

Faculty Bylaws

First: Definitions

Article One:

Terms mentioned in this regulations are interpreted as follows:

Faculty are:

- A. Professors
- B. Associate professors
- C. Assistant professors

Article Two:

The herein regulations apply to:

- A. Lecturers
- B. Teacher Assistants
- C. Researchers, research assistants and instructors.

Article Three:

Teaching unit: the weekly theoretical lecture that is not less than (50) minutes, the weekly practical or field lecture that ranges between (100) and (150) minutes. The teaching unit lasts for one semester at least.

The university: King Saud bin Abdulaziz University for Health Sciences.

Employee: Anyone who works at the university by a contract in accordance with the regulations.

Year: (12) gorgonian months.

Month: (30) days unless stated otherwise.

Academic year: Two main semesters and one summer semester if available.

Second: University Personnel including Saudi faculty

Chapter One: Recruitment and Promotion

Article Four:

A permanent committee is formed pertaining to teacher assistants, lecturers, instructors and research assistants. This committee is chaired by the assistant dean of the Graduate Studies. The selection and recruitment of its members are based on a resolution from the university council or whoever is entitled to make this decision based on a recommendation from the University President. The committee submits its recommendations to the council and is assigned the following duties:

- A. Propose a general policy for selecting teacher assistants, lecturers, instructors and research assistants and distributing them in departments and colleges.
- B. Submit suggestions on the colleges' councils' recommendations regarding recruiting teacher assistants, lecturers, instructors, and research assistants, according to the following criteria:

- 1) Number and percentage of Saudi faculty members to the total number of department members, as well as their minors, and teaching loads.
 - 2) Number of lecturers, teacher assistants, instructors, and research assistants in the department.
 - 3) Number of scholarship students, their minors, and their expected return dates.
- C. Propose position distribution of teacher assistants, lecturers, instructors, and research assistants according to the department's present and future needs.
- D. Review recommendations pertaining to transferring lecturers and teacher assistants to administrative jobs inside the university or to the Ministry of Civil Service.

Article Five:

Requirements for recruiting Teacher Assistants:

- A. - Obtaining a degree from a Saudi university or another accredited one.
- B. Her/his University general grade should be 'Very Good' at least. This doesn't include graduates of certain medical specializations specified by the permanent committee of Teachers assistants, Lecturers, Instructors and Research Assistants Affairs.
- C. Other requirements mentioned by the permanent committee for the affairs of Teachers assistants, Lecturers, Instructors and Research Assistants.

Article Six:

Requirements for recruiting Lecturers and Teachers:

- A. Obtaining a Master's Degree - or an equivalent - from a Saudi University or another accredited one.
- B. The grade of the Master's Degree should be of at least (Very Good) - if obtained from a University that grants grades.
- C. Other requirements mentioned by the permanent committee for the affairs of Teachers assistants, Lecturers, Instructors.
- D. Fulfil other requirements stated by the University Council.

Article Seven:

Requirements for recruiting Research Assistants:

1. **Employees with a Master's Degree are called (Research Assistant A):**
 - A. Obtaining a Master's Degree from a Saudi University or another accredited one with grade 'Very Good' at least - if obtained from a university that grants grades.
 - B) Fulfilling other requirements deemed necessary by the University.
2. **Employees with a University Degree - Bachelor's Degree or equivalent - are called (Research Assistant B):**
 - A) Obtaining a University Degree, from a Saudi University or another accredited one, with general grade 'Good' at least.

B) Fulfilling other requirements deemed necessary by the University.

Article Eight:

Teacher Assistants, lecturers, and instructors are recruited upon the recommendations of the Department Council in which they are going to work for, the College Council, and the permanent committee for the affairs of teacher assistants, lecturers, and instructors. The recruitment resolution is issued by the University Council or whoever is entitled to do so.

Article Nine:

The Research Assistant is recruited upon a resolution from the University President, the Department and College Councils recommendations, and the permanent committee for the affairs of teacher assistants, lecturers, instructors, and research assistants.

Article Ten:

1. A Teacher Assistant with a four-year University study is recruited on the first category of Teacher Assistant's rank.
2. A Teacher Assistant with a five-year University study is recruited on the second category of the same rank.
3. A Teacher Assistant with a six-year University study is recruited on the third category of the same rank.
4. A Teacher Assistant with a seven-year University study is recruited on the fourth category of the same rank.

Article Eleven:

The Educational Job Regulations endorsed by Resolution No. 590, dated 10/11/1401 H. and approved by the Civil Service Council and any new amendments shall apply to Teacher Assistants and Research Assistants.

Article Twelve:

The candidate recruited as Assistant Professor should have a Doctorate Degree or an equivalent one from a Saudi university, or from another accredited one. The University Council has the right to add further requirements.

Article Thirteen:

Whenever deemed necessary, and upon the recommendations of the Department and College Councils, as well as the Scientific Council, a candidate can be recruited as Assistant Professor without having a Doctorate Degree in the specializations which do not grant such a degree, according to the following regulations:

1. The candidate should have a Master's Degree or an equivalent degree from a Saudi university, or another accredited one.
2. The candidate should have spent at least three years in lecturer position.
3. The candidate's academic achievement should not be less than three published.

