



جامعة الفيصل
Alfaisal University

FACULTY PROMOTION REGULATIONS & GUIDELINES

2017

ALFAISAL UNIVERSITY

Approved by UC 13 December 2016

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EXECUTIVE SUMMARY

Academic faculty members at Alfaisal University are normally appointed to a faculty rank in the Regular Professor series: Assistant Professor, Associate Professor, and Professor. Academic faculty appointed to the Regular Professor series may seek promotion in rank according to a review process established by the University.

Candidates shall be evaluated on the basis of tripartite performance, relative to the faculty member's assigned workload as distributed among: *Teaching* (i.e., quality, teaching development, and pedagogy); *Research* (i.e., scholarship, publications and/or creative work, and grant and contract awards); and *Service* (i.e., University service and/or public service, including professional activity or service). The appraisal process will include peer review assessments both internal and external to the University.

The eligibility period for a faculty member seeking promotion shall be a minimum of four years in university rank (or equivalent position) with one year of consecutive service at Alfaisal University. For research, the minimum qualifications are determined on the basis of a specific number of "units" in accordance with the 'unified bylaws for faculty' that were adopted by the Higher Education Council.

To be eligible to be considered for promotion from Assistant Professor to Associate Professor, *four* published and/or accepted-for-publication units are required; one of these units, at least, must be single authored and a second unit may either be another single authored or consist of two first authored in multi-author papers which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's or similar databases. To be eligible to be considered for promotion from Associate Professor to Professor *six* published and/or accepted-for-publication units are required; one of these units, at least, must be single-authored, and two units may either be another two single authored or consist of four first authored papers which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's or similar databases. A scholarly work is to be counted as "1 unit" if it is single authored; "1/2 unit" if it has two authors. If the research was carried out by more than two individuals, it will be regarded as "1/2 unit" for the first author and "1/4 unit" for each of the others. If another collective work is considered for promotion, then it will count as "1/4 unit" for each researcher.

A completed faculty promotion portfolio will consist of the following content:

	Section
Letters (reverse chronological order)	1
• University Prom Com. Recommendation Letter	
• College Dean Recommendation Letter	
• College Peer Review Committee Letter	
• Request for Promotion Review	
Promotion Application Summary	2
• Declaration	
• Calculation of Publication Units	
• Application Form for Promotion of Faculty Members at KSU	
Curriculum Vitae	3
Supporting Documents of Previous Appointments	4
Research & Publications	
• Journal articles	5
• List of research grants	
Teaching	6
• Courses taught & curriculum development	
• Faculty development activities	
• Student & Peer Evaluations	
University & Community Service	7

Applicants may submit their promotion files at any time during the academic year. However the formal process outlined below will be followed.

Steps in chronological order for promotion to professorial ranks

STAGE	ACTION
<i>Anytime during the academic year</i>	<ul style="list-style-type: none"> • Candidates after checking that they meet the minimum requirements, submit the Promotion Review Portfolio to the College Dean.
<i>College Level Review</i>	<ul style="list-style-type: none"> • The College Dean shall make the Portfolio available for review by members of the College Faculty Peer Review Committee. The Portfolio is retained/secured by the College (Exec Assist). • The College Faculty Peer Review Committee shall convene and complete its review of the applicant's portfolio. • The committee's written recommendation on each candidate shall be submitted to college dean <i>by date stipulated by dean</i>. That date shall be a date allowing sufficient time for dean's subsequent review & written recommendation on each candidate. The committee's recommendation is placed in the candidate's portfolio. <i>Copy provided to candidate.</i> • College Peer Review Committee prepares list of 10 potential expert reviewers with contact information (<i>External Reviewers letters will be requested by Saudi Government University based on list</i>) • The written recommendation of the College Dean concludes the process of review at the college level.
<i>University-wide Committee Level of Review</i>	<ul style="list-style-type: none"> • The College Dean's written recommendation is due to the Office of the Provost. <i>Copy provided to candidate.</i> • The candidate's Promotion Review Portfolio is transferred from the Office of the Dean to the Provost's Office. • The Provost makes the promotion file available to the University-wide Faculty Promotion Review Committee for review.
<i>Provost Level Review</i>	<ul style="list-style-type: none"> • The University-wide Faculty Promotion Review Committee's written recommendation due to Provost; <i>copy provided to candidate.</i> • Provost begins review of the candidate's portfolio
<i>Saudi Government University Evaluation</i>	<ul style="list-style-type: none"> • Copy of dossier is sent by the Provost to a Saudi government university for evaluation • Written recommendation from Saudi Government University is due to Provost. <i>Copy provided to candidate.</i>
<i>President's Review & Decision</i>	<ul style="list-style-type: none"> • The written recommendation of the Provost is due to President. <i>Copy provided to candidate.</i> • The President's decision transmitted in memorandum to candidate. This is the final level of review for all Promotion candidates.

