



جامعة الفيصل
Alfaisal University

FACULTY PROMOTION REGULATIONS & GUIDELINES

2021

ALFAISAL UNIVERSITY

Approved by COD 24 August 2021

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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. According to a review process established by the University, academic faculty appointed to the Regular Professor series may seek promotion in rank.

Faculty members shall be evaluated on the basis of tripartite performance, relative to the faculty member's assigned workload as distributed among: (1) *Teaching* (i.e., quality, teaching development, and pedagogy); (2) *Research* (i.e., scholarship, publications and/or creative work, grant and contract awards, and journal quality); and (3) *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 based in part on a specific number of "units" according to Articles 32 & 33 of the *Regulations Governing the Promotion of Faculty Members* at King Saud University 2018-2019 (KSU).

At Alfaisal University for promotion from Assistant to Associate Professor, in addition to all other requirements, the number of needed units is *five (5)* from properly indexed journal papers. All publications should be aptly affiliated with the institution where the faculty member was officially working at the time of publication, and at least *1.5 units* should have affiliation with Alfaisal University. Based on the *KSU Regulations (Article 32)*, *two* units must 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. Also, for promotion from Associate Professor to Full Professor, the number of needed units is *seven and a half (7.5)* from properly indexed journal papers. All publications should be appropriately affiliated with the institution where the faculty member was officially working at the time of publication, and at least *2.25 units* should have affiliation with Alfaisal University. Based on the *KSU Regulations (Article 33)*, *three* units must be either single-authored or six first authored in multi-author papers which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's, or similar databases. Exemptions are granted for publications in ISI-indexed medium for applicants from specializations such as Architecture, and Humanities disciplines.

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	
• College Dean Recommendation	
• College Peer Review Committee	
• 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	5
• Journal articles	
• List of research grants	
Teaching	6
• Courses taught & curriculum development	
• Faculty development activities	
• Student & Peer Evaluations	
University & Community Service	7

Faculty members 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"> • An eligible faculty member can 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 faculty member 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 faculty member. The committee's recommendation is placed in the faculty member's portfolio. <i>Copy provided to the faculty member.</i> • College Peer Review Committee prepares a list of 10 potential expert reviewers with contact information (<i>External Reviewers letters will be requested by Saudi Government University based on the 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 added to the promotion portfolio. <i>Copy provided to the faculty member.</i> • The faculty member's Promotion Review Portfolio is transferred from the Dean's Office to the Chair of the University-wide Faculty Promotion Review Committee. • The Chair makes the promotion file available to all university-wide Faculty Promotion Review Committee members for review.
<i>President Level Review</i>	<ul style="list-style-type: none"> • The University-wide Faculty Promotion Review Committee's written recommendation due to the President; <i>copy provided to the faculty member.</i> • The President begins review of the faculty member's portfolio
<i>Saudi Government University Evaluation</i>	<ul style="list-style-type: none"> • Copy of dossier is sent by the President to a Saudi government university for evaluation. • Written recommendation from Saudi Government University is due to the President. <i>Copy provided to the candidate.</i>
<i>President's Review & Decision</i>	<ul style="list-style-type: none"> • The written recommendation of the President is sent to the faculty member with a copy to the Director of Human Resources, if applicable. • This is the final level of review for all faculty Promotion cases.

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 the 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 original Alfaisal University faculty promotion document was based in part on the *KFUPM Faculty Promotion Regulations and Guidelines* and with current updates included from *Regulations Governing the Promotion of Faculty Members 2018 - 2019* as issued by *The Academic Council of King Saud University*.

