

The Regulations and Executive Rules Governing Faculty Promotions at Al Yamamah University

The regulations governing faculty promotions at **Al Yamamah University** are based on the **Regulations Governing the Affairs of Saudi University Staff, Including Faculty Members and Their Equivalents**, issued by the Higher Education Council under Decision No. 4/6/1417 taken in its sixth session held on 26/8/1417 AH, and approved by Royal Decree No. 7/B/12457 dated 22/8/1418 AH (General Secretariat of the Council of Universities Affairs, Fifth Edition, 1443–2021).

The Executive Rules Governing Faculty Promotions at Al Yamamah University were approved by the University Council on December 18, 2024, based on the decision of the Scientific Council in its second meeting held on December 4, 2024.

It is worth noting that all the attached executive rules for the specified articles are intended to interpret some or all parts of the articles. Accordingly, the portions of the articles that have not been interpreted through executive rules remain binding in their original form as stipulated in the article.

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.

Al Yamamah University's executive rules for items 1 and 2 are as follows:

- For a faculty member to qualify for promotion, he must have completed at least one year of service at Al Yamamah University.
- It is required that he has published a research unit during his affiliation with Al Yamamah University (whether it was a single publication or a collection of numerous publications).

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.

Executive Rules of Al Yamamah University for Clauses 1 and 2:

- The period of service shall be calculated from the date on which the Scientific Council of Al Yamamah University or the Scientific Council that approved the promotion to Associate Professor approved the appointment.
- For a faculty member to be eligible for promotion, he must have completed at least one year of work at Al Yamamah University.
- It is required that he has published a research unit while affiliated with Al Yamamah University (either individually or as a collection of several joint research projects).
- For the purposes of promotion to the rank of Professor, research that has been published or accepted for publication after the Department Council has approved the application for promotion to the rank of Associate Professor shall be counted; provided that it has been published or accepted for publication within four years of being appointed to the rank of Assistant Professor.

Article Twenty Three:

A faculty member has the right to submit a request for promotion to the department council before the completion of the regular term by a maximum period of six months.

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 or 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.

Executive Rule for Article 27

The scientific production score is calculated from the average of the scores awarded by the approved referees for the promotion file.

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.

Executive Rule for Article 28

- The scientific production for promotion to the rank of Associate Professor must be accepted by a majority vote of the three arbitrators, regardless of their average grades.
- A scientific production for promotion to the rank of Professor shall be accepted by a majority vote of the arbitrators approved for the promotion file, regardless of the average grades awarded.
- In the event that there is evidence that the applicant has violated the standards of scientific integrity or the ethics of scientific research, the other arbitrators shall be informed of the content of this violation, and the decision of the Promotions Committee will be based on the conclusion reached by the majority of the arbitrators.

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 peer-reviewed scientific journals. The Scientific Council sets the criteria for accepting peer-reviewed journals.
2. Refereed research submitted to specialized scientific conferences and specialized scientific seminars. If it is published in its entirety or accepted for publication, only one unit is accepted.
3. Peer-reviewed research published or accepted for publication by specialized university research centers.
4. The referee is from university books and scientific references, and only one unit is accepted from them.
5. Only one unit is accepted for the investigation of rare and authoritative books.
6. Refereed translations of specialized scientific books are only accepted in one unit.

7. Published books and research by approved scientific bodies are subject to arbitration, and only one unit is accepted.
8. Inventions and innovations that have been patented by patent offices recognized by the Scientific Council.
9. Distinguished creative activity according to University Council rules based on recommendations from the Scientific Council, and only one unit is accepted.

