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## Work Experience

### 1. Consultancies

- Learning objects (LOBs) consultant, center for continuing education, BirZeit University, supported by IDRC, Canada (Jan 2018 – Current)  
Develop (LOBs) for science (7-10 grades currently) specifically chemistry related classes to empower Palestinian students through digital learning innovations in STEM fields to produce more engaged, creative, and motivated citizens by using digital tools for education by supporting interactive teaching that helps students design, make, collaborate, and innovate in an attempt to open new routes to employment and to life-long learning opportunities.
  
- Quality assurance and quality management system enhancement consultant, BirZeit University (November 2015 – Current)
  1. Develop comprehensive quality assurance policies and procedures relevant to course, program, and institutional assessment and ensure their alignment with BZU laws and regulation and with AQAC's adopted criteria and their coherence with international standards.
  2. Propose revisions of current BZU regulations e.g. teaching instructions to accommodate the proposed procedures.
  3. Review and update existing form/reports and develop new forms/reports that cover the full extent of the proposal.
  4. Review and update available syllabi outline format and ensure it includes all the essential elements for course delivery, evaluation, assessment and enhancement.
  5. Produce a set of processes and procedures for periodic evaluation of existing courses, programs and institutional evaluation in full details.
  6. Review any available key performance indicators to support source/program/institution evaluation and suggest new relevant set in liaison with IRU at BZU and in alignment with international standards.
  
- External Monitoring and Evaluation Consultant for “Improvement of Students Skills towards Employment Enhancement”, An-Najah University thru World Bank, Nablus (December 2014– 2016)
  1. Help identify the improvement in soft and technical skills of training students as perceived by their industrial (field) supervisors.

2. Designing a suitable statistical analysis template, entering the data of reports of the academic supervisors, and conducting a full-inferential statistical analysis to help highlight the achievement of the delivered training courses in light with commendations set in previous assignments.
3. Conducting a comparative study for the analyses and projecting the results on the defined KPIs of the project.
4. Evaluating the performance of the academic supervisors in terms of the quality of their supervising, follow up tasks as well as in conducting regular field visits to the interns in the food industries, and evaluating the used students' evaluation/assessment forms.
5. Evaluating the content of training courses and the performance of trainers.
6. Preparing and submitting a final report showing all implemented activities, their results, and recommendations as well as recommendation for practical training center to monitor internship activities.

➤ Capacity building national expert: Leading a group of Auditors to audit the six CoCs, GIZ (January 2016)

Leading a group of trained auditors and consultants in auditing the various CoCs based on the adopted checklist. The main tasks of this assignment were to:

1. Support the international expert in getting familiar with the quality situation of all CoCs,
2. National expert to lead a team of auditors to audit and consult six CoCs in Palestine,
3. Provide capacity building during the mission to the audit and consultant teams, and
4. Oversee the consultant in developing an audit plan with all auditors and support the implementation of the plan

➤ Consultant—Curriculum development, implementation and assessment Kadoorie Center for Learning and Teaching Innovation (KCLTI), Palestine Technical University— thru PFDP (AMIDEAST), (During May 2015)

- Train PTUK faculty on curriculum development and course description.
- Work with trainees to develop their own courses, including: ILOs, assessment, methodologies, course evaluation in line with international standards

➤ Consultant for the Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH in Palestine (March 2014 – Dec 2014)

Providing Technical Assistance to the Centers of Competence (CoCs) in the West Bank, focusing on the development, the implementation and documentation of quality assurance mechanisms (5S methods, activities and monitoring) in the Centers of Competence

➤ Consultant for the accreditation and quality assurance commission (AQAC), Ministry of Higher Education, Ramallah, Palestine (January 2013 – Feb 2014)

1. Advising on the policies and procedures for institutional licensure, accreditation and quality assurance issues.
2. Creating quality standards at the program level and the institutional level for technical training courses and programs, including accreditation of the provider of training/education and accreditation of the programs.

3. Implementation of policy and quality assurance processes, their evaluation and self-evaluation and follow up with the results of the evaluations
4. Building capacity in the commission to maintain the developed standards, conduct visits to higher education institutions' quality assurance units and provide related awareness and capacity building to the QA units
5. Organizing policy seminars to engage key stakeholders in the dialogue about improving QA systems for higher education in Palestine.