Professional achievements after obtaining the Master's Degree, one of which is a single work. The presented academic work should comply with Article (30) of the herein stated Regulations.

Article Fourteen:

Recruiting as Associate Professor should be in compliance with the provisions of Article (12), and is as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having least a four-year experience as a University faculty member or at any other university after being recruited as an Assistant Professor.
3. Being promoted to the rank of Associate Professor by a Saudi University or another accredited one.

Article Fifteen:

Recruiting as Professor should be in compliance with the provisions of Article (12) and is as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having least eight-year experience as a University faculty member or any other university, four of which at least as an Assistant Professor.
3. Being promoted to Professorship by a Saudi University or another accredited one.

Article Sixteen:

Faculty members are recruited upon the recommendations of the Department and University Councils, the Scientific Council, and upon a resolution issued by the University Council.

Article Seventeen:

- A. Any employee who is transferred to the ranks of University faculty members, lecturers, or teaching assistants and holds a Doctorate Degree is classified as an Assistant Professor according to the degree's major. In which case, s/he shall be recruited on the Assistant Professor's first rank. If her/his salary when being transferred is similar or more than that of this category, s/he shall be granted the salary of the first category that exceeds

her/his salary. If the salary exceeds the last salary of the assistant professor rank, s/he shall be granted the difference between the two salaries in the form of remuneration until there is no difference either due to promotion or bonus.

- B. If the reclassified candidate is a former faculty member, s/he shall be recruited on the academic degree formerly held by her/him and in which case the Regulations of paragraph (A) above stated applies to her/him.
- C. If the transferred candidate acquired experience after obtaining the academic qualifications needed for recruitment, and if the expected salary according to Paragraph (A) of the present Article is less after calculating the years of experience, then her/his experience shall be calculated on the basis of a bonus given for each year of experience acquired if it is in her/his field of specialization.
- D. Provisions stipulated in Paragraphs (A, B and C) shall apply to candidates holding Bachelor and Master's degrees to be recruited on the Teacher Assistant or Lecturer ranks.

Article Eighteen:

The candidate, who acquired experience after obtaining the academic degree needed for recruitment and is not included in Article (17), shall receive a bonus for each year of experience if it is in the field of specialization.

Article Nineteen:

Faculty members and the like shall be recruited to the first category of the job rank. If her/his salary upon recruitment is similar or exceeds that of this category, s/he shall be given the salary of the first category that exceeds the assigned salary. Promoted faculty members and the like shall be given the salary of the first category of the job rank to which s/he is being promoted. . If the assigned salary upon promotion equals, or exceeds, that of this degree, the salary of the first degree that exceeds the assigned salary shall be given to her/him.

Article Twenty:

- A. Faculty members, Lecturers, and Teacher Assistants shall receive the same bonuses and merits assigned to state's employees as follows:-

1. Teacher Assistant Rank	Eight
2. Lecturer Rank	Nine
3. Assistant Professor Rank	Twelve
4. Associate Professor Rank	Thirteen
5. Professor Rank	Fourteen

Monthly transportation allowance assigned for the rank of Professor follows the regulation of the university.

- B. Faculty members, lecturers and Teacher Assistants recruited in accordance with the Saudi Labor Regulations are entitled to the all the allowances,

bonuses and merits in accordance with the internal regulations of the university.

Article Twenty One:

If the Professor's salary reaches the final category of faculty members' payroll, s/he shall be given the annual bonus. This is only applies to faculty members assigned on the rank of Professor.

Article Twenty Two:

The following are the requirements for the promotion from Assistant Professor to Associate Professor:

- A. At least four years of professional experience as Assistant Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year.
- B. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein Regulations.
- C. The academic research should be published or accepted for publication while in service as an Assistant Professor.
- D. The academic research should be in the same specialization and interest of the applicant.
- E. If the scientific council have not issued a resolution to promote him/her to Associate Professor within 6 months of submitting his/her complete promotion request, all the academic research after that is counted toward the promotion to the rank of Professor if his/her promotion request is approved later.

Article Twenty Three:

The following are the requirements for the promotion from Associate Professor to Professor:

- A. At least four years of professional experience in the rank of Associate Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year in KSAU.
- B. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (33) of the herein Regulations.
- C. The academic achievement should be published or accepted for publication while in service as an Associate Professor.
- D. The academic research should be in the same specialization and interest of the applicant.

Article Twenty Four:

At least six months before the end of the faculty member's serving time, s/he is entitled to submit a promotion application to the Department Council.

Article Twenty Five:

The duration of secondment and transfer for the purpose of promotion is calculated as follows:

- A. The full duration is counted if the secondment and transfer is to an academic body and the work was in the same field of specialty.
- B. Half the duration is counted if the secondment and transfer is to a non-academic body and the work was in the same field of specialty.
- C. No part of the duration is counted for the purpose of promotion if the work done was not in the same field of specialty.

Article Twenty Six:

Promotion is granted to the faculty member according to the following:

- A. Scientific production.
- B. Teaching.
- C. University and community Service.