Executive Rule 29-A

- 1) Research published or accepted for publication in journals listed in one of the following databases is accepted Web of Science (WOS)¹
 - (SCI) Science Citation Index
 - (SCIE) Science Citation Index Expanded
 - (SSCI) Social Sciences Citation Index
 - [\(AHCI\) Arts and Humanities Citation Index](#)
 - (ESCI) Emerging Sources Citation Index
 - **(Scopus)**
- 2) In order to qualify for acceptance, research published or accepted for publication in journals not listed in one of the databases mentioned above in paragraph (1) must meet the following criteria:
 - There must be publishing rules for accepting research, and at least two referees must review the research.
 - An online version of the journal's contents and abstracts must be available on the journal's website.
 - A minimum of six regular issues of the journal must have been published, or two years must have passed since its last regular publication at the time of application.
 - An international number (ISSN) must be assigned to the journal.
 - An academic journal must be published by an academic institution, such as a university, or by specialized scientific bodies, such as scientific societies and governmental research and study institutes and centers.
 - A periodical's subject specialization must be defined in accordance with international standards, to ensure that the journal will not publish articles that are far removed from the accepted framework of branches of knowledge in scientific publishing, such as research in scientific specializations or humanities specializations, for example.
 - There must be an indexing of the journal in one or more databases, such as: ARCI, Edusearch, AraBase, Islamic Info, HumanIndex, Ecolink, Ebesco, Proquest, and Emerald.
 - Within the minimum promotion limit, no more than one research paper may be published in an issue of the journal or two research papers may be published in two different issues of the journal.

¹ "Web of Science- Core Collection- Clarivate Analytics" refers to journals that are part of the core collection of the Web of Science database. These journals are those that are included in the Science Citation Index, or the Expanded Science Citation Index, as well as those that are included in the Citation Index in the Social Sciences, Humanities, and Literature:((Science Citation Index or Science Citation Index Expanded (SCI-EXPANDED) or Social Science Citation Index (SSCI) or Arts & Humanities Citation INDEX (A & HCI)). The journal must have an Impact Factor declared in the INCites Journal Citation Reports. Other types of Journals are not eligible for the percentage that must be allocated to research submitted for promotion (Executive Rule 29-a1).

- 3) In the event that research is published or accepted for publication in journals affiliated with Saudi universities or their scientific associations, but does not meet the previous criteria, half a research unit will be accepted within the minimum for promotion.
- 4) Research published or accepted for publication in a journal in which the applicant is the editor-in-chief, a member of the editorial board, advisory board, or scientific board at the time the research was accepted or published will not be considered.

Executive Rule 29-B

In order for a research paper to be accepted for publication in a refereed scientific journal, it must meet the following criteria:

- 1- The results of the research shall be published in the main section of the journal (Original Articles), provided that this type of research is not less than 1 unit within the minimum required for promotion to the rank of Associate Professor, and 3 units within the minimum required for promotion to the rank of Professor.
- 2- It shall be counted toward the minimum number of research units required for promotion, but should not exceed one research unit per applicant.
 - Review articles that demonstrate a clear scientific effort that includes analysis and recommendations approved by the council.
 - Short research that follows the research methodology, such as an abstract, introduction, methodology, analysis, results, and references (Abstract, Introduction, Methodology, Analysis, Results, References)
- 3-The minimum requirement for promotion does not apply to letters to the editor or book reviews.

Executive Rule 29-C

A minimum number of scientific publications in publication outlets listed in the (Executive Rule 29-A1) database in scientific specializations is required when applying for promotion for faculty members as follows:

- Applicants for promotion in scientific disciplines must publish at least 50% of their work in publishing outlets listed in the database.
- As for other specializations, at least 25% of the works submitted for promotion must be published in approved publishing outlets..

Executive Rule 29-2

Published or accepted for publication (reviewed) research from specialized university research centers is accepted with a maximum of one unit within the minimum for promotion, whether it is single or joint authorship.

Executive Rule 29-3

Books accepted for publication include the following:

- Referenced scientific encyclopedias.
- The use of dictionaries that are referred to.
- Scientific Council approval of similar works.

