

Rules and Procedures for Promotion of Faculty Members at The University of Business and Technology and its Executive Rules

These regulations were approved by the Board of Trustees of the University of Business and Technology at its eighth meeting, held on February 26, 2026, pursuant to Resolution No. (8/8/1), based on the recommendation of the University Council in its second meeting for the year 2026, held on February 15, 2026, and in accordance with the recommendation of the Scientific Council No. (76) in its meeting held on November 20, 2025.

These regulations are based on the by-laws governing the affairs of Saudi faculty members and their equivalents, issued by the Higher Education Council under Resolution No. (4/6/1417H) dated (26/8/1417H), and endorsed by Royal Order No. (7/B/12457) dated (22/8/1418H). These regulations cover Articles (21) to (37) of the aforementioned by-laws, as follows:



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Article One:

To apply for promotion from the rank of Assistant Professor to the rank of Associate Professor, the following conditions are required:

1. A minimum of four years of service at the rank of assistant professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
2. Meet the minimum scientific production required for promotion.
3. The scientific production submitted by the applicant must have been published or accepted for publication while holding the rank of assistant professor.

Article Two:

To apply for promotion from the rank of Associate Professor to the rank of Professor, the following conditions are required:

1. A minimum of four years of service at the rank of associate professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
2. Meet the minimum scientific production required for promotion.
3. The scientific production submitted by him must have been published or accepted for publication while holding the rank of associate professor.

Executive Rule for Articles One and Two:

- 1) A faculty member who wishes to be promoted at the University of Business and Technology must apply for academic promotion in accordance with the legal procedures approved by the university.
- 2) Any academic promotion obtained by a faculty member from outside the University of Business and Technology during his / her tenure at the University of Business and Technology (i.e., while he/ she is on the job) shall not be considered.

- 3) When applying for promotion, a faculty member who previously served at other universities, must have spent at least two years at the University of Business and Technology, and have published at least two research units under the name of the University of Business and Technology to apply to the rank of associate professor, and at least three research units to apply to the rank of professor (whether in the form of sole-authored research or a group of jointly authored research papers).

Article Three:

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

Executive Rule for Article Three:

The Scientific Council shall not issue its decision related to academic promotion until after the completion of the statutory period of promotion (four years).

Article Four:

The period of secondment, assignment and delegation for promotion purposes shall be calculated as follows:

1. The full term if the secondment, assignment, or delegation to a scientific entity and the work is in the field of specialization.
2. Half of the period if the secondment, assignment, or delegation is to a non-scientific entity and the work is in the field of specialization.
3. The duration is not counted for the purpose of promotion if the work is in a field other than the field of specialization.

Executive Rule for Article Four:

- Definition of Scientific Entity:

It is the entity of an educational, training, studies, scientific research, or innovation in nature, in any governmental, private or non-profit sector, and it is provided that the decision of secondment, assignment, or delegation stipulates the type of scientific entity to which it is seconded, and the description of the duties assigned to him or her.

- The Scientific Department is responsible for determining the academic specialization of the scientific entity to which the faculty member is seconded, assigned, or delegated.

Article Five:

Faculty members are promoted according to the following criteria:

1. Scientific production.
2. Teaching.
3. University and Community service.

Article Six

Promotion Procedures:

1. The faculty member submits the request for promotion to the relevant department council and includes the following:
 - A. A statement of academic qualifications, employment positions, and career progression.
 - B. A list of teaching activities.
 - C. A statement of activity in the field of university and community service.
 - D. At least five copies of the scientific production submitted for promotion, with a list of items.
 - E. Any additional information to support the promotion request.
 - F. Any other information or documents requested by the Department Council, College Council, or Scientific Council.

2. The Department Council shall consider the request for promotion and verify that the conditions and procedures are met, and it is recommended that the request be submitted to the College Council with the proposed names of at least 8 specialized referees.
3. The College Council shall consider the application based on the recommendation of the Department Council, and shall propose at least 8 specialized referees, nominated by the Department Council or others.
4. The Scientific Council shall study the request for promotion based on the recommendation of the department and College councils, and after the review, it shall do the following:
 - A. Selects five referees to evaluate the submitted research, chosen from nominees proposed by the College Council or others, three shall serve as principal referees, the fourth as the first reserve referee, and the fifth as the second reserve referee, to be called upon when needed, and at least two of the three principal referees must be from outside the 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 a decision to promote the faculty member or not to approve the promotion, after considering the reports of the referees and the reports of the applicant for promotion in the field of teaching and the university and community service.
 - D. If the Council decides not to approve the promotion due to weak research work, it shall determine the disposition of the submitted research, including which papers are to be excluded and which may be resubmitted. In the event of a new promotion application, the minimum requirement shall include at least one new research unit for an applicant seeking promotion to the rank of Associate Professor, and at least two new research units for an applicant seeking promotion to the rank of Professor.

