

SUSTAINABLE DEVELOPMENT GOALS



10.6.5 Does your university as a body have a diversity and equality committee, office and/or officer (or the equivalent) tasked by the administration or governing body to advise on and implement policies, programs, and trainings related to diversity, equity, inclusion and human rights on campus?

Yes. While UBT does not have a standalone Diversity and Equality Office, the university integrates diversity, equity, and inclusion functions within several existing governance structures that collectively promote fairness, inclusivity, and respect for human rights across campus.

The Human Resources Department

Human Resource plays a leading role in ensuring that all recruitment and employment practices are guided by the principles of equality and merit. Candidates are selected based solely on their qualifications and professional competencies—without regard to nationality, religion, gender, or any other personal attributes—reflecting UBT’s strong commitment to building a diverse and inclusive workforce.

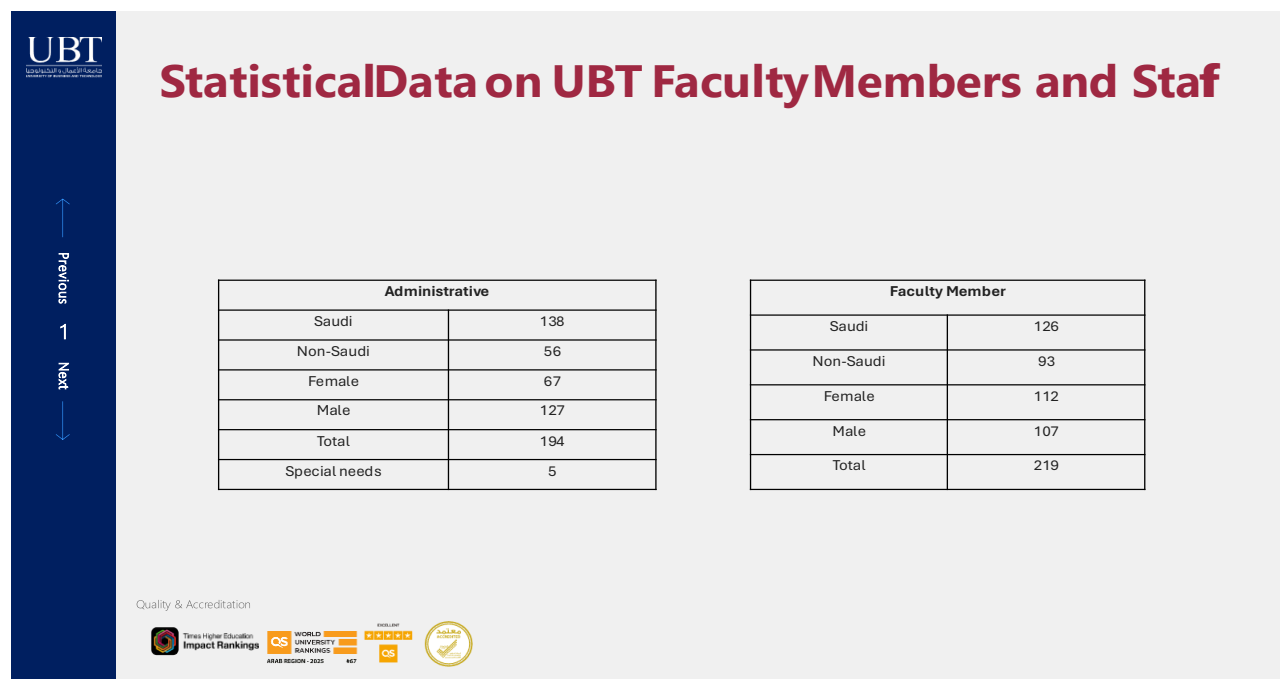


Figure 10.6.5 A – UBT Leaders

Cover of UBT’s *Leaders 2024* publication highlighting the university’s diverse leadership team, including both male and female senior administrators from various nationalities and backgrounds. The publication demonstrates gender

inclusivity and balanced representation across all colleges and administrative units.