Executive Rule 29-4

The Al Yamamah University has created this database to document the association of research, books, and scientific works submitted for promotion in the name of the institution. It emphasizes the need to explicitly refer to Al Yamamah University in all scientific works completed at the university, as follows:

1. During the tenure of a faculty member or researcher at Al Yamamah University, research, books, and other works that are submitted for promotion to the ranks of Professor and Associate Professor, or other purposes, will not be accepted unless they refer to Al Yamamah University in their work submitted for promotion.
2. A reference to affiliation with Al Yamamah University must be explicit and linked to the name of the applicant. The name of the university should not be merely mentioned in the title or in expressions of gratitude at the beginning or end of the research or book as an alternative to an explicit reference.
3. Applicants for promotion may refer to another entity to which they are affiliated, as long as Al Yamamah University is the first reference, if they have more than one affiliation.
4. According to the Scientific Council, the following cases may be exempted from the requirement to indicate affiliation with Al Yamamah University:
 - a) In case the research is conducted by an entity outside Al Yamamah University, regardless of who funds it.
 - b) The applicant for promotion is not the first researcher involved in the work submitted for promotion.
 - c) A reference to affiliation is exempt if the publication was published within an exceptional year before appointment.

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.

Executive Rule 30-A

Graduate or undergraduate students' joint research (graduation projects, for example) in scientific disciplines is accepted with a maximum of one unit of promotion points.

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.

Executive Rule 31-A

Research published electronically on the journal's official website is accepted as a published unit.

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.

Executive Rule 32-A

For promotion, a single work may be replaced by two works in publications classified under (WOS), if the applicant is the first researcher. In the case of a first joint author from Al Yamamah University or an external researcher (First Joint Author), a single work cannot be replaced by more 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.

Executive Rule 33 - A

- 1) The single work stipulated in Articles (32, 33) may be replaced by two works published or accepted for publication in a publication outlet classified within (WOS), if the applicant for promotion is the first researcher, and the single work may not be replaced by more than one unit if the first researcher is two faculty members (First Joint Author) whether from Al Yamamah University or from outside it.
- 2) Single work may be replaced by works equivalent in terms of the number of points published in journals included in the database (Executive Rule 29-1-A-1) if they are with the participation of graduate students or undergraduate students (graduation projects).

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.

Executive Rule 34 - A

1. Calculating authorship, investigation and translation
 - Authoring, investigating, or translating a chapter in a book, individually or jointly, is calculated as a quarter of a unit for each researcher.
 - No more than half a unit shall be counted for the chapters of the book, whether the work is individual or joint, if the chapters are within the same book.
2. Calculate unit for book editor
 - Half a unit is calculated for the book editor if the work is a single.
 - A quarter unit is charged to the book editor if the work is a joint effort.
3. Acceptance Statement Controls
 - The statement of acceptance for publication must be sent by an authorized person or by a verifiable entity.
 - The acceptance letter must include the title of the research and the names of the participating researchers.
 - Tentative or conditional acceptance letters are not accepted.

- The date of the acceptance letter must not have been more than two years.

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.

Executive Rule 36-A

The selection of referees is essential for ensuring the accuracy and quality of research and books submitted for promotion or publication. The purpose of these guidelines is to define the criteria for selecting competent and specialized referees to enhance the credibility of scientific work and improve its quality. Referees are selected based on the following criteria:

1. Arbitrators must have the same precise scientific specialization as the applicant.
2. The arbitrators' employers must be distinguished universities and scientific institutions in the field of specialization, taking into account avoiding modern universities and choosing the oldest universities in the host country.
3. It is important to maintain geographical diversity among arbitrators by having them come from different places of work.
4. The list of referees must include at least eight with the rank of Professor Doctor, and only one referee with the rank of Associate Professor is permitted in the event of applying for promotion to the rank of Associate Professor.

Article Thirty Seven:

A faculty member is promoted academically from the date of issuance of the Scientific Council's decision to that effect, while his promotion in terms of employment is considered from the date of issuance of the executive decision if there is a vacant position that can be promoted to.

Summary of promotions for faculty members	
Length of service in current rank	4 years
Length of service at Al Yamamah University	1 year
Units required for promotion to Associate Professor	Four units
Units required for promotion to Professor	Six units
Scientific production grades	60%
Teaching grade and University and Community Service	40%

Minimum aggregate score required for promotion	60%
Minimum grade required in scientific production for promotion to Associate Professor	35 out of 60
Minimum grade required in scientific production for promotion to professor	40 out of 60