



KINGDOM OF SAUDI ARABIA
Royal Commission For Jubail & Yanbu
Supreme Council for Colleges & Institutes Scientific Council



Executive Guidelines for the Promotion of Faculty Members at the Royal Commission



Executive Guidelines
for the Promotion of Faculty
Members at the Royal Commission



Article 21

To apply from assistant professor to associate professor requires the following:

1. Serving at least four years at the rank of assistant professor at a Saudi University or other recognized university, with a minimum of one year of service at Saudi universities.
2. Meeting the minimum amount of scientific contribution required for promotion in accordance with the provisions of Article 32 of these Bylaws.
3. The scientific contributions must have been published or accepted for publication while serving as assistant professor.

- In the case of a faculty member receiving the academic promotion to the position of assistant professor but not the official career assignment, the period s/he has served since the academic appointment counts toward the minimum period required for promotion to the rank of associate professor.
- Service for at least a year in the colleges or institutes of the Royal Commission of Jubail and Yanbu.

Article 22

To apply from associate professor to professor:

1. Serving at least four years at the rank of associate professor at a Saudi University or other recognized university, with a minimum of one year of service at Saudi universities.
2. Meeting the minimum amount of scientific contribution required for promotion in accordance with the provisions of Article 33 of these Bylaws.
3. The scientific contributions must have been published or accepted for publication while serving as associate professor.

- In the case of a faculty member receiving the academic promotion to the position of associate professor but not the official employment assignment, the period s/he has served since the academic appointment counts toward the period required to for promotion to the rank of professor.
- Service for at least a year in the colleges or institutes of the Royal Commission of Jubail and Yanbu.



Article 24

The duration of secondment, delegation and dispatch counts for the purpose of promotion as follows:

1. Full duration if the secondment, delegation or dispatch is to an academic entity and the nature of the job is in the applicant's specialty.
2. Half-term if the secondment, delegation or dispatch is to a non-academic entity and the nature of the job is in the applicant's specialty.
3. The duration does not count for the purpose of promotion if the nature of the job is not in the applicant's specialty.

- 1- The applicant submits an application to the Department Head to count the secondment duration.
- 2- The Scientific Council, based on the recommendation of the Department and College Councils, determines whether the faculty member's field of work is in his/her specialty.
- 3- A decision shall be issued by the Scientific Council regarding counting the secondment duration for the purposes of promotion, based on the recommendations of the Department and College Councils, before applying for promotion.
- 4- Faculty members working as full-time advisers are treated as being on secondment, delegation or dispatch in all provisions.
- 5- Secondment, delegation or dispatch to public or private universities and colleges to exercise administrative or leadership roles is considered work in the applicant's specialty, provided that the minimum teaching load is achieved.

Article 25

Faculty members are promoted based on the following criteria:

1. Scientific contribution
2. Teaching
3. University and community service

University service means serving the colleges and institutes of the Royal Commission of Jubail and Yanbu.



Article 26

Promotion procedures:

1. The faculty member submits the application for promotion to the relevant Department Council that includes:
 - a. A statement of academic and career qualifications and career progression
 - b. A statement of teaching activities
 - c. A statement of his/her activity in university and community service
 - d. At least five copies of the scientific contributions submitted for the promotion and their information
 - e. Any additional information supporting the promotion request.
 - f. Any other information or documents requested by the Department Council, the College Council or the Scientific Council.
2. The Department Council considers the promotion application, verifies that the requirements and procedures are met and recommends that the application be submitted to the College Council with a proposal of the names of at least eight expert referees.
3. The College Council considers the application on the recommendation of the Department Council, and nominates at least eight expert referees whether those nominated by the Department Council or others.

- The applicant signs a pledge that the academic contributions are not derived from on his/her master's or doctoral theses.
- The Department and College Councils minutes must include a list of the research works submitted for promotion, their relevance to the applicant's specialty, and an explicit statement that they are not based on master's, doctoral or other work by the applicant.
- The Department Council is obliged to complete the promotion procedure within 30 working days of submitting the completed application, and the College or Institute Council is obliged to complete the promotion procedure within 30 working days of the arrival of the completed application.



