



Policies & Procedures Unit

Unit/Committee Terms of Reference

(TOR)

2022

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I: TOR of Units

Policies & Procedures Unit TOR

Type:

Standing

Purpose:

To ensure that all faculty and students in the college have ready access to clear, well-developed institutional policies. In addition, the Unit documents how the college conducts its academic and non-academic operations.

Structure

The Policies & Procedures Unit is under the direction of the Vice Dean.

Authority

The Unit is authorized to review all policies of the college and make recommendations when necessary.

Responsibilities

- Review and regularly update all policies and procedures for all Units and Committees in the college which must not conflict with Qassim University-wide policies.
- Review the job descriptions of all administrative positions in the college
- Review the Terms of References for all Units and Committees in the college.

Membership

The Unit is appointed by the Vice Dean. The Current Unit 2022-2023 includes:

Chair: Dr. Abeer Abuzeid Atta Elmannan

Members:

Prof. Anjum Gul

Prof: Aymen Algadaa

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the college processes and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of Unit are called by the chair of the Unit. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Unit. Supporting papers are to be sent to Unit members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Unit ensures that a formal record of Unit proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Unit is responsible for reporting to the Vice Dean. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr.Abeer Abuzeid Atta Elmannan	Chair of Policies & Procedures Unit		24/12/2022
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Quality Management Unit TOR

Type:

Standing

Purpose:

To enable the College to achieve its mission and goals through quality assurance, and to provide all requirements for the academic program accreditation. Also, the Unit aims to maintain the highest local and international quality standards for educational, administrative, organizational and technical functions, and to to enhance the capacity of faculty to achieve sustainable competitive advantage according to faculty 's vision, mission and strategic objectives.

Structure

The Quality Management Unit is under the direction of the Vice Dean.

Authority

The Unit is authorized to review, investigate, evaluate, and communicate any activity within its terms of reference.

Responsibilities

- To promote culture and continuous quality improvement in the College and ensure the proper performance of Quality Assurance procedures.
- To advise on matters related to quality assurance.
- To assist departments in implementing the Quality standards (NCAAA) and in preparing documents for submission in terms of institutional and program accreditation.

- To facilitate each department in establishing its own plan.
- To provide support and guidance to all study courses, departments and Units in the College to help them achieve quality standards and requirements.
- To monitor, review, audit, evaluate, reporting and continuously develop the College's quality, frameworks, and procedures at all levels of the College, to ensure that they are operating in accordance with good practices of academic standards for the promotion of academic excellence in learning, teaching, research, commUnity services and administration.
- To implement periodic and continuous assessment and reporting for college performance in education, research and services.
- To encourage departments to conduct and use self-assessment, including use of student satisfaction surveys.
- To encourage and assist involvement of external stakeholders on an ongoing basis as part of the evaluation and development of quality assurance.
- To prepare the annual program report according to the most updated forms of ETEC-NCAAA.
- To prepare KPI report of the college.
- To monitor and collect data on program activities in a continuous base
- To develop appropriate plans for the periodic internal and external panel reviews recommendations to ensure continuous improvement in program performance and follow up its application.
- To arrange for the internal and external auditors' visits.
- To participate in the development of standards, tools and mechanisms to assess performance and measure the achievements of the College.
- To coordinate with the Deanship of quality and development in the University in all aspects which enable the College to achieve high standards in quality assurance and academic accreditation.
- To report to the vice dean in the College for all the activities and achievements in the field of quality assurance and academic accreditation.
- To build an integrated database for quality assurance and academic accreditation with collection of the necessary data, processing, analysis and continuous updating.
- To perform any other duties within the scope of work.

Membership

The Unit is appointed by the Vice Dean. The Current Unit 2022-2023 includes:

Chair: Dr.Nora Alsoqih

Members:

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Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the college processes and it is not “reasonably practicable” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person not less than twice monthly and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

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Minutes of Meetings

The Chair of the Unit ensures that a formal record of Unit proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Unit is responsible for reporting to the Vice Dean. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Nora AlSoqiah	Chair of Quality Management Unit.		25/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Strategic Planning Unit TOR

Type:

Standing

Purpose:

To help the college and the University to achieve their mission and goals through the development and oversight of the implementation of the strategic and operational plans of the college.

Structure

The Strategic Planning Unit is under the direction of the Vice Dean.

Authority

The Unit is authorized to follow-up the annual implementation of the college's strategic plan, review obstacles to implementation and make recommendations to overcome those obstacles.

Responsibilities

1. Prepare and develop of the College strategic projects and operational plans of action in coordination with the relevant unit in the University
2. Develop a full, detailed execution plan document
3. Ensure approval of the execution plan of the College by the University and making the required modifications
4. Coordinate between the different units of the College with regard to the execution of the strategic plan
5. Review, update and monitor the execution of the strategic plan of the College in the light of the strategic plan of the University
6. Respond to strategic planning transactions
7. Implement a feedback system to assure implementation of the approved plans

8. Provide timely performance appraisal reports to the Vice Dean which describes the progress of execution of the strategic plan
9. Raise awareness among the College staff about the importance of the strategic planning.
10. Use of different methods to promote strategic planning awareness of students and staff

Membership

The Unit is appointed by the Vice Dean. The Current Unit 2022-2023 includes:

Chair: Dr.Abeer Abuzeid Atta Elmannan

Members:

Prof: Aymen Algadaa

Dr. Nahla Babiker

Dr. Samih Aziz

Dr. Majed Wadi

Dr. Mawahib Abo Algassim

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the implementation of the college's projects "**reasonably practicable**" to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person not less than twice every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
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Minutes of Meetings

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Reporting

The Unit is responsible for reporting to the Vice Dean. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr.Abeer Abuzeid Atta Elmannan	Chair of Strategic Planning Unit		28/12/2022
Revised by		On behalf of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Statistics & Information Unit TOR

Type:

Standing

Purpose:

For ensuring high-quality performance in the college each academic year, the Statistics and Information Unit collects, and analyses various data related to the different aspects of the college using different tools and methods at prescheduled times. It provides information that is required by the college decision makers as well as various college Committees and Units. The Unit is designated as the guardian of college data.