➤ Quality assurance consultant/director (2010 -2013) (University of Modern Sciences, Dubai, UAE

➤ **Quality assurance and institutional effectiveness unit**

- Established university quality assurance documents, forms, and processes
- Intensively involved in preparing all of the university documents
- Mentoring all faculty members in delivering lectures and practical training according to the Ministry of Higher Education and Scientific Research requirements for maintaining high standards of education
- Collecting and monitoring course portfolios of each course taught at the institution
- Collecting and analyzing data in course monitoring reports as submitted by faculty members
- Conducting student evaluations (manually and online using survey monkey software)
- Conducting self-assessment for faculty members and course evaluations
- Analyzing data collected from student evaluations (using online services and Microsoft Excel functions, graphs and variables)
- Proposed, implemented and communicated university policies and changes
- Developed program assessment tools and strategies
- Prepared documents for initial licensure and accreditation documents and curricula for proposed programs, and insuring the achievement of accreditation from relevant accreditation bodies: Prepared most of accreditation documents and mainly academic programs documents for various undergraduate and graduate academic programs. Proposed new academic programs to enhance the development and the growth of the university.

➤ **Curricula Development & Accreditation**

- Developed various documents for establishing education/training providers
- Prepared documents for interpretation of the Level Descriptors of the QF Emirates Framework, production of the evidence of alignment with the QF, and the underlying practice to support the achievement of lecture/practical outcomes e.g. learning and assessment
- Wrote various programs' curricula for education providers according to international programmatic accrediting agencies' regulations (e.g. ABET for engineering, AACSB for business administration and accounting)

## 2. Academic management

- **Business collaboration and contractual agreements**

- Established business collaboration and agreements with relative industries and training centers to provide technical training for students according to industry
- Developed assessment tools in the form of surveys and advisory boards to better implement programs/training courses based on competences according to labor market needs and stakeholders demands
- **Supervisor for staff and instructors**
  - Coordinated faculty members evaluation
  - Coordinated faculty members payments
  - Reviewed faculty members students' evaluations and related issues
  - Monitored renewal/non-renewal and terminations of contracts
  - Coordinated selection of new faculty members
  - Supervised preparing the class schedule and exam schedules for the University
  - Managed university courses, selection of faculty members' assignments
  - Prepared university offerings every semester and faculty members teaching loads
  - Participated in recruitment committees for hiring of new faculty, prepared forms of evaluation for newly hired faculty members and mentored faculty members during their first semester
- **Member of the marketing and business development committee:**
  - Initiated business collaboration with companies and institutes
  - Provided strategies for student recruitment and retention
  - Recruited students for the various activities and events
  - Participated in expos and events related to students' recruitments
  - Organizing university community outreach events and students' activities
- **Chair of the website committee**
  - Maintained the website content and posting for the university

### 3. Academics: teaching

#### Courses Taught

- Special topic for graduate students: forensic analytical sciences
- Special topic for graduate students: chemical sensors and biosensors
- General Chemistry I, General Chemistry I Laboratory,
- General Chemistry II, General Chemistry II Laboratory,
- Chemistry for nursing
- Chemistry for engineering
- Organic Chemistry I, Organic Chemistry I Laboratory,
- Organic Chemistry II, Organic Chemistry II Laboratory,
- Analytical Chemistry, Analytical Chemistry Laboratory,
- Instrumental Chemistry, Instrumental Chemistry Laboratory,
- Energy and Environmental Science, Energy and Environmental Science Lab,
- Natural Sciences
- Philosophy of Science
- Environmental Education (التربية البيئية)
- التربية العملية (مشرف أكاديمي)
- Elementary Calculus and
- Applied Mathematics

➤ **Assistant Professor, BirZeit University, Ramallah, Palestine (Feb. 2016 – current)**

1. Teaching various chemistry courses for the faculty of science
2. Promoting suggestions for enhancing existing programs
3. Advising students academically during their progress in the program
4. Participating in committees as necessary

➤ **Assistant Professor, UNRWA, University College for Educational Sciences, Ramallah, Palestine (March 2014 – Feb 2016)**

1. Teaching various courses for the college including chemistry courses, philosophy of science, environmental sciences and natural sciences
2. Mentoring students during their practical field training
3. Promoting suggestions for enhancing existing programs
4. Advising students academically during their progress in the program

➤ **Assistant professor of chemistry (2010 -2013) (University of Modern Sciences, Dubai, UAE)**

