

Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



The Code of Ethics of the University of Bisha Staff (Teaching Staff and the Alike)

First Edition – 2019

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



Table of Content

S	Content	Pages
1	Introduction	3
2	Introducing the document of the Code of Ethics of the University of Bisha staff (Teaching Staff and the alike)	4-7
	• Introducing the Code of Ethics	4
	• Sources of the Ethical principles and standards of performance of the charter	5
	• The importance of adhering to the University ethical charter	5-6
	• Charter target groups	6





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



	<ul style="list-style-type: none">• Charter Objectives• Terms in the Code of Ethics of the Teaching Staff and the alike	6-7
3	<p>The text of the Code of Ethics of the Teaching Staff and the alike</p> <ul style="list-style-type: none">• First: The General Rights of the Teaching Staff and the alike• Second: The General Duties of the Teaching Staff and the alike• Third: The Specific Academic Leadership Duties	8-18 8 9-10 10-11 11-18



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



	<ul style="list-style-type: none">• Fourth: The Specific Duties of the Teaching Staff and the alike	
--	---	--





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
 Our 2022 vision “A creative knowledge system for a productive community”



● **Introduction:**

Successful organizations are distinguished by having high levels of organizational loyalty for their organizations, which strengthens their response to sequential variables, and strengthens their preparations for the increased external influences. Universities as scientific institutions include many human resources; some of them are Teaching Staff and the alike who are contributing with the achievement of these universities goals. The Teaching Staff and the alike in their contribution which is the most effective and efficient in achieving the academic goals and functions of the university such as education, learning, teaching, training, consulting, research, studies and community service. The efficiency of education depends on their performance, research and community performance inside and outside the university. By virtue of



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



their responsibilities, they are linked to relationships and deals inside and outside the university which serve as the interface for which they are expressed; hence, the Teaching Staff and the alike must commit to performance standards with their commitment to university values and ethics.

2030 Saudi Arabia vision has demonstrated the value of human beings and individuals in achieving state projects and plans on their responsibilities and their various ministries; this was confirmed by the strategic plan of the University of Bisha (2017-2022), which is one of the famous inputs and factors that affect the achievement of the University vision and mission. The second strategic objective was to increase the efficiency and performance of these human resources by the development of regulations and practices that organize and develop the

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



types of relationships between different human elements inside and outside the university.

The Code of Ethics of the University Staff of the University of Bisha Teaching Staff and persons of equivalent are part of the efforts strengthening to support institutional work and its requirements and raising their awareness and knowledge for the importance of ethical practices that organize various interactions and relationships between University Staff and Community Staff from outside the University.

The Ethical Charter of the University Staff has been launched from the rules and regulations of the Higher Education Council of Universities in the Kingdom of Saudi Arabia. It is appeared from the vision and mission of the University, the code of conduct for the function and ethics of the public office issued by the Bureau of Experts at the council of Ministers,

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58
Number: 23379/9/6/58

Date: 24/08/1440
Date: 24/08/1440

No. of attachments: *
No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



and within the framework of a system of institutional values that the university staff should have during their daily work, including the rights and duties of the administrative and technical staff which act as a guide to the University Staff behaviors, which act as a guide to their behavior.

Introducing the Code of Ethics of the University of Bisha Staff (Teaching Staff and the alike)

- **Introducing the Code of Ethics:**

A set of Ethical approaches and standards emerging from several agreed sources that represent the top values and rules which that the university seeks to its Staff commitment to it and direct them to take responsibilities for this. Thus, Rules to be available in their behavior are determined.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- **Sources of deriving Ethical Principles and performance criteria for the Charter:**

Ethical standards are derived from the following sources:

-First Source: Islamic Sharia.

-Second Source: The Kingdom Vision in 2030.

-Third Source: rules and Regulations of the Higher Education Council of Universities, and Systems and Regulations of the Ministry of Civil Service.

-Fourth Source: Code of Functional conduct and General Ethics of the General Secretariat of the Cabinet.

-Fifth Source: University Rules and Regulations related to the Academic and Administrative Aspects.

