

Towards
unbounded
thinking.



SCHOOL *of*
PHARMACY

Job description
School of Pharmacy
Newgiza University

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School of Pharmacy

Newgiza University

SCHOOL OF PHARMACY NEWGIZA UNIVERSITY UPPER MANAGEMENT



PROF. DR. A. SAMEH FARID

Founder and President of
Newgiza University



PROF. DR. LAMIS RAGAB

Vice President of
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PROF. DR. SHERIF SEDKY

Provost and Vice President of
Newgiza University



PROF. DR. MANAL MAHER

Dean of School of Pharmacy
Newgiza University

Job description – Leadership and Governance School of Pharmacy – Newgiza University

1. Program – Leadership and Governance:

- Assessment unit lead reports directly to SOP Dean.
- Academic advisors report to senior academic advisors. Senior advisors report to student support committee coordinator. Student support committee coordinator reports to SOP Dean.
- Placements committee coordinators report directly to SOP Dean.
- Module management groups (MMGs): module coordinators (leads) report to year coordinators (leads). Year coordinators (leads) report to SOP Dean.

2. Scientific research – Leadership and Governance:

- Scientific research director reports directly to SOP Dean.
- Scientific research professor reports directly to SOP Dean.

3. Scientific departments – Leadership and Governance:

- Head of scientific departments report directly to SOP Dean.

4. Quality assurance (QA) – Leadership and Governance:

- Quality assurance unit (QAU) manager (chair of senior QA committee) reports directly to SOP Dean.

Job
1. Faculty (School) council
2. Faculty (School) Dean
3. Scientific department council
4. Head of scientific department
5. Assessment unit lead
6. Academic advisor
7. Senior advisor
8. Student support committee coordinator
9. Placements committee coordinator
10. Year coordinator (lead)
11. Module coordinator (lead)
12. Scientific research director
13. Scientific research professor
14. Quality assurance unit (QAU) manager
15. Staff members (Professor – Associated Professor – Lecturer)
16. Teaching assistants (TAs)

1. Faculty (School) council

Organizational clauses

- The Faculty (School) council meets once a month at least.
- A Faculty (School) council meeting is not valid unless attended by at least two thirds of its members.
- The decisions of the Faculty (School) council are issued by the majority of the votes of the attending members, and in case of a tie, the side in which the chairman of the council shall prevail.
- All decisions of the Faculty (School) council are referred to the University President to express an opinion of ratification, amendment, or cancellation.

Terms of references

1. Prepare the Faculty bylaw.
2. Prepare the organizational and functional structure of the faculty.
3. Prepare the faculty policy to complete the functional structure of the faculty, including staff members, teaching assistants, and admins.
4. Prepare the formation of committees and units of the faculty.
5. Organise the administrative and financial affairs of the faculty.
6. Prepare the faculty policy to organise the programme and student affairs in the faculty and follow up on its implementation.
7. Prepare the faculty policy to organise the graduate studies and scientific research affairs in the faculty and follow up on its implementation.
8. Registration of the academic theses (Masters and PhD) for the teaching assistants.
9. Proposing the award of academic degrees and promotions to staff members and teaching assistants.

10. Prepare the faculty policy to organise the community service and environmental development affairs in the faculty and follow up on its implementation.
11. Coordinate between scientific departments to implement the faculty policies.
12. Follow up on the requirements of quality assurance and development management, and on the steps that are taken for the accreditation by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE).

