Batterjee Medical College

Medical Education
and Lifestyle



Faculty Code of Conduct Policy

Human Resources Department

Introduction:

Overview:

Batterjee Medical College aims to provide a suitable environment for Faculty to achieve and reinforce best practices in students' learning and overall experience at the college. BMC also aspires to guide its faculty members to the best practices & behaviors and limit negative & unfair behaviors when dealing with Students. Faculty members are responsible to create a climate suitable for scholarship, research, effective teaching. learning, and service; and no policy or action by the college or its faculty or staff may violate the rights, responsibilities, and standards of conduct established in this code.

Purpose:

The purpose of this code is to institutionalize faculty-student relationship to assure integrity, respect, and honest academic conduct and evaluations for students, while holding the best academic and scholarly standards of faculty. The code further aims to eliminate harassment, exploitation, or discriminatory actions at BMC; and reinforce strict confidentiality in faculty-student relationships. The code further recognizes the power of position & authority and aims to control/limit it correctly towards governing power practices against students.

This code also provides guidance on minimum expectations for faculty academic and teaching performance in respect of availability, effective material delivery, office hours, ease of communication and assistance between faculty and students, and conduct with other faculty members and units in BMC. It is intended as a supplementary code to BMC's Code of Conduct and Business Ethics, and both are to be understood and followed by the faculty member.

Scope:

The faculty code of conduct applies to all persons involved in teaching, learning, classroom activities, and clinical activities (online/on-campus) under all employment categories and to all academic program faculty, staff members, and all academic affairs staff in BMC. understood and followed by the faculty members.



1. Definitions:

1. **College**: BMC (Batterjee Medical College for Science and Technology).
2. **Faculty**: any person involved in teaching, learning, classroom activities, and clinical activities.
3. **Students**: individuals taking courses at BMC, both full-time or part-time, pursuing undergraduate, graduate, or continuing studies.
4. **Committee**: Students Disciplinary Committees.
5. **Discrimination**: any unjust prejudicial treatment of different categories of people.
6. **Harassment**: illegal behaviour towards a person that causes mental or emotional suffering.



2. Policy Statements:

1. **Faculty Rights:**

1.1 Subject to and to the extent permitted by law and regulations set by governmental departments and BMC's policies, all members of BMC have the following rights:

1.1.1 Faculty members shall have the right to academic freedom and the right to inquiry and expression.

1.1.2 Faculty members shall have the right to participate in the determination of program, department, and college policies & procedures consistent with the principles of shared governance.

1.1.3 Faculty members have the right to participate in determining their teaching, administrative, and other college assignments, and responsibilities, subject to college, program, and unit policies.

1.1.4 Faculty members have a right to be informed about personnel files that contain information about them. Faculty personnel files are maintained by the Human Resources Department and a faculty member shall have the right to examine the contents of such files and notify the HR department of any inaccuracies or missing information in the files.

1.1.5 Faculty members have a right to be secure in their persons, offices, papers, computers, electronic files, and effects against unlawful searches.

1.1.6 Faculty members have a right to due process in all disciplinary matters.

1.1.7 Faculty members have the right to pursue opportunities for improving their skills and developing their talents related to their responsibilities, subject to the availability of resources and compliance with applicable college policies.

1.1.8 Faculty members have the right to be evaluated annually according to BMC policies. Typically, the faculty member will be evaluated on teaching, research, community service, and/or professional performance consistent with the college expectations.

1.1.9 Faculty members have the right to utilize applicable grievance procedures without retaliation.

2. **Faculty Responsibilities:**

2.1 Faculty members are expected to teach courses in BMC in accordance with the needs, requirements and expectations of the unit and the general requirements concerning the conduct of classes specified in various college regulations.

2.2 Faculty members are expected to keep abreast of new developments in their fields and must maintain credentials as scholars and academics to engage in conveying to the students the value of the subject.

2.3 Faculty members' duties include planning classroom and/or online activities as appropriate to the method of course delivery; preparing course syllabi; designing assignments and/or examinations; holding regular office hours; supervising independent work undertaken by students; directing theses and dissertations; evaluating students; assessing and documenting student learning; advising; and developing and providing an assessment of curricula.

