

# KFUPM Faculty/Committee Involvement

**Dr. Talal H. Maghrabi**  
**Chairman, Ad-Hoc Committee for  
Involvement of Faculty in Committees**

# OUTLINE

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# Introduction

- The committee was formed by H. E. the Rector on October 11<sup>th</sup>, 2005
- The purpose was to look into all issues related to KFUPM faculty involvement in university committees at all levels (Ad-Hoc, Standing, University, College, Department, etc).
- The committee comprised the following members:
  - Dr. Talal H. Maghrabi (Chairman)
  - Dr. Khaled Furati (Member)
  - Dr. Zakariya Al-Hamouz (Member)
  - Dr. Sadiq M. Sait (Member)

## Introduction (Cont'd)

### Objectives:

- ✓ To identify the size of the involvement of KFUPM Faculty in committees.
- ✓ To determine if the distribution of committees to faculty fair?
- ✓ To find out if the addition of a faculty member adds values to committee work?
- ✓ To identify the need of the current committees (University/Colleges/Dept.) and their actual needed size.

# Introduction (Cont'd)

## Committee Tasks

**A. Survey the opinion of KFUPM faculty about committees and their involvement**

**B. Study and analyze survey findings**

**C. Identify and study other important committee related issues**

**D. Finalize and submit recommendations**

# Faculty Survey

## Survey the opinion of KFUPM faculty about committees and their involvement.

- ✓ Identify issues related to the committee objectives
- ✓ Develop an online form to obtain faculty feedback on these issues
- ✓ Review the form with experienced faculty
- ✓ Approved the form from H. E. the Rector
- ✓ Publish the form on the web and request faculty to respond

## Faculty Survey (Cont'd)

### A. Survey the opinion of KFUPM faculty about committees and their involvement.

- An online survey form was developed and published at:  
<http://www.kfupm.edu.sa/committee/survey.asp>
- The form was made available to faculty members who were requested to respond. A follow-up reminder was sent ten days later.
- The committee collected the input submitted by over **135** faculty members (only validated forms were used)

# Summary of Findings

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## Faculty Survey Analysis



## Previous Related Work

Back in March 1998 the Academic Committee formed an Ad Hoc Committee, consisting of the following faculty members:

Dr. Harry A. Mavromatis	ó Chairman
Dr. Abul Kalam Azad	ó Member
Dr. Salih Duffuaa	ó Member

The task was to compile and study the input received from colleges and to suggest a simple and workable method of keeping track of faculty assignment on committees appointed at all levels for a fair and equitable distribution of load of committee work among faculty members of the University.

The committee submitted its final report on May 1998. The report included several recommendations which can be summarized and grouped into the following points:

## us Related Work (Cont'd)

1. The number of members in sub and ad hoc committees should be as small as possible. **Three (3)** appears to be the best numbers.
2. At any time, faculty normally should not be members of more than **five (5)** committees. This includes departmental, standing, ad hoc and sub committees. Additionally, no faculty member should currently be the chairman of more than **two (2)** committees.
3. The number of committee appointments for each faculty members should be as **close to four (4)** as possible, and in **no case to less than two (2)** committees.
4. In exceptional cases, where the service and expertise of a particular faculty member are required for a very important committee, this faculty member may be asked to participate in one more [i.e. a **sixth (6)**] committee. Generally, such faculty **should be rewarded/compensated for this additional committee work.**

## us Related Work (Cont'd)

5. Mother committees should minimize the number of sub committees they form. Membership of these sub committees should be restricted to members of the mother committee unless overriding considerations make it necessary to extend the membership outside the mother committee.
6. Until a more automated system is devised, the departments should serve as the repositories for committee membership information. All sub, ad-hoc and promotion committee appointments should be reported to the Department of the faculty member concerned.

# Committee Related Issues

1. Why committees are formed? What are the guidelines that need to be followed to form a committee?
2. What is the right or optimal size of a committee?
3. How members should be selected to work in committees? What is the maximum number of meetings of the committee?
4. How does the university recognize and compensate members who are active and productive in committees.

# usion & Recommendations

- The committee surveyed the opinion of faculty about faculty involvement in the committees and 138 faculty participated in this survey.
- There is a clear agreement between faculty that formation of committees needs to be carefully reconsidered. Many committees can be easily eliminated.
- Many standing committees need to be reviewed for either cancellation or major revision in terms of size, efficiency, number of meetings, etc.

# usion & Recommendations

- It seems that most of the faculty feedback regarding the maximum number of committee/faculty is almost consistent with the findings and recommendation of the previous committee. The committee can finalize a set of similar recommendations in these regard
- The committee strongly recommends that the university should seriously look at some of the most important issues regarding committees and their formation such as:

## ns & Recommendations (Cont'd)

1. Strict and clear regulations of formation of committees need to be established. The justification of forming of the committee should be strong. It should be shown that the work expected by the committee cannot be done as part of the direct responsibility and authority of the person forming the committee. It should also indicate the expected number of hours the faculty member should put, since this should be considered as part of the faculty load
2. It is important to consult the faculty and his chairman/dean before appointing him in a committee. When a faculty accepts to be in a committee he would involve and participate efficiently
3. An automated system should be developed in which all committee assignment to faculty is reordered and some form of work load is calculated. This will help in distributing the load of faculty members. The system should be designed to quantify the work of the committee in term of money and time spent

## ns & Recommendations (Cont'd)

4. There should be a mechanism in which no committee meetings should be held on at least one/two day(s) ( Tuesday/Wednesday). This time should be left to faculty/administrator to focus on other important issues related to his work.
5. Detailed job description of each administrative position should be prepared. In this description the responsibility should be clear and **therefore it is expected that the competency of admin work will be enhanced, if they must be told not use or abuse subordinates for their work.**
6. Job description of Administrator and a Consultancy budget for them.
7. Organize workshops, by Deanship of Academic Development, to educate the concerned administrators on why and how to forms committees, in addition to workshops to educate all faculty members how to manage and best work in committees.





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