Structure:

The Unit is under the direction of Vice Dean of the college

Authority

The Unit is authorized to collect data, transform the data, provide timely, accurate, and reliable information, and interpret the results. The gathered information is used for monitoring, evaluating, and improving all college policies as well as the college strategic plan.

Responsibilities

Collect, sort and analyze data from different sources that are related to the College program.

- Collect, sort and analyze data related to students' satisfaction with the courses and the program
- Collect, sort and analyze data related to graduates' satisfaction with the College program and internship training
- Collect, sort and analyze data related to faculty members information.
- Participate with the Quality Management Unit in the collection and analysis of data concerning the quality of academic programs.
- Organize data and information in ways that facilitate the storage and access of information in time of need and to help informed decision making in the college
- Develop the Key Performance Indicators and analyze their results on a yearly basis in coordination with Quality Management Unit
- Distribute and collect questionnaires for students, staff, interns and alumni and analyze their data
- Provide the data necessary for the annual program report of the College
- Prepare and calculate data and statistics needed by different Units and Committees of the College

Membership:

The Unit is appointed by the Vice Dean. The Current Unit 2022-2023 includes:

Chair: Dr. Mawahib Ahmed

Members:

- Dr.Lobina Abuzaid
- Dr. Hosam Hamid
- Dr. Anjum Gul
- Dr. Enshirah Alameen
- Mr. Fahad Aba Alkheel

- Mrs. Reema Almuteri

Chair's Action:

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the college's processes and it is not "reasonably practicable" to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting:

Meetings are to be held in person not less than twice every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting:

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
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Minutes of Meetings:

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Review:

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Mawahib Ahmed El awad	Chair of Statistics and information Unit		20/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Faculty Development Unit TOR

Type

Standing

Purpose

To facilitate improved Faculty performance in a variety of domains including institutional, intellectual, personal, social, and pedagogical.

Structure

The Faculty Development Unit is under the direction of the Vice Dean.

Authority

The Unit is authorized to provide continuing professional development activities for faculty and to prepare them to meet the changing needs in medical education.

Responsibilities

1. Promote evidence-based instructional innovation and effectiveness through workshops, Faculty learning communities, and other events.
2. Sustain and enhance faculty growth and development and their integration into the campus community.
3. Foster cross-disciplinary collaboration; facilitate the sharing of resources, skills, and knowledge across programs; and partner with other professional development Units.
4. Strengthen the academic culture at QU by raising awareness of current developments in the field of teaching and learning.
5. Advocate for and participate in teaching and learning initiatives at the institutional level.
6. Improve the efficiency of Staff members in collaboration with the “Academic Development Deanship”.

Membership

The Unit is appointed by the Vice Dean. The Current unit 2022-2023 includes:

Chair: Dr. Nagwa Alamin

Members:

Dr. Dora Alharkan

Dr. Abir Alsadik

Dr. Najla Aldaiji

Dr. Aymen Algadaa

Dr. Khalid Shahzad

Dr. Abdullah Alqifari

Mr. Naif Almelem.

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruptions in the arrangement or delivery of faculty development activities and it is not “reasonably practicable” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person not less than twice every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
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Minutes of Meetings

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Reporting

The Unit is responsible for reporting to the Vice Dean. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr Nagwa El Amin	Chair of the Faculty Development Unit		21/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Assessment Unit TOR

Type

Standing

Purpose

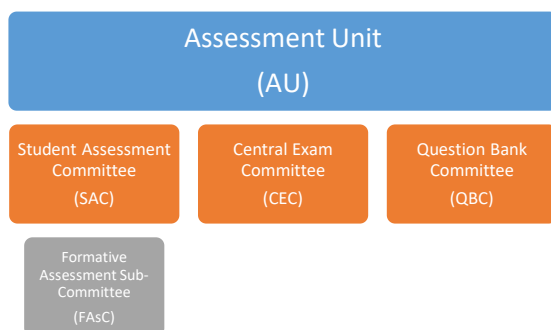
To review of assessment process of the College, monitoring of student achievement towards fulfillment of the program learning outcomes, and development of appropriate assessment policy to ensure fairness and validity of the assessment process. The Unit is expected to tackle pitfalls in the process of student assessment and suggest appropriate solutions; this may include addition, deletion or modification of some assessment modalities.

Structure

The Unit is under the direction of the Vice Dean of Educational Affairs and is chaired by the Head of Medical Education Department. It includes three major Committees and one sub-Committee:

- Student Assessment Committee (and its Formative Assessment Sub-Committee)
- Central Exam Committee
- Question Bank Committee

The following chart represents the Assessment Unit:



Authority

The Unit is authorized to facilitate any process related to assessment and exam conduction. Also, it is authorized to review or investigate any activity within its terms of reference.

