PROMOTION

"Executive Rules and Organizational Bylaws for Promotion of Faculty Members"

 المملكة العربية السعودية
وزارة التعليم العالي
جامعة جازان
المجلس العلمي

1433/1434 هـ
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Article No. Twenty One (21)

In order to be promoted from the rank of Assistant Professor to Associate Professor, the following conditions are required:
1- The service period in the rank of assistant professor at a Saudi University or other accredited University shall not be less than four years, provided that the service period at the Saudi University shall not be less than one year.
2- To meet the minimum research work required for promotion as per article no. (32) of this regulation.
3- This research work must have been published or accredited for publication during the period of filling the post of assistant professor.

The Executive Rule

1. The candidate’s service period at Jazan University should be not less than one year.
2. If the faculty member is academically promoted to the rank of assistant professor but not administratively appointed in this position, the time he spent in the academic position will be counted as part of the regulating period required for the promotion to the rank of associate professor.
3. The scholarly publications submitted to fulfill the minimum requirement for the promotion should be pertinent to the academic field of the candidate; they also should have been published while the candidate was at the rank of assistant professor.

Article No. Twenty two (22)

In order to be promoted from the rank of Associate Professor to Professor, the following conditions are required:
1- The service period in the rank of associate professor at a Saudi University or other accredited University shall not be less than four years, provided that the service period at the Saudi University shall not be less than one year.
2- To meet the minimum research work required for promotion as per the rules of the thirty second article of this regulation.
3- That what is submitted including the research work should be published or accepted to be published during the period of filling the post of associate professor.

The Executive Rule

1. The candidate’s service period at Jazan University should be not less than one year.

2. If the faculty member is academically promoted to the rank of associate professor but not administratively appointed in this position, the time he spent in the academic position will be counted as part of the regulating period required for the promotion to the rank of professor.

3. The scholarly publications submitted to fulfill the minimum requirement for the promotion should be pertinent to the academic field of the candidate; they also should have been published while the candidate was at the rank of associate professor.

Article No. Twenty three (23)

The faculty member shall have the right to apply to the department council for promotion six months before the completion of the required period.

Article No. Twenty four (24)

For the purpose of promotion; the loan, delegation and dispatch period will be counted as follow:
1- The full period, if the loan, dispatch or delegation is to academic institution in the field of candidates specialization.
2- Half of the period, if the loan, dispatch or delegation is to non-academic institution in the field of candidates specialization.
3- The period will not be counted in case of promotion if the work is not in the same field of his specialization.

**Article No. Twenty five (25)**

The faculty members shall be promoted as per the following criteria:

1- Research work  
2- Teaching  
3- The University and community Service

**Article No. Twenty six (26)**

**Promotion Procedures:**

1- The faculty member shall submit the promotion application to the relevant department council, including the following:
   
   A- The academic qualifications details, employment information and career progression.
   
   B- Teaching activities information.
   
   C- The details of his activity in the field of the University and community service.
   
   D- At least, five copies of the research work submitted for the purpose of promotion as well as the explaining information.
   
   E- Any additional information for the purpose of supporting the promotion application.
   
   F- Any other information or documents required by the department, college or University Council.

2- The department council will review and consider the promotion request, ensure meeting the conditions and procedures and recommend escalating it to the college council and propose a number of minimum eight specialized referees.

3- The college council will review and consider the request based on the recommendation of the department council and nominate the number of specialized referees which shall not be less than eight referees from those nominated by the department council or from others.

4- The Academic Council shall review the promotion request based on the recommendation of the department and college council, then takes the following steps:

   A) Selecting five referees so as to evaluate the research papers. Such referees should be selected from those nominated by the college council or others. Three of them should be primary referees, the fourth should be the first auxiliary examiner, and the fifth should be the second auxiliary examiner for necessity. At least, two of the three referees should be from outside the University.
B) The research and promotion information shall be sent to the referees, to be evaluated, in secret according to the form prepared by the academic council.

