Dr. Shadiah H.H.Sheikh

P.O.Box 75485 Riyadh 11578  **| MOBILE**: +966 503104803  **|** **PHONE:** +966 1 80 50173  **|** sshaikh@ksu.edu.sa

**personal Information**

**Name** Shadiah Hamza Hamed Sheikh

**Nationality** Saudi

Marital status Married

Place of residence Riyadh, Saudi Arabia

Academic status Assistant Professor

**Current occupation** Assistant Professor at the College of Languages & Translation, King Saud

University

  **Languages** Arabic – Native language

 English – Fluent speaking, reading, writing

 French – Proficient reading and writing

**EDUCATION**

Bradford University, Bradford, UK

Ph.D. in English Language Teaching 1993

Dissertation: “Communicative Language Teaching”

Warwick University, Warwick, UK

M.A. in English Language Teaching 1985

Thesis: “Reading Comprehension in Second Languages”

Warwick University, Warwick, UK

A one year intensive course in the Philosophy of Education as an introductory

course to an M.A. in education 1983

University of Cairo, Cairo, Egypt

B.A. in Economics and Politics 1975

Areas of Concentration: International Law and Relations

Al-Quawmeyah High School, Cairo, Egypt

Certificate of General High School Education 1969

La Rose de Lysieux Primary School, Cairo, Egypt

Certificate of Primary Education in French 1964

 **Prizes & Certificates**

 **King Saud University, Oleysha, Riyadh, Saudi Arabia**

 Distinguished Vice Dean of the Year (1432)  **2012**

 **Ministry of Higher Education, Riyadh, Saudi Arabia**

 Pioneering Honorary Distinction (1434)  **2013**

**Work EXPERIENCE**

King Saud University, Riyadh, Saudi Arabia

Acting Dean of the Girls’ University Studies Center Summer of 2014

Responsible for the University ‘s academics affairs.

King Saud University, Riyadh, Saudi Arabia

Acting Vice Dean of the Financial & Administrative Deanship Summer of 2014

Responsible for the University administrative affairs.

King Saud University, Riyadh, Saudi Arabia

Acting Vice Dean of the Academic Deanship Summer of 2014

Responsible for the University academic affairs.

King Saud University, Riyadh, Saudi Arabia

Supervisor of the Summer Term 2014

Responsible for all academic courses and exams during the summer

Princess Noura University, Riyadh, Saudi Arabia

External Quality Evaluator for the Self Assessment Report of the College of 2011/2012

 Languages and Translation

Requested to evaluate courses, curriculum and academic plans for the college

King Saud University, Riyadh, Saudi Arabia

Supervisor of the Summer Term 2011

Responsible for all academic courses and exams during the summer

King Saud University, Riyadh, Saudi Arabia

Acting Dean of the Girls’ University Studies Center Summer of 2011

Responsible for the University administration and academics during the summer

King Saud University, Riyadh, Saudi Arabia

Acting Dean of the Girls’ University Studies Center Summer of 2010

Responsible for the University administration and academics during the summer

King Saud University, Riyadh, Saudi Arabia

**Vice Dean of the College of Languages and Translation. 2009 - 2014** Heading all departments of the college both academically and administratively

King Saud University, Riyadh, Saudi Arabia

Acting Dean of the Girls’ University Studies Center Summer of 2009

Responsible for the University administration and academics during the summer

King Saud University, Riyadh, Saudi Arabia

Supervisor of the Summer Term 2009

Responsible for all academic courses and exams during the summer

Riyadh, Saudi Arabia

External Viewer for the King Abdullah Prize for Translation 2009

Refereeing the translation of the books submitted for the King Abdullah prize for Translation

King Saud University, Riyadh, Saudi Arabia

External Examiner for M.A. degree students 2008

Mindanao University, Philippines

Academic Consultant for the Mindanao University 2003 -2008

Revision and approval of curriculum and syllabuses

The Council of Ministers, Riyadh, Saudi Arabia

Consultant at the Bureau of Experts, Official Translation Division 2003 - 2008

Revision of English translation of all materials

King Saud University, Riyadh, Saudi Arabia

Vice Dean of the Girls’ University Studies Center 2001 to 2004

Responsible for entire administration (over 150 administrative employees)

