(Visiting Instructor Policy)

Policy Statement/Purpose

This policy applies to all international visiting instructors to Al Yamamah University.

Policy Guidelines

Concerned Department's Duty

- Create the annual academic year program (if the visit is part of a program)
- Name the selected visitor including nationality, gender, and number of days (when possible)
- Seek the approval of the University(YU) President (not required if visit is part of approved program)
- Communicate with the instructors or foreign coordinator to finalize the faculty member's dates of availably
- Send a request for the visa, ticket, and hotel to the Human Resources Department (Department Head) including copy of passport, telephone number, and E-mail address

Human Resources Department (HRD)

- Request visiting visa no less than five (5) weeks of the due date (government relations officer)
- Communicate with the visiting instructor for best day, time, and kind of hotel room
- Communicate with the travel agency to issue a ticket (except for WSU) (Secretary)
- Communicate with the hotel to book a room " Non-smoking, single" (Secretary)

Concerned Department

- Communicate with the instructor for final arrangements "audio, extensions cords, board, markers, & etc."
- Inform the support services section for airport pick-up (send an E-mail with arrival and departure times, carrier, name of hotel, and time to arrive at YU)
- Communicate with support services for refreshments
- Communicate with the Information Department (IT) for the audio needs at the classrooms
- Communicate with the students of the class time and location
- Communicate with security section to allow instructors, students and guest speakers in.
- Inform the finance department regarding the payments method in two weeks prior to class time

IT Center

- Provide and ensure that the requested equipment are working during the course time

Administrative Services Department

- Arrange for pick up from the airport and return
- Arrange for pickup from the hotel to YU and return

Finance Department

- Arrange for the instructor payment and/or reimbursement in advance
- Communicate with the HR department for the ticket and the hotel invoices

Exceptions

The University reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:

Date: 20/6/1434 (30/4/2013)

University President

CONTROLLED DOCUMENT
APPROVED
Date 30.04.2013