C) To take the decision of promoting the faculty member or not. Such decision is taken after reviewing the reports presented by the referees and the reports of activities related to the person nominated for promotion in the fields of teaching, university and community service.

D) Once the Council decides to disapprove the promotion because of the weakness of the research work, it will determine the fate of the submitted research works, the excluded researches and what can be resubmitted. Upon resubmission of an applicant for promotion, the candidate must submit at least one research unit for the applicant to associate professor, and two new units — at least — for the rank of professor.

The Executive Rule

1. when received by the Scientific Council, the dossier of the faculty member who is applying for promotion should contain the following items:
   a. A Letter from the Dean (of the college concerned).
   b. The Application Form of promotion.
   c. The candidate’s academic portfolio.
   d. A copy of the Department Council’s report in which a list of the scholarly publications submitted for promotion is mentioned along with the names of the suggested referees.
   e. A copy of the College Board’s report, approved by the Rector of the university, in which a list of the scholarly publications submitted for promotion are mentioned along with the names of the suggested referees.
   f. Five copies of the already published scholarly publications, or those that are accepted-for-publication along with the original letters in which the acceptance-for-publication is clearly stated.
   g. A copy of both the candidate’s Master and doctorate theses/dissertations.
   h. With respect to the evaluation of the academic performance of the candidate who is applying for promotion, the evaluation form should be confidentially sent to the Scientific Council by both the head of the department and the dean of the college, each in his own way.
2. The following tasks should be done by the Committee of Appointment and Promotions:
   a. Scrutinize the applicant’s dossier in order to verify that the rules and criteria required for the promotion are all fulfilled by the candidate.
   b. Verifying that the channels of publications (e.g. Journals, periodicals, annuals etc.) in which the candidate published his research papers are various and none of them is subject for any reservations.
   c. Verifying the authenticity of the letters of acceptance-for-publication and checking the conformity of the copies of these letters with the original ones.
   d. Counting the number of the research units submitted by the candidate.
   e. If the committee has found that the candidate fulfills all the rules and criteria for promotion, a recommendation shall then be forwarded by the committee to the Scientific Council to start nominating the evaluation committee.
   f. If the committee has found that the candidate does not fulfill either/both the rules and criteria for promotion or/and the required research units, the committee shall then recommend the returning of the candidate’s application form along with his academic portfolio and all other related items to the college concerned.
   g. The scientific council shall then consider the committee’s recommendation regarding the starting of the evaluation process and begins the process of nominating the evaluation committee in accordance with the regulating rules aforementioned in article 29.

3. When the reports of the referees and every other related information in this concern are received in its final form, the Executive Officer of the Scientific Council shall then schedule all
these documents within the agenda of the nearest meeting of the Scientific Council.

4. The Scientific Council will check and review all documents in order to come up with the decision of either promoting the candidate or not.

5. Where an application is successful and the decision is taken in favor of promoting the candidate, a letter will be addressed to the department of the Employees’ Affairs or to the institution to which the candidate belongs in order to implement the decision of promotion.

6. Where an application is unsuccessful and the decision is taken not in favor of promoting the candidate, a letter will be addressed to the dean of the college concerned or to the institution to which the candidate belongs in order to inform the candidate with decision of the Scientific Council.

**Procedures of nominating the referees and the process through which the research papers and other related data are sent to them:**

1. The research folio of the candidate is to be sent confidentially and at once to three principle referees in order to assess it in accordance with the format designed by the Scientific Council; it will also be required from the referees to inform the Council that they have already received the research folio.

2. After four weeks from the date of sending the research folio of the candidate to the referees, and in case if the Executive Board of the Scientific Council does not receive any response from the referees within these four weeks, the referees are then to be reminded via the means of a letter, a fax or an email.
3. After six weeks from the date of sending the research folio of the candidate to the referees, and in case if the Executive Board of the Scientific Council does not receive a response from one or more of the three principle referees with respect to the reminder aforementioned, the research folio of the candidate shall then be sent to the first referee in the list of the reserve referees.