Responsibilities

1. Oversee the process of student assessment throughout the entire program
2. Review student assessment throughout the undergraduate curriculum, using course and faculty feedback, student feedback, the graduation questionnaire and other methodologies as required
3. Provide guidance and support on appropriate assessment methods for faculty
4. Develop general policy concerning:
 - a. reliability and validity of assessment methods
 - b. overall conduct of assessment of student learning
 - c. compliance with accepted guidelines
5. Enhance establishing of question bank for the whole college considering different courses and setting a policy for re-cycling of questions
6. Empower utilization of formative assessment throughout the program

Membership

The Unit is appointed by the Vice Dean of Educational Affairs. The Current Committee 2022-2023 includes:

Chair: Dr. Majed Wadi

Members:

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Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the assessment processes and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
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Notice of Meeting

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Minutes of Meetings

The Chair of the Unit ensures that a formal record of Unit proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Unit is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by		Chair of the Medical Education Department		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

E-Learning Unit TOR

Type

Standing

Purpose

To create a managed electronic learning environment, which provides access to learning resources for students, and faculty both on and off campus. The Unit aims at increasing student engagement in the learning process by encouraging interactivity, problem based and self-directed learning and student production of learning materials. It supports faculty in their adoption and utilization of new E-learning techniques through training and advice. It fosters research on E-learning topics and help staff members do their research by helping promote their IT skills.

Structure

The E-Learning Unit is under the direction of the Vice Dean of Educational Affairs

Authority

The Unit is authorized to coordinate all E-learning activities with students, faculty & staff as well as with Deanship of E-learning and distance education of Qassim University.

Responsibilities

- To provide effective and efficient integration of Communication and Information Technology into the delivery of medical curricula to create, foster, deliver, and facilitate learning, anytime and anywhere.
- To provide learner-centered learning experiences that are flexible, responsive, and effective and meet the needs of all its learners and partners.

- To innovate both learning and its delivery for effective and efficient use of all resources whilst maintaining the quality standards the college.
- To improve self-directed learning and feedback processes through using electronic means for both formative and summative assessments.

Membership

The Unit is appointed by the Vice Dean for Educational Affairs. The Current Committee 2022-2023 includes:

Chair: Prof. Abir El Sadik

Members:

Mr. Ryadh Almoarzouk

Mr. Fahd Almossallam

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the E-Learning processes and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

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Supporting papers are to be sent to Unit members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Unit ensures that a formal record of Unit proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Unit is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Unit expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Prof. Abir El Sadik	Chair of E-Learning Unit		20/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Academic Support and Guidance

Unit TOR

Type:

Standing

Purpose:

To plan, coordinate and oversee the processes related to student academic support and guidance in the college including increasing the awareness of the importance of academic guidance and encouraging student to communicate with and visit their academic advisers on regular basis during the academic year.

Structure

The Academic Support and Guidance Unit is under the direction of the Vice Dean of Educational Affairs

Authority

The Unit is authorized to distribute college students among the chosen academic advisers, follow up the performance of Academic advisers and helping the academic advisers to overcome the difficulties they face in coordination with the Vice Dean for Educational Affairs. The Unit is also authorized to review or investigate any activity within its terms of reference.

Responsibilities

- Select the academic advisers from the available faculty and distribute the college students among them.

- Discuss student's problems that may affect their educational performance and finding solutions to those problems in coordination with the Vice Dean Academic Affairs.
- Identify and observe the performance of students with academic difficulties.
- Support the relationship between the academic advisers and their students.
- Identify the students with talents and creative abilities.

Membership

The Unit is appointed by the Vice Dean for Educational Affairs. The Current Unit 2022-2023 includes:

Chair: Dr.Hatim Alharbi

Members:

Dr. Ahmed Alsoliaa

Dr. Abdullah Alqifari

Dr. Mustaf Khodair

Dr. AbdElaziz Alsaloom

Dr. Ahmed Alaraj

Dr. AbdElaziz Alrooshodi

Dr. Mohand Alharbi

Dr. Nahla Babiker

Dr. Roqiah Alghasham

Dr.Lobainal Essa

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious harm to a student and it is not “**reasonably practicable**” to call a meeting quickly. All decisions

taken by Chair's Action should be clearly reported to the Unit at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
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Minutes of Meetings

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Reporting

The Unit is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Hatim Alharbi	Chair of Academic Support & Guidance Unit		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Clinical Training Unit TOR

Type

Standing

Purpose

To arrange, facilitate and oversee the clinical training during the Clinical Phase of Year 4 & Year 5 students at the Ministry of Health hospitals and the University Medical City & Outpatient clinics.

Structure

The Unit is under the direction of the Vice Dean of Clinical Affairs

Authority

The Unit is authorized to organize the timetables of clinical training clinical phase and coordinates these timetables with the concerned departments. The Unit also decides the suitable times for examinations in the clinical phase and recommends these times according to the availability of suitable venues for these examinations.

Responsibilities

To organize and maintain the process of clinical training of the students at the assigned ministry of health hospitals and medical city and to solve any problems related to this training, the Unit is responsible for:

- Initiating and maintaining a regular and continuous mechanism for cooperation between Qassim University College of Medicine (QUCOM) and Qassim university Medical City & outpatient Clinics.
- Initiating and maintaining a regular and continuous mechanism for cooperation between Qassim University College of Medicine (QUCOM) and Qassim Health cluster.

Membership

The Unit is appointed by the Vice Dean for Clinical Affairs. The Current Unit 2022-2023 includes:

Chair: Dr. Sameh Saad Aziz

Members:

Mr. Abdullah Naif Alabdaly(coordinator)

Mr. Abdullah Saleh Alzaak(secretary)

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in clinical training and it is not “reasonably practicable” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Unit at its next meeting for information

Frequency of Meeting

Meetings are to be held not less than twice every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
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Minutes of Meetings

The Chair of the Unit ensures that a formal record of Unit proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Unit is responsible for reporting to the Vice Dean of Clinical Affairs. The Chair of the Unit is expected to answer any questions on the Unit's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Samih Aziz	Chair of Clinical Training Unit		19/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

II- TOR of Committees

College Safety Committee TOR

Type

Standing

Purpose

To ensure the safety and readiness of the college's facilities, to oversee the processes related to assessing risks and to eliminate or reduce those risks. Hence, ensuring a safe work environment for all students, faculty, employees including property.