1. INTRODUCTION

Distinction in teaching, research and service is crucial to achieving the University's goals of becoming a leading educational institution and a model in the region. The primary goals of a university are the advancement and dissemination of knowledge. It is also a critical component to the University's mission of conducting world class research that benefits the Kingdom of Saudi Arabia, the region and the world. In order that the University as an institution may accomplish its goals, faculty must first and foremost be scholars who have depth and wisdom. The effectiveness of a faculty is essentially the product of depth of individual scholarship and the quality of teaching. The promotion process aims to advise the University on the eligibility of a candidate for promotion and to provide feedback to the candidate through the appropriate deans on their performance in research, teaching and public and university service. The University shall use the promotion process to encourage academic excellence and to evaluate the achievements of its faculty by comparison with international standards in all the fields of knowledge, which are relevant to the University programs. The Alfaisal University faculty promotion document was based in part on the *KFUPM Faculty Promotion Regulations and Guidelines*. Research expectations of faculty should reflect actual practice, allowing for distinction between disciplines based on international practice.

While approving these regulations and guidelines, the University Council asserts that these regulations and guidelines are in accordance with the 'unified bylaws for faculty' that were adopted by the Higher Education Council No.4-6-1417H in its sixth meeting on 26-8-1417H. On 22-8-1418H, the Custodian of the Two Holy Mosques approved the decision of the Council.

2. CRITERIA FOR PROMOTION IN REGULAR PROFESSOR RANKS

2.1. Professor Series

Academic faculty members at Alfaisal University are normally appointed to a faculty rank in the Regular Professor series: Assistant Professor, Associate Professor, and Professor. Titles may vary according to distribution of workload and College of appointment. Academic faculty appointed to the Regular Professor series may seek promotion in rank according to a review process established by the university administration in consultation with the appropriate faculty committees. Promotion is defined as advancement from one rank to a higher rank within this series, normally to the next rank as listed above. This policy applies only to faculty having appointment in the Regular Professor series, excluding clinical, visiting, adjunct, practice series since faculty appointment to these categories includes the relevant rank assignment when appointment is made.

2.1.1. Associate Professor

- 2.1.1.1. Research: An emerging international reputation for excellence and high level of productivity in research and/or scholarship.
- 2.1.1.2. Teaching and Learning: An excellent record of teaching and advising.
- 2.1.1.3. University and/or Public Service: Significant service to university, profession, or community.
- 2.1.1.4. The candidate for promotion must meet all three of the above criteria at the appropriate level for promotion to the rank of Associate Professor.

2.1.2. Professor

- 2.1.2.1. Research: International reputation for excellence and sustained high level of productivity in research and/or scholarship.

- 2.1.2.2. Teaching and Learning: Sustained high level of quality in educational activity at the undergraduate and graduate levels.
- 2.1.2.3. University and/or public service: Substantial service to university, profession, and community.
- 2.1.2.4. The candidate for promotion must meet all three of the above criteria at the appropriate level for promotion to the rank of full Professor.

2.2. Performance Evaluation

Candidates shall be evaluated on the basis of tripartite performance, relative to the faculty member's assigned workload as distributed among: *Teaching* (i.e., quality, teaching development, and pedagogy); *Research* (i.e., scholarship, publications and/or creative work, and grant and contract awards); and *Service* (i.e., University service and/or public service, including professional activity or service). The appraisal process should include peer review assessments both internal and external to the University with a view to ascertaining qualitative and/or quantitative measures of development in the tripartite performance.

