



جامعة المجمعة  
Majmaah University

رؤية  
VISION  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



# Executive Regulations

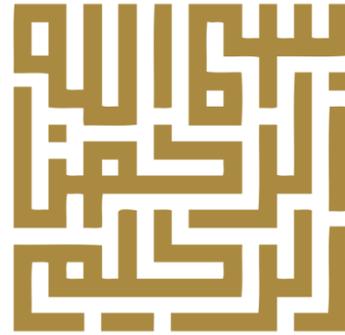
## for Extra Work Hours



***Please Be Advised that the original copy of this document is in Arabic & it has been translated into English for MU self study purposes.***



*Thank You*



## *The executive rules for the external teaching cooperation*

 **R** revising the former guidelines of the academic timetables in colleges and to make up any shortage and, therefore, informing the colleges to act accordingly for general benefit and especially the benefits for students: including the timing, fair distribution of lectures, and to deal with the courses in a scientific manner.

 **P** periodically receiving the timetables from colleges before the beginning of each academic term within at least two weeks and the colleges should inform the committee with any relevant changes either before the beginning of the academic term or during the term itself. The committee is to examine these timetables according to the distribution criteria either regarding the full time faculty member or those entitled with additional tasks to be considered in distributing the teaching hours.

 **S** studying any remarks in the timetables concerning the allotment of teaching hours and identifying the reasons and justification and to submit the case to the university rector thereby cooperating with the follow up administration.

 **S** seeking balance and equity in hours allotment for the teaching staff or the like in the light of the relevant regulations.

 **S** studying the external cooperation requests which are connected with the main faculty members' timetables and the real need for cooperation which is based on the real shortage of faculty members due to lack or shortage in recruitment or the exceptional leave or alike. The colleges should submit the external cooperation requests attached with the teaching timetables to this committee before the beginning of each academic term in not less than two

weeks before the beginning of the exams of the ongoing term and the consequences of delay will return to the delayed college and the University Rector will be informed with any relevant delay.

 Examining the urgent external cooperation requests from colleges and the committee should submit at once its suggestions to the University Rector.

 Studying the colleges requests concerning extra hours for their teaching staff when there is a need for this according to their timetables, departments, and courses and the committee issues its recommendations accordingly.

 Seeking to entrust the teaching staff to teach the same course in other nearby colleges that are not far away from the main college or in other provinces.

## *The executive regulation for the procedures of the extra hours*

Confirming that all the staff and language instructors' hours are complete according to their majors before accepting extra hours' requests as stated in article (40) of the regulation of Saudi faculty members affairs which has specified the maximum limit of the teaching hours as follows:

Educational Degree	Professor	Associate professor	Assistant professor	Lecturer	Teaching assistant	Language instructor
Max limit	10	12	14	16	16	18
	Teaching unit	Teaching unit	Teaching unit	Teaching unit	Teaching unit	Teaching unit

According to the article (42) of the staff members' regulation, the teaching hours are decreased for those who are entitled with administrative tasks such as the University Deans, Vice Deans, Head of Science Centers, and Head of Science Departments. However, their teaching hours should not be less than three teaching units, and upon the approval of the University Rector, some other tasks may be equivalent to the teaching hours.



The maximum extra hours of the faculty members should not exceed, in addition to their regular limit, twenty hours in order to maintain the quality of teaching as follows:

Degree	Professor	Associate professor	Assistant professor	Lecturer & teaching assistant	Language instructor
Regular limit	10	12	14	16	18
Extra hours	10	8	6	4	2
Total	20	20	20	20	20

The practical teaching hours are calculated as half of the theoretical hours and this is considered in the payment according to clause (B) of the article (40) of the Saudi teaching staff regulation which stated:

(The teaching unit is the weekly theoretical lecture in a duration not less than fifty minutes, or the weekly practical or field lesson in a duration not less than one hundred minutes, and the teaching unit lasts for one academic term)

The number of students in a section (theoretical or practical) should not be less than the minimum limit approved by the education system and planning committee. The college council is entitled to identify the number of students in the graduation programs upon recommendation from the department undertaking the course teaching.