King Saud University, Riyadh, Saudi Arabia

Vice Chairperson of the European Languages and Translation Department 1995 - 2003

Responsible for academic and administrative aspects of the department

King Saud University, Riyadh, Saudi Arabia

Assistant Professor, College of Languages and Translation 1994 to date

Teaching various subjects to various levels

 Leeds, UK

Translator at the Leeds hospitals and courts on a voluntary basis 1992 to 1994

Bilateral translation for non English speaking people

Banghazi, Libya

French teacher for high school level females 1977 to 1979

Arab League, Cairo, Egypt

Political Attache 1976 to 1977

Responsible for drafting confidential political reports and analysis of the current political events

**Teaching Experience**

Teaching Arabization **2011** **-to date**

 Supervision of translation graduation projects **2007 to date**

Teaching Arabization and supervision of translation graduation projects **2006 - 2011**

Teaching Text Linguistics, Arabization, Language and Culture and supervision

of translation graduation projects **2005 - 2006**

Teaching Arabization, Language and Culture and supervision of translation

graduation projects **2001**  **- 2005**

Teaching Language and Culture, Media, Computer and Medical Translation  **1999 - 2001**

Teaching Semantics, Grammar and supervision of translation graduation projects **1997 - 1999**

Teaching Speaking Skills, Media and Political Translation **1995 - 1997**

Teaching jurisprudence in the mosques of Leeds City UK **1985 - 1995**

Teaching French to high school A level girls **1977 - 1979**

**association MEMBERSHIPS**

**IATEFL**  International Association for Teachers of English as a Foreign Language

**TESOL**  Teaching English for Speakers of other Languages Ass0ciation

**APETAU**  Association of Professors of English Literature and Translation in Arab Universities

**HANIBAL**  Arabic Literature Association

**GESTEN**  Saudi Association for Psychological and Educational Sciences

**ADHD**  Attention Deficiency Hyperactivity Disorder Support Association

**SAOLT** The Saudi Association of Languages & Translation

**COMMITTEE MEMBERSHIPS**

 **College of Languages and Translation**

Member of the Committee for relocating professors of the Language Unit **2014**

 **Girls’ University Studies Center**

Member of the Permanent Disciplinary Committee 2014 to date

 **College of Languages and Translation**

Member of the Committee for preparing the College Post Graduate Study Plan(1434)  **2013**

**College of Languages and Translation**

Member of the Committee for preparing the College New study Plan(1433-34) **2012-2013**

 **Girls’ University Studies Center**

Member of the Permanent Committee for Students Affairs  **2009 -2014**

**Princess Noura University, Riyadh, Saudi Arabia**

Member of the College of Languages and Translation Council **2009 – 2012**

**Ministry of Petroleum and Minerals, Riyadh, Saudi Arabia**

Member of the Public Relations Committee assigned to the female delegates **2000**

 partaking in the International Petroleum Conference

**Ministry of Education, Riyadh, Saudi Arabia**

Member of the Public Relations Committee assigned to the female delegates of the **2000**

 1st Conference of the Education Ministers of Muslim Countries and translating

 to them from Arabic to English and French

 **Riyadh, Saudi Arabia**

Member of the Public Relations Committee assigned to the female delegates partaking in the **1997**

 ISESCO Conference and translating to them from Arabic to English and French

Member of the Community Service Committee (Oleysha) **2010 to date**

Head of the Committee for Curriculum Development of COLT **2010 to date**

Member of the Permanent Committee for Joint Supervision **2010 to date**

Head of the Students Rights Unit of the **C**ollege of **L**anguages and **T**ranslation (**COLT**) **2010 -2014**

Head of the Committee for Setting of COLT Post Preparatory

 Year Admission Conditions **2010**

Head of the Academic Counseling at COLT **2010-2014**

Member of the Academic Counseling Committee of the Girls’ University

Studies Center **2010-2014**

 Head of the Committee for Revising and Evaluating the “Arabization” syllabus **2010**

Member of the Committee for selecting Teaching Assistants at the University level **2010**

