ISLM101 |
| Total | | 12 | |

Year 3 : Second trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|------------------------------------|--------------|----------------------|
| TRA 330 | Introduction to Translation | 3 | ENG230,ENG240,ENG250 |
| ENG 380 | Stylistics | 3 | ENG301 |
| ENG 320 | Comparative Constructions | 3 | ARB260,ENG240,ENG250 |
| ISLM 104 | Introduction to Islamic Culture IV | 2 | ISLM102 |
| Total | | 11 | |

Year 3 : Third trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|--|--------------|---------------|
| ENG 350 | Introduction to Semantics and Pragmatics | 3 | ENG301 |
| ENG 360 | Discourse Analysis and Text-linguistics | 3 | ENG301 |
| TRA 370 | Legal & Business Translation | 3 | TRA330 |
| ARB 221 | Arabic Composition II | 3 | ARB211 |
| Total | | 12 | |



Year 4 : First trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|--|--------------|---------------|
| ENG 401 | Introduction to Syntax and Morphology | 3 | ENG301 |
| TRA 410 | Consecutive and Bilateral Interpreting | 3 | TRA330 |
| TRA 420 | Principles and Practice of Computer Assisted Translation | 3 | TRA330 |
| TRA 430 | Summary and Sight Translation | 3 | TRA330 |
| Total | | 12 | |

Year 4 : Second trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|--------------------------------------|--------------|----------------|
| TRA 440 | Technical and Scientific Translation | 3 | TRA330 |
| TRA 450 | Research Methodology | 3 | ENG301, TRA330 |
| TRA 460 | Simultaneous Interpreting | 3 | TRA330, TRA410 |
| TRA 480 | Media Translation | 3 | ENG340, TRA330 |
| Total | | 12 | |

Year 4 : Third trimester

| Course Code | Course Name | Credit Hours | Prerequisites |
|-------------|---|--------------|--|
| TRA 470 | Issues and Problem in Translation Studies | 3 | TRA420, TRA430, TRA440 |
| TRA 490 | Conference Interpreting | 3 | TRA330, TRA410 |
| TRA 499 | Translation Project | 3 | ARB221, ENG310, TRA330, TRA420, TRA450 |
| Total | | 9 | |

■ Program Textbooks

English Language and Translation Textbooks



Responsibilities of Academic Coordination

- Send an email to all instructors of the relevant course including: course plan, grade distribution, and academic resources such as books.
- Ensure that the presentation slides are updated to align with the university's new identity.
- Update assignments to ensure that there is no duplication and enable the SafeAssign feature.
- Ensure that course instructors record virtual lectures and not to be absent or convert face-to-face lectures to virtual ones without obtaining approval from the head of the department.
- Ensure that course instructors specify office hours and make them available to students.
- Ensure that course instructors continuously track students' attendance on the Banner system.
- Ensure that course instructors adhere to the course plan and distribute grades as sent by the coordinator, without giving any bonuses or extra grades without consulting the department.

Midterm and final exams

- It is important to ensure proper alignment between learning outcomes and questions, as some outcomes may not be applicable to theoretical questions.
- It is important to formulate questions in a proper and clear manner, avoiding the use of vocabulary that may confuse or distract students such as multiple-choice questions with misleading options like *All of the above* → *all answers are correct*.
- It is crucial to follow the instructions provided by the examination committee such as incorporating rubrics for essay questions or specifying word counts for translation texts.
- For translation courses, exam questions should include an external text for translation, not from the textbook or academic sources.
- The formulation of exam questions will be standardized, and the examination committee will send them later. It is crucial to adhere to these guidelines.
- The examination review committee in the department will thoroughly assess all exams and request modifications if necessary to ensure the quality of the department's learning outcomes.

Grading, Recording grades, and Quality Assurance



- Emphasize to course instructors the importance of adhering to the specified timeframe for grading. Any delayed corrections should be reported to the examination committee and the head of the department.
- Emphasize to the course instructor that any delay in grading or recording grades without a valid excuse may hinder the process of transferring departmental grades or impede the completion of the quality assurance file on the Tawkeed platform, which could have a negative impact on the annual evaluation of faculty members.
- Monitor the recording of grades for mid-term exams on the Blackboard system and final exams on the Banner system. Request confirmation from instructors immediately after completion of the recording process.
- Monitor the completion of quality assurance files for the course on the Tawkeed platform and adhere to the specified deadlines set by the quality assurance committee. Any issues or delays should be promptly reported.
- Request samples of quality assurance files as a precautionary measure when the end of the semester approaches, in case the Tawkeed platform is not ready. The coordinator should retain the files until further instructions are given to enter them into the Tawkeed platform.



