

Roles and Responsibilities of Deanship Units

Development and Quality





CONTENTS

Excellence Awards Secretariat	4
Assessment and Evaluation Center	5
Continuing Education Office	7
Dean's Office	9
Deanship Administration	9
Vice Deanship for Quality and Accreditation	10
Vice Deanship for the Female Students' Campus	12
Vice Deanship for Academic Plans and Programs Development	14



**Excellence
Awards
Secretariat**

Excellence Awards Secretariat

- Plan and oversee the implementation of excellence awards in accordance with approved regulations, guidelines and timelines.
- Manage and coordinate award activities among relevant committees and entities, and follow up on the implementation of decisions and recommendations.
- Manage nomination and evaluation processes to ensure compliance with award criteria and the principles of fairness and transparency.
- Prepare reports and performance indicators for the awards and submit them to the relevant authorities to support decision-making.
- Lead continuous award development and improvement by analysing previous cycles, updating guidelines and procedures, and improving operational efficiency.
- Organise and manage the electronic awards platform and monitor the progress of application and evaluation processes.



**Assessment
and
Evaluation
Center****Assessment and Evaluation Center — Responsibilities**

- Lead and develop the university-wide assessment and evaluation system.
- Oversee the development of standardised tests and academic and professional readiness programmes.
- Support the assessment of learning outcomes and competencies and analyse the results to improve academic and institutional performance.
- Prepare analytical studies, reports and indicators to support decision-making.
- Use databases, modern technologies and artificial intelligence in assessment and evaluation.
- Provide professional and consultancy services and establish partnerships in assessment and evaluation.

Measurement and Testing Unit

- Develop and administer university-wide standardised tests.
- Develop assessment instruments and question banks in accordance with approved standards.
- Oversee test administration and ensure the quality of testing procedures.
- Support assessment of learning outcomes and academic competencies.
- Develop measurement instruments and verify their validity and reliability.
- Provide technical support to colleges in measurement and testing.
- Prepare periodic reports on unit activities, achievements, progress, performance indicators and challenges; submit them to the relevant administration with proposed solutions and improvement opportunities.

Academic and Professional Readiness Unit

- Develop and implement academic and professional readiness programmes.
- Monitor and analyse the results of national, professional and international tests.
- Support students and graduates in preparing for professional examinations.
- Prepare development plans to address performance gaps.
- Coordinate with colleges and relevant entities to implement readiness programmes.
- Monitor performance indicators related to academic and professional readiness.
- Prepare periodic reports on unit activities, achievements and progress.



**Academic and
Professional
Readiness
Unit**

Academic and Professional Readiness Unit — continued

- Include performance indicators and challenges in periodic reports; submit them to the relevant administration together with proposed solutions and opportunities for improvement and development.

Studies and Analysis Unit

- Conduct analytical and evaluative studies in assessment and evaluation.
- Analyse test results and assessment activities and prepare reports that support decision-making.
- Develop performance indicators and dashboards for assessment and evaluation.
- Build and manage databases, analyse trends and identify opportunities for improvement.
- Use statistical analysis, artificial intelligence and modern technologies to support the Center's activities.
- Prepare periodic reports and benchmarking studies to support institutional and academic performance development.



**Continuing
Education
Office****Continuing Education Office — Responsibilities**

- Develop policies and strategic and operational plans for continuing education and oversee their implementation.
- Lead and develop continuing education and professional and executive programmes in line with community and labour-market needs.
- Oversee the design and development of education and training programmes, ensure their quality and measure their impact.
- Build and manage partnerships with government, private and non-profit entities, and market continuing education programmes and services.
- Provide training and consultancy services and strengthen investment in professional programmes to support financial sustainability.
- Monitor performance, prepare reports and indicators, and improve services in accordance with local and international best practices.

Partnerships and Marketing Unit

- Develop and implement the partnership and marketing strategy for continuing education programmes.
- Build and develop partnerships with government, private and non-profit entities and manage relationships with them.
- Identify the needs of external entities and translate them into cooperation opportunities and joint programmes.
- Prepare marketing and promotional plans for continuing education programmes.
- Attract beneficiaries and entities interested in continuing education programmes.
- Coordinate memoranda of understanding, agreements and contracts related to continuing education programmes.
- Increase revenues by developing investment opportunities in continuing education programmes.
- Monitor partner and beneficiary satisfaction and propose service improvements.
- Prepare periodic reports on partnerships, marketed programmes, revenues and performance indicators, and submit them to the relevant administration.
- Prepare periodic reports on unit activities, achievements, progress, performance indicators and challenges, with proposed solutions and opportunities for improvement.