2.2.1. Teaching

Evaluation of teaching performance is a critical aspect of performance reviews and the promotion decision. Teaching excellence will be assessed by determining the individual's ability to:

- 2.2.1.1. Lecture and lead discussions.
- 2.2.1.2. Create a range of learning opportunities.
- 2.2.1.3. Draw out students and arouse the curiosity of beginners.
- 2.2.1.4. Stimulate advanced students to engage in creative work.
- 2.2.1.5. Organize courses logically and systematically.
- 2.2.1.6. Evaluate critically the materials related to the field of specialization.
- 2.2.1.7. Assess student performance.
- 2.2.1.8. Stimulate students to extend learning beyond a particular course.
- 2.2.1.9. Other function related to teaching as specified by the college.

The following tools will be used to evaluate teaching:

- 2.2.1.10. Evidence of research and development in devising new learning strategies that enhance student motivation and encourage deeper learning experience, e.g., creative use of computer technology and other teaching resources; published research related to student learning in conference proceedings and journals; development of specialist courses related to teaching development strategies; etc.
- 2.2.1.11. Developing new undergraduate and graduate courses or degree programs at Alfaisal University to increase the market share and diversity of the University.
- 2.2.1.12. Evaluations by department/program heads or experienced faculty through classroom visits, review of syllabi, course outlines, alignment of assessment with course objectives, achieving class goals and feedback to students.
- 2.2.1.13. Teaching portfolio: continuous self-assessment through documentation of course development; responsiveness to suggestions for improvement; implementation of innovative teaching methods; the number of students formally advised; and evidence of student learning from their performance on quizzes and external exams.
- 2.2.1.14. Student evaluations and comments that reflect teaching excellence, creativity, and enhancement of student achievements.

- 2.2.1.15. Exit interviews of students who have completed a particular course and of students who have graduated as conducted by the University office of quality assurance.

2.2.2. Research

The criteria for research and creative achievement vary across disciplines, and they are defined by each college. The faculty of each college and/or department will rank journals according to standards such as international or regional prestige, breadth of readership, peer review, and rejection rate. Candidates should demonstrate continuous engagement in a defined research area that indicates future promise. Alfaisal prides itself in being a research-oriented and student centered university and faculty members are expected to be research active, defined as having at least 1 publication per year in reputable peer-reviewed journals. For verification purposes, copies of all published material included in the candidate's curriculum vitae for the period of evaluation should be submitted as part of the promotion file. The candidate may suggest a representative sample of publications to be sent to the external referees. To encourage collaborative work, the senior author may be asked to detail the contribution of the candidate to a particular publication or project. If working as members of a research team, promotion candidates should explain their specific roles on the team.

A qualitative assessment of the impact of a faculty member's research and creative achievements will normally be based on:

- 2.2.2.1. Demonstration of a research focus. This refers to the extent to which an individual's research has a theme and is directed towards solving or tackling a major problem or hypothesis in an organized and methodologically sound fashion. Also included is whether there is a clear plan for the future that shows where this research will create positive interaction with peers, move the field forward, and garner support from available resources.
- 2.2.2.2. Receipt of externally funded grants and contracts for research and development. Faculty in disciplines for which external funding is normally available are expected to have grants awarded as a priority criterion for promotion in rank.
- 2.2.2.3. Publication of high-impact refereed (either international or regional) journal articles, with special consideration given to the quality of the publication, such as the reputation of the journal, and the nature of the authorship. The number and quality of required publication shall be defined by unit (college) specifications. Normally publications shall be those completed while faculties are appointed at Alfaisal University.
- 2.2.2.4. Publication of scholarly and creative works such as books, articles, novels, and monographs.
- 2.2.2.5. Frequency with which the candidate's publications have been cited.
- 2.2.2.6. Publication and funding resulting from collaborative efforts with researchers in other fields.
- 2.2.2.7. Presentations at conferences, seminars, and symposia.
- 2.2.2.8. Receipt of fellowships and awards.
- 2.2.2.9. Editing of professional academic journals, reviewer of articles, books, funding applications, and other creative works.
- 2.2.2.10. Evidence of professional-development activities such as faculty research leaves that leads to increased research and publication effectiveness.
- 2.2.2.11. Evidence of recognition as an expert within a particular academic field, whenever appropriate.

2.2.2.12. Disclosure of new intellectual property through patent acquisition, or licensing that has resulted from the individual's research.

