

1. Recruitment Committee

ANNUAL REPORT: 2013-2014



1. **Academic Year:** 2013-2014
2. **Chair:** Dr Ibrahim Alhaider - Dean
3. **Members:**
 - a. Dr. Sabah Akrawi
 - b. Dr Yasir Ibrahim
 - c. Dr Sahibzada Tasleem Rasool
4. **Number of meetings held during the academic year** 2013-2014 is Sixteen meetings after the executive order was performed.

Meeting's No.	Date meeting	of No. applicant interviewed	Of No. Of applicant Recommended	Highly recommended	Rejected
1	Oct. 1 st 2013	2	-	1	1
2	Nov. 11 th 2013	1	-	1	-
3	Dec. 3 rd 2013	4	1	1	2
4	Dec. 17 th 2013	4	1	1	2
5	Dec. 24 th 2013	5	2	3	-
6	Jan. 1 st 2014	4	-	1	3

Meeting 's No.	Date meeting	of No. of applicant interviewed	Of No. Of applicant Recommended	Highly recommended	Rejected
7	Jan. 28 th 2014	1	-	1	-
8	Feb. 18 th 2014	3	1	-	2
9	Mar. 4 th 2014	4	-	1	3
10	Mar. 18 th 2014	3	1	-	2
11	May 6 th 2014	4	-	1	3
12	May 14 th 2014	5	-	1	4
13	May 20 th 2014	4	2	1	1
14	May 27 th 2014	3	-	-	3
15	June 3 rd 2014	4	-	-	4
16	June 10 th 2014	3	2	-	1
Total		54	10	13	31

5- Action:

According to the Faculty Recruitment Plan for the academic year 2012-2013 and 2013-2014, and the COCP Dean's request, the COCP Recruitment Committee recommended for appointment new faculty members for the academic year 2013-2014. Overall, the committee accomplished the following:

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

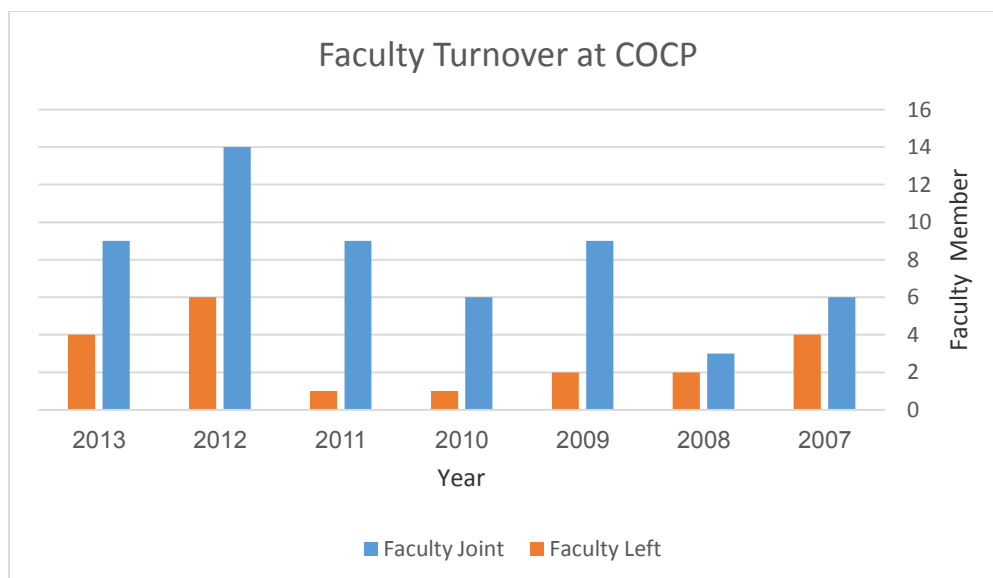
6- Attendance Level: Overall attendance level in meetings remained 100%

7- Obstacles, Issues to be addressed:

- a. Timing of interview, for some applicants located in UK, USA, or East Asia, is difficult to arrange.
- b. Skype interview requires technical support.

8- Faculty Turnover at COCP:

Year	Faculty left	Faculty joined
2007	4	6
2008	2	3
2009	2	9
2010	1	6
2011	1	9
2012	6	14
2013	4	9

**New Faculty members appointed at COCP in 2013**

No.	Faculty Member	Specialty
1	Dr. Christophe Tratratt	Medicinal Organic Chemistry
2	Dr. Wael Soliman	Medicinal Chemistry
3	Dr. Venugopala	Medicinal Chemistry
4	Dr. Michelin Haroun	Medicinal Chemistry
5	Dr. Snawar Hussain	Microbiology/Immunology
6	Dr. Ziad G. Nasir	Clinical Pharmacy

No.	Faculty Member	Specialty
7	Dr. Ahmed Sarsour	Clinical Pharmacy
8	Dr. Ahmed Adel	Clinical Pharmacy
9	Dr. Hala Abdelmohaimen	Clinical Pharmacy






New Teaching Assistants appointed at COCP in 2013

No.	Faculty Member	Specialty	Department
1	Dr. Abdulrahman Al Nejadeh	Clinical Pharmacy	Pharmacy Practice
2	Dr. Sulaiman Al Mohaish	Clinical Pharmacy	Pharmacy Practice
3	Dr. Ahmed Al Naim	Clinical Pharmacy	Pharmaceutical Sciences
4	Dr. Monther Sulthan	Clinical Pharmacy	Pharmacy Practice

DR. Sabah Akrawi,
Coordinator,
Recruitment Committee,
COCP, KFU, AL-Ahsa

Submitted: May 20th 2014

Example of Recruitment Committee meeting minutes:

 				
Kingdom of Saudi Arabia Ministry of Higher Education King Faisal University College of Clinical Pharmacy <small>F11 Box 401, D-Box 31982, P.O. Box 196, J 81517, Fax: 966 3 911774</small>				
Recruitment Committee Minutes of Meeting				
Ref : KFUCOCP/RC/14/2013-2014	Dated : June 3 rd 2014			
TO: All Members of the Committee CC: Secretary to the Dean.				
Subject: Minutes of the Meeting				
Date & Time: June 3 rd , 2014; 3: 00 PM Venue: Meeting Room, College of Clinical Pharmacy Attendees: Bulleted List Present(P) 4 Regrets(R) 0 Leave(L) 0 Attendance Level 100%				
Agenda: 1. Current Agenda items 2. Any other matters				
Decisions				
S.No	Agenda Item & Decisions	Responsibility [Member Name]	Date	Status
1.	Anas Saadeddin, PhD, Pharmaceutics, 2003, Spain. He has no teaching experience and the field which he submitted his application for in not well prepared.	Dr. Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	June 3 rd 2014	
2.	Abdelbary Elhissi, PhD, Pharmaceutics, 2005, UK. He apologize and asks to reschedule the interview. His appointment was rescheduled but he asked us to cancel it.	Dr. Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	June 3 rd 2014	
3.	Mohamed Nabil, Pharm D, 2009, Egypt. The connection with him through skype was bad, so we postpone the interview to the next time.	Dr. Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	June 3 rd 2014	
4.	Abdullah Ahmed, PhD, 2008 pharmaceutical Sciences, UK. He asked us to reschedule the interview.	Dr. Sabah Akrawi, Dr Yasir Ibrahim, & Dr Tasleem	June 3 rd 2014	
Head : ___ Dr Ibrahim Altaider - Dean ___				
Members : 1. ___ Dr Sabah Akrawi  2. ___ Dr Yasir Ibrahim  3. ___ Dr Sahibzada Tasleem 				
Dean's Approval/comments: _____ 