Structure

The College safety Committee is under the direction of the Vice Dean.

Authority

The Committee is authorized to follow up on the tasks entrusted to it and to review & investigate any activity within its terms of reference.

Responsibilities

The Committee performs the following tasks in coordination with the University's Safety and Risks Department:

1. Check the validity of the alarms
2. Ensure the validity of the firefighting equipment
3. Implement an evacuation plan for buildings during the fire
4. Raise awareness of college employees about the importance of university safety
5. Train college employees on the evacuation and rescue process in the event of a fire
6. Clarify the requirements, instructions, and procedures that must be followed in the event of an emergency declaration. The University's Safety and Risks Department also trains the college's employees on the evacuation and rescue process in the event of a fire.
7. Carry out all safety and firefighting works
8. Cooperate with the Civil Defense and the Red Crescent

9. Correspond with the competent authorities in the event that there is a need to carry out the tasks required of the Committee

Membership

The Committee is appointed by the Dean. The Current Committee 2022-2023 includes:

Chair: Dr. Tarek Essa

Members: Assigned into three sub-groups:

A- Safety group:

Mr. Bandar Al-Talhi

Mr. Abdulrahman Al Ghanem

Mr. Abdul Rahman Al-Sultan

Mrs. Amal Al-Salman

Mrs. Noura Saud Al-Mutairi

B- Alarm group:

Mr. Bandar Al-Talhi

Mr. Bader Al-Hamoud

Dr. Ahmed Ali

Mrs. Munira Al-Suhaibani

Mrs. Amal Al-Salman

C- Rescue group:

Dr. Hamad Al-Amer.

Mr. Nayef Al-Lami.

Mr. Abdul Rahman Al-Sultan

Mrs. Noura Saud Al-Mutairi

Mrs. Munira Al-Suhaibani

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious harm or risk to the college's students, faculty, employees or property and it is not "reasonably practicable" to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person not less than twice every semester and at such other times as required. Where possible, the Unit will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the Chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Dean. The Chair of the Committee is expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Tarek Essa	Chair of College Safety Committee		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Laboratory Biosafety Committee TOR

Type:

Standing

Purpose

The Laboratory (lab) Biosafety Committee functions as a link between the College's administration and the users of biosafety material. Its purpose is to provide direction pertaining to lab readiness, basic rules of lab biosafety, common hazards in the labs, proper responses to the incidents, equipment design, material purchase, work practices and procedures including safety protocols in the labs during crisis (e.g COVID-19 pandemic), waste storage and disposal management.

Structure

The Laboratory Biosafety Committee is under the direction of the Vice Dean.

Authority

The Committee is authorized to follow up on the tasks entrusted to it and to review & investigate any activity within its terms of reference.

Responsibilities

- Review basic rules of lab biosafety.
- Recognize the common hazards in the college's labs.
- Perform, implement, and supervise biosafety measures in the college's labs
- Learn the proper responses to the incidents that may occur in the labs
- Follow COVID-19 safety protocols in the college's labs during pandemic.
- Follow up on safe methods in preserving hazardous materials in the labs.
- Ensure the presence of safety instructions inside the college's labs
- Provide containers for hazardous waste in the college's labs and supervise the safe disposal of them
- Prepare and implement training programs and workshops in safety and security methods in college's labs (faculty members - male / female students - technicians)

- Propose development plans for the college's labs.
- Supervise labs, ensuring the availability of equipment and devices for lab safety, and completing deficiencies by cooperating with the Learning Resources Unit
- Supervise the maintenance of college`s labs that need maintenance in cooperation with the Learning Resources Unit
- Carry out other tasks assigned to the committee such as applicability of lab biosafety during COVID-19 pandemic.
- Prepare, review, and up grade the Biosafety manual
- Arrange biosafety training of staff through biosafety officers and members of the committee, Supervise the implementation of biosafety measures.
- Prepare and coordinate with the administration to chalk out plan in case of any emergency involving biosafety hazardous material.
- Investigate all over exposure, injuries, losses, and report to the appropriate authority through safety officer.
- Maintain required records
- Ensure proper investigation and management of cases of non-compliance which necessitate disciplinary action.

Membership

The Committee is appointed by the Vice Dean. The Current Committee 2022-2023 includes:

Chair: Dr. Zafar Rasheed

Members:

- Dr. Ahmed Alsolai , Manager of Pathology Labs.
- Dr. Khalid Shehzad, Manager of Anatomy Lab.
- Dr. Tarek Essa, Manager of Histology Lab.
- Mr. Bandar Altalhi, Manager of Students Biochemistry Lab.
- Dr. Ali Shariq, Manager of Students/Research Microbiology Labs.
- Dr. Ahmed Ali, Manager of Research Center
- Mr. Younus , Manager of Biochemistry Research Labs.
- Dr. Nagwa E. Elamin- Female Side, Manager of Students/Research Microbiology Lab.
- Dr. Anjum/Dr. Shaima- Female Side - , Manager of Students/Research Biochemistry Lab.
- Dr. Ola Omran- Female Side - , Manager of Students/Research Histology and Pathology Labs.

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious harm or risk to the lab users, equipment or the lab environment and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person not less than twice every semester and at such other times as required. Where possible, the Committee will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the Chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Vice Dean. The Chair of the Committee is expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Zafar Rasheed	Chair of Lab Biosafety Committee		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Central Exam Committee TOR

Type

Standing

Purpose

For ensuring quality of exams, this Committee concerns with the running of different exams, mainly the logistic supply to implement different exam modalities, exams preparation and implementation in both pre-clinical and clinical years, and the regulations and guidelines for conduction of the exams.

