

Curriculum Vitae



Name: Eman Ahmed Abdel Razzak Mohamed

Date of Birth: 24th of February, 1967

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Current Position: Dean of Quality Assurance, Effat University, Jeddah

Assistant Professor at the English Language and Translation
Department, College of Science and Humanities, Effat University,
Jeddah

Appointed at ESP Centre, Alexandria University and taking leave
to work at Effat University, Jeddah, Saudi Arabia)

Marital Status: Married and has one son.

Education

Dec. 2000	PhD in Applied Linguistics from the Applied English Language Studies Unit (AELSU), Faculty of Arts, Liverpool University, England.
Feb. 1996	Academic Attachment on Developing Materials for Distance Learning from the Institute for Applied Language Studies (IALS), University of Edinburgh, Scotland, UK.
July 1994	Master in Education from the Faculty of Education and Extension Studies, through the English Language Studies Unit (ELSU), University of Liverpool, England.
May 1994	Certificate in the Advanced Study of Education (ESP and Materials Development), Faculty of Education and Extension Studies, through the English Language Studies Unit (ELSU), University of Liverpool, England.

May 1991	Diploma in Applied Linguistics from the Higher Institute for Applied Linguistics, Faculty of Arts, Alexandria University – Grade: “Excellent”.
May 1989	BA in English Language and Literature, Department of English Language and Literature, Faculty of Arts, Alexandria University. Grade: Good

Work Experience

2012-Now	Dean of Quality Assurance, Effat University
2009- 2012	Vice Dean of Graduate Studies, Effat University, Jeddah
2004- 2010	Director of the Extension Programs Department (later called the Executive and Community Services Institute) and Assistant Professor at the English Language and Translation Department, Effat College/ Effat University, Jeddah.
Fall 2007	Acting Chair of the English and Translation Department, Effat College.
2004-2007	Director of the International Testing Services, Effat College, Jeddah.
2003-2004	Chair of the General Education Department, Effat College, Jeddah.
1991- Now	Language Instructor at the ESP Center, Alexandria University.
2000- 2001	Lecturer at the English Department, Faculty of Arts, Alexandria.
1998-2001	Lecturer at the English Department, Faculty of Arts, Arab Beirut University.
1995-1997	Lecturer at the Faculty of Education (Postgraduates), Alexandria University.
1989-1991	Language teacher at the English Department, Faculty of Arts, Damanhour Branch, Alexandria University, and at the Faculty of Islamic Studies for Girls, El-Azhar University (Alexandria Branch), and at the Community Service Centre, Alexandria University.

Teaching Experience

2003- Now	Taught the following courses to all levels at the English and Translation Department at Effat University; History of the English Language, Discourse Analysis, Applied Linguistics, Semantic and Pragmatics, Methodology of Teaching English as a Second Language, Technology in TFL/TESL, Introduction to Language/Linguistics, Functional Grammar, Text Linguistics and Translation, Lexicology, and Translation, Conversation-1, Issues in Translation-1, Language Basics, and Discourse and the Translator, Business and Media Translation, Dictionary Terminology and Documentation Resources, Non-Verbal Communication, Lexicology, Stylistics, and supervised students' internships.
2004-2010	Trained in the Certificate in Teaching English as a Second Language for Al-Thamer School Teachers as well as taught IEP courses and Academic Writing Courses and trained on iBT TOEFL and GRE tests in the Extension Programs Department, Effat College (later known as the Executive Education and Community Service Institute, Effat University)
2003-2004	Academic Research Writing and Academic Presentation and Conference Skills course for PhD postgraduate students and staff members at King Abdul Aziz University.
2000-2002	Taught the following courses to all levels in the English Language Department, Faculty of Arts, Alexandria University (Main faculty and Arab Beirut University Branch): Academic Writing, Study Skills, Methods of Teaching, Applied Linguistics, Applied Discourse Analysis, Applied Linguistics, Morphology, and Syntax.
1989-2000	Supervised, co-supervised, developed and taught the following certificates and courses offered by the ESP Centre at Alexandria University: ESP Certificate, International TOEFL training for MA and PhD students, English for Postgraduate Medical Students, English for Physical Education Purposes, Conference Skills for Physical Education postgraduate students, English for Nursing (UG and G), Teacher training course for school teachers (EFTE), Individual tutoring to professors and businessmen on using English for Business Purposes, English for Children (Summer School), Academic English for Psychology and History Departments (MA Students), English for Agriculture postgraduate students (9MA and PhDs), Technical English for DON BOUSCO (A well-known Technical School supervised by Italians in Alexandria) students, English for Secretaries, Teaching Arabic to Foreigners, English for Tourism Purposes, English for Science (UG and G), and General English Courses.