2.4 Faculty members shall treat students with professional courtesy and respect students' rights set forth by BMC and/or Ministry of Education.

2.5 Teaching responsibilities include prompt and regular presence during scheduled class hours, whether in a physical classroom or online. Faculty members must make satisfactory advance arrangements and obtain head of program approval if they will be absent from class or unable to meet their online teaching responsibilities, or if they need to change a class time or location. Such approval will be granted only if it is determined that these arrangements are made for sound academic reasons and do not cause undue hardship for any student, and will be timely communicated to the students by the faculty member.

2.6 Faculty members have the responsibility to participate regularly and fully in academic, quality, and research units; as well as serve on college and program committees.

2.7 Faculty members are expected to be active in their professional fields. This includes belonging to and taking part in the professional activities of their field on the local, regional, national, or international levels, as appropriate to the discipline.

2.8 Be aware of college policies and regulations and comply with them.

2.9 Respect the confidential relationship between BMC and its students by preserving the privacy of all records relating to students and protecting student information from improper disclosure.

2.10 Receive prior approval from the Deans' Office when distributing written or electronic materials for solicitation purposes.

2.11 Use technology in a responsible manner, following guidelines and policies related to technology use.



2.12 Respect the rights and academic freedom of students, staff, and faculty members.

2.13 Refrain from engaging in behavior that violates commonly accepted standards of professional ethics, such as abusive or unprofessional treatment of students, faculty, other members of the college, or any form of discrimination, including sexual harassment.

2.14 Refrain from plagiarism, misrepresentation, and fraud in performance of responsibilities.

2.15 The integrity of the faculty-student relationship is the foundation of the BMC educational mission. This relationship vests considerable trust in the faculty member, who in turn, bears authority and accountability as a mentor, educator, and evaluator.

3. **Power & Authority Practices:**

3.1 Faculty members must show respect when listening to students' opinions and enhancing class dialogues, expressions, or doubts.

3.2 Faculty members shall be aware of limitations when using position authority, it shall be implemented positively and to pursue a positive & effective learning experience for students.

3.3 Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons is prohibited at BMC.

3.4 When practicing authority against students, faculty members are expected to be aware of this important responsibility and to recognize the potential weight of verbal and nonverbal expressions maintaining a positive & constructive attitude.

3.5 Faculty members are responsible not only to impart the excitement of ideas and the challenge of academic debate, but also the importance of courtesy and respect in intellectual dialogue.

3.6 Faculty members must demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.

4. **Faculty-Student Confidentiality Practices:**

4.1 Talking with colleagues or other students about confidential student information is prohibited, and a faculty member must exercise strict confidentiality and care about sharing information about students, both for academic and personal information.



4.2 Faculty members shall always respect students' privacy, especially when distributing grades, and shall not leave papers, projects, or examinations unattended. Furthermore, grades should never be posted or announced with students' names in public.

4.3 Any information disclosed by a student to a faculty member must be treated as confidential, and as such permission from the student is required before disclosing that information.

4.4 Faculty members may disclose student information to official authorities when it comes to emergencies such as the threat of suicide or other harmful or threatening behavior.

5. **Discrimination & Harassment:**

5.1 Discrimination against a student on political grounds, or for reasons of race, color, religion, sex, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), or genetic information (including family medical history) is strictly prohibited at BMC.

5.2 All Head of Programs are responsible for maintaining a safe and healthy educational & work environment in which no member of the college is excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity based on any identified grounds by BMC or Saudi Government.

5.3 Harassment and sexual harassment are strictly prohibited in BMC and are cases for immediate dismissal. Whether a faculty member is responsible for academic supervision of a student or not, harassment and sexual harassment are strictly prohibited, even if it is consensual. Examples of harassment include offensive or derogatory jokes, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a persons' religion or religious garments.

5.4 A faculty member shall protect BMC students from any harassment and discrimination by managing the class/students in such a way that students do not engage in harassment and/or discrimination; and shall immediately report any incidents to the Head of Program for further action.

