

University Guides' Cards prepared by the Deanship of Quality and Development

| Directory Name | Definition of the directory | Directory Area | Target Group | Version number |
|--|--|-----------------------|-------------------|----------------|
| University Policy Manual | A set of rules, principles and procedures that all university employees adhere to in practicing the necessary work to achieve the vision, mission and objectives of the university. | Development & Quality | University Units | 1 |
| University of Hail Organizational Guide | A reference guide that clarifies the directions and tasks of each unit in the organizational structure of the university, and be a guide that clarifies all the academic and administrative powers of leaders and decision-makers, and proceeds from the regulations and laws governing higher and university education in the Kingdom of Saudi Arabia, as well as the executive regulations and laws of the University of Hail, and the decisions issued by the University Council in this context. | Administrative | University Units | 2 |
| University Services Directory at the University of Hail | Determining the executive steps that are followed by the beneficiaries and by the service providers to implement university policies and procedures according to unified legal principles and rules collected by one guide, in addition to determining the stages in which university transactions pass, the forms to be filled, and the documents and documents to be submitted. | Administrative | University Units | 1 |
| Directory of job titles for graduates of academic programs at the University of Hail | A reference guide that clarifies the titles given to the occupants as professional job titles, and it is also a guide for graduates of academic programs at the University of Hail in terms of introducing the job titles that they are expected to occupy after graduation, and the guide is based on a national reference based on the Saudi Classification of Occupations Guide | Development & Quality | Academic Programs | 1 |
| Activities Guide at the University of Hail (methodology - complementary to the curriculum - extracurricular) | Guiding academic programs to a clear and specific methodology for building curricular and complementary activities and then employing them to measure the targeted educational outcomes | Development & Quality | Academic Programs | 1 |

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| Guidelines for measuring targeted learning outcomes at the University of Hail | Highlighting the main pillar of the academic program and its courses, which are the targeted learning outcomes, which include knowledge, skills and values that the community seeks in its children who are able to manage the future and face its challenges. | Development & Quality | Academic Programs | 1 |
| Program Accreditation Guide | Determining the general framework of the program accreditation process and providing adequate and accurate information related to its standards, stages, controls and indicators, which must be achieved as prerequisites for obtaining accreditation from the National Center for Academic Accreditation and evAluation. | Development & Quality | Academic Programs | 1 |
| Procedural guide for the use of modern teaching methods in university education | Identify a set of methods and methods that can be used in university education to achieve learning outcomes more effectively and interactively, and these methods are characterized by providing diverse and innovative educational experiences that encourage the active participation of students in the learning process, and help develop their skills and creative abilities. | Academician | Faculty Members | 1 |
| Procedural guide for building and measuring the characteristics of graduates at the University of Hail | A clear roadmap to assist academic programs in formulating the characteristics of graduates and continuously measuring those characteristics, and ensuring that these characteristics are achieved in these graduates, to ensure that they enhance opportunities for them to assume a well-deserved societal position by achieving excellence and competition in the labor market. | Academician | University Alumni | 2 |
| Guidelines for formulating and measuring the targeted learning outcomes of academic programs and courses at the University of Hail | A reference document and a guide that includes principles, foundations and methodologies for building the formulation and measurement of target learning outcomes according to sound scientific rules that enable the faculty member to evaluate the targeted learning outcomes of academic courses and programs in accordance with quality standards and accreditation requirements. | Development & Quality | Academic Programs | 2 |
| Evidence required for program accreditation standards from the National Center for Academic Accreditation and Assessment | An explanatory guide to all the evidence and evidence related to the program accreditation standards and its various standards, which help the program organizers to understand more deeply the criteria of the standards and then accurately meet the requirements and documents of program accreditation | Development & Quality | Academic Programs | 1 |

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| Job Description Guide for Employees of the University of Hail | A guide that defines the tasks of each job title in the organizational structure of the various academic and administrative units with clarification of all powers in those units, so that it contains the description of job titles, and an inventory of scientific qualifications, experiences, and abilities that must be available in the incumbent. | Administrative | University | 1 |
| Manual of Administrative Policies and Procedures of the University of Hail | Highlighting the set of policies representing the general frameworks that govern and guide all academic and research community and administrative activities, in addition to quality and development in the various academic and administrative units of the university. | Administrative | University Units | 2 |
| Faculty Member's Guide to Building University Exams | An explanatory document on the importance of evaluating student achievement and measuring the extent to which the targeted learning outcomes are achieved, as well as clarifying the basic skills for building university tests according to quality standards, as well as clarifying everything related to the use of tests as one of the most important tools to verify students' achievement levels in learning outcomes in their various fields. | Academician | Faculty Members | 1 |
| Quality Assurance System Guide for an Academic Program | A scientific and practical framework for the importance of having a quality management system in academic programs and the governance of procedures associated with this system, and the continuous improvement and development of their performance, to ensure the achievement of the objectives of the application of this system and the units contributing to its achievement, and the roles assigned to each of its levels, and the aspects of activity it includes. | Development & Quality | Academic Programs | 1 |
| Guide to the system of supporting, following up and evaluating the performance of academic programs at the University of Hail | A reference document explaining the procedures followed by the Deanship of Quality and Development to support, follow up and evaluate the performance of academic programs at the University of Hail to ensure the development and improvement of this performance and then achieve outputs consistent with the vision, mission and objectives of those programs | Administrative | Academic Programs | 1 |
| Guidelines for work mechanisms related to quality and accreditation practices at the University of Hail | A document that defines the general lines of quality mechanisms applied at the University of Hail, and then it can be defined from the point of view of the authors of the guide as: A book containing the work mechanisms associated with quality and accreditation practices at the University of Hail, so that it is provided by the quality team in colleges and academic programs, to act as a guide for them during the process of applying and implementing various quality practices and activities | Development & Quality | University Units | 1 |

