

VISION رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

FACULTY



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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the Name of Allah, the Most
Merciful*

*Most
Gracious*

Declaration

This Faculty handbook provides comprehensive guidelines and procedures for faculty members involved in the Bachelor of Information Technology (BIT) program offered by the Department of Computer Science, under the College of Engineering and Computer Science. It outlines the roles, responsibilities and expectations for academic staff to ensure the effective delivery of the program in alignment with institutional goals and accreditation standards. This handbook is based on Jazan University policy and regulations defined by Education Council, Kingdom of Saudi Arabia. The Handbook is not intended to establish or modify policies of the University. While every effort has been made to be thorough and accurate, the Handbook does not attempt to cover every office or unit in the University nor every rule, regulation or policy only those frequently encountered by faculty. In case of any conflict with regulations of Jazan University or Education Council, the guidelines by Jazan University or Education Council will prevail.

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**FACULTY MANUAL
DEPARTMENT OF COMPUTER SCIENCE
BACHELOR IN INFORMATION TECHNOLOGY
COLLEGE OF ENGINEERING & COMPUTER SCIENCE
JAZAN UNIVERSITY**

1. INTRODUCTION

1.1 JAZAN UNIVERSITY

Jazan University was established by royal decree no. 6616 /M B dated 19-06-2005 (12/5/1426 AH). The university is the result of the merger of many colleges, which were created and supervised by King Abdul Aziz University and King Khalid University. The colleges of Medicine, Engineering and Computer Science and the Community College formed the nucleus of the university.

Then, the Teachers College, established in 1401 AH (1981 AD), and the Education Colleges for Girls that were established in 1412 AH (1992 AD). Existing colleges in the region, and other colleges that continue their development were added to it, to reach the number of colleges at the end of the year 1432 AH-2011AD.

Four (4) university agencies were established at the university, and 9 (9) support deanships. Other colleges established subsequently were an addition to the university to bring the total number of colleges at the end of 1432H (2011) to 26. Aside from these, four deputyships for the university and nine support deanships were set up.

A big site reaching 9 million square meters in area on the Red Sea coast north of Jazan city was allocated for the University campus. King Abdullah, Custodian of the Two Holy Mosques laid the foundation stone for the University campus on 14/10/1427H (15/11/2006G). Several projects in the campus have been completed, several others are about to be completed while many others are still being carried out.

1.1.1 UNIVERSITY FACULTIES / COLLEGES

Jazan University has 19 colleges. Of these, all colleges award bachelor's degrees . The colleges are as follows:

1. College of Medicine
2. College of Dentistry
3. College of Pharmacy
4. Applied college
5. College of Science

6. College of Public Health and Tropical Medicine
7. College of Engineering and Computer Science
8. College of Business
9. College of Education
10. College of Sharia and law
11. College of Arts and Humanities
12. College of Design & Architecture
13. College Of Applied Industrial Technology (CAIT) Baish
14. University College Abo Arish
15. University College Sabya
16. University College in Darb
17. University College in Farasan
18. University college in Dair.
19. College of Nursing and Health Sciences

This is in addition to other colleges that have been restructured. These include the Teachers' College, College of Education for Women – Science, College of Education for Women –Arts, Female Teachers' College, and University of Education in Farasan.

1.1.2 SUPPORT DEANSHIPS OF THE UNIVERSITY

There are six support deanships in Jazan University, and they are as follows:

- Deanship of Human Resources and Technology
- Knowledge Resources Management
- Deanship of Admission and Registration

- Deanship of Students' Affairs
- College of Arts and Humanities
- College of Science

1.2 COLLEGE OF ENGINEERING & COMPUTER SCIENCE

The College was established according to the approval of His Majesty the King, No. 7 / B /24 232 dated 11/5/1425 H. It began under the umbrella of King Khalid University, the Dean of the College at that time was Dr. Abdullah Bin Yahya Al-Hussein. The College was separated from King Khalid University and joined Jazan University on 01/12/1427 H. First decision was issued by the appointment of first Dean of the college at the University of Jazan on 04/06/1429 H Dr. Omar Al Mushayt. The College began to admit students in the first semester of the academic year 1426 - 1427H. The number of students admitted in the first semester was 68 students. Between 2019-20 the number of students reached 1762, 160 of them being students at the female section. The College started with only two specializations, Information systems and Computer Sciences. The Department of Computer Networks was established at the beginning of the first semester of the academic year 1429/1430 H. The female students' section was opened at the beginning of the first semester of the academic year 1431/1432 H with two departments, Information systems and Computer Science. The College of Computer Science and Information Systems has been officially merged with the College of Engineering in accordance with the decision issued by Jazan University, as per, Article No. 45/16/2 Dated 12th Rabbi-ul-Awwal 1445 Hijri and as per the Gregorian calendar dated 27th September 2023. This restructuring aims to enhance academic integration, optimize resource utilization, and strengthen interdisciplinary collaboration between computer science, information systems, and engineering disciplines, in line with the university's strategic development goals.

1.3 Department of Computer Science

College of Computer Science and Information Systems was established by the consent of the Royal Decree No. 7 / b / 24 232 as on 11/5/1425 H. At first it was under the patronage of King Khalid University, Abha, later in 1428 was under the guardianship of King Abdul Aziz University. In 12/01/1427, Royal Decree issued for the establishment of Jazan University. Several significant events have marked the university's growth. The first decision to appoint the dean of the college was issued in 04/06/1429 AH.

In 2006, the Computer science department was established. The first curriculum plan for BS Computer Science was developed with 146 credit hours. At that time, the total number

of computer laboratory was six. In 2008, the second edition of curriculum plan was developed with the 145 credit hours.

The Department of Information Systems has been officially merged with the Department of Computer Science under the restructuring initiative approved by Jazan University.

The Computer Science Department at Jazan University, Faculty of Computer Science and Information Systems integrates the study of important theoretical foundations in Computer Science with the study of powerful scientific methodologies that are central to the field, providing excellent preparation for under graduate (BIT) study in computer science.

The BIT program started officially in the year 2020 dated 19th March 2020 with official letter number: 11/6/1441 with the 137 credit hours. Presently, the total number of students enrolled in the BIT program, including both male and female students, is 1,974. In addition to offering a full program of core computer science courses, Computer Science Department offers a wide range of courses in areas relevant to advance curriculum, including Cloud Computing, Mobile Application Development, Machine Learning, Web intelligence, Digital Forensics and Software Engineering. The Computer Science Department is an active participant in student and staff research in collaboration with university scientific research unit and National level King Abdulla city for Science and Technology (KACST). Currently, the department houses more than 15 specialized computer laboratories including Advance AI Lab containing machines running the Linux, Red Hot Unix and Windows version 10 and 11 operating systems. Several on-going research projects within the department offer students and staff, the opportunity to work on real problems both during the academic year and over the summer semester.

Department has well qualified faculty members with sizeable number of Ph.D. holders with specialization in the various fields of Computer Science. Saudi Government is also promoting online application and digital revolution in every aspect of country that will require more and more Computer Science graduates and will result in high employability of passed out students.

1.3.1 Degree Programs

Departments	Degree Programs	Duration & Credit Hrs.
Computer Science	Bachelor in Information Technology (BIT)	4 Years program 137 Credit Hours

1.3.2 Branches / Locations offering the program:

Offered in:

Campus 1: Main Campus, College of Engineering and Computer Science, Jazan University (For Boys)

Campus 2: Mahalia Campus, College of Engineering and Computer Science, Jazan University (Girls)

1.3.3 Rationale for Establishment of BIT Program

The following are the reasons for the establishing the program

□ Economic Reasons

- 1) Support for National Software Industry Growth.
- 2) Strengthening Commercial and Industrial Sectors.
- 3) Developing R&D Capacity in Information Technology.
- 4) Addressing Workforce Shortages in the IT Sector.
- 5) Meeting the Rising Demand for IT Professionals.
- 6) Solving National IT Challenges.
- 7) Enabling Academic and Professional Advancement.

□ Social / Cultural Reasons

- 1) Empowering the Youth with Digital Literacy.
- 2) Promoting Social Mobility through Education.
- 3) Aligning with National Cultural and Developmental Visions.
- 4) Supporting Localization of Technology.
- 5) Encouraging Inclusive Participation in the Digital Economy.
- 6) Addressing Societal Challenges through Technological Solutions.
- 7) Fostering a Culture of Innovation and Lifelong Learning

□ Technological Developments

- 1) AI is a cornerstone of Saudi Arabia's Vision 2030, with applications expanding across healthcare, finance, and public services creating demand for AI-literate IT graduates.
- 2) Projects like NEOM are driving innovation in IoT, cybersecurity, and data analytics, offering real-world applications for BIT students in urban tech ecosystem.
- 3) The Kingdom is exploring blockchain for secure financial transactions and supply chain transparency, necessitating skilled developers and analysts.
- 4) With major investments in cloud infrastructure, including partnerships with global providers, there's a growing need for cloud architects and system administrators.
- 5) National cybersecurity strategies fuel demand for professionals trained in ethical hacking, digital forensics, and secure systems design.
- 6) The rollout of 5G networks is enabling low-latency applications, such as autonomous systems and real-time analytics key areas for BIT specialization.
- 7) AI-powered diagnostics, telemedicine, and health informatics are transforming healthcare, opening interdisciplinary opportunities for IT graduates.
- 8) The Kingdom's digital transformation agenda includes automating public services, requiring skilled developers in web, mobile, and enterprise systems.

2. MISSION AND VISION

2.1 University's Vision:

A regionally distinct university with its educational output, innovative research and community services.

2.2 University's Mission:

We teach, research and innovate to contribute to building a vibrant society.

2.3 College Vision

To build a competitive environment in education, research, innovation and entrepreneurship in the field of engineering and computer science to serve the community.

2.4 College Mission

We aim at building a competitive environment of education, research, innovation and entrepreneurship in the field of engineering, and computer science to help the community.

2.5 Department Vision

To build a competitive environment in education, research, innovation and entrepreneurship in the field of computer science and Information technology to serve the community.

2.6 Department Mission

We aim to provide best practices of education, research, innovation and entrepreneurship in the field of computer science and information technology to contribute to building a vibrant society.

2.7 Program Vision

To build a competitive environment of education, research, innovation, and entrepreneurship in the field of information technology to help the community.

2.7 Program Mission

We aim to provide the best practices of education, research, innovation, and entrepreneurship to our students in the field of information technology so they can contribute in building a vibrant society.

2.8 BIT Program Goals

- **Goal 1:** To provide an environment to enhance student learning and boost up student success rate.
- **Goal 2:** To support innovative teaching and learning through state-of-the-art technology.
- **Goal 3:** To improve student's academic experience and personality development through co-curricular activities.
- **Goal 4:** To establish department partnership with industrial sectors and societal activity.
- **Goal 5:** To support through consultancy and IT enabled services for economic development.

BIT- Program Educational Objectives (PEOs)

PEO-1: Impart comprehensive IT knowledge for problem-solving strategies to implement solutions in IT-associated industries.

PEO-2: Apply computing knowledge and skills to innovate and promote advanced IT-based solutions in local and global contexts.

PEO-3: Promote leadership in the technological and ethical community through responsibility, professional attitude, and effective team-membership.

PEO-4: Demonstrate lifelong learning and professional development through higher studies or cutting-edge technologies for career growth.