Research expectations of faculty should reflect actual practice, allowing for distinction between disciplines based on international practice. For example, Business candidates are required to publish, in A and/or B ranked journals in the field. As for the standing 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. For promotion from Assistant to Associate, the faculty member must demonstrate through their publications that they: have an area of research and have become known in the academic community; can conduct independent research in that area; and will continue to be research active. This may require the faculty 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 faculty member must have international academic recognition in their area of research, including more publications in the A and B journals. Furthermore, exemptions are granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture, and Humanities disciplines (reference, Articles 32 & 33 of *Regulations Governing the Promotion of Faculty Members 2018 – 2019 at KSU*)

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 the 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 promotion policy applies only to faculty members having an appointment in the Regular Professor series and excludes Instructors, Lecturers, Senior Lecturers, Research Professors, and Clinical. These faculty members are hired through the respective college and in consultation with Senior University Administration when the appointment is made.

2.1.1. Associate Professor

- 2.1.1.1. Research: An emerging international reputation for excellence and a 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: An 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 one 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 or appointment of faculty in ranks other than Regular Professorial ranks (e.g., Instructors, Lecturers, Senior Lecturers, Research Professors, and Clinical) are determined by the individual college committees and do not form part of this document.

2.3.4. The promotion/appointment 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 based on 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 President based on nominations by the Deans of the respective colleges. The Chair of the Committee shall be appointed by the President. 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 based on 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 and by the University.

Research expectations of faculty should reflect actual practice, allowing for the distinction between disciplines based on international practice. For example, faculty members in Business are required to publish, in A and/or B ranked journals in the field. As for the standing 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. For promotion from Assistant to Associate professor, faculty members must demonstrate through their publications that they: have an area of research and have become known

in the academic community; can conduct independent research in that area; and will continue to be research active. This may require the faculty member 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 faculty member must have international academic recognition in their area of research, including more publications in the A and B journals. Furthermore, exemptions are granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture, and Humanities disciplines (reference, Articles 32 & 33 of *Regulations Governing the Promotion of Faculty Members 2018 – 2019 at KSU*)

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 faculty member seeking promotion must satisfy the following minimum requirements in Research and Scientific Contributions: Based on Article 32 in *KSU Regulations Governing the Promotion of Faculty Members 2018-2019*; *two* 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. Furthermore, at Alfaisal University for the promotion from Assistant Professor to Associate Professor, in addition to all other requirements, the number of needed units is *five (5)* from properly indexed journal papers. All publications should be appropriately affiliated with the institution where the applicant was officially working at the time of publication, and at least *1.5 units* should have an affiliation with Alfaisal University. Exemptions may be granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture, and Humanities disciplines (reference, Articles 32 & 33 of *Regulations Governing the Promotion of Faculty Members 2018 – 2019 at KSU*)

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. Review papers, a *maximum* of *one* unit is accepted.
4. Refereed, published, or accepted for publication technical reports from specialized university research centers; a *maximum* of *one* unit is accepted.
5. Refereed textbooks and reference books; a *maximum* of *one* unit is accepted.
6. Refereed authentication reviews of rare books; a *maximum* of *one* unit is accepted.
7. Refereed translations of specialized scientific books; a *maximum* of *one* unit is accepted.
8. Refereed books and research reports published by scientific societies/authorities approved by the Scientific Council; a *maximum* of *one* unit is accepted.
9. Inventions and novelties that have patents from recognized patent agencies approved by the Scientific Council; a *maximum* of *one* unit is accepted
10. 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 faculty member 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. Faculty members 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 faculty members seeking promotion to this rank must demonstrate that their research achievements have had a recognized impact on the advancement of knowledge in their subject area.

Based on Article 33 of the KSU Regulations, at least *three* units should be singly-authored. It is allowed for the promotion faculty member to replace each singly-authored work with two first author works published or accepted for publication in properly indexed journals. Therefore, a faculty member can apply for promotion to Full Professor without individual (i.e., singly-authored) works, provided that the applicant has at least *six* first-author properly indexed publications for promotion to Professor. Furthermore, at Alfaisal University for the promotion from Associate Professor to Full Professor, in addition to all other requirements, the number of needed units is *seven & a half (7.5)* from properly indexed journal papers. All publications should be appropriately affiliated with the institution where the faculty member was officially working at the time of publication, at least *2.25 units* should have affiliation with Alfaisal University. Research grants would be recommended to strengthen the application. Exemptions may be granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture, and Humanities disciplines (reference, Articles 32 & 33 of *Regulations Governing the Promotion of Faculty Members 2018 – 2019 at KSU*)