QAU

2. Faculty (School) Dean

Terms of references

1. President of the Faculty (School) council supervise and organise its affairs:
 - Prepare the agenda.
 - Invite to attend the council meetings.
 - Present the council's decisions and organise voting on them.
 - Sending the council meeting minutes to the President of the University.
2. Follow up the implementation of University laws and regulations, the decisions of the Supreme Council of Universities, and the decisions of the University and Faculty councils.
3. Coordinate and develop the faculty relationships inside and outside the university.
4. Manage all faculty scientific, educational, research, administrative, and financial affairs, and work on its continuous development.
5. Supervise the preparation of the faculty strategic plan and follow up on its implementation.
6. The head of the educational programmes in the faculty: Bachelor of Pharmacy programme (B.Pharm) and Bachelor of Pharmacy programme PharmD (B.Pharm PharmD):
 - Design the educational programmes.
 - Prepare the programme and student handbooks.
 - Prepare timetables for classes and examinations.
 - Follow up on adding the content and requirements of the educational programmes to Moodle.
 - Follow up the implementation of the educational programmes.
 - Follow up on the implementation of the requirements of quality assurance and development management with regard to educational programmes, and student voice.

7. The chair of the extenuating circumstances committee:
 - with two or three others within NGU student affairs committee for the health sciences campus, reviews applications by students for special treatment concerning assessments. This may be an extension to coursework deadlines or an application to delay exams to the next sitting.
8. The head of exams:
 - has overall responsibility for the assessments within the SOP. This involves the collation of the marks (in collaboration with the administrative support department), chairing the exam board meetings, and staff education.
9. Recommend staff members and teaching assistants to attend training courses and scientific conferences inside and outside the university.
10. Implement the system to evaluate the performance of the academic and administrative leaders, staff members and teaching assistants.
11. Implement the system of reward, punishment, and disciplinary issues for students and all faculty members.
12. Recommend new staff members and teaching assistants to hire.
13. Recommend renewing the contract with the staff members and teaching assistants, or to terminate the contract with them.
14. Nominate for the positions of Vice Dean and Heads of scientific departments.
15. Approve the regular or emergency leave to all faculty members.
16. Participate in the personal interviews for the admission of new students.
17. Approve the decisions to transfer students to and from the faculty.
18. Approve the minutes of the scientific department councils to approve the decisions, amend them, or cancel them.
19. The chair of the Board of the Quality Assurance Unit.
20. Delegate authorities in accordance with the mechanisms of delegation of authority in force at the university.

3. Scientific department council

Organizational clauses

- The scientific department council meets once a month at least.
- A scientific department council meeting is not valid unless attended by at least two thirds of its members.
- The decisions of the scientific department council are issued by the majority of the votes of the attending members, and in case of a tie, the side in which the chairman of the council shall prevail.
- All decisions of the scientific department council are referred to the faculty Dean to express an opinion of ratification, amendment, or cancellation.

Terms of references

1. Implement the faculty policy to organise the programme and student affairs in the scientific department.
2. Determine the modules belong to the scientific department.
3. Determine the requirements of the scientific department in terms of chemicals, glassware, scientific and laboratory equipment, and textbooks.
4. Participate in preparing timetables for classes and examinations.
5. Implement the faculty policy to organise the graduate studies and scientific research affairs in the scientific department.
6. Prepare the scientific department's research plan in accordance with the faculty's research plan and follow up on its implementation.
7. Registration of the academic theses (Masters and PhD) for the teaching assistants in the scientific department.
8. Proposing the award of academic degrees and promotions to staff members and teaching assistants in the scientific department.
9. Follow up on the requirements of the quality assurance and development management for the scientific department.

Departmental structure

1. Department of Clinical Pharmacy.
 - No named subsidiary departments
2. Department of Chemistry
 - Department of Organic and Pharmaceutical Chemistry
 - Department of Pharmacognosy
 - Department of Analytical Chemistry
3. Department of Biology
 - Department of Pharmacology and Toxicology
 - Department of Microbiology and Immunology
 - Department of Biochemistry
4. Department of Pharmaceutics and Industrial Pharmacy
 - No named subsidiary departments

As the staff numbers increase, the subsidiary departments may separate out and become main departments in their own right.