Article Twenty Seven:

Promotion procedures:

- A. The faculty member applying for promotion shall submit an application to the Department Council including the following:
 - 1) Statement of professional and academic qualifications in addition to the candidate's job hierarchy.
 - 2) Statement of teaching activities.
 - 3) Statement of activities regarding university and community service.
 - 4) Five copies, at least, of the academic achievement submitted for promotion and clarifying information.
 - 5) Additional information supporting the promotion application.
 - 6) Additional information/documents requested by the Department Council, College Council, or Scientific Council.
- B. The Department Council shall review the promotion application to ensure the fulfilment of the necessary procedures and requirements. The Department Council shall recommend submitting the application to the College Council proposing the names of a minimum of eight specialized referees.
- C. On the basis of the Department Council recommendation, the College Council shall review the application and nominates a minimum number of eight specialized referees, not less than eight, recommended by the Department or others.
- D. On the basis of the recommendations of the Department and College Councils , the Scientific Council shall review the promotion application, before undertaking the following:
 - 1. Selecting five referees form the College Council to evaluate the researches; three as main referees, the fourth as a standby examiner, and the fifth as a second standby examiner. At least two of the three

referees should be from outside the university, preferably one or both from another country.

2. Researches and promotion data shall be confidentially sent to the referees for evaluation according to the criteria set by the Scientific Council.
 3. In case of not receiving the assigned referees' evaluation in six weeks after sending the researches, even after reminding them, the researches should be sent to the standby referee.
 4. Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the faculty member's promotion.
 5. In case of receiving less than three reports from the main and standby referees, and not getting the rest of the referees' reports due to excuses or not responding or lack of specialization, the scientific council shall assign extra referees.
 6. In case of receiving three reports due to late responses of some the main referees, the reports of the main referees should be considered firstly, followed by the report of the first standby referee then the report of the second standby referee consecutively.
- E. Upon deciding not to promote the candidate due to the weakness of her/his professional achievement, the Scientific Council shall decide on the submitted researches whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements will include at least one new research for the rank of Associate Professor, and at least two new researches for the rank of Professor.

Article Twenty Eight:

Based on the Scientific Council recommendation, the candidate's application for promotion shall be evaluated on a 100 point scale as follows:-

Sixty (60) points for professional and academic Achievement.

Twenty-five (25) points for teaching.

Fifteen (15) points for university and community service.

Article Twenty Nine:

- A. The faculty member should obtain the accumulation of at least sixty (60) points to be eligible for promotion.
- B. A minimum of (35) thirty-five points must be gained from professional and academic achievement if the candidate will be promoted to the rank of Associate Professor, and a minimum of (40) forty points for the rank of Professor.
- C. Promotion to the rank of Associate Professor shall be based on the majority of the three referee's recommendation, and unanimous

recommendation of the three referees for the rank of Professor. If only two of the three referees recommend promotion, the opinion of a fourth referee shall be sought and is considered conclusive.

D. Assigned referees should evaluate the entire scientific production, sent to them, without excluding any parts and to award it the deserved points.

Article Thirty:

The minimum number of academic achievement points needed for the faculty member's promotion shall include the following:

A. Published research papers or accepted for publication in refereed journals.

As for accepting the referred journals, the following standards shall be adopted:

- The journal is to be issued by a local, regional or international scientific or research body.
- The journal is to be listed in the International scientific Institute (ISI) list; Saudi universities' journals are accepted.
- The journal shall have specialized editor in chief, specialized editorial board members and publishing rules and regulations.
- The journal should have issued four continuous issues, and was issuing for two years continuously; Saudi universities' journals are accepted.
- The journal should be in the general specialization area, or in the same specialization of the applicant.
- The applicant should submit what approves the above by uploading the journal's editorial board page, its publishing rules and regulations and its cover page beside the published research.
- In case of accepted to be published researches, the acceptance should be printed on the official publications of the journal which is going to publish it. Initial acceptance letters that are conditioned by making some corrections on the research paper before publication shall not be accepted.

B. Concerning the published or accepted to be published researches in the scientific and health refereed journals, the researches shall be accepted as per the following criteria:

- Within the minimum required for promotion, the researches published within the main part of the journal (Original Research) shall be considered.
- Within the minimum required for promotion, the researches relevant to the applicant specialization in education and specialized training (Pedagogical Research) shall be considered, with the maximum of one unit for promoting to the rank of

associate professor or with the minimum of two units for promoting to the rank of professor.

- Within the minimum required for promotion, the review articles distinguished with clear academic effort including the recommendations accepted by the council shall be considered provided not to be more than one researching unit for each applicant. These articles include:
 - Review Article.
 - Special Article.
 - Special communication.
 - Editorial.
 - The following researches and articles shall be accepted if it is going according to structure followed in the published researches , provided not to be more than one researching unit for each applicant:
 - Brief Communication.
 - Short Communication.
 - Short Article.
 - Therapeutic Note.
 - Technical Note.
 - Technical Point.
 - Case Report
 - Revisions of Evidence Base Medicine, with the maximum of two researching units, shall be accepted if it is going according to the minimum required of scientific production.
 - Systematic Review.
 - Meta-Analysis Review for example Cochrane Review.
 - Clinical Guidelines
 - Invited Debate
 - The following shall not be considered within the minimum required for promotion:
 - Letter to the Editor
 - Correspondence
- C. As for the referred research works submitted to the specialized conferences and seminars, provided that they are published completely or accepted for publication, only one unit of them shall be accepted according to the following criteria:
- The declaration of publication approval shall be printed on the official letterhead of the publishing board.

