

1. Recruitment Committee

ANNUAL REPORT: 2012-2013



1. **Academic Year** : 2012-2013
2. **Chair** :Dr. Sabah Akrawi
3. **Members:**

Dr Yasir Ibrahim

Dr Sahibzada Tasleem Rasool

The purpose of the recruitment committee is to assist the Dean and Deanship of Faculty Affairs of KFU, in selection, recruitment and appointment of competent available faculty and other staff in the college in line with university rules and regulation, in a streamlined, organized and efficient manner, keeping in liaison with the departments, for their needs and with the Dean's office to pursue the process. The committee will also act as main body for advertising, searching, short listing and interviewing the applicants, in addition to its main role as recommending authority.

- 1- Number of meetings held (attached) during the academic year 2012-2013:
Nine meetings after the executive order were performed.

Meeting's No.	Date of meeting	No. Of applicant interviewed	No. Of applicant		
			Recommended	Highly recommended	Rejected
1	Jan. 16 th 2013	3	1	2	-
2	Feb. 12 th 2013	6	1	-	5
3	Feb. 19 th 2013	1	-	1	-
4	Mar. 5 th 2013	4	-	2	2
5	Mar. 12 th 2013	2	-	-	2
6	Apr. 03 rd 2013	3	2	-	1
7	Apr. 08 th 2013	1	1	-	-
8	Apr. 18 th 2013	2	1	1	-
9	May 3 rd 2013	2	0	1	1
Total		24	6	7	11

2- Action:

According to the Faculty Recruitment Plan for the academic year 2012-2013 and 2013-2014, and the COCP Dean request, the COCP Recruitment Committee tried to recommend faculty members for the academic year 2013-2014, so it accomplished the following:

- a- Prepare an evaluation sheet filled up during the interview by each committee member and signed, it is submitted with the committee minutes.
- b- Every month a short list was prepared of applicants submitted their CVs to the KFU web page or directly submitted to the COCP administration.
- c- An interview schedule was designed to conduct face to face, if it is suitable, or through Skype for the short listed applicants.
- d- Each committee member fills up an interview evaluation format with recommendation for each applicant.
- e- Committee met after each interview to discuss the interview evaluation scores of each committee member to calculate the average.

- f- The HOC prepared the meeting minutes with the recommendation and submitted to the respected COCP Dean for approval.

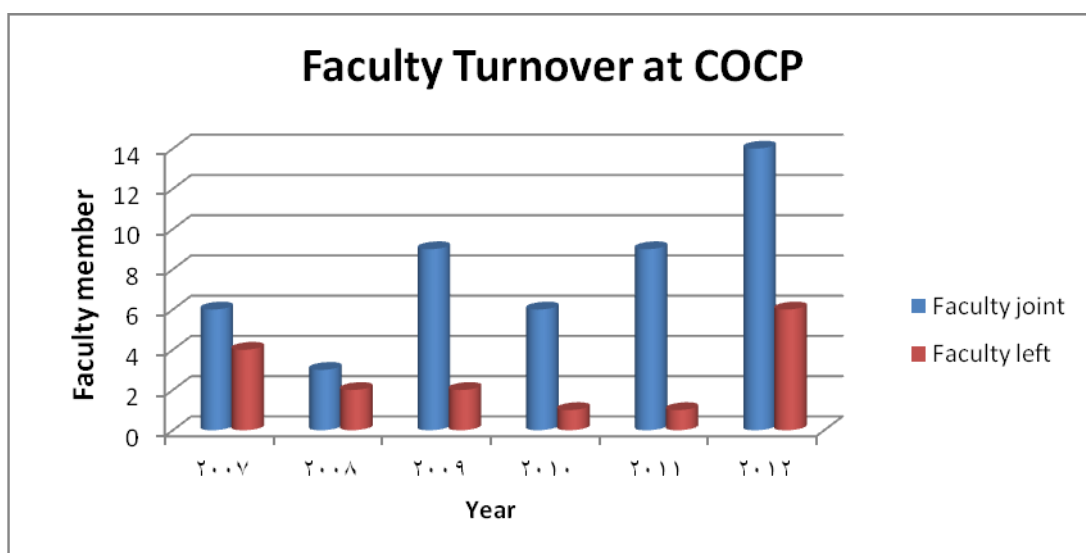
3- Attendance Level: Overall attendance level in meetings remained 89%

4- Obstacles, Issues to be addressed:

- i. Timing of interview, some applicants location is in UK, USA, or East Asia, is difficult to arrange.
- ii. Skype interview requires technical support.