4. After eight weeks from the date of sending the research folio of the candidate to the referees, and in case if the Executive Board of the Scientific Council does not receive any response from the other two of the three principle referees, the research folio of the candidate shall then be sent to the second referee in the list of the reserve referees.

5. In the event that less than three reports from the principle and reserve referees have been received and it has become inevitable to receive any more reports from the other referees, either because of their unavailability to participate in the evaluation process or of the difficulties encountered in reaching their addresses, the Committee of Appointment and promotion shall then nominate new referees.

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**Article No. Twenty Seven (27)**

The efforts of the faculty member applying for promotion shall be evaluated on the basis of (100) points divided as follow:

- **60** points for the research work.
- **25** points for teaching.
- **15** points for the university and community service.

The university council should set standards for evaluating the participation in teaching and community and university services according to a recommendation to be submitted by the academic council.

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**Executive Rule**

The activities of the faculty member and his participation in both the domain of teaching and that of the university and community services
are to be evaluated according to the information provided in his academic portfolio. These activities, however, are to be determined on the basis of points which display the efforts of the faculty member as follows:

First: The Domain of Teaching

a. The teaching load to which (15) marks are assigned. These marks are to be determined according to the following diagram:
<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
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<tbody>
<tr>
<td><strong>Teaching Load</strong></td>
<td><strong>Mark</strong></td>
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<td>14</td>
<td>15</td>
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<td>4</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Teaching Load</strong></th>
<th><strong>Mark</strong></th>
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<td>12</td>
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</tbody>
</table>

Based on the average of the teaching load during the last four semesters

**N.B.** In accordance with Article (42) in the regulations guiding the affairs of the Saudi faculty members (and those who are equivalent) to whom administrative responsibilities are allocated (e.g. Vice Rector, Dean of a college, Chairman of a Department, Director of a Scientific Center), the calculation of the points is based on extracting half of the supposed teaching load as a compensation for the carrying out of these responsibilities; the number of the extracted hours, however, should be added to the teaching load of the faculty member and calculated according to the above diagram.

b. Teaching performance, adherence to both the detailed content of the course and to the textbook, enhancing and developing the
material of the course, and commitment to the teaching schedule are all items to which (10) marks are assigned and distributed according to the following diagram:
## Items of The Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Marks for each item (out of 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commitment to the teaching load and the regular attendance of the classes</td>
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<td>2. Commitment to the office hours.</td>
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<td>3. The use of teaching aids.</td>
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<td>4. Regular updating of the material he is teaching.</td>
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<td>5. Participation in designing the syllabi and its detailed contents.</td>
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<tr>
<td>6. Implementation of the teaching plan in an organized way.</td>
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<tr>
<td>7. Competence in the course(s) he is teaching.</td>
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<tr>
<td>8. Participation in the evaluation process of the students.</td>
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<td>9. Supervision of and participation in the viva of theses.</td>
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<tr>
<td>10. Participation in academic counseling.</td>
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</tbody>
</table>

**Total Marks (out of 100)**

The average needed for promotion is 10% of the total marks.

N.B. In the event that one or more of the above items are not applicable on the case of the candidate, “NA” should be written in the corresponding Column of marks, extracting the marks of this or these items and the average of the total marks should be determined only on the basis of the items that are applicable.

**Notes and observations of the Chairman of the Department:**

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Chairman of the Department: ______________________________

Signature: ______________________________

Date: ______________________________
Second: The domain of University and Community Services

These services are to be evaluated according to the items included in the following diagrams. The diagrams are to be filled by both the Dean of the college and the Chairman of the Department. The total points assigned to this section is (15) points.

