

❖ **Criteria for selecting the Secretary of the Department Council**

- To be among the faculty members of the department
- To be one of the department council members
- To be familiar with the regulations and laws governing the college and university
- To have an effective activity in the department and the college
- His file is free of any blame or punishment for any violation of the law

❖ **Criteria for selecting the department coordinator at the Quality Assurance Unit**

- Administrative and legal experiences
- To be among the faculty members of the department
- Effective contribution in the field of quality and development
- His file is free of any blame or punishment for any violation of the law
- Cooperation and good relations with colleagues, superiors and subordinates
- It is preferred to pass quality training courses.

❖ **Criteria for selecting members of the study schedules committee**

- To be among the faculty members of the department
- To be an effective member of the department and college
- A career record attests to integrity and commitment
- Communication, discussion and persuasion skills
- Ability to plan strategically
- Ability to manage crises, problems and team management
- To be familiar with the requirements of the educational process
- To be familiar with the requirements, regulations and laws governing the educational process

- To have experience with the credit hour and semester systems, and to have access to the contents of the academic courses
- To be aware of the academic curriculum of the program and its educational outcomes
- Collaborating with fellow faculty members
- To be familiar with the capabilities of the laboratories, equipment, educational aids and classrooms available to students in the department and the college.

❖ **Criteria for selecting members of the Graduate Studies and Scientific Research Committee**

- To be among the faculty members of the department
- Efficiency, scientific and research activity
- Have a good international publishing record
- To be an effective member of the department and college
- A career record attests to integrity and commitment
- Has the skills of communication, discussion and persuasion
- Ability to plan strategically
- The ability to form and manage a work team and adhere to requirements
- Ability to manage crises, problems and team management
- To be familiar with the requirements of the educational and research process
- To be familiar with the requirements, regulations and laws governing the educational and research process
- To have experience with the credit hour and semester systems, and to have access to the contents of the academic courses
- To be aware of the postgraduate course curriculum and their educational outcomes
- To be well-acquainted with the experiences of the specialized faculty members in the scientific department
- Familiarity with the capabilities of the laboratories, equipment, educational and research aids, and the classrooms available in the department and the college