2.2.3. Service

There are three types of service: university service, service to the profession, and Community service. In assessing service, the following activities will be considered relevant:

- 2.2.3.1. Administrative service to the University.
- 2.2.3.2. Member or chair of a departmental, college, or university committee or task force.
- 2.2.3.3. Presentations at conferences, seminars, and symposia.
- 2.2.3.4. Lectures at other universities or professional meetings, especially keynote or invited speeches.
- 2.2.3.5. Organizing role in national or international conferences, workshops, or other academic meetings.
- 2.2.3.6. Consulting services to industry, government, or community organizations.
- 2.2.3.7. Services to national, regional, and international agencies, task forces, boards, and commissions.
- 2.2.3.8. Civic activities that are local, regional or national; and that promote a positive relationship between the University and the community.
- 2.2.3.9. Service as an officer of a national, regional, or international professional association

2.3. Flexibility and College/Department-Specific Criteria

- 2.3.1. Excellence in research and/or scholarship is a paramount goal of Alfaisal University and is of primary importance for Regular Professorial faculty. However, given the diversity in the colleges of Alfaisal University, promotion criteria must remain flexible enough to reflect these differences.
- 2.3.2. Departmental and college contexts of each case must be recognized and considered at the university-wide level of review. The relative weight given to research, scholarship, teaching, and service, and the weighting of the factors listed below, may vary from case to case as determined by the individual college faculties in college –or department- unit promotion criteria.
- 2.3.3. Criteria for promotion of faculty in ranks other than Regular Professorial ranks are determined by the individual college faculties.
- 2.3.4. The promotion criteria of the individual colleges must not conflict with the University policies.

2.4. Selection of College and University-wide Faculty Promotion Review Committees

2.4.1. College Faculty Promotions Review Committee

The promotion request of a faculty member will initially be evaluated by a College Faculty Promotions Review Committee comprising up to five faculty members (including the Chair). The Committee may consist of two Associate Professors and three full Professors and is formed by the Dean on the basis of nominations by the Department Heads (if applicable). Only full Professors may review and vote on applications for promotion from Associate to full Professor. If necessary the Dean may request that a full Professor from another department/college sit on the College Review Committee. The Chair of the Committee shall be appointed by the Dean.

Confidentiality shall govern all activities related to the formation of the Committee, its discussions, proceedings, and reports.

2.4.2. University-wide Faculty Promotions Review Committee

After being recommended by the College Faculty Promotions Review Committee, the promotion request of a faculty member will next be evaluated by a University-wide Faculty Promotions Review Committee comprising at least five faculty members at full Professor rank (including the Chair). The Committee is formed by the Provost on the basis of nominations by the Deans of the respective colleges. The Chair of the Committee shall be appointed by the Provost. Confidentiality shall govern all activities related to the formation of the Committee, its discussions, proceedings, and reports.

3. MINIMUM QUALIFICATIONS

The eligibility period for a faculty member seeking promotion shall be a minimum of four years in university rank (or equivalent position) with one year of consecutive service at Alfaisal University. The following minimum qualifications are required for all professorial ranks of Alfaisal faculty. For research, the minimum qualifications are determined on the basis of a specific number of “units” in accordance with the ‘unified bylaws for faculty’ that were adopted by the Higher Education Council. A scholarly work is to be counted as “1 unit” if it is single authored; “1/2 unit” if it has two authors. If the research was carried out by more than two individuals, it will be regarded as “1/2 unit” for the first author and “1/4 unit” for each of the others. If another collective work is considered for promotion, then it will count as “1/4 unit” for each researcher.

Additional minimum requirements may be set by the respective colleges.

In addition to the minimum guidelines of MOHE on promotion, the College of Business requires additional guidelines for promotion from assistant to associate or associate to full professor. For promotion from assistant to associate the candidate must demonstrate through his/her publications that he/she: has an area of research and has become known in its academic community; can conduct independent research in that area; and will continue to be research active. This may require the candidate to publish, including at least one solo article, in the A and/or B ranked journals in the field. For promotion from associate to full professor the candidate must have international academic recognition in his/her area of research including more publications in the A and B journals. As for the ranking of the journals, most recognized rankings, such as that of the Association of Business Schools (ABS), Handelblatt-VWL, or CEFAGE-UE, do agree on the list of the A and B journals in all areas of management and economics.

