

Article III. Employment

Section 3.01 Appointment and Promotion of faculty

- 1) Appointment of demonstrators, lecturers, language teachers, and research assistants dependent on a recommendation from the department council in which the applicant will work. This decision is forwarded to the permanent committee for Demonstrators, Lecturers, Language teachers and Research Assistant Affairs college council for a further decision. The decision is forwarded then for a decision from the College Council. The final decision is overseen by permanent committee at the University level, headed by the vice rector for Graduate Studies and Scientific Research. The appointment is based on and approval from the Rector of the University (Ref 1-Art 3, 4, 5, 7)
- 2) Appointments for Faculty members are according to recommendations from the specific Department Council and College Council and Scientific Council and appointment shall be through a decision from the University Council (Ref 1-Art15).

Section 3.02 Conditions for Appointment of Faculty

- 1) The applicant for an Assistant Professor must hold a PhD or equivalent from a Saudi University or any other recognized University, and the University Council has the right to add additional requirements (Ref 1-Art 11).
- 2) The University Council has a right, when required and based on a recommendation from the specific Department council, College Council and Scientific Council to appoint Assistant Professors without the condition of holding a PhD in the specialties that do not provide PhD's or according to specific regulations set (Ref 1-Art 12).

Section 3.03 Categorization for appointment according to level and rank

- 1) The categorization for appointment according to level and rank are for purposes of salary equation.
- 2) The applicant for demonstrator who has completed 7 years of bachelor degree shall be employed at the 4th level of demonstrator rank (Ref 1- Art 9).
- 3) The applicant who has transferred from the list of teaching jobs to the list of Faculty Jobs, and holds a PhD or equivalent shall be appointed to Assistant Professor in the specialty in which he has received his PhD. His prior experience in teaching will be considered each year for a year, as long as he shall not exceed the last level of Assistant Professor Rank. This also applies to those with a Bachelor or Master degree to be applied to Rank of Demonstrator or Lecturer respectively (Ref 1-Art 17).

- 4) The appointed faculty shall be placed at the first level of the rank he is appointed to, unless his salary at the time of appointment is equal to or more than the salary given at the first level, in which case he shall be appointed to the first level that exceeds his current salary.
Accordingly, the promoted faculty member shall be placed at the first level of the rank he is promoted to, unless his salary at the time of promotion is equal to or more than the salary given at the first level, in which case he shall be placed at the first level that exceeds his current salary (Ref 1-Art 18).
- 5) The Professor who has reached his last level of his Rank shall continue to receive a yearly bonus after the last level accrued, and this only applies to the Rank of Professor (Ref 1-Art 20).
- 6) For purposes of reimbursements, rewards and benefits; Faculty, Lecturers and demonstrators shall be handled similar to government employees based on the following equation (Ref 1- Art 19):
 - a) *Demonstrator: Rank 8*
 - b) *Lecturer: Rank 9*
 - c) *Assistant Professor: Rank 12*
 - d) *Associate Professor: Rank 13*
 - e) *Professor: Rank 14*

Section 3.04 Conditions for Promotion of Faculty Members:

- 1) Conditions for Promotion to Associate Professor (Ref 1-Art 21):
 - a) *Must have served a minimum of four years at KSU or at any other accredited university, provided that at least one year was at KSU.*
 - b) *Must present the minimum amount of research work required for promotion as stated in Article 32 of the regulations.*
 - c) *This research work must have been published or accepted for publication while the candidate was an Assistant Professor.*

- 2) Conditions for Promotion to Professor (Ref 1-Art 22):
 - a) *Must have served a minimum of four years at KSU University or any other accredited university, provided that at least one year was at KSU.*
 - b) *Must present the minimum amount of research work required for promotion as stated in Article 33 of the regulations.*
 - c) *This research work must have been published or accepted for publication while the candidate was an Associate Professor.*
- 3) Faculty member may request promotion 6 months before the end of the allotted time (Article 23).