1989-1992	Study Skills for English Department students, Damanhour Branch, Alexandria University.
1989-1992	Taught English for reading Texts about Islam to all Four levels at the Faculty of Islamic Studies for Girls, El Azahar University, Alexandria Branch.

Recent Accreditation Activities

2014- now	Working with the various programs of Effat University to prepare for their international accreditation from ABET, AACSB, NAAB and NEASC as well as the national institutional re-accreditation of the university from EEC-HES (Previously NCAAA) as well the re-accreditation of the 4 programs of E&T, CS, PSY, and ARCH .
2013-2015	Supported the five programs of the College of Business (i.e. Marketing, Human Resources Development, Finance, Operations and Information Management and Entrepreneurship) in preparing all their accreditation requirements from the National Commission for Academic Accreditation and Assessment (NCAAA).
Nov. 2014	Certified as an external reviewer by NCAAA.
2012-2014	Supported the two programs of Information Systems and Electrical and Computer Engineering in preparing all the requirements for their national accreditation from NCAAA.
2006- 2010	Shared in the Steering Quality Assurance Committee of Effat University and in preparing all the requirements for institutional accreditation of Effat University as well as in preparing for the accreditation of the English and Translation program.

Developing and Administering Major Tests

2010-2015	Supported the development and administration of the major admission tests for undergraduate and graduate students at different levels at Effat University.
2008-2010	Supported the establishment of an ICDL training and test center at EECSI at Effat University as well as running placement tests for iBT TOEFL and GMAT.

2006- 2008	Certified by Educational Testing Services (ETS), USA, as a Supervisor of iBT TOEFL for the multiple Test Center (STN11165 – Effat College, Jeddah) as well as an administrator of an iBT TOEFL Test Center STN11165A.
2005- 2008	Supervised administering the International SAT tests at Effat College (Test Center no. 52724).
2004 -2005	Supervised administering the International Paper-based TOEFL tests at Effat College (Test Center no. G040).
2004-2007	Supervised the administration of all final exams for all departments of Effa College as part of the duties of the Director of the Testing Center.
2003-2004	Revised and supervised final exam courses in the General Education Department, Effat College, Jeddah. Shared in setting and revising the academic content of the new curricula for the General Education Department, Effat College.
1994-2001	Shared in developing, refining and administering the general entrance/final exams prepared by the ESP Centre for the Faculties of Nursing, Physical Education, Agriculture and Engineering (Undergrads and postgrads), University of Alexandria.
1991- 2001	Shared in developing, refining and administering the general proficiency test for Medical/Dentistry/Pharmacy students prepared by the ESP Centre for the University of Alexandria in collaboration with the University of Reading, England.
1997- 1998	Supervised, organized and co-developed the screening and placement test for the Course of Legal English for AMIDEAST (Cairo)
1994	Helped in preparing a testing package for developing Academic Writing tests and shared in running a one-day workshop on developing writing tests in collaboration with the Testing Expert, Dr. Cyril Weir, from Reading University, England (Now a Professor at the University of Surrey Roehampton).

