

## Policy on Faculty Promotion Criteria, Rules and Regulations.

Policy Owner	University Council
Policy Author	MOE
Version	V 1.0
Issuing Authority	University President
Document Date	07 <sup>th</sup> March 2023
Circulation	Deans, All Faculty
Effective Date	07 <sup>th</sup> March 2023
Note	<p>This policy is extracted from the MOE's Policy regulating the affairs of faculty in Saudi universities issued by virtue of the (former) Higher Education Council's decree number (1414/6/4) in 26/08/1414H.</p> <p>The University Council in its meeting on 20<sup>th</sup> Feb 2023 decided to extract the policy articles 21-36 and share the translated version with YU Faculty.</p>

## **Policy on Faculty Promotion Criteria, Rules and Regulations.**

*This policy is extracted from the MOE's Policy regulating the affairs of faculty in Saudi universities (article 21 up-to article 36) issued by virtue of the (former) Higher Education Council's decree number (1414/6/4) in 26/08/1414H.*

### **Article Twenty One:**

To apply for promotion from the rank of assistant professor to the rank of associate professor, the following is required:

- 1- A service of not less than four years in the rank of assistant professor in a Saudi university or other recognized universities, provided that the period of service in the Saudi university studies is not less than one year.
- 2- Satisfying the minimum scientific production required for promotion in accordance with the provisions of Article thirty-two of these bylaws.
- 3- That the scientific production was published or accepted for publication while holding the rank of assistant professor.

### **Article Twenty Two:**

The following are required to apply for promotion from the rank of Associate Professor to the rank of Professor: -

- 1- A service of not less than four years at the rank of Associate Professor at a Saudi university or other recognized university, provided that the term of service at Saudi universities is not less than one year.
- 2- To meet the minimum scientific production required for promotion in accordance with the provisions of article 33 of these Regulations.
- 3- The submission of scientific production must have been published or accepted for publication while holding the rank of Associate Professor.

**Article Twenty Three:**

The faculty member has the right to apply to the department council for promotion before the completion of the regular term with a maximum of one year.

**Article Twenty Four:**

The duration of secondment, external assignment and dispatch for promotion purposes shall be calculated as follows:

- 1- The full term if the secondment, assignment or dispatch was to a scientific entity and the work was in the field of specialization.
- 2- Half-term if the secondment, assignment or dispatch was not scientific and the work in the field of specialization.
- 3- The period shall not be counted for promotion if the work was not in the field of specialization.

**Article Twenty Five:**

Faculty members are promoted according to the following criteria:

- 1- Scientific production.
- 2- Teaching
- 3- University and community service.

**Article Twenty Six:**

Promotion Procedures:

- 1- The faculty member shall submit the application for promotion to the relevant department council and shall include the following:
  - a. A statement of scientific and functional qualifications and career progression.
  - b. A statement of teaching activities.
  - c. A statement of his activity in the field of university service and society.
  - d. At least five copies of the scientific production provided for promotion and the supporting documents and data.



- e. Any additional information to support the promotion request.
  - f. Any other information or documents requested by the Department Council, the College Council or the Scientific Council
- 2- The Department Council considers the application for promotion, verifies that the conditions and procedures have been met and recommends that the application be submitted to the College Council, suggesting the names of at least eight specialized referees.
- 3- The College Council shall consider the application on the recommendation of the Department Council and nominate at least eight specialized referees nominated by the Department Council or others.
- 4- The Scientific Council shall examine the application for promotion on the recommendation of the councils of the Department and the College, and shall do the following after studying:
- a. Select five referees for the evaluation of research, to be selected from candidates received from the College council or other, three of whom are primary and the fourth a reserve examiner, first and the fifth a second reserve examiner to resort to when needed. At least two of the three referees must be from outside the university.
  - b. Send research production and data on promotion to referees in a confidential manner to be evaluated according to the form prepared by the Scientific Council.
  - c. Take a decision to promote or not to promote the faculty member after consideration of the reports of the referees and reports of the applicant's activity in the field of teaching, university service and society.
  - d. If the Council decides not to approve promotion for the weakness of scientific production, it shall determine the fate, exclusion and validity of the research production submitted. If the promotion is applied again, the minimum shall include a new research unit - at least - for the applicant for promotion to the rank of associate professor, and at least two new research units for the applicant for promotion to the rank of professor.