Structure

Central Exam Committee is one of the three major Committees of the Assessment Unit which is under the direction of the Vice Dean of Educational Affairs

Authority

The Committee is authorized to provide guidance and recommendations on logistic matters for all exams in compliance with the Assessment Unit policy and procedures.

Responsibilities

- Provide logistic support for conduction of examinations to ensure pre- and post-test secureness of examination material and fairness of the assessment process.
- Manage student appeals relevant to assessment
-

Membership

The Committee is appointed by the Vice Dean for Educational Affairs. The Current Committee 2022-2023 includes:

Chair: Dr. Hesham Saad

Members:

- Dr. Tarek Salem
- Dr. Ahmed Alzainy
- Dr. Abelmoniem Hafez
- Dr. Enshirah Alamin
- Dr. Shaimaa Shafee
- Mr. Saleh Al-Getaily

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in exam arrangements and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Committee will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the Chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Committee is expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Hesham Saad	Chair of Central Exam Committee		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Question Bank Committee TOR

Type

Standing

Purpose

The question bank Committee was assembled to standardize the way questions are edited, tagged, distributed, analyzed and to develop criteria for selection of individual questions for submission to the college question bank.

Structure

The Question bank Committee is one of the three major Committees of the Assessment Unit which is under the direction of the Vice Dean of Educational Affairs.

Authority

The Committee is authorized to create a questions bank and deliver questions for the future tests

Responsibilities

- Receive the MCQs of exam from the block organizers after revision by the exam taskforce in a specific template to be saved with different tagging for future use.

Membership

The Committee is appointed by the Vice Dean for Educational Affairs. The Current Committee 2022-2023 includes:

Chair: Dr. Tarek Salem

Members:

Dr. Ali Shareq

Dr. Anjum Gul

Dr. Shimaa ElShafaei

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in exam preparation and it is not “reasonably practicable” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held not less than twice every semester and at such other times as required. Where possible, the Committee will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Committee expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Tarek Salem	Chair of Question Bank Committee		
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Formative Assessment Committee TOR

Type

Standing

Purpose

The purpose of the Formative Assessment Committee is to monitor student learning and provide ongoing feedback that is be used by the instructors to improve their teaching and by the students to improve their learning. It helps the students identify their strengths and weaknesses and target areas that need work.

Structure

The Formative Assessment Committee is a sub-Committee of the Student Assessment Committee which is one of the three major Committees of the Assessment Unit and works under the direction of the Vice Dean of Educational Affairs.

Authority

The Committee is authorized to coordinate all formative assessment in courses in the whole programme.

Responsibilities

- To help and support course organizers providing different modalities of formative assessment.
- To ensure frequent formative assessment, question answer on-line forums that tackles the core knowledge of students.
- To encourage faculty for providing effective formative feedback to the students about their performance.
- To plan for re-emphasis and subsequent coverage of areas in which student performance in the exam was less than targeted.

Membership

The Committee is appointed by the Vice Dean for Educational Affairs. The Current Committee 2022-2023 includes:

Chair: Prof. Abir El Sadik

Members:

Dr. Ahmed Elzainy

Dr. Abdulmonem Hafez

Dr. Manal Kamal

Dr. Nahla Babakr

Dr. Majed Wadi

Mr. Ryadh Almarzouk

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the formative assessment practices and it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held not less than twice every semester and at such other times as required. Where possible, the Committee will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Committee expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Prof. Abir El Sadik	Chair of Formative Assessment Committee		20/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

PBL Reviewing Committee TOR

Type

Standing

Purpose

The purpose of the PBL Reviewing Committee is to create new PBL materials (Scenarios, Learning objectives, Formative assessment) and to revise the current PBL materials.

Structure

The PBL Reviewing Committee is a sub-Committee of the Assessment Unit which is under the direction of the Vice Dean of Educational Affairs.

Authority

The Committee is authorized to revise and update all scenarios and related material related to PBL or TBL .

Responsibilities

- Design a new template for the PBL materials
- Revise the existing PBL materials
- Formulate at least 20% new PBL annually regarding the clinical context of scenarios and the learning objectives of each PBL
- Construct new formative assessment for each theme of PBL.
- Design a new template for the tutors' feedback on the PBL materials which are collected weekly.
- Construct a new excel sheet for the students' evaluation sheets.
- Submit the PBL materials weekly to the organization team according to the theme of week.
- Respond to the feedback received weekly from the students and tutors concerning any component of the PBL materials.

Membership

The Committee is appointed by the Vice Dean for Educational Affairs. The Current Committee 2022-2023 includes:

Chair:Dr. Ahmed Elzainy

Members:

Prof. Ola Omran

Prof. Abir El Sadik

Dr. Abdulmonem Hafez

Dr. Attia Gabr

Dr. Ahlam Alzainaidy

Dr. Asmaa Alharbi

Mr. Ryadh Almarzouk

Chair's Action

In urgent situations where a decision is needed within a few days or hours the Chair can use their power if a delay is likely to cause serious disruption in the PBL or TBL processes it is not “**reasonably practicable**” to call a meeting quickly. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meetings are to be held in person at least once every semester and at such other times as required. Where possible, the Committee will conduct meetings online.

Quorum/Voting

- 2/3 of members must be present at any meeting to make its decisions valid.
- Decisions are generally taken by consensus. If voting is needed, decision will be taken by majority; in case of equality, the side of chair takes over.
- Any guest member will not have any role in the voting

Notice of Meeting

Meetings of the Committee are called by the chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed, are to be forwarded to each member of the Committee. Supporting papers are to be sent to Committee members and to other attendees as appropriate.

Minutes of Meetings

The Chair of the Committee ensures that a formal record of Committee proceedings and resolutions is maintained. The Chair will retain copies of the approved minutes and other supporting papers.