Executive Rule for Article Six:

- First: The faculty member submits the request for promotion to the concerned department council, completing all the required files and documents in accordance with the rules and procedures for promotion of faculty members

at the University of Business and Technology and its executive rules, where the department council concerned shall do the following:

- 1) Verification of the fulfillment of the conditions and procedures for promotion (statutory duration, suitability of research to specialization, research units, criteria for admission to journals and conferences, the absence of attribution of research from master's and doctoral theses, and allowed citation percentage), in accordance with the rules and procedures for promotion of faculty members at the University of Business and Technology and its executive rules.
 - 2) Submit the minutes of the Department Council to the Dean of the College for approval, including the nomination of no fewer than eight specialized referees.
- Second: Based on the Dean's approval of the Department Council minutes, the Dean shall form a three-member committee chaired by a faculty member with the appropriate academic rank and experience within the College and at least one member with the same specialization as the applicant. The committee's tasks shall be to verify that the conditions and procedures for the promotion request submitted by the concerned department are met in accordance with the rules and procedures for the promotion of faculty members at the University of Business and Technology and its executive rules (statutory duration, suitability of research to specialization, fulfillment of minimum research units, ensuring that the research published in journals and conferences follow the standards stipulated in the rules and procedures, ensuring that there is no plagiarism of research from the master's or doctoral theses, the percentage of citation for each research is the allowed percentage), the report shall be submitted to the College Council to take the necessary formal action.
- Third: The College Council shall review all files and attachments submitted by the Department Council and ensure their validity, provided that the report of the three-member Committee shall be presented to the members of the Council (excluding members who have joint research with the applicant for the promotion), provided that the College Council submits the request to the Scientific Council with the proposed of the names of at least eight specialized referees (nominated by the Department Council or others).

- Fourth: The Scientific Council receives the promotion file of the faculty member, including the following:
 - 1) Promotion request form approved by the Scientific Council.
 - 2) The similarity index report (submitted by the concerned department) generated using one of the approved programs by the Deanship of Scientific Research at the University of Business and Technology, provided that the similarity rate does not exceed 25% for each individual research work.
 - 3) Electronic copies of the master's thesis (if thesis-based) and the PhD thesis.
 - 4) A certified copy of the applicant's most recent academic file.
 - 5) A copy of the national ID or Iqama ID for non-Saudis.
 - 6) Copy of academic certificates (equivalency certificates for Saudis / certificates attested by the Saudi Cultural Mission in the country of study for non-Saudis).
 - 7) Copy of the appointment decision on the current rank (accommodation/promotion).
 - 8) An updated curriculum vitae (CV).
 - 9) Decision of the Scientific Council for Refereed or Translated Books, if any.
 - 10) An identification letter stating the date of appointment at the university.
 - 11) An electronic copy of all the papers submitted for promotion.
 - 12) A list of refereed books, patents, innovations, or creative activity, if applicable.
 - 13) Attach proof that the journals meet standards acceptable by the Scientific Council in accordance with Article Nine and its executive rule of promotion rules and procedures for faculty members at the University of Business and Technology and its executive rules.
- Fifth: The promotion file shall be submitted to the Scientific Promotions Committee of the Scientific Council, which shall do the following:
 - 1) Examine the promotion file to verify that the conditions and criteria for promotion apply to the applicant.