**BIT Student Outcomes (SOs) and Corresponding Performance Indicators (PIs)
for ABET Accreditation**

SO-1	Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
PI 1.1	Define the computing fundamentals to solve the problem.
PI 1.2	Explain the problem domain, constraints, and requirements.
PI 1.3	Identify the appropriate computing principles and methodologies for a problem.
PI 1.4	Choose a suitable solution by applying the principles of computing and other relevant disciplines.
SO-2	Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
PI 2.1	Design computer-based system, process, component, or program to meet the desired needs.
PI 2.2	Compare systematic and logical design procedures for a desired solution that meets requirements.
PI 2.3	Implement the designed solution using appropriate tools, techniques, and programming languages.
PI 2.4	Evaluate effectiveness of the solution through testing, validation, and performance analysis.
SO-3	Communicate effectively in a variety of professional contexts.
PI 3.1	Produce clear and concise technical documentation for various audiences.
PI 3.2	Deliver effective oral presentations on technical topics, using appropriate visual aids.
PI 3.3	Communicate project status, results, and issues to team members and stakeholders.
PI 3.4	Demonstrate active listening and constructive feedback in professional discussions.
SO-4	Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
PI 4.1	Demonstrate the awareness of ethics, laws, regulations, and policies affecting computing practices.
PI 4.2	Apply ethical frameworks and codes of conduct to resolve professional and technical issues.
PI 4.3	Show how IT solutions impact society concerning social, economic, and environmental factors.
PI 4.4	Identify emerging trends, involve in professional development, and participate in professional societies.
SO-5	Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
PI 5.1	Contribute actively to team meetings and collaborative decision-making processes.
PI 5.2	Adopt leadership roles and delegate tasks effectively to team members.
PI 5.3	Facilitate constructive communication and conflict resolution within the team.
PI 5.4	Assess team performance and suggest improvements for better collaboration and productivity.
SO-6	Use systemic approaches to select, develop, apply, integrate, and administer secure computing technologies to accomplish user goals.
PI 6.1	Select security requirements for developing computing solutions.
PI 6.2	Develop and integrate secure computing technologies to meet user and system specifications.
PI 6.3	Apply security principles and best practices to safeguard data and system integrity.
PI 6.4	Manage secure computing environments by identifying and mitigating threats and vulnerabilities.

3. DEPARTMENT ADMINISTRATION

3.1 Department Chair

Department Chair / Head of Department, as executive officers of the academic department, contributes to the achievement of the University and faculty strategic plans by providing effective management and academic leadership within the department. These responsibilities include quality assurance of all programs, maintaining documentation relating to courses, monitoring staff performance, appraisal of teaching staff, and providing opportunities for individual staff development. They are also responsible for providing appropriate resources to support all teaching undertaken by the academic department. Specific responsibilities are:

- a) Responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- b) Oversee, organize and develop the core activities of teaching, research, examining, advising and other service activities and knowledge transfer, consulting with all departmental colleagues.
- c) Refresh and develop new programs in order to attract new students and markets.
- d) Ensure the highest levels of quality, integrity and ethics in teaching, learning and research within the department.
- e) Ensure that staff performance is managed appropriately and that fair workload allocation processes are in place.
- f) Ensure all staff has access to the necessary support to enable them to contribute fully and develop their skills and experience.
- g) Ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.
- h) Ensure that University equipment/ facilities under the department's control is properly maintained and serviced as required.

3.2 Department Council

The department council is composed of its faculty members, and each department council has powers in academic affairs Within the limits of the system and its regulations

3.2.1 Council organization:

- The Department Council shall meet at least once a month. The meeting shall not be valid in the presence of two thirds of its members.
- The Council shall be chaired by the Head of the Academic Department and decisions of the Council shall be issued by an absolute majority of the votes of the members present. When equal, the side in which the President is likely to prevail.
- The decisions of the Board shall be considered effective unless objected by the Dean of the College within 15 days from the date it proposed. If he objects to it, he shall return it to the council together with his point of view for further study. If the Board remains in its opinion, the decision objected to it shall be referred to the College Board for decision.

3.2.2 Duties of the council:

- Recommend the approval or amendment of study plans.
- Recommend the approval of programs, curricula, textbooks and references in the department.
- Encourage the members of the department to prepare, coordinate and publish scientific research.
- Proposing the names of part-time individuals of high scientific standing by teaching or supervising research and scientific theses.
- Propose and recommend recruiting specialists as Saudis and others for a specific period of teaching in the department.
- Report to the College Council on the status of scholarships in their studies after the lapse of half a year.
- Submit a detailed annual report on the status of scholarship in the department to the College Council after its decision.
- Propose acceptance and transfer controls to and from the department.

- Proposing plans for graduate studies and admission controls in the department.
- Consider what is referred to it by the College Council, its president or its agents for studying and giving opinion.
- Form permanent or temporary committees among faculty members.

3.2.3 Role of the Department Council:

- Recommend the student to study courses if the student completed the required courses for graduation and the average of less than it is required to raise the cumulative GPA if it succeeds in the courses and its failure rate.
- Recommend that the final test be a practical or oral test and determine the degree to which they are assigned.
- Recommend that the duration of the final test be limited to not less than one hour and not more than three hours.
- Allow the student, upon the recommendation of the subject teacher, to complete the requirements of any course in the next semester, The student shall be assessed in his / her academic record an assessment of a completed or Incomplete (IC) grade and shall not be calculated within the semester or cumulative average.
- Upon completion of the requirements of that course, the student shall obtain the grade he / she receives, if he / she has spent a semester incomplete grade or (IC) in the student's record of non-completion have not been altered by a grading failure or (F)It is calculated within the quarterly and cumulative average.
- Allow monitoring of the student's or (IP) assessment if the course requires more than one semester and after the student has completed. The examination of the course shall be granted the grade obtained, and if the course is not completed on time, it shall be given to the Council consent to monitor an incomplete grade (IC) in the student's record.
- Recommend the equivalence of the courses studied by the student outside the University.
- Recommend the establishment of peer review committees for tests.
- Recommend the formation of a committee to evaluate the teaching process of faculty members.

- Approve the distribution of lectures, exercises and works to faculty members.

3.2.4 Faculty Members Affairs:

- Recommend the appointment of faculty members.
- Recommend the appointment of lecturers, teaching assistants, language teachers and research assistants.
- Recommend the appointment to the rank of assistant professor without the requirement to obtain a doctorate degree in the disciplines. The doctoral degree is not granted in accordance with the regulations specified in the system and regulations of higher education.
- Recommend the promotion of a faculty member and nominate a number of specialized arbitrators, at least eight.
- Recommending the payment of a unit allowance if the number of teaching units for faculty members as quorum prescribes.
- Recommend acceptance of full-time reports for faculty members.
- Recommend the approval of the work of the faculty member as part-time consultant in government agencies or the private sector or regional or international organizations.
- Recommendation to approve the participation of the faculty member in conferences and seminars held within the Kingdom and abroad.
- Recommending the secondment of the faculty member who like to work for government agencies.
- Recommend the secondment of the services of the faculty member.
- Recommend sending a faculty member on a scientific mission outside the university.
- Recommend sending a faculty member to teach outside the Kingdom.
- Recommend allowing the faculty member to travel for research at another university during the summer vacation.
- Recommendation to accept the resignation of the faculty member and his or her spouse on early retirement at his request.

- Recommend the use of part-time professors for a period not exceeding two years, which is renewable.
- Recommend the use of distinguished Saudi competencies from outside the university for teaching.
- Recommend the transfer of the faculty member and the like within the scope of his specialization from one department to another within the college. Recommend the transfer of the faculty member who like to work outside the university.
- Recommend the employment of those who exceed the upper age limit (sixty calendar years), for contractors within ten years for professors and associate professors, five years for assistant professors and three years for other classes.
- Recommend the calculation of experiences in non-university teaching to contractors if they are in the area of specialization with the qualification and the scientific basis on which he was hired is a one-year biennial.
- Submit the previous recommendations to the College Council.

3.3 Department Organizational Chart

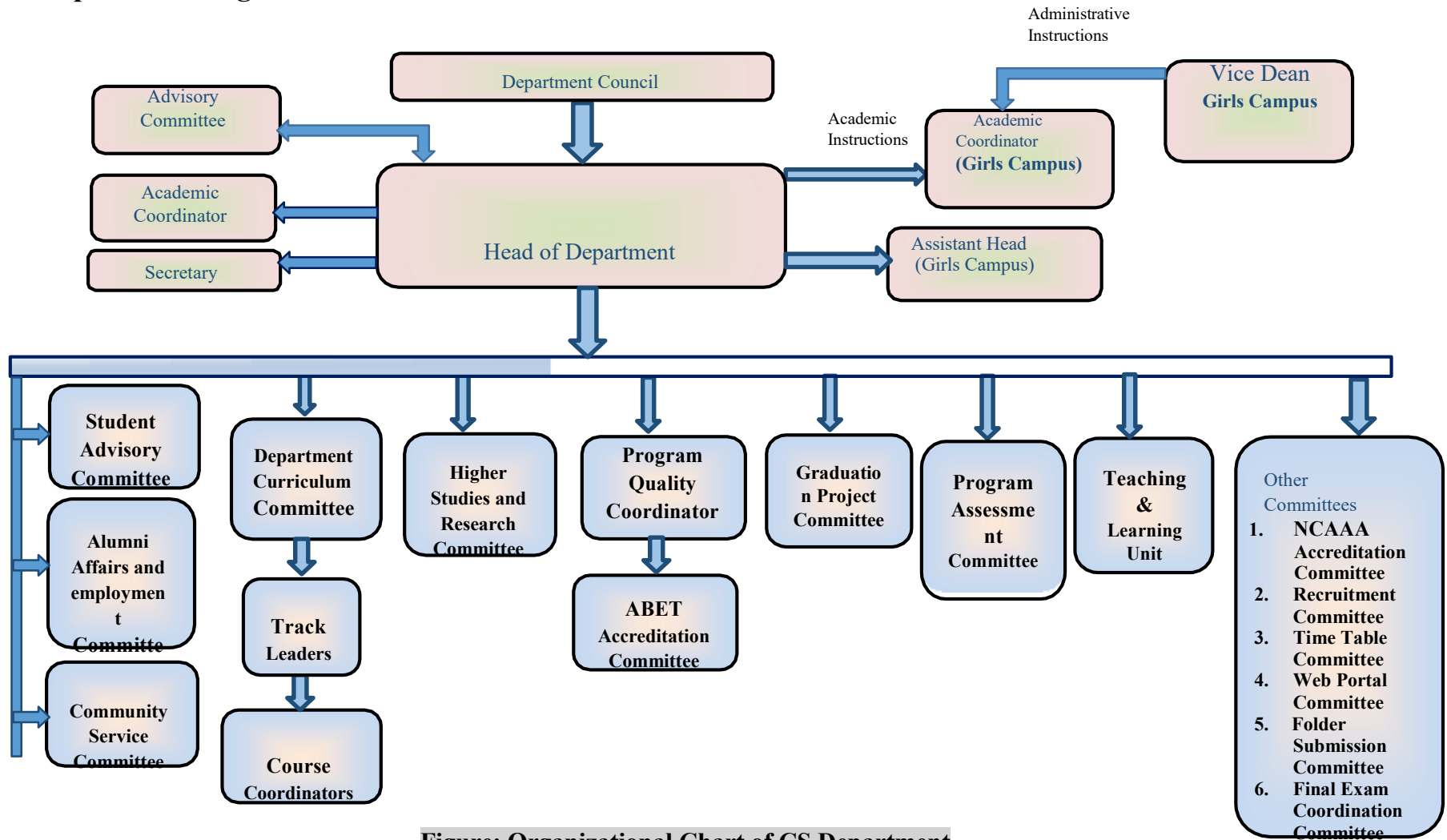
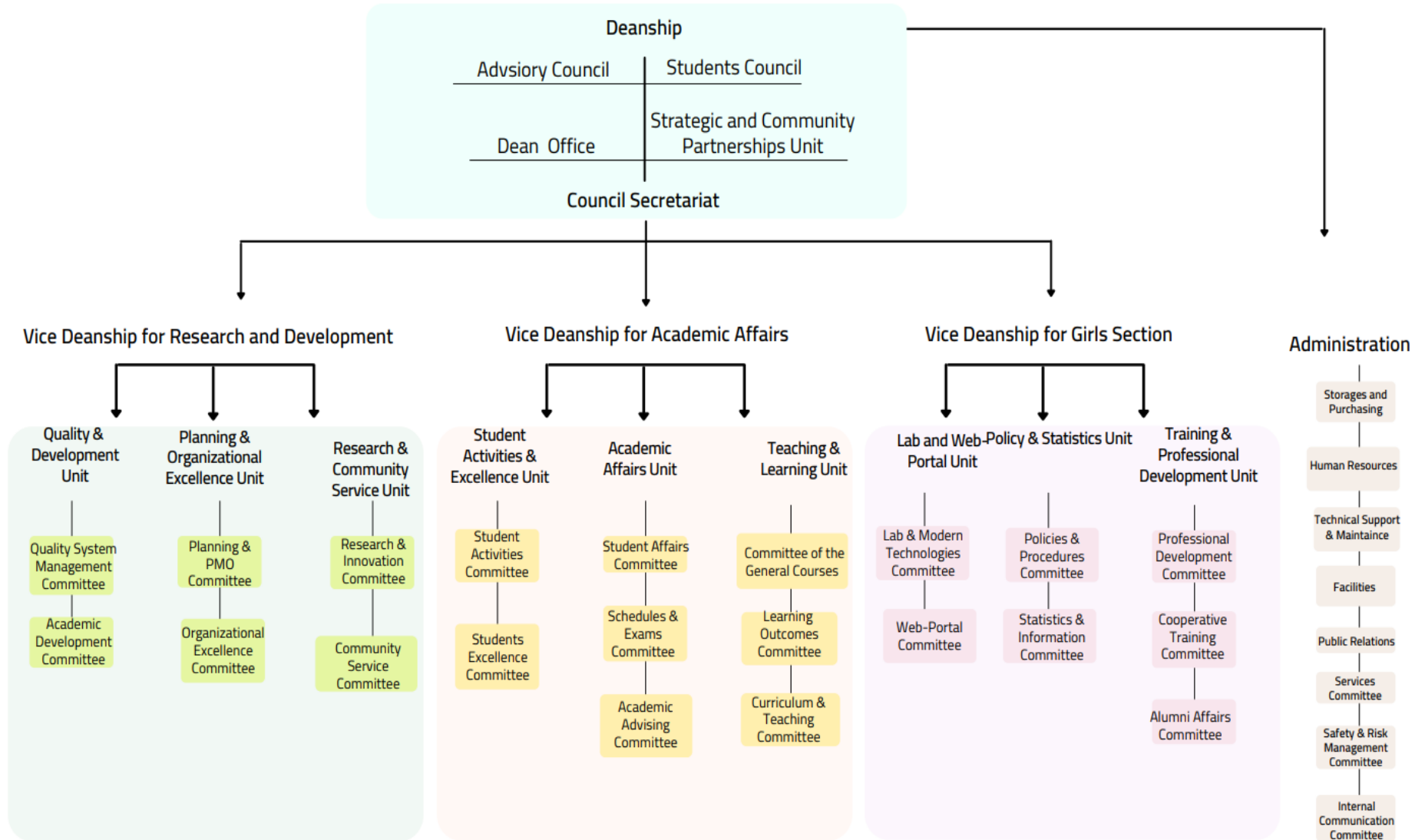