Figure 10.6.5 B – Faculty Members and Academic Staff Recruitment Policy (HR.05.01)

Official policy outlining UBT’s commitment to transparent, merit-based, and non-discriminatory recruitment of academic and administrative staff.

The policy ensures equal opportunity regardless of gender, nationality, or background, emphasizing selection based on qualifications, experience, and institutional fit.

Approved by the University Council (2024), it reinforces fairness and diversity as core values in UBT’s hiring and promotion processes.

Faculty Members and Academic staff Recruitment Policy

Policy Code:	HR.05.01
Policy Version No:	Ver. 1.0
Approval Date:	17/9/2024
Implementation Date:	17/9/2024
Revision Date:	September 2027
Policy Owner:	General Department of Human Resource

1. Purpose

UBT is committed to hire high quality faculty members and academic staff. The purpose of this policy is to ensure fair, transparent and merit-based recruitment process at UBT in order to attract high quality individuals.

2. Scope

This policy applies to the recruitment of all faculty members and academic staff full time at UBT in all its branches and campuses.

3. Definitions & Acronyms

3.1. Definitions

Term	Definition
Faculty member and academic staff at UBT	<ul style="list-style-type: none"> ● Professor ● Associate Professor ● Assistant Professor ● Instructor/Lecturer ● Assistant Instructor ● Research assistant ● Teaching assistant ● Postdoctoral Researcher
Recruitment	It is an activity directed to obtain appropriate human resources whose qualifications, skills and competencies much the relevant positions at the University.
Screening	It is the process of reviewing all received applications and identifying who meet the minimum qualifications and requirements outfitted in the job descriptions
Interviewing committee	It is a group of individuals who review the applications of the candidates who have been shortlisted by the screening committee and conducts interviews to further assess their qualifications, skills, and alignment with the University's Vision, mission, values, goals, etc.
Onboarding	It refers to the process of integrating and orienting new faculty members and academic staff into the University's culture, environment, operational procedures, etc.
Induction	It is one of the steps of the onboarding which aims to introduce the new faculty members and academic staff to an organization. It encompasses, the activities and information aimed at familiarizing new hires with the university's culture, values, policies, procedures, and the working environment.

3.2. Acronyms

Acronym	Term
GDHR	General department of HR
JDs	Job descriptions
HoD	Head of department
NCAAA	National Center for Academic Accreditation and Assessment

4. Responsibilities

4.1. The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

4.2. Deans of Colleges and the Heads of Academic Department are responsible for ensuring that faculty members are hired, appointed, oriented, evaluated, promoted, renewed or terminated in line with the requirement set forth in this policy. They are responsible for implementing appropriate measures to ensure continuity of the services of high-quality faculty who contribute significantly to the mission of UBT

4.3. The General Department of HR is responsible of overseeing the implementation of the policy, including issuing contracts and maintaining comprehensive records of the recruitment process. It is the responsibility of the General Department of HR to develop all the relevant forms needed to implement this policy.

4.4. The Deanship of Graduate studies and the Deanship of scientific Research are responsible for hiring academic staff for academic programs (with research) in Master and PhD Level.

5. Policy Principles

5.1 Alignment with UBT Vision, Mission and Values: The recruitment process is designed to identify candidates who align with the university's mission, vision, and values. This alignment ensures that faculty members

contribute not only to academic excellence but also to the broader goals of the institution.

5.2 Equity and fairness: UBT is committed to a recruitment process that treats all candidates with equity and fairness, regardless of their background, ethnicity, gender, or any other characteristic.

5.3 Merit-based recruitment: Our recruitment process is merit-based, focusing on the qualifications, skills, and expertise of candidates. Selection decisions are guided by the candidate's ability to contribute to our university's academic and research excellence.

5.4 Transparency and accountability: The entire recruitment process, from the advertisement of a faculty position to the final selection, is conducted with transparency. Clear communication about the process, criteria, and timelines is provided to all candidates.