-Sixth Source: Strategic Plan of the University of Bisha 2017 – 2022.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- **Importance of committing to the University Code of Ethics:**

-Practicing the right Ethical Principles, which provides equal opportunities in front of the working Staff at the University. This increases the rate of the job satisfaction and the support the team spirit as a result of fair distribution of tasks, jobs and rewards.

-University Staff feeling self-confident and secured at work, which reflects positively on the performance.

-Committing to the organizing Rules and Regulations; which leads to the work environment improvement and helps in achieving the University message.

-Guarantying a continuous development of the Educational process, which supports the implementation of a number of different professional growth programs.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



-The availability of a source or reference person to lead University Staff and guide them in their everyday practices.

-Highlighting the individual responsibility for all University Staff and making sure of it.

-Spread the love, trust, cooperation and respect spirit between colleagues, management, students and members of civil community.

-Guarantee that the performance, behavior and practices of all University Staff are followed up in the light of agreed standards and norms, and dealing with it decisively and remedying the irregularities that are issued and judged, thereby achieving the management governance process.

• **Target Groups of the Charter:**

Academic University Staff (Teaching Staff and the alike).



Number: 23546/2/35/58
Number: 23379/9/6/58

Date: 24/08/1440
Date: 24/08/1440

No. of attachments: *
No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



• Charter Goals:

1. Develop the culture of the University Employees by the importance of their role and ethical frameworks in which they can work by them.
2. Help the University Employees in recognizing the professional, scientific and ethical standards, and ensuring on their responsibilities and their commitment to them, which ensures the Guarantees of Rights; this achieves a healthy work climate that allows to improve the level of academic and administrative performance for all University Staff.
3. Instill trust in the beneficiaries from the services of the University at all levels of management, academic, research and

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



social responsibility, which are done according to professional and ethical methods, and are consistent with objective criteria.

4. Create a positive trend toward the importance of committing to the Ethical Charter.

5. Contribute in the promotion and advancement of the status of the University within a clear and publicly stated values and ethics to everyone.

• **Terms included in the Code of Ethics of the Teaching Staff and the alike:**

❖ The blog

- Code of Functional conduct and General Ethics, issued by the General Secretariat of the Council of Ministers – issued by the General Secretariat of the Council of Ministers



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



❖ **The University:**

- University of Bisha

❖ **University Staff:**

- All the University Employees of the Teaching Staff and the alike including the lecturers, assistants, administrates and Technical.

❖ **Teaching Staff member:**

- The Professor, Co-Professor and Assistant Professor.

❖ **Who is equivalent to Teaching Staff:**

- Professors and assistants.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



❖ Administrative and technical staff:

- Employees in charge of the administrative and technical work in the University.

❖ External Community:

- Human and Institutional environment surrounding University of Bisha from outside at all the local levels and by various categories.

❖ Educational Process:

- Procedures and activities done under the umbrella of the university in the lecture halls, or by internet or by other various available means; which aims for gaining students positive knowledge, skills and attitudes.



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



❖ **Beneficiaries:**

- University Staff are including academic and administrative leaders, Teaching Staff and the alike, students, administrative colleagues, employees, workers, others and the Staff of surrounding community.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



Text of the Charter

First: Public Rights of the Teaching Staff and the alike at University of Bisha:

The University is working hardly to achieve and provide the following to its University Staff of the Teaching Staff:

- Rules and Regulations concerning the work of the Teaching Staff and the alike and the code of conduct and the Ethics of the General Function issued by the General Secretariat of the Council of Ministers.
- Health and social care in accordance with its potential.
- Obtain financial benefits and material supplies on time in accordance with their potential.
- Justice between all in various practices.

Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Transparency and disclosure of public information to its Staff.
- Academic, administrative and ethical climate and encouragement of entrepreneurship and innovation in order to verify achievement, uniqueness and innovation.
- Activities of professional development to its Staff.
- Guide to academic job descriptions and distribution of academic functions and responsibilities in the interest of work.
- Opportunities to develop employees' capabilities in a way that contributes to the development of management work in line with technical innovations and saves time and effort.
- The appropriate environment for business performance, security and occupational safety requirements in accordance with applicable quality standards.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Speed to take appropriate action for urgent needed maintenance and then performing routine maintenance.
- Best way to how to treat crisis and disaster management.
- The facilities to develop the capabilities of the Teaching Staff and the alike continuously whenever means are possible.
- Enable University Staff to participate effectively in making decisions directly related to their work.

Second: General Duties of the Teaching Staff and the alike at the University of Bisha:

1. Contribute in achieving the vision and mission of the University and support its strategic plan.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



2. Ensure that you are familiar with, respecting and applying University rules and regulations without going beyond or violations.
3. Commit to the official durable time and assign it to do functional duties; and working after the official durable time as per request in accordance with the requirements of the interests of the deanship.
4. Stay away from the misdemeanor of honor, dignity, integrity, good ethics and good conduct inside and outside the workplace.
5. Take the responsibility and make the best use of material and human resources to achieve quality, maintain public fund and not to waste it.
6. Treat all the beneficiaries in the job environment in a good way and work in a teamwork environment.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



7. Be loyal and belong to the homeland and the University with dedication, mutual annihilation and strict and speedy implementation of the instructions and decisions that contribute in achieving the business interest.
8. Keep the work place safe, take proper procedures to ensure the confidentiality of others' personal information and keep business secrets safe.
9. Give a good impression about the University among the outside society. Do not announce, publish or disclose news about the University to the media without making sure of it, or return back to consult the responsible authorities for reporting before publishing.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



10. Be devoted to the profession and perform it skillfully, faithfully, objectively, professionally and impartially, while enhancing the trust of the beneficiaries.
11. Keen on developing knowledge and skills to increase the efficiency and effectiveness of professional capabilities throughout the continuous training.
12. Care and support when dealing with the various hesitant management units and respond to their inquiries, especially those with special needs, elders and women.
13. Keep on maintaining the good general appearance which is appropriate to the requirements of the function, prevailing habits and traditions.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
 Our 2022 vision “A creative knowledge system for a productive community”



14. Complete the transactions, especially those transactions that was received from the regulating authorities with the required speed and accuracy and within the limits of competence.
15. Avoid general prohibitions related to information, documents, papers, public fund, gifts and privileges. They also oppose the interests and the fight against corruption contained in the code of functional conduct and the ethics of the public office.
16. Comply with the duties and responsibilities related to the use of technical equipment, handling of the electronic mail and listed in the code of functional conduct and the ethics of the public service.



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



Third: Duties related to Private Academic Leadership:

- Treat leadership as a responsibility rather than authority.
- Take into consideration the principle of participation in decision making with stakeholders or those with expertise in the area of decision.
- Use transparency in presenting the permitted decisions and information.
- Keep the private information responsible for it confidential, secure it by a secure information-keeping system, and select trusted collaborators.
- Do not exploit power for personal interests.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Follow the principle of justice and equality in the distribution of functions, assignments, rewards, incentives and punishments, and humanitarian treatment with all subordinates.
- Enable accountability from relevant stakeholders.
- Respect the scientific committees and councils' decisions; do not exceed them in form and subject matter.
- Activate accounting, accountability, administrative governance, and report contraventions and apply applicable laws and do not exceed them.
- Make an effort to fulfill the tasks assigned to them and commit to develop performance in their universities, institutes and deanships.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Justice in the distributing material, technical and human resources available from the University between all units of the institution or unit assigned to be responsible for it.
- Commit to honesty in all deals with the focal points of all organizations, and do not engage with commercial or service relations with entities with beneficial or personal relationship.
- Commit to preservation of the rights and benefits of the university in the external community.
- Continue in developing crisis and disaster management plans to ensure proper action.

