

## **Achievements of the Deanship of Faculty Members Affairs in March 2025, including the achievements of the Administrative Affairs Unit for Colleges of the Deanship**

Follow-up of the Deanship team, Mr. Maha Muhammad, and the team of the Administrative Affairs Unit for Colleges in the unit group. Follow them up on the private send files archiving appointments - experience certificates - renewal of appointment decisions - direct them all to any matter and inquiry.

Two meetings were held, a meeting with Ms. Maha Mohamed, alone, training her to receive the unit from the middle of the month, and the other meeting was held with a full deanship team, in which she completed the training of Ms. Maha Mohamed, and to follow up her training on the private and direct her to any matter and instructions she writes to the team and cooperate with other units.

Coordination was made with the other units to add Ms. Maha Mohamed in the relevant groups. Follow-up the appointment of the Head of the Department of Disasters and Strategic Risk Management - and the Deputy Head of the Department of Development Studies - and the appointment of the heads of the new departments at the Faculty of Economics and Business Administration Follow-up with the deans of the faculties and a Maha Mohammed, Administrative Affairs and Deputy Dr. Zainab Bassiouni, and their photos and CVs were sent.

Coordination was made with the unit team and the numbers of faculty members were prepared through schedules to be sent to student affairs and college secretaries. Praise be to God, 11 faculty members have been appointed (Department of Law - Department of Educational Psychology - Department of Jurisprudence and its Fundamentals - Department of Disasters and Crisis Management - Department of Judiciary and Sharia Politics - Department of Networks and Cybersecurity - Department of the Holy Quran and its Sciences - Educational Technology) and the time of opening the departments will be appointed Human Resources Department No. 4 and Marketing Department 2 available to us so far and follow interviews)

During the month of March 2025, others were appointed and to follow up interviews for other appointments, especially the new departments, so that when they are opened, the appointment was made to those who are available to us, and CVs were sent to the Department of Judiciary and Sharia Politics, the College of Mass Communication, the Faculty of Economics and Business Administration, the Faculty of Computing.



27 appointment decisions that need appointment in colleges were renewed, two appointment decisions were issued for the heads of departments Dr. Reham Naseer - Dr. Muhammad Al-Shaqaldi - and the decision to appoint Dr. Khaled Attia was renewed, and the replacement of lost Dr. Imad Al-Ayadi was renewed) and to complete the follow-up of the rest and issue a number of experience certificates were issued to those who requested them from faculty members 3 experience certificates / 4 scholarships for faculty members in coordination with the Deanship of Admission and Registration.

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. The resignation of 4 members of the faculty studying and the work of closing their registration d. Cyrine Jaradat and Dr. Mahmoud Al-Nafar from the Department of Judiciary and Sharia Politics - Department of Educational Technology Prof. Dr. Youssef Ayadat - Dr. Ali Al-Kindi Department of Educational Administration - Amir Jahin Department of Islamic Studies in Arabic).

- 3 congratulations were requested, worked and published for faculty members for those who published a research and 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.
- Follow up monitoring with the team, heads of departments, faculty members and college secretaries. - Raising the new faculty members to the college drive / and to Professor Maha Mohamed, Secretary of the Deanship, then the data is sent from the college administration and WhatsApp to Professor Maha uploads it to the new portal and we inform the Deanship of Information Technology.
- Publishing the job advertisement in the head office group and urging faculty members to publish it through their pages. Publishing instructions in the unit group on a daily basis, and almost daily follow-up with the private team and the time of receipt of Ms. Maha manages the unit and intervenes in writing important instructions related to the Deanship with it
- Follow-up college drives with administrative affairs officials in colleges on an ongoing basis and send notes to follow up archiving and update the database, and complete any papers and any deficiencies in the files of faculty members and also received direct follow-up a, Maha Muhammad and follow-up with everyone.



- **Booking and following up the links of college meetings and attendance, writing the dean's minutes and archiving them through the unit team, 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. .**

**Follow-up with college secretaries at the time of supplementary exams. Sending photos of new faculty members according to the request of Mr. Ahmed Shamsan and media coverage for him the first first for what concerns the Deanship, and any media coverage for them in the group of college events.**

**We have prepared instructions for faculty members, in addition to publishing important evidence such as publishing controls and a guidance file for faculty members, and they have been published continuously from time to time due to doctors' inquiries.**

**Publishing the congratulations of Ramadan and also Eid congratulations (to the deans, vice-deans and heads of departments of the faculties, in addition to congratulating me as Dean of Faculty Affairs).**

**I have to follow up to respond to the inquiries of faculty members inside and outside the university and explain to them how to apply via the link, and also those who inquire about administrative jobs, we send him the number of the Director of Personnel and Student Affairs inside and outside the university who needed to register and send them the number of the Deanship of Admission and Registration.**