Member of the Committee for the Preparation of the Annual Report for the

Girls’ University Studies Center **2009**

Head of the Committee for Revision and Evaluation of Graduation Project

Criteria of English and French Sections, COLT **2009 -2014**

Head of the Committee for Curriculum Development of COLT **2009**

Head of the Student Academic Misconduct and Cheating Committee at COLT **2008 -2014**

Member of King Abdullah’s Committee for Developing Education in Saudi Arabia **2008**

Member of the Committee for preparing a Draft for Establishing a Directorate

 for Girls’ Colleges **2008**

Head of the Committee for Student Complaints Concerning Final Exams, COLT **2008-2012**

Member of the Interview Committee for the Assessment of Lecturer, Teaching

 Assistant and Assistant Professor Candidates for COLT 2006-2012

Head of the Health Awareness Committee of the “University & Society” week **2005**

Head of the Committee for the Preparation and Organization of

the Graduation Ceremony **2005**

 Member of the Committee for Reviewing the Plan and Design for the New Girls’

 University Studies Center **2003-2010**

Member of the Committee for Supervising and Quality Assessment of

 Final Exams, Oleysha **2002 – 2003**

Member of the Committee for the Preparation and Organization of the 20th

 Anniversary Ceremony of the Inauguration of King Fahad Bin Abdulaziz **2002**

Member of the Committee for the preparation for the International Conference about the

 Custodian of the Two Holy Mosque **2001**

Member of the Public Relations Committee assigned to the female delegates

 partaking in the Eneregy Conference and translating to them from Arabic

 to English and French **2001**.

Head of the Committee for preparing the Annual Report for the Girls’ University

Studies Center **2001-2003**

Head of the Committee for the Organization of the Cultural Symposium of

the National Heritage Festival “Al Janadriah 1421 H” **2001**

Head of the Student Disciplinary Committee of the University Center for

Women Students (Oleysha) **2001 - 2003**

Member of the Committee for the Preparation for Hosting the 3rd Conference

 of Environmental Studies, Riyadh **2001**

Member of the Cultural Committee of the University and Society week, Oleysha **2001**

Head of the Committee for the Preparation and Organization of the

Graduation Ceremony **2000**

Member of the Committee for Assessing Candidates for University Administrative

 Posts at King Saud University **2000**

Member of the Main Committee for the Organization and Preparation

for the Celebration of the Saudi Centenary, Oleysha **2000**

Member of the Committee for Assessing the Students Needs for

Computer Courses, Oleysha **2000**

Head of the Committee of National Heritage for the University

and Society week, Oleysha **2000**

Member of the Committee for the University and Society week **2000**

Head of the Committee for the Organization of the University Graduation Ceremonies **2000**

Member of the Committee for the Preparation of the Annual Report for

The Girls’ University Studies Center **1999**

Member of the Research Center Committee assigned to the compilation of

information packages about the University Center for Woman Students **1999**

Member of the Committee for the Assessment of Administrative Post

Candidates at King Saud University **1999**

Member of the Main Committee for the University and Society Week  **1998**

Head of the Exhibition Committee for the University and Society Week **1998**

Head of the Committee for the Revision and Evaluation of the English

 Translation Section Final Exams, COLT  **1997 - 2000**

Head of the Interview Committee for the Assessment of Teaching Assistant

Candidates for COLT  **1997 - 2000**

Member of the Committee for the Development of the Administrative Structure

Of King Saud Girls’ University Studies Center. **1997**

Member of the Committee for the Selection of the Ideal UniversityStudent. **1997**

Member of the Board of Deputies of King Saud Girls’ University Studies Center **1996-2014**

Head of the Interview Committee for the Assessment of Candidates

for the Post of Translator **1996**

**Translation and Projects**

**“CHADD** (**Ch**ildren and **A**dults with **A**ttention-**D**eficit/Hyperactivity **D**isorder) **Educator’s Manual”**

A book on Attention- Deficit Disorder (AD/HD), an in-depth look from an educational perspective **2009**

**“Women of Saudi Arabia: Partners in Progress and Development” 2008**

 An article for the Ministry of Information

**“From Israel to Damascus”**

A book by Robert Marwaan Hatim that explores Arab/Israeli Politics in Syria and Lebanon **2001**

Interpreting for her Highness Princess Al Jawharah Al Ibrahim, wife of the Custodian of the Two Holy mosques on different Occasions **2001**

**“The Next War”**

A book by Casper Wineburgher that discusses the possible future shift in the balance of international political power. **2000**

**“Sickle Cell Disease”**

A booklet on awareness and recognition of the disease **1995**

**“All You Need to Know About Thalesemia”**

A booklet on symptoms and treatment of the disease **1994**

**Research, Papers and Publications**

**Translator’s Multi Fields Companion 2015**

 A mini dictionary of the basic terms of various fields.