Coursework Policies

| Type | ENG Policies | TRA Policies |
|---|--|--|
| Plagiarism | <ul style="list-style-type: none"> From 0% to 40%: no penalties. From 50% to 70%: student asked to resubmit assignment or deduct -2 marks From 80% to 100%: Student asked to resubmit or marked 0. <p>Course instructor must revise SafeAssign report and validate students' cases.</p> | <ul style="list-style-type: none"> From 0% to 60%: no penalties. From 70% to 90%: student asked to resubmit assignment or deduct -2 marks From 90% to 100%: Student asked to resubmit or marked 0. <p>Course instructor must revise SafeAssign report and validate students' cases.</p> |
| Late submission | <ul style="list-style-type: none"> Up to one week: Minus 2 marks Up to two weeks: Minus 5 marks More than three weeks: 0% awarded | |
| Technical difficulties | <ul style="list-style-type: none"> All assignments must be submitted via BB. If there are any difficulties, students must inform course instructors ASAP via email. | |
| Before Class Activity (Interactive Hour) | <ul style="list-style-type: none"> Completing before class activities is a requirement for coursework grading. Students must answer and submit all 10 activities (questions, games, etc.). Not submitting the activities will result in -0.5 grade deduction for each activity (total marks deducted -5) from the total coursework (out of 40) at the end of the term. | |





Assessment of CLOs and PLOs

The English Language and Translation Program has eight learning outcomes. They belong to three core domains: knowledge, skills, and values. The first two PLOs (K1 & K2) belong to the knowledge domain. The skills domain includes five PLOs (S1, S2, S3, S4 & S5). The last PLO (V1) belongs to the values domain. In this academic year (2022-2023), the achievement rates of the PLOs are measured in exams (Midterm and Final) and coursework (Assignments).

To measure the achievement rates of PLOs in midterm and final exams, the program depends mainly on the achievement rates of courses learning outcomes (CLOs) measured by the Blackboard platform. When the achievement rates of the courses learning outcomes (CLOs) in midterm and final exams are available, eight courses are selected to measure the achievement rates of PLOs. The selection of courses depends mainly on the alignment of one (or more) of the CLOs with the PLO that belongs to the same domain. Thus, the achievement rate of the aligned CLO(s) in midterm and final exams in each selected course represents the PLO achievement rate. In fact, the process of alignment between the CLOs of the selected courses and PLOs depends mainly on the program matrix. [PLOs Assessment Plan, Results, and Report \(2022-2023\)](#)



To measure the achievement rates of PLOs in coursework (Assignments), the program depends also on the same eight courses selected to measure the PLOs in midterm and final exams. In fact, the process of measurement is carried out manually. In each selected course, one of the assignments that covers the CLO(s) which is/are aligned with the PLO belonging to the same domain is mainly selected. Then the average of students' scores in this assignment represents the achievement rate of the CLO(s) covered by the assignment. Therefore, the achievement rate of the CLO(s) in this assignment indicates the achievement rate of the PLO with which the CLO(s) is/are aligned. Finally, to measure the achievement rate of each PLO in both exams (Midterm and Final) and coursework (Assignments), the average is calculated.

[PLOs Assessment Plan, Results, and Report \(2022-2023\)](#)



Program Committees and their Tasks

| Committee | Tasks |
|--|---|
| Academic Advising Committee | <ol style="list-style-type: none"> 1. Introducing students and preparing them for the department and the university. 2. Introducing students to the department's mission goals and vision. 3. Organizing an annual meeting for students with the head of the department. 4. Providing students with the correct information about the college, educational policies, resources, and study programs. 5. Communicating with the central academic advising unit at the university to discuss students' unresolved issues in accordance with the advising plan in Saudi electronic university. 6. Providing counsel and assistance to struggling students and following up on them until they improve their academic level. 7. Providing students with communication channels available to them to obtain academic support provided by the college in particular and the university in general. 8. Reviewing students' academic problems that are raised by councilors and seeking to solve them with the program management. 9. Assisting the students in registering, adding, and dropping courses if necessary. 10. Making a plan to introduce students to the study plan and ensuring that the students' schedule is in line with the study plan. 11. Following up with students' issues related to the program and study plan. 12. Listing students with special needs in the department, identify the difficulties they face in the department, and work on finding solutions to them. 13. Working with the scheduling and examination committee to take into account the conditions of students with special needs. 14. Submitting a quarterly report (Three reports in the academic year) Of what has been accomplished in the committee to measure the committee's output and evaluate the members and submit it to the college. |
| Committee of Equipment, Laboratories and Utilities | <ol style="list-style-type: none"> 1- Using effective strategies and questionnaires to assess the adequacy of facilities, equipment, and infrastructure available in the department. 2- Ensure the safety of hardware, software and other related facilities and their suitability for the program. |