4. Head of scientific department

Terms of references

1. President of the scientific department council supervise and organise its affairs:
 - Prepare the agenda.
 - Invite to attend the council meetings.
 - Present the council's decisions and organise voting on them.
 - Sending the council meeting minutes to the faculty Dean.
2. Follow up the implementation of the decisions of the Faculty council and the scientific department council.
3. Supervise all departmental scientific, educational, research, and administrative affairs.
4. Maintain discipline within the scientific department.
5. Recommend staff members and teaching assistants to attend training courses and scientific conferences inside and outside the university.
6. Delegate authorities in accordance with the mechanisms of delegation of authority in force at the university.

5. Assessment unit lead

Terms of references: supervise

1. Receiving examination papers and store them at the control room until the scheduled date for each examination.
2. Receiving and reviewing students' bar-codes from the Student Affairs Department at the University for each examination.
3. Handing over examination papers students' bar-codes to the heads of the examination venues from the control room at the scheduled time for each examination.
4. Receiving answered examination papers from the heads of the examination venues at the control room immediately after each examination.
5. Stamping answered examination papers and putting the secret numbers / hiding students' names on them.
6. Handing over the answered examination papers to the module leads to conduct the marking process at the control room.
7. Receiving marked examination papers and the students' mark lists from the module leads and reviewing the marks inside and outside the examination papers.
8. Development of the primary results sheet to be presented to the Examiners committee with the necessary statistical analyses.
9. Assessment unit lead is a member in the *Interim (SOP) Board*:
 - with the faculty Dean and module teams.
 - discuss the primary results sheet as well as the examination statistical analyses.
 - **provisionally** agrees module results until finally approved by the *Main (NGU) Board*.
10. Follow up on the requirements of the quality assurance and development management for student support.

6. Academic advisor

Terms of references

1. Guide students on:
 - Module requirements.
 - Assessment methods and criteria.
 - Progression rules.
 - Time management and effective study.
 - Enhancing abilities and skills.
 - Extra readings.
 - Importance of office hours.
 - Mechanisms of students' complains and petitions.
 - Importance of Programme and Student Handbooks.
2. Follow up on students' attendance of lectures and practical classes.
3. Support student activities and student life.
4. Discover the excellent and distinguishable students and motivate them.
5. Discover the struggling students and support them.

7. Senior advisor

Terms of references: a senior advisor is assigned for each year of study:

1. Receive reports from the academic advisors after each advisory meeting.
2. Prepare a general report on the topics of each academic advisory meeting.
3. Submit the reports to student support committee coordinator.

8. Student support committee coordinator

Terms of references

1. Prepare student support protocol and mechanisms to deal with problems:
 - Mechanisms to discover the excellent and distinguishable students and motivate them.
 - Mechanisms to discover the struggling students and support them.
 - Mechanisms to deal with students' poor attendance to lectures.
2. Distribute office hours to the staff members.
3. Support student activities and student life:
 - ensure the presence of available times for student activities in timetables.
4. Communicate with the module and year leads to discuss students' problems and proposals for solutions to be presented to the faculty Dean.
5. Follow up on the requirements of the quality assurance and development management for student support.

9. Placements committee coordinator

Terms of references

1. Prepare annual plans for placements include:
 - Available placements (community pharmacies - pharmaceutical factories - pharmaceutical companies - hospitals - research centers).
 - Available opportunities (number of students).
 - Expected dates.
2. Follow up the implementation of the placement plans and report directly to the faculty Dean.
3. Follow up on the requirements of the quality assurance and development management for placements.

10. Year coordinator (lead)

Terms of references: a year lead is assigned for each year of study:

1. Follow up on the educational process of the modules at the level of year of study.
2. Ensure the achievement of the vertical integration (between years of study).
3. Ensure the achievement of the horizontal integration (between the modules within one year of study).
4. Solve students' problems at the level of year of study.
5. Follow up on the requirements of the quality assurance and development management for modules at the level of year of study.
6. Fulfill the requirements of the quality assurance and development management for year leads (annual year lead reports).