- 2) Ensure the correct calculation of research units submitted for promotion in accordance with the rules and procedures for promotion of faculty members at the University of Business and Technology and its executive rules.
 - 3) Ensure the absence of plagiarism in the scientific production in accordance with the provisions of Article Fifteen of the Rules and Procedures for Promotion of Faculty Members at the University of Business and Technology and its Executive Rules and take the necessary action when applicable.
 - 4) Recommending the return of the memorandum and the scientific production file to the college in case the conditions and standards do not apply or in case the required research units are not met.
 - 5) In the event of a breach of academic integrity in the applicant's research output, the Committee shall recommend referring the applicant to the Permanent Committee for Research Ethics at the University of Business and Technology to take appropriate regulatory actions.
- Sixth: The Scientific Council may request the applicant to modify or amend the research output submitted for promotion, provided that no final decision (approval or rejection) has been issued by the Scientific Council regarding the promotion.
- Seventh: Regarding the selection of referees and sending research and data to them for evaluation, the following procedures shall be adopted:
- 1) The Scientific Council approves the referees to evaluate the submitted research, so that three main referees and three reserve referees are selected.
 - 2) The scientific production is sent electronically to the main referees simultaneously in a confidential manner for evaluation, according to the approved form by the Scientific Council.
 - 3) The Secretariat of the Scientific Council shall communicate with the referees after three working days to ensure that they have received the applicant's file and agree to the undertake the evaluation, and in the event of declining, the file will be sent to the reserve referee, provided that the evaluation period shall be three weeks from the date of sending all the files of the applicant for promotion to each referee separately,

and that other members shall be contacted in case all the principal and reserve referees decline to evaluate the promotion file based on the choice of the Chair of the Scientific Council.

- 4) After three weeks from the submission of the research, if a report has not been received from any referee, a reminder shall be sent requesting submission of the evaluation form via email.
- 5) If no response is received within three working days after the expected submission date, a final reminder shall be sent to the reviewer, notifying them that if the report is not received within an additional three working days, their review will not be considered.
- 6) In case the evaluation file is not received after the last notification, the scientific production file will be transferred to the reserve referee, and the same procedures will be followed with them in case the evaluation file is not received.

- Eighth: In case the promotion is not approved by the Scientific Council, the following must be taken into account:

- 1) The Dean of the College shall be informed by a confidential letter of the decision of the Scientific Council.
- 2) If the person who has not been accepted for promotion wishes to apply again, they must follow the approved legal procedures, after the lapse of one full calendar year from the date of the rejection decision.

Article Seven:

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

1. 60 sixty points for research work.
2. 25 Twenty-five points for teaching.
3. 15 Fifteen points for university and community service.

The University Council shall set the criteria for evaluating participation in teaching and the University and community service, based on the recommendation of the Scientific Council.

Executive Rule for Article Seven:

- The submitted research work must be within the general specialization of the faculty member applying for the rank of associate professor, and within the exact specialization of the applicant for the rank of professor.
- The faculty member's participation in the teaching activities and the university and community service is evaluated according to the Scientific Council form for the promotion request, which includes the evaluation of the faculty member in the fields of teaching and the university and community service.

Article Eight:

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 rank of associate professor, and 40 (forty) points for the promotion to the rank of professor. The decision for the promotion to the rank of associate professor is taken by majority of the referees, and to the rank of professor is taken by their unanimity. If two referees agree to the promotion but one disagrees a fourth referee is consulted and his decision is considered final.

Article Nine:

The following shall be included in the minimum research work required for the promotion of a faculty member:

- A. Research published or accepted for publication in peer-reviewed journals, and the Scientific Council sets the criteria for acceptance of peer-reviewed journals.
- B. Refereed research submitted to specialized scientific conferences and symposiums whether it is published in its entirety or accepted for publication, of which only one unit is accepted.
- C. Refereed research published or accepted for publication from specialized university research centers.
- D. Refereed university textbooks and scientific references, of which only one unit is accepted.
- E. Refereed editions of rare manuscript books, of which only one unit is accepted.
- F. Refereed translation of specialized scientific books, of which only one unit is accepted.

- G. Books and research published by scientific bodies approved by the Scientific Council and subject to evaluation, of which only one unit is accepted.
- H. Inventions and innovations for which patents have been granted by patent offices recognized by the Scientific Council.
- I. Distinguished creative activity, according to rules adopted by the University Council, based on the recommendation of the Scientific Council, of which only one unit is accepted.