Major Workshops, Seminars and Presentations Offered

October 2016	Presented in Arabic at King AbdelAziz Quality Award Meeting the Experience of Effat University in Institutional Quality Assurance and Excellence as part of the Meeting held to share "Good Practices in Quality Assurance and Excellence" upon Effat University receiving the
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<p>2015-2016</p>	<p>Award for Private Saudi Universities.</p> <p>Presented in a number of QS major conferences, seminars and meetings. The presentations offered include the following;</p> <ul style="list-style-type: none"> - <i>"Global Education and Global Citizens: The Case of Effat University"</i>, in the 11th QS APPLE Conference and Exhibition held between the 25th and 27th of November, 2015, in Melbourne, Australia. - <i>"Joint Educational and Industrial Support for the Acceleration of Employability: The Case of Effat University and SIEMENS"</i>, QS World Class held from 2nd to 4th April 2016 in Singapore and shared in the conclusion plenary session based on the request of the organizers.
<p>2012-2016</p>	<p>Presentations and workshops to all academic and administrative members of Effat University on issues related to quality including 'Effat University Quality Assurance System', 'Effat University Quality Reporting System', 'KPIs: Definition and Measurement', etc. and others based on several trainings received from NCAAA.</p>
<p>Feb. 2014</p>	<p>Attended and gave a presentation entitled <i>"Best Practices in Benchmarking in Saudi Arabia: The Role of the Accrediting Agency and Higher Education Quality Managers"</i> in the 5th MENA-AIR Conference at United Arab Emirates University, Ain, UAE held from 26-28 February 2014, in collaboration with two colleagues one from NCAAA, Dr. Gregory Maffet, and Director of Quality Assurance, Ms. Tahira Hoke, Prince Sultan University, Riyadh, Saudi Arabia.</p>
<p>Feb. 2014</p>	<p>Gave a presentation in Arabic entitled "Effat University Experience in Obtaining Institutional Accreditation", in the First Meeting of the Saudi Quality Group held at the Conference Hall of the German Saudi Hospital, Jeddah, Saudi Arabia.</p>
<p>May 2014</p>	<p>Attended and gave a presentation entitled "Towards Contextualized, Developmental and Quality-Assuring Ranking Systems: A Proposed National Ranking System for Saudi Universities" in collaboration with the President of Effat University, Dr. Haifa Reda Jamal Al-Lail and the Provost, Dr. Houria Oudghiri, at the 4th QS-MAPLE held at Abu Dhabi, UAE between 4 and 8 May 2014.</p>
<p>May 2013</p>	<p>Attended and gave a presentation in Arabic entitled <i>"KPIs: Our Guide to a Developmental Total Quality Management:- The Experience of Effat University"</i>, at the Forum of Islamic Universities for Cooperation and Exchange held at Al-Imam Mohammad Bin Saud University from 28 to 29 May 2013.</p>
<p>2011- 2012</p>	<p>Delivered workshops to MIFM master students at Effat University on</p>

	"Presenting and Defending Your Research", "Writing your Research" and "Writing Research Proposals".
Fall 2012	"A model of Analysis", a seminar that was part of the lecture series offered through the English and Translation Department Research
January 2009	Gave a presentation entitled "Academic Research Writing: Insights into a Process of Transformation", in the International Conference under the title "Contrastive Rhetoric Pedagogy Across The Disciplines, supervised by The American University in Cairo, held from 22 nd to the 24 th of January, 2009.
January 2006	Attended and gave a presentation entitled "Evaluation Standards: A Tale of Two Academic Institutions", given in the International Eleventh EFL Skill Conference under the title " Integrating EFL Skills Learning and Standards: The Challenges of Change", supervised by the Center for Adult and Continuing Education, The American University in Cairo, held from 22 nd to the 24 th of January, 2006.
2004-2005	Conducted a workshop on "Authenticity of Texts and Tasks in Teaching ESP", given as part of an academic lecture series given at Effat College, Jeddah, 2005.
May 2004	Presentation on "The Differences between Two Types of Academic Texts" given as part of an academic lecture series given at Effat College, Jeddah, May 2004.
December 2004	Gave a presentation entitled "A Problem of Dissemination: From Theses to Articles" at the Egyptesol Conference on the 6 th of December, 2004, Cairo, Egypt.
June 2004	Shared in developing and running two days teacher training workshop on classroom management, teaching grammar, vocabulary, and the four language skills to school teachers, Effat College, Jeddah.
July 2003	"From Theses to Articles: Developing an EAP Course for Writing Articles Derived from Theses", a paper given at the ESP Conference - ESP in the Third Millennium: Challenges and Aspirations- July 2003, Alexandria, Egypt.
March 2001	"From Thesis to Article: Genre Based Materials Proposed for Teaching EAP Students the Difference between Theses and Articles", a presentation, co-presented with Dr. Zeinab Raafat (The Head of the ESP Centre, Alexandria University) at the First International Conference for Teachers of English as a Foreign language held from the 27 th to the 29 th of March 2001 at the ESP Centre, Damascus University, Syria.

Sept. 1999	“A Semantic Organization Model for the Analysis of Theses and Articles”, a seminar held on the 29 th of September 1999 at the AELSU, Liverpool University.
April 1998	“Modeling the Organizational Structure of Two Related Genres”, a Seminar held on the 9 th of April 1998 at the AELSU, Liverpool University.
April 1997	“Searching for a Way: The Story of Two Bonded Written Texts”, a Seminar held on the 8 th of April 1997 at the AELSU, Liverpool University.
Dec. 1997	Developed and ran a one-day workshop on Developing Tests for Teachers of Science working at English Language Schools, Alexandria, Egypt.
April 1996	“In the Academic Sphere: Moving from one Genre to another”, a Seminar given on the 3 rd of April 1996 at the AELSU, Liverpool University.
1995	Organized and co-ran a 5-days workshop on Teaching Pronunciation Skills to EGC school teachers, Alexandria, Egypt.
Nov. 1994	“The Story of Two Related Genres”, a presentation given on the 4 th of November 1994 in the Third National ESP Conference, ESP Centre, Alexandria University.
Nov. 1993	“Politeness Strategies in Academic Scientific Texts”, a presentation given on the 4 th of November 1993, in the Second National ESP Conference held at the Arab Maritime Training Academy in Alexandria, Egypt.