11. Module coordinator (lead)

Terms of references: a module lead is assigned for each module:

1. Prepare the teaching plan for the module.
2. Review the content and fulfillment of the requirements of the module.
3. Solve students' academic problems at the level of the module.
4. Prepare practical and written examinations (formative and summative) for the module in coordination with the staff members participating in its teaching.
5. Print examination papers for the module and deliver them to the assessment unit lead.
6. Supervise the marking process of the examinations for the module.
7. Prepare students' mark list for the module and deliver it to the assessment unit lead.
8. Fulfill the requirements of the quality assurance and development management for module leads (module specifications and report).

12. Scientific research director

Terms of references

1. Organise the registration of postgraduate studies (academic theses - Masters and PhD) for the teaching assistants in align with the faculty research plan.
2. Follow up on the development of the performance of postgraduate students from the teaching assistants through their semi-annual achievement reports.
3. Submit periodic reports to the faculty Dean about postgraduate students from the teaching assistants to take appropriate decisions regarding the research day and other supporting means.
4. Follow up on the international and local publications of the staff members and the teaching assistants.
5. Fulfill the requirements of the quality assurance and development management for scientific research.

13. Scientific research professor

Terms of references

1. Develop and follow up scientific research strategy.
2. Develop and follow up funded scientific research projects.
3. Follow up on post graduate studies.

14. Quality assurance unit (QAU) manager

Terms of references

1. Implement the faculty policy for the quality assurance and development management to achieve the accreditation by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE).
2. Propose the formations of the senior QA committee and QA subcommittees to the Board of the QAU.
3. Prepare QA manual.
4. Prepare QA plans and follow up on their implementation.
5. Supervise awareness campaigns to spread the culture of quality assurance and the requirements to achieve the accreditation by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) among all faculty members.
6. Follow up on the development of the educational programmes and their compatibility with the National Academic Reference Standards (NARS).
7. Communicate continuously with heads of the scientific departments, year leads, module leads, and committee coordinators to follow up on the fulfillment of the requirements of the quality assurance and development management and accreditation.
8. Supervise the internal audit on the scientific departments and faculty facilities, issuing their reports with the proposed corrective actions.
9. Follow up on the student voice and faculty members' voice through activating Student Evaluation Questionnaires (SEQs) and other questionnaires align to the annual questionnaire plan.
10. Follow up on monitoring student complaints, responses to them, and corrective actions taken.
11. Propose the formation of the faculty Self-Study Standards teams to the Board of the QAU.
12. Prepare the faculty Self-Study, lists of references and attachments, and supervise its realization.

13. Regularly meet the members of the senior QA committee and QA subcommittees and review various reports submitted by them.
14. Prepare the annual reports of the QA plans, annual QAU report, and annual faculty report.
15. Present and discuss quality assurance and development management issues in the official faculty councils.
16. Coordinate for external reviews of the educational programmes and modules.
17. Coordinate for external audit visits from various bodies.
18. Communicate continuously with quality assurance center of the University.

QAU

15. Staff members (Professor – Associated Professor – Lecturer)

Terms of references

1. Carry out teaching and research tasks.
2. Keep the authentic university traditions and values and strive to spread them among students.
3. Carry out assigned administrative tasks and participate in the official faculty councils and committees of which he/she participate their membership.
4. Participate in the scientific conferences of the faculty.
5. Participate in the community service and environmental development activities.
6. Participate in the quality assurance and development management activities.

16. Teaching assistants (TAs)

Terms of references

1. Carry out teaching tasks (practical lessons) assigned by the scientific department.
2. Participate and supervise student activities and carry out assigned tasks related to.
3. Complete his/her postgraduate studies (Masters and PhD).
4. Carry out assigned administrative tasks and participate in the official faculty councils and committees of which he/she participate their membership.
5. Participate in the scientific conferences of the faculty.
6. Participate in the community service and environmental development activities.
7. Participate in the quality assurance and development management activities.

Dean

Prof. Manal Maher