- The scientific council shall not accept the primary acceptance letter or letter conditioned with some conditions such as making later corrections before publication.
- The refereed researches or the researches accepted for publication by the specialized university research centers.
- A maximum of one is accepted from refereed textbooks and references.
- A maximum of one is accepted from refereed authentication of rare books.
- A maximum of one is accepted from refereed translations of specialized scientific books.
- A maximum of one is accepted from refereed books and research reports published by scientific bodies and approved by the Scientific Council.
- Inventions and novelties that have patents from approved patent agencies that are locally and internationally recognized.
- A maximum of one is accepted from distinguished creative work based on
The University Council approved regulations and the Scientific Council recommendations.

Article Thirty One:

For promotion to the rank of Associate Professor, faculty candidates must submit a minimum of at least one research unit which has been published or accepted for publication in referred journals. For promotion to the rank of Professor, a minimum of at least two research units must be submitted.

Article Thirty Two:

- A. In regard to promotion to the rank of Associate Professor, a maximum of at least three research units from one type of publication, which have been published or accepted for publication, is required from faculty candidates.
- B. In regard to promotion to the rank of Professor, a maximum of at least four research units from one type of publication, which have been published or accepted for publication, is required from faculty candidates.

Article Thirty Three:

- A. The minimum scholarly production required for promotion to the rank of Associate Professor should include four units, published or accepted for publication, provided that the published units should not actually be less than one. In addition, a single-authored work is not required from faculty

candidates; however, they must be first authors (i.e. first name among the authors) in one unit at least.

- B. At least one unit must be from a work or research done at King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).

Article Thirty Four:

- A. The minimum scholarly production required for promotion to the rank of Professor should include six units, published or accepted for publication, provided that the published units should not actually be less than three. In addition, a single-authored work is not required from faculty candidates; however, they must be first authors (i.e. first name among the authors) in at least two units.
- B. At least two units must be from a work or research done at King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).

Article Thirty Five:

A scholarly work is regarded as one unit if it is single authored and half a unit if it has been done by two. If the research work was carried out by more than two individuals, then half a unit is given for the first author (i.e. first name among the authors) and quarter a unit for each of the others.

Article Thirty Six:

The scholarly work submitted for promotion must not be taken from the candidate's Master's thesis or Ph.D. dissertation thesis or from any previous research publications prior a degree conferral, upon which his appointment was based. Otherwise, the Scientific Council will disqualify the candidate from applying for promotion for one year, effective from the date of the Scientific Council resolution.

Article Thirty Seven:

Referees of the Promotion Review Committee must be Professors. In case of promotion to the rank of Associate Professor, one of the referees can be an Associate Professor.

Article Thirty Eight:

Academic promotion of the faculty member is effective from the date of the Scientific Council resolution. However, job promotion is effective from the date of the executive resolution, provided that there is a vacant position available for faculty member's promotion unless it is stated otherwise in the resolution.

Chapter Two: Duties and Responsibilities:

Article Thirty Nine:

A faculty member must demonstrate the following characteristics:

- A. Integrity and good manners, responsibility for the observance of regulations, instructions, and rules of proper conduct and decency, and abstinence from any act that would breach the Code of Professional Ethics.
- B. Keeping abreast with current advances in his/her field of specialization and make contributions to the development of the field through his/her research/scholarly activities.
- C. Delivery of the latest information in her/his area of specialization to students, and instilment of love of science, knowledge and proper scientific thinking in students.
- D. Effective involvement in the activities of the Department Council and other councils and committees which the faculty member serves on as well as valuable participation in department, college, and university activities for the sake of community service.
- E. Strong commitment to his/her work at the University. A faculty member is prohibited from undertaking employment outside the University unless a prior approval is granted in accordance with the regulations set out by the University.

Article Forty:

A faculty member is responsible for maintaining discipline inside classrooms and laboratories and submitting a report about each incident violating classroom discipline to the Department chairperson.

Article Forty One:

The maximum teaching load of faculty members and the like is as follows:

- A. Professor.....10 teaching hours.
- B. Associate Professor12 teaching hours.
- C. Assistant Professor14 teaching hours.
- D. Lecturer16 teaching hours which could be reduced during her/his study
- E. Teacher Assistant16 teaching hours which could be reduced during her/his study
- F. Instructor8 teaching hours.

Article Forty Two:

Faculty members and the like shall work thirty-five hours per week (which could be raised to forty hours per week by a University Council resolution or which represents it) spent on teaching, research, academic supervision, office hours, scientific committees and other activities assigned by the University authorities.