Figure: Organizational Chart of CS Department

New Organizational Structure 2024-2025



4. CHARACTERISTICS OF UNIVERSITY TEACHING STAFF

Characteristics of University Teaching Staff

Many research studies on the subject of university teaching have consented on a number of characteristics and skills that should be applied to create the outstanding university teacher, including:

- Good preparation for a lesson or lecture.
- Respect for students and giving them the freedom of expression.
- The ability to easily communicate information.
- Triggers students' motivation to learn.
- Mastery of educational material.
- Enthusiasm and dedication in teaching.
- Development of the spirit of creativity and critical thinking aspects of the students.
- Self-confidence.

Teaching Skills

Teaching skills represent an array of capacities owned by the university teacher, which qualifies him/ her to teach at the university. This is done efficiently through a serial and organized set of teaching performances for the teaching of a particular subject. These capabilities are grouped into four groups: the ability to plan for teaching, the ability to perform teaching, the ability to evaluate students and provide feedback to them, and the ability to connect and communicate with students.

First: Planning Skills of University Teaching

These skills are represented by the ability of the university teacher to prepare and plan for the university teaching and include the following elements:

1. **Course Objectives Planning:** The course design is based on a wide range of objectives of interest to the students and takes into account their levels and abilities.
2. **Course Topics Planning:** Identification of the general objectives of the course and list of topics that will be addressed in the course to cover these objectives.

3. **Teaching Strategies Planning:** Includes a set plan for teaching the course and choosing the teaching strategies that the teaching staff intends to follow.
4. **Course Requirements and Assessment Techniques Planning:** Specifies the assessment types (oral, written, laboratory) collectively or individually and aspects such as: knowledge, skill, or conscience, in addition to the identification of course grading procedure.
5. **Course Scheme Planning:** Includes the general outline of the course of objectives, topics and methods of assessment, textbooks, references, and dates of the examinations.

Second: Implementation Skills of University Teaching

These skills relate to the ability of the teacher to implement university teaching skills to organize and manage the lecture efficiently. In order to do so, he or she must be able to:

1. Start the lecture provoking the curiosity among students, for example, start by a challenging words or dialogue which would attract the students' attention.
2. Post the lecture in an orderly and sequential manner towards the conclusion.
3. Diversify the methods of teaching from lecturing to an interactive discussion to ask questions to a dialogue.
4. Encourage independent and critical thinking by providing opportunities for students to clarify aspects of the lesson or to express their views.
5. Recognize the responses of the students through the degree of interaction and integration in the lecture.
6. Link the subject of the lecture to the previous lecture and conclude the lecture by linking ideas with each other.
7. Use of various educational techniques and tools.
8. Link research experience and development to the lecture subject and present the beneficial application of the subject to the practical life of the student.

Third: Learning Assessment and Feedback Provision Skills

Students look at their learning assessment process as a challenge associated with their success in the course or as a source of concern. Therefore, the teacher must have the capability to assess student learning:

1. Use of a variety of techniques to assess student learning, such as written tests and assignments and readings.
2. Provide prompt feedback after the assessment process through the correction of tests or with written comments on worksheets or term papers.
3. Set up a system to distribute marks to laboratory works, tests, and other activities.
4. Analyze and interpret the student results and patterns of errors they have, and illustrate their performance levels.

Fourth: Communication and Connection Skills

A classroom offers intellectual and logical presentations. The university teaching staff members should be on a degree of awareness of the nature of these relations and have their own skills in communicating with students in ways that increase the motivation to learn. In this context, he or she should be able to:

1. Develop positive relationships with students based on understanding and mutual respect.
2. Recognize the feelings of students and encourage them to think.
3. Show interest in students and be aware of messages received by them about the course, method of teaching, or about the student themselves.
4. Retain poise when emotional, have a strong and clear voice, diversify the methods of lecturing, and use clear and appropriate language to guide students.

Teaching Strategies:

Teaching strategy is a group of teacher-planning procedures to be used in the implementation of teaching a particular subject to achieve the desired learning objectives in the light of available resources. The basic principles of effective university teaching strategies include:

1. Encourage communication and interaction between students and faculty.

2. Enhance cooperation and encourage interaction between the students themselves, for example: group projects.
3. Promote the use of modern techniques of effective learning.
4. The use of active and interactive teaching methods such as case studies.
5. Guide the discussions effectively while teaching.
6. The use of appropriate measuring and assessment methods.

To follow up the implementation of planning and teaching strategies, the above must be documented through a course file or a similar means.

5. FACULTY RESPONSIBILITIES

5.1 Faculty Responsibilities

5.1.1 Teaching

Classroom Responsibilities

Department is committed to provide quality education and its vision and mission statements reflect it. All faculty members are expected to recognize the following responsibilities:

- Commitment to meticulously deal with the teaching assignment that include planning of courses, preparation of lectures, regularity scheduled classes.
- Clearly informing students of course requirements, course syllabi, assessment methods for the course and expected learning outcomes.
- Fair and impartial grading according to standards established by the University.
- Continuously improving their skills for effective teaching and exploring new ways of excellence in teaching and learning.
- To set high standards in academic excellence, professional ethics, and personal integrity.

Academic Advising

- Provide appropriate advising to assigned students in terms career development, and accessing other resources offered by college and university.
- Maintaining office hours so that students and other members can consult as per the stated location and time.

Curriculum Development

- Contribute in review and development of current and proposed (if any) curriculum plan in line with industrial and social requirements.
- To be involved in continuous improvement and effectiveness of the courses taught based on feedback and assessment results.
- To be actively involved in discharging academic responsibilities at department, college and University level to strengthen the academic programs.

5.1.2 Research

- Keep up to date with the recent trends, research publications and future directions in their respective academic disciplines as well as involved in contribution to knowledge.
- Actively involved in supervising dissertations, student research and other academic activities.

5.1.3 Community Service

- To be involved in useful contribution to society and involved with activities which can make a positive contribution for the society.

5.1.4 Quality Assurance and Accreditation

- Faculty members are expected to be involved in fulfilling the Quality Assurance and Accreditation requirements as defined in Quality Management System and work allocated by department time to time.
- Faculty members are required to prepare documents required for Quality Assurance and Accreditation process.

5.2 Work Load, Extra Load and Part-Time Work

Saudi Staff members and the like shall have (35) thirty-five hours working hours per week, can be raised to (40) forty hours by a University Council resolution. The hours include teaching, researching, academic supervision, office hours, scientific committees and other academic works assigned by the University concerned bodies.

Non-Saudi Faculty, lecturers, teaching assistants, and language instructors are required to complete 40 hours of work on a weekly basis. The working hours are dedicated to teaching, research, academic advising, office hours, administrative and academic duties dictated by the relevant university authorities.

5.3 Office Hours

Faculty members should adhere to the office hours defined by department and mentioned in faculty schedule to be available for consultation with students on a regular basis. These office hours will be apart from scheduled instructional hours.

5.4 Administrative Responsibilities of Faculty

5.4.1 Track Leader (TL)

- i. A TL will be one among the course teachers in the particular track.
- ii. TL is the person responsible for all the courses in his/her track and their delivery in the teaching-learning process.
- iii. TL will have the responsibility to provide proper induction training to the new course coordinators joined in his/her track.
- iv. TL will have the responsibility to review the course files of his/her track periodically and make appropriate suggestions to the CC to keep the course files up-to-date.
- v. TL will have the responsibility to eliminate any redundancy in the course contents between the courses in his/her track.
- vi. TL will have the authority to suggest any amendments in the course descriptions/contents of his/her track to the PC at the beginning of every semester.
- vii. TL will have frequent meetings with the CCs (Minimum of three meetings per semester) to ensure smooth conduction of course delivery. The minutes of the meeting with participants' signature will be forwarded to the PC/QAU.
- viii. TL will give 'track reports' to the Program Coordinator and QAU regarding the status of the course files and their delivery time to time.
- ix. TL will attend meetings organized by the QAU/Dean's office as and when required.
- x. TL will participate in the curriculum review process.
- xi. TL will assess the performance of the CCs in his/her track and give the report to the PC / QAU every semester/academic year.

5.4.2 Course Coordinator

The Course coordinator (CC) will be one among the teachers who are teaching the course.