5.5. Compliance with laws and regulations: UBT adheres to all applicable laws and regulations throughout the recruitment process, ensuring a legally sound and ethical process that protects the rights of both candidates and the university.

6. Policy Statement

6.1. Recruitment Planning: At the middle of each academic semester, the relevant HoD of the Academic Department at the College submit a hiring request to the Vice Dean for Academic Affairs by filling a recruitment needs form. After studying the form, the request is forwarded to the Dean of the College who will submit it to the Vice President for Academic Affairs after getting the approval from the College Council. After approval all the recruitment needs will be forwarded to the General Department of HR. The General Department of HR will consolidate all the collected data and prepare a Recruitment plan for academic staff. Out of the recruitment plan, the General Department of HR will prepare the needed budget for the recruitment. Some recruitments are not planned and are requested in an ad-hoc manner as per the needs of the related entity/department.

6.2. Approval of the recruitment plan: The consolidated recruitment plan is submitted to the university president Office for approval.

6.3. Develop/Review of the JDs of the vacant positions: Before advertising the vacant positions externally, all the JDs of these positions should be developed or reviewed by the General Department of HR in collaboration of the relevant academic department at the College.

6.3. Advertisement and outreach: All approved position should be identified as vacancies and needs to be advertised by the General Department of HR. The General Department of HR shall collaborate with the concerned academic entity to create and advertisement that reflects the position's requirements as well as the university vision, mission and values. The position will be advertised for 25 working days. UBT will advertise the vacant positions on its website and other social media channels. Interested candidates will be invited to submit their applications, including their curriculum vitae (CV) with three references, cover letter, non-objection letter from their main employer (if employed by another university) and any other required documents. Alternatively, members of UBT community may propose some CVs which will be screened and selected following the same process.

6.4. Screening and shortlisting:

- **Initial screening (HR):** The General Department of HR shall perform an initial screening of the received applications. A minimum of three (3) candidates will be shortlisted for each position. As per the Saudi Labor Law (Chapter 1, Article 26.1, pp. 13), UBT work hard to attract and employ Saudi, provide conditions to keep them on the job and avail them of an adequate opportunity to prove their suitability for the job by guiding, training, and qualifying them for their assigned jobs. Thus, during the screening process, the priority will be given to Saudi citizens with a minimum of 2 years of experience.

- **References check:** The General Department of HR shall complete the references check of the shortlisted candidates. All candidates are required to submit at least 3 references along with their applications.
- **Forming the interview committee:** After 5 days of the initial screening the General Department of HR shall form the interview committee in coordination with the concerned entity/department.

6.5. Interview and selection:

- The shortlisted candidates will be contacted by the General Department of HR for personal interviews which can be either face-to-face or online interviews.
- Forming an interview committee: General Department of HR shall form an interview committee to interview the shortlisted candidates in coordination with the relevant entity/department. The Interview committee should include the Vice President for Academic Affairs, the secretary, a representative from the scientific council, the Dean, one representative of General Department of HR, one representative from the scientific research council. If the position is for Master/PhD levels the interview committee should include members from Graduate studies and the Deanship of scientific Research.
- The interview committee along with the General Department of HR will conduct the interview. The outcomes of the interview are recorded in the Interview Evaluation Form.
- The interview committee will submit the filled Interview Evaluation Form to the General Department of HR. The interview committee's secretary shall finalize the interview report including a tabulation of the ratings of the candidates and send it to the General Department of HR.
- After president's approval, the General Department of HR

will initiate the preparation of an offer letter to be sent to the selected candidate for the position, outlining the terms of employment, salary, benefits, and other relevant details. For the non-selected candidates, the General Department of HR submit an apology email mentioning the reasons for not being selected within 5 working days.