5.5 The head of a program shall reasonably monitor/observe any discriminatory and harassing actions/inactions and shall report any suspicious act to Human Resources Manager while maintaining confidentiality in reporting an incident at the same time.



6. **Honesty & Integrity:**

6.1 Faculty members shall maintain honesty when using, extending, and transmitting knowledge while seeking and communicating the truth as is.

6.2 Faculty members shall use BMC resources for teaching or job-related purposes solely to achieve optimal quality. Unauthorized use of BMC resources or its facilities for personal, commercial, political, or religious purposes is prohibited.

6.3 Faculty members shall refrain from any academic and professional misconduct, including intellectual violations and research misconduct.

7. **Violations to the Code & Disciplinary Action:**

7.1 Each college shall constitute a two-year Faculty Disciplinary Committee and shall be headed by the dean, Vice dean of Academic Affairs, Director of Academic Affairs, or Head of a Program. Furthermore, the committee shall include a representative from Human Resources and a representative from Legal Affairs.

7.2 The roles of this committee include the following:

7.2.1 Deciding on disciplinary matters and actions.

7.2.2 Following-up investigations and disciplinary actions with faculty.

7.2.3 Conducting investigations into issues referred to by the committee to determine a suitable penalty.

7.2.4 Addressing relevant authorities within or outside the college, following up, receiving the results, and viewing them.

7.2.5 Supervising the implementation of decisions issued in the investigations.

7.2.6 Filing the cases along with the decisions taken regarding them in a special register and keeping an attachment of these decisions in the faculty's record.

7.3 The Committee meets on a "need-to-meet" basis.

7.4 Decisions shall be taken by an absolute majority. In case of equality, the decision shall be taken by the Head of committee.

7.5 The committee has the right to summon any other party involved in the violation.

7.6 The Dean of the College may direct the disciplinary committees' decision to the grievance committee to study the case and make the final decision.



7.7 Faculty members shall not be exempted from administrative actions on the grounds that he/she is not aware of the rules and regulations of the college.

7.8 The College council shall have the right to decide on the cases for which no provision has been made in this document.

7.9 The penalty shall be implemented only after investigating with the Faculty Member (and keeping an official written record). The faculty members' right to speak and defend him/herself shall be lost if he/ she does not attend the investigation unless he/she has a valid excuse.

7.10 The penalty then shall be pronounced in absentia, and the faculty member may file an appeal to the decision within (15) days of the notification.

7.11 BMC has the right to ask Faculty members to indemnify any monetary or non-monetary damage that he/she has caused, including the cost of repair and installation.

7.12 Administrative actions decided by the committee shall not exceed the violation or its equivalent in BMC internal policy; and in any case, the action shall not violate or exceed the limits or types of actions set forth by the MoL's laws & regulations.

- Administrative actions may include:
  - 7.12.1 Warning (verbal and/or written) and signing a written pledge.
  - 7.12.2 Fine to be applied as per the approved internal violation penalty policy.
  - 7.12.3 Suspension from work without salary.
  - 7.12.4 Deprivation of increment or promotion.
  - 7.12.5 Termination of service with end-of-service.
  - 7.12.6 Termination of service without end-of-service.

7.13 Examples of violation for faculty members:

- 7.13.1 Violating the provisions of Sharia done by a faculty member inside the college or in any of its various facilities shall require disciplinary actions. This includes, but not limited to:
- 7.13.2 Actions or words that affect Islamic Ethics.
- 7.13.3 Actions or words that violate honor, dignity, modesty, good conduct, and public morals.
- 7.13.4 Actions that contradict the characteristics of a knowledge seeker, such as imitating the opposite sex.



7.13.5 Physical or verbal assault to students, faculty or staff, visitors, and outsourced staff from contracted companies. This includes any assault on money or property by means of stealing or damaging.

7.13.6 Damaging the colleges' reputation inside or outside its campus via social media, media, or any other communication method.

7.13.7 Misuse of mobile devices equipped with cameras at the college premises by violating the privacy of the college and others.

