



Policy Title:	Faculty and Staff Community Service				
Policy Number:	UPM.VREA.HR. PP.10	Version	1.0	Effective Date	Spring 2019-2020

Policy Statement:

University of Prince Mughrin (UPM) is committed to the principle of social responsibility and encourages faculty members and staff to share their knowledge and skills with the wider public through community service activities.

Purpose:

This policy governs the rules, regulations and procedures followed by faculty members and staff in their engagement in community service (CS) activities.

Scope:

1. Office of the Rector.
2. Vice Rectorate of Academic Affairs.
3. Vice Rectorate of Executive Affairs.
4. Vice Rectorate of Business Development.
5. Planning and Quality Department.

Policy Provision:

1. UPM fosters Community Service (CS) activities that involve a wide range of cultural, economic, environmental, scientific, social and other activities that are not directly related to the formal duties of the jobs carried out by members of UPM.
2. Faculty and staff participation in CS activities is mandatory. Each UPM member must fulfill a minimum of 10 hours of community service each Academic Year.
3. The quality and quantity of CS activities carried out by full-time faculty and staff are considered as one of the criteria for the Annual Award for Outstanding Performance.
4. CS activities can be initiated at the individual, departmental, Vice Rectorate or institutional levels.
5. CS can be performed on- or off-campus, locally, regionally or internationally
6. The Community Engagement Officer can inform the faculty and staff about the volunteering opportunities in coordination with the Social Responsibility Officer.
7. Any employee who comes across a community service opportunity can share it with other faculty and staff.



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8. All opportunities for CS activities must be processed through the Community Engagement Officer, Student Affairs.
9. Employees' engagement in CS activities does not create any obligations and responsibilities on the University.
10. UPM is not rendered responsible for the Employees' own safety and welfare during off-campus CS activities.
11. Employees' engagement (faculty members and staff) through community research projects or course projects can be considered as CS activities.
12. Engagement in employee field visits, attending or participating in conferences or professional development activities are not considered CS.
13. The employee who renders the highest number of community service hours will be acknowledged at the Convocation Ceremony of each year.

Procedure(s) that apply:

S. No.	Procedure Steps	Responsibility
1.	Documents volunteering hours of CS activities in the CS System, including type of CS activity, location, number of hours, name of the receiving party (individual/ institution), description of the CS activity and the feedback of the experience.	Employee
2.	Accesses the CS System for detailed information and generates reports of the CS activities of the faculty and staff.	Director, Vice-Rector for Academic Affairs/ Dean/Vice Rector for Executive Affairs, Community Engagement Officer and HR Department
3.	Reports total faculty and staff CS hours to the University Council (UC) by the end of each semester.	Community Engagement Officer

Applicable Form(s):

N/A

Department: Human Resources
Deanship: N/A
College/Program: N/A
University Vice Rectorate: Executive Affairs



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Definition(s):

Word/Term	Definition
Community Service activities	Community Service activities involve interaction with individuals, groups and organizations external to UPM that contribute towards the progress and development of the local society. Activities are considered to be community service activities if they are carried out on a voluntary, unpaid basis and if the service performed is beneficial to the recipients, whether individuals, groups or communities.

Related Policy(ies):

N/A

Reference(s):

N/A

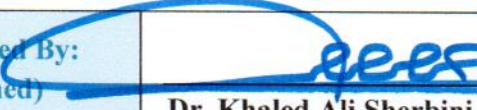
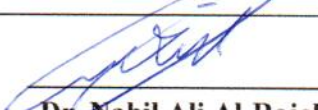
Policy History:

1. 16.06.2019 (Initial Release).

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Approvals:

Reviewed By: (signed) 	Approved By: (signed) 
Position: Vice Rector for Executive Affairs	Position: University Rector
Date: 17 /02/2020	Date: 19 /02/2020