



Rules and Regulations Governing Promotion of UBT Academic Staff

Adopted by
UBT Scientific Council
Session No. 3, November 6, 2014
Resolution No. 3-2-1



Adopted from the By – Law of Saudi University Faculty Members or their equivalent, issued by the Supreme Council of Higher Education, Resolution No. (4 – 6 – 1417H) dated (26 – 8 – 1417H), Articles (21 to 37).



The following rules and regulations are based on the by – laws that govern the affairs of Saudi Faculty Members issued by the Higher Education Council 4/6/1417 dated 26/8/1417 A.H. and crowned by the Royal Order 7/B/12457 dated 22/8/1418 A.H. These rules and regulations comprised Articles 21 to 37 of the by-laws as follows:

Article 1

The faculty member can apply for promotion to the status of associate professor on condition that he/she should have:

1. Spent not less than four years as Assistant Professor at any Saudi university or at a comparable academic institution, provided his service at the Saudi universities is not less than one year;
2. Satisfied the minimum amount of research work required for the promotion as stipulated below;
3. Published his/her research work or have it accepted for publication during his/her assistant professorship.

Article 2

The faculty member can apply for promotion to the status of professor on condition that he/she should have:

1. Spent not less than four years as associate professor at any Saudi university or at a comparable academic institution, provided his/her service at the Saudi universities is not less than one year;



2. Satisfied the minimum amount of research work required for the promotion as stipulated below;
3. Published his/her research work or have had it accepted for publication during his/her associate professorship.

Article 3

The faculty member can apply for promotion not earlier than six months before his/her promotion is due.

Article 4:

When a faculty member is hired by different institutions and wishes to have that period counted for his/her promotion, it will be counted as follows:

1. The complete period will be counted if he/she is hired to an academic institution and the work done is in his/her specialization;
2. Half of the period will be counted if he/she is hired to non-academic institution but the work done is in his/her specialization;
3. None will be counted if the work for which the faculty member is hired is out of his/her specialization.

Article 5

The faculty member is promoted according to the following criteria:

1. Research work



2. Teaching
3. Service done to the university and society

Article 6

Procedures:

1. The faculty member applying for promotion should present to the Departmental Council a file containing the following:
 - a) A list of his/her qualifications, positions held (time and place of each position);
 - b) A list of teaching activities;
 - c) A list of extra-curricular activities (done to the university and society)
 - d) Not less than five copies of his/her research work upon which he/she has applied for the promotion with a list of items;
 - e) Any other supporting documents;
 - f) Any other document required by the concerned councils.
2. The Department Council reviews the application file and ensures that it has satisfied all the requirements for promotion, submits the file to the Faculty Council and nominates a number of referees, not fewer than eight;
3. The Faculty Council reviews the application file upon the recommendation of the Department Council, nominates a number



of referees, not fewer than eight from the names submitted by the Department Council or others;

4. The Scientific Council looks into the application file recommended by both Department and Faculty Councils, then proceeds as follows:
 - a) Appoints five referees for the work submitted, three of whom are chosen as main referees, the fourth and the fifth stand by for necessary consultation, one after the other respectively; it should be noted that the two main referees at least must not belong to the same university;
 - b) Sends the research work and relevant documents to the referees confidentially and provides them with appropriate forms prepared by the Scientific Council;
 - c) Makes decision whether the faculty member deserves promotion or not, based on the reports submitted by the referees and on both applicant's teaching and extra-curricular activities;
 - d) If the decision made is negative due to poor research work, the Scientific Council will make notes of the unacceptable as well as acceptable ones, the later can be resubmitted comprising within the least requirement of academic work – at least – one new research unit for the promotion to the status of associate professor; and two new research units for the promotion to the status of professor.



Article 7

The contribution of the faculty member applying for promotion are evaluated on a scale of 100 (one hundred) points divided as follows:

60 (sixty) points for research work;

25 (twenty five) points for teaching;

15 (fifteen) points for service to the university and society.

Evaluating teaching and such extra-curricular activities is the responsibility of the University Council, upon the recommendation of the Scientific Council.

Article 8

To be promoted, the faculty member should accumulate a total of at least 60 (sixty) points, out of which 35 (thirty five) points for research work in the case of the promotion to the status of associate professor, and 40 (forty) points for the promotion to the status of professor. The decision for the promotion to the status of associate professor is taken by majority of the referees, and to the status of professor is taken by their unanimity. If two referees agree to the promotion but one disagrees a fourth referee is consulted and his judgment is considered final.

Article 9

The least requirement of research work submitted for the promotion includes the following:



1. Papers published or accepted for publication in refereed academic journals; the Scientific Council should set up the criteria for accepting such journals;
2. Refereed papers presented at specialized conferences; published and accepted for publication in full in the proceedings, of which only one unit is counted;
3. Refereed papers published or accepted for publication by specialized university research centers;
4. Refereed university textbooks and reference books, of which only one unit is counted;
5. Refereed editions of rare manuscript books, of which only one unit is counted;
6. Refereed translations of specialized books, of which only one unit is counted;
7. Books and researches published by academic bodies approved by the Scientific Council shall undergo referee's judgment, of which only one unit is counted;
8. Inventions covered by patent of invention from a recognized agency;
9. Work of creative nature refereed according to criteria by the University Council upon the recommendation of the Scientific Council, of which only one unit is counted.

Article 10

The minimum amount of research work published or accepted for publication in refereed journals required from the faculty member



for promotion to the status of associate professor is one research unit, and to the status of professor are two research units.

Article 11

The published research work or accepted for publication submitted for the promotion by the faculty member must appear in various publications, i.e. should not appear solely in publications of one university or academic institution.

Article 12

The minimum amount of academic work required from a faculty member for promotion to the status of associate professor must not be fewer than four research units published or accepted for publication, two of which – at least – are single – authored, and the University Council has the right upon the recommendation of the Scientific Council to exempt for some specialization from this condition provided that the published research is not less than one unit.

Article 13

The minimum amount of academic work required from a faculty member for the promotion to the status of professor must not be fewer than six research units published or accepted for publication, three of which – at least – are single – authored, and the University Council has the right upon the recommendation of the Scientific Council to exempt for some specialization from



this condition provided that the published research is not less than three units.

Article 14

A single – authored research work is counted as one unit, a dual authored work is a half unit, a multiple authored work is a half unit for the first author and a quarter unit for the rest, and a multiple – authored work is a quarter unit for each author.

Article 15

None of the research work presented for promotion should be a reprint from the M.A. /M.Sc., or Ph.D. theses of the faculty member or from his/her previous published work. If this has been the case and he/she has not notified the Scientific Council of it, the application for the promotion shall be postponed for one year from the date of the resolution of the Council to this effect.

Article 16

Referees should be full professors, one only can be an associate professor if promotion to associate professorship is considered.

Article 17

Promotion is effective academically from the date of the resolution of the Scientific Council to this effect, but the position of the new status will be subject to its availability and from the date of the executive decision.