Fourth: Duties related to the Teaching Staff and the alike:

1. Duties related to the profession of practicing teaching:

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Continually self-development and disclosure for all what is new in the discipline of specialization.
- Submit suggestions that lead to the delivery of distinctive education.
- Development of their academic, professional and administrative capabilities.
- Develop teaching methods and strategies in the light of global experiences and present various strategies that work on student individual differences.
- Provide a rich educational environment that stimulates creativity and provide students with healthy and psychological comfort.
- Inform students by the description of the course in the first session of the school year.

www.U3.edu.sa

To a creative knowledgeable community

(1)

0176238088

DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Develop the profile of the Rapporteur according to the standards accreditation.
- Variety in assessing student tools to measure all aspects of the learning process, taking into consideration the differences between students in assignments, hence assignments vary in proportion to all abilities, trends and preparations.
- Put tests in a taht is appropriate with standard test specifications.
- Keen on tests confidentiality.
- Provide feedback to students on their performance, continuously.
- Use assessment results in developing the curricula.
- Use all the available new learning resources in teaching and assessment processes.
- Commit to lecture schedules, office hours and e-learning hours.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Motivate students for self-learning, use his strategies by training them on how to obtain information from various sources. Direct them to the necessary scientific resources and references and support the reading and research skills of them.
- Provide activities and appropriate learning based on the abilities, preferences and talents of the students. Spread awareness between students in the available activities of the university; encourage and help them to engage in these activities.
- Upgrading students levels in various fields to produce special graduates who could cope with the needs of the community and the labor market.

www.U3.edu.sa

To a creative knowledgeable community

(1)

0176238088

DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Do not accept any gifts or favors from any party related to his or her field of work, or to charge for performing his or her job outside the official outlets except with approval by the university.
- Achieve the effective academic role.
- Use reliable scientific sources and exclude unreliable sources or books or the publishing origins, or sources that express extreme, destructive or inappropriate ideas of the nature of the community.
- Self-restraint in dealing with different student segments.
- Spreading intimacy, cooperation and honest competition spirit between students.
- Encourage students to participate in national and religious blogs.
- Train students on preparing researches and train them on committing to ethics of the scientific research.



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



2. Duties related to students:

- Help students to adapt with the university life when joining it.
- Do not discuss matters that are related to the Teaching staff member opinions and try to spread his ideas to students spirits.
- Encourage constructive intellectual movement in the souls of students, promote publishing the culture of community, propagate values, morals, religious teachings and citizenship in their souls , open up to other cultures in a way that does not conflict with the original and correct traditions; traditions associated with the teachings of Islam.
- Integrity in working with students.
- Evaluate his performance with his students, as well as evaluate the scientific material he provides to them.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Allow students to see their answers if there is a grievance in the assessment.
- Provide role models and good preaching for the students.
- The positive human interaction with students in a spirit of affection, laxity, collaboration and compassion; break the ice with them. Do not be disdain on them or deal with them from a high level in isolation from them and their requirements and needs.
- Allow freedom to students and encourage them to express themselves, their thoughts and their problems which do not conflict with university and community norms, by using high-quality constructive conversation.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Reveal students trends, abilities and talents; then work on developing them to the maximum point that can develop their levels.
- Respect the time of students, and do not waste in discussions or topics that are neither meaningful nor useful to them. Command time management skill whether in general course planning or in conducting lectures.
- Discuss students in community issues related to the field of specialization.
- Provide guidance and instructions to students in academic, professional and ethical fields.
- Provide service guidance to the academic students, and students who are disabled and students who have special issues.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



3. Duties related to colleagues:

- Encouraging the interdisciplinary researches in the same area with a view to enriching research and strengthening specialization, diversity of ideas and innovations and achieving scientific integration.
- Compete honestly and stay away from negative behaviors with colleagues.
- Respect the opinions, ideas and rights of colleagues.
- Exchange gained experiences from working in teaching and working with students
- Commit to professional and ethical engagement in the relationship between colleagues. Do not deal with the biography of colleagues



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



in backbiting, gossiping and spreading rumors for the purpose of discrediting.