<table>
<thead>
<tr>
<th>Items of The Evaluation</th>
<th>Marks for each item (out of 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commitment to the decisions of the department’s council and attendance of its meetings.</td>
<td></td>
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<tr>
<td>2. Implementation of the tasks allocated to him.</td>
<td></td>
</tr>
<tr>
<td>3. Contribution to the department’s activities and attendance of its symposiums and seminars</td>
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<tr>
<td>4. Contribution to the activities of the college.</td>
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<tr>
<td>5. Contribution to the activities of the university.</td>
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<td>6. Participation in the programs of community services.</td>
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<td>7. Full-time dedication to the achievement of the targets of the department, the college and the university.</td>
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<td>8. Co-operation with others in doing the scientific, administrative and technical duties.</td>
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<tr>
<td>9. Commitment in the offering of medical services (Faculty of Medicine &amp; Faculty of Dentistry)</td>
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<tr>
<td>10. Consultation and committees related to community organizations.</td>
<td></td>
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</tbody>
</table>

Total Marks ( out of 100)

The average needed for promotion is 10% of the total marks.

N.B. In the event that one or more of the above items are not applicable on the candidate, “NA” should be written in the corresponding Column of marks, extracting the marks of this or these items and the average of the total marks should be determined only on the items that are applicable.

Notes and observations of the Chairman of the Department: 

Chairman of the Department: ________________________________

Signature: ________________________________

Date: ________________________________
### Professional Ethics and Discipline: Items of The Evaluation

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<tbody>
<tr>
<td>1.</td>
<td>Are there any reported misconducts, from the side of the candidate, in relation to respecting professional and educational values, and the ethics of work at the university level?</td>
<td>Yes</td>
</tr>
<tr>
<td>2.</td>
<td>Does he/she co-operate with his/her seniors?</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>Does he/she co-operate with his/her colleagues?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Negative answers must be justified and documented.

Chairman of the Department:  
Signature:  
Date:  

[ ] Observations are attached
[ ] No observations
Documenting and approving the academic performance of a faculty member

<table>
<thead>
<tr>
<th>Dean’s point of view and his approval</th>
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</table>

- The average counted in this part is 5% from the total percentage.

Mark: [ ] (out of 5)

Dean of the College

Signature: --------------------------

Date: --------------------------
Third:

It is imperative that the score achieved by the faculty member who is applying for promotion should be not less than (25) points in both the domain of teaching and that of the university and community services [out of (40) points assigned to these two domains].

**Article No. Twenty Eight (28)**

The minimum points given to the faculty member for the purpose of being promoted shall not be less than (60) points. In case of promotion to the rank of associate professor, the nominated shall obtain (35) thirty five points at least in the field of research work. Furthermore, in case of promotion to the rank of professor, the nominated shall obtain (40) forty point at least in the field of research work. The candidate shall be promoted to the rank of associate professor by the majority vote of the three referees. However, for the promotion to the rank of professor, it shall be by the unanimous discussion of the three referees. But in case of the approval of two of them while the disapproval of the third one, the research work shall be sent to a fourth referee whose decision will be final.

**Article No. Twenty Nine (29)**

The minimum research work required for the purpose of the faculty member promotion shall include the following:

1- The researches published or accredited for publication in scientific journals. The Academic Council shall define the criteria of approving the refereed journals.

2- As for the referred research works submitted to the specialized conferences and seminars provided that, they are published completely or accepted for publication, one unit of them shall be accepted only.

3- The referred published researches or the researches accepted for publication by the specialized university research centers.

4- As for the refereed textbooks and academic references, one unit of them only shall be accepted.

5- As for examining the referred editions of rare books, one unit of them only shall be accepted.
6- As for the refereed translation of the specialized academic books, one unit of them only shall be accepted.

7- As for the books and researches published by academic boards accepted by the academic council and which are subject to referee. One unit of them only shall be accepted.

8- Inventions and innovations for which there are patents issued for them from the patents offices accepted by the academic council.

9- As for the innovating distinguished activity as per the rules approved by the university Council based on the recommendation of the academic council, one unit of them shall be accepted only.

