



Standards and Mechanisms for Selecting Academic Leaders

Faculty of Nursing – Damanhour University

Nursing is one of the oldest humanitarian professions. It is a humanistic mission that transcends language, gender, and religion. Although it is a spiritual mission, it relies on science and technology to keep pace with the rapid development in the healthcare field and to meet the community's need for highly qualified nursing cadres in terms of academic and practical training.

The Faculty of Nursing building at Damanhour was inaugurated on Saturday, 1 Muharram 1428 AH, corresponding to January 20, 2007.

Since that day, the Faculty has begun its journey under the supervision of the Faculty of Nursing, Alexandria University, under the supervision of Professor Dr. Nahed El-Sebaei, Dean of the Faculty of Nursing, Alexandria University.

Professor Dr. Mariam Hegazi was subsequently appointed as Dean of the Faculty, enabling the Faculty to move forward and become more capable of fulfilling its educational and social role. Work and achievements continued at the Faculty after Damanhour University became independent from Alexandria University and was established as an independent university.

Professor Dr. Abdel Hamid El-Sayed subsequently assumed the position of Dean and continued the Faculty's development in cooperation with its faculty members.

Professor Dr. Enas Mohamed Ibrahim then assumed the position of Dean of the Faculty to continue the development process, with the Faculty achieving successive accomplishments and taking clear steps toward higher levels of academic and community service performance.

Vision of the Faculty of Nursing

A leading faculty in providing distinguished nursing programs among Egyptian, regional, and international universities.



Mission of the Faculty of Nursing

Providing a continuous series of distinguished educational programs to prepare qualified nursing cadres capable of meeting labor market requirements, contributing to the development of scientific research, and meeting community needs.

Strategic Goals

1. The first strategic goal: Preparing the Faculty for academic accreditation according to the requirements of the National Authority for Quality Assurance and Accreditation of Education.
2. The second strategic goal: Increasing students' competitiveness according to the needs of the labor market locally, regionally, and globally.
3. The third strategic goal: Providing a supportive educational environment for innovation and creativity.
4. The fourth strategic goal: Developing current research outputs to align with local community needs and globalization requirements.
5. The fifth strategic goal: Developing plans and programs for community service and environmental development.
6. The sixth strategic goal: Sustainable development of faculty members.
7. The seventh strategic goal: Developing the efficiency of the administrative staff to activate their role in managing development processes.

Introduction

In light of the faculty's approach toward applying quality concepts to the educational process, scientific research, and community service, it is necessary to develop standards and mechanisms for selecting academic leaders at the faculty. This is intended to select leaders who are aware of the concepts of development and quality, work toward positive change, and are capable of strategic planning, studying institutional capacity, developing the necessary policies, and making appropriate decisions, with the aim of advancing the faculty and enhancing its efficiency and effectiveness as an educational and research institution serving the



community. Therefore, the required standards and conditions for selecting these leaders have been identified.

Academic Leadership

First: Dean of the Faculty

Requirements for Holding the Position of Dean of the Faculty

1. The Dean shall be selected from among the professors or associate professors working at the Faculty or from outside the Faculty.
2. The Dean shall be appointed to this position by the University President.

Duties of the Dean of the Faculty

In addition to the Dean's commitment to the duties specified by the Universities Organization Law in Article No. (34), which include:

1. Managing the affairs of the Faculty and its scientific, administrative, and financial affairs, and being responsible for implementing university laws and regulations, as well as the decisions of the Faculty Council, University Council, and Supreme Council of Universities within the limits of applicable laws, regulations, and decisions.
2. Supervising the preparation of the educational and scientific plan of the Faculty and following up on its implementation.
3. Coordinating between the technical and administrative units and employees of the Faculty.
4. Working on submitting proposals regarding meeting the Faculty's needs for faculty members, technical staff, supporting staff, facilities, equipment, tools, and other requirements.
5. Monitoring the progress of study and examinations, maintaining order within the Faculty, and informing the University President of anything that may affect the proper functioning of the Faculty or any allegations concerning faculty members.



6. Calling for meetings of department councils and committees formed within the Faculty in accordance with the provisions of the law, and presenting any matters deemed appropriate.
7. Preparing a report at the end of each academic year on the scientific, educational, administrative, and financial affairs of the Faculty. The report shall include an overview of the Faculty's activities, the level of work performance, study and examination affairs and their results, the obstacles encountered during implementation, and proposed appropriate solutions. The report shall be presented to the Faculty Council for its opinion in preparation for submission to the University Council.
8. Cooperating with faculty members in proposing distinguished programs to improve the educational process in various specializations and working on their implementation.