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 based on 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 faculty member are based on careful reviews of the appointee's progress, promise, and achievement and may be affected by fiscal and programmatic considerations. Faculty members 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 the 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 by 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 the 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. A faculty member 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 faculty member 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 members 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 faculty member 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 a formal comprehensive review according to the process outlined in Table 1. Faculty members may submit their promotion files at any time during the academic year. However, the formal process outlined below must be followed.

- 6.1 Faculty members shall notify in writing their supervising College Dean of the intention to stand for promotion review. Faculty may submit their promotion files at any time during the academic year
- 6.2 Faculty members shall prepare the relevant documentation for appraisal of their 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 templates in *Appendix B*.
- 6.3 Faculty members shall include a self-evaluation of their tripartite professional activity for at least four academic years to include all years since the last Promotion previous to the year of application for promotion.
- 6.4 The faculty member'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 faculty member'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 faculty member shall be provided with a copy of the College/Department Faculty Peer Review Committee’s letter of evaluation and recommendation and shall have the right of reply and comment in a written statement, which shall be placed in the faculty member’s promotion file.

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"> Faculty members 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 faculty member’s portfolio. The committee’s written recommendation on each faculty member 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 faculty member. The committee’s recommendation is placed in the faculty member’s portfolio. <i>Copy provided to faculty member.</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 President. <i>Copy provided to the faculty member.</i> The faculty member’s Promotion Review Portfolio is transferred from the Dean's Office to the President’s Office. The President makes the promotion file available to the University-wide Faculty Promotion Review Committee for review.
<i>President Level Review</i>	<ul style="list-style-type: none"> The University-wide Faculty Promotion Review Committee’s written recommendation due to President; <i>copy provided to the faculty member.</i> President 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 President to a Saudi government university for evaluation Written recommendation from Saudi Government University is due to President. <i>Copy provided to the faculty member.</i>
<i>President’s Review & Decision</i>	<ul style="list-style-type: none"> The President’s decision is transmitted in a memorandum to the faculty member with a copy to the Director of Human Resources, if applicable. This is the final level of review for all faculty Promotion cases.

- 6.6** The faculty member's file shall be submitted from the College department Faculty peer Review Committee to the supervising College Dean for evaluation and recommendation on the faculty member's application for promotion.
- 6.7** The faculty member shall be provided a copy of the relevant College Dean's letter of evaluation and recommendation and shall have right of reply and comment, which shall be placed in the faculty member's promotion file.
- 6.8** The faculty member's file shall be forwarded to the Office of the President 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 faculty member's application for promotion. The University-wide Promotion Review Committee may, at its discretion, call the faculty member and/or the supervising College Dean for interview during its committee deliberations.
- 6.9** The faculty member 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 faculty member's promotion file.
- 6.10** The faculty member's file shall be submitted from the University-wide Promotion Review Committee to the President for evaluation and recommendation on the faculty member's application for promotion.
- 6.11** A copy of the dossier is sent by the President's Office to a Saudi government university for external evaluation. The faculty member will need to provide a soft and hard copy of all relevant publications.
- 6.12** The faculty member shall be provided a copy of the Saudi Government University letter of evaluation and recommendation.
- 6.13** 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.
- 6.14** The President's decision to grant or deny promotion is a substantive academic judgment. Appeals of adverse decisions on promotion may be filed if the faculty member 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 the promotion. (See current AU Faculty Handbook)
- 6.15** 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 Faculty Members Applying for Promotion

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

Table 2 Checklist for Promotion of Faculty Members

Pre-promotion round		
1	Check that you are eligible to apply for a 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 faculty members 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 Full 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	

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

Application Form for Promotion of Faculty Members at KSU

College of _____ Department of _____

PART ONE Resume (Curriculum Vitae)