Article Forty Three:

The teaching load is reduced to a minimum of three teaching hours for those assigned administrative work such as Vice-Rectors, Deans, Vice- Deans, Managers of scientific centers, and Head Departments.

Article Forty Four:

- A. The Head of the Department or the like shall submit an annual report to the College Dean or the like, documenting the work progress in the department and academic activities carried out by its faculty members. And the College Dean or the like submits an annual report to the University Rector.
- B. The College Dean shall submit an annual report to the Quality Deanship about each academic program including recommendations and work plan to develop the program.

Chapter Three: Sabbatical Leave:

Article Forty Five:

The faculty member with a minimum of five years' service from date of appointment or with a previously-granted sabbatical leave may be authorized a one-year sabbatical leave based upon the recommendations of the Department and College Councils or their authorized representatives and the Scientific Council as well as the University Council's decision or which represents it resolution. The faculty member with a minimum of three years' service from date of appointment or with a previously-granted sabbatical leave may be granted a one- semester sabbatical leave, provided that the given leave does not disrupt the educational process. The secondment period shall not be included in the required time period.

Based upon the recommendations of the Scientific Council, the University

Council or its authorized representatives establishes the rules and regulations for sabbatical leave.

Article Forty Six:

For a faculty member to be granted sabbatical leave, the following requirements should be met:

- A. The number of faculty members on sabbatical leave should not exceed 1 or 10% of the total faculty members in each department per academic year.
- B. The faculty member should submit a description of the research program to be carried out during the sabbatical leave.

Article Forty Seven:

The faculty member on sabbatical leave is entitled to the following:

- A. Full salary and monthly transportation allowance for the entire leave period.
- B. Air tickets for the faculty member, his/her spouse, sons below the age of eighteen, and dependent daughters.
- C. Books allowance issued by the University to post-graduate students.
- D. Research expenses estimated independently for each case by the Scientific Council.
- E. An amount of five thousand Riyals (SR 5,000) for medical expenses of a faculty member whose leave is outside the Kingdom and ten thousand Riyals (SR 10,000) for the faculty member accompanied by her/his family. The faculty member who is granted a one-semester sabbatical leave shall receive half of the assigned amount.
- F. Faculty members working as physicians shall be granted sabbatical allowance for being full-time and their three minimum extra-working hours daily which is a minimum of three thousand Riyals (SR 3,000) if the leave is in governmental hospitals inside the Kingdom.

Article Forty Eight:

Faculty member on sabbatical leave is not be eligible for secondment or transfer and is not permitted to sign a work contract or consultation.

Article Forty Nine:

The faculty member on sabbatical leave should carry out her/his research program approved by the University Council or its authorized representatives. A detailed report regarding her/his achievements during the leave shall be submitted to the Department's Council by the close of the semester following the end of her/his sabbatical leave as a maximum time period. Copies of the academic accomplishments shall be attached to the report and presented to the College Council and then to the Scientific Council.

Chapter Four: Academic Consultations

Article Fifty:

Faculty members can work as part-time consultants in a governmental agency, a private sector, or regional or international organizations based in the Kingdom according to the following:

- A. She/he works as a consultant in her/his field of specialization.
- B. She/he works as a consultant in only one place.
- C. The maximum consultation period is one year subject to renewal.
- D. The application shall be submitted to the Minister of Higher Education by the concerned Minister for governmental agency or head of the private sector bodies for regional or international organizations.
- E. Consultation service and its renewal shall be based on the Minister of Higher Education approval letter based upon the recommendations of the Department and College Councils and the University Rector support.
- F. The consultant shall submit an annual report on his/her accomplishments to the Minister of Higher Education and at the end of his consultation period as well. A copy of the report shall be sent to the University Rector.
- G. The performance of faculty member should not be affected by her/his part-time consultation especially with regard to the following:
 1. The teaching load of the faculty member.
 2. The availability of the faculty member during her/his posted office hours or in clinics, laboratories, and computer centers according to the nature of the work.
 3. Active participation in the University councils and committees in

where his attendance is needed.

Chapter Five: Temporal Assignment and Secondment

Article Fifty One:

A faculty member and the like may be temporarily assigned to work for any government agencies upon a decision from the University Council and a recommendation from specialized department and faculty. The University will pay for the faculty salary and transportation unless otherwise agreed.

Article Fifty Two:

It is permitted to second the services of a faculty member and the like upon a decision from the University Council and a recommendation from the specialized department and faculty. The University Council can cancel the Secondment decision before the end of the loan term.

Article Fifty Three:

For a faculty member and the like to be seconded they should meet the following requirements:

- A. He/ she must have spent 3 years at least at the university. The University Council can make some exceptions in some necessity cases.
- B. The number of loaned faculty members should not exceed 1 or 10% of the total faculty members in each department per year.
- C. A faculty member who has been seconded before should serve in the university a period not less than the period of his previous Secondment.
- D. The secondment should in no way affect the procession of teaching during the secondment term.
- E. Any other requirements deemed by the University Council.

Article Fifty Four:

- A. Faculty loaning can be given to any of these entities:
- B. Universities and university colleges inside the country or abroad.
- C. Ministries and government agencies.
- D. Public or private institutions.
- E. Governments and regional or international bodies.

