



ALMAAREFA UNIVERSITY

Respiratory Care Department

Faculty Handbook



Introduction

The Respiratory Care Faculty Handbook has been developed to assist faculty members to suit their role as instructors and researchers in the field of respiratory care with general guidelines about policies and procedures at the college and department levels. It serves as guide for new and current staff.

The Respiratory Care Program Faculty Handbook is intended to answer many basic questions and to direct readers to additional sources of information in relation to teaching and departmental issues. It does not replace College of Applied Sciences *Staff Handbook* but serves as a supplemental guide dedicated to respiratory care program. Policies and procedures will change from time to time to accommodate changes in circumstances and applicable law. This guide is subject to ongoing monitoring and revision. Latest version is available in the departmental cloud drive.

General Information

Program Mission

The mission of the Respiratory Care Program is to prepare students to meet the modern professional requirements in the Respiratory Care setting that encourages initiative and leadership, provide a professional academic environment for its faculty, and excel in community services.

Program Goals:

1. Prepare students to be competent respiratory therapist to meet the expectations of the College and the community and the standards of Saudi Commission of Health Science and the International Recognition of Respiratory care practitioners.
2. Provide the professional development aids as i.e., Communication, conflict, stress and time managements to foster professional growth of respiratory therapy.
3. Create and support research encouraging environment to conduct special research in basic and clinical RC sciences.
4. Provide and maintain a high level of community services and patient education.
5. Provide appropriate learning environment to acquire good experience (i.e. lectures, practical and clinics).
6. Provide students with the necessary clinical and academic training enabling them to achieve the recognize targets of occupational competencies.

Administrative Structure of the College

The structure of the College of Applied Sciences has been designed and prepared to offer a variety of programs.

The college currently offers the following programs:

- BSc Bachelors of Science in Nursing
- BSc Bachelors of Science in Respiratory Care
- BSc Bachelors of Science in Emergency Medical Services
- BSc Bachelors of Science in Anesthesia Technology
- BSc Bachelors of Science in Computer Science
- BSc Bachelors of Science in Information Systems
- BSc Bachelors of Science in Health Information Systems
- BSc Bachelors of Science in Industrial Engineering

Respiratory Care Department Organizational Structure

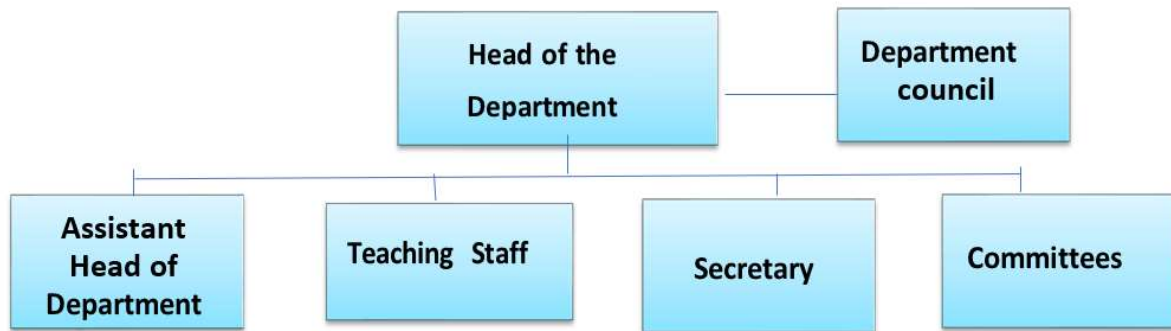


Figure 1RC Hierarchy

Official procedures of joining

On the first day of joining new staff to college, a representative of employment department at College of applied Sciences set up orientation day for new staff. The orientation is official welcoming process aiming at facilitating staff experience on engaging in the work.

New staff are provided with, a part of orientation meeting, portfolio about structure of college, information, policies, procedures, rules, and systems. In addition, new staff will get the necessary support to complete all official procedures to join, including all necessary documents.

For more information go to :



Employment Contract

All staff shall get the employment contract according to employment category and level. Recruitment department shall prepare employment contract according to the applicant letter. All job's contract documents will be issued to staff during three months from date of joining to the college of applied sciences and the staff shall submit all necessary documents, as specified on official procedures to join the work

New faculty Orientation Program

The New Teaching Staff Orientation Program begins with a daylong workshop for all new faculty facilitated by Deans. Following the initial daylong workshop, new faculty participate in an Extended Orientation series over their first three semesters at the College. Fall semester Extended Orientation sessions focus on midterm evaluations, grading strategies, course evaluations, academic and other resources for students, and scholarly support. During the spring semester, sessions focus on engaged teaching at the College, student advising, and the Quality assurance process.