6.6. Negotiation and acceptance: If necessary, the selected candidate may engage in negotiation with the University regarding the terms of the offer. Negotiations are conducted transparently and ethically, ensuring fairness and equity. The negotiation process will last for 5 working days after sending the first offer letter to the selected candidate. After that, if the candidate accepts the offer, the General Department of HR will send a revised offer letter to the candidate who needs to accept it within 5 working days. The candidate should send the signed acceptance letter along with the documents requested by the General Department of HR including a non-objection letter. If the negotiation fails or the candidate did not submit his/her approval within 5 working days, an offer letter will be sent to the second-ranked candidate immediately and so on. The offer letter will be for one year from the date of appointment.

6.7. Visa and work permit (for Non-citizens): After accepting the offer by the candidate, the General Department of HR shall start the process of obtaining the approval from the relevant ministry (approval from the Ministry of education, the work permit from the ministry of labor, etc.). The travel arrangements will be managed by the General Department of HR after coordinating with the selected candidate.

6.8. Onboarding and induction: UBT provides a comprehensive onboarding process, including a detailed induction program about the university, campus, policies, and procedures, etc. Also, new members are introduced to mentorship programs and support systems to aid their successful integration into the University community.

6.9. Probation: A probationary period of 12 weeks (3 months) should be used to ensure that the applicant selected is qualified to perform his/her duties. 5 working days before the end of the probation period, the staff is evaluated by his/her immediate supervisor as per the “Staff performance Evaluation policy”. If the evaluation is unsatisfactory, the candidate will be notified in writing that UBT does not needs his/her services.

6.10. Adjunct and Part-Timers: Part-time faculty members play a crucial role in enhancing the academic environment and contributing to the overall educational experience of students at UBT. The recruitment process for adjunct faculty and part-timers is detailed in the “Adjunct Faculty appointment, evaluation and renewal Policy”.

6.11. Documentation and records: All documents related to the recruitment process are maintained confidentially and securely by the General Department of HR in the staff file, with appropriate access management and limitation, ensuring compliance with data protection regulations.

7. Related Documents

This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms, and other useful resources.

Document No.	Document Name	Document Type	Location
	Human Resources Procedures	Procedures	
	Employee Handbook (Arabic version)	Handbook	
	لجنة استقطاب لأعضاء هيئة التدريس السعوديين وغير السعوديين في الجامعة	قرار اداري	

	<u>Saudi Labor law</u> (Ministry of Human Resource and Social development)	External document	
	Adjunct Faculty Appointment, Evaluation and Renewal Policy	Policy	

8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

9. Approvals

University
Council

Chair Name

Signature

Date

1/4/8

Dr. Weam Tunsi

17/9/2024

UBT Labor Committee

The University Labor Committee represents elected employees and actively promotes cohesion and inclusivity within the workplace. The committee’s mandate includes strengthening the work environment, safeguarding employee rights, and serving as a communication channel between staff and administration. It organizes events that foster community spirit and addresses employees’ concerns and suggestions to ensure their voices are heard and acted upon.

The committee organizes regular workshops and disseminates biweekly awareness messages to educate employees about their rights, responsibilities, and recent updates to labor regulations. These initiatives aim to foster a well-informed workforce and promote a fair and transparent work environment across the university.

Figure 10.6.5 C – UBT Labor Committee Awareness and Training Programs

Compilation of materials from the *UBT Labor Committee* showcasing educational initiatives, including workshops and seminars on employee rights, labor law updates, and workplace equality. These initiatives promote transparency, fairness, and inclusion among faculty and staff.

**UBT Labor Committee
Educating Employees about
their rights**

تدريبات نظام التأمينات الاجتماعية

دور المؤسسة في قطاع الأعمال
التأمينات الاجتماعية
أهم ملامح تحديثات نظام
التأمينات الاجتماعية

د. أماني فوزي السيد حمودة
أستاذ مشارك في كلية القانون
UBT

15/MAY/2025
01:30 - 03:00 PM
WORKSHOP ROOM B1 B4
CORNICHE

التعليم من أجل العمل وريادة الأعمال
Education for Job Opportunities and Entrepreneurship

Figure 10.6.5 D – UBT Labor Committee Team-Building and Engagement Events

Images of community and recreational activities organized by the Labor Committee to strengthen staff morale, collaboration, and inclusion. Events such as cultural trips and social outings encourage a positive and diverse work environment.