**The executive rule**

**First:**

With respect to what the Scientific Council shall consider as ‘acceptable refereed scholarly journals’, the following criteria will be adopted:

1. The scholarly journal should be published via a well-recognized scientific organization (e.g. universities, institutions, scientific research centers, scientific societies and international publishers).
2. The editorial board of the journal should be from the academicians or from scholars with distinguished reputation in their fields.
3. If possible, the journal would have a scientific consulting board.
4. The rules of accepting research papers for publication must be clearly stated in the journal.
5. The field of interest of the journal must be pertinent to the candidate’s specialization.
6. It is preferable if the journal has an ISBN/ISSN.
7. At least four volumes must have been already published on regular basis from the journal; however, exceptions are due to the Journal of Jazan University and to the journals of Saudi universities.
8. Concerning the publication in electronic journals in which printed copies are not available, all the criteria mentioned in the preceding executive rules with regard to the publication in printed
journals shall also be applied upon the electronic ones. In addition to this, the following rule shall also be considered:

Either if the research paper is already published or is accepted-for-publication and unless the electronic journal is included in the ISI database, what shall be accepted from the publication in electronic journals among the required minimum number of publications for promotion will be only one unit.

**Second:** The research papers that are already published or those that are accepted-for-publication shall both be accepted by the Scientific Council according to the following rules:

1. The research paper must be published as part of the primary content of the journal (Original Articles).

2. With respect to the specializations in which Report Cases are fundamentals, these report cases shall be counted within the minimum number of publications required for promotion, under the condition that a maximum of one unit shall be counted for the promotion to the rank of associate professor and a unit and a half for the promotion to the rank of professor.

3. Refereed research papers submitted to conference proceedings or scientific seminars, whether they have been published or accepted-for-publication as full papers, shall be counted as only one unit within the minimum number of publications required for promotion.

4. What shall be accepted from the refereed research papers published or accepted-for-publication in specialized scientific research centers of the universities is only one unit within the minimum number of publications required for promotion.
5. The following two types of publications shall be counted as only one research unit within the minimum number of publications required for promotion:
   a. Review Articles which demonstrate the exertion of a scientific effort and in which an analysis of a case and recommendations are included.
   b. Short Articles, if they follow the same research strategies adopted in research papers; e.g. they should contain an Abstract, Introduction, Methodology, Analysis, Results, References.

6. Book Reviews and Letters to the Editor will not be counted as part of the minimum number of publications required for promotion.

Third: Letters indicating the acceptance-for-publication shall be verified according to the following:

1. The letter of acceptance for publication must be printed on the official and authentic prints of the publisher.
2. The letter of acceptance must be signed by the General Editor of the Journal, or the Head of the Scientific committee of the conference, or the director of the research center.
3. Letters of acceptance with a preliminarily or a conditional acceptance for publication – as in the cases of minor or major corrections – shall not be accepted.

Letters of acceptance which are not included among the aforementioned conditions shall be discussed by the Committee of Appointments and Promotion.

**Article No. Thirty (30)**

What can be published or accepted to be published in the referred journals within the minimum required of promotion shall not be less than one research unit for the associate professor rank and two units for the professor.
Article No. Thirty One (31)

The research work submitted by the faculty member in order to get the promotion shall be published or accepted to be published in more than one publication access, and that all the publication accesses are relating to one university or academic institution only.

The executive rule

1. With respect to the promotion to the rank of Associate Professor, it should be noted that the number of the already published research papers or those that are accepted-for-publication in one publishing channel must not exceed two research units.

2. With respect to the promotion to the rank of Professor, it should be noted that the number of the already published research papers or those that are accepted-for-publication in one publishing channel must not exceed three research units.

3. Candidates have to consider the consistency of publishing their research papers at regional, national and international scales and over the regulating period required for promotion.

Article No. Thirty Two (32)

The minimum research work required for promotion to the rank of associate professor is four published or accepted to be published units, two of them at least shall be single work. The University Council, based on the recommendation of the academic council, shall have the right to exclude this condition for some specializations, provided that the published output shall not be less than one unit.