For more information go to:

Working schedule

The maximum of ordinary work schedule shall be 48 hours weekly, from Sunday to Thursday according to work requirements, working hours at College of Applied Sciences shall extend from 07:30 am and 3:30 pm, from Sunday to Thursday. It may be required from teaching staff to attend on Saturday, as needed.

Holidays and Vacations

The College of Applied Sciences follows the university's vacation policy, where all teaching staff have 30 days of annual leave at the end of each academic year.

For more information go to:



Admission and Registration

Academic Calendar

The Registrar publishes and distributes the annual academic calendar, which includes dates for registration, adding and dropping courses, payment of fees, holidays, final exams, commencement and other important dates. The calendar consists of two 15-week semesters.

For more information go to:



Academic Advising

Academic advising is an essential element of the educational process. Students are assigned academic advisors who help them in selecting their course of study and in planning their schedules. Advisors also approve students' schedules each semester. The advisor's role is to assist the student in obtaining a well-balanced education and in interpreting college policies and procedures as academic according to academic advising forms



For more information go to:

Staff Code of Ethics and Charter

Complaints and Grievances

These Standing Rules of Procedure for grievances are hereby implemented under the policy of Complaints and Grievances They apply to the filing and appeal of all grievances by any member of the Academic Staff. These procedures are intended to only be invoked only when persistent efforts at informal resolution of significant differences have failed; thereafter, further informal resolution efforts may be undertaken at any stage of the process.

Rights and Duties

College of applied sciences philosophy is that you have the right to fair and equitable treatment and that you are responsible for conducting yourself in accordance with university policies and procedures.

By scanning the hereunder code illustrate the Ethics policy.



Evaluation of faculty performance

Criteria for annual evaluation

Faculty performance evaluations are conducted annually to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development; and to obtain information relevant to contract renewal, promotion, and termination, awards for teaching, research and advising, and merit pay decisions.

The general criteria for academic review are:

Teaching performance evaluation is a critical aspect of the academic review and the promotion decision. Teaching excellence will be assessed by determining the individual's ability to:

- Lecture and lead discussions.
- Create a range of learning opportunities.
- Draw out students and arouse the curiosity of beginners.
- Stimulate advanced students to engage in creative work.
- Organize courses logically and systematically.
- Evaluate critically the materials related to the field of specialization.
- Assess student performance.

- Stimulate students to extend learning beyond a particular course.
- Other function related to teaching as specified by the college.

The Program follow-up policy for academic staff evaluation

- Faculty members must be evaluated by students each semester and in each course.
- Based on the student evaluation: The Head of a Department or Dean, as appropriate, should arrange for at least one colleague to attend and evaluate at least one lecture given by any new member of the academic staff and established member of the faculty whose student evaluation for a course/a semester is below 3.75 on a scale of 5.
- Excellence in research and scholarship, as reflected in both the ability and the achievement of the faculty member in contributing significantly to the acquisition and dissemination of knowledge in obtaining research grants when they are available, and in being innovative or demonstrating powers of independent thought.
- University, College and Program professional and community service, including contributions to the effective functioning of the university, effectiveness of cooperation with colleagues, links with business, industry private or government entities, and contributions to professional communities and student life and academic environment.

Classification and Ranking of Faculty

Regular Professorial Ranks

These are members of the faculty holding the ranks of Assistant Professor, Associate Professor or Professor. They must hold a Doctor of Philosophy (PhD) or equivalent terminal degree. Their full-time duties at the Program include teaching, research and services.

Research Professorial Ranks

These are members of the faculty with the ranks of Research Assistant Professor, Research Associate Professor or Research Professor. They must hold a Ph.D. or equivalent terminal degree. Their duties at the program are primarily research, with only occasional responsibilities for teaching or student supervision and service.

Visiting Professorial Ranks

These are members of the Academic Staff with the ranks of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These are full time temporary appointments given to individuals who are on leave from their primary places of employment.

Lecturers

These are full or part-time individuals on the instructional staff who hold Masters' degrees or individuals who have completed all requirements but the dissertation for a PhD and the program plans to appoint as Assistant Professors when they complete all requirements for the PhD.

Teaching Assistants

These are bachelor's degree holders or graduate students whom teaching, research, or service is conducted under the supervision of a faculty member.