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| | <ol style="list-style-type: none"> 3- Securing and updating the facilities in the department, such as the offices of faculty members and others. 4- Communicating with the relevant authorities in the university in the various branches. 5- Supervising the department's laboratories and ensuring their readiness. 6- Preparing a detailed report on laboratories and devices used in the educational process, facilities and equipment and submitting it to the department head at the end of each academic semester. 7- Submitting a quarterly report (3 reports per academic year) of what has been accomplished in the committee to measure the committee's outputs and evaluate the members and submit them to the college. |
| Complaints and Grievances Committee | <ol style="list-style-type: none"> 1. Investigates complaints and grievances lodged by students and faculty members. 2. Follows up on complaints and grievances lodged by students through the grievances system. 3. Follows up on complaints and grievances lodged by faculty members. 4. Introduces students to their rights and how to obtain them through legal and official channels in the university within the framework of the university rules and regulations. 5. Introduces faculty members to their rights and how to obtain them through legal and official channels in the university within the framework of the university rules and regulations. 6. Instills and promotes knowledge of justice and fairness in students. 7. Instills and promotes knowledge of justice and fairness in faculty members. 8. Submits to the College of Science and Theoretical studies a quarterly report (3 reports per academic year) of what has been accomplished by the committee to assess the committee's outputs and evaluate the members of the committee. |
| Advisory Committee | <ol style="list-style-type: none"> 1. Periodically reviewing the Program's mission and objectives and the formulation of general specifications for the Program's graduate. 2. Providing suggestions related to the development of the Program's courses and study plan. 3. Discussing the annual report of the Program and the results of measuring learning outcomes and performance indicators. 4. Providing recommendations related to strategic initiatives directed to the community and related to scientific research. 5. Recommending the recruitment of distinguished academic and research competencies and expertise to work in the Program. |



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| | 6. Submitting any other proposals that contribute to developing the Program and improving its performance. |
| Programs and Courses Development Committee | <ol style="list-style-type: none"> 1. Work on the development of programs and courses in the department according to a specific time plan. 2. Review all courses and related matters to transfer to the three semesters. 3. Follow up on all issues related to the academic programs in the department. 4. Conducting a survey of the corresponding study programs in colleges and universities, as a reference in the development of programs 5. study for the department, and conducting a reference comparison for the continuation of the development process. 6. Developing courses in the department on several levels, such as answers, tests, and references for each course. 7. Reviewing the annual reports of the program and the reports of academic courses to take them into consideration when developing. 8. Studying all conditions related to programs or courses in the Department of English Language and Translation as conditions 9. Admission, course equivalency, and others closely related to the development of the program and courses. 10. Submitting a quarterly report (3 reports per academic year) of what has been accomplished in the committee to measure the committee's outputs and evaluate the members and submit them to the college. |
| Examinations Committee | <ol style="list-style-type: none"> 1. Preparing and organizing schedules for mid-term, final, and alternative tests for courses offered by the department and ensuring the accuracy of course codes, titles, dates, and times of exams entered in the Banner system for all courses and verifying their conformity with the approved schedules of the college. 2. Resolving any issues that may occur during the examination periods. 3. Monitoring the delivery of exams by coordinators in all their forms including paper copies, alternative tests, and creating them on the Blackboard system and verifying their accuracy with the copies approved by the head of the department. 4. Clarifying instructions and passing them on to exam coordinators on how to deal with exams, including publishing and designing, and any instructions issued by relevant authorities. This includes emergency situations, violations of regulations and instructions, and new instructions from higher administrations, department, or college. This also includes clarifying the administrative procedures related to exams, such as cases of deprivation and submissions, and dealing with technical problems. |



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| | <ol style="list-style-type: none"> Following-up on the exam correction process and confirming with the coordinators the necessity of completing the correction process within the approved time frame by the relevant authorities. Preparing lists of exam coordinators and exam reviewers in the department and continuously monitoring their adherence to the instructions issued by the central examination committee in preparing and creating exam questions, verifying the accuracy of exam properties, and ensuring that exams are entered into the system correctly with proper meaning, writing, and formatting. Communicating and coordinating with the supervisors of the university branches regarding preparations for exams and ensuring receipt and delivery of any files related to the exams (paper questionnaires, attendance and absence records, paper exams, student lists for exams), and coordinating their submission to the department. Submitting a quarterly report (3 reports per academic year) on the work accomplished by the committee to measure the committee's outputs and evaluate its members and submitting it to the college. |
| Academic Accreditation Committee | <ol style="list-style-type: none"> Providing and reviewing documents and evidence for the six accreditation standards (message and objectives- program management and quality assurance - teaching and learning - students - teaching staff - learning resources and utilities and equipment.) Providing and reviewing handbooks and guides for students and faculty members. Providing and reviewing documents related to the program's quality assurance system and its performance reports. Reviewing the annual reports of the program and the reports of academic courses in the last two years. Reviewing the program specifications and course specifications for the last two years. Providing a measurement plan for learning outcomes, measurement reports, key performance indicators, and benchmarking. Writing and reviewing the program self-study report. Writing and reviewing any reports required to obtain program accreditation. Reviewing all documents and reports required and submitting them to obtain approval. Submitting a quarterly report of what has been accomplished in the committee to measure outputs, evaluate members, and submit it to the college (three reports per academic year). |
| Students' Activities and Events Committee | <ol style="list-style-type: none"> Preparing and implementing a time plan for student events and activities to be held. |



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| | <ol style="list-style-type: none"> 2. Coordinating with the department's units and committees regarding student events and activities. 3. Organizing various student (scientific, cultural, and social) 4. Highlighting the talents of students in the department and working on refining, developing, and displaying their talents. 5. Developing the scientific and academic skills of students by organizing workshops, seminars, and courses. 6. Nominating students to participate in various cultural and scientific events within and outside the university. 7. Organizing department events such as meetings and student meetings with university leaders. 8. Execute all related work referred to the Committee by the Head of the Department and the Dean. 9. Preserving the work and achievements of the committee by preparing reports, pictures, and news to prepare an annual report file for the Head of the Department. 10. Submitting a quarterly report (3 reports per academic year) of what has been accomplished in the committee to measure the committee's outputs and evaluate the members and submit it to the college. |
| Scientific Research Committee | <ol style="list-style-type: none"> 1. Establishing and updating a database of scientific research in the department. 2. Discussing all issues related to scientific research by the faculty members and presenting them to the department council as necessary. 3. Discussing tasks referred to it by the Deanship of Graduate Studies & Academic Research in the college. 4. Providing support and assistance and solving problems for faculty members related to scientific research. 5. Submitting a semester report (3 reports per academic year) on the committee's accomplishments to measure the committee's outputs, evaluate the members, and submit them to the college. |
| E-Learning and Learning Resources Committee | <ol style="list-style-type: none"> 1. Developing, reviewing, and following up electronic courses. 2. Developing and following up educational activities in electronic courses with the learning management system. 3. Supervision of the learning management system. 4. Supervising the department's electronic page on the university's website. 5. Providing appropriate educational resources for people with special needs to improve their self-adaptive capabilities and continue their academic studies. 6. Providing electronic learning resources for students and faculty members. 7. Training students and faculty members on how to benefit from electronic learning resources available in the central library, the Saudi Digital Library, and the e-learning management system. |



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| | <ol style="list-style-type: none"> 8. Communicating with the Blackboard administration at the university to prepare course templates on the platform. 9. Follow-up and publishing questionnaires, if necessary, to measure the extent to which the faculty members and students are satisfied with E-learning and learning resources. 10. Submitting a quarterly report (3 reports per academic year) of what has been accomplished by the committee to measure the committee's outputs and evaluate the members then submitting the report to the college. |
| Quality Committee | <ol style="list-style-type: none"> 1. Review all quality files related to the department's program courses (Bachelor's and master's programs). 2. Write and review the specifications of all programs of the department (Bachelor's and master's programs). 3. Write and review the annual reports for all programs of the department (Bachelor's and master's programs). 4. Gather issues of quality files and assist in solving them. 5. Provide necessary guidance to course coordinators and instructors to facilitate the completion of quality files. 6. Respond to inquiries from course coordinators and instructors. 7. Monitor and ensure that coordinators and instructors have submitted the files on time and prepare a list of late submissions and any problems they faced. 8. Communicate with Tawkeed platform to link all coordinators and instructors and solve platform-related problems. 9. Work on any other tasks related to quality files for all programs of the department (Bachelor's and master's programs). 10. Submit triannual reports (3 reports per academic year) to measure committee outputs, evaluate members, and submit it to the college. |
| Committee of Developing the Skills of Faculty Members | <ol style="list-style-type: none"> 1. Studying the shortcomings in the skills of faculty members. 2. Organizing training courses to develop the skills of faculty members 3. Organizing the participation of faculty members in courses, conferences, and workshops. 4. Informing the faculty members of the department of any courses organized by the university and following up their attendance to these courses. 5. Submitting a quarterly report (3 reports per academic year) of what has been accomplished in the committee to measure the committee's |
| Graduates Follow-up Committee | <ol style="list-style-type: none"> 1. Establishing a database of graduates of the Department of English Language and Translation for the undergraduate level and masters. 2. Creating a database of employers and institutions in which graduates work. |



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| | <ol style="list-style-type: none"> Measuring the level of graduate's satisfaction. Measuring employers' level of satisfaction and their attitudes towards employment. Survey of the opinions of graduates and beneficiaries. Monitoring the challenges facing graduates of the department when they join the labor market. Communicate with graduates to strengthen the relationship with them and benefit from their experiences in developing academic plans, research, and training. Contribute to holding meetings for graduates or involve them in student activities. Submitting a quarterly report (3 reports per academic year) of what has been accomplished in the committee to measure the committee's outputs and evaluate the members and submit them to the college. |
| Higher Studies Committee | <ol style="list-style-type: none"> Creating and updating a database of graduate students. Discussing all issues related to graduate students and providing a report about them to the Department Council if it is necessary. Discussing the tasks referred to the committee by the Vice Deanship for Graduate Studies. Providing support, assistance, and solving students' problems regarding study schedules. Submitting a quarterly report (3 reports per academic year) on what has been accomplished in the committee to evaluate the committee's progress, and to evaluate the committee members, and then to submit a report to the deanship. |
| Committee of Follow up, Admission, Registration, and Schedules | <ol style="list-style-type: none"> Building students' schedules in both males' and females' branches. Coordinating with the other departments and colleges that offer general requirement courses to create suitable number of classes according to the available timetable. Preparing a teaching load file and assigning a faculty member for each class. Reviewing the registration statistics (before and after students' registration). Ensuring assigning all the classes to the faculty members in the department. Reviewing the teaching load file and forwarding it to the head of the department. Calculating the faculty members' excess teaching hours and forwarding the file to the head of the department for accreditation. |



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|-----------------------------|--|
| | <ol style="list-style-type: none"> 8. Verifying that the number of students in classes have at least reached the minimum capacity and ensuring the merging or deleting of classes that do not meet the criteria. 9. Building the midterm and final exam schedules. 10. Supporting and assisting students and finding solutions to issues relate to their classes or schedules. 11. Preparing a comprehensive report, at the end of each semester, detailing what have been achieved by the committee to assess its performance in achieving its goals. |
| Community Service Committee | <ol style="list-style-type: none"> 1. Organizing a workshop for the department to introduce social responsibility and presenting evidence 2. Filling out the list of responsible courses 3. Filling out the responsible course forms at the end of the semester 4. Uploading the projects proposed by the department 5. Permanent coordination with the department regarding community service. 6. Working to enhance the department's outputs in the field of community service and encourage its staff to participate in community service 7. Providing the necessary technical and cognitive support to the department's staff to activate community service 8. Supervising the procedures for documenting the department's outputs in the field of community service and its performance indicators and providing the University Vice Presidency for Branches with the required information by following the approved mechanism 9. Listing the difficulties and obstacles that limit the activation of community service in the department 10. Carrying out any other tasks related to community service 11. Submitting a report each semester on what was accomplished in the committee to measure the committee's outputs and evaluate the members and submit it to the college |



