

"MOHAMAD NABIL" DABDOUB
(AKA NABIL DABDOUB)
mdabdoub@birzeit.edu
0599787809



EDUCATION

- M.A., Educational Administration, Birzeit University (BZU), Feb. 2005.
- B.Sc., Biology, Birzeit University (BZU), Feb. 1994.
- State University of New York at Buffalo (SUNYAB), Intensive English Language Institute (IELI).
- General Secondary School Examination (Tawjihi), June 1982.

PROFESSIONAL EMPLOYMENT

- Quality Assurance Unit Director, Vice President of Planning and Development Office, Birzeit University (BZU), September 2023 – Present.
Duties include:
 - Monitor and evaluate the implementation of the university's strategic and annual plans by all relevant units;
 - Develop the reports and forms required to monitor the implementation of the university's strategic plan, including action plans and annual reports;
 - Supervise the preparation and development of institutional performance indicators and develop tools for the evaluation;
 - Develop tools for collecting and analyzing data related to the above-mentioned indicators and oversee their application;
 - Follow up on internal audit reports with the related units and implement the recommended actions;
 - Follow-up procedures for self and periodic evaluation of the existing academic programs, implement their recommendations and outputs, in addition to managing student evaluation of courses and members of the academic staff,
 - Liaison between the university and the Accreditation and national Quality Assurance Commission (AQAC) regarding accreditation of proposed academic programs and evaluation of existing programs.
- Monitoring and Evaluation Unit Director, Vice President of Planning and Development Office, Birzeit University (BZU), September 2019 – August 2023.
- Facilitator, Leadership & Active Citizenship Program (Masari), Birzeit University, September 2018 – 2020.
- Monitoring and Evaluation Unit Assistant Director for Quality Assurance, Vice President of Planning and Development Office, BZU, October 2016 – September 2019.
- Quality Assurance Unit Assistant Director, Vice President of Academic Affairs Office, BZU, September 2005 – September 2016.
 - Additional duties include assisting in managing the Academic Development Office
- Financial Aid Officer, Deanship of Student Affairs, BZU, October 1998- September 2005.
Duties include:
 - Responsible for the Administering the Student Loan Program at the University: receive and follow up applications, coordinate with the SRLF at the Ministry of Education and Higher Education and other donors to the Student Financial Aid Program at the University.
 - Participate in the arrangement and conduction of the Student Counsel annual elections.

- Academic Advisor, Faculty of Science, BZU, September 1996 - October 1998.
Duties include:
 - Academic Advisor for unspecialized freshman and sophomore Faculty of Science students.
 - Follow up the Faculty counsel decisions concerning students' academic matters.
- Research and Teaching Assistant, Biology & Biochemistry Dept., BZU, April 1994-September 1996.
Duties include:
 - Research assistant to the Dean of Science (Neuroscience).
 - Assisting Professors to deliver laboratory sessions.

TRAINING AND COURSES

- Internal Quality Assurance in Higher Education, IIEP-UNESCO online course, 27 Sept.- 10 Dec. 2021
- Knowledge of Recognition Procedures, RecoNow project, 2015
- Facilitation Courses, Center for Continuing Education, Birzeit University, 2017.
- Microsoft Access Course (40 hours), Birzeit University Information Technology Unit (BIT), May 2006
- Web Design and Development Course (55 hours), Birzeit University Information Technology Unit (BIT), May 2001

PRACTICAL TRAINING

- Research Assistant (Student employment) Biology & Biochemistry Dept., BZU, 1992-1994.
- Laboratory Assistant (Student employment), Biology & Biochemistry Dept., BZU, 1990- 1992.

VOLUNTEER AND EXTRA-CURRICULAR ACTIVITIES

- Biology Club President, BZU, 1992-93.
- Staff Writer, UB International Magazine, 1985-86.
- International Affairs Assistant Coordinator, Student Association, SUNYAB, 1984-85.
- International Student Council Member, SUNYAB, 1984-85.
- International Student Resource Center Member, SUNYAB, 1983-85.

PERSONAL

- Languages: Arabic (Native Language) and English (Fluent)
- Excellent Knowledge in computer software under Windows environment (Word, Excel, Access, etc.), and excellent in Internet navigation.
- Excellent communication and IT skills.
- Cooperative, team worker and flexible.
- Able to establish good relationships with colleagues.
- Date and Place of Birth: March 8, 1964; Tulkarm, Palestine.
- Current residential address:, Ramallah.