5- 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




10. Faculty members joined COCP during 2012

No.	Faculty Member	Specialty
1	Dr. Sabah H. Akrawi	Clinical Pharmacokinetics & Biopharmaceutics
2	Dr. Tamer Mohamed Shehata	Pharmaceutics
3	Dr. Hany Ezzt Khalil Ahmad	Pharmacognosy
4	Dr. Omar Mahmud Moafez	Clinical & Basic Biochemistry
5	Dr. Maitham Abdullah Al Hawaj	Pharmacy Practice
6	Dr. Khazeem Babatunde Yusuff	Pharmacy Practice
7	Dr. El Waleed El Shafie El Hassan	Pharmacy Practice
8	Dr. Maamon Abu Jaber	Pharmacy Practice
9	Dr. Ahmed Raaga Noor	Biochemistry
10	Dr. Majed Sayed	Pharmacognosy
11	Dr. Mohammad Abdou M. Khedr	Medicinal Chemistry
12	Dr. Raed Saeed Khashan	Medicinal Chemistry
13	Dr. Saira Azhr Houssin	Pharmacy Practice
14	Dr. Mays Hassan	Pharmacy Practice


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

Submitted: May 14, 2013

Example of Recruitment Committee meeting minutes:



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
PO Box 400, Al-Ahsa 31982 Phone: +966 3 5817175 Fax: +966 3 5817174
Curriculum Development Committee



MINUTES OF 3rd MEETING

Ref : KFUCOCP/CDC/3/2013 Dated : 8/5/2013

TO: All Members of the Department
CC: Secretary to the Dean.

Subject: Minutes of the Meeting

Date & Time: **8th May, 2013; 10: 30 AM**
Venue: Meeting Room, College of Clinical Pharmacy

Attendees:

1. Dr. Afzal Haq Asif
2. Dr. Yasir Ibrahim
3. Dr. Sheriff Mansour
4. Dr. Mueen Ahmed KK
5. Dr. Promise Emeka
6. Dr. Asia Taha (Agreement sought)

Present(P) 6 Regrets(R) 2 Leave(L) 0 Attendance Level 75%

Agenda:

1. Approval of Previous Minutes
2. Approval of Course Mapping with AFPC standards and CCAPP content area
3. Discussion of Amendments received from Faculty Members
4. Call for amendments
5. Any other matters

Decisions

S.No	Agenda Item & Decisions	Responsibility	Deadline	Status
1.	The minutes of second meeting were approved unanimously	All	NA	
2.	The Chair detailed the mapping of COCP study Plan with AFPC Educational Outcomes for First Professional Degree Programs in Pharmacy and with CCAPP provided content areas, and it was unanimously accepted and applauded the part of work done by previous committee.	NA	Immediate	Open
3.	The mapping of Individual courses' outcomes of COCP study plan with AFPC Educational Outcomes was discussed and approved. It was recommended to forward these to Assessment Committee for assessment of extent of achievement of these outcomes in COCP study Plan. The data may be added to Internal Review report for CCAPP.	Coordinator to record and to forward to Assessment Committee	Immediate	Open
4.	It was recommended that contents of Pharmaceutical Care 1,2,3 should be reviewed to remove any redundancy (as reported earlier) and should be matched with APPE & IPPE objectives. Since submission of research report has been adopted as requirement for successful completion of APPE, all the relevant course such as Research methodology, Pharmacoeconomics and Pharm D seminar should be revisited for vertical integration.	Relevant Department (Pharmacy Practice)	June 15, 2013-	Open
5.	The committee received only two amendments (Molecular biology & Anatomy and Histology). The changes were approved and recommended the same. The committee also requested to further send the reminders regarding the amendment template to all faculty members.	Co-ordinator will send the reminder again.	Ongoing	Open


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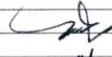

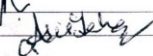


6.	<p>The Committee appreciated the exhaustive and tiring assignment of the coordinator, Dr Mueen in assessing the achievement of course and program outcome and that of Dr Maged for computing and report preparation. The work accomplished will assist the Committee to improve the study plan</p> <p>The Committee highly appreciated the productive contribution of Dr Sheriff, throughout his stay at COCP, for improvement of Study Plan</p> <p>The meeting was adjourned with vote of thanks by the Chair.</p>			
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1. Head : _____  Dr. Afzal Haq Asif

Members :

2. Dr. Sheriff Mansour
3. Dr. Yasir Ibrahim
4. Dr. Mueen Ahmed KK
5. Dr. Promise Emeka
6. Dr. Asia

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Encl: Course Amendment Template

Dean's Approval/comments:

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Head of Committee: for further action Plan (internal/External) and for record

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