General Information for Faculty Members

Faculty Members Salary List

سلم رواتب أعضاء هيئة التدريس والمحاضرين والمعيدين بالجامعات
المعتمد بالأمر الكريم رقم (٤٠٩٧/م ب) وتاريخ ١٤٣٢/٦/٢٥ هـ، اعتباراً من ١٤٣٢/٦/٢٥ هـ

| العلوة السنتوية | الدرجات | | | | | | | | | | | | | | | الوظيفة |
|--------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------|
| | ١٥ | ١٤ | ١٣ | ١٢ | ١١ | ١٠ | ٩ | ٨ | ٧ | ٦ | ٥ | ٤ | ٣ | ٢ | ١ | |
| ٤١٥ | ١٢٤٦٠ | ١٢٠٤٥ | ١١٦٣٠ | ١١٢١٥ | ١٠٨٠٠ | ١٠٣٨٥ | ٩٩٧٠ | ٩٥٥٥ | ٩١٤٠ | ٨٧٢٥ | ٨٣١٠ | ٧٨٩٥ | ٧٤٨٠ | ٧٠٦٥ | ٦٦٥٠ | معيد |
| ٥١٠ | ١٥٩٠٥ | ١٥٣٩٥ | ١٤٨٨٥ | ١٤٣٧٥ | ١٣٨٦٥ | ١٣٣٥٥ | ١٢٨٤٥ | ١٢٣٣٥ | ١١٨٢٥ | ١١٣١٥ | ١٠٨٠٥ | ١٠٢٩٥ | ٩٧٨٥ | ٩٢٧٥ | ٨٧٦٥ | محاضر |
| ٥٧٠ | ٢٠٧٤٥ | ٢٠١٧٥ | ١٩٦٠٥ | ١٩٠٣٥ | ١٨٤٦٥ | ١٧٨٩٥ | ١٧٣٢٥ | ١٦٧٥٥ | ١٦١٨٥ | ١٥٦١٥ | ١٥٠٤٥ | ١٤٤٧٥ | ١٣٩٠٥ | ١٣٣٣٥ | ١٢٧٦٥ | استاذ مساعد |
| ٦٦٥ | ٢٥٣٩٠ | ٢٤٧٢٥ | ٢٤٠٦٠ | ٢٣٣٩٥ | ٢٢٧٣٠ | ٢٢٠٦٥ | ٢١٤٠٠ | ٢٠٧٣٥ | ٢٠٠٧٠ | ١٩٤٠٥ | ١٨٧٤٠ | ١٨٠٧٥ | ١٧٤١٠ | ١٦٧٤٥ | ١٦٠٨٠ | استاذ مشارك |
| ٧٣٥ | ٢٨٧١٠ | ٢٧٩٧٥ | ٢٧٢٤٠ | ٢٦٥٠٥ | ٢٥٧٧٠ | ٢٥٠٣٥ | ٢٤٣٠٠ | ٢٣٥٦٥ | ٢٢٨٣٠ | ٢٢٠٩٥ | ٢١٣٦٠ | ٢٠٦٢٥ | ١٩٨٩٠ | ١٩١٥٥ | ١٨٤٢٠ | استاذ |

Electronic Systems and Services

- [Masar Portal- The Digital Platform to manage Human Resources](#)
- [Ministry of Civil Service - Electronic Services](#)
- [Ministry of Foreign Affairs - E-Visa Portal](#)
- [Muqeem System](#)
- [Absher](#)



▪ Rules and Regulations for Faculty Members

- Higher Education and Universities Counsel Rules and Regulations
- [Higher Education and Universities Counsel Rules and Regulations](#)
- Framework for Regulations of human resource in civil service system
- [Framework for Regulations of human resource in civil service system](#)
- General Job Ethics
- [General Job Ethics](#)
- Civil Service Law
- [Civil Service Law](#)
- Regulations of Financial Rights and Benefits
- [Regulations of Financial Rights and Benefits](#)
- Regulations of Human Resources in Civil Service System
- [Regulations of Human Resources in Civil Service System](#)
- Guide for Points of Promotions
- [Guide for Points of Promotions](#)
- Regulations for Minimum Wage Jobs for Public Agencies
- [Regulations for Minimum Wage Jobs for Public Agencies](#)



■ Faculty Members Forms

- [Task Application](#)
- [Application Form for issuing a Faculty Card](#)
- [Faculty Members Release Form](#)
- [Internal Release Form](#)
- [Release form for contractors - non Saudis](#)
- [Request for canceling leave](#)
- [Effective Date Notice](#)
- [Maternity leave](#)
- [Request to extend vacation form](#)
- [Request for cutting leave](#)
- [Exceptional leave form](#)
- [Request for emergency leave](#)



▪ Contact Information

| | |
|---|--|
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| Performance Evaluation and Training - Faculty Training | FTU@seu.edu.sa |
| Head of English Language and Translation Department | m.abdulmalik@seu.edu.sa |
| Dean of College of Science and Theoretical Studies | S.FALLATA@seu.edu.sa |