Additional Duties

1. Encouraging faculty members to utilize modern technological developments in teacher education within the Faculty, such as e-learning, educational networks, virtual laboratories, and question banks.
2. Ensuring the development of faculty members' capabilities and encouraging them to acquire technological and technical skills through providing appropriate training programs.
3. Supporting the concept of social participation through establishing agreements and cooperation protocols between the Faculty and civil society institutions.
4. Visiting various educational institutions participating in the quality and accreditation project to exchange experiences in this field.
5. Seeking to establish a competent and effective administrative body capable of keeping pace with the information age and quality standards.
6. Coordinating the Faculty's activities related to lectures, courses, scientific research, and examination administration.



7. Appointing and promoting faculty members and considering their various employment-related matters, including secondment, delegation, and leave.
8. Studying matters referred to the Dean by the University President.
9. Developing university education plans and establishing general principles for scientific research in light of development needs and scientific advancement, including establishing principles for developing curricula and study plans at the undergraduate level.
10. Following up on the performance of the Quality Assurance Unit and resolving problems that hinder support for the system.
11. Encouraging and supporting faculty members, administrators, department heads, and vice deans to perform their assigned roles within the educational system.
12. Providing the budget of the Quality Assurance Unit, including rewards and incentives.

Mechanisms for Selecting the Dean of the Faculty

1. A committee shall be formed by the Faculty Council consisting of full-time professors and one member of the Quality Management Unit, none of whom shall be candidates for the deanship.
2. The opinions of all faculty members shall be surveyed through a questionnaire or evaluation form.
3. The Quality Assurance Unit shall submit the results of the candidates to the Faculty Council, which shall form a committee to identify and rank the top three candidates and submit them to the University President to select one of them.

Standards for Selecting the Dean of the Faculty

The standards for selecting the Dean of the Faculty include the following:

1. Must be an Egyptian national.
2. Must hold a PhD in one of the Faculty's specialties.



3. Must have held the position of professor at the Faculty for at least one year of actual service.
4. Must have a development plan.
5. Participation in quality and development activities at the institutional and university levels.
6. Participation in student activities.
7. Contribution to scientific research and research projects at the Faculty.
8. Participation in conferences, scientific seminars, and training courses.
9. Participation in preparing program specifications and reports.
10. Participation in committees, activities, and events of the Faculty.
11. Contribution to community service activities.
12. Ability to lead others.
13. Ability to communicate with others and work as part of a team.
14. Ability to manage time and work under pressure.
15. Ability to make decisions and solve problems.
16. Integrity, transparency, and fairness.
17. Commitment to professional rules and ethics.
18. Good interpersonal relationships, cooperation with others, and being respected by faculty members.
19. Must not have received any convictions or disciplinary sanctions.

Second: Vice Dean for Education and Student Affairs

Job Requirements

The Vice Dean shall be appointed in accordance with Article No. (47) of Law No. 49 of 1972, which states in its final paragraph: “The Vice Dean shall be appointed



from among the professors of the Faculty or Institute by a decision of the University based on the recommendation of the Dean, for a period of three years, renewable once.”

Duties of the Vice Dean for Education and Student Affairs

In addition to the duties specified for the Vice Dean for Education and Student Affairs under Article No. (35) of the Universities Organization Law, including:

1. Assisting the Dean in managing the affairs of the Faculty and carrying out assigned duties.
2. Managing student affairs at the Faculty and supervising students' practical training.
3. Studying department proposals concerning the delegation of teaching and examination duties to individuals from outside the Faculty in preparation for presentation to the Faculty Council.
4. Supervising the following departments: Student Affairs, Youth Welfare, and Laboratories.
5. Supervising the affairs of international students.
6. Preparing matters to be presented at the Faculty's annual scientific conference concerning the Vice Dean's responsibilities.

Additional Duties

1. Providing a mechanism for student complaints, ensuring that the mechanism is clear and announced to students. The Quality Assurance Unit shall examine complaints received through the complaints and suggestions box and present them to the Unit's Board of Directors in cooperation with the Vice Dean for Education and Student Affairs.
2. Examining these complaints and resolving many of them in a timely manner through the available resources of the Faculty and in accordance with the applicable regulations.



3. Promoting the culture of quality and accreditation among students within the Faculty to familiarize them with the steps taken by the Faculty toward accreditation.
4. Assisting the Dean in facilitating all aspects of the educational process for all students.
5. Paying attention to all aspects of student affairs in the areas of cultural, sports, and social activities.
6. Being responsible for the financial and administrative performance of the Faculty.
7. The Vice Dean for Education and Student Affairs, as Examination Coordinator, shall be committed to transparency in providing all Faculty results immediately upon their announcement, as well as the results of grievances and student complaints.