Name: _____

First
Father
Grandfather
Family

Nationality: _____

Phone: _____ Mobile: _____ Email: _____

- For those on contract with the University: Contract date: \ \ Hijri \ \ Gregorian
 Contract type: Personal Other
 Employed in another country: No Yes, name the employer: _____
- Date of promotion or appointment in current academic rank: \ \ Hijri \ \ Gregorian
- Applying for the rank of: Professor Associate professor
- Did you apply for this rank before: No Yes, please complete the next section:

Information on previous times (if any):

1- Scientific council meeting No: _____ Academic year 14 -14 , Date: \ \ Hijri
 2- Scientific council meeting No: _____ Academic year 14 -14 , Date: \ \ Hijri

Applicant's academic degrees:

B.A. / B.Sc. University: _____ College: _____
 University location (city|state|country): _____
 Date of obtaining degree: \ \ Hijri \ \ Gregorian

M.A./M.Sc. University: _____ College: _____
 University location (city|state|country): _____
 Date of obtaining degree: \ \ Hijri \ \ Gregorian
 Master's study method: Thesis Courses Thesis and Courses
 Title of Master's thesis: _____
 Advisor's name: _____

Ph.D. or Fellowship University: _____ College: _____
 University location (city|state|country): _____
 Date of obtaining degree: \ \ Hijri \ \ Gregorian
 Title of Ph.D. dissertation: _____
 Advisor's name: _____
 Applicant's major and minor: _____

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):

-
-
-
-

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:

-

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B) Committees:

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-

C) Councils:

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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:

King Saud University, Riyadh, KSA

Requirements for faculty members for promotion from outside KSU

Note: The following requirements are made through the Academic Council and related to the process of evaluation of the research portfolio; you are kindly required to ask about other procedures requested by (King Abdullah Institute for Research & Consulting Studies).

For more information or queries, Call on 4673298 or email enquiries to imhazza@ksu.edu.sa

Requirements for promotion to (Associate Professor & Full Professor ranks) at King Saud University

A) Before Applying to the sought rank:

Units required & other regulation stipulations: Please look at the booklet of "Regulation Governing the Promotion of Faculty Members", It is available as a PDF file both in English & Arabic (Enclosed).

B) The process of Applying to the sought rank:

Documents required:

You are kindly requested to fill out the form (The application Form for Promotion of Faculty Members), considering the following:

- In part two:
 - List only (articles accepted for publication or published in Journals, articles accepted for publication or published in conferences; must be published as full text article in the conference's proceeding (Abstracts only will be rejected), articles accepted for publication or published in Research centers, Books or chapters in books, and Patents).
 - List only the articles that will be counted within the minimum requirement of units (4 units for applicants to Associate professor rank & 6 units to Professor rank).
- Exclude all articles published before the date of appointment on the current rank.
- Type article details as (Authors, Title of article, Journal details, Yr of acceptance or publishing, Country of publisher).
- Arrange list of articles from newer to oldest; Article #1 in the list will be the newer one and so on.
- Add other not counted articles or conferences in Part Five in the form.
- Please endorse the form after filling out from the department head or the dean of the college.

- You are kindly requested to provide the following documents as hard copies:

- A list of at least 10 international reviewers for the evaluation purpose, consider the following while preparing the list:
 - All reviewers should be at the rank of full professor.
 - Mention reviewer's details as; Full name, Rank, Mailing address, Contact number(s), E-mail.
 - Please endorse the list from the department head or the dean of the college.
- Official documents of appointment on the current rank in any university, letter of introduction & letter of application addressed to KSU.

- You are requested to copy a CD or a flash memory including the following:

- PDFs of all articles listed in Part two only and rename all files as (Journal Article #. or Conference Article #).
- The list of reviewers & Application form should be included in WORD format.
- No need for providing hard copies of articles or other certificates.

For more information or queries, Call us on 4697510 - 4676556 or email enquiries to scksu@ksu.edu.sa

Thank you.

Academic Council, King Saud University, KSA

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