Executive Rule for Article Nine:

- First: Regarding the criteria for the acceptance of refereed journals, the following standards shall be adopted:
 - 1) The journal must be specialized and refereed, and classified in one of the publishing outlets listed in SCOPUS, ABS, or Web of Science, or the journal must be specialized and refereed, and issued by a Saudi university, or any non-Saudi university, provided that it is recommended by the Ministry of Education in the Kingdom of Saudi Arabia.
 - 2) The journal must have an Editor-in-Chief with a minimum academic rank of Associate Professor.
 - 3) The majority of the editorial board members must hold a rank of at least Associate Professor or its equivalent.
 - 4) The journal must clearly state its publication policies, including the procedures for manuscript acceptance, and each submitted research paper must be evaluated by at least two referees.
 - 5) The journal must have published at least six regular issues or have been consistently published for a minimum period of two years.
 - 6) The journal must be within the applicant's field of specialization.
 - 7) The research submitted for promotion must be published in one of two languages (Arabic or English) or in the language of study.
 - 8) The applicant must provide supporting evidence of the above criteria by submitting the editorial board page, publication guidelines, and the journal cover along with the published research.
- Second: Regarding the criteria for admission to refereed conferences, the following standards shall be adopted:

- 1) Refereed research papers published or accepted for publication in peer-reviewed scientific conferences shall be counted as part of the minimum requirements for promotion provided that they do not exceed one research unit.
 - 2) The conference should be of a scientific nature specialized in the broad or specific field of the applicant's specialization.
 - 3) The conference must be organized by a recognized university, research center, or regional or international organization.
 - 4) The research should be published or accepted for publication according to the structure used in research, such as containing abstract, introduction, methodology, results, discussion, and references.
- Third: Indicating the applicant's affiliation with the University of Business and Technology:
- 1) All research units submitted must clearly indicate affiliation to the University of Business and Technology after the applicant's appointment at the university.
 - 2) The affiliation to the University of Business and Technology must be explicit and directly associated with the applicant's name. Any reference to the university elsewhere shall not be considered valid. In cases of multiple affiliations, the University of Business and Technology must be listed as the primary affiliation.
 - 3) The name of the University of Business and Technology should be listed in the language in which the research was written, in the format approved by the Deanship of Scientific Research (Department – College (if applicable) – University of Business and Technology), and the official university's e-mail address.
- Fourth: The following shall not be counted as scientific production required for promotion:
- 1) Review Articles
 - 2) Special Communication
 - 3) Letter to the Editor
 - 4) Editorial Comments
 - 5) Correspondence

- 6) Debate
- 7) Brief Communication
- 8) Short Communication
- 9) Therapeutic Note
- 10) Technical Note
- 11) Point of Technique Letters to an editor or book reviewer or translation.
- 12) Unrefereed conferences.

Article Ten:

The minimum amount of research work published or accepted for publication in refereed journals required from the faculty member for promotion to the rank of associate professor is one research unit, and to the rank of professor are two research units.

Article Eleven:

The research work submitted by the faculty member for promotion must be published or accepted for publication in more than one publishing venue, and that all publication venues must not be affiliated with the same university or the same scientific institution.

Executive Rule for Article Eleven:

- 1) The research submitted for academic promotion should be distributed over two years or more.
- 2) It should be published or accepted for publication in a variety of scientific venues, reflecting the continuity of the researcher and the diversity of the publishing bodies.
- 3) All peer-reviewed journals issued by the same university, or by branches of the same educational institution, or branches of the same publishing venues are treated as a single venue for publication.

- 4) The research published or accepted for publication in a single academic journal must not exceed 50% of the minimum requirement for promotion: two units for an applicant seeking promotion to the rank of Associate Professor, and three units for an applicant seeking promotion to the rank of Professor.

Article Twelve:

The minimum research output required to apply for promotion to the rank of Associate Professor is four published or accepted units for publication, at least two of which are a single work, and the University Council, upon the recommendation of the Scientific Council, may exempt from this requirement for some specializations, provided that the published is not less than one unit.

Executive Rule for Article Twelve:

Scientific disciplines (engineering and natural sciences due to their nature) are exempted from individual works, and the applicant for promotion to the rank of associate professor in these disciplines can adopt any of the following three options:

- 1) Submit two single-authored works.
- 2) Submission of one single-authored work and at least two jointly authored works, in which the applicant is the principal author, provided that all joint works are published or accepted for publication in journals indexed in the ISI Journal Citation Reports (Clarivate) at the time of publication.
- 3) Submission of at least four jointly authored works, in which the applicant is the principal author, provided that all joint works are published or accepted for publication in journals indexed in the ISI Journal Citation Reports (Clarivate) at the time of publication.

