



Department of Biological Sciences – Committees Guide

No.	Committee Name	Committee Tasks	Committee Chair	Contact (Email)
Committees Reporting Directly to Department Leadership				
1	First-Year Committee	Coordinate first-year teaching across the male and female sections; update references and question banks; address student enquiries and support needs; review performance reports and prepare annual improvement plans.	Hesham Almagamsi	Halharby@kau.edu.sa
2	Faculty Teaching Workload Committee	Identify semester course needs, prepare timetables, open course sections and allocate teaching workloads in coordination with programme and department leadership; review workloads and follow up their approval and requests to increase section capacity.	Raed Albiheyri	ralbiheyri@kau.edu.sa
3	Graduation Research Project Course Committee	Coordinate graduation research course requirements, workshops, practical work and examinations; organise the scientific poster day and judging panels; collect teaching staff reports and prepare a consolidated course report.	suzan alharbi	saalharbi@kau.edu.sa
4	Field Training Course Committee	Arrange field placements relevant to students' specialisations; prepare students and allocate placements; monitor training and resolve difficulties; collect feedback and recommendations and prepare the course report.	Ahmed Al Hejn	aalhejin@kau.edu.sa
5	Media and Communications Committee	Prepare and implement the media plan; identify official channels and manage social media accounts; publish departmental news, achievements and activities; manage content and public engagement in accordance with university rules and copyright requirements.	najla albarei	nalbourai@kau.edu.sa



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6	Partnerships and Community Responsibility Committee	Coordinate partnerships and community service with the faculty; designate social responsibility coordinators; promote social responsibility and integrate it into courses; organise initiatives and events and develop partnerships with relevant stakeholders.	rim farisi	rfarsi@kau.edu.sa
7	Course Coordinators Committee	Prepare course specifications, plans and reports; ensure consistent content, references, examinations and marking across course sections and both student sections; monitor course files and samples of student work and submit improvement proposals.	Hsni S. Olfat	hmohammedali@kau.edu.sa
8	Strategic Planning Committee	Prepare the departmental strategic plan and update programme plans; develop performance surveys; monitor implementation, performance indicators and achievement rates; analyse obstacles and coordinate with committees to achieve the department's vision and mission.	Hassan Rashad	hali@kau.edu.sa
9	Department Council Secretariat Committee	Receive Department Council items and check supporting documents; prepare agendas, invitations and draft minutes; draft and review final resolutions; communicate decisions to the relevant parties and follow up their implementation.	Ali Zarea	azari@kau.edu.sa
Academic Guidance and Advising Unit (Undergraduate Programs)				
10	Committee for Students Experiencing Academic Difficulties	Review cases of academic difficulty and monitor improvement plans; coordinate with department leadership and educational affairs to investigate low achievement and course failure; hold follow-up meetings and refer students who require specialist support.	Isamuldin M. Alamin	ialmuan@kau.edu.sa



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11	Identification of Talented and High-Achieving Students Committee	Develop criteria and procedures for identifying talented and high-achieving students; organise activities that support them; identify suitable opportunities and encourage participation in university, national and international competitions and events.	Habeeb Alsolami	hmalsolami@kau.edu.sa
12	Academic Guidance and Advising Committee	Inform students about regulations, rights, services and graduation requirements; organise academic advising and monitor registration and study plans; support students with disabilities and help address academic, psychological and social difficulties.	Ehab Mattr	emattar@kau.edu.sa
Postgraduate Studies and Scientific Research Unit				
13	Postgraduate Studies Council Committee	Hold regular meetings to review postgraduate matters referred by programmes, including thesis titles, supervisory and examination committees and academic requests; submit recommendations and coordinate with the faculty's postgraduate studies and research office.	Nasser Alkenani	nalkenani@kau.edu.sa
14	Thesis Review and Research Ethics Committee	Screen postgraduate theses for textual similarity and check compliance with university rules; issue and approve similarity reports and provide them to supervisors; answer enquiries and prepare periodic reports on use of the service.	Nasser Alkenani	nalkenani@kau.edu.sa
15	Scientific Research, Innovation and Entrepreneurship Committee	Develop a plan to support research and innovation aligned with national priorities; maintain a database of research activities, awards and achievements; organise meetings and workshops; monitor performance indicators and support teaching staff.	THAMER BOBAK	tbouback@kau.edu.sa