Major Conferences, Workshops and Meetings Attended

2012-2016	<p>The QS conferences and seminars attended include the following;</p> <ul style="list-style-type: none"> - The First QS <i>in conversation</i> held in Dubai in September 2012; - The 10th QS-APPLE Conference held between the 10th and 14th of November 2014 in Taipei, Taiwan; - the 4th QS MAPLE held from the 6th to the 8th of May 2014, in Abu Dhabi, UAE; - 5th QS <i>in Conversation</i> held from 2nd to 4th of February 2015 in India and shared in one plenary session; - Co-organized the 6th QS <i>in Conversation</i> by Effat University, Saudi Arabia, held from 2nd to 4th of February 2016 in Milan, Italy.
January 2015	Attended the AACSB "Business Accreditation Seminar" held in Tampa Florida, USA conducted between 23 and 24 th of January 2015.
January 2015	Attended the AACSB "Business Learning Assessment Seminar" held in Tampa Florida, USA between 26 and 27 of January 2015.
November 2014	Attended the accreditation workshop held by the Accrediting Council for Continuing Education and Training (ACCET) conducted between 1 st to 2 nd of November 2014 in San Diego, USA.
November 2014	Attended the 10 th QS APPLE held between 11 th to 14 th of November, 2014 in Taipei, Taiwan
February 2013	Attended the Third International Conference held by the National Center for E-Learning and Distance Learning under the Saudi Ministry of Higher Education (ELI) on "E-learning and Distance Learning" in Riyadh, KSA between 5 and 7 February. The conference was
September 2012	Attended the 1 st QS in Conversation held in Jumeirah Emirates Towers, Dubai, UAE on the 18 th of September.
December 2012	Attended a conference entitled "Strategic Planning for the Quality and Accreditation of Arab Universities and Educational Institutions" held from 22 to 24 th of February in Dar Al-Dyafa at Ain Shams University, Cairo, Egypt
Nov. 2014	Workshop entitled "External Reviewers Training" by NCAAA, Riyadh, KSA.
March 2014	Workshop entitled "Leadership Training in Higher Education" by NCAAA, Riyadh, KSA.
March 2013	Workshop in Arabic entitled "KPIs and Benchmarking" by NCAAA,

	Riyadh, KSA.
Nov. 2012	Workshop entitled "Establishing Data Analysis and Reporting System based on NCAAA Requirements" by NCAAA, Jeddah, KSA.
Nov. 2011	Workshop entitled "Teaching, Learning, and Assessment Strategies at Institutional and Program Levels" by Jeddah, KSA.
January 2010	Attended the international conference on "Excellence in Graduate Studies' Programs: Challenges and Solutions" held from 12 to 13 January 2010 at King Saud University, Riyadh, KSA.
April 2010	Attended that 17 th AUC Research Conference held from 10 to 12 April, 2010 at the American University in Cairo, Cairo, Egypt.
2006-2009	Attended IIE-MPI trainings in Jeddah, Saudi Arabia (Nov. 2006), Amman, Jordan (March, 2008) and San Francisco, USA (July 2008) to become the Regional Manager of the Women in Technology (WIT) Program in Saudi Arabia and trainer the trainers for delivering it.
2006-2010	Attended a number of internal trainings offered as part of professional development at Effat University including offerings from the CETL, EECSE, Wisaal, SAFAA, SMART Training Services, Blackboard Trainings by ISB, and University of Cincinnati.

Published Research Articles and Articles

Wrote, co-wrote and edited a number of articles for QS publications in the WoW U Magazine and QS World Class annual book.

Mohamed, E., (2013), "*KPIs: Our Guide to a Developmental Total Quality Management: The Experience of Effat University*", proceedings of the Forum of Islamic Universities for Cooperation and Exchange held at Al-Imam Mohammad Bin Saud University from 28 to 29 May 2013.

Mohamed, E., (2005), "*Evaluation of Writers' Perceptions of an Academic Writing Task*", *Pharos: An ESP Newsletter*, Volume 11, Number 1, pp. 10-19.

Mohamed, E., Raafat, Z., (2001), "*From Thesis to Article: Genre Based Materials Proposed for Teaching EAP Students the Differences between Theses and Articles*", *Proceedings of the First International Conference for Teachers of English as a Foreign Language*, Conference held from the 27th to the 29th of March 2001 at the ESP Centre, Damascus University, Syria.