7.13.8 Possessing prohibited equipment, items, materials, media, firearms, weapons, or flammable materials.

7.13.9 Organizing workshops, training sessions, committees or conferences, associations, bulletins, or magazines and distributing their contents, raising funds or signatures without approval from the concerned parties in the college, or giving misleading information or news to newspapers, magazines, or the public.

7.13.10 Deliberate forgery, alteration, or misuse of college documents, research papers, or official papers.

7.13.11 Deliberate damaging, changing or attempts to damage college facilities, equipment, laboratories, offices, furniture, or BMC belongings.

7.13.12 Misuse of computer equipment through unauthorized photocopy of programs, records or data related to the college or its staff, faculty, students, or colleagues.

7.13.13 Any attempt to penetrate security, damaging accounts or preventing another user from accessing computing resources.



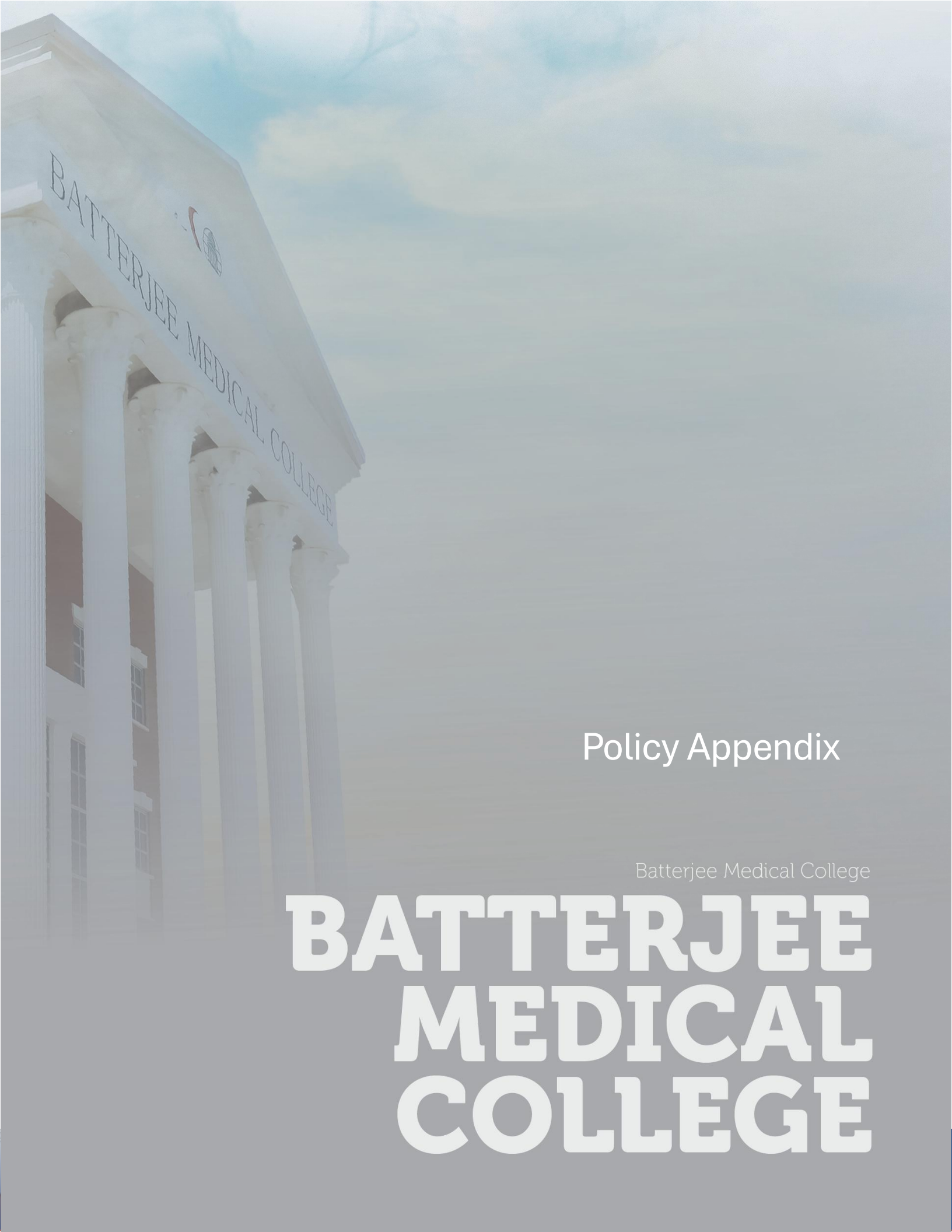
7.13.14 Practicing discrimination and/or harassment against any individual or group of individuals as described in this code, any supplementary code, and applicable laws and regulations at the time of the violation.