Serving the educational needs of multi-cultural nationalities by teaching different range of courses including: Elementary calculus, applied mathematics, general chemistry lecture and lab, Organic chemistry lecture and lab, and Physical chemistry lecture and lab

- **Coordinator for Chemistry, Math and general education courses:**
- 4. Developed and implementing changes and restructuring of courses as needed and as deemed necessary to ensure quality education and student support services
- 5. Developed laboratory manuals for all the chemistry classes taught
- **Students' Academic Advisor:**
- 6. Coordinated and supervised the academic admission, transfer, registration and academic advisement for students
- 7. Promoted a responsive, challenging and supportive education environment characterized by standards of excellence, commitment to quality education and student success in this diverse and changing society.

➤ **Assistant Professor of Chemistry (2009 - 2010), Department of Biotechnology, American University of Ras Al Khaimah, UAE.**

Teaching general chemistry, organic chemistry energy and environmental science and labs. In addition to teaching, I accomplished the following:

**Administrative and Additional Activities**

- Worked on getting accreditation for the B.S. in Biotechnology.
- Involved in recruiting students activities
- Proposed new program
- Developed 2 new courses with labs for general education program
- Participated in restructuring one course with its lab for Biotechnology students
- Inaugurated a Biotechnology student journal club
- Chaired the Research Sub-Committee

- Member of the Safety Committee and the Disciplinary Committee
- Implemented Vernier Software in the chemistry laboratory

➤ **Assistant Professor of Chemistry (2008 - 2009) (AUS)**

**1. Visiting Assistant Professor of Chemistry**

Department of Biology and Chemistry, American University of Sharjah, UAE. Teaching general chemistry, quantitative analysis and instrumental analysis.

**2. Adjunct Assistant Professor of Chemistry (GMU)**

George Mason University (Ras Al Khaimah Branch), UAE.

Teaching General Chemistry I and General Chemistry II classes.

➤ **Teaching Assistant and research assistant (2003 - 2008)**

**1. Laboratory and Research Assistant**

Department of Chemistry, Virginia Commonwealth University, Richmond, Virginia  
Scientific researcher, maintain laboratory instruments and installing software, and ordering chemicals.

**2. Teaching Assistant**

Department of Chemistry, Virginia Commonwealth University, Richmond, Virginia  
Teaching college level Chemistry courses and labs; Grading tests and quizzes, & assignments. Experiments performed included, IR, NMR, UV-VIS, IC, CV, FL, ISE. Courses (100-400 levels) taught are the following: Introductory Chemistry, General Chemistry I class and laboratory, General Chemistry II Chemistry 302 (class and laboratory), Organic Chemistry 301 laboratory, Organic laboratory, Instrumental Analysis laboratory 409.

**Academic Coursework**

Wide range of courses included at the graduate level: Environmental chemistry, electroanalytical chemistry, advanced spectroscopic methods, Advanced physical chemistry, advanced analytical chemistry, advanced organic chemistry, instrumental analysis, inorganic chemistry (400 level).

**Summary of Skills**

**Academic & teaching**

- Strong organizational, interpersonal administrative, and team collaborative skills
- Ability to interact effectively with different levels of academic administration and with students, faculty and staff.
- Commitment to organizational diversity and cultural sensitivity
- Program accreditation and program licensure at the graduate and undergraduate levels
- Institutional effectiveness and research and data analysis
- Program assessments and continuous monitoring through accumulating data and report writing
- Academic policies and procedures for various departments within the university
- Maintaining programs and curriculums according to internal and external regulations at an international level (ABET, AACSB, ACEJMC, MSCHE)
- Admission, registration, grading, marketing, website development and maintenance and class and exam scheduling.