**“The Sttus ofTranslation and Arabization throught History” 2015**

A paper presented at the Arabic Language Fourth International Conference

 **“The Importance of Cultural Awareness in English Arabic Translation”**

 An Article published at AWEJ Special edition issue 3 **2014**

**“Interactive Teaching: the Islamic/Arabic Pioneer Model”**

International Research Journal: Paripex. September **2013 2013**

**"Arabization and Translation, a Civilization Necessity" 2012**

 An article presented at the one day conference.

 KSU Research Centre. Oleysha

 **“Cultural issues in Translation” 2010**

 A paper discussing the problems of translation related to culture

 and some strategies to help deal with it, presented at Princess

 Noura University, Higher Education Symposium

**“College of Languages and Translation Graduates Work Opportunities”**

A paper presented at the “Second Academic Meeting of the College of Languages and Translation” symposium, Oleysha **2008**

“**Discourse and Communication”**

Research paper targeting teachers of second languages, published by Al Alsun University, Cairo **1999**

**“The development of Girls Education in Saudi Arabia”**

A research paper presented at the Research Center of King Saud University that sheds light n the development of women’s education in the Kingdom (Unpublished) **1998**

**“English in Saudi Arabia” 1990**

An article about the standard of English language Teaching in Saudi Schools,

presented at the IATEFL conference hosted at the University of Dublin, Dublin Ireland

**Refereeing and Reviweing**

**Refereeing the translation of a book titled** “International Business”**, 2014**

For the Ministry of Higher Education.

**Refereeing a PhD thesis for promotion** “An Investigation into the **2014**

 Comprehension of Formulaic Sequences by Female Saudi EFL Learners”

C O L T. King Saud University

**Refereeing an MA dissertation for promotion “** Cross-Cultural Pragmatics**: 2014**

Refusal Patterns Between Native Speakers of British English (NS) and

Non-Native Speakers Saudi’s (NNS) Who Study in the UK

**Refereeing an MA dissertation for promotion “**  A Pragmatic Study of  **2013**

 Saudi Female Children’sAbility to Answer Oral Questions as EFL Learners

 within the Scope of Relevance Theory”

C O L T. King Saud University

**Refereeing an MA dissertation for promotion “Oral Interaction in English 2013**

 **as a Foreign Language in the Classroom.**

C O L T. King Saud University

**Refereeing a PhD thesis for promotion “The Saudi Contemporary 2013**

**Novel in English Language Translation: Four Case Study.**

C O L T. King Saud University.

**Refereeing an PhD thesis for promotion 2012**

**"أخطاء الترجمة من الانجليزية إلى العربي: دراسة ميدانية على طالبات المستوى المتقدم بكلية اللغات والترجمة"**

**Refereeing an MA dissertation for promotion” The Effect of Wikis and 2011**

 **Process writing on the Performance of Saudi Female EFL Secondary**

**Students in Writing”.**

C O L T. King Saud University.

**Refereeing the translation of a book titled** “**Principles of Veterinary 2010**

**Therapeutics”**

King Abdullah Prize for Translation

External Examiner for an M.A. degree “Autonomous Learningf in Teaching 2008

Translation: A Comparative Study between Conventional Teaching

 and Autonomous Learning”

College of Arts. King Saud University

**Community Services**

 ***“English made Easy”***

A Wokshop for girls with special needs between the age of 15 - 30 **2014**

**“ Dealing with Emergencies” 2014**

 A Lecture presented to the College of Languages& Translation Members.