Respiratory Care Program Study plan

First																	
code			Course Name							Hr.		requisite					
BIOS 101			Biostatistics							3		-					
COMP 100			Computer Essentials							3		-					
ISLM 101			Islamic Culture							2		- elective					
ARAB 101			Arabic Language I							2		- elective					
PHYS 101			General Physics							3		-					
ENGL 101			General English I							5		-					
Total : 18																	
Second																	
code			Course Name							Hr.		requisite					
BIOL 101			General Biology							4		-					
ARAB 103			Arabic Language II							2		- elective					
CHEM 101			General Chemistry							4		-					
ENGL 102			General English II							5		ENGL 101 – S					

ENGL 103	English for Health Sciences	3	ENGL 101 – S
Total: 18			
Third			
code	Course Name	Hr.	requisite
RSTH 226	Patient Care Methods	2	BIOL 101 – S
ANAT 201	Anatomy	3	BIOL 101 – S
PHSL 201	Human Physiology	3	BIOL 101 – S
BIOC 200	Biochemistry	3	CHEM 101 – S
MICR 201	Microbiology	3	BIOL 101 – S
COMM 201	Communication Skills	2	-
Total: 16			
Forth			
code	Course Name	Hr.	requisite
PAAS 230	Patient Assessment	3	RSTH 226 – S

RSTH 225	Cardiopulmonary Anatomy and Physiology	3	ANAT 201 – S
			PHSL 201 – S
RSTH 231	Respiratory Care Pharmacology	3	PHSL 201 – S
RSTH 241	Respiratory Care Science I	4	PHYS 101 – S
			RSTH 226 – S
ISLM 103	Economic System in Islam	2	- elective
ENTR 101	Entrepreneurship	2	- elective
PSYC 201	Introduction to Psychology	3	-

Fifth

code	Course Name	Hr.	requisite
RSTH 323	Pulmonary Function Methodology	3	RSTH 225 - S
RSTH 325	Diagnostic Techniques	2	PAAS 230 - S
RSTH 342	Respiratory Care Science II	4	RSTH 241 - S
RSTH 351	Respiratory Care Practicum I	3	RSTH 241 - S

COMP 201			RSTH 371 - S
	Computer for Health Sciences	2	COMP 100 - S

Total: 18

Seventh

code	Course Name	Hr.	requisite
RSTH 421	Perinatal and Pediatric Respiratory Care	4	-
RSTH 441	Mechanical Ventilation	4	RSTH 323 - S
			RSTH 343 - S
RSTH 452	Respiratory Care Practicum III	3	RSTH 352 - S
			RSTH 342 - S
RSTH 466	Advanced Diagnostic Techniques	2	RSTH 372 - S
			RSTH 325 - S
RSTH 482	Management and Leadership in Health Care	2	-
COMH 300	Community Health	2	-

RSTH 421		4	-
	Perinatal and Pediatric Respiratory Care		

RSTH 441	Mechanical Ventilation	4	RSTH 323 - S
			RSTH 343 - S

RSTH 452	Respiratory Care Practicum III	3	RSTH 352 - S
			RSTH 342 - S

RSTH 466	Advanced Diagnostic Techniques	2	RSTH 372 - S
			RSTH 325 - S

RSTH 482	Management and Leadership in Health Care	2	-
COMH 300	Community Health	2	-

COMH 300	Community Health	2	-
----------	------------------	---	---

Eighth

code	Course Name	Hr.	requisite
RSCCH 450	Research Methods for Health Sciences	3	-
RSTH 424	Exercise Physiology and Pulmonary Rehabilitation	3	RSTH 372 - S
			RSTH 323 - S
RSTH 453	Respiratory Care Practicum IV	3	RSTH 441 - S
			RSTH 452 - S
RSTH 464	Case Management in Respiratory Care	2	HEAL 300 - S
			RSTH 372 - S
RSTH 480	Critical Care	3	RSTH 441 - S
ETHC 410	Ethics and Law for Health Professions	2	-

Total: 16

code	Course Name														
RSTH 501	Internship - 1														
	Tenth														
code	Course Name														
RSTH 502	Internship - 2														

Course Coordinator Responsibilities

Visiting Professorial Ranks

These are members of the Academic Staff with the ranks of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These are full time temporary appointments given to individuals who are on leave from their primary places of employment.

Overseeing the development and/or revision of the Course Syllabus

Submit the combined course report and present suggested changes and/or additions to the Curriculum Committee.

Updating required test list

Discuss with the course team if any additional test book is required and submit changes to the course.

Orienting new faculty to the course

Orient new faculty members and part time faculty to the course, Provide them with course syllabus and plan. Reviewing the syllabus with all faculty participating in the course.

This handbook is not a staff contract, but rather a summary of College of applied sciences policies and information that will be of practical use to staff. The complete policies can be found in the [Mena ME website](#)