3.1. Degree Requirements

An earned Ph.D. degree, or equivalent, in the subject area from an institution whose graduate programs correspond to those of accredited reputable universities, is required for all professorial ranks. However, in certain fields of study and in special cases, exceptions can be made (refer to article 12 of the “Unified Regulatory Charter for Saudi Faculty and their Equivalence”). *Ph.D. degrees obtained by correspondence, during breaks/ vacation periods, and through continuing education courses are not accepted as equivalent to an earned Ph.D. degree.*

3.2. Assistant Professor

Candidates for this rank must show promise of successful research performance. Publications resulting from their Ph.D. dissertations may be accepted as evidence of such promise. In addition, it is desirable that they have some teaching experience at the university level.

3.3. Associate Professor

Four or more years of successful teaching and research at a recognized University, preferably in a tenure-track position, after attaining the requisite degree, are required, with a minimum of one year appointment at assistant professor rank at Alfaisal University having been served prior to application for promotion. An Associate Professor should demonstrate mature and independent scholarship. Research and other scholarly activities should indicate creativity, significance and effectiveness. The candidate for promotion must satisfy the following minimum requirements in Research and Scientific Contributions:

Four published and/or accepted-for-publication units; *two* of these units may be either single authored or four first authored in multi-author papers which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's or similar databases. Therefore, a faculty member can apply for promotion to Associate Professor without individual (singly-authored) works, provided that the applicant has at least four first-author ISI-indexed publications for promotion to associate professor (ref Article 33 in *KSU Regulations Governing the Promotion of Faculty Members 2010-2011*). In determining the minimum number of units, the following categories and rules should be considered:

1. Papers in internationally recognized refereed journals; a *minimum* of *one* unit is required.
2. Papers in refereed proceedings in international conferences and specialized symposia; a *maximum* of *one* unit is accepted.
3. Refereed, published, or accepted for publication technical reports from specialized university research centers; a *maximum* of *one* unit is accepted.
4. Refereed textbooks and reference books; a *maximum* of *one* unit is accepted.
5. Refereed authentication reviews of rare books; a *maximum* of *one* unit is accepted.
6. Refereed translations of specialized scientific books; a *maximum* of *one* unit is accepted.
7. Refereed books and research reports published by scientific societies/authorities approved by the Scientific Council; a *maximum* of *one* unit is accepted.
8. Inventions and novelties that have patents from recognized patent agencies approved by the Scientific Council; a *maximum* of *one* unit is accepted
9. Distinguished creative activities according to a basis recommended by the Scientific Council and approved by the University Board; a *maximum* of *one* unit is accepted.

In determining the minimum number of units, it must be ascertained that Research and Scientific Contributions were published or accepted-for-publications while the candidate was at the rank of Assistant Professor. Furthermore, it must be ascertained that material submitted for consideration for promotion must have been published or accepted-for-publication in more than one publication channel (i.e. different journal publishers and different university and scientific establishments).

3.4. Professor

Eight or more years of successful teaching and research work at a recognized University, preferably in a tenure-track position, after attaining the requisite degree are required. Candidates applying for promotion to this rank must have at least four years of service in the

Associate Professor rank. In promotion to this rank, contributions in teaching and service are important. However, the main emphasis is on research and scholarly achievements. Thus all candidates to this rank must demonstrate that their research achievements have had a recognized impact on the advancement of knowledge in their subject area.

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. It is allowed for the promotion applicant to replace the individual (singly authored) work with two first author works published or accepted for publication in ISI-indexed medium. Therefore, a faculty member can apply for promotion to full professor without individual (singly-authored) works, provided that the applicant has at least six first-author ISI-indexed publications for promotion to Professor (ref Article 33 in *KSU Regulations Governing the Promotion of Faculty Members 2010-2011*).

In determining the minimum number of units for promotion to the rank of Professor, the same nine categories of scholarly activities listed in Section 3.3 are applicable. However, for consideration for promotion to this rank, a *minimum* of two units in category “1” (*i.e.* refereed journal papers) is required.

In determining the minimum number of units, it must be ascertained that Research and Scientific Contributions were published or accepted-for-publication while the candidate was at the rank of Associate Professor. Furthermore, it must be ascertained that material submitted for consideration must have been published or accepted-for-publication in more than one publication channel and not all channels are associated with one single university or a single society.