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Events organized by UBT labor Committee

UBT Intellectual Awareness Unit

The Intellectual Awareness Unit contributes to the university’s diversity and inclusion goals by developing and delivering awareness programs that educate faculty and staff on inclusive values, ethical conduct, and respect for diversity

The Intellectual Awareness Unit at the University of Business and Technology, in collaboration with the College of Engineering and the General Subjects Department at the College of Business Administration across both university

branches, the Corniche and Abhor campus, organized the celebration of the International Day for Tolerance on Sunday, 16 November 2025.

The International Day for Tolerance is an annual occasion dedicated to promoting the values of tolerance and respect, and rejecting all forms of intolerance, discrimination, and hatred. It is regarded as a human value that characterizes advanced societies and is essential for building cultural and civilizational understanding that supports development. The aim is to create a cooperative and tolerant environment that strengthens the values of moderation and respect within the educational community and enhances students' ability to benefit from cultural diversity as a rich source of learning and effective communication.

Several activities and competitions were organized, including a "Best Quote on Tolerance" competition for female students and staff in the main lobby of the Corniche campus, along with a display of posters featuring key messages about the meaning and purpose of the day. Students and staff across both campuses actively participated, which helped promote openness, a spirit of cooperation, and sustained tolerance between cultures. The event also highlighted one of the Sustainable Development Goals aligned with Saudi Vision 2030.

UBT Celebrating International Tolerance Day





Quality & Accreditation



التعليم من أجل العمل وريادة الأعمال
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Deanship of Students Affairs

The Deanship of Student Affairs plays a pivotal role in promoting and ensuring the implementation of inclusion, equity, and equal opportunity across all aspects of student life at UBT. Guided by the university's vision of creating a learning environment that welcomes diversity and supports the holistic development of every student, the Deanship oversees a range of units and initiatives that translate these values into action.

Under its supervision, the Student Support Center provides essential academic and personal assistance to students, ensuring that those facing academic, social, or psychological challenges receive tailored support that enables them to thrive. The center also plays a critical role in accommodating the needs of students with disabilities, offering individualized services and coordination with faculty to ensure equitable access to learning opportunities.

The Sports Club contributes to fostering inclusion through active participation in sports and wellness programs open to all students, regardless of gender or ability. By promoting teamwork, mutual respect, and healthy lifestyles, the club reinforces the spirit of belonging and community engagement within the university.

Additionally, Student Activities serve as a key driver of inclusivity by providing platforms for creativity, leadership, and cultural expression. Through student-led events, volunteer programs, and clubs, the Deanship encourages cross-cultural understanding, collaboration, and the active involvement of students from diverse backgrounds.

Collectively, these units ensure that UBT's commitment to equity, inclusion, and student empowerment is not only embedded in policy but also reflected in everyday campus life—creating a dynamic, supportive, and inclusive university community where all students can reach their full potential.

Figure 10.6.5 E – Deanship of Student Affairs and Educational Support Center Initiatives

Photos illustrating student inclusivity under the *Deanship of Student Affairs* and *Educational Support Center (ESC)*.

Featured are UBT student athletes’ national achievements and the ESC’s scholarship program offering a 25% tuition discount for students with special needs and learning difficulties, demonstrating equal access to opportunity.

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Deanship Of Student Affairs




UBT ESC | Educational Support Center
مركز دعم التعليم

يعلن مركز دعم التعليم عن
استقبال طلبات قبول الطلاب والطالبات
من ذوي الاحتياجات الخاصة وصعوبات التعلم

• توفير منحة مقدارها 25% من الرسوم الدراسية
• منح كافة الاحتياجات اللازمة تحت إشراف متخصصين
• في صعوبات التعلم والإعاقات المختلفة

“طبقاً للمادة 10 من نظام التعليم العالي”

للتواصل والاستفسار
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