**Education
and Training
Programmes
Unit****Education and Training Programmes Unit**

- Assess education and training needs and translate them into continuing education programmes that meet community and labour-market needs.
- Design and develop education, training, professional and executive programmes for beneficiaries outside the university.
- Develop training packages and scientific content for professional and executive programmes and continuing education programmes offered to the community and external entities.
- Prepare implementation plans and schedules for education and training programmes.
- Manage the delivery of in-person, online and blended programmes and oversee their implementation.
- Nominate trainers and experts and coordinate with academic entities to draw on their expertise in programme delivery.
- Monitor programme delivery quality and verify compliance with academic and regulatory standards.
- Measure programme quality, beneficiary satisfaction and impact, and propose continuous improvements.
- Prepare periodic reports on delivered programmes, unit achievements and performance indicators and submit them to the relevant administration.
- Prepare periodic reports on unit activities, achievements, progress, performance indicators and challenges, with proposed solutions and opportunities for improvement.



Dean's Office**Dean's Office — Responsibilities**

- Organise the Dean's activities, appointments and meetings; prepare agendas and minutes; and follow up on decisions and directives.
- Manage correspondence and transactions referred to the Dean; review and classify them; draft letters, memoranda, reports and presentations; and monitor their completion.
- Coordinate and communicate with internal and external entities and follow up on referred matters until their requirements are fulfilled.
- Follow up on committees and councils chaired by the Dean or in which the Dean represents the Deanship, and coordinate their work.
- Prepare periodic reports and provide the Dean with information, data and indicators to support decisions and performance monitoring.
- Organise and retain the Dean's Office documents, decisions and correspondence, ensuring confidentiality and easy retrieval.
- Organise the reception of delegations and visitors and coordinate the Dean's official meetings and visits.
- Follow up on the annual plan, strategic initiatives and special assignments issued by the Dean.

Deanship Administration — Responsibilities

- Oversee the Deanship's administrative, financial and operational activities and ensure compliance with approved regulations.
- Manage transactions, correspondence, records and documents, and follow up on their processing and archiving.
- Manage human resources affairs and follow up on administrative procedures for Deanship personnel.
- Manage Deanship facilities and equipment and oversee operations, maintenance and safety.
- Provide administrative and operational support to vice-deanships, departments and organisational units and coordinate with relevant entities.
- Prepare administrative, financial and operational reports and follow up on decisions and instructions.
- Monitor performance indicators and administrative and operational needs and propose efficiency improvements.
- Oversee electronic systems, permissions and technical and administrative services supporting Deanship activities.
- Support quality requirements, risk management and business continuity in administrative and operational matters.
- Carry out other assigned duties within the Administration's remit.



**Vice
Deanship for
Quality and
Accreditation****Vice Deanship for Quality and Accreditation — Responsibilities**

- Lead and develop the university-wide quality and accreditation system.
- Oversee the application of quality standards and fulfilment of institutional and programme accreditation requirements.
- Promote institutional compliance, a culture of quality and continuous improvement.
- Oversee the preparation of academic and administrative entities for accreditation and its maintenance.
- Develop systems, manuals and specifications supporting quality and accreditation.
- Utilise specialist expertise and provide professional and consultancy services to support financial sustainability.

Quality Assurance Unit

- Develop and implement the university-wide institutional quality assurance system.
- Monitor and review conditionally accredited programmes and verify compliance with accreditation bodies' requirements.
- Monitor completion and submission of periodic programme and institutional accreditation reports in line with accreditation bodies' requirements.
- Monitor academic and administrative entities' compliance with quality assurance policies and procedures.
- Provide technical and consultancy support to academic and administrative entities in implementing quality assurance requirements.
- Promote a culture of quality and continuous improvement and awareness of quality concepts and best practices.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.

Accreditation Unit

- Manage and monitor institutional and programme accreditation projects.
- Prepare academic programmes for accreditation.
- Manage external visits and reviews.
- Monitor academic programme readiness and fulfilment of accreditation requirements.
- Coordinate with accreditation bodies and relevant entities.
- Provide technical and consultancy support in accreditation.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.



**Standards
and Specifications
Unit**

Standards and Specifications Unit

- Monitor updates to institutional specifications, guidelines and standards relating to management and quality systems, and use them to develop the quality and accreditation system.
- Lead projects to prepare administrative entities for management-system conformity certification and oversee certification maintenance and renewal.
- Oversee implementation of certification requirements and follow up on audit findings and recommendations.
- Coordinate with certification bodies and external auditors to conduct assessments and issue or renew conformity certificates.
- Develop staff capabilities in standards, management systems and internal auditing, and support professional certification.
- Provide technical and consultancy support to entities in implementing standards and management systems, and monitor compliance.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed solutions and improvement opportunities.