4. PROMOTION TO PROFESSORIAL RANKS

4.1. Promotion from Assistant Professor to Associate Professor

4.1.1 Appointment to the rank of Assistant Professor normally occurs on the basis of a defined term of appointment with automatic renewal subject to standard probationary review, university need, and budget authorization within the College/Department of appointment. The term of service (*i.e.*, time in rank) of faculty appointed to the rank of Assistant Professor normally shall be a minimum of four academic years. An appointee holding the rank of Assistant Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the appointee are based on careful reviews of the appointee’s progress, promise, and achievement and may be affected by fiscal and programmatic considerations. Faculty seeking advancement in rank to Associate Professor may apply during the fall semester of the fourth year of contracted appointment at Assistant Professor Rank or equivalent. Formal consideration of promotion is normally initiated by the faculty member, after consultation with the supervising College Dean and senior members of the College faculty. The university administration may recognize and grant credit for prior faculty experience (teaching, research, and service) and accept application for advancement prior to the fourth year of appointment. A promotion may become effective before the end of a contracted term of appointment, but such advancement shall not mark the beginning of a new term of appointment.

4.1.2 Under normal circumstances, a promotion is accompanied with a base salary increase which is published. This will vary depending on the circumstances of the promotion

determination (i.e., contractual agreement). The supervising College Dean shall seek the funds in budget necessary for the base salary increase with corresponding total compensation adjustments.

- 4.1.3** The effective date of a promotion shall be concurrent to the date the Alfaisal University President informs the candidate of the promotion decision.

4.2. Promotion from Associate Professor to Full Professor

- 4.2.1** The normal term of service at Associate Professor Rank is four years, but there is no obligation on the part of the university to promote an Associate Professor to the rank of Professor solely on the basis of years of service at the lower rank. An appointee holding the rank of Associate Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the appointee are based on careful reviews of the appointee's progress, promise, and achievement and may be affected by fiscal and programmatic considerations.
- 4.2.2** Faculty seeking advancement in rank to full Professor normally may apply at any time during the academic year of the fourth year of appointment as Associate Professor or equivalent.
- 4.2.3** The university administration may recognize and grant credit for prior faculty experience (teaching, research, and service) at the Associate Professor rank or equivalent and accept application for advancement to the rank of Professor prior to the fourth year of appointment. However, faculty holding Associate Professor Rank at Alfaisal University and prior faculty experience at this rank may qualify for accelerated promotion to the rank of Professor only if achievement in tripartite performance (teaching, research/scholarship, service) is exceptional.
- 4.2.4** Advancement to the rank of Professor shall not mark the beginning of a new term of appointment.
- 4.2.5** The effective date of a promotion shall be concurrent to the date the Alfaisal University President informs the candidate of the promotion decision.

5. AUTHORITY

Authority to approve appointments, reappointments, merit increases, and promotions to titles in the Professor series rests with the President of Alfaisal University, after appropriate review, subject to normal authority of appointment to the faculty granted to the President. (See current AU Faculty Handbook.)

6. PROMOTION REVIEW PROCESS

A faculty member who has decided to stand as a candidate for promotion shall undergo formal comprehensive review according to the process outlined in Table 1. Applicants may submit their promotion files at any time during the academic year. However the formal process outlined below must be followed.

- 6.1** The candidate shall notify in writing his or her supervising College Dean of intention to stand for promotion review. Applicants may submit their promotion files at any time during the academic year
- 6.2** The candidate shall prepare the relevant documentation for appraisal of his or her teaching, research and scholarship or creative activity, and university service or public service. This documentation shall be collected and organized in a Promotion Review File according to a checklist (see Appendix A) and a specific content as outlined in the template in Appendix B.