4. The Scientific Council reviews the application for promotion on the recommendation of the Department and College Councils, and after that does the following:
 - a. Selecting five referees for the evaluation of the research. The selected referees may be from those nominated by the College Council or not, three of whom are primary, the fourth is a first reserve referee and the fifth is a second reserve referee to resort to when needed. Two of the three referees—at least—must be from outside the university.
 - b. Sending the research and the promotion information to the referees in a confidential manner to evaluate them in accordance with the form prepared by the Scientific Council.

- 1- The scientific production provided for the promotion (electronic version) is sent to the primary referees immediately after the approval of their names by the Scientific Council, and the Secretariat of the Scientific Council shall obtain their approval to review in advance if possible.
- 2- The referees are contacted directly to ensure that they receive the entire academic contribution successfully.
- 3- The referee is given the period of three weeks from the date of receipt of the academic contribution to complete his/her examination and prepare the final report.
- 4- In the event that the Secretariat of the Scientific Council does not receive the referee's reply two weeks after the date of receipt of the academic contribution, the referee shall be contacted by all means of communication available to remind him/her and urge him/her to promptly complete the evaluation procedures.
- 5- If it is not possible to obtain three reports from the primary or reserve referees, for any reason, the Secretariat of the Scientific Council shall propose the names of additional referees and communicate with them following the above procedure.



- c. Deciding whether or not to promote the faculty member after considering the referees reports and the reports on the applicant's activity in teaching and in university and community service.

In the case of receiving more than three reports, the reports of the primary referees are considered first, then the first and then the second reserve referees.

- d. If the Council decides not to approve the promotion due to poor academic contribution, it shall determine the fate of the research submitted, what is to be excluded and what may be resubmitted. The new application shall contain at least one new research unit for the promotion to the rank of associate professor, and at least two new research units for the promotion to the rank of professor.

If the Scientific Council decides not to approve the promotion due to poor academic contribution, the research submitted for the promotion is excluded based on the referees' reports according to the following mechanism:

1. The research whose weakness is indicated by at least two referees shall directly be excluded. Weakness is concluded from the written report or the points awarded to it if they are below the minimum academic contribution points required for promotion: (35) points for promotion to the rank of associate professor and (40) points for promotion to the rank of professor.
2. The fate of research whose weakness is indicated by one referee shall be determined by the agreement of the majority of the Scientific Council members, taking into account the applicant's best interests and whether resubmission of the research will affect the outcome of the promotion in the future.



General procedures:

1. The Secretariat of the Scientific Council receives the request for promotion and checks that it includes the following:
 - Information required from the Managing Director.
 - Information required from the Department Head.
 - The completed promotion application form.
 - An electronic version of the academic contributions in PDF format.
 - Acceptance letters for academic contributions accepted for publication.
 - Journals or books for academic contribution from publication venues that have no official websites.
 - Masters and doctoral theses.

2. After all necessary information and documents are complete, the Secretariat of the Scientific Council shall:
 - Check the promotion request to verify that promotion criteria apply to the applicant.
 - Check acceptance letters and match them with the originals if any.
 - Check that criteria apply to the venues of publication.
 - Review the evaluation of teaching activity and community service points in accordance with the forms and criteria and approve them.
 - Ensure that the applicant meets the minimum required for promotion in terms of academic contribution units, teaching load points and community service.
 - Recommend to the Scientific Council the names of the primary referees and reserves, if all criteria and conditions apply to the application.
 - Recommend returning the promotion request to the College if the criteria and conditions are not met, explaining all details.
 - Recommend returning the promotion request if the application has quit working for the College or the Institute.

3. The Scientific Council shall review the recommendation of the Secretariat of the Scientific Council and select referees in accordance with the rules of Article 36 of these Bylaws.



4. After the arrival of the referees' reports, the Secretariat of the Scientific Council shall include the promotion request to the agenda of the earliest meeting of the Scientific Council.
5. The Secretariat of the Scientific Council reviews the reports of the referees, calculates the total points related to academic contributions, adds them to the points gained from teaching and university and community service, and then submits recommendation to the Scientific Council.
6. The Scientific Council shall be informed of the recommendation of the Secretariat of the Scientific Council and all documents related to the application and issue its decision on granting the promotion or not.
7. In the event of a decision to promote, Human Resources shall be notified to issue the executive order.
8. In the event of a decision not to promote, the General Manager of the Education Sector shall be notified, so that s/he notifies the College/Institute Managing Director and the applicant about the Scientific Council's decision and its justifications confidentially.
9. The Secretariat of the Council shall inform the applicant about the feedback of the referees' confidentially while blinding the referee's names whether or not the applicant has been promoted or not.