Responsibilities of Course coordinators

- i. CC is responsible for the course file and other course related documents during his/her tenure.
- ii. The appointed Course coordinator and his team of teachers who are teaching the course in the current semester will prepare the course file (NCAAA / ABET format),

- iii. CC will get approval from the Program Coordinator through Track Leader for any amendments in the course descriptions/contents at the beginning of every semester if required.
- iv. Course coordinator is the responsible person for the course delivery every semester.
- v. CC will prepare and update the course specification (if required) and take necessary approval before the start of every semester and circulate to the course teachers.
- vi. CC will brief the course specification and course roadmap to all the course teachers at the beginning of every semester.
- vii. CC will have the responsibility to give proper induction training to the new faculty members before the start of the course delivery.
- viii. CC will keep track of all schedules of his/her course sections.
- ix. Course coordinator will monitor the course delivery by conducting minimum of four meetings per semester.
- x. CC will get the feedback from the course teachers at every meeting about the course coverage; difficulties found in course delivery and any other issues related to the course.
- xi. CC will discuss all course assessments (quiz exam, midterm, assignments, lab exam, final exam etc.) with the course teachers in the meetings. Minutes of every meeting will be maintained by the CC.
- xii. CC is responsible for the preparation of final written exam in consultation with all the course teachers by following the QAU standards given time to time.
- xiii. Proper coordination will be done by the CC for the smooth conduction of common examinations like midterm and final exam for the course.
- xiv. CCs will have the responsibility to review the results of all the sections of his/her course and to make appropriate suggestions to the course teacher for necessary action.
- xv. At the end of every semester (after the final examination) the CC will have to prepare the consolidated course report based on individual course reports / campus wise consolidated course reports with the help of course in-charges.
- xvi. At the end of every semester, the CC will have to update the course file with the necessary documents of the current semester with the help of course in-charges.
- xvii. CC will participate in the performance appraisal of the faculty members.

5.4.3 Course In-charge:

The Course in-charge will be selected from each campus apart from campus of allocated course coordinator among the teachers teaching the respective course in that respective campus.

Responsibilities of Course In-charge:

- i. Course in-charges will assist the course coordinators (CC) in coordinating the course delivery and assessments.
- ii. Course in-charge must ensure that all the course teachers teaching that particular course are following the same course material authorized by CC. (Lecture Notes, Text book/study material, Lab Manual, Case study manual, etc), and the same to be available in the campus library/photocopy stall.)
- iii. Course in-charges will ensure that the course road map is followed for the assessments in different sections.
- iv. Course in-charges will assist the CC in solving any issues / queries at the time of final examination.
- v. Course in-charges are responsible for the arrangement of course meetings (Time and venue) in female campus on request of CC whenever necessary.
- vi. At the end of every semester (after the final examination), the Course in-charges will have to prepare the consolidated course report based on individual course reports for the specific campus.

5.4.4 Invigilator

The following guidelines will lead the faculty to schedule and carry out the invigilation on every examination.

- Exam invigilation is one of the prime academic responsibilities of every teacher working in the college.
- The constituted examination committee will prepare the allotment of invigilation duties.
- Examination invigilation duties will be distributed equally to all faculty members with respect to their position with the following norms:
 - Lecturers - Adequate duties (eg. 10)
 - Asst. professors - with 30% less number of duties (eg. 7)
 - Associate professors - with 40% less number of duties (eg. 6)

- Professors - with 60% less duties (e.g. 4)
- The following categories of faculty members will be fully exempted from the invigilation duties:
 - Dean/Vice-Dean
 - Department Coordinators
- The following faculty members will be given special consideration (maximum of 80% exemption) from the invigilation duties with the written recommendation of the department coordinator / Head QAU & Vice-dean.
 - Faculty members working in the QAU.
 - Faculty members deputed to any university/college assignments/duties.
 - The examination committee members will be exempted from the invigilation duties. The list of faculty members working in the examination committee will be listed in the duty list with their assignments in the examinations.
- On every day and session of examinations, few faculty members will be made reserved for managing emergencies.
- College Dean /Vice-Dean will approve invigilation duty list and the same will be circulated to all the faculty members prior to the examination commencement.
- On every day/session of the examinations, invigilators must be present 15 minutes before the commencement of the examination.
- It is the responsibility of the invigilator to collect the question & answer packets from the examination control room and also handover the answer scripts to the examination committee.
- Invigilators must be vigilant in the examination room and must not allow any kind of malpractice.

5.4.5 Course Teacher

This section lists the responsibilities of a course teacher (CT):

- i. The course teacher is the sole authority in course delivery of his/her assigned section/group.
- ii. CTs will assist the CCs in preparing course specification and course road map at the beginning of every semester.

- iii. CT will attend every meeting organized by his CC and TL.
- iv. CTs will have the responsibility in implementing all decisions taken in the course coordination meeting.
- v. CT has the responsibility in maintaining discipline and classroom decorum in the classroom and laboratories.
- vi. CTs will update the daily student attendance manually and upload onto the system (Edugate web portal).
- vii. CT will maintain course delivery report and provide the up-to-date report on demand at any stage.
- viii. CTs will attend all meeting conducted by the college administration/QAU as and when required.
- ix. CTs will have the right to give appropriate suggestions to the CC in the course coordination meetings.
- x. CTs will be responsible for conducting internal assessments like Assignments as per course roadmap.
- xi. CTs will coordinate with CCs in conducting common mid-term and final exam.
- xii. Course lab teachers will be responsible for conducting final lab examinations.
- xiii. CTs will provide the documents & reports which are required by the CCs time to time.
- xiv. CT will assist the department administration/QAU in academic and administrative activities of the college.
- xv. CT will motivate the students in actively participating various completions / workshops / seminars at various levels.
- xvi. CTs will assist the CCs in preparing and publishing question bank for students' reference.
- xvii. CT has the responsibility to monitor student progress and their attendance periodically and give the report to the respective academic advisors.
- xviii. CTs will provide individual course report and other necessary documents to the CC for the preparation of course report and course file.
- xix. All CTs are required to engage themselves in the research and scholarly activities in their subject domain by involving the students.
- xx. CTs are expected to take up research projects which will benefit the society directly or indirectly.
- xxi. CTs should motivate the students to choose the case studies/mini-projects in such a way to address the issues of the local community.

6. STUDENT ASSESSMENT AND GRADING SYSTEM

6.1 Procedures for Internal Exam

- The chapters included for the exam, question paper format and grading scheme must be same across the groups of a particular course as per defined in approved course specification.
- The course coordinator (CC) will coordinate with the course teachers to synchronize the exams overall.
- The Question paper format for the internal exams will be same for all the courses and its sections.
- Instructions to candidates should be made clear and unambiguous.
- The marks assigned for each section/question need to be clearly indicated on the question paper.
- Use typesetting features such as bold, italics, indentation or boxes effectively to help candidates focus their attention on the task.
- The course teacher will maintain exam attendance for internal exams.
- After every internal examination, the evaluated papers must be distributed / shown to the students and the mark list should be displayed in the web site/portal.
- Soon after completing the examination, the course teacher should forward the mark list along with pass/fail statistics and the 'mean score' (*Sum of all marks / no. of students attended*) to the CC.
- Course coordinator will collect the marks and do the result analysis as per the format provided.
- Course coordinator will provide the analysis data to the TL or department coordinator on demand.
- Internal Exams (Mid Exam) will be conducted in the respective class schedules only.

6.2 Guidelines for Assignments:

- a. The topics/problems/tasks of the assignments will be given by the course teacher and the scope must be limited to the course itself.
- b. The assignment may include:
 - i. Problem Solving
 - ii. Design/Analysis problems

- iii. Case studies
 - iv. Group discussions
 - v. Presentations
 - vi. Paper preparation & Submissions and
- c. The assignment can be given as an individual or group activity.
 - d. The assignment problems should include questions with critical thinking and should reflect the creativity of the students.
 - e. Assignment should not be a hand written task. Blackboard system to be utilized to distribute the assignments and get back with proper deadline.
 - f. The course assignments must be planned by course coordinator in the course meeting at the beginning of the semester and the same must be included in the course road map.
 - g. Assignments should not include the exact topics in the course; instead, the topics must be chosen in such a way to get deep understanding of the course.
 - h. The **date of announcement of the assignment** and the **deadline** must be fixed at the beginning and will be followed in each group by the course teachers.
 - i. The minimum number of days between the date of announcement and the deadline should not be less than **10 working days**.
 - j. The course teacher must explain about the task the student should carry out, in the classroom.
 - k. A detailed handout can be prepared about the assignment problem by mentioning the topic assigned to the groups, specific task to be done, deadline and date of the presentation/group discussion etc. and the same to be distributed to the students.
 - l. Proper explanation about the documentation procedures if any for the assignments (includes formatting guidelines, documentation structure, citing references etc) must be given in the class.
 - m. Students should be given orientation about the preparation of PowerPoint slides for the presentation.
 - n. The violation of **copyright is strictly forbidden**. The course teacher must explain the impact of the violations.

- o. Students must be given enough orientation about plagiarism and give awareness about online resources to check the same.
- p. The student outcome will be assessed individually by the course teacher.
- q. The evaluated student's assignments must be distributed to the students and the mark list should be displayed in the web site/portal.

6.3 Guidelines for Mini-Project:

The mini project is considered as an important piece of work in the course. It provides the opportunity for the students to demonstrate independence and originality, to plan and organize major projects, and to put into practice some of the techniques that are being taught throughout the course. Following are the guidelines for the student's mini project in the courses:

- a. The mini project will be a group project consisting of 2 to 3 students in each group (may vary as per class size and to be decided by course teacher).
- b. The mini project must be identified in such a way to meet the CLOs of the particular course.
- c. The course teacher will help the groups to identify the mini projects.
- d. The mini project documentation must be simple enough and contains minimum of 5 pages and maximum of 20 pages.
- e. The mini project will be evaluated by the course teacher and the students can be asked to present either in the class or in the lab hours.
- f. It is left to the department head to formulate the evaluation criteria for the mini project further on like mini project presentation etc.
- g. In case of the course teacher is from male campus, the female teacher who teaches lab will be the evaluator of the mini-project of the section the male teacher handles.

6.4 Guidelines for Final Lab Exam

- a. Final lab examination will be conducted as per the academic schedule provided in each semester.
- b. The lab teacher will prepare the lab exam question paper.
- c. Lab exam questions will include only practical problems. Theory questions will be strictly avoided.

- d. Practical questions will be prepared in a way to assess their analytical skills. It is recommended that the questions must be asked with different data with same method/technique as taught in the lab or vice versa.
- e. The lab examination will be conducted only during regular lab hours or as decided by the department.
- f. The lab examination date must be announced well in advance to the students.
- g. The Lab exam will be conducted by the lab teacher along with the invigilator deputed by the department (if any).
- h. Before the examination, the lab teachers must check the status of students' attendance in the system and ensure that the student status is "Regular", if not, send the students to student affairs for ratification.
- i. After the lab examination, the lab teacher must send the mark list to the Course Coordinator along with question paper & answer key.
- j. The course coordinator will distribute the lab marks to the concerned theory teachers.
- k. The lab marks need to be published to the students before the final examination.

6.5 Procedures for Final Written Exam

- a. Course Coordinator (CC) or person designated by department will prepare final examination question paper in consultation with concerned course teachers.
- b. Upon preparing question paper, Course Coordinator (CC) must ensure that the quality and standard of the questions are fulfilling the requirement of course and covering CLOs, SO and PI.
- c. Question paper must be submitted to Department head / CEO for final review in advance to the date of examination as per deadline set by the department.
- d. Marks distribution of questions in final exam should almost be in a way that 30% of questions from MID Exam portion, and 70% of question from remaining chapters/units.

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	MID Exam	7-8 th Week	15%
2.	Assignment-1	6 th Week	10%
3.	Assignment-2/Mini Project	8 th Week	15%
4.	Case Study Tasks/Case Study Assignment/Lab	Throughout semester	10%
5.	Case Study Presentation/ final Lab Exam	16 th Week	10%
6.	Final Theory Exam	17 th Week	40%

- e. Difficulty level of questions should be considered as 30% easy questions (Low level), 40% Moderate questions (Medium Level) and 30% difficult questions (High Level).
- f. Course Coordinator (CC) or person designated by department will prepare the answer key as well as CLO-PI-SO mapping. After the final exam he/she will send the answer key and CLO-PI-SO mapping of final exam question paper to all the course teachers teaching the course.

