

كلية علوم الحاسب الآلي
College of Computer Science



College Departments

Computer science Department
Information System Department
Computer Engineering Department
Computer Networks and Commun

FACULTY HANDBOOK

College Departments

1. Computer science Department
2. Information System Department
3. Computer Engineering Department
4. Computer Networks and Commun

كلية علوم الحاسب الآلي
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1. College of Computer Science

College of Computer Sciences in King Khalid University (KKU) was first founded in early 2001. Initially, the college established two departments; Computer Sciences and Information Systems. Both of the departments are operating in the male campus (Al-Graiger) as well as the female campus (Al-samer). Later, in 2005, the college opened the department of Computer Engineering, while the department of Computer Networks and Communications Engineering was created in 2006.

- **College vision**

College of Computer Sciences Vision is “The accomplishment of global pioneering and to be distinguished in the advancement of education, research and society development in the fields of computer science and engineering”.

- **College mission**

College of Computer Sciences mission is to “Provide high-quality education and the needed requirements for research and innovation to produce graduates with high professional competence in the field of computer science and engineering and technical participation in community service”.

- **College objectives**

1. Developing strategies to improve curricula in the light of technical and professional development.
2. Creating opportunities for students to gain and discover information that is applicable in the field of scientific research on theoretical and practical levels.
3. Reaching an excellent level of knowledge and scientific research to serve all segments of society.

4. Developing academic levels through linking curricula with technology.
5. Serving all segments of the community technically and knowledgeably, in space and time, through modern methods of education such as distance learning and e-learning.
6. Expanding opportunities and education methods to develop skills and build knowledge in order to solve many technical problems.
7. Stimulating the ethics of the profession and the self- growth of students and college members through information technology.

2.College Departments

1. Computer science Department
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• Computer science Department

Mission

To provide high quality education and scientific research in computer science by upholding human values, offering constructive community services and employment opportunities.

Objectives

1. Continue their higher studies and scientific research to analyze and solve complex problems in the field of computer science.
2. Design, develop and test the solutions using contemporary technologies with full participation in profession and society.
3. Communicate effectively in their work environment with multidisciplinary team for their lifelong learning, ethical and professional development.
4. Participate in national mission through technical expertise, leadership and entrepreneurship

• Information System Department

Mission

To provide high quality education and exposure to research environment with the combination of theory, practice, and real-world experience in the field of information systems, to produce graduates having professional competence and motivation to participate in community service.

Objectives

1. Advance in their careers as information systems specialist or in a similar technical or leadership role.
2. Demonstrate effective communication, interpersonal, and analytical skills to advance professional and organizational goals.
3. Continue education and research to propose innovative solutions for the betterment of society and advancement of the information systems discipline.
4. Pursue lifelong learning with the motivation to deal with contemporary social and technological issues.

• Computer Networks and Communication Engineering Department

Mission

To produce competent graduates with greatly sought after skills in Computer Networks and Communications Engineering to satisfy the labour market labour market demands, to build fruitful collaboration with industry for achieving excellence and to be innovative in emerging professions to serve the community actively

Objectives

1. Have demonstrated the aptitude of analyzing and solving complex technical problems from a broad perspective of computer networks and communications engineering.
2. Foster personal and organizational Success, Business, Societal, and regulatory issues with Quality Commitment and Critical thinking.
3. A leader and collaborative team member within an interdisciplinary professional environment.
4. Continue education, research and innovation to sustain professional growth.
5. Contribute to community service while maintaining professional ethical conduct..

• Computer Engineering Department

Mission

To impart high quality education and scientific research in computer engineering through the employment of knowledge techniques that prepares competent graduates for employment and serving their community.

Objectives

1. Apply their knowledge of computer engineering and skills to pursue successful career as computer engineers, consultants and entrepreneurs.
2. Lead their professional disciplines, organizations and communities around the world.
3. Practice and inspire high technical standards and communicate to colleagues and the public at large their work accomplishment.
4. Continue their education in leading graduate programs in engineering and interdisciplinary area to emerge as researchers.
5. Re-learn and innovate in ever-changing global economic and technological environments of the 21st century.

3. Faculty Affairs

General

College Faculty Affairs office of Faculty and Personnel Affairs handles all matters pertinent to college faculty and staff. The office operating under the Deanship of college that provides services to the faculty Staff, Faculty & Personnel Services, and the Payroll. Faculty and staff matters handled by the office include: payment of salaries and compensations, allowances and benefits, etc., repatriation tickets, employment certificates, contract renewals, salary increments, residence permit renewals, exit/re-entry visas, renewal of driving license etc.

