

# Organizational Structure Guidebook

This is a abridged translation of the Arabic version of the Organizational Guidebook (over 220 pages) which is approved/ratified by the Standing Committee of Development in its 2nd meeting (on 13/03/1441 Hijri)

## **Preparation of the organizational structure guidebook:**

Organizational structure guidebook was done by using the hierarchical organizational structure, which was built in the strategic framework of the University.

## **Main uses of the Organizational structure guidebook:**

- As a mean to help all deanships, administrations, centers, departments and organizational units inside the university to recognize the general objectives and responsibilities that are required to be applied.
- As a source of information about deanships, administrations, centers, departments and organizational units inside the university, and their organizational terms of reference and the nature of the relationship between them. This will help the supreme organizational units to supervise the work of these sections effectively, for integration and harmony between them as well as organizational development.
- As a tool for coordination and designing of organizational relationships between various departments and units in the university, in a way that help achieving their responsibilities effectively, preventing duplication and reduction of inconsistencies in working activities.
- As an effective tool for communication between deanships, administrations, centers, departments and organizational units inside the university by identifying the type of organizational relationship that govern the nature of such communication.



# Hierarchical Structure of Qassim University 2019



## Supreme Organizational Units

### Organizational Unit:

#### University Council

**Organizational Relationship:** The supreme authority in the university for all scientific, administrative and financial affairs in the university.

**Organizational nature:** The supreme authority of the university manages all scientific, administrative and financial affairs of the university. It is headed by the minister of education and the university rector (vice president of the council). Its members include the Vice Rectors, the Deans and three experienced members appointed by the Minister of Education for a period of three years. The Council meetings are organized as follows:

- The University Council shall meet at least once a month. The meeting shall be valid only in the presence of two thirds of members.
- Decisions of the Council shall be made by an absolute majority of the members votes, those attend meeting. When the votes are equal, the side in which the President or Vice-President is likely shall prevail.

### Organizational Unit:

#### University Rector (University President)

**Organizational nature:** The University rector is the Chief Executive Officer of the University. He is responsible to the Minister of Education for the implementation of university regulations, bylaws and the decisions of University Council. In addition to representation of the University before other institutions and bodies.

### Organizational Unit:

#### University Vice-Rector (University Vice-President)

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for helping the university rector in implementing his terms of reference and his administrative and financial responsibilities of planning, organizing, directing, monitoring and executive decisions making related to financial and administrative affairs as well as affairs of property and facilities of the university.

### **Organizational Unit:**

#### **University Vice-Rector for Postgraduate and Scientific Research**

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for helping the university rector in implementing his terms of reference and his administrative and financial responsibilities of planning, organizing, directing, monitoring and executive decisions making related to postgraduate studies and scientific research affairs of the faculty members and teaching staff in the university.

### **Organizational Unit:**

#### **University Vice-Rector for Academic Affairs**

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for helping the university rector in implementing his terms of reference and his administrative and financial responsibilities of planning, organizing, directing, monitoring and executive decisions making related to academic affairs in the university.

### **Organizational Unit:**

## University vice rector for Planning, Development and Quality

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for helping the university rector in implementing his terms of reference and his administrative and financial responsibilities of planning, organizing, directing, monitoring and executive decisions making related to planning, development and quality in the university.

### Organizational Unit:

#### University vice rector for Female Students Affairs

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for helping the university rector in implementing his terms of reference and his administrative and financial responsibilities of planning, organizing, directing, monitoring and executive decisions making related to female students affairs in the university.

### Organizational Unit:

#### General Supervisor of the University Satellite Campus (Western and Southern)

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

#### **Organizational nature:**

Supervising all the administrative, technical, financial and educational work at the University Satellite Campus (Western and Southern) in a way that is not inconsistent with the powers of the university vice-rectors and deanships' deans. In addition to improvement of the performance level and university development

in accordance with the national visions and trends, national transformation programs, and suggesting projects for the university strategic plan and achievement of its executive plans.

## **Organizational Unit:**

### **Executive General Manager of the Medical City**

**Organizational Relationship:** The incumbent of this position is accountable to the university rector.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Medical City and all of its components like hospitals, clinics and supporting facilities. All of his duties must be conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Deanships**

## **Organizational Unit:**

### **Dean of the Information Technology Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector of planning, development and quality.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the information technology deanship and all work related to electronic systems and services in the university. All of his duties must be conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **Dean of the Human Resources Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the human resources deanship and all work related to electronic systems and services in the university. All of his duties must be conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **Dean of the Postgraduate Studies Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate Studies and Scientific Research.

**Organizational nature:** The incumbent of this position is responsible for implementation of the plans and policies of the university related to aspects of postgraduate studies. The incumbent of this position is the president of the Council of Graduate Studies at the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **Dean of the Admission and Registration Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university Vice-Rector for Academic Affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the admission and registration deanship for male and female students and scholarship admission in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **Dean of the Students' affaires Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university Vice-Rector for Academic Affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the student's affaires deanship and all work related to students' activities. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **Dean of the Scientific Research Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate Studies and Scientific Research.