Administrative Departments Reporting to the Vice Dean for Education and Student Affairs

- Student Affairs Department (Administrative Departments)
- Youth Welfare Department (Administrative Departments)
- Office of the Vice Dean for Education and Student Affairs (Administrative Departments)

Third: Vice Dean for Postgraduate Studies and Research

Job Requirements

The Vice Dean shall be appointed in accordance with Article No. (47) of Law No. 49 of 1972, which states in its final paragraph that: “The Vice Dean shall be appointed from among the professors of the Faculty or Institute by a decision of the University based on the recommendation of the Dean, for a period of three years, renewable once.”



Duties of the Vice Dean for Postgraduate Studies and Research

In addition to the duties specified for the Vice Dean for Postgraduate Studies under Article No. (35) of the Universities Organization Law, including:

1. Assisting the Dean in managing the affairs of the Faculty and carrying out assigned duties.
2. Preparing the postgraduate studies and scientific research plan of the Faculty based on proposals from department councils and specialized committees.
3. Following up on the implementation of this plan in the various departments of the Faculty.
4. Supervising scientific publishing affairs at the Faculty and following up on the implementation of the established policy in this regard.
5. Proposing the organization of scientific conferences and seminars at the Faculty and handling external cultural relations.
6. Preparing matters to be presented at the Faculty's annual conference concerning the Vice Dean's responsibilities.
7. Providing technical supervision of the administration, committees, and departments concerned with Faculty affairs and proposing plans for supplying them with books, references, and periodicals.

Additional Duties

1. Developing postgraduate studies to conduct educational research that produces advanced educational knowledge to help solve problems facing the Faculty, the educational system, and the community.
2. Contributing to identifying the requirements necessary to ensure and enhance the quality of performance in scientific research in preparation for accreditation.
3. Strengthening and activating scientific and cultural relations with various faculties and institutes of the University and other universities locally and



internationally, as well as with all institutions, centers, and organizations concerned with scientific research.

4. Providing the Quality Assurance Unit with the research plans of the scientific departments to achieve the Faculty's mission.
5. Providing the Quality Assurance Unit with faculty development plans and proposing professional development programs that enhance their skills according to scientific needs and the requirements of each specialization within each scientific department.
6. Preparing databases covering postgraduate studies, faculty members' research, conferences, seminars, and workshops in which faculty members participate.

Fourth: Vice Dean for Community Service and Environmental Development

Job Requirements

The Vice Dean shall be appointed in accordance with Article No. (47) of Law No. 49 of 1972, which states in its final paragraph that: "The Vice Dean shall be appointed from among the professors of the Faculty or Institute by a decision of the University based on the recommendation of the Dean, for a period of three years, renewable once."

Duties of the Vice Dean for Community Service and Environmental Development

In addition to the duties specified for the Vice Dean for Community Service and Environmental Development under Article No. (35) of the Universities Organization Law, including:

1. Supervising the preparation of plans and programs that ensure the Faculty's role in serving the community and developing the environment.
2. Supervising the special units of the Faculty that provide services, or some of their services, to non-students.
3. Supervising Faculty facilities that provide services to non-students.



4. Preparing professional and technical training programs for the public.
5. Organizing scientific conferences, seminars, and public lectures aimed at serving the community and developing the environment.
6. Preparing reports and recommendations for the Faculty's scientific conferences concerning community service and communicating them to the Vice President of the University for Community Service and Environmental Development.
7. Implementing the decisions of the Supreme Council of Universities, the University Council, and the Community Service and Environmental Development Council concerning community service and environmental development.

Additional Duties

1. Coordinating with local community institutions regarding their needs for scientific research and training programs and planning to meet these needs.
2. Cooperating with local community institutions to organize seminars and conferences addressing urgent and important issues in the local environment.
3. Identifying the requirements necessary to ensure the quality of performance in the field of community service.
4. Supporting the concept of community participation through communication with local community institutions.
5. The Vice Dean for Community Service and Environmental Development shall provide the Unit with a plan for the Faculty's community service activities at the beginning of the academic year and during the first week.
6. Providing a comprehensive report on the work plan and achievements at the end of the academic year and before the final examinations.
7. Supervising the Alumni Unit and following up on employment opportunities and recruitment processes, evaluating the educational process from the graduates' perspective, and identifying their training needs.



Mechanisms for Selecting Vice Deans

1. The Dean of the Faculty, Vice Deans, and Heads of Scientific Departments shall nominate three faculty members for the position of Vice Dean.
2. The candidates shall submit their curricula vitae for selection by a committee formed by the University and chaired by the University President.

Standards for Selecting Vice Deans

1. Must be an Egyptian national.
2. Must hold a PhD in one of the Faculty's specialties.
3. Must have held the position of professor at the Faculty for at least one year of actual service.
4. Ability to conduct strategic planning.
5. Participation in quality and development activities at the institutional and university levels.
6. Participation in student activities.
7. Contribution to scientific research and research projects at the Faculty.
8. Participation in conferences, scientific seminars, and training courses.
9. Participation in preparing program specifications and reports.
10. Participation in committees, activities, and events of the Faculty.
11. Contribution to community service activities.
12. Ability to lead others.
13. Ability to communicate with others and work as part of a team.
14. Ability to manage time and work under pressure.
15. Ability to make decisions and solve problems.
16. Integrity, transparency, and fairness.



17. Commitment to professional rules and ethics.
18. Good interpersonal relationships, cooperation with others, and being respected by faculty members.
19. Must not have received any convictions or disciplinary sanctions.

Fifth: Heads of Scientific Departments

Job Requirements

According to Article No. (56) of Law No. 49 of 1972:

“The Head of the Department Council shall be appointed from among the three most senior professors in the department by a decision of the University President after obtaining the opinion of the Dean of the Faculty or Institute for a period of three years, renewable once. This provision shall not apply if there are fewer than three professors, in which case the department chairmanship shall be assigned to the most senior professor. The Head of the Department Council shall relinquish the position upon being appointed Dean or Vice Dean of the Faculty or Institute, provided that another professor is available.

If the department has no professors, the duties of the Head of the Department Council shall be performed by the most senior associate professor in the department. In this capacity, the associate professor shall have the right to attend the Faculty or Institute Council except when matters concerning the appointment of professors are considered.”

Duties of the Head of the Scientific Department

1. The Head of the Department Council shall supervise the scientific, administrative, and financial affairs of the department within the framework of the policy established by the Faculty Council and Department Council in accordance with applicable laws, regulations, and decisions.
2. Proposing the distribution of lectures, classes, and other university activities among faculty members teaching in the department for presentation to the Department Council.



3. Preparing proposals for delegating teaching duties to individuals from outside the Faculty for the department for presentation to the Department Council.
4. Proposing the postgraduate studies and research plan of the department for presentation to the Department Council.
5. Following up on the implementation of the decisions and policies of the Department Council and Faculty Council within the department's area of responsibility.
6. Supervising the department staff and monitoring their work.
7. Maintaining order within the department and informing the Dean of the Faculty of anything that may affect the proper functioning of the department.
8. Preparing a report at the end of each academic year on the scientific, educational, administrative, and financial affairs of the department. The report shall include an overview of the department's activities, the level of work performance, study and examination affairs and their results, obstacles encountered during implementation, and proposed appropriate solutions. The report shall be presented to the Department Council in preparation for submission to the Faculty Council.
9. Presenting the viewpoint of the Department Council to the Faculty Council when matters concerning the department are considered by the Faculty Council.
10. Heads of Departments shall supervise the preparation of the department file and course files according to the requirements of the Quality Assurance Unit.
11. Preparing the specifications and reports of the programs and courses related to the scientific department.
12. Heads of Departments shall establish a committee for developing and preparing course specifications according to the plan of the Quality Assurance Unit.



13. The course objectives shall be reviewed by an external reviewer who is a specialized faculty member.

Mechanism for Selecting the Head of the Department Council

1. Heads of academic departments at the Faculty shall be selected according to the applicable rules stipulated in the Executive Regulations of the Universities Organization Law and the appointment regulations for faculty members under Law No. 49 of 1972, within the framework of nominating three professors working in the department for selection and comparison based on specific standards and an evaluation process that primarily considers selecting the best candidates to assume leadership within the departments and bear responsibility for development and change.

Required Documents to Facilitate the Selection Process

1. The curriculum vitae of the nominated faculty member, including:
 - Career history, scientific productivity, research, and local and international scientific publications.
 - Awards received and training courses completed.
 - Periods of leave.
 - Conferences and scientific missions.
2. Student activities.
3. A proposed future plan for the development and enhancement of the concerned department.

Standards for Selecting the Head of the Department Council

The institution shall select the Head of the Academic Department based on objective, documented, and announced standards that ensure equal opportunities. The following knowledge and skills shall be considered when making the selection:

1. Strategic planning.



2. Scientific and research competence and activity.
3. Contribution to quality and development activities and familiarity with the preparation of course and program specifications and reports.
4. Participation in training courses in leadership and quality.
5. Participation in student activities and services.
6. Ability to deal with problems and manage teams.
7. Participation in community services provided by the Faculty and the external community.
8. Cooperation and professional relationships with colleagues, superiors, and subordinates.
9. Must not have received any convictions or disciplinary sanctions.
10. Integrity and commitment to professional ethics.