Article 26

The faculty member applying for promotion is assessed on the basis of (100) points as follows:

- 60 points for academic contribution
- 25 points for teaching
- 15 university and community service

The University Council sets the criteria for evaluating participation in teaching and university and community service based on the recommendation of the Scientific Council.

- Wherever the term «University Council» is mentioned, it refers to the Supreme Council of Colleges and Institutes of the Royal Commission of Jubail and Yanbu.
- The points related to the faculty member's participation in teaching and in university and community service are calculated via the approved forms that are filled out by the Department Head and the Managing Director according to the following:

First: Teaching activity:

A. Teaching load is allocated (15) points.

B. Teaching performance, which includes adherence to the elements of the course, the development of its content and adherence to the approved academic textbook, in addition to commitment to the teaching and office hours. This item is allocated (10) points to be evaluated according to the approved form filled out by the Department Head and approved by the Managing Director.

Second: college and community service:

This section is allocated (15) points to be evaluated according to the criteria set out in the approved form which is filled out by the Department Head and approved by the Managing Director. The Department and College Councils shall review the total points awarded to the applicant based on the decisions and reports to ensure that the assessment is sound.

General guidelines for calculating promotion points:

1. The total amount of what a faculty member receives in teaching and in university and community service activities must not be less than (25) points out of the total points of (40) points in order to be promoted.
2. An exception from achieving the minimum of teaching load is made for faculty members who do not meet the teaching load requirement because of lack of teaching units in the department or for any other reason accepted by the Scientific Council.
3. If it is established that the faculty member is unable to meet the teaching load requirement for reasons beyond his/her control as approved by the Scientific Council, the Council shall, based on the decision of the Department and College Councils, estimate the points due according to the evidence available to them and in line with public interest.

Article 28

The total amount of the faculty member must obtain may not be less than (60) points, while in the area of academic contributions the candidate must obtain no less than (35) points for the promotion to the rank of associate professor and (40) points for promotion to the rank of professor. The promotion to the rank of associate professor shall be decided by the majority of the opinions of the three referees, while the promotion to the rank of professor shall be decided through unanimous consensus of the three referees, and if two referees agree to the promotion and the third referee does not, scientific production shall be referred to a fourth referee and his/her opinion shall be final.

If a referee indicates that there is a violation such as derivation from master's and doctoral theses, breach of academic integrity, deviation from scientific norms, etc. affecting the applicant's right to promotion, the Scientific Council shall recommend denying the promotion and instituting the appropriate penalty after verifying the violation regardless of the recommendation of the referees and the average points granted for academic contribution.



Article 29

The minimum scientific production required to promote the faculty member includes the following:

1. Research published or accepted for publication in refereed academic journals, and the Scientific Council sets the criteria for accepting refereed journals.

The criteria for accepting refereed journals are as follows:

- A. The journal should have been issued (3) years ago or at least (6) issues have been published, should not be discontinued, should be affiliated with a recognized university, a specialized scientific association or research and studies centers, or what the Scientific Council excludes.
 - B. Research should be refereed according to the journal's publication guidelines.
 - C. Research should be related to the specialty of the journal.
 - D. The journal should have specific and publicly available publication guidelines that comply with conventional academic research methodology.
 - E. The Editor-in-Chief and the Editorial Board members of the journal must be at the rank (associate professor and above) or distinguished scientific figures in the journal specialty.
 - F. The journal should have a website.
- Publication of at least one unit by the applicant for promotion to associate professor and two units of the applicant for promotion to professor at Saudi or Gulf journals, or international journals indexed in ISI or SCOPUS, and the Scientific Council may add other prestigious academic journals.
 - for electronic periodicals that do not have print copies, it is required that:
The same criteria as traditional (paper-based) journals apply as indicated in Article 29 of the executive guidelines governing the affairs of Saudi university faculty members and those in their capacity.

2. Refereed research submitted to specialized scientific conferences and seminars if it is published in full or accepted for publication. Only one unit is accepted.



3. It must be in the researcher's specialty.
- 4 The organizing body must be a recognized university or a specialized academic association.

5. Refereed research that is published or accepted for publication at specialized university research centers.

For research published or accepted for publication at specialized university research centers, only one unit is accepted within the minimum amount required for promotion.

6. Refereed university books and academic references. Only one unit is accepted

The Scientific Council oversees the refereeing of books before submitting them as part of the scientific contributions provided for promotion.