Article Fifty Five:

Secondment can be for a period of a year, renewable to a period or periods that do not extend over a year each, and the total secondment term should not extend

to more than five consecutive years. The University Council could extend the loan term up to a maximum exemption of two years. The total secondment terms, however, should not exceed ten years of the time that the faculty member and the like have worked in this university or any other university.

Article Fifty Six:

The entity that the faculty is seconded to will bear the salary of the loaned faculty, his allowances, and his bonuses starting from his joining date. The loaned faculty will be entitled to his seniority and bonus rights as if he/she is still working in his original university provided that his pension deductions will be cut from his salary, and that his secondment term will be calculated and evaluated for purposes of promotion in accordance with article 25 of the Faculty Bylaws.

Article Fifty Seven:

The approval of secondment decision can include the involvement of the seconded faculty in some academic work such as teaching, academic supervision or training or other duties, provided that the university should not bear any expenses as a result.

Chapter Six: Scientific Contact

Article Fifty Eight:

It is permitted, upon the University Council decision or whom it authorizes and a recommendation of specialized department and faculty councils, to send a faculty member in a scientific assignment outside university headquarters for a period of not more than four months and may be extended to one year if necessary. The delegate should be treated as a temporary assigned faculty if the period does not exceed a month. If it exceeds a month, he/she will be treated as delegates working abroad officially.

Article Fifty Nine:

Taking into account the applicable regulations, it is permitted, upon the University Council decision or whom it authorizes and upon a recommendation of specialized department and faculty councils to delegate a faculty member to teach abroad. He\ she will be treated as official delegates to work abroad provided that the period of delegation does not exceed a year.

Article Sixty:

Upon a decision of the University President and a recommendation of specialized department and faculty councils and the Scientific council, a faculty member is permitted to travel abroad to conduct research as follows:

- A. The faculty member provides travel request, including supporting data.
- B. The faculty member submits a report detailing his/her research accomplishments after returning to his/her related department council, and that will be submitted to the Scientific Council.
- C. An air ticket will be issued to the faculty member.

Chapter Seven: Discipline

Article Sixty One:

Upon a decision made by the University President, A Disciplinary Committee for a faculty member and the like should be formed as follows:

- A. One of the University deputies serves as the Chair of the Committee.
- B. One of the Deans other than the one who has taken over the investigation serves as member on the committee.
- C. A faculty member not below the rank of professor serves as a member on the committee.
- D. A specialist in Islamic Laws (Shariaa) and regulations serves as a member on the committee.

Article Sixty Two:

Subject to the provisions of disciplining personnel system, if a faculty member and the like produces what is believed to be a breach of their duties, a primary investigation committee, composed of one of the deans and two other members appointed by the University President, will investigate the faculty member. The committee will submit a report on the outcome of the investigation. The University President will refer the interrogated faculty to the Disciplinary Committee when necessary.

Article Sixty Three:

The University President shall issue a decree suspending any faculty member and the like from work if required by the general interest of the investigation, and it is not permitted that the suspension period exceeds three months except from a decision of the Disciplinary Committee. The committee may extend the

period of suspension as required by the circumstances of the investigation, provided that the suspension period does not exceed a year each time.

Article Sixty Four:

The suspended employee will receive half of his net salary. If he\she is acquitted or punished with anything less than dismissal, he\she will receive the rest of his\her salary, but if he\she is punished with dismissal, the University will not restore what he\she received unless the entity that issued the penalty decides otherwise.

Article Sixty Five:

The President of the University informs the faculty member referred to the Disciplinary Committee and the like of the charges against him and a copy of the investigation report via a documented letter 15 days before the date specified for the session of the trial.

Article Sixty Six:

The faculty member and the like referred to the Disciplinary Committee can check the investigations conducted on days designated by the President.

Article Sixty Seven:

- A. The Secretariat of the Commission will be an employee chosen by Chairman of the Committee.
- B. The committee shall hold its meetings upon an invitation from the chairman, and the investigated faculty will be informed via a documented letter to appear before the committee to hear his arguments and rebuttals.
- C. The committee will hold its meeting in the presence of the investigated employee or agent. If he or his agent does not attend, the case may still be considered. And the proceedings of the investigations will be confidential. The committee has also the right to hear the witnesses when necessary.
- D. Decisions of the Committee will be taken with the majority of votes, and its meetings are not valid unless attended by all its members. The committee submits its decisions to the University President with the attached minutes of the case file for approval within a period not exceeding 60 days from the date of referral of the investigated. In the absence of the University President's endorsement of the Commission's decision, it will be sent back to the Committee. If the

Commission still stands firm on its decision, the case will be referred to the University Council or its representative, and its decision shall be considered final.

- E. The University President informs the Committee's decision immediately after its release of the faculty member and the like via a documented letter.
- F. The faculty member and the like can appeal against the decision via a letter addressed to the president of the university in the extent of (30) days from the date of notification of the Commission's decision or else the decision becomes final. In the case of the arrival of the appeal before the end of a specified period, the President of the University refers the case back to the disciplinary committee for consideration again. If the Commission stands firm on its decision, it will be raised to the University Council or its representative, and the University Council's decision or its authorized representative will be considered final.