Reporting

The Committee is responsible for reporting to the Vice Dean of Educational Affairs. The Chair of the Committee expected to answer any questions on the Committee's activities and responsibilities.

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by	Dr. Ahmed Elzainy	Chair of PBL Reviewing Committee		20/12/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

Academic Appeals Committee TOR

Type

Standing

Purpose

QUCOM Students Academic Appeals Committee is a standing committee established to hear and determine on appeals submitted by students against decisions of the college on academic matters. It aims at:

- A. Ensuring fairness of academic decisions taken against college students making sure that the students are able to present all information pertaining to an academic case and that proper protocols have been followed when an academic decision is taken against them
- B. Ensuring that any student academic appeal has established grounds for appeal according to QUCOM and QU regulations
- C. Reviewing the appeal letter and gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- D. Deciding upon all appeals submitted by QUCOM students on academic matters in connection with any academic issue

Structure

- A. The Academic Appeals Committee is appointed by the Dean of the College
- B. The committee comprise a chairperson and five members selected from amongst competent college faculty members
- C. Both preclinical and clinical staff members shall be represented in the committee
- D. The chairperson has the presidency of the Committee.
- E. On its first meeting the committee shall appoint a coordinator from amongst its members. He / She shall take minutes of the committee meetings and shall call for meetings on direction of the chairperson or the committee

Authority

The academic appeals committee is authorized to:

- A. Decide upon appeals submitted by college students
- B. Call on any party to attend the hearing

- C. Recommend dismissing the case, amending or reversing the original decision and advising the Dean to uphold or reject an appeal

Responsibilities

- A. To hear to student complaints of alleged unfair treatment or decisions taken by the college academic staff or academic committees
- B. To determine on appeals submitted to them by the college students or directed to the committee by the Dean
- C. To report and make recommendations to the Dean regarding trends and issues arising from appeal hearings

Sources of inputs:

The Academic Appeal Committee is expected to receive input from:

- a. Dean of the college
 - b. College students
1. A student files an appeal in WRITING to the Academic Appeals Committee within 10 working days from the date the decision in question has been taken
 2. The student's appeal shall be reviewed by the Appeals Committee and the Committee will decide if there are sufficient grounds to conduct an appeal hearing.
 3. If the Committee decided that there is ground, a hearing session shall take place within 10 working days of receiving the student's written appeal; this does not hold during academic vacations
 4. If the Committee decided for a hearing session, the appellant student has the right to appear before the Academic Appeals Committee, and shall be allowed time to present his case; the time may be limited by the Chairperson
 5. The appellant student is responsible for presenting proof for his appeal.
 6. The committee may call upon relevant staff members or committee chairs to attend the hearing
 7. All components of the Appeal Process may be recorded except the deliberations

Membership

The Dean of the College will nominate the chairperson and the members of the committee

Chair's Action

- A. Presides meetings of the committee

- B. Opens and closes the meetings
- C. Ensures smooth running of the meeting and maintains an orderly, fair, and respectful hearing; he/she has a broad discretion in responding to disruptive or harassing behaviors
- D. Ensures confidentiality of the hearings and meeting decisions.

Frequency of Meeting

- Ordinary meetings shall be held once a month
- A meeting may be called upon by the chairperson, or upon request of the Dean or 75 % of members

Quorum/Voting

- Decisions are usually taken by voting, and in case of equality, the chairperson side has the final decision
- The meetings are considered quorum if attended by 2/3 of the members; any guest member should not have any role in the voting

Notice of Meeting

- Meetings of the committee are called by the chairperson, Dean or upon request of 75 % of members through the coordinator of the committee
- The coordinator of the committee shall send the notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the committee and any other person required to attend, no later than three working days before the meeting.
- Supporting papers are to be sent to committee members and to other attendees as appropriate, at the same time.

Minutes of Meetings

- The coordinator of the committee shall take minutes of the committee meetings
- The draft meeting minutes should be projected to all members within three working days of the meeting
- Minutes should be approved by all members who attended the meeting in concern
- The chair of the committee will ensure that a formal record of committee proceedings and resolutions is maintained

Reporting

- The committee will report its recommendations and decisions to the dean no later than five working days of their issuing
- An annual report including committee responses to all appeals throughout the academic year shall be raised to the Quality Management Unit

Review

The TOR will be reviewed and, where necessary updated, at least once a year.

	Name	Position	Signature	Date
Submitted by				March/2022
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		