Article Thirteen:

The minimum research production required to apply for promotion to the rank of professor is six research units published or accepted for publication, of which at least three units are single-authored work, and the University Council,

based on the recommendation of the Scientific Council, may exempt from this condition for some specializations, provided that the published is not less than three units.

Executive Rule for Article Thirteen:

Scientific disciplines (engineering and natural sciences due to their nature) are exempt from the requirement of single-authored works, and the applicant for promotion to the rank of professor in these disciplines can adopt any of the following three options:

- 1) Submission of three single-authored works.
- 2) Submission of two single-authored works and at least two jointly authored works, in which the applicant is the principal author, provided that all joint works are published or accepted for publication in journals indexed in the ISI Journal Citation Reports (Clarivate) at the time of publication.
- 3) Submission of one single-authored work and at least four jointly authored works, in which the applicant is the principal author, provided that all joint works are published or accepted for publication in journals indexed in the ISI Journal Citation Reports (Clarivate) at the time of publication.

Article Fourteen:

The research work is counted as one unit if the work is single-authored, half a unit if it is co-authored by two, if it is a joint research between more than two, it is counted as half a unit for the principal researcher, and a quarter unit for the rest of the researchers, and if it is a collective work between more than two and there is no principal researcher, it is counted as a quarter unit for each researcher.

Executive Rule for Article Fourteen:

The first-listed author in a co-authored research work shall be considered the principal author, unless otherwise specified by the journal's publication guidelines.

Article Fifteen:

The research work submitted for promotion must not be plagiarized from the applicant own master's or PhD theses or previous published works, and in the event that the Scientific Council finds plagiarism from previous published works, the applicant for promotion shall be denied submission of another application for promotion for a period of one year from the date of issuance of the Scientific Council's decision.

Executive Rule for Article Fifteen:

First: Plagiarism from the applicant's own scientific production.

- Definition: If the applicant reproduces text or content exceeding 25% of their previous scientific production (master's or PhD thesis or other scientific production) the work is considered plagiarized (Self-plagiarism)
- Action: If self-plagiarism is proven in the research work of the applicant, the following action shall be taken:
 - 1) For the first offense, the applicant shall be barred from applying for a promotion for a year.
 - 2) For the second offense, the applicant shall be barred from applying for promotion for a year with the recommendation to be referred to the Permanent Committee for Research Ethics at the University of Business and Technology.

Second: Plagiarism from the scientific production of others.

- Definition: If the applicant reproduces text or content exceeding 25% of the work of others or falsely claims ownership of another person's intellectual or scholarly work (including research papers, theses, books, documented inventions, or registered patents), the work shall be considered plagiarized.
- Action: If plagiarism is proven, the applicant shall be barred from applying for promotion for one year, with a recommendation to be referred to the Permanent Committee for Research Ethics at the University of Business and Technology.

Third: Any applicant found to have committed plagiarism, in either of the above forms, shall be subject to the following:

- The plagiarized works shall be excluded from future submissions, while the remaining works shall be treated in accordance with Article Nine and its Executive Rules, and shall be re-evaluated upon resubmission.

- The disqualification period shall commence from the date of the Scientific Council's decision.

Fourth: Compliance with the ethics of scientific research and intellectual integrity in the scientific production of the applicant for promotion.

- The Scientific Council may reject the promotion application if the submitted research does not comply with research ethics, university publishing regulations, Islamic values and ethics, intellectual integrity standards, or if it violates the laws and regulations of the Kingdom of Saudi Arabia, threatens its security (internally or externally) or addresses matters of other countries in a manner that harms mutual interests.

Article Sixteen:

It is mandatory that the referees for promotion hold the rank of professor, and if the promotion is to the rank of associate professor, one of the referees may be an associate professor.

Executive Rule for Article Sixteen:

The referees for academic promotions must be specialists in the applicant's exact scientific field, and selected from multiple countries, provided that one referee is affiliated with a Saudi university (excluding the University of Business and Technology).

Article Seventeen:

The faculty member shall be promoted academically from the date of issuance of the decision of the Scientific Council to this effect, while the job-grade promotion shall be considered from the date of issuance of the Executive Decision provided that there is a vacancy available to which the promotion can be made.