- Professional assistance and respect for the sense of the teaching assistants and lecturers by transferring experiences to them, encouraging them to search and learn, training and providing them by the productive opportunities.
- Accept criticism and provide a constructive criticism in a form of scientific and intercultural courteous elegance.
- Encouraging and supporting colleagues in their struggle to develop; help them and do not frustrate them.
- Support the struggling colleagues in some of their tasks, or those who have limited capabilities and do not minimize their problems or be superior upon them.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



4. Duties related to the scientific research and supervision on masters:

- Encourage the supported scientific research to develop the educational process, specialized majors, develop and serve community and concern for applied research.
- Express an opinion in development of local scientific magazines.
- Continue in communicating with every new scientific research through internet.
- Concern for community issues in the researches.
- Build academic and scientific bridges of cooperation with international personalities and entities in the field of specialization.
- Make sure of attending and participating in local and international conferences and scientific blogs to enrich scientific research.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Commit to the ethics of scientific research in reviewing sources of information, data and statistics; record realistic opinion and apply actual field research, and do not go for results forgery in favor of some private authorities or interests, and the fact that all matters related to research are within the capabilities of the researcher, make sure of accuracy and honesty when referring to the scientific references, and clarify the efforts made in the research by other persons or entities that participated with the researcher, respect the intellectual property of colleagues and respect that their ideas or writings are not imprecise or quoted without documentation.
- Do not put names of colleagues on the literature that they did not participate in.
- Deal with ethics of scientific research with the translated literature.



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



- Objectivity and impartiality in research arbitration.
- Assist researchers in arbitration of research tools, survey, collecting data and information.
- Provide copies of the writings of the researcher to his university library to benefit from and enrich the library.
- Do not conduct research for Masters and PhD students or for some members of the college for materialistic or personal benefit.
- First, identify the name of the researcher on the masters research not the name of the supervisors.
- Do not exploit the supervisor of the students to collect studies, data or other personal research.
- Participate in the discussion of other universities' research to learn all about what is new.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Publishing in global magazines, which contributes in putting its community on the global map.
- Participate in the scientific and cultural agreements between his university and Arab universities.
- Follow the criteria of global scientific excellence to guide their research.
- Scientific channels opened with international researchers.
- Optimum use of resources available for scientific research, devices and equipment during experiments.
- Follow religious ethics when conducting experiments on animals or human organs.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision "A creative knowledge system for a productive community"



5. Duties related to college and university:

- Participate in various blogs, events and activities of the department, college and university.
- Participate in the department, college and university committees; attend their meetings effectively, and do a positive role and keeping the deliberations confidential.
- Select the new associate members with impartiality and transparency when participating in the interviewing and selection committees.
- Do not publish or disclose news about the university to media without making sure of its authenticity or returning to the entities responsible for media for it before publishing.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Support the university in time of crisis, be patient in asking for rights and benefits and stick to the light of the allowed budget of the events with efficiency and mastery.
- Maintain the shape, dignity and prestige of the teaching staff member in the community by committing to appropriate actions and appearance.
- Represent the university in the external blogs by an appropriate presentation that suits its position.

6. Duties related to the local community:

- Transfer the beneficial experiences from the global community to the local community.
- Protect the community from hostile or extremist ideas and directives by guidance and steering.





Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Instill good ethics in students’ souls considering them as the nucleus of the community.
- Contribute in the developing and supporting the development projects.
- Participate in achieving the community development plans.
- Provide scientific assistance and consultancies to pre-university institutions.
- Participate in the scientific exchange between university faculties and other universities.
- Facilitate the procedures related to the university dealings with its community institutions and its personnel.



Number: 23546/2/35/58

Date: 24/08/1440

No. of attachments: *

Number: 23379/9/6/58

Date: 24/08/1440

No. of attachments: *



Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Quality and Development
Deanship of Quality and Development
Our 2022 vision “A creative knowledge system for a productive community”



- Keep the shape, dignity and prestige of the university professor and the alike in the community by committing to appropriate actions and appearance.

www.U3.edu.sa

To a creative knowledgeable community

(1)
0176238088
DQ@UB.EDU.SA