College Advisory Board TOR

1-Terms and expressions

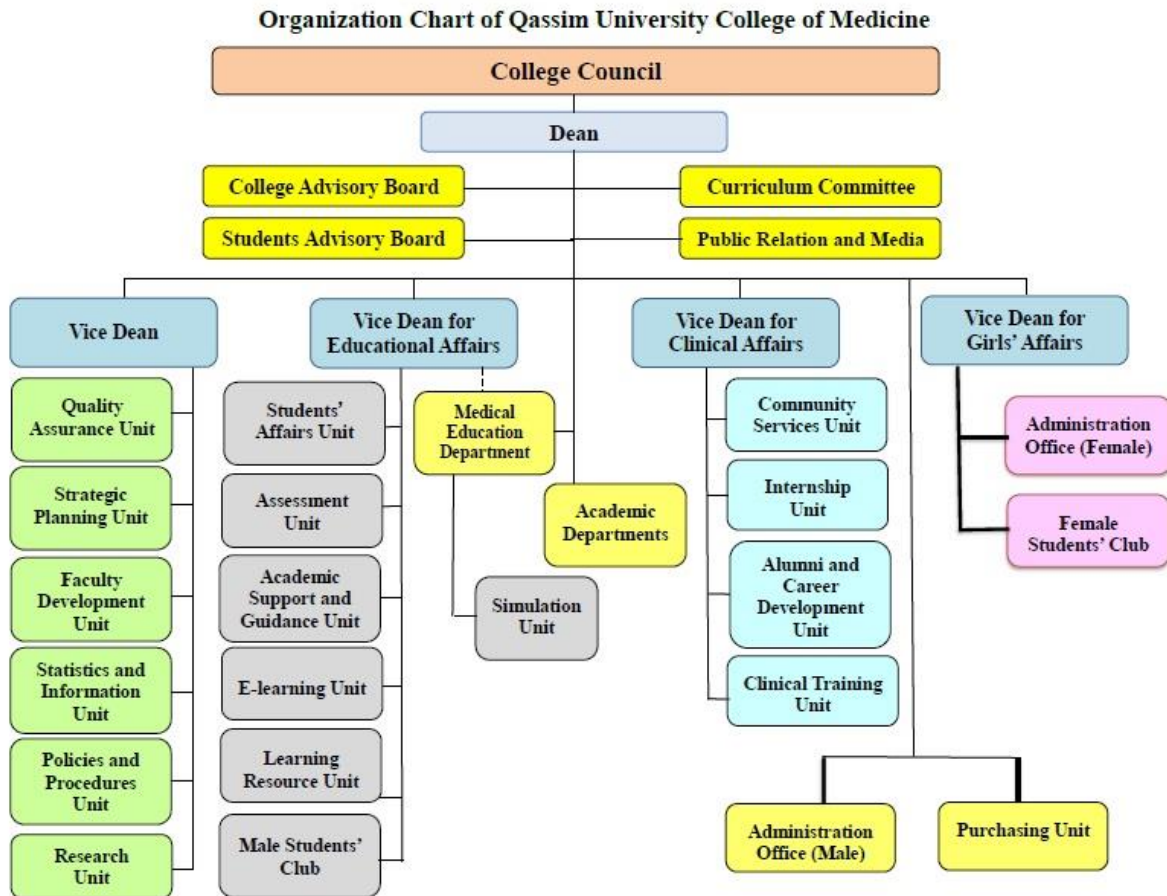
1-The expression:

According to Qassim University, Deanship of Quality and development published guidelines Advisory Committee-1443, (called “professional advisory committee”, “advisory board” or “advisory board Professional” or “advisory body” or “the program supervising committee”): It is an advisory body for the academic program and includes a group of employers, distinguished practitioners and experts in professions and jobs in the program’s specialization (males and females), and seeks to strengthen the professional partnership with the labor market through Contribute to the evaluation and development of the program and improve its performance, in accordance with the tasks, objectives and regulations stipulated in this guide.

2- **Advisory board Qassim University College of Medicine (QUCOM)**

Title: College Advisory Board

Relationship to program administration: College advisory board is clearly defined in the college organization chart hierarchy and its relationship to program administration is directly related to the Dean



2-Goals of the college advisory board:

1. Contribute to the development of college of medicine program in accordance with the latest standards, professional developments, and labor market requirements, in a way that contributes to achieving the Kingdom's vision 2030.
2. Supporting mechanisms of cooperation between college program and employers in the public and private sectors (such as field training, participation in professional courses, workshops, lectures, and seminars offered in the programs).
3. Directing the research interests to what touches the needs and aspirations of the professional community.
4. Help in establishment & improvement of partnership and find solutions to problems in an integrated manner

5. Encouraging cooperation and communication between program and suitable employers for graduates.

3-Memberships of college advisory board:

College Vice Dean	Chairman
Program director	Vice Chairman
Chairman of the Quality unit	Secretary
*Professional experts in the specialization	Member
*Employers from high-ranking positions in the field of specialization	Member
*Distinguished Graduates of the program with sufficient experiences	Member
* According to the guidelines of Qassim University Vice deanship of quality and development approved	

No. 38223 dated 1/6/1443 AH section 5

4-Roles, duration of membership and recommendations circle

Status of TOR:	Advisory
Objectives:	Advise the College to achieve its vision and mission
	Provide interactions between the College 's management and health sectors
	Improve the social responsibility of the College
	Provide advice and consultation for improving the College 's outcomes

Enhance the international collaborations

Support the relationship between the College and its staff

Chairman

Role

Guiding the meeting according to the agenda and time available.

Ensure the proper management of Advisory Board functions.

To plan and run meetings in accordance with the Advisory Board regulations.

To lead the Advisory Board to enable it to fulfill its purpose and objectives.

To ensure matters are dealt with in an orderly, efficient manner.

To liaise with the College and University administration as appropriate.

Provide support and supervision to Advisory Board members.

To ensure an effective relationship between Advisory Board members

Represent the Advisory Board.

To effectively communicate the vision and purpose of the Advisory Board.

To represent the Advisory Board at external meetings and events.

- Scheduling meetings and notifying Advisory Board members.

**Vice
chairperson**

Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below.

Role:

- To stand in for the Chairperson in his or her absence
- Take responsibility for managing the committee
- In conjunction with the secretary, prepare and present the reports
- Communicate with the secretary on the agenda for each meeting and approve the minutes before they are circulated.
- Help to prepare and submit any documents that are required
- Represent the committee at local, regional, and national level.

Secretary

Role:

1. To prepare meeting agenda and to issue notices for meetings, and to ensure all necessary documents requiring discussion or comment are attached to the agenda.
2. To take notes of proceedings and to prepare minutes of meeting.
3. To distribute the minutes to all Advisory Board members.
4. To assign, review, and evaluate the work of technical and clerical staff.
5. To assist the vice chairperson with management of the Advisory Board functions.
6. To represent the Advisory Board chairperson when delegated and as appropriate
7. To review, interpret and implement quality assurance standards, and to study existing policies and procedures.

