

Faculty Conference Attendance Policy

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Policy Author	University Council
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Faculty Conference Attendance Policy

Policy Statement

YU is striving to enhance its research culture and output by helping faculty members with their research efforts in order to improve the YU standing in the international academic community and to make a contribution to the existing knowledge base. Attendance at a reputable conference will help faculty members in establishing themselves at the knowledge frontiers of their discipline, along with them receiving feedback on their own research output from experts in the area. YU is keen to help and encourage faculty members to attend regional and international conferences. As such, YU faculty members (Assistant, Associate and Full Professors) shall be entitled to attend up to two conferences per academic year. This includes local, international and regional (Middles East) conferences. A significant effort shall be made to determine the quality of the conference by all those involved in this decision making. The criteria, procedures and entitlements are laid out in the following paragraphs.

Criteria

- 1- Any faculty member employed full time for a minimum of one academic semester at YU is eligible for YU support for conference attendance.
- 2- A significant portion of the work to be presented at the conference has been completed at YU.
- 3- The author(s) must mention YU only as an affiliated institution.
- 4- The author(s) must mention the financial support provided by YU under the funding/supporting arrangements for the study (usually a footnote on the first page), if any.

Procedures

Once the paper is accepted for presentation at the conference, the faculty member is encouraged to obtain participation approval and reimbursement of the conference costs as follows:

- 1- Submit the complete file containing the completed conference attendance request form and the paper acceptance letter from conference organizer to the college dean one month in advance of conference event date. The dean shall assess the applicant's request using a number of factors. These factors include:
 - a) The utility of the conference in terms of subsequent opportunities for publication of the paper in the conference proceedings or a regular issue of a quality journal.
 - b) Enhancement of YU's reputation
 - c) Conference history (conference has been running for at least three years) and reputation (listed in the conference guide list prepared by the college council and approved by Director Research Office)
 - d) The conference theme's match with the applicant's area of specialization. The paper must not have been drafted by mainly utilizing applicant's PhD dissertation.
 - e) A history of the applicant's publishing in a reasonable quality journal in the last five years
 - f) Teaching arrangements (replacements) during the absence period of the applicant (it is required to discourage such requests during exam periods to prevent disruptions resulting from delays in marking).

In the case of approval by the Dean, the file is sent to the Vice President for further assessment.

- 2- The Vice President evaluates the request and the suggestions made, and either rejects the request or sends it for final approval to the President. It is expected that a written explanation shall be provided to the applicant if the request is rejected;

- 3- The President shall evaluate the recommendations and make the final decision and convey this to the VP and appropriate dean (who would convey this to the applicant). The President will not provide further feedback to the applicant if the application is rejected at this stage.

Considering the importance of the decisions made and that they are to be conveyed to the applicant in an expeditious manner in order to meet the tight deadlines imposed by the organizers of the conferences, it is desired that all the above-mentioned procedures be completed within 15 working days from the day of submitting the request for approval to the dean. The file moves to the next stage if any of the three authorities (dean, research director or vice president) do not provide a decision/feedback on the application within 5 working days.

Entitlements

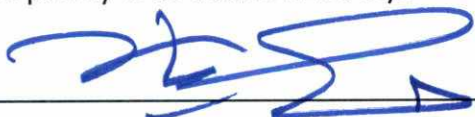
- 1- Conference registration fee (up to a maximum of US\$ 1,000).
- 2- Economy class tickets to and from the conference location (reimbursement only): a maximum of SAR 2,000 for regional conferences and SAR 4,000 for Western conferences.
- 3- A maximum 4-day Per Diem (up to a maximum of US\$ 200 per day for Western conferences and US\$ 150 for local/regional conferences. YU will not be responsible for or involved in providing accommodation.
- 4- Faculty are entitled to a maximum of five days paid leave for the duration of conference.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 3-9-2023