

Regulations Governing

The Promotion

2015-2014

of Faculty Members
in Majmaah University



INTRODUCTION

This book includes the regulations governing the promotion of faculty members in Majmaah University according to the regulations concerning Saudi faculty members and those of similar status in directive number 1417/6/4. The Custodian of the Two Holy Mosques, the Head of the Higher Education Council has approved these regulations on 1418/8/22 H. (C7#/B/12457).

Article 01

Faculty Members consist of

1. Professor
2. Associate Professors
3. Assistant Professor

Article 02

In order to be promoted from Assistant Professor to Associate Professor, the candidate must fulfill the **following conditions**:

1. Must have served a minimum of four years at Majmaah University or at any other accredited university, provided that at least one year was at Majmaah University.
2. Must present the minimum amount of research work required for promotion as stated in Article 32 of these regulations.
3. This research work must have been published or accepted for publication while the candidate was an Assistant Professor.

Article 03

In order to be promoted from Associate Professor to Professor, the candidate must fulfill the **following conditions**:

1. Must have served a minimum of four years at Majmaah University or any
2. other accredited university, provided that at least one year was at Majmaah
3. University.
4. Must present the minimum amount of research work required for promotion as stated in Article 33 of these regulations.
5. This research work must have been published or accepted for publication while the candidate was an Associate Professor.

Article 04

The Faculty Member is permitted to apply for promotion six months at most before the completion of the required period of service.

Article 05

For the purpose of promotion, the duration of loan, delegation, or deputation is considered as **follows**:

1. 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.

2. 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.
3. The period will not be taken into account for promotion if the candidate did not work in the field of his specialization.

Article 06

The promotion of Faculty Members is based upon the **following** criteria:

1. Research work
2. Teaching, and
3. University and community service

Article 07

Promotion Procedures:

1. The candidate should submit an application to the relevant Departmental Council including the following:
 - A statement of his academic qualifications, employment background and positions held.
 - A statement of his teaching activities.
 - A statement of his activities in the area of community and college service.
 - At least five copies of the research work presented for promotion, along with pertinent explanatory details.
 - Any further information or documents required by the Departmental Council, the College Council or the Academic Council.

2. The Departmental Council ascertains that all the requirements for promotion are satisfied and then recommends that the application be forwarded to the College Council. In addition, the Departmental Council should recommend at least eight specialized referees.
3. The College Council, upon the recommendation of the Department Council, reviews the application and nominates at least eight referees from among those suggested by the Departmental Council or others.
4. The Academic Council reviews the application for promotion based on the recommendations of both the Departmental and the College Councils and then takes the follows steps:
 - Five referees will be selected to evaluate the research work, selected from those who were nominated by the College Council or others, three of them are primary referees, and the fourth one is a primary reserve referee, while the fifth is a secondary reserve referee, in case of necessity. At least two of the three referees should be from outside the Majmaah University.
 - The research work and relevant information regarding promotion are then to be sent, in confidence, to the referees, for their evaluation in accordance with the application forms prepared by the Scientific Council.
 - A decision is then to be taken to promote or deny promotion of the Faculty Member, after reviewing both the referees' reports, and other the reports regarding the candidate's activities in teaching and in the service of the University and the community.
 - Once the Council decides against promoting the Faculty Member because of weakness in his/her research work, a decision is then to be taken regarding possible disqualification of some of the research units, and detailing those which may be rpe4nted a second time. Upon resubmission of an application an application for

promotion, the candidate must submit one new research unit if he is applying for promotion to the position of Associate Professor and two new research units if the application is for promotion to the rank of Professor.

Article 08

Faculty Members are evaluated for promotion on a basis of 100 points, distributed as follows:

- 60 points for research work.
- 25 points for teaching.
- 15 points for service rendered to the University and the community.

Majmaah 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.

Article 09

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.

Article 10

The minimum research work submitted for promotion by a Faculty Member includes **the following**:

1. Research published or accepted for publication in refereed academic journals. The Academic Council defines the criteria for the acceptance of refereed journals.
2. 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.
3. Refereed research, whether published or accepted for publication, by specialized university research centers.
4. Refereed university textbooks and reference books. Only one unit is accepted.
5. Refereed editions of rare books. Only one unit is accepted.
6. Refereed translations of specialized books. Only one unit is accepted.
7. 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.
8. Inventions and patents of creative products from patent offices approved by the Academic Council.
9. Creative work in accordance with the rules set by the Majmaah University Council, upon the recommendation of the Academic Council Only one unit is accepted

Article 11

In the case of Faculty Members applying for promotion to Associate Professor at least one research unit should be published or accepted for publication in specialized refereed journals. For promotion to Professor, a minimum of two research units must be presented/published.

Article 12

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.

Article 13

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. Majmaah University Council, based on the recommendation of the Academic Council has the right to grant an exemption for certain specializations, provided that one unit has actually been published.

Article 14

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. Majmaah University 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.

Article 15

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 unit for each of the others. If another collective research is considered for promotion then it will count as a quarter unit for each researcher.

Article 16

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.

Article 17

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.

Article 18

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.



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