

Achievements of the Deanship of Faculty Affairs and the Administrative Affairs Unit of the Colleges in January 2025

- Two social meetings were prepared during the month of January, the Deanship and Unit team on January 6, 2025 / and the other on January 28, 2025 AD A practical application was made as a unit manager for twice a month The first and last week of each month / A training course was held for them with the Quality and Development Unit entitled Self-Development, and I invited all colleagues in the administrative units.
- 30 faculty members were appointed during the end of December and January 2025.
- 31 appointment decisions that need appointment in colleges were renewed and to complete the follow-up of the rest and issue 2 replacement for the lost appointment decision, and the issuance of the decision to appoint the Dean of the College of Development Studies, and the decision to appoint the Department of Legal Affairs and the Presidency of the Department of Law. Experience certificates were issued to those who requested them from faculty members, 4 experience certificates.
- Follow up interviews and respond to a large number of faculty members from outside or inside the university and intervene in any matter or forms they have with the team. Ensure to attend any courses and encourage them as long as they do not conflict with work. - Follow-up lectures and compensate them with the team and members of the. Publishing instructions in the unit group on a daily basis, and almost daily follow-up with the private team.



- Follow up the colleges' drives with the administrative affairs officials of the colleges on an ongoing basis, send notes by following up the archiving and updating the database, and completing any papers and any deficiencies in the files of faculty members.
- Booking and following up the links of college meetings and attendance, writing and archiving the dean's minutes, and archiving the minutes of the heads of departments after writing them, and we have made media coverage of any meeting in colleges and departments and it was sent to the Media Center for publication about it and also the university echo magazine in the group of events and news of colleges.
- 8 files of certificates of appreciation have been prepared for faculty members at the end of the second semester.
- 8 files honoring the ideal faculty member were reviewed and amended with the Deanship of Academic and Educational Affairs.
- 8 card files for the deans of the faculties are equipped with the media center, 14 congratulations were requested, worked and published for faculty members for those who published a research or book in the name of the university. Completing and adding new faculty members and following up their papers and the necessary procedures with the relevant units. Processing 8 communication files ...

