

Faculty Conference Attendance Policy

Policy Owner	University Council
Policy Author	University Council
Version	V 3.1
Issuing Authority	University President
Last Modified	03 rd September 2023
Circulation	All Deans, All Faculty, HR, Finance Dept.
Effective Date	08 th October 2024
History	The Policy was reviewed and approved by the UC on 25 th September 2024.

Faculty Conference Attendance Policy

Policy Statement

YU is striving to enhance its research culture and output by helping faculty members with their research efforts to improve the YU standing in the international academic community and to contribute 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 (Lecturers, assistant professors, associate professors and full professors) shall be entitled to attend up to two (2) conferences per academic year. This includes local, international and regional (Middle 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- Applicant published at least one journal in the last three years.
- 3- Applicant submits the request form and paper acceptance letter to the college Dean about one month before the conference event date. (Note: Conference Attendance is only permitted up to two (2) conferences a year. If in case having a co-author from YU, only one candidate will be permitted to attend).
- 4- A significant portion of the work to be presented at the conference has been completed at YU.
- 5- The author(s) must mention YU as an affiliated institution.
- 6- The author(s) must mention the financial support provided by YU (if a research grant was given) 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 about one month in advance of conference event date. The dean shall assess the applicant's request using several 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) 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.
 - d) 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 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 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): up to a maximum of SAR 4,000.
3. A maximum 4-days Per Diem (up to a maximum of US\$ 200 per day for conferences outside the Kingdom of Saudi Arabia and US\$ 150 for local 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:

9-10-2024