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16	Thesis Defense and Scientific Events Committee	Organise postgraduate thesis defences; oversee completion of the required forms and announcements; coordinate with the department head and female section supervisor to ensure that defences run properly.	Ahmed amara	aamara@kau.edu.sa
17	Admission and Comprehensive Examinations Committee	Prepare admission examinations, model answers, references and schedules and oversee marking; develop written and oral comprehensive examination procedures, topics, reading lists, question banks and marking criteria; periodically evaluate examination arrangements.	Nasser Alkenani	nalkenani@kau.edu.sa
18	Academic Advising, Course Registration and Administrative Requests Committee	Monitor postgraduate academic affairs; arrange course creation, registration, additions, withdrawals and timetable changes; check registration against study plans; advise new students, follow up academic difficulties and prepare administrative requests and confirmation letters.	Nasser Alkenani	nalkenani@kau.edu.sa
Student Activities Unit				
19	Student Club	Prepare the club's plan, structure, membership and allocation of responsibilities; organise cultural, scientific, voluntary and sporting activities; review student feedback; obtain event approvals and ensure compliance with university regulations.	Yaseen Fatani	yfatani@kau.edu.sa
20	Volunteer Work Committee	Form volunteer teams and prepare their annual plan; organise initiatives serving students, department staff and the community; encourage student participation; coordinate with the unit and obtain the necessary approvals and permits.	sumia shaerawi	sesharawi@kau.edu.sa
Department Facilities Unit				



No.	Committee Name	Committee Tasks	Committee Chair	Contact (Email)
21	Laboratories Committee	Identify equipment, operational and training needs; organise laboratory operations, equipment maintenance and safety inspections; train technicians; establish procedures for chemical storage and disposal and the safe disposal of biological waste.	Ali Sheiba	abakheet@kau.edu.sa
22	Procurement Committee	Identify laboratory needs and maintain a supporting database; coordinate purchasing and deliveries and review quotations; monitor stock and annual inventories; document purchases and report progress and obstacles.	Talal Alqarhi	talqarhi@kau.edu.sa
23	Occupational Safety and Health Committee	Assess risks and inspect compliance with safety requirements and the availability of protective, first-aid and firefighting equipment; oversee safe storage and equipment placement; prepare evacuation maps, plans and training; report and record incidents and account for disability-related needs.	Talal Alqarhi	talqarhi@kau.edu.sa
24	Museums and Central Laboratories Committee	Provide central equipment, technologies and research and consultancy services; train researchers and technicians and collaborate with specialist organisations; develop self-funding sources; manage and develop departmental museums and preserve their biological collections.	Majed Al-Shaeri	malshaere@kau.edu.sa
Development and Quality Unit				
25	Academic Accreditation Committee	Monitor accreditation requirements, programme objectives and specifications and course-to-learning-outcome alignment matrices; coordinate self-study work, evidence and reports; monitor performance indicators, course files and subcommittee activities in coordination with the faculty.	nahaa zilei	nzelai@kau.edu.sa



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26	Curricula, Examinations and Assessment Committee	Develop study plans and courses and review specifications and course files; align assessment with learning outcomes and measure achievement; provide support and workshops; review programme proposals and benchmarking and submit semester achievement reports.	shirin azhri	sazhari@kau.edu.sa
27	Quality Committee	Prepare the quality manual; oversee the quality of administrative and academic procedures in line with accreditation standards; monitor administrative work plans, recommendations and performance scorecards.	Eaysha alrafidi	aalrofaidi@kau.edu.sa
28	Measurement and Evaluation Committee	Measure and evaluate teaching, research and community engagement performance; conduct surveys and benchmarking; collect evidence and performance indicators; prepare annual reports and submit them through the department to the faculty's development and quality unit.	shahira husuba	shasouba@kau.edu.sa
Personnel Affairs Unit				
29	Attendance and Leave Monitoring Committee	Monitor staff commencement and resumption of duties following appointment, leave, scholarship study or external assignments; verify dates and supporting documents; review and follow up leave requests, submit them for approval and coordinate cover where necessary.	Yehia Alzahrani	yalzahrani@kau.edu.sa
30	Contracting Committee	Assess the need to contract non-Saudi teaching staff; identify qualified candidates, conduct interviews and prepare reports; review annual performance evaluations and contract renewals and provide support to contracted staff.	Raed Albiheyri	ralbiheyri@kau.edu.sa



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31	Recruitment Committee	Assess staffing needs for Saudi teaching staff through appointment, transfer or other engagement arrangements; interview candidates, complete required forms, prepare reports and submit recommendations to the department.	Raed Albiheyri	ralbiheyri@kau.edu.sa
32	Academic Promotions Committee	Review academic promotion applications and verify eligibility and supporting documents; assist applicants; check applications and forms and follow their submission through the relevant councils and authorities.	Hemaid Alsamadani	halsamadani@kau.edu.sa
33	Public Relations and Social Activities Committee	Maintain contact with staff regarding social occasions; organise recognition events, celebrations and graduation activities; strengthen departmental belonging and social relationships; coordinate events with the department head and female section supervisor.	Abdullah Alghamdi	agalghamdi1@kau.edu.sa
Alumni Unit				
34	Standardized Examination Committee	Identify prospective graduates; prepare the standardised examination, review questions and align them with undergraduate programme learning outcomes; brief students; analyse results and question quality and prepare the report and final statistics.	Sherif Edris	seedris@kau.edu.sa
35	Alumni Relations Committee	Create and update the alumni database and maintain contact with graduates; organise employment events and training; identify labour-market challenges; share job opportunities and encourage alumni participation in departmental and university activities.	wisam falimban	Wfelemban@kau.edu.sa