Members

Role

8. To perform other assigned duties as necessary within the realm of the Advisory Board roles.

1. Present their opinions and suggestions,
2. Discuss the topics presented to them,
3. Provide advice in making appropriate decisions.
4. Can put forward what he thinks as important topics for discussion in the committee's sessions
5. Carry out the tasks entrusted to him as assigned by the committee or its chairman.

Meeting, and Quorum

-
- Meetings shall be held once every semester (minimum once per year). A special or extraordinary meeting may be called by:
 - Half the college Advisory Board members.
 - College Advisory Board Chairperson

Sources of inputs:

-
- The Advisory Board is expected to receive input from:
 - All College academic and administrative departments
 - College committees and units
 - Quality Management Unit
 - Observations of different functions and activities of the College
 - Faculty, students, administrative personnel, employers, and graduates

Authority

-
- The Advisory Board is authorized by the College Council to review, investigate, evaluate, and communicate any activity within its terms of reference.

Functions

- To provide advice on current and proposed programs and activities of the College.
- To provide opportunities for medical students to enrich their education through internships, mentorships, and other learning-practical work experiences.
- To help in developing ties and connections between the College and the health community.
- To identify health sector needs for medical specializations, and to identify the practical and professional specifications of the College graduates that respond to the community needs.

- To allow the health sector representatives to participate in the development of college curriculum and programs to respond to the changing needs of the health sector.
- To facilitate training of the College graduate in national and international distinguished institutions.
- To enable the College to provide advice and training to the health sector personnel and institutions.
- To initiate partnerships agreements with other similar College s and research centers regionally and internationally.
- To recommend for establishing new departments, scientific and professional centers, and programs in response to the emerging community needs.
- To give adequate advice to promote the College progress in various scientific, teaching, and research areas
- To give adequate advice to the College to achieve the objectives of its strategic plan and to provide appropriate recommendation for enhancing the execution of this plan.
- To help in building relationships and partnership with various local, regional, and international College s and institutions of medicine for providing training and employment for the College graduates.
- To maintain and develop policies and strategic initiatives directed to the community.
- To support participation of the College in local and international academic events, to improve its competitive position among other College s of medicine.
- To revise the program mission and its objectives and the implementation of these objectives periodically.
- To provide advice and recommendations for development of curriculum and educational plans and improvement plans based on the latest professional standards, the health sector needs and the assessment results.
- To discuss the annual report of the program and inclusion of the results of the assessment of the professional advisory committee in the annual program report.
- To discuss the specifications of the graduates' characteristics and the intended learning outcomes and recommending its approval.
- To discuss the report of the results of measurements of learning outcomes and the improvement opportunities and recommendations in the report.

- To discuss the report of the results of key performance indicators of the program
 - To give adequate advice about the courses of the program and the professions related to each course.
 - To discuss the specifications and the reports of the field experience, the outcomes of field experience, the places of training and mechanisms of choosing it, and to suggest solutions for opportunities of improvement mentioned in the report.
 - To express opinion about summer activities offered by the program to the students and to how extent these activities keep pace with health sector needs.
 - To express opinion about the acceptance standards of the program.
 - To express opinion about the efficacy of learning resources of the program and its facilities and equipment.
 - To reconsider the cooperation agreements and memorandums of understanding with programs of the national, regional and international universities and institutes of similar specialization.
 - To express opinion about the strategic initiatives for the community.
 - To express opinion about strategic initiatives for the scientific research.
- Recommendations**
- The recommendations of the advisory committee are considered proposals until they are presented in their final form to the college council to study them and take appropriate decisions regarding them.
 - The approved recommendations: becomes valid decision, and periodic follow-up reports on these decisions are submitted to the Advisory Committee.
- Membership Duration**
- Shall be (2) two years, and the Committee can add or cancel any membership based on the vote of the majority of the members and to document this in the minutes of the relevant session.
- Amendments**
- The term of reference shall be reviewed every 2 years from the date of approval. They may be altered to meet the current needs of all Advisory Board members, by agreement of the majority of representatives.

**Reporting
Procedures**

- The minutes of the Advisory Board shall normally be reported to the College dean following the Advisory Board meeting, then distributed to all Board Members.

Appendix No. (1): TOR Template

[Name of Unit/Committee]

Terms of Reference (TOR) (followed by date terms of reference written / revised)

Type

Can be standing, ad hoc or advisory.

Purpose

Describe the purpose and scope of the unit/committee (what it will do, why it was created and what is in and out of scope for it)

Structure

(if the unit consists of committees, please list their names and their structure in this section)

Authority

Describe the decision making authority of the unit/committee (decides, approves, recommends, etc.)

Responsibilities

This part of the TOR specifies what are the functions of unit/committee that need to be met.

Membership

This section specifies how the chair and members are appointed and a list of members (Name and positions)

Chair's Action

Depending on the nature of the committee, there may be a need for the Chair to consider items between meetings on the committee's behalf. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information.

Frequency of Meeting

Meeting frequency and location,

Quorum/Voting

- *Specifies the number of members who must be present at a meeting to make its decisions valid*
- *2/3 of members must be present at meeting to make its decisions valid.*
- *Any guest member should not have any role in the voting.*

Notice of Meeting

Meetings of the unit/committee are called by the chairperson of the unit/committee. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the unit/committee, any other person required to attend, no later than three-five working days before the meeting. Supporting papers are to be sent to unit/committee members and to other attendees as appropriate, at the same time.

Minutes of Meetings

The chair of the committee will ensure that a formal record of committee proceedings and resolutions is maintained.

Reporting

Describe whom the committee will report to, in what format, how often

Review

State the TOR review frequency and next review date

	Name	Position	Signature	Date
Submitted by				
Revised by		Chair of Policies & Procedures Unit		
Approved By		The Vice Dean		
Approved by		The Dean – Chair of the College Council		