 **“The Life of Prophet Mohammed”**

A simplified paper presented at the International Association for Muslim Youth attended by non-Muslims and new Muslims *(www.wefound.org)* **2001**

“**Reward, Punishment and the Hereafter”**

A paper presented at the International Association for Muslim Youth attended by non-Muslims and new Muslims *(www.wefound.org)* **2001**

**Children’s books and nursery rhymes**

Translating and revising children’s books for King Saud University Kindergarten **1999**

**Consultant for Muslim Affairs of the Foreign Muslim Community** **in Riyadh**

Presenting lectures to non- Arab Muslims covering topics such as *(Jurisprudence, Shari’a, Innovation in Islam, The Day of Judgment, The Graves Trial, Ghusl and Burial, life of the Prophet, Reward and Punishment, the Pillars of Islam).* WEFOUND Organization, Riyadh, **Saudi Arabia. *(www.wefound.org)* 1998 -2009**

**Conferences**

**“ Analyzing the Education System in the United Kingdom” 2014**

King Saud University. Lecture presented to PhD Education Department Students.

**‘Course report and specification” 2014**

Workshop presented by the Quality Deanship.

**“Skills of Academic Advising” 2014**

 Workshop presented by the Deanship of Skills Development.

**“ Course Design and Construction” 2014**

 Workshop presented by the Deanship of Skills Development

**“ Observations on the Peer Reviewing Program” 2014**

Workshop presented by the Deanship of Academic Affairs

**“ Discussing the Strategic Plan for The Girls’ University Studies Center” 2014**

Workshop presented by the Deanship of Academic Affairs

**“Effective dealing with Academic Failure” 2014**

Workshop presented by the Deanship of Academic Affairs

**“Documents Numerical Conversion” 2014**

Workshop presented by the Deanship of Skills Development.

**“Linguistic Blogs and its Analysis Tools” 2014**

Workshop presented by the Deanship of Skills Development.

**“Uploding and Translating Video Shoots” 2014**

Workshop presented by the Deanship of Skills Development.

**“Essentials of Academic Leadership” 2014**

Workshop presented by the Deanship of Skills Development.

**“Women Higher Education Symposium: Growth to Competetion”**

Ministry of Higher Education **2013**

**“Employee Value Proposition”**

BAE Systems Saudi Arabia Forum **2012**

**“Colleges Structuring: Reality and Future”**

Deanship of Academic Affairs **2012**

**"The One Day Conference"**

Research Center, King Saud University Girls’ University Studies Center  **2012**

**“Women between Text and Reality” 2012**

College of Art Academic Meeting. The research Center.

**“Common Arabic Language Mistakes in Translated Texts” 2012**

Translation Club. College of Languages and Translation.

 **“Language Aptitude, Identity investment and Motivation in the Saudi Context” 2012**

Riyadh. Dar Al Ulum University

 **“Using the E learning system” 2012**

I T Deanship

 **“Learning about Virtual Classrooms” 2012**

I T Deanship

**“Graduate Students at the College of Languages and Translation: 2012**

**Ambitions and Challenges.**

Princess Noura University

**"The ISI Web of Knowledge: Data Innovation in Research Cycle".**

Research Center, King Saud University Girls’ University Studies Center  **2011**

**" Alumni Day at COLT"**

College of Languages and Translation **2011**

**" A Futuristic Insight to Eliminate Redundancy among Female**

**Graduates Of Saudi Universities"** Research Center,

 King Saud University. Girls’ University Studies Center **2011**

**“Students’ Evaluation of Faculties and Faculties of Students. 2011**

Graduate Deanship

**" Evaluating the Performance of Faculties for the Purpose of Promotion"**

The Scienfic Council. **2011**

**" The Strategic Plan for Learning and Teaching at King Saud University"**

King Saud University,Deanship of Skills Development. Oleysha **2011**

**“Research and Publication Symposium” 2010**

Research Center, King Saud University Girls’ University Studies Center

**“Analyzing the Strategic Plan of the Girls’ University Studies Center” 2010**

King Saud University Girls’ University Studies Center

**"Multiple Intelligences and Problem Solving**"

King Saud University, Deanship of Skills Development. Oleysha **2010**

**“Analyzing the Strategic Plan of the Graduate Deanship”**

 King Saud University Girls’ University Studies Center (Oleysha) **2010**

***“Evaluating Students’ Learning Outcomes”*** **2010**

 The Deanship of Skills Development.