Table 1. Steps in chronological order for promotion to professorial ranks

STAGE	ACTION
<i>Anytime during academic year</i>	<ul style="list-style-type: none"> • Candidates after checking that they meet the minimum requirements, submit the Promotion Review Portfolio to the College Dean.
<i>College Level Review</i>	<ul style="list-style-type: none"> • The College Dean shall make the Portfolio available for review by members of the College Faculty Peer Review Committee. The Portfolio is retained/secured by the College (Exec Assist). • The College Faculty Peer Review Committee shall convene and complete its review of the applicant's portfolio. • The committee's written recommendation on each candidate shall be submitted to college dean <i>by date stipulated by dean</i>. That date shall be a date allowing sufficient time for dean's subsequent review & written recommendation on each candidate. The committee's recommendation is placed in the candidate's portfolio. <i>Copy provided to candidate.</i> • College Peer Review Committee prepares list of 10 potential expert reviewers with contact information (<i>External Reviewers letters will be requested by Saudi Government University based on list</i>) • The written recommendation of the College Dean concludes the process of review at the college level.
<i>University-wide Committee Level of Review</i>	<ul style="list-style-type: none"> • The College Dean's written recommendation is due to the Office of the Provost. <i>Copy provided to candidate.</i> • The candidate's Promotion Review Portfolio is transferred from the Office of the Dean to the Provost's Office. • The Provost makes the promotion file available to the University-wide Faculty Promotion Review Committee for review.
<i>Provost Level Review</i>	<ul style="list-style-type: none"> • The University-wide Faculty Promotion Review Committee's written recommendation due to Provost; <i>copy provided to candidate.</i> • Provost begins review of the candidate's portfolio
<i>Saudi Government University Evaluation</i>	<ul style="list-style-type: none"> • Copy of dossier is sent by the Provost to a Saudi government university for evaluation • Written recommendation from Saudi Government University is due to Provost. <i>Copy provided to candidate.</i>
<i>President's Review & Decision</i>	<ul style="list-style-type: none"> • Written recommendation of the Provost is due to President. <i>Copy provided to candidate.</i> • The President's decision transmitted in memorandum to candidate. This is the final level of review for all Promotion candidates.

- 6.3** The candidate shall include a self-evaluation of his or her tripartite professional activity for at least four academic years to include all years since last Promotion previous to the year of application for promotion.
- 6.4** The candidate's file shall be submitted to a College/Department Faculty Peer Review Committee, which shall be charged with providing a peer review evaluation and recommendation on the candidate's application for promotion. The College Review Committee will also prepare a list of 10 potential expert reviewers, along with their titles and contact information. This list will be reviewed and modified if necessary by the University-wide Promotions Review Committee. *(External Reviewers letters may be requested by a Saudi Government University based on the list)*
- 6.5** The candidate shall be provided a copy of the College/Department Faculty Peer Review Committee's letter of evaluation and recommendation and shall have right of reply and comment in a written statement, which shall be placed in the candidate's promotion file.
- 6.6** The candidate's file shall be submitted from the College department Faculty peer Review Committee to the supervising College Dean for evaluation and recommendation on the candidate's application for promotion.
- 6.7** The candidate shall be provided a copy of the cognizant College Dean's letter of evaluation and recommendation and shall have right of reply and comment, which shall be placed in the candidate's promotion file.
- 6.8** The candidate's file shall be forwarded to the office of the Provost for submission to an Alfaisal University-wide Promotion Review Committee, which shall be charged with providing a university-wide committee evaluation and recommendation on the candidate's application for promotion. The University-wide Promotion Review Committee may, at its discretion, call the candidate and/or the supervising College Dean for interview during its committee deliberations.
- 6.9** The candidate shall be provided a copy of the University wide Promotion Review Committee's letter of evaluation and recommendation and shall have right of reply and comment in a written statement which shall be placed in the candidate's promotion file.
- 6.10** The candidate's file shall be submitted from the University-wide Promotion Review Committee to the Provost for evaluation and recommendation on the candidate's application for promotion.
- 6.11** A copy of the dossier is sent by the Provost's Office to a Saudi government university for external evaluation. The applicant will need to provide a soft and hard copy of all relevant publications.
- 6.12** The candidate shall be provided a copy of the Provost's letter of evaluation and recommendation and shall have right of reply and comment, which shall be placed in the candidate's promotion file.
- 6.13** The candidate's file shall be submitted from the Provost to the University President for evaluation and recommendation on the candidate's application for promotion.