6.6 Procedures for Final Exam Answer Scripts evaluation

- a. Answer paper evaluation should be done immediately after the examination and consider the evaluation process as confidential.
- b. No question or part of a question should remain unevaluated. In particular, extreme care should be exercised in case of Multiple-Choice Questions (MCQs).
- c. Marks awarded to a question or any part of a question must be written at two places. First, on the page where the answer of the question ends. Second, on the front page against the serial number of the question.
- d. There should be no mismatch between the marks written at two places, i.e front page and the page where the answer marked.
- e. Ensure that you have correctly counted the marks before writing the total on the front page.

- f. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking or re-evaluation on student's appeal.
- g. It is necessary to put a tick mark at the end of each evaluated answer. It will convince the student that each answer has been thoroughly evaluated/checked.
- h. Avoid overwriting/corrections. Where correction becomes unavoidable, please encircle the same and put your signature near to the circle.
- i. While evaluating an answer script if you find any additional/new page(s) inserted with the answer script, please immediately bring it to the notice of the exam committee & department.
- j. In case of if the questions are assigned in Sections in the question paper and if the student has attempted all the questions including options, the question which has awarded lowest marks must be cancelled.
- k. Don't forget to sign in each answer script at the appropriate places provided for the same.
- l. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question. In such cases, cross the pages which are left blank if the same are uncrossed.
- m. After evaluation, the marks must be submitted to the department/exam committee within 24 to 48 hours from the date of examination.
- n. The copy of any evaluated answer script could be demanded by the student after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honor and integrity of the faculty member.

6.7 Publishing of Results:

- a. At every stage of student assessments, the results must be published to the students to ensure the fair and transparent assessment process.
- b. The lab marks must also be published before the final examination.
- c. After completing the internal (*Mid Exam, Assignments/Mini-project*) and lab exams, marks out of 60 with distributions must be displayed just before the final examination.

- d. After evaluating the final exam answer scripts, the course teachers will consolidate the internal (40) and final (60) (*Final lab + final written exam*) marks and enter into the award sheet and PI assessment sheet.
- e. Each course teacher will prepare the summary sheet and submit with the evaluated answer script bundles for approval. A copy of the same summary sheet will be given to the CC for consolidation.
- f. After getting final approval the course teacher will upload the results into the registration system through the following link:
<http://edugate.jazanu.edu.sa/jazan/ui/staff/homeIndex.faces>
- g. Final exam marks, grade and/or results **must not be disclosed** in any means until it is published online. Any violations will be dealt-with seriously.
- h. Any complaints or appeals on student assessments will be redressed by the student affairs by adopting university policies.

Note: for details consult Standard Operating Procedures for Student Assessments

7. FACULTY ANNUAL EVALUATION

At the end of the academic session, each faculty member must submit report of activities and achievements in prescribed format by department.

This prescribed form includes the information of faculty members including the following:

- a. Teaching activities for the year
- b. Research activities
- c. University and community service activities for the year
- d. Other administrative tasks

Head of Department / Department Chair and College Dean will evaluate the faculty members in the areas of teaching and curriculum development, research and scholarly activities, university and community service, and administrative responsibilities. In this regard, HoD / Dean will take inputs from head of different committees, course coordinators, track leaders and student evaluations.

The university annual evaluation system of faculty members will be used for contract renewal as well as for nominating eligible faculty for the annual incentive award (if any).

Details of evaluation are in the attached Faculty Evaluation Forms (Appendices C-F)

8. ACADEMIC INTEGRITY

Faculty members are expected to exhibit a high level of ethical and professional integrity. Any institution is recognizing and judged by the society mainly based on statements and behavior of its faculty members and staff.

Scholarly activities must be free from any sort of plagiarism, fabrications, falsifications, and other malpractices that deviate from accepted standards of scholarly work recognized by university regulations and other national and international standards. Research Misconduct as well as in the Research Policies & Procedures are defined by Deanship of Scientific Research. (Refer the web portal for further details <http://deanships.jazanu.edu.sa/sites/en/res/Pages/Default.aspx>)

Faculty members should demonstrate honest academic conduct both in and out of the classroom with students, and require the same from students. Faculty members should present themselves as role model for student exhibiting high moral and ethical standards to be replicated by students.

Faculty members should never discriminate, harass or exploit students for their personal gains of any type and any such case of misconduct will attract highest level of disciplinary action. Faculty members should ensure the implementation of policy and procedures defined by university, college and department already published or published later on time to time with proper authorization.

9. CONFLICT OF INTEREST

Conflicts of interest may arise when a faculty member's personal interests interfere with their responsibility to the university. The key factors in avoiding ethical and legal conflict of interest are personal responsibility and integrity. Any conflict of interest will be dealt with the Jazan University guidelines and guidelines defined by Council of Higher Education. Faculty members should disclose any possible conflict of interest or involvement outside the scope of department/ college to the Head of Department and Dean in advance.

10. FACULTY DISCIPLINE AND GRIEVANCE

Faculty members are bound to follow the regulations prescribed by Council of Education, Jazan University. Apart from these Regulations, College and Department can issue Standard Operating Procedures (SoPs) and instructions in written via various means of communication deemed fit at time-to-time basis. A disciplinary action can be initiated in case of non-compliance as per defined guidelines.

In case of any grievances arising due to these actions or due to any other reason, the affected faculty member can file a complaint and it will address as per grievance redressal mechanism.

A grievance is a complaint given in writing to an executive officer of the University related to a decision, made by a person or group of persons acting in an official University capacity that directly or adversely affects the grievant as an individual in his or her professional academic capacity.

Commencement of the formal process will only take place if a grievance cannot be resolved using the informal process or in situations where the informal process is not appropriate. The grievant shall file his or her complaint in writing, setting forth a statement of the decision that constitutes the subject matter of the grievance and all ground(s) on which it is

being challenged. The written grievance shall also include the grievant statement that he or she has made informal efforts to resolve the dispute at each administrative level.

The administrative officer may refer the grievance, or any issue therein, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs. The administrative officer may also, in appropriate cases, remand the grievance to a lower administrative level (including to the original decision maker) for further consideration. The administrative officer shall notify the grievant in writing of the disposition made of the grievance.

11. FACILITIES AND SERVICES

University provides unified single login system. Single ID and Password can be used to access various employee facilities.

Faculty Services are available online that can be accessed at:

<https://www.jazanu.edu.sa/sites/en/Pages/FacultyServices.aspx>

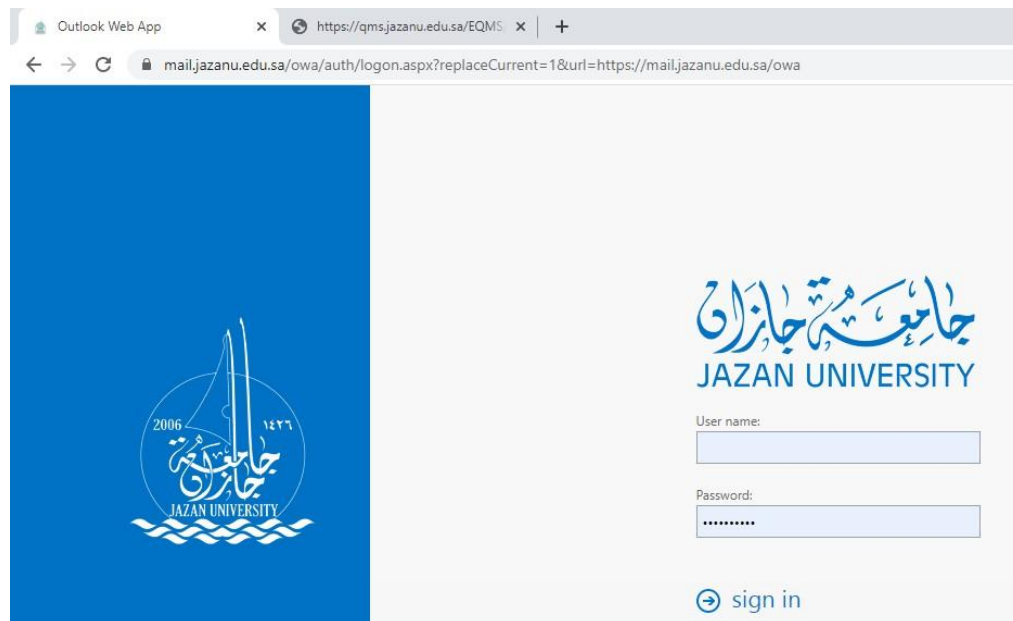
FacultyServices



11.1 University Email

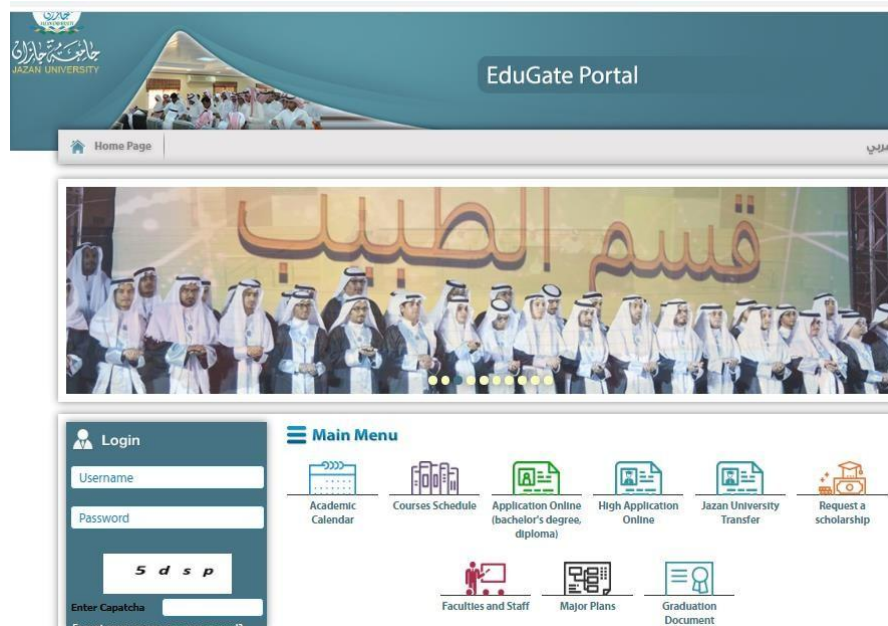
University provides email accounts to all its faculty members. That can be accessed at :

<https://mail.jazanu.edu.sa/owa/auth/logon.aspx?replaceCurrent=1&url=https://mail.jazanu.edu.sa/owa>



11.2 Edugate Portal

All the academic activities like attendance, work schedule and marks entry can be performed at Edugate portal.