**Organizational nature:** The incumbent of this position is responsible for implementation of the plans and policies of the university in all related aspects of supporting scientific research. The incumbent of this position is the president of the Council of Scientific Research at the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations



and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **Dean of the Deanship of Community Service**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Academic Affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the deanship of community service and all work related to identifying community needs and proposing plans for development community services. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **Dean of the E-learning and Distant Learning Deanship**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Academic Affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the E-learning and Distant Learning deanship including admission and registration of electronic courses and all activities related to e-learning in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

## Dean of the Educational Services Deanship

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Academic Affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the academic, technical, financial and administrative affairs of the Educational Services deanship and all academic activities related to students in foundation year. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### Organizational Unit:

## Dean of the Development and Quality Deanship

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Development and Quality deanship and all work related to the development of the university in the educational and research aspects and to ensure the study plans quality for university programs and academic accreditation as well as to improve the performance of faculty and staff members. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### Organizational Unit:

## Dean of the Library affairs Deanship

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Academic affairs.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Library affairs deanship and all work related to library resources, databases and periodicals in all libraries in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **Dean of the Institute for Studies and Consulting Services**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and Scientific Research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Institute for Studies and Consulting Services, which represents one of the services and investment of the University, and all work related to supervision of the implementation of the university policies that provide consultancy services to governmental, private and charity organizations. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Centers, Offices & Units**

### **Organizational Unit:**

#### **The Secretariat of University Council**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of secretariat of the University

Council and assist the President of the University Council in planning and preparation of the Council meetings, revision of the minutes of meetings, ensuring quality of the decisions and recommendations of the University Council and they are in accordance with the related regulations and instructions. He supervises the employees in the secretariat of the Council of the University and ensures achievement of their tasks in a good and professional way, and he distributes decisions and recommendations issued by the approved University Council minutes to the executive bodies for implementation.

### **Organizational Unit:**

#### **The Secretariat of Scientific Council**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of secretariat of the Scientific Council and all of the work related to appointment and promotion of faculty members, publication and translation, scientific communication, attendance and participation in scientific activities conferences, symposia, seminars and training workshops. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **The Secretariat of Scientific Societies**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the general secretariat of the Scientific Societies and all of the work related to proposing policies of

establishment of scientific associations and their establishment committees and boards. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Secretariat of Scientific Journals**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the secretariat of the Scientific Journals and all of the work related to proposing policies of establishment of scientific journals and their establishment committees and editing boards. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Secretariat of Scientific Chairs**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the secretariat of the Scientific Chairs in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## Organizational Unit:

### The Supervisor of the Centre of Innovation and Intellectual Property

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Centre for Innovation and Intellectual Property and all of the activities related to spreading of the innovation culture and respect intellectual property rights within the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## Organizational Unit:

### The Supervisor of the Centre of Publishing and Translation

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Centre of Publishing and Translation and supervising all work related to technical inspection and standard specifications of publications and process of translation of textbooks and scientific references to meet needs of the university from translated references in different disciplines. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Supervisor of the Centre of International Cooperation and Knowledge Exchange**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Centre of International Cooperation and Knowledge Exchange and supervising all work related to preparation of agreements and memorandums of understanding with local and foreign institutions. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Supervisor of the Information and Decision Support Centre**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Information and Decision Support Centre and supervising all work related to identifying and providing required information to help decision-makers in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

## **The Supervisor of the Center of Leadership and Talent Development**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Center of Leadership and Talent Development and supervising all work related to identifying and implementing training and development plans for staff members and employees. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **The Supervisor of the Center for University studies for female students**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Center for University studies for female students in the university. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **The Supervisor of the Center for Documents and Archives**



**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Center for Documents and Archives in the university and supervising work related to indexing, scanning, classification, coding, archiving and maintenance of all documents of the university according to the official rules, regulations and instructions. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **The Supervisor of the Sustainable Development Center**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Sustainable Development Center. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### **Organizational Unit:**

#### **The Supervisor of the Vision 2030 Realization Office**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Vision 2030 Realization Office and to be a link between the University and the Vision Realization Office of

the Ministry of Education and the relevant institutions. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Supervisor of the Institutional and Infrastructure Office**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Planning, Development and Quality.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Institutional and Infrastructure Office and supervising all work related to identifying general model of institutional structure and institutional capacity assessment. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## **Organizational Unit:**

### **The Head of the Graduates Affairs Office**

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Graduates Affairs Office and all work related to implementation of policies for strengthen the link between the university and its graduates. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## Administrations & Units

### Organizational Unit:

#### The Supervisor of the Intellectual Awareness Unit

**Organizational Relationship:** The incumbent of this position is accountable to the University Rector.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Intellectual Awareness Unit and supervising all work related to consolidate national values, monitoring and addressing extreme ideas and destructive principles and preparing relevant awareness programs. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

### Organizational Unit:

#### The Supervisor of the Nationalization Unit

**Organizational Relationship:** The incumbent of this position is accountable to the university vice-rector for Postgraduate studies and scientific research.

**Organizational nature:** The incumbent of this position is responsible for managing the technical, financial and administrative affairs of the Nationalization Unit and all work related to identifying the actual needs for faculty members, lecturers and teaching assistants in the university in cooperation with Human Resources deanship and propose and implement plans of replacing the qualified citizens in academic positions instead of expatriates as needed. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

## Organizational Units in colleges

### Organizational Unit:

#### The Dean of College

**Organizational Relationship:** The incumbent of this position is accountable to the University Rector.

**Organizational nature:** The incumbent of this position is responsible for supervising the academic, technical, financial and administrative affairs at the college and all its administrative units in a way that is not inconsistent with responsibilities and powers of others. He is responsible for developing and raising the performance level of the college in consistent with the national visions and trends, national transformation programs, and the strategic plan of the university and its executive plans as well as strategic and executive plan of the college. All of his duties is conducted in accordance with all bylaws, regulations, executive rules of the university and the decisions and recommendations of the councils. In addition to all active regulations and decisions that are relevant and within his delegated powers and responsibilities.

Abridged and translated by the Office of Vice-Rector for Planning, Development and Quality