### **Article Twenty Seven:**

The applicant's work at promotion is evaluated on the basis of 100 points divided as follows:

- 60 Sixty points for scientific production.
- 25 Twenty-five points for teaching.
- 15 Fifteen points for university and society service.

The University Council sets the criteria for the evaluation of participation in teaching, university and society service on the recommendation of the Scientific Council.

### **Article Twenty Eight:**

The total amount earned by the faculty member to be promoted must not be less than (60) Sixty points, with no less than (35) thirty-five points on scientific production for promotion to the rank of Associate Professor and (40) Forty points for promotion to the rank of professor. Promotion to the rank of associate professor shall be made by a majority of the votes of the three referees. Promotion to the rank of professor shall be made by unanimous votes of the three referees. If two referees agree to promotion and the third referee disagrees, the scientific production shall be referred to a fourth referee whose opinion shall be final.

### **Article Twenty Nine:**

**The following shall be included within the minimum scientific production required for the promotion of a faculty member:**

- 1- Research published or accepted for publication in refereed scientific journals. The Scientific Council sets criteria for accepting refereed journals.
- 2- Refereed research submitted to specialized scientific conferences and symposia if they are published in their entirety or accepted for publication, from which only one unit is accepted.
- 3- Refereed research published or accepted for publication by specialized university research centers
- 4- Refereed university textbooks and scientific references, from which only one unit is accepted.

- 5- Refereed critique of rare books from which only one unit is accepted.
- 6- Refereed translation of specialized scientific books, of which only one unit is accepted.
- 7- Books and research printed by scientific bodies are to be approved by the Scientific Council are subject to refereeing, and only one unit is accepted from them.
- 8- Patented inventions and innovations from patent offices recognized by the Scientific Council.
- 9- Outstanding innovative activities according to rules adopted by the University Council on the recommendation of the Scientific Council from which only one unit is accepted.

#### **Article Thirty:**

Research publication or acceptance for publication in refereed scientific journals within the minimum required for the promotion of a faculty member must not be less than one research unit for promotion to the rank of associate professor and two research units for promotion to the rank of professor.

#### **Article Thirty One:**

Scientific production submitted for promotion must be published or accepted for publication in no more than one publishing outlet, and publishing outlets must not be affiliated with the same university or scientific institution.

#### **Article Thirty Two:**

Minimum scientific production required to apply for promotion to the rank of Associate Professor is four units published or accepted for publishing units, at least two of which are single-author works. The University Council, on the recommendation of the Scientific Council, may grant exception from this requirement for certain disciplines, provided that the published work is not less than one unit.



**Article Thirty Three:**

The minimum scientific production required to apply for promotion to the level of a professor is six published or accepted for publication units, of which at least three are single-author works. The University Council, on the recommendation of the Scientific Council, may grant exception from this requirement for certain disciplines, provided that the published work is not less than three units.

**Article Thirty Four:**

The scientific work is counted as one unit if it is individually authored, and a half unit if it is co-authored by two. If it is a joint research among more than two, it is counted as half a unit for the principal (first) author and a quarter of a unit for each of the remaining authors. If there is another joint work between more than two, each author earns a quarter of a unit.

**Article Thirty Five:**

The scientific production submitted for promotion must not be derived from master's or doctoral theses or from previous literature of the applicant. If the Scientific Council proves that there is such an indication, the applicant shall be denied a further application for a period of one year from the date of the Scientific Council's decision.

**Article Thirty Six:**

The referees for promotions are required to be full professors, and if promotion is to the rank of associate professor, one of the referees may be an associate professor.

**Authorization**

The policy was authorized and made effective by the university president.



University president



Date