11.3 Employee Affairs Portal

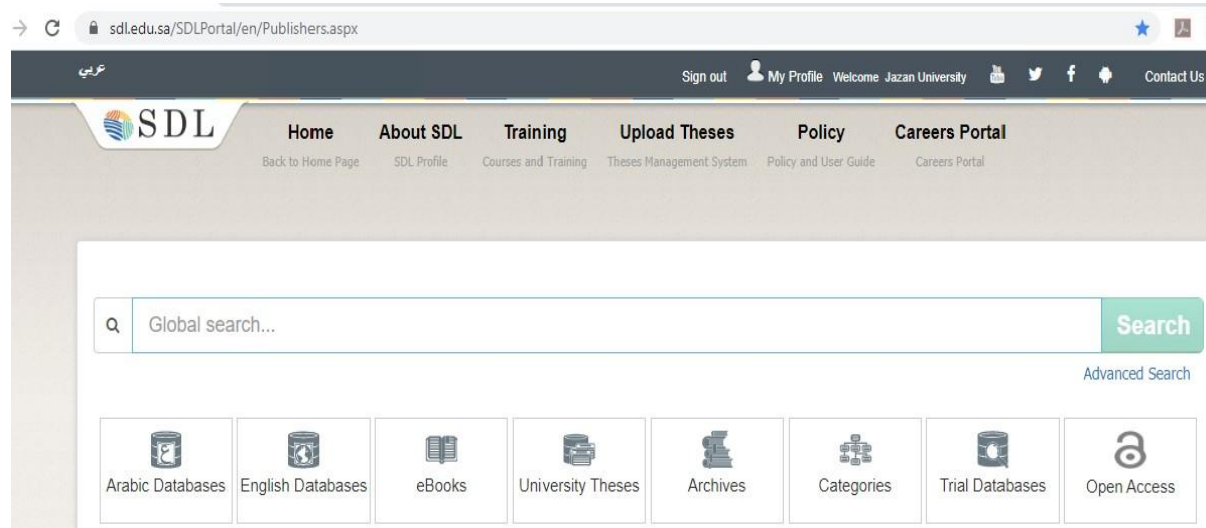
Services related to salary, personal details and allowances can be accessed at this portal that is available at:

<https://elit.jazanu.edu.sa/comm/>



11.4 Saudi Digital Library

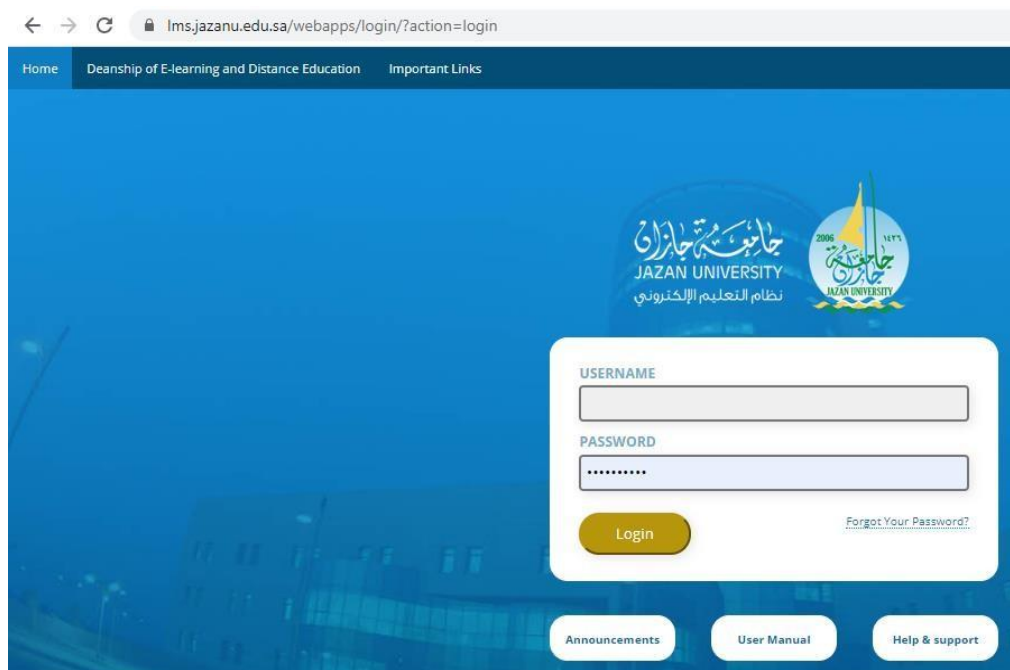
Digital resources like research journals, theses, research publications, digital books etc related to academic activities and research can be accessed by Saudi Digital Library free of cost using the link. <https://sdl.jazanu.edu.sa/>



11.5 Blackboard LMS

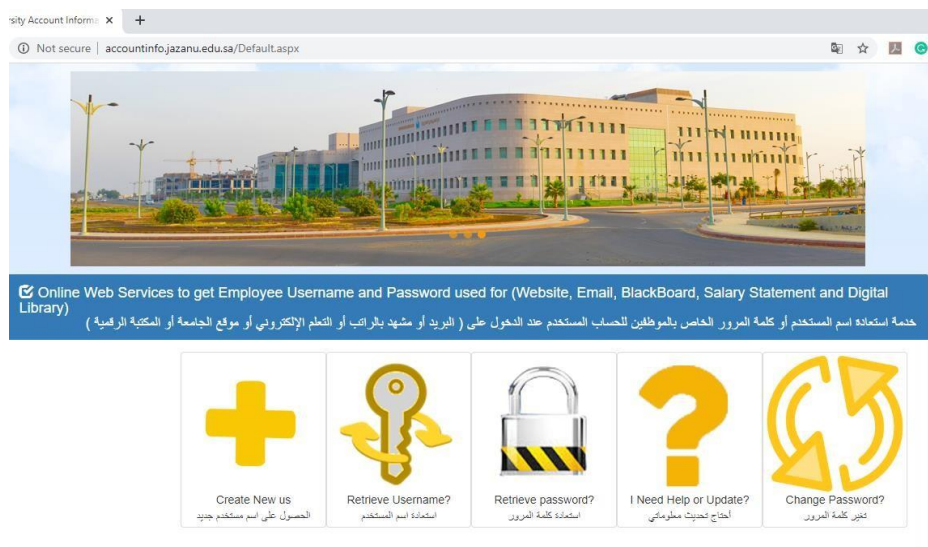
Each faculty is provided access to Blackboard LMS portal to manage teaching and learning process for allocated courses that is integrated with Edugate portal.

It can be accessed at: <https://lms.jazanu.edu.sa/webapps/login/?action=login>



11.6 University Account Online Services

Online services are provided to help the faculty members related with e-services that can be accessed at : <https://accountinfo.jazanu.edu.sa/Default.aspx>



12. OTHER IMPORTANT ASPECTS OF FACULTY MEMBERS

(Recruitment, Salary, Promotion, incentives etc)

Jazan University is a public university and all its regulations regarding Recruitment, Salary, Promotion, incentives etc. are dealt as per the regulations of **Council of Education, Ministry of Education, Kingdom of Saudi Arabia** across all public universities. These regulations are attached at the end of the booklet as appendices for further details. Kindly refer appendix I & K.

13. REFERENCES:

1. The system of Education Council.
2. The regulation of studies and Exams for undergraduate.
3. Regulations for Universities Financial Affairs.
4. Regulations of Non-Saudis Recruitment in universities.
5. Regulation of the personnel of the Saudi university, faculty members and the like.
6. Unified Rules for Scientific Research in the universities.
7. Handbook on Skills and Strategies of University Teaching by DAD, Jazan University

14. APPENDICES:

Appendix No.	Appendix Details
Appendix A	University Regulations for Saudi Personnel Including Staff Members and the Like
Appendix B	University Employment Regulations for Non-Saudi Citizens

Guidelines for Final Examinations 2024-25 Spring Semester Results Submission

1. Collect the answer scripts and exam attendance sheet from the examination committee.
2. Submit the result within **24 hours** from the exam date on a top priority to the data supervision group. If the number of students exceeds **45**, submit the result within **48 hours**.
3. Before submitting the result to the data supervision group, kindly take sufficient number of photocopies of the attendance sheets, grade sheets and other important documents.
4. You just have to enter the marks using **the new automated Timetable and Academic Support (TAS) System**.
5. Do not enter internal marks in the sheet for prohibited(mahroom) and dropped students.
6. Following is the checklist for submitting the result:
 - a. Answer Scripts (Sorted according to the grade sheet)
 - b. Answer Key
 - c. Exam Attendance Sheet
 - d. Class Attendance Sheet
7.
 - a. Once the result is approved by the department Head on TAS, ask all the respective course teachers to upload the marks onto the Edugate web portal <http://edugate.jazanu.edu.sa> and submit a copy of the printed grade sheet to the data supervision group.
8. Ensure proper care while uploading the marks in the Edugate portal.
9. For uploading the marks, make sure that you are connected to the internet with the college network and not with any Wi-Fi network for security reasons.
10. Kindly upload the marks in the Edugate portal from the approved grade sheet and not from any other source.
11. Kindly upload the marks in the Edugate portal only after the marks sheet is approved and signed by the department HEAD. You can upload and save it, but do not approve until the result is approved by the coordinator.
- 12 The following images shows the screenshots of the TAS system.

Prepared by:
Mr. Syed Ghyasuddin Hashmi
Head, Final Exam Data Supervision Group (BIT Program)

Approved by:
Dr. Fathe Jeribi
Department Head

Course CLO/PI Definition

Session Name: 2024-2025 - 2 (Current Semester) | Course Name: Database Concepts and Design _JTEC 211

+ Add New CLO/PI

Show 100 entries | Search:

CLO	CLO Statement	PI Code	SO	Last Updated	Edit	View
CLO #01	Define the basic concepts and terminology of database systems like database design, architectures, models, constraints, environment, Functional Dependencies and Normalization.	1.1	SO-1	14 May 2025		
CLO #02	Identify various mini-worlds, their differences, problems domains, constraints and represent their database in variety of ways like ERD, Relational Model etc.	1.3	SO-1	14 May 2025		
CLO #03	Design various solution using database models and concepts like ERD, Relational Model, Relational Algebra, Normalization, Functional Dependency etc.	2.1	SO-2	14 May 2025		
CLO #04	Implement the solutions in variety of ways like relational algebra DDL, DML etc. using advance database programming Languages.	2.3	SO-2	14 May 2025		
CLO #05	Draft professional documentation that clearly represents technical topics.	3.1	SO-3	14 May 2025		
CLO #06	Deliver effective oral presentations on technical topics, using appropriate visual aids	3.2	SO-3	14 May 2025		

Showing 1 to 6 of 6 entries | Previous 1 Next

Mapping PIs with SOs to initialize the course assessment

PI Marks Distribution

Session Name: 2024-2025 - 2 (Current Semester) | Course Name: Database Concepts and Design _JTEC 211

Back

Alert: PI Marks Distribution has been updated. Please refresh the page to see the latest data.

CLO	PI	Assignment - 1	Mini Project	Exam - 1	Practical Assignment	Final Practical	Final Theory	Total
CLO #01	1.1			10.00				10.00
CLO #05	1.3	10.00		2.00				12.00
CLO #03	2.1		10.00					10.00
CLO #04	2.3				2.00	10.00		12.00
CLO #06	3.1		2.00					2.00
CLO #06	3.2				2.00			2.00
	Total	10.00	12.00	12.00	10.00	10.00	10.00	64.00

PI-wise marks distribution by the CC

Administrator Faculty

Update PI Marks

Update PI Marks

Course Name: Cryptography & Data Security_JTEC 332 Course Type: Theory

Section List: 12395 Assessment Name: Exam - 1 (15 Marks)

Save PI Marks

Student Id	Student Name	Status	1.1	1.2	1.3	Total
202002803	ALI ISMAIL MOHAMMED ISMAIL	Prohibited	0.00	0.00	0.00	0.00
202200565	ABDALLAH OMAR ABDOH SHARAHILY	Dropped	*****	*****	*****	0.00
202200688	JUBRAN YAHYA ALI SAHLI	Regular	3.00	3.00	3.00	9.00
202200718	ATTIAH NASER A KHORMI	Regular	3.00	3.00	3.00	9.00
202200808	YASER IBRAHIM ALI SAHLOOLI	Regular	4.00	3.00	3.00	10.00

Insert PI-Wise Marks for Midterm Exam

Administrator Faculty

Update PI Marks

Update PI Marks

Course Name: Cryptography & Data Security_JTEC 332 Course Type: Theory

Section List: 12395 Assessment Name: Assignment -1 (10 Marks)

Save PI Marks

Student Id	Student Name	Status	1.1	1.2	1.3	Total
202002803	ALI ISMAIL MOHAMMED ISMAIL	Prohibited	0.00	0.00	0.00	0.00
202200565	ABDALLAH OMAR ABDOH SHARAHILY	Dropped	*****	*****	*****	0.00
202200688	JUBRAN YAHYA ALI SAHLI	Regular	3.00	3.00	3.00	9.00
202200718	ATTIAH NASER A KHORMI	Regular	2.00	4.00	3.00	9.00
202200808	YASER IBRAHIM ALI SAHLOOLI	Regular	3.00	3.00	3.00	9.00