- 6.14** The President shall provide the final evaluation in the promotion process and decision on promotion. The President's decision to grant or deny promotion is final, subject to authority granted by the University Board of Trustees.
- 6.15** The President's decision to grant or deny promotion is a substantive academic judgment. Appeals of negative decisions on promotion may be filed if the faculty candidate believes that there has been a violation of stated college or university standards or procedures during the evaluation for promotion. Appeals, with supporting evidence, are to be filed with the University Committee on Appeals and Grievances. The recommendation of the University Committee on Appeals and Grievances is advisory to the President of the University; the President shall either affirm or reverse the original decision to deny promotion. (See current AU Faculty Handbook)
- 6.16** The effective date for any salary increases associated with a promotion shall be the date of final approval by the University President.

Appendix A: Checklist for Candidates Applying for Promotion

The following checklist (Table 2) is designed to assist candidates applying for promotion. It is NOT to be included in the candidate's academic promotion application.

Table 2 Checklist for Promotion Candidates		
Pre-promotion round		
1	Check that you are eligible to apply for promotion under the academic promotion guidelines.	
2	Discuss your intention to apply for promotion at least one year ahead with your Department chair and supervising college Dean.	
3	Read the academic promotion procedures for candidates and familiarise yourself with any department-specific or college-specific standards or requirements.	
5	Flag your intention to submit a promotion application prior to the opening round with your Dean, if you are seeking promotion to associate professor or professor;	
6	Meet with your immediate supervisor or head of unit (where applicable) to discuss your application for promotion, including Promotion Portfolio content and organization of supporting documents.	
Completing and submitting your application		
7	Submit the completed and signed promotion application to your Dean	

**Dr. Faculty Member
Name**

Alfaisal University, Riyadh

Request for promotion
from Assist/Assoc
Professor to Assoc/Full
Professor of XXX

Date (D/M/Y)

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SECTION 1

Letters (reverse chronological order)

- University Prom Com. Recommendation Letter
- College Dean Recommendation Letter
- College Peer Review Committee Letter
- Request for Promotion Review

SECTION 2

Promotion Application Summary

- Declaration
- Calculation of Publication Units
- Application Form for Promotion of Faculty Members at KSU

E) Patents:

-
-
-

F) Creative works:

-
-
-

PART THREE
(Research Work Not Considered for Promotion)

Only to be mentioned without enclosing:

A) Papers published prior to obtaining the PhD (if any):

-
-
-

B) Papers extracted from Master's or PhD theses (if any):

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-
-
-

No papers extracted from Master's or PhD, Theses are included in the research work submitted for promotion.

C) Other unrefereed works:

-
-
-
-

D) Papers published while working as Assistant Professor (for those applying for promotion to Full Professor rank):

-
-
-

PART FOUR
(Employment and Administrative History)

Dates should be specified by: D/M/Y

1- Employment history (in descending order, last given first):

-
-
-
-
-

2- Administrative assignments (in descending order):

-
-
-
-
-

3- Scholarships and awards (if any):

-
-
-

PART FIVE
(Participation in Conferences, Symposia and Other Activities)

1- Participation in conferences and symposia other than those mentioned in Part Two / B. Please give names, dates, places, and your mode of participation in them:

A)Conferences:

-
-
-
-
-

B)Symposia:

-
-
-
-
-

2- Other activities:

A)Membership of Scientific Associations:

-

-
-
-
-
-
-
-

B) Committees:

-
-
-
-

C) Councils:

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-
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-
-
-

D) University and community service:

-
-
-
-
-

**PART SIX
(Teaching Load)**

Teaching load for the last four academic years including the semester in which the faculty member is applying for promotion: (information on teaching load and others should be checked by the department chairman. Summer term is excluded):

Semester: **Acaemic year:** 14 - 14 Hijri

Course	Cr. Hrs.

PART SEVEN
(For Official Use Only)

توصية مجلس القسم بجلسته: للعام الدراسي : هـ المعقودة بتاريخ: هـ / / هـ

اسم رئيس القسم: توقيع:

توصية مجلس الكلية بجلسته: للعام الدراسي : هـ المعقودة بتاريخ: هـ / / هـ

اسم عميد الكلية: توقيع:

اطلع عضو المجلس العلمي على الاستمارة ووجدها مستوفاة.

الاسم: توقيع:

SECTION 3

Curriculum Vitae

SECTION 4

Supporting Documents of Previous Appointments

SECTION 5

Research & Publications

- Journal articles
- List of research grants

SECTION 6

Teaching

- . Courses taught & curriculum development
- . Faculty development activities
- . Student & Peer Evaluations

SECTION 7

University & Community Service