**Vice
Deanship for
the Female
Students'
Campus****Vice Deanship for the Female Students' Campus — Responsibilities**

- Lead the institutional excellence and performance improvement system across the university.
- Oversee benchmarking, opinion surveys and the application of outstanding practices.
- Build and develop academic, professional and leadership capabilities.
- Develop programmes and initiatives supporting institutional excellence.
- Support university entities in institutional excellence and development.
- Utilise expertise and capabilities and provide training and consultancy services to support financial sustainability.

Institutional Excellence Unit

- Develop and implement the institutional excellence system in line with national and international models.
- Lead university-wide institutional excellence and improvement initiatives.
- Manage institutional self-assessment in accordance with excellence models.
- Develop and monitor institutional excellence performance indicators.
- Prepare the Deanship's annual report and monitor and analyse its achievements and performance indicators.
- Monitor implementation of the Deanship's strategic initiatives, measure their impact and submit periodic reports.
- Manage participation files for institutional awards and excellence programmes.
- Conduct institutional studies and analyse improvement and development opportunities.
- Promote a culture of excellence, innovation and continuous improvement within the university.
- Transfer and implement local, regional and international best practices.
- Provide technical and consultancy support to colleges and university entities in applying institutional excellence models.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.

Benchmarking and Surveys Unit

- Plan and conduct institutional and academic benchmarking.
- Design and administer opinion surveys and measure beneficiary satisfaction.
- Analyse benchmarking and survey results and prepare reports.
- Identify outstanding local, regional and international practices and make use of them.
- Support university entities in applying benchmarking.
- Develop relevant databases and indicators.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.



Capacity Building and Professional Development Unit

Capacity Building and Professional Development Unit

- Develop and implement a professional development strategy for faculty members, equivalent academic staff and academic leaders.
- Identify training needs and prepare annual plans to develop the capabilities of faculty members, equivalent staff and academic leaders.
- Design and manage career pathways and professional development programmes for faculty members, equivalent staff and leaders.
- Develop professional and leadership competencies and capabilities and establish their reference frameworks.
- Design and implement university leadership preparation programmes and prepare future leaders.
- Develop professional and accredited certifications for faculty members and equivalent staff and follow up on their attainment.
- Measure the impact of professional development programmes on institutional and academic performance and propose improvement initiatives.
- Provide support and consultancy to colleges and university entities in capacity building and professional development.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.



**Vice
Deanship for
Academic
Plans and
Programs
Development****Vice Deanship for Academic Plans and Programs Development — Responsibilities**

- Lead the development of academic plans and programmes to achieve the university's objectives.
- Oversee development of the teaching and learning system.
- Oversee the introduction and development of academic programmes.
- Enhance alignment of academic programmes with development and labour-market needs.
- Support colleges in developing programmes and study plans.
- Utilise academic expertise in professional and consultancy services to enhance financial sustainability.

Academic Programs and Study Plans Development Unit

- Develop and review academic plans and programmes.
- Develop and update courses.
- Develop learning outcomes and graduate attributes.
- Align programmes with the National Qualifications Framework and professional requirements.
- Prepare studies and reports on programme development.
- Provide technical support to colleges in developing plans and programmes.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.

Teaching and Learning Unit

- Develop teaching and learning policies and strategies.
- Develop assessment methods and educational practices.
- Support e-learning and active learning.
- Develop the educational environment and improve the quality of the learning experience.
- Promote innovation and outstanding educational practices.
- Provide technical and consultancy support in teaching and learning.
- Prepare periodic reports on activities, achievements, progress, performance indicators and challenges, with proposed improvements.

New Academic Programs Unit

- Study opportunities to introduce new academic programmes.
- Review proposals for new academic programmes and verify that they meet regulatory requirements.
- Review feasibility studies and labour-market and development-sector needs analyses related to new programme proposals.
- Verify alignment of proposed academic programmes with the university's strategic plan and relevant regulations.
- Coordinate with relevant entities to complete requirements and procedures for introducing academic programmes.
- Follow up on the approval procedures for new academic programmes with the relevant authorities.



**New
Academic
Programs
Unit**

New Academic Programs Unit — continued

- Prepare analytical studies and reports on requests to introduce new programmes and submit recommendations.
- Develop and update manuals, templates and procedures governing the introduction of academic programmes.
- Prepare periodic reports on unit activities, achievements, progress, performance indicators and challenges, and submit them to the relevant administration with proposed solutions and opportunities for improvement and development.





جامعة الملك خالد
KING KHALID UNIVERSITY
عمادة التطوير والجودة