Insert PI-Wise Marks for Assignment - 1

Administrator Faculty

Update PI Marks

Update PI Marks

Course Name: Cryptography & Data Security_I TEC 332 Course Type: Theory

Section List: 12395 Assessment Name: Assignment -2 (15 Marks)

Save PI Marks

Student Id	Student Name	Status	2.2	2.3	2.4	6.1	6.3	Total
202002803	ALI ISMAIL MOHAMMED ISMAIL	Prohibited	0.00	0.00	0.00	0.00	0.00	0.00
202200565	ABDALLAH OMAR ABDOH SHARAHILY	Dropped	*****	*****	*****	*****	*****	0.00
202200688	JUBRAN YAHYA ALI SAHLI	Regular	3.00	2.00	3.00	2.00	2.00	12.00
202200718	ATIAH NASER A KHORMI	Regular	3.00	3.00	3.00	2.00	2.00	13.00
202200808	YASER IBRAHIM ALI SAHLOOLI	Regular	3.00	2.00	2.00	3.00	3.00	13.00

Insert PI-Wise Marks for Assignment-2

Administrator Faculty

Update PI Marks

Update PI Marks

Course Name: Cryptography & Data Security_I TEC 332 Course Type: Theory

Section List: 12395 Assessment Name: Final Theory (40 Marks)

Save PI Marks

Student Id	Student Name	Status	1.1	1.2	1.3	2.2	Total
202002803	ALI ISMAIL MOHAMMED ISMAIL	Prohibited	0.00	0.00	0.00	0.00	0.00
202200565	ABDALLAH OMAR ABDOH SHARAHILY	Dropped	*****	*****	*****	*****	0.00
202200688	JUBRAN YAHYA ALI SAHLI	Regular	3.00	5.00	5.00	3.00	16.00
202200718	ATIAH NASER A KHORMI	Regular	5.00	6.00	4.00	5.00	20.00
202200808	YASER IBRAHIM ALI SAHLOOLI	Regular	1.00	2.00	5.00	3.00	11.00

Insert PI-Wise Marks for Final Theory

◀ Back

✔ Alert! This section has been confirmed.

Sno	Student Id	Student Name	Status	Exam - 1	Assignment -1	Mini Project	Internal	Final Practical	Practical	Final Theory	Final	Total	Grade
				15	10	15	40	20	20	40			
1	202004873	ALI MAIMOON ALI MODAFFAR	Regular	13.00	10.00	14.00	37	17.00	17.00	26.00	43	80	B
2	202200270	ABDUALH GABER MOUSA ALMOTHIBI	Regular	5.00	10.00	12.00	27	18.00	18.00	17.00	35	62	D
3	202200695	ABDUALZIZ AHMAD HASSAN JARRAH	Regular	9.00	10.00	13.00	32	19.00	19.00	10.00	29	61	D
4	202201388	FARIS JABER M GHAZWANI	Regular	3.00	6.00	15.00	24	12.00	12.00	9.00	21	45	F
5	202201409	AHMED IBRAHIM A NHARI	Regular	6.00	10.00	13.00	29	16.00	16.00	8.00	24	53	F
6	202203294	ABDURAHMAN ABDULLAH M GADEEMI	Regular	11.00	10.00	14.00	35	20.00	20.00	21.00	41	76	C+
7	202203549	YAHYA HUSSEIN ALI KHBRANI	Regular	7.00	10.00	13.00	30	17.00	17.00	20.00	37	67	D-
8	202204648	SAUD YAHYA MOHAMMED WASLY	Regular	6.00	10.00	15.00	31	19.00	19.00	12.00	31	62	D
9	202205235	JAWED HAMED MOHAMMED ABUALGASSM	Regular	9.00	10.00	9.00	28	17.00	17.00	16.00	33	61	D
10	202205522	FARES ALI ABDULLAH AL KHORMI	Regular	10.00	10.00	12.00	32	15.00	15.00	15.00	30	62	D

Update / View Students Marks

👤 Course code: ITEC 211
👤 Course name: Database Concepts and Design

PI Details						
SO Name	PI Name	Satisfactory	Developing	Unsatisfactory	Average (1-5)	Target
SO-1	1.1	25.24	17.48	57.28	2.4	3.5
SO-1	1.3	29.13	19.42	51.46	2.6	3.5
SO-2	2.1	37.86	16.50	45.63	2.8	3.5
SO-2	2.3	81.55	8.74	9.71	4.4	3.5
SO-3	3.1	80.58	7.77	11.65	4.4	3.5
SO-3	3.2	86.41	6.80	6.80	4.6	3.5

▼ Faculty SO Remarks Details:

SOs Attainment at course Level

**University Regulations
for Saudi Personnel
Including Staff
Members and the Like**

Kingdom of Saudi Arabia Education Council General Secretariat Regulations for Saudi Universities Personnel Including Staff Members and the Like Issued by the Education Council Resolution No. (4/7/1417 H) in its (Sixth) session held on 26/8/1417 H. and endorsed by the Royal Directive of the Custodian of the Two Holy Mosques, Prime Minister, and President of the Education Council, in the telegram No. (7/b/12457) dated 22/8/1418 H. First Edition 1418 /1998 The Education Council Resolution No. (4/6/1417H.) Resolution No. (4/6/1417 H) The Education Council In accordance with the provisions stated in Paragraph (7) of Article (15) of the Statutes and Regulations of the Higher Education Council and Universities, stating that the Council issues regulations for Saudis and expatriates university personnel, including staff members and pertaining to their salaries, remunerations, allowances, after being prepared by the Ministry of Education, the Ministry of Finance and National Economy, and the Ministry of Civil Service. And after reviewing the memorandum of the General Secretariat of the Education Council with regard to this issue, and the draft copy of the Regulations for Saudi Universities Personnel, Including Staff members and the like, attached to the memorandum, the Council decrees the following:

“Approval of the Regulations for Saudi Universities Personnel Including Staff Members and the like according to the form attached to the Resolution”

Article 1

Staff members are:

- 1- Professors.
- 2- Associate Professors.
- 3- Assistant Professors.

Article 2

The herein Statutes and Regulations apply staff members as well as lecturers, teacher assistants, instructors, and research assistants.

Promotion and Tenure

Article 3

A standing committee shall be formed in every university to deal with affairs pertaining to teacher assistants, lecturers, instructors, and research assistants. This Committee shall be chaired by the Vice-Rector for Graduate Studies and Scientific Research where the selection and recruitment of its members shall be based on the University Council resolution and the University Rector recommendation. The Committee shall submit its recommendations to the Council and is assigned with the following duties:

1. Propose the general policy for selecting teacher assistants, lecturers, instructors, and research assistants and distributing them in departments and colleges.
2. Submit suggestions for recruiting teaching assistants, lecturers, instructors, and research assistants, according to the following criteria:
 - a) Number and percentage of Saudi staff members to the total number of department members, as well as their minors, and teaching loads.
 - b) Number of lecturers, teaching assistants, instructors, and research assistants in the department.
 - c) Number of scholarship students, their minors, and their expected return dates.
3. Propose position distribution of teaching assistants, lecturers, instructors, and research assistants according to the department's present and future needs.
4. Review recommendations pertaining to transferring lecturers and teaching assistants to administrative jobs inside the university or to the Ministry of Civil Service.

Article 4

Requirements for recruiting Teacher Assistants:

- 1- Obtaining a degree from a Saudi university or another accredited one.
- 2- Her/his University general grade should be 'Very Good' or better (See Appendix at the end of the Regulations pp.328,329).

Article 5

Requirements for recruiting Lecturers and Instructor:

1. Obtaining a Master's Degree - or an equivalent - from a Saudi University or another accredited one.
2. The grade of the Master's Degree should be of at least a Very Good mention- if obtained from a University that grants grades.
3. Fulfill other requirements stated by the University Council.

Article 6

Requirements for recruiting Research Assistants:

1. Employers with a Master's Degree are called (Research Assistant):
 - a) Obtaining a Master's Degree from a Saudi University or another accredited one with grade 'Very Good' or better – if obtained from a university that grants grades.
 - b) Fulfilling other requirements deemed necessary by the University.
2. Employers with a University Degree - Bachelor's Degree or equivalent - are called (Research Assistant B):
 - a) Obtaining a University Degree, from a Saudi University or another accredited one, with general grade 'Good' or better.
 - b) Fulfilling other requirements deemed necessary by the University.

Article 7

Teacher Assistants, lecturers, and instructors are recruited upon the recommendations of the Department Council in which s/he is going to work, the College Council, and the permanent committee for the affairs of teacher assistants, lecturers, and instructors. The recruitment resolution is issued by the University Council.

Article 8

The Research Assistant is recruited upon a resolution from the University Rector, the Department and College Councils recommendations, and the permanent committee for the affairs of teacher assistants, lecturers, instructors, and research assistants.

Article 9

1. A Teacher Assistant with a four-year University study is recruited on the first category of Teacher Assistant's rank.
2. Assistant's rank.
3. A Teacher Assistant with a five-year University study is recruited on the second category of the same rank.

4. A Teacher Assistant with a six-year University study is recruited on the third category of the same rank.
5. A Teacher Assistant with a seven-year University study is recruited on the fourth category of the same rank.

Article 10

The Educational Positions Regulations endorsed by Resolution No. 590, dated 10/11/1401 H. and approved by the Civil Service Council and any new amendments shall apply to Teacher Assistants and Research Assistants.

Article 11

The candidate recruited on the rank of Assistant Professor should have a Doctorate Degree or an equivalent one from a Saudi university, or from another accredited one. The University Council has the right to add further requirements.

Article 12

Whenever deemed necessary, and upon the recommendations of the Department and College Councils, as well as the Scientific Council a candidate can be recruited on the rank of Assistant Professor without having a Doctorate Degree in the specializations which do not grant such a degree, according to the following regulations:

1. The candidate should have a Master's Degree or an equivalent degree from a Saudi university, or another accredited one.
2. The candidate should have spent at least three years in lecturer position.
3. The candidate's academic achievement should be less three published professional achievements after obtaining the Master's Degree, one of which is a single work. The presented academic work should comply with Article (29) of the herein stated Regulations.

Article 13

Controls for the recruitment of the rank of Associate Professor in compliance with the provisions of Article (12), are as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having at least a four-year ' experience as a University staff member after being recruited as an Assistant Professor.
3. Being promoted to the rank of Associate Professor by a Saudi University or another accredited one.

Article 14

Controls for the recruitment of the rank of Professor, in compliance with the provisions of Article (12) are as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having least eight-year ' experience as a University staff member, four of which at least as an Assistant Professor.
3. Being promoted to Professorship by a Saudi University or another accredited one.

Article 15

Staff members are recruited upon the recommendations of the Department and University Councils, the Scientific Council, and upon a resolution issued by the University Council.

Article 16

* Articles (16) and (17) were amended by the Higher Education Council Resolution No. (12/44/1427 H) dated 21/10/1427 H. and endorsed by the Royal Approval No. (1086/mb) dated (26/1/1428 H.

1. Any employee who is transferred to the ranks of University staff members, lecturers, or demonstrator and holds a Doctorate Degree is classified as an Assistant Professor according to the degree's major. In which case, s/he shall be recruited on the Assistant Professor's first rank. If her/his salary when being transferred is similar or more than that of this category, s/he shall be granted the salary of the first category that exceeds her/his salary. If the salary exceeds the last salary of the assistant professor rank, s/he shall be granted the difference between the two salaries in the form of remuneration until there is no difference either due to promotion or bonus.

2. If the reclassified candidate is a former staff member, s/he shall be recruited on the academic degree formerly held by her/him and in which case the Regulations of paragraph (1) above stated applies to her/him.