Article Sixty Eight:

Subject to the provisions of Article (32) of disciplining personnel system, the disciplinary penalties that a faculty member and the like may receive are as follows:

- A. A warning
- B. Rebuke
- C. Deduction of the salary, not exceeding net salary of three months and the deducted monthly amount shall not exceed one-third of the full monthly salary.

Article Sixty Nine:

The disciplinary action does not affect any other lawsuits arising from the same incident.

Article Seventy:

The University President may alert the faculty member and the like who fail to perform their duties. The alert will be delivered orally or in writing. The University President may inflict the punishments of a warning and blame on the faculty member after his interrogation, writing and listening to his words, and achieving his defense, and his decision shall be effective and final.

The deans should inform the University President based on what they learn from the heads of departments or what they observe of any faculty member and the like breaching his required duties or any other irregularities.

Chapter Eight: Termination

Article Seventy One:

A Faculty member services will be terminated for one of the following reasons:

1. Resignation
2. Request for retirement before reaching the statutory age, according to the retirement system.
3. Abolition of post.
4. Disability.
5. Absence without a legitimate excuse or failing to execute the relocation decision.
6. Termination for disciplinary reasons.
7. Termination upon royal decree or upon a decision of the Ministers' Council.

Article Seventy Two:

A faculty member and the like will be retired on pension by the president of the university if completed (60) years of age in Hijri. Upon a resolution of the president the service of a faculty member who completed 60 years old during the school year may be extended until the end of that year. The Board of Education upon a recommendation of the president may extend the service of a 60-year old to a period or periods until reaching the age of 65. As of a faculty member of the health practitioner's body his contract may be extended until they reach 70 years old in Hijri.

Article Seventy Three:

If a faculty member and the like is proven deficit from carrying out his\her duties due to illness, the president of university shall present a report to the University Council or his representative to consider termination.

Article Seventy Four:

The University Council or its representative on the recommendation of the specialized Department and faculty or its representative and the Scientific Council can consider accepting the resignation of a faculty member and the like, or refer him\ her to early retirement at his\her request.

Third: Employees of the University (non- Saudi faculty members)

Chapter One: Employment and Promotion.

Article Seventy Five:

Requirements for employment:

- 1- The availability of approved posts vacant in the budget or provide customized financial provision for the purpose of employment under the item of deducted salaries.
- 2- The lack of citizen eligible for the job.
- 3- A description of the duties of the job and its responsibilities shall be available including the minimum qualifications required to be filled.

Article Seventy Six:

It requires the employee to be:

- 1- The employee should be (20) twenty years or older and shouldn't not exceed sixty (60) years of age. The University Council overlook the upper limit of age within (10) ten years for the Professors and Associate Professors, (5) five years for Assistant Professors, based on the recommendation of the department board and the College Council and (3) three years for the other categories upon the recommendation from their work authority.
- 2- Medically fit for service, under a recent health certificate issued by a medical authority recognized by the University.
- 3- Good conduct and ethics.
- 4- Holder of the qualifications required for the job.
- 5- Not to contract with the other entities in the Kingdom.
- 6- Full-time work at the University.

Article Seventy Seven:

The contract shall be concluded for a year, more or less and renewable such as its duration or for a period specified by the University.

Article Seventy Eight:

Contract term shall be commencing as from the day when the employee reports to work in K.S.A. The University shall not incur any financial obligations in case of arrival before the specific date to start work. If the employee lives in K.S.A, the contract shall commence as of the beginning of the work immediately.

Article Seventy Nine:

Articles (22) twenty two, (23) twenty three, (24) twenty four of Law of promotion the employees of the University from the faculty members of the non-Saudis shall apply to promote the employees of the University from the faculty members of the non-Saudis.

Chapter Two: Required Work Hours

Article Eighty:

- 1- Faculty members, lecturers, teaching assistants and language teachers shall work for (40) forty hours per week in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities at the University.
- 2- Relevant to hours of teaching quorum and rules to be followed in the bonus for the additional teaching hours, the employee in faculty and equivalents shall be treated as the Saudi faculty members.

Chapter Three: Delegation, Secondment and transfer

Article Eighty One:

The University Council or its delegate may approve the employee's delegation or secondment from the University for a period not exceeding six months in accordance with the rules set by the University Council, provided that the entity to which he will be transferred shall incur the financial dues. His service shall be considered non-interrupted, but he/she shall not be entitled to an end of service reward in return for this service.

Article Eighty Two:

University may transfer the employee to another job within the University or approve on the transfer from outside as per the following conditions:

- 1- The specializations in Saudi Arabia are not available for the job transferred to it.
- 2- The employee fulfils the qualifications required for the job transferred to.
- 3- In the event that the employee is transferred to an entity outside the University, If the transfer is done before the end of the contract term, the employee continues to be treated according to the effective contract and to be adjusted in position after the expiry of the contract or the nearest contracting year if the contract term shall be more than one year.