Mohamed, E. (1998), "*A Pilot Investigation of the Lexical Patterns of Two Related Written Texts*", *Pharos: An ESP Newsletter*, Volume 9, Number 1, Spring 1998, pp. 5-15.

Mohamed, E., (1994), “*Politeness Strategies in Academic Scientific Texts*” *Pharos: An ESP Newsletter*, Volume 7, Number 1, Fall 1994, pp. 100-106.

Mohamed, E., (1994), “*Fighting for a Turn: A Radio Chat Show Analysis of Spoken Discourse*”, *Pharos: An ESP Newsletter*, Volume 6, Number 2, Winter 1994, pp.1-23.

Mohamed, E., (1991), “*A Report on an ESP Project*”, *Pharos: An ESP Newsletter*, Volume 4, Numbers 1&2, December 1991, pp. 48-50.

Consultancies

February 2003	Shared as a consultant in developing and running the IELP II Intensive Winter Institute for training ESP teachers at the college level, Luxor, Egypt
January 2003	Shared as consultant in developing and running the IELP II Winter Institute on Selecting, Adapting and Teaching ESP materials for training ESP teachers at the college level, Minia, Egypt
February, 2003	Developed and ran two days workshop on lesson planning, teaching vocabulary, and using communicative methods of teaching in collaboration with the English Language Teachers Communication Scheme (ELTeCs), Ministry of Education, and the British Council to a selected group of secondary school teachers, at the ESP Center, Alexandria Governorate.
December 2002	Shared as a consultant in developing and running an EOP teacher training program under IELP II on Integrated Language Skills in English Classes, Cairo, Egypt.
July 2002	Shared as a consultant in developing and running the IELP II ESP Summer Institute for training ESP teachers at the college level, Alexandria, Egypt

Membership of Internal Councils and Committees

2009- now	Member of the University Council of Effat University.
2011-now	Secretary General of the Effat University Council.
2009-now	Member of the Departmental Council of the English and Translation Department of the College of Science and Humanities at Effat University.
2009-now	Member of the Steering Quality Assurance Committee at Effat University.
2011-now	Chair and Member of the Governance and Administration University Council Standing Committee.
2012-now	Member of the Administrative Assembly of Effat University.
2012-2014	A member in the Steering Committee and Academic Committee and Hospitality and Security Committee for the First and Second English and Translation Department Conference entitled "THE CULTURAL IMPACT OF LANGUAGE AND TRANSLATION" at Effat University also as a reviewer of the articles submitted to the same conferences.
2003-2010	A member in the Steering Committee, Program Committee, Academic Committee, Information Committee and Translation Committee of the annual conference of Learning and Technology Conference held at Effat College/Effat University annually.
2006- 2009	Chaired the program committee for a number of important events at Effat University including the Establishment of the Deanship of Graduate Studies and Scientific Research which was under the Patronage of HRH Prince Khaled Al-Faisal, Governor of Makkah Region and was attended by the SAMA Governor as well as the "Compete to Give" Campaign which was under the patronage of HRH Prince Khaled Al-Faisal, Governor of Makkah Region, as well as the 10 th Anniversary Celebration of Effat University which was held under the patronage of King Abdullah Bin Abdel Aziz, The Custodian of the Two Holy Mosques, during 2008-2009.

Membership in International and Regional Groups

Member in the CHEA International Quality Group (CIQG) since 2014 until now.
Member in the Saudi Quality Group, since 2013.

Member of KSAALT from 2011 to 2012.
 Member of the ASTD (American Society for Training and Development), from 2009 to 2012.
 Member in the ESP Teachers Group, Egypt, since 2002 until now.
 Member in the ELTeCS International Group, British Council, since 2001 until now.

References

Dr. Haifa Jamal Al-Lail	President of Effat University, Jeddah, KSA. P.O. Box 34689 Jeddah, 21478, Saudi Arabia. Email: hjamalallail@effatuniversity.edu.sa
Dr. Zeinab Raafat	Academic Supervisor of the ESP Center, Alexandria University. 1 Albert Al-Aou, Izbt Saad, Smouha Alexandria, Egypt Tel: 03/4245195
Mr. Geoff Thompson	Former Head of Postgraduate Studies, and Current Senior Researcher, AELSU, Liverpool University Modern Language Building, Chatham Street Liverpool, L69 7ZR Tel: 0151 794
Mr. Anthon Lilley	Former ODA Language Consultant at the ESP Centre, Alexandria (during the years 1991-1997)., Now works as a lecturer at Essex University, England. Email: adlilley@essex.ac.uk