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| Quality Management System Guide | The steps followed by the university to permanently maintain the effective implementation of the requirements of the quality management system, which is carried out by defining the quality policy at the University of Hail, and dedicating the efforts of all employees to achieve it, which leads to uniqueness and excellence in the provision of educational services, and the guide also shows the need for continuous commitment to implement operations as required and satisfy the beneficiaries and relevant interested parties | Development & Quality | University Units | 1 |
| New Administrative Employee Guide | A guide and mentor for new administrative employees in their various practices within the university and introducing them to their job responsibilities, duties and rights under the regulations and laws in force in the Ministry of Education and the Civil Service Bureau | Administrative | Administrators | 1 |
| Training Courses Guide for Administrators and Graduates | An explanatory guide for all training courses provided by the Deanship of Quality and Development for administrators and graduates, distributed on the various training axes | Development & Quality | University | 1 |
| New Faculty Members Directory | A guide and mentor for new faculty members in their various practices within the university and introducing them to their job responsibilities, duties and rights under the regulations and laws in force in the Ministry of Education and the Civil Service Bureau | Administrative | Faculty Members | 1 |
| Training Courses Guide for Faculty Members | An explanatory guide for all training courses provided by the Deanship of Quality and Development to faculty members, distributed on the various training axes | Development & Quality | Faculty Members | 1 |
| Faculty Member Rights and Duties Guide | A document explaining the rights and duties of faculty members, their legal shares, disciplinary procedures, grievance, and reasons for the end of service of the faculty member, as well as clarifying the departments related to the nature of the tasks of faculty members | Academician | Faculty Members | 1 |
| Hail University Performance Indicators Reference Guide | Highlighting the set of indicators that can be used by all units of the university with regard to monitoring and evaluating the progress made in its objectives, which seeks to make a qualitative leap in the university's march from the stage of inception and establishment to the stage of quality and improvement | Development & Quality | University Units | 3 |
| Deanship of Quality and Development Guide | An illustrative guide to the vision, mission, objectives and units of the Deanship of Quality and Development, its organizational structure and committees related to the nature of its work | Development & Quality | University Units | 1 |

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| Guide to the transfer of knowledge of quality practices and activities to the workplace of colleges and academic programs | An illustrative guide to the transmission of the impact of knowledge of prior quality practices and activities on the subsequent learning or performance of a faculty member, during a particular situation in carrying out a new innovative work or method when fulfilling the various quality activities within the college or program to which he belongs. | Development & Quality | Academic and Administrative Units | 1 |
| University Faculties Work Procedures Manual | An explanatory guide to the work procedures applied within all faculties of the university, which are carried out in accordance with their respective organizational tasks | Development & Quality | Academic and Administrative Units | 1 |
| A Student's Guide to Quality Practices | An introductory guide for students with some concepts and terms related to quality and accreditation, and their awareness of the reasons for the interest in preparing quality assurance systems at the University of Hail, which motivates them to work positively to raise the level of performance in their colleges and academic departments. | Administrative | Heads of Departments | 1 |
| Guide to the ethical charter of the University of Hail | An ethical reference to control the workflow of the University of Hail and represents for the university employees a guide to the set of higher values that the university seeks to adhere to during the exercise of each of them work duties | Development & Quality | Faculty Members | 1 |
| Introductory guide using modern teaching methods in university education | An introductory guide using modern teaching methods in university education, as it has become necessary for the university professor today, to identify these methods because of their role in enabling the learner to shorten and burn distances in accessing, understanding and applying information. | Academician | Faculty Members | 2 |
| Academic Program Guide | An explanatory guide to everything related to the program in light of its triple function related to the academic aspect and its academic practices and practices related to quality and accreditation, as well as the research aspect and what it includes in terms of research practices and activities, and finally the service aspect and its clear definition of the program's role in the field of community service | Academician | Academic Program | 2 |
| Guide to regulations and laws governing the work of faculty members at the University of Hail | A mentor and guide to all employees of the university in determining the tasks and job duties required of them, as well as introducing them to the rights granted to them by regulations and laws | Administrative | University Units | 1 |

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| Job Description Guide for Quality Officials in Various Administrative and Academic Units at the University of Hail | A scientific framework that aims to determine the organizational structure of the quality units in the faculties of the University of Hail, and to describe the titles, tasks and powers of all jobs contained therein, and to determine the minimum scientific qualifications and practical experience acceptable to fill each job title, as well as to determine the most important knowledge, abilities and skills that must be available in the incumbent of the job, in addition to identifying channels of communication and job link between the different jobs and indicating the main tasks and responsibilities of each of them. | Development & Quality | University Units | 1 |
| Deanship of Quality and Development Services Directory | An integrated reference for the services of the Deanship in various aspects of its work system, whether planning and studies, institutional excellence, quality and development, skills development, measurement and evaluation, in addition to this guide clarifying the steps for obtaining these services as written guidelines to guide the beneficiaries of the Deanship's services to take the appropriate method and proceed according to specific steps to benefit from these services | Development & Quality | University Units | 1 |