Faculty Affairs Office

- ◇ Faculty Recruitment
- ◇ Travel Tickets
- ◇ Faculty Performance Evaluations

Faculty & Staff Services Office

- ◇ Visas and Residence Permits
- ◇ Other Faculty Services

4. Faculty Responsibilities and Duties

General

Consistent with the primary goals of seeking continual excellence in teaching, research and intellectual leadership, and in developing new knowledge and disseminating that knowledge to its students and the public, the University has adopted policies delineating the faculty's responsibilities in three distinct areas of scholarly engagement, namely: teaching, research, and university and community services.

Teaching and Related Activities

- **Teaching Activities**

The College considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He should make every effort to encourage students to learn and perform better, and in this respect, he shall adopt teaching methods which are highly effective, productive and conducive to learning. He should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Besides the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he should act as an intellectual guide, counselor, advisor and mentor. He shall avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment.

- **Teaching Activities**

College is providing a quality based programs where each faculty member is personally requested to actively participate in the quality improvement process. The faculty is requested to:

- ◇ Be fully aware of previous semester course specification and course report.
- ◇ Implement the recommended action plan for the current semester.
- ◇ Conduct student assessments according to the course specification in terms of class content, related student activity, teaching process for each specific learning outcome and level of knowledge.
- ◇ Focus on student learning outcomes achievements while teaching and assessing.
- ◇ Implement formative assessments through discussions with students about delivered content and assessments.
- ◇ Provide a course file that reflects exactly the achievement of learning outcomes and identifies any weakness.
- ◇ Recommend adequate and feasible actions to overcome the weaknesses.

- **Course Coordinator'**

A faculty member may be selected by the department chairman to act as a course coordinator for a multi-section course, in which capacity he performs the duties of the course coordinator prescribed by the department. Generally, the duties include preparation of a common syllabus, course specification and grading policy, which are to be followed by all instructors teaching the same course, and maintaining a basic coordination for uniform course coverage.

- **Teaching Load**

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of teaching staff available. Primarily, teaching load includes teaching preparatory year and undergraduate courses. For faculty members (full professor, associate professor and assistant), the teaching load in a semester is expected to be 10 to 14 contact hours per week. For lecturer and instructor positions, the teaching load is between 18 and 25 contact hours per week.

- **Student Advising**

The University considers student advising by faculty as an important teaching-related activity. A faculty member is expected to advise students in planning their academic programs during early registration, registration and throughout the academic year whenever a student seeks his advisor's input in academic matters. A student advisor has four major roles: (i) to advise and help students in early registration and registration formalities (including giving student 'advisor approval for early registration' prior to this activity), (ii) to provide guidance in dropping and adding courses and in improving academic performance, (iii) to ensure that the students understand the academic regulations and follow their academic programs in a sequential order, and (iv) to follow-up the students' academic progress, especially those who are not in good academic standing.

- **Office Hours**

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student consultations. Office hours should be scheduled at times convenient to students. The instructor should also make provisions for prearranged appointments with students when there are conflicts and when a student needs more assistance. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

- **Examinations and Grades**

A student's performance in a course should be evaluated by the teacher through assigned classwork, homework, and assignments and through scheduled examinations. A letter grade, based on the aggregate numerical score, is given to students following the grade distribution policy of the University.

- **Course Evaluation by Students**

Towards the end of a semester, Deanship of Quality arranges for evaluation of all courses taught in the semester. The evaluation of a course is made by the students taking that course, using the university's standard evaluation electronic form. Deanship analyzes the evaluation after the submission of the final grades and submits the evaluation summary to the respective department. The student's evaluation of a course viewed as an indication of the effectiveness of the teaching methods and learning process. This input helps an instructor to identify the areas where improvement can be made in teaching.

5. Committees

Staff member can be nominated to actively contribute in college or department level committees.

As members of the committees, the faculty will perform to the best of their ability by attending regular meetings, participating in fruitful discussions and carrying out all assigned duties. Occasionally, a standing committee may form an ad-hoc subcommittee under its umbrella, consisting of some members from the committee itself, to address or study a specific issue related to the committee's responsibilities and duties.

6. Research

The College encourages faculty members to engage in a broad spectrum of research and creative activity of the highest possible quality, from basic to applied research, in all academic disciplines. The search for new information, better understanding and new discoveries is an important goal of the College. A faculty member, as part of his academic duties, should become involved in research activities which promote creative scholarship, innovative ideas, and new solutions to complex problems. He is evaluated in part on his ability to demonstrate creative and productive work through published research and related activities. The College provides support services for research in the form of space, funds, compensation, well-equipped laboratories, computing facilities.

7. Community Service

Faculty members are encouraged to participate in professional activities involving presentation of a seminar or public lecture, organization of a symposium or workshop, and contributions to professional organizations.

They are also expected to lead their students to serve community by applying several and vary projects and activities.

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