The executive rule

The minimum number of the scholarly publications required for the promotion to the rank of associate professor is (4) published or accepted-for-publication research units. Concerning the required number of the individual research papers that are authored solely by the candidate, one of the following two requirements should be fulfilled:
1. Either two individual research papers; or
2. One individual research paper in addition to another two joint research papers in which the candidate is the principle researcher.

**Article No. Thirty Three (33)**

The minimum research work required for promotion to the rank of professor is six published or accepted to be published units, three of them at least shall be single work. The University Council, based on the recommendation of the academic council, shall have the right to exclude this condition for some specializations, provided that the published output shall not be less than three unit.

**The executive rule**

The minimum number of the scholarly publications required for the promotion to the rank of professor is (6) published or accepted-for-publication research units. Concerning the required number of the individual research papers authored solely by the candidate, one of the following two requirements should be fulfilled:

1. Either three individual research papers; or
2. Two individual research papers in addition to another two joint research papers in which the candidate is the principle researcher.

**Article No. Thirty Four (34)**

The academic research work shall be considered as one unit if it is entirely done by one individual, and as half unit if it has been done by two authors. If it has more than two authors, it will be considered as half unit for the principal author and quarter unit for other authors. If it is joint work by more than two authors, each one of them will have quarter unit.

**Article No. Thirty Five (35)**

The research work submitted for the purpose of promotion shall not be taken from the master or Ph.D dissertation or the researcher’s publications. And in case of proving that by the academic council, the applicant will be suspended from promotion for the period of one year from the date of issuing the relevant decision of the academic council.
Article No. Thirty Six (36)

The referred who are entitled for granting promotion shall be professors. In case of promotion for associate professor, one of the referees may be associate professor.

Article No. Thirty Seven (37)

The faculty member shall be academically promoted from the date of the decision issuance from the academic council. But for the in position promotion, it will be effective from the date of issuing the executive decision, in case of the availability of the job vacancy.

The executive rule

1. Promotion of the faculty members shall be administratively implemented in accordance with the chronological order of the meetings of the Scientific Council; i.e. decisions of promotion that have been taken in previous meetings shall be implemented first and then in sequential order.

2. In the event that the Scientific Council has decided to academically promote a group of faculty members at one meeting, and in case there are no sufficient numbers for these promotions to be administratively implemented, the process of preference shall be based on the dates in which the Scientific Council nominated the Committee of evaluation for each candidate.

3. In the event that the dates in which the Scientific Council nominated the Committee of evaluation for the candidates come to be the same date for a number of academically promoted faculty members, and in case there are no sufficient numbers for these promotions to be administratively implemented, the process of preference shall be based on the average of marks assigned to each candidate by the referees. And, if two or more candidates get the same average of marks, the process of preference in this case shall be based on the number of research unites submitted by each one of them.
4. At the end of each meeting, The Scientific Council shall list in a sequential order the names of the faculty members who are already promoted in accordance with the guidelines of preferences aforementioned. That list shall also be forwarded to the Department of the Staff Members’ Affairs in order to implement these promotions in light of that sequential order.

**General procedural notes related to the promotion of the contractees who are non-Saudi faculty members:**

1. The rules related to the process of promotion as mentioned in Articles (21 to 37) in the Regulations organizing the Affairs of the Saudi and the equivalent faculty members are all also applicable upon the contractees who are non-Saudi faculty members.

2. With respect to the contractees of the faculty members who are non-Saudi and who wish to apply for promotion either to the rank of associate professor or the rank of professor, the following conditions have to be taken into account:
   a. As for the candidate who is applying for the rank of associate professor, his/her affiliation to Jazan university must be clearly stated on two of his research papers.
   b. As for the candidate who is applying for the rank of professor, his/her affiliation to Jazan university must be clearly stated on three of his research papers.
   c. In both cases, however, the candidate should have been spent at least one academic year of work at Jazan university.