7.13.15 Participating in or deliberately abetting classroom disruption, interference, or intimidation.

*End of Policy.

Policy Reference				
Policy Code: ADM-HR-008	**Effect Date**	01/01/2024	**Review Date**	01/01/2027

Policy Approvals			
Name	**Job Title**	**Signature**	**Date**
Mrs. Nada A. Alghamdi	HR Manager		02/05/2025
Mr. Ghaze I. Al-Nasairi	COO	Ghaze Alnasairi	02/08/2025
Dr. Osama A Kensara	CAEO		02/09/2025



Policy Appendix

Batterjee Medical College

BATTERJEE MEDICAL COLLEGE

Faculty Code of Conduct Procedure	
Procedure	**Responsibility**
Communicate the Policy:	
1. Current Employees Reinforcement: **1.1** The Personnel Supervisor shall announce the policy annually (1st month of each academic year) to enforce and refresh the Faculty Code of Conduct Policy to faculty members in self-service portal. **1.2** Make sure that all Faculty members are aware and acknowledge by maintaining the completeness of policy consent signature in employment files. **1.3 Newly Hired Faculty Members:** The Personnel officer should provide the Faculty Code of Conduct consent to new hires and maintain his/her signature throughout the hiring process.	Personnel Supervisor
Reporting Violations:	
2.1 Informal Resolution: - HOP shall discuss Minor issues first & address it with the faculty member. **2.2 Formal Complaints:** - HOP SHALL Submit complaints in written format to HRM supported with any evidences available resulted from the violation. - HRM with Legal advisor will review the complaint first with HOP, verify the incident, - After verification of given information HRM along with legal Advisor shall conduct the needed legal investigation, rise the end results to college dean, and implement the needed disciplinary action according to final results.	Head of Program HRM Legal Advisor Dean
End of Procedure	

Faculty Code of Conduct Consent	تعهد الالتزام بسياسة قواعد السلوك لأعضاء هيئة التدريس
I hereby acknowledge that I have read and understand the BMC Faculty Code of Conduct Policy. & I pledge to abide by and implement what is stated therein. In the event of violating the policy, this will expose me to investigation & penalties stated in the work organization regulations directory.	أقر بأنني قرأت وأطلعت على سياسة قواعد السلوك لأعضاء هيئة التدريس الخاصة بكلية البترجي الطبية، وأتعهد بالالتزام وتطبيق ماورد فيها. وفي حال مخالفة السياسة، فإن ذلك سيعرضني للمسائلة وتطبيق الجزاءات المنصوص عليها في لائحة تنظيم العمل. .
Employee Name:	**اسم الموظف:**
Signature:	**التوقيع:**
Date:	**التاريخ:**

Batteriee Medical College

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and Lifestyle

BMC

كليـــات البتـــرجي الطبـــية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY والعلـــــوم والتكنولوجـيا

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Audit Trail

DigiSigner Document ID: 42a7bebd-2176-4c21-88c0-ba9b42ab1ed7

Signer

Signature

Email: nada.alghamdi@bmc.edu.sa
IP Address: 87.101.143.26



Email: ghaze.alnasairi@bmc.edu.sa
IP Address: 87.101.143.26



Email: ceo.office1@bmc.edu.sa
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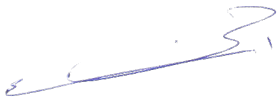

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Send for signing	gaidaa.alharbi@bmc.edu.sa	2/5/25 5:53:53AM EST	87.101.143.26
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