Article Eighty Three:

If the employee is transferred to the University from other governmental entity, the employee shall be treated according to the following:

- 1- A contract shall be continued relevant to leaves and length of service.
- 2- A for the reward upon the end of his previous service, the employee shall be treated according to his contract with the previous entity. His services at the University shall be treated in accordance with the provisions of such Regulations.

Chapter Four: Duties and Responsibilities

Article Eighty Four:

The employee shall comply with what unless otherwise provided for in such Regulation of duties and responsibilities and set forth in the regulations regarding the University. If a text that is not be provided in such regulation, the provisions of the Saudi labor Law and its executive regulations shall be applied.

Article Eighty Five:

Regarding the functional errors committed while in service, the employee shall be subjected to the provisions of the Saudis discipline at the University and the provisions of such Regulation.

Article Eighty Six:

The employee shall comply with the effective rules, regulations and instructions come into force in the kingdom. The employee and his relatives shall respect the customs and traditions observed in the Kingdom and not compromising one's religion or interfering in politics.

Chapter Five: Annulment, Renewal and Termination

Article Eighty Seven:

The University may terminate the contract without incurring any liability if the employee does not report to work within fifteen days of the date determined by the University upon hiring.

Article Eighty Eight:

The contract shall be renewed automatically unless one of the parties fails to notify the other party earlier at least two months in writing with its intention to terminate the contract before its expiry.

Article Eighty Nine:

The contract expires before its term completion in the following cases:

- a- If the employee gets the Saudi nationality.
- b- Acceptance of the resignation.
- c- Insistence on resign despite of the non-acceptance by the University.
- d- Absence from work without a legitimate excuse accepted by the University for more than fifteen (15) consecutive days or thirty (30) days separately whenever it deems the University to terminate the contract for this reason. The employee in this case shall be considered insistent on the annulment of the contract.
- e- The abolition of the position.
- f- Permanent incapability to work.
- g- Inefficiency.
- h- Reduction in functionality level.
- i- Disciplinary dismissal issued with a decision by the University.
- j- Requirements of public interest.
- k- Judgment on the employee with Islamic lawful punishment or dishonorable crime.
- l- Death.
- m- If the duration of the disease exceeded the duration of sick leave provided in Regulations of Faculty members leaves. In such case, the employee shall be granted return tickets and the paid allowances shall not be reimbursed from him.

Article Ninety:

- a- If the employee service ends according to paragraphs (c, d, I, k) of Article (89), such shall resulted in the following:
 - 1. Waive the right of return tickets for him and his family, the end of service benefits and leave or compensation. The University Director may, in exceptional cases, approve the disbursement return tickets.
 - 2. Recovery for part of housing allowance for the remaining period of the contract if the period is six months or more.
- b- Item (2) of paragraph (a) of this article shall be applied on whoever ends his service in accordance with paragraph (b) of Article (88).
- c- In the event of termination of service of the employee in accordance with paragraph (a) of Article (88), the employee shall lapse his right of return tickets for him and his family.

Article Ninety One:

The University Council, in exceptional cases, may estimate that the employee shall be exempt from some or all of the expenses arising from the annulment or termination of the contract in accordance with the provisions contained in Article (88).

Article Ninety Two:

a- The employee who ends his service because of the abolition of the position or requirement of the public interest shall be given equivalent compensation equals to two months' salary.

b- In case of death, injury or disability prevents him from work performance completely or partial or permanent disability does not prevent him from the performance of his work, the employee shall be treated according to the provisions stipulated in the Civil Service Law and executive regulations thereof, provided that the disability or death arising from the work.

Article Ninety Three:

If the employee died, the University shall bear all necessary expenses for the transfer of his corpse and the transfer of his family to his homeland, but in the case of death of one of his family members, the University shall incur the expenses of transferring the corpse and the accompanied person shall be granted a round-trip ticket.

Article Ninety Four:

a- The University may contract with those who had previously contracted with one of the other entities in the Kingdom after its approval if the reason for leaving work is the expiry of his contract, resign or termination of the position, provided that the appraisal report for the last year estimation with (very good) at least, subject to the provisions set forth in Article (5).

b- No one may be hired from the previously contracted with one of the other entities in the Kingdom in the following cases:

1. Service of the employee already expired due to his absence from work only after two years at least, after completion of his service.
2. The contract is already expired because of his non specialization.
3. The contract is already terminated because of the requirements of public interest only after the approval of the entity that has decided to be separated.
4. The contract is already terminated with a disciplinary decision to

dismiss him from the trial board, for a criminal conviction, or in accordance with paragraph (k) of Article (88).

Fourth: General Provisions

Article Ninety Five:

University Council or its delegate shall set forth the executive and procedural rules for such regulation with no inconsistency.

Article Ninety Six:

Unless otherwise provided for in such regulations shall be comply with the applicable Laws and regulation in the Kingdom of Saudi Arabia.

Article Ninety Seven:

University Council or its delegate has the right to interpret such Regulations.

Article Ninety Eight:

Such Regulations shall be applicable as of the date of approval thereof. For the effective contracts, the Regulation shall be applied upon the renewal.