Achievements of the Faculty of Arts * *and Human Sciences

Academic Program Expansions & Operations

Program Launch: Successfully established the Department of International Relations and the Department for Preparing Teachers of Arabic to Non-.Native Speakers

Academic Term Execution: Conducted and completed the first academic semester with high efficiency, ensuring the delivery of all coursework without requiring compensatory lectures and

achieving a zero-compensatory-lecture record well into the sixth week.

Subsequent Term Preparation: Facilitated schedule coordination for the second semester and managed the distribution of course allocations in direct coordination with department heads.

Summer Term Guidance: Published operational and instructional guidelines for the upcoming summer session.

Assessment, Grading & Academic Control

Final Examinations: Formulated, scheduled, and published the final

examination timetables; managed test preparation and administered exams .seamlessly

Coursework & Assessment Management: Monitored the upload, grading, and final mark entry for continuous assessments and term assignments within strict .institutional deadlines

Evaluation & Result Processing: Ensured high precision in grading non-objective (essay) items and managed the comprehensive entry and verification of final grades through coordination with the Examination Control Office (Control) .and administrative channels

Facilitation for Faculty: Directed faculty members to the Examination Control Officer and the College Registrar to streamline exam paper submissions and resolve technical issues during .examination periods

Administration, Quality Assurance & Operations

Administrative Operations: Maintained strict daily oversight of administrative and academic attendance, ensuring adherence to institutional quality .standards

Cross-Departmental Coordination: Enhanced operational synergies between academic departments, the

Administrative Affairs Unit, and other administrative entities to streamline .academic workflows

Issue Resolution & Support: Established a structured mechanism for receiving faculty members, providing prompt technical support for portal issues, and .resolving daily operational challenges

Onboarding & Faculty Integration: Welcomed and integrated newly joined faculty members by providing comprehensive instructional guidelines, software walk-throughs, and ongoing .operational support

Financial Oversight: Monitored the processing and disbursement of financial .dues for the first academic semester

Recognition, Reporting & Media Integration

Institutional Recognition: Coordinated official recognition and honoring ceremonies for exemplary students, faculty members, department heads, and the Dean, alongside submitting documentation for outstanding faculty .members

Reporting & Data Systems: Compiled daily operational logs and monthly progress reports, updated institutional

databases, and migrated all .documentation to cloud storage (Drive)

Public Relations & Media: Compiled and finalized the Media Center file for the academic semester and published faculty .achievements on the official website

Key Strategic Highlights

Faculty Cohesion: Standardized high levels of cooperation, commitment, and mutual accountability across all .departments and administrative units

Operational Efficiency: Significantly reduced turnaround times for administrative and academic tasks,

particularly regarding assignment reviews, exam grading, mark entry, and portal-based monitoring.

Digital Transformation: Leveraged upgraded academic portal features to automate the grading of objective assessments, enable digital evaluation of essay-based exams, and streamline real-time tracking of faculty workflows.