***“Developing the Outcomes of Sabbatical Leaves at K S U”***

King Saud University Girls’ University Studies Center **2010**

**“Blackboard Workshop”**

King Saud University Girls’ University Studies Center **2010**

**“Quality Implementation in Higher Education” 2010**

Deanship of Quality, King Saud University Girls’ University Studies Center

**“Spring Board Course”**

The British Council, Riyadh, Saudi Arabia **2010**

**“The Fourth Academic Meeting for the College of Languages and Translation”**

King Saud University Girls’ University Studies Center **2010**

**“The Third Academic Meeting for the College of Languages and Translation”**

King Saud University Girls’ University Studies Center **2009**

 ***“Female Graduates of Saudi Universities and Employment Symposium”***

King Saud University Girls’ University Studies Center **2008**

**“The Second Academic Meeting for the College of Languages and Translation”**

King Saud University Girls’ University Studies Center **2008**

**“The First Academic Meeting for the College of Languages and Translation”**

King Saud University Girls’ University Studies Center **2007**

**“Globalization and the Priorities of Education’s Conference”**

King Saud University Girls’ University Studies Center – (1 – 3 / 3 / 1435) **2005**

**“ Basis of Achievement Tests and Analyzing its Outcomes” 2005**

Research Center, King Saud University Girls’ University Studies Center

**“The Saudi Arabian Charity Associations’ Achievements and Constrains”**

King Saud University Girls’ University Studies Center (6 - 7 / 2 /1425) **2004**

**“The Third Meeting of the Arab Geographers”**

King Saud University Girls’ University Studies Center (24-26/ 8/1424) **2003**

**“A Conference on the Future of Education in Saudi Arabia”**

King Saud University Girls’ University Studies Center (29-30/ 4/1424) **2003**

**“Developing Skills for Administrative Development Conference”**

Institute of Public Administration, Riyadh,Saudi Arabia (2-4 / 4 / 1424) **2003**

***“The Saudi Female Cadre’s Conference: New Work Horizons”***

King Saud University Girls’ University Studies Center (25-26/ 3/1424) **2003**

**“The First Academic Meeting of the Heads of Departments of KSU”**

King Saud University Girls’ University Studies Center (25 / 2 /1424) **2003**

**“The Second Training and Consultation Conference”**

Al Sharja, United Arab Emirates - (19-21/ 2 / 1424) **2003**

**“The First Information Conference”**

The Saudi Information Association, King Saud University Girls’ University Studies Center (26-28 / 1 / 1424) **2003**

**“IPA Symposium 0n Using Computers in Governmental Institutions”**

Institute of Public Administration - (20/1/1424) **2003**

**“Pension Services in Saudi Arabia Conference”**

Institute of Public Administration - (16-17/11/1423) **2003**

 ***The Tenth Conference of Gesten “The Saudi Association for Educational and***

 ***Psychological Sciences”***

King Saud University Girls’ University Studies Center **2002**

***Lecture on “ The need for rationing water consumption” by Dr. Hessa Al Mubarak***

King Saud University Girls’ University Studies Center **2002**

**“Conference of the Society of Accountancy”**

King Saud University Girls’ University Studies Center **2002**

***“Technology and its Effect on Man and Environment Conference”***

King Saud University Research Center (Malaz) **2002**

 ***“The Role of the University in Developing Manpower Skills”***

King Saud University Research Center (Oleysha) **2001**

**“The Shurah Council’s Symposium“**

Riyadh, Saudi Arabia **2001**

**“Al Grayn Cultural Conference for Translation”**

Kuwait City, Kuwait **2001**

**“The First Conference of The Education Ministers In Muslim Countries”**

Riyadh, Saudi Arabia **2000**

**“The first Conference of Association of Professors of English Literature and Translation**

 **in Arab Universities (APETAU)”**

 Amman, Jordan. **2000**

**“Developing the University Teacher Symposium”**

King Saud University Girls’ University Studies Center **1999**

 ***“TESOL Arabia”***

Al Ein, United Arab Emirates. **1998**

***“The Kingdom of Saudi Arabia Conference for Higher Education“***

Riyadh, Saudi Arabia **1998**

**“IATEFL Conference”**

Dublin, Ireland **1991**

**“IATEFL Conference”**

Edinburgh, Scotland **1990**