- Business development, relations and community services
- Fluency in English and Arabic; excellent written and verbal communication skills
- Microsoft Office

## Research

- PSI-Plot, Vernier software
- DigSim: Electrochemical simulation, Spartan `06 ES 3.0.2: Theoretical calculations
- Ion chromatography, Fluorescence Microscopy
- Extensive knowledge of electrochemical station (CHI instrument)
- General knowledge of photolithography for microscale device fabrication
- IR, UV-VIS, NMR (1D and 2D),
- Ability to prepare and critique scientific papers submitted for publication
- Ability to maintain a laboratory budget, order supplies, and determine research goals and direction
- Ability to maintain laboratory records; Prepared detailed reports results of experiments for presentation
- Ability to develop experiments procedures, created an information database

## Honors & Awards

- Jessie Hibbs Scholarship
- Graduate Student Scholarship
- Magna Cum Laude
- Undergraduate Student Scholarship

## Publications

- Saqer Mohamad Darwish, Husain Rashad Alsamamra, Sawsan Eid Abusharkh, Imtiaz Mohammed Khalid, Rania Abdeljalil Alfageh, Musa Mahmoud Abuteir. (2017) Effects of Extremely Low Frequency Magnetic Field on the Secondary Structures of  $\beta$ -Amyloid and Human Serum Albumin. *European Journal of Biophysics*, 5(6): 89-103
- Darwish, S.M., Aiaidah, S.Y., Khalid, I.M., Abuteir, M.M. and Qawasmi, L. (2015) Spectroscopic Investigations of  $\beta$ -Amyloid Interactions with Propofol and L-Arginine. *Open Journal of Biophysics*, 5, 50-67
- Khalid, I.M.; Alvarez, J.C.; "Removal of Electroanalytical Interferences Using Thermodynamic and Kinetic Effects Induced by In-Situ Electrogeneration of Protons" *Journal of Electroanalytical Chemistry, Volume 631, Issues 1-2, 1 June 2009*, 76-79
- Khalid, I. M.; Pu, Q.; Alvarez, J. C.; "Thermodynamic and Kinetic Enhancement of Electrochemical Sensitivity by Chemical Coupling in Microfluidic Systems." *Angew. Chem. Int. Ed.*, 2006, 45, 5829-5834.
- The PhD research was funded by National Science Foundation( NSF) (CHE-0645494)

## Conferences and Workshops

- INQAAHE Conference 2017 “Between Collaboration & Competition: The Promises & Challenges for Quality Assurance in Higher Education”, Gulf Convention Centre, Gulf Hotel, Kingdom of Bahrain, Feb 27<sup>th</sup> - March 2<sup>nd</sup>, 2017.
- Training auditors’ workshop: capacity building, GIZ, Caesar Hotel, Ramallah, Palestine Jan 16 – 19, 2016. **(Facilitator)**
- Accreditation and quality assurance commission workshop entitled "AQAC' Governance", September 17<sup>th</sup> 2013, Movenpick, Ramallah, Palestine, 2013.
- Accreditation and quality assurance commission workshop entitled "mechanisms for evaluating Palestinian higher education institutions". September 8<sup>th</sup> 2013, Accreditation and quality assurance commission, Ramallah, Palestine.
- Accreditation and quality assurance commission workshop entitled "Quality assurance in higher education institutions in Palestine". March 17<sup>th</sup> 2013, Accreditation and quality assurance commission, Ramallah, Palestine. **(presenter)**
- CAA Workshop Series: QUALITY ENHANCEMENT in UAE Higher Education, February 11<sup>th</sup> 2013, Institute of Applied Technology, Dubai, UAE.
- CAA Presentation for Program Leaders: Aligning Programs to the QF Emirates- why, what, when and how? December 5<sup>th</sup> 2012, Al Ghurair University, Academic City, Dubai, UAE.
- CAA/NQA on QF Emirates presentations. September 27<sup>th</sup> 2012, Zayed university, Dubai, UAE.
- Internal Quality Assurance in Higher Education Institutions, organized by CAA, May 2<sup>nd</sup> 2011, Duabi, UAE
- Learning outcomes and their relationship to the UAEs Qualifications Framework, organized by CAA in collaboration with the British Council, Dubai, UAE, March 22<sup>nd</sup> 2011
- Environment Friendly Industries and Sustainable Economic Development Workshop, Ras Al Khaimah, UAE, June, 5<sup>th</sup> 2010
- Second Annual International Workshop on Advanced Materials (IWAM 2010), Ras Al Khaimah, UAE, 21-23 February 2010
- The fourth annual Dubai Harvard Foundation for Medical Research (DHFMR), Dubai, UAE, November 17, 2009
- Electrochemical Society conference; 21<sup>2th</sup> meeting: Washington, DC, October 07-12, 2007. **(presenter)**
- Gordon Research Conference; Ventura, California, January 06-11, 2008. **(presenter)**

**References will be provided upon request**