7. Refereed editing of rare books. Only one unit is accepted.
8. Refereed translation of specialized academic books. Only one unit is accepted.
9. Books and research published by academic associations that are approved by the Scientific Council and subject to refereeing. Only one unit is accepted.

1. Books include: academic encyclopedias, refereed dictionaries and the like, which are accepted by the Scientific Council.
2. Authoring/editing/translating of a chapter in a book individually or jointly counts as a quarter of a unit per researcher.
3. No more than half a unit is counted for chapters of a book whether the work is single-authored or co-authored if they are from the same book.
4. Editing a book counts as half a unit if it is single-edited, and a quarter of a unit if it is co-edited.

10. Inventions and innovations that have been patented by patent offices recognized by the Scientific Council.

Rules of judging inventions and innovations:

- a. The subject of invention or innovation should be within the objectives of the university and in the service of science and society.
- b. The patent or innovation must be internationally recognized.
- c. It must be a scientific addition and to benefit humanity.



- d. The patent or innovation shall be treated in accordance with the regulations of research participation as stated in Article 34 of these Bylaws.
 - e. The patent must be in the specialty of the applicant for promotion.
 - f. The patent is subject to refereeing as approved by the Scientific Council.
- Only one unit is accepted for a patent or innovation as part of the minimum amount required for promotion.

11. Outstanding creative activity in accordance with the rules adopted by the University Council based on the recommendation of the Scientific Council. Only one unit is accepted.

Article 30

The number articles published or accepted for publication in academic journals as part of the minimum required for promotion must not be less than one research unit for applicants for promotion to the rank of associate professor, and two research units for applicants for promotion to the rank of professor.

Article 31

The academic contribution submitted for promotion must be published or accepted for publication in more than one publishing outlet, and publishing outlets shall not be all affiliated with one university or scientific institution.

The diversity of publishing outlets is taken into account according to the publishing entity and country of publication.

A. Research published or accepted for publication at a single outlet (journal) shall not exceed one unit, in relation to promotion to the rank of associate professor, and two units for promotion to the rank of professor, in the case of submitting the minimum amount, except for publication in academic journals indexed in ISI or SCOPUS.

B. Publication in outlets belonging to one country shall not exceed two research units within the minimum scientific production provided for promotion to the rank of associate professor, and three research units for promotion to the rank of professor, except for outlets indexed in ISI or SCOPUS.



Article 32

The minimum academic contribution required to apply for promotion to the rank of professor is six published or accepted for publication units, at least three units of which are single-authored, and the University Council, based on the recommendation of the Scientific Council, may exempt some disciplines from this requirement, so long as the actually published research is not less than three units.

1. The Scientific Council may exempt some disciplines from the requirement of three single-authored works in that two single-authored works and one co-authored work in an indexed (ISI) journal where the applicant is the first researcher are accepted, so long as this does not conflict with Article 34.
2. Actual publications must not be less than three units in the event of promotion to the rank of professor. Research available on international journal websites indexed in scientific Council-approved databases is treated in its final form as the actually published research.
3. The maximum academic contribution submitted for promotion is seven units when applying for promotion to the rank of professor.

Article 34

An academic work counts as one unit if it is single-authored, and as half a unit if it is co-authored by two. If it is multi-authored, it counts as half a unit for the main researcher and as a quarter of a unit for each of the remaining authors. If it is other joint work authored by more than two, it counts as a quarter of a unit for each author.

- The first name on the list of authors in the research is considered the main researcher, unless otherwise indicated by the journal publication guidelines.
- Other joint work, which count as a quarter of a unit if it is co-authored by more than two, refers to all types of academic contribution submitted for promotion referred to in Article 29 of these Bylaws, except for research published in academic journals, submitted to conferences or published at specialized university research centers.



Article 35

Academic research submitted for promotion must not be derived from master's and doctoral theses. If the Scientific Council discovers that derivation has occurred, the applicant shall be denied from making another promotion application for one year from the date of the scientific council's decision.

Article 36

Promotion referees must be professors, but in the case of promotion to the rank of associate professor, one referee may be an associate professor.

- Referees must be in the field of the applicant's specialty.

Article 37

The faculty member is promoted academically from the date of the Scientific Council's decision, while his/her official assignment for the position is considered from the date of the executive decree if there is a vacancy.

