

2. RECRUITMENT COMMITTEE

ANNUAL REPORT: 2015-2016



2. **Academic Year:** 2015-2016

3. **Chair:** Dr Bandar Al-Dhubaib - Dean

4. **Members:**

1. Dr. Sabah Akrawi
2. Dr Yasir Ibrahim
3. Dr Sahibzada Tasleem Rasool

5. **Number of meetings held during the academic year 2015-2016** is nine meetings after the executive order was performed.

Meeting's No.	Date of meeting	No. Of applicant interviewed	No. Of applicant		
			Recommend ed	Highly recommen d ed	Rejete d
1	Aug. 31 st 2015	4	1	-	3
2	Sep. 7 th 2015	4	3	-	1
3	Oct. 19 th 2015	3	1	-	2
4	Nov. 2 nd 2015	3	1	1	1
5	Nov. 23 rd 2015	2	-	1	1
6	Apr. 18 2016	4	-	2	2
7	Apr. 25 th 2016	4	-	2	2
8	Jun. 1 st 2016	3	-	1	2
9	Aug. 30 th 2016	3	-	-	3
Total		30	6	7	17



5- Action:

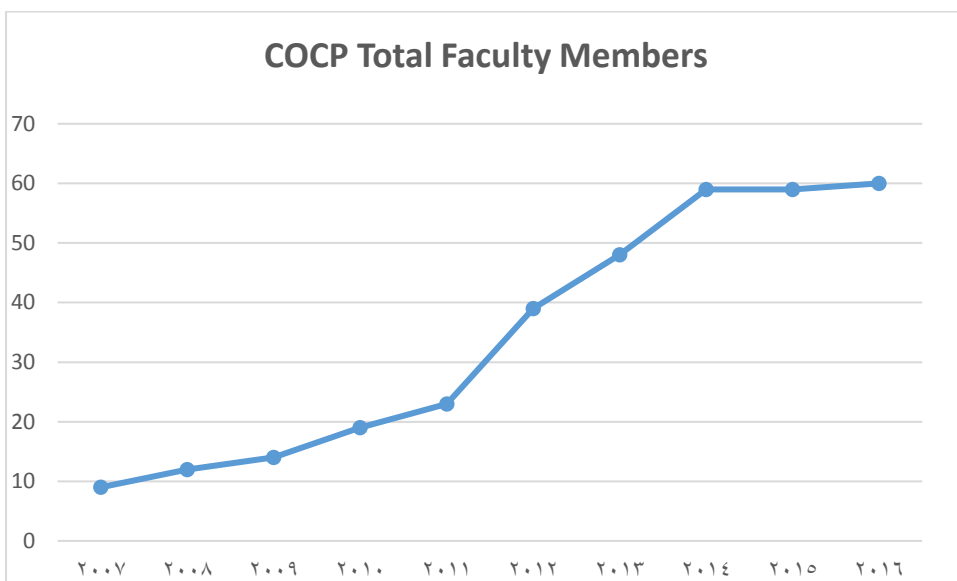
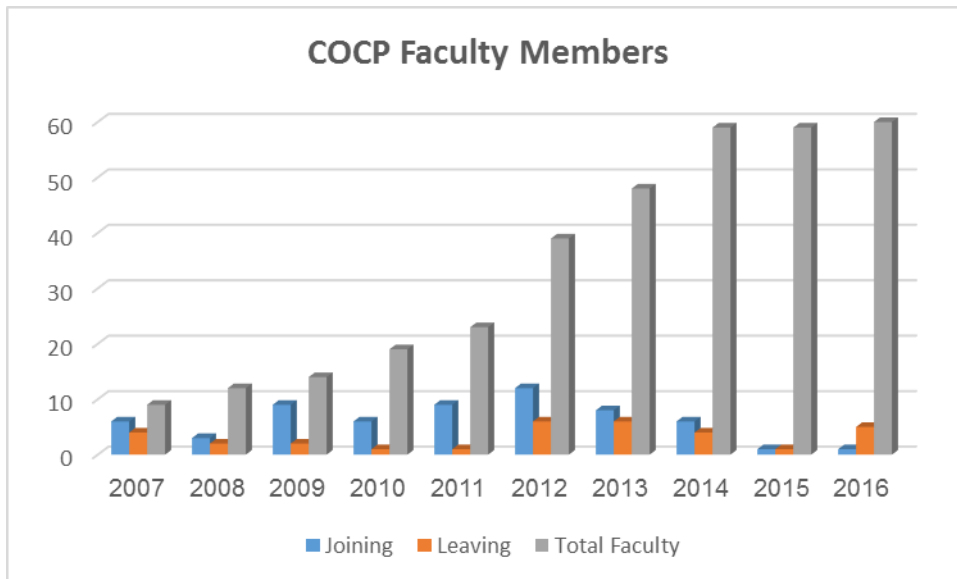
According to the Faculty Recruitment Plan for the academic year 2014-2015 and 2015-2016, and the COCP Dean request, the COCP Recruitment Committee tried to recommend faculty members for the academic year 2016-2017, so it accomplished the following:

- a- Every month a short list was prepared of applicants submitted their CVs to the KFU web page or directly submitted to the COCP administration.
- b- An interview schedule was designed to do interview face to face, if it is suitable, or through Skype for the short listed applicants.
- c- Each committee member fill up an interview evaluation format with recommendation for each applicant.
- d- Committee met after each interview session and discussed the interview evaluation format of each committee member to predict the average.
- e- The recruitment committee coordinator prepared the meeting minutes with the recommendation and submitted to the respected COCP Dean for approval.

Faculty members left and joined COCP

Year	Faculty Left	Faculty Joined
2007	4	6(Afzal, Harsha, Hafiz, Sherif, ...)
2008	2 (Mosalhy)	4 (Sangi, Tasleem, Tanveer, Mahesh)
2009	2 (Mahmoud, Ibrahim)	9 (Setti, Mueen, Shahzad, Asia, Fatma, Safa, Azz, Arshia, Sheeba)
2010	1 (Shetti)	6 (Ibrahim,Bandar,Tahir, Noor, Ashraf...)
2011	1 (Ashraf)	9 (Nashwa, Taghreed, Morsy,Emika, Anroop, Zaitoun, Yasir,Amal,dalia,)
2012	6. (Sangi,Hafiz,Kamil, Fatima, Safa, Sheeba)	12 (Raed, Omar, Tamer, Raaga, Kazeem, , Saira, Hani, Abduho, Mamoon, Waleed, Sabah, Mahmood)
2013	6 (Mamoon, Sherif, Tahir, Azza, Saira, and Mueen)	8 (Christophe, Wael, Venugopala, Michelin, Ziad, Sarsour, Ahmed, Hala)
2014	4 (Arshia, Zaitoun, Raed, Raaga)	6 (Snawar, Kareem, Mukhtar, Nancy, Heba, Sahar).
2015	Ahmed Raja	Dr. Muneer ul Islam
2016	Omar Muhafez, Noor Kamil, Ahmad Sarsour, Mais Flaifel, Taghrid al Mahdy	





Example of Recruitment Committee meeting minutes:

Recruitment Committee

Minutes of Meeting

Ref: KFU/COCP/RC/1/2016

Dated : 18/4/2016

TO: All Members of the Committee

CC: Secretary to the Dean.

Subject: Minutes of the Meeting

Date & Time: **Apr. 18th 2016; 12:30 PM**

Venue: Meeting Room, College of Clinical Pharmacy

Attendees: Bulleted List

Present(P)	Regrets(R)	Leave(L)	Attendance Level
4	0	0	100%

Agenda:

1. Current Agenda items
2. Any other matters

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Date	Status
1.	Dr Dalia Mohamed Ghoneim Salem, Pharm D, 2015, Eygpt.	Dr Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	April 18 th 2016	
2	Dr. Moustafa Samir Abdo Abd Elsalam, Pharm D, 2015, Eygpt..	Dr Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	April 18 th 2016	



3	Dr. Mohammed Ismail Mohammed, MSc. Clinical pharmacy and Business, 2013-2014, Sudan	Dr Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	April 18 th 2016	
4	Dr. Missaa Mohamed Mohamed, MSc. Clinical Pharmacy, 2013, Sudan	Dr Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	April 18 th 2016	

Head: _____ Dr. Bandar Al-Dhubiab - Dean _____

Members:

1. _____ Dr. Sabah Akrawi (Coordinator) _____
2. _____ Dr. Yasir Ibrahim _____
3. _____ Dr. Sahibzada Tasleem _____

Dean's Approval/comments:

