

Faculty of Science
Department of Biology and Biotechnology
Duties of Committees

RECRUITMEN AND PROMOTION COMMITTEE

- Supervise and monitor the advertisements of the required vacant positions and manage the received applications.
- Review all applications of recruitment of academic staff (at the rank of assistant or associate professor or others).
- Provide the list of the nominated candidates to the department chairperson (based on the department review and recommendation which use well-defined criteria following the regulations of the University).
- A report must be submitted regarding the decision of recommending the chosen candidate(s) to the department chairperson.
- Evaluate the promotions of member of academic staff on the basis of the regulations and instructions of the Hashemite University (Noticing that all of the committee members, who evaluate the promotion of assistant or associate professors, must be member of staff of a higher rank).
- Revise and submit report regarding the application of promotion and ensure that the application meets all required conditions of the Hashemite University.
- The committee meets when a recruitment or promotion case is available.

SCIENTIFIC RESEARCH AND GRADUATE STUDIES COMMITTEE

- Supervise the curricular development and implementation of higher studies.
- Recommend the admission of students applied to the department's chairperson.
- Manage the supervision of all graduate students enrolled in the program and monitor their progress.
- Monitor examinations and theses of graduate students.
- Review proposals for graduate students before final approval by dean of graduate studies.
- Oversee the preparation of self-study reports for graduate studies program.
- Provide periodic reports regarding the graduate studies program to the department's chairperson.
- Review research proposals for members of academic staff according to the laws and regulation of the Hashemite university before being sent to the department's chairperson for approval.
- Review applications of attending conferences and workshops of academic staff according to the laws and regulation of the Hashemite university before being sent to the department's chair for approval.
- Provide periodic reports regarding research activity for members of staff in the faculty.

CURRICULUM COMMITTEE

- Oversee the development of new programs in the department.
- Manage changes within a current program.
- Determine how these latter changes affect other programs.

EQUVALENCE COMMITTEE FOR COURSES

- Check whether each course taken by a student in his/her previous college or institution is equivalent to a required course in the department for which he/she is applying for equivalence).
- Foresee the content of each course taken by student bridging from community college to faculty of science and check that this equivalence complies with regulations of the University.
- Recommend the transfer of credits from one faculty to another in the Hashemite University for students who study two programs.
- Prepare and submit report of all activities of the committee to the department chairperson.

SCHEDULE AND EXAMINATION COMMITTEE

- Prepare semester schedule based on the needs of the students and the specialization and desire of faculty members.
- Assign lecturers and technicians to classes and laboratories.
- Prepare and implement examinations (first and second) schedules, and providing the list of proctors for each multi-section electronic exam or any other exam that needs more than one proctor.
- Monitor the process of electronic examination to avoid any possible problems during examination,
- Provide suggestions to solve any problems that may occur during examination by coordinating with the staff of electronic learning center and/or with the coordinator of the exam,
- Prepare and submit report regarding all developments and progress in curriculum and examinations to department chair.

SUPPLIES AND TENDERS COMMITTEE

- Count and evaluate all devices and chemicals available in the department's laboratories and prepare a database of all items.
- Coordinate with the laboratory supervisors in the department to determine their needs of consumables, chemicals and equipments.
- Process tender applications containing the appropriate specifications for each of the chemicals, glassware, hardware and other requirements.
- Provide a list of estimated prices of chemicals, appliances, glassware and other uses to be used in preparing the annual budget of the department.

CULTURAL COMMITTEE

- Provide the cultural and scientific schedule regarding all activities for each semester.
- Manage the cultural activities and contact the suitable speakers and arrange for seminars.
- Ensure proper follow-up of cultural and scientific events held at the department.
- Promote and support interaction between the faculty and departments with regard to cultural activities for students in collaboration with the student's affairs deanship.
- Monitor the cultural and scientific activities for students in collaboration with student's affair deanship.
- Manage all required details regarding the announcement and holding of conferences and exhibitions.
- Submit a report to the department chairperson in concern with all cultural and scientific activities and provide suggestions for improvements.

SAFETY COMMITTEE

- Ensure that fire alarm systems and the extinguishers are present and workable in laboratories and in the department.
- Make sure of the presence of a first aid cabinet which contains creams, alcohol, scissors, sterile cotton and gauze in all laboratories.
- Assure the safe preservation of any dangerous material that may be used in the laboratories by coordinating with security and safety unit of the University.
- Place public safety instructions in a prominent place in all laboratories.
- Make sure that infra-structure of the department's laboratories, offices and classes are ready to start a new semester by coordinating with maintenance unit of the University.
- Coordinate with other safety committees in the University.

LIBRARY COMMITTEE

- Provide and Take information to and from faculty members about the available books, journal, database and other materials (like demonstrations, toolkits for teaching, etc.).
- Coordinate the process of listing all up-to-date e-books needed for teaching and research references and coordinate with the library staff in charge to provide them.
- Coordinate and supervise all incoming demands from faculty members regarding library books, papers and other database.
- Submit a report to the department chairperson on library activities.

SOCIAL COMMITTEE

- Participate in organizing all meetings between the chairperson and academic staff with the newly coming students.
- Supervise and arrange all social events in the department (provide condolences, honoring, share happy events, etc.).
- Provide a report that covers all conducted social activities and meetings during an academic year.