Section 3.05 Requirements for Promotion

- 1) The requirements for promotion are as below (for a total of 100 points). However the University Council sets the criteria for the evaluation of participation in teaching, as well as services rendered to the University and the community in light of the recommendation of Academic Council.
 - a) *Scientific Production awarded 60 points*
 - b) *Teaching awarded 25 points*
 - c) *Community and University service awarded 15 points.*
 - d) *(Ref 1-Art 25, 27)*
- 2) The total points accumulated by the Faculty Member should not be less than 60. In the case of promotion to the rank of Associate Professor, a minimum of 35 points must come from research work, as opposed to 40 points in the case of Professor. Promotion to the rank of Associate Professor is based on the majority vote of the three referees. Promotion to the rank of Professor is based on the unanimous decision of the three referees. In case two referees recommend promotion, while the third does not, all research work will be sent to a fourth referee, whose decision will be final (Ref 1-Art 28).

Section 3.06 Units of Research Work

- 1) A research work is regarded as one unit if it is entirely written by one individual and half a unit if it has been done by two. If the research was carried out by more than two individuals, it will be regarded as half unit for the principal author and a quarter units for each of the others. If another collective research is considered for promotion then it will count as a quarter unit for each researcher.

Section 3.07 Research Work accepted

- 1) The minimum research work submitted for promotion by a Faculty Member includes the following (Ref 1-Art 29):
 - a) *Research published or accepted for publication in refereed academic journals. The Academic Council defines the criteria for the acceptance of refereed journals.*
 - b) *Refereed research work submitted to conferences or specialized scientific symposia provided they are published in full, or accepted for publication. Only one such unit will be accepted.*
 - c) *Refereed research, whether published or accepted for publication, by specialized university research centers.*
 - d) *Refereed university textbooks and reference books. Only one unit is accepted.*
 - e) *Refereed editions of rare books. Only one unit is accepted.*
 - f) *Refereed translations of specialized books. Only one unit is accepted.*
 - g) *Books and research work published by academic council or scientific bodies approved by the Scientific Council, provided they have been refereed. Only one unit is accepted.*
 - h) *Inventions and patents of creative products from patent offices approved by the Academic Council.*
 - i) *Creative work in accordance with the rules set by the KSU Council, upon the recommendation of the Academic Council. Only one unit is accepted.*

Section 3.08 Publication in specialized refereed journals

- 1) Some Publications must be in specialized refereed journals (Ref 1-Art 30):
- 2) In the case of Faculty Members applying for promotion to Associate Professor at least one research unit should be in specialized refereed journals.
- 3) For promotion to Professor, a minimum of two research units must be presented/published in specialized refereed journals.

Section 3.09 Minimum Publications accepted

- 1) The minimum research work required to be submitted for promotion to the rank of Associate Professor should include four units, published or accepted for publication at least, two of which should be singly authored (ref 1- Art 32)
- 2) The minimum research work required to be submitted for promotion to the rank of Professor should include six research units published or accepted for publication, at least three of which should be singly authored.
- 3) KSU Council based on the recommendation of the Academic Council, has the right to grant an exemption for certain specializations, provided that three units have actually been published.

Section 3.10 Variation of Publication Outlets

- 1) Research work submitted by a Faculty Member for promotion should be published or accepted for publication in more than one type of publication. The various types of publication are not issued by a single university or scientific organization (Ref 1-Art 31).

Section 3.11 Requirement of ISI Publications

- 1) Beginning in 2012; A minimum of ISI-indexed publications is required for promotion of faculty members in health and science disciplines as follows:
 - a) *Either one of the following conditions shall be fulfilled upon applying for promotion:*
 - i) *50% of research units required for promotion should be ISI- indexed. This shall only apply to units published in 2012 onward.*
 - ii) *50% of publications submitted for promotion should be ISI-indexed. This shall only apply to units published in 2012 onward.*
 - b) *All ISI-indexed research published/accepted before 2012 shall be counted to the benefit of the applicant in the percentage referred to in a and b above.*

Section 3.12 Publication in electronic journals

- 1) Regarding publication in peer reviewed electronic journals for the purpose of academic promotion: The electronic journals without hard copy should have the same standards applied to the traditional peer reviewed journals (hard copy) and these are:
 - a) *The Editor in chief must be at the rank at least Associate professor*
 - b) *The majority of the members of the editorial board should be at the rank of at least associate professor or equivalent.*
 - c) *The journal should declare the regulations of submission, peer review process and acceptance of papers. The peer review process should involve at least two reviewers.*
 - d) *The journal should have been published regularly for at least two years or should have published at least six issues regularly.*
 - e) *The published or accepted papers in electronic journals should not exceed one unit of the minimum units required for promotion, and this does not apply to ISI-indexed electronic journals.*

Section 3.13 Publication taken from Masters or PhD dissertation

- 1) The research work required for promotion must not be taken from the candidate's Master's thesis or Ph.D. dissertation or from his/her previous publications. If the Academic Council finds that something has been taken from any of the three sources mentioned above, the candidate will not be permitted to apply again for promotion until a year is passed starting from the date of the relevant resolution of the Academic Council.