The article (5) of the Saudi University teaching staff regulation states that (if the staff teaching units exceed the prescribed limit in the university , the college council can issue a decree to pay a sum of (SR 150) for each unit and the college council is authorized to the approval of the extra hours in the college departments not exceeding ( 20) hours per week for all the college members and any units more than twenty, should be submitted to the committee of timetables and external cooperation for approval according to the procedures stated in the clauses (8/9/10/11).

The Dean of the faculty submits a letter of the extra hours upon the approval of the college council as stated in clause (6)- form A/1- attached with the members' timetable according to the form of teaching units (A-2) within a duration not exceeding the third week of the first term.

8-Providing each department with the extra hours request (formA-3).

9-Filling in the form of the teaching units online and checking the details (form A-4).

10-Enclosing a copy of the order of the University Rector concerning assigning the staff with less units to practice some supervisory and administrative tasks with each extra hours application for each department.

11-Sending all of the extra hours requests in certain order as stated in the procedural directory to the teaching timetables and external cooperation committee in not more than ten days from the date of approval.

12-Examining the transaction and informing the college with the remarks-if any.

13-Submitting the transaction to the University Rector with the recommendation of the committee.

14-Informing the college with the instructions of the University Rector.

15-The College contacts the Deanship of staff members and employees by the end of the academic term for the payment of the extra hours (form A-5).

## *The Application Form of the Extra Hours (Form A-1)*

His Excellency-The chairman of timetables and external cooperation committee

Upon the clauses (6/7) of the executive regulation of the extra hours approval procedures that implies the authorization of the college council to the approval on the extra hours not exceeding (20) hours per week for all the college members ,therefore I would like to inform Your Excellency that the college council in its session number ( ) held on / /143 H with the approval of the University Rector number ( ) dated on / /143 H , the council approved the extra hours of the names hereunder for the .....academic term in the academic year 143 /143 H :

No	Name	Department	Degree	Number of extra hours		Start Date
				Theoretical	Practical	
1						
2						
3						

Kindly be informed

The necessary forms and a copy of the above mentioned college council minutes are enclosed.

Best Regards

College Dean

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## The Application Form of the Extra Hours (Form A-3)

His Excellency-The chairman of timetables and external cooperation committee

Upon the clauses (6/7) of the executive regulation of the extra hours approval procedures that implies the authorization of the college council to the approval on the extra hours exceeding (20) hours per week for all the college members, therefore, I would like to inform Your Excellency that the .....department is in need for the names mentioned below for the .....academic term in the academic year 143 /143 H:

No	Name	Department	Degree	Number of extra hours		Start Date
				Theoretical	Practical	
1						
2						
3						

Kindly be informed

The necessary forms and a copy of the above mentioned college council minutes are enclosed.

Best Regards

College Dean



## *Extra Hours Payment Application (Form A-3)*

His Excellency the Dean of university staff and employees affairs

Hereunder the details of ..... college members extra teaching hours for the .....term of the academic year 143 - 143 H upon the approval of the timetables and external cooperation committee concerning the extra hours and upon the approval of the college council in its session number ( ) dated on ...../ /143 H for the names hereunder:

No	Name	Job ID	Degree	Number and date of the timetables committee approval session	Total number of extra hours
1					
2					
3					
4					
5					

Kindly be informed to complete the payment procedures.

With best regards

College Dean

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The form of regular teaching hours of.....department in.....college. Form (A-2)

No	Names of college members ( regular and cooperative)		Degree and qualification	Course number and code	Course name	Section number	Course hours ( theoretical and practical)	Number of students in a section	Number of approved hours per member	Administrative task upon the authority decree
1	General major	Specific major								
2	General major	Specific major								