Section 3.14 Referees for Academic Promotion

- 1) Referees for academic promotion should be at the rank of Professor. However, in the case of promotion to Associate Professor, one of the referees is permitted to be an Associate Professor.

Section 3.15 Date of Promotion

- 1) The academic promotion of a Faculty Member takes effect from the date of the relevant resolution of the Academic Council. His promotion, on the other hand, will come into effect from the date of the executive resolution, provided that there is a vacant position appropriate to the promotion concerned.

Section 3.16 Loan, Delegation and Deputation considerations for promotion purposes:

- 1) There are certain considerations for the purpose of promotion regarding the duration of loan, delegation, or deputation.
- 2) The entire period will be taken into account if the loan, delegation, or deputation is to an academic institution in the field of the candidate's specialization.
- 3) Half of the period will be taken into account if the loan, deputation or deputation is to a non-academic institution in the field of the candidate's specialization.
- 4) The period will not be taken into account for promotion if the candidate did not work in the field of his specialization.

Section 3.17 Procedures for promotion:

- 1) The faculty member fills in the promotion form (electronically) and submits it to the Department council, this form includes:
 - a) *Educational and employment qualifications and employment history*
 - b) *Declaration of teaching duties*
 - c) *Declaration of Community and University Services*
 - d) *Copies of scientific production*
 - e) *Any other information to support request for promotion*
 - f) *Any information or documents that the department, college or scientific council require.*
- 2) The Department council and scientific council representative shall look onto the application and make sure it is complete. It shall then send a recommendation to the College Board with suggested names of 8 specialized referees. The college council shall then approve this decision and forward it to the Scientific Council (Article 26.
- 3) The college council shall then study the matter and perform the following;
 - a) *Choose 5 referees to evaluate the scientific production; 3 primary evaluators and 2 secondary evaluators (to use as needed). Two of the evaluators should be from outside the University.*

- b) *Send the Scientific output and information pertinent to promotion to the evaluators in an anonymous manner for evaluation.*
- c) *Make a decision on the promotion of the candidate or refusal, based on the evaluation of the evaluators, and the activities of the candidate in teaching and Community and University service.*
- d) *If the decision is refusal for promotion due to the weakness of scientific output; then a decision is made regarding the state of the articles submitted concerning which are deemed to be discarded and those that may be re-used for re-application. The re-application must include at least one publication – at least- for the applicant to associate professor and 2 publications for application to professor.*

Section 3.18 Employment of Non- Saudis

Section 3.19 Part-time employment

- 1) Full-time workers who are affected by a collective temporary reduction in their normal working hours for economic, technical or structural reasons shall not be considered part-time workers.

Article IV. Regular Work

Section 4.01 Job descriptions

- 1) All duties and work shall be declared in the job descriptions of respected workers jobs with outlined authority and responsibilities.

Section 4.02 Discipline

- 1) Disciplinary actions are set forth by the Saudi Labor.
- 2) The disciplinary penalties that may be inflicted on workers:
 - a) *Warning.*
 - b) *Fines.*
 - c) *Withholding allowance or postponing it for a period not exceeding one year if prescribed by the employer.*
 - d) *Postponement of promotion for a period not exceeding one year if prescribed by the employer.*
 - e) *Suspension from work and withholding of wages.*
 - f) *Dismissal from work in cases set forth by the law.*
- 3) Penalties not provided for in this Law or in the work organization regulation.
- 4) The penalty shall not be made harsher in the event of repeated violation if one hundred eighty days have elapsed since the previous violation was committed, calculated from the date the worker is informed of the penalty for that violation.
- 5) A worker may not be accused of any offense discovered after the elapse of more than thirty days, nor shall he be subjected to a disciplinary penalty after the elapse of more than thirty days from conclusion of the investigation and establishment of the worker's guilt.