3. If the transferred candidate acquired experience after obtaining the academic qualifications needed for recruitment, and if the expected salary according to Paragraph (1) of the present Article is less after calculating the years of experience, then her/his experience shall be calculated on the basis of a bonus given for each year of experience acquired in her/his field of specialization. Provisions stipulated in Paragraphs (1, 2 and 3) shall apply to candidates holding Bachelor and Master's degrees to be recruited on the Teacher Assistant or Lecturer ranks. Article 17 The candidate, who acquired experience after obtaining the academic degree needed for recruitment and is not included in Article (16), shall receive a bonus for each year of experience if it is in the field of specialization.

Article 18

Staff members and the like shall be recruited to the first category of the job rank. If her/his salary upon recruitment is similar or exceeds that of this category, s/he shall be given the salary of the first category that exceeds the assigned salary.

Promoted staff members and the like shall be given the salary of the first category of the job rank to which s/he is being promoted. If the assigned salary upon promotion equals, or exceeds, that of this degree, the salary of the first degree that exceeds the assigned salary shall be given to her/him.

Article 19

Staff members, Lecturers, and Teacher Assistants shall receive the same bonuses and merits assigned to state's employees as follows: - Teacher Assistant Rank Eight- Lecturer Rank Nine- Assistant Professor Rank Twelve- Associate Professor Rank Thirteen- Professor Rank Fourteen Monthly transportation allowance assigned for the rank of Professor is SR 650.

Article 20

If the Professor's salary reaches the final category of staff members' payroll, s/he shall be given the annual bonus.

This only applies to staff members assigned on the rank of Professor.

Article 21

Controls for the promotion from the rank of Assistant Professor to the rank of Associate Professor:

1. At least four years of professional experience in the rank of Assistant Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year.
2. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein Regulations.
- 3 The academic research should be published or accepted for publication while in service as an Assistant Professor.

Article 22

Controls for the promotion from the rank of Associate Professor to the rank of Professor:

1. At least four years of professional experience in the rank of Associate Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year.
2. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein Regulations.
3. The academic achievement should be published or accepted for publication while in service as an Associate Professor.

Article 23

At least six months before the end of the staff member's serving time, s/he is entitled to submit a promotion application to the Department Council.

Article 24

The duration of secondment and transfer for the purpose of promotion is calculated as follows:

1. The full duration is counted if the secondment and transfer is to an academic body and the work was in the same field of specialty.
2. Half the duration is counted if the secondment and transfer is to a non-academic body and the work was in the same field of specialty.
3. No part of the duration is counted for the purpose of promotion if the work done was not in the same field of specialty.

Article 25

Promotion is granted to the staff member according to the following:

1. Academic achievement.
2. Teaching.
3. University and community Service.

Article 26

Promotion procedures: 1. The staff member applying for promotion shall submit an application to the Department Council including the following:

- a) Statement of professional and academic qualifications in addition to the candidate's job hierarchy.
- b) Statement of teaching activities.
- c) Statement of activities regarding university and community service.
- d) Five copies, at least, of the academic achievement submitted for promotion and clarifying information.
- e) Additional information supporting the promotion application.
- f) Additional information/documents requested by the Department Council, College Council, or Scientific Council.

2. The Department Council shall review the promotion application to ensure the fulfillment of the necessary procedures and requirements. The Department Council shall recommend submitting the application to the College Council proposing the names of a minimum of eight specialized referees.

3. On the basis of the Department Council recommendation, the College Council shall review the application and nominates a minimum number of eight specialized referees, not less than eight, recommended by the Department or others.

4. On the basis of the recommendations of the Department and College Councils , the Scientific Council shall review the promotion application, before undertaking the following:

a) Selecting five referees form the College Council to evaluate the researches; three as main referees, the fourth as a standby examiner, and the fifth as a second standby examiner. At least two of the three referees should be from outside the university.

b) Researches and promotion data shall be confidentially sent for evaluation according to the criteria set by the Scientific Council.

c) Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the staff member's promotion.

d) Upon deciding not to promote the candidate due to the weakness of her/his professional achievement, the Scientific Council shall decide on the submitted researches whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements will include at least one new research for the rank of Associate Professor, and at least two new researches for the rank of Professor.

Article 27

The candidate's application for promotion shall be evaluated on a 100 point scale as follows:-Sixty (60) points for professional and academic Achievement.-Twenty-five (25) points for teaching.-Fifteen (15) points for university and community service. Based on the Scientific Council recommendation, the University Council shall lay down the Criteria and Standards for the evaluations of teaching and university and community service.

Article 28

The staff member should obtain the accumulation of at least sixty (60) points to be eligible for promotion, a minimum of (35) thirty-five points must be gained from professional and academic achievement if the candidate will be promoted to the rank of Associate Professor, and a minimum of (40) forty points for the rank of Professor. Promotion to the rank of Associate Professor shall be based on the majority of the three referee's recommendation, and unanimous recommendation of the three referees for the rank of Professor. If only two of the three referees recommend promotion, the opinion of a fourth referee shall be sought and is considered conclusive.

Article 29

The minimum number of academic achievement points needed for the staff member's promotion shall include the following:

1. Published research papers or accepted for publication in refereed journals The University Council sets the acceptance criteria for the refereed journals.
2. A maximum of one research is accepted from refereed researches, whether published or accepted for publication, presented in specialized international conferences and symposia.

3. Refereed, published, or accepted for publication researches by specialized university research centers.
4. A maximum of one is accepted from refereed textbooks and references.
5. A maximum of one is accepted from refereed authentication of rare books.
6. A maximum of one is accepted from refereed translations of specialized scientific books.
7. A maximum of one is accepted from refereed books and research reports published by scientific bodies and approved by the Scientific Council.
8. Inventions and novelties that have patents from approved patent agencies approved by the Scientific Council.
9. A maximum of one is accepted from distinguished creative work based on the University Council approved regulations and the Scientific Council recommendations.

Article 30

A minimum number of one published, or accepted for publication research is shall be required for the staff member's promotion to the rank of Associate Professor and a minimum of two for the rank of Professor.

Article 31

The academic research submitted for the staff member's promotion should be published or accepted for publication in more than one place and not to be affiliated to one publishers, university or scientific body.

Article 32

A minimum of four published or accepted for publication researches - at least one should be a sole academic production- shall be required for the promotion to the rank of Associate Professor. The University Council can overlook this requirement with regard to certain specializations on the basis of the Scientific Council recommendation, provided that a minimum of one research has been published.

Article 33

A minimum of six published or accepted for publication researches- at least three should be sole academic productions- shall be a required for the promotion to rank of Professor. The University Council can overlook this requirement with regard to certain specializations on the basis of the Scientific Council recommendation, provided that a minimum of three researches have been published.

Article 34

The academic achievement shall be counted as "one unit" if it is single authored, "half unit" if it has two authors. If the research is authored by more than two individuals, "half unit" shall be assigned for the main author and "quarter unit" for each of the others. If another collective work is considered for promotion, a "quarter unit" shall be assigned for each researcher.

Article 35

The academic research material should not be copied from the Master's of Doctorate thesis of the promotion candidate, or from any previous publications. If the Scientific Council finds otherwise, s/he shall be denied consideration for promotion for one calendar year, effective from the date of the Scientific Council resolution.

Article 36

Referees of the ad-hoc promotion committee should be Professors and if the promotion is to rank of Associate Professor, one of the referees shall be an Associate Professor.

Article 37

Academic promotion of the staff member is effective from the date of the Scientific Council resolution in this effect.

However, job promotion, is effective from the executive resolution date provided there is a vacant position. Duties and Responsibilities.

Article 38

A staff member should demonstrate the following characteristics:

1. Integrity and good manners and abide by the set rules and regulations and avoiding all that affects her/his professional code of honor.
2. Follow-up new materials and promote her/his specialty through academic research.
3. Transfer to students the latest information in her/his specialty, and to illicit intellectual curiosity that stimulates original work and knowledge pursuance.
4. Become an effective member in the activities of the Department, Councils, and Committees that serve the community.
5. Dedication to University teaching. Seeking an additional job outside the University is not permitted without prior approval according to the set rules and regulations.

Article 39

A staff member shall be responsible for maintaining order inside classrooms and laboratories. A report shall be submitted the Department Chairperson in this respect.

Article 40

A. The maximum teaching load of staff members and the like is as follows:

1. Professor 10 teaching units.

2. Associate Professor 12 teaching units.
3. Assistant Professor 14 teaching units.
4. Lecturer 16 teaching units to be reduced during her/his study.
5. Teacher Assistant 16 teaching units to be reduced during her/his study.
6. Instructor 18 teaching units.

B. The teaching unit, which continues for the whole semester, is the weekly theoretical lecture with a minimum duration of 50 minutes, or the weekly practical or field work with a minimum duration of 100 minutes.

Article 41

Staff members and the like shall have (35) thirty-five hours working hours per week, raised to (40) forty hours by a University Council resolution. The hours include teaching, researching, academic supervision, office hours, scientific committees and other academic works assigned by the University concerned bodies.

Article 42

A minimum of three teaching hours shall be given to Vice-Rectors, Deans, and Vice- Deans assigned with administrative work.

Article 43

An annual report on work progress in the department and the scientific and academic activities of its members shall be submitted by the Department Chairperson to the College Dean and the like. An annual report shall be submitted by the College Dean and the like to the University Rector. Base Salaries, Remunerations and Compensation

Article 44

Payrolls and bonuses stated in the herein Regulations shall apply to staff members, lecturers, and teacher assistants.

Article 45

The Vice-Rector shall be given a monthly remuneration of three thousand Riyals (SR 3000)

Article 46

The Dean and the like shall be given a monthly remuneration of one thousand Riyals (SR 1000) with a maximum annual amount of ten thousand Riyals (SR10, 000). The Vice-Dean shall be given a monthly sum of eight hundred Riyals (SR800) with a maximum annual amount eight thousand Riyals (SR 8,

000). The Chairperson of the Department or Scientific Center shall be given a monthly sum of five hundred Riyals (SR 500), with a maximum annual amount of five thousand Riyals (SR5,000).

Article 47

The Scientific Council Secretariat shall receive an annual remuneration of ten thousand Riyals (SR10, 000) if s/he is a university staff member; Otherwise s/he is subject to the rules and regulations of the Civil Service Department.

Article 48

Staff members and the like -from inside the university assigned by the University to prepare and teach extracurricular units shall receive the following remunerations:

1. Professor Three Hundred Riyals (SR 300)
2. Associate Professor Two hundred and fifty Riyals (SR 250)
3. Assistant Professor Two Hundred Riyals (SR 200)
4. Lecturer and Instructor One Hundred and fifty Riyals (SR 150)
5. Teacher Assistant One Hundred Riyals (SR 100)

Article 49

Compensation shall be given to University Deputies, Deans, Vice-Deans, Chairperson of the Department and Scientific Centers working during the summer vacation provided that the given amount shall not exceed the net sum of a two-month salary.

Article 50

1. Staff member in a university permanent committee shall be given a compensation of two hundred Riyals (SR 200) for each session attended during working hours, and three hundred Riyals (SR 300) for each session attended after working hours, with a maximum amount of six thousand Riyals (SR 6,000) in one fiscal year.
2. The Permanent Committee is characterized as follows:
 - a) It is formed according to the Statutes and Regulations of the Higher Education Council.
 - b) It should not be part of the work or responsibilities of one person
 - c) It should be of a continuous nature.
 - d) The committee's work should be within the University.
 - e) Some of its members should be staff members or those in higher positions that are subject to remunerations given outside work hours. Members of scientific and organizational committees of conferences and symposia organized by the University shall be subject to the same regulations as the permanent committees' members

Article 51

A compensation of one hundred and fifty Riyals (SR 150) shall be given for the University staff members and the like for each extra teaching unit than the specified teaching load based on a resolution issued by the College Council.

Article 52

Staff members, lecturers, teaching assistants specialized in computer science, and who work in their field of specialty shall be given a compensation specified by University Council with a maximum of 25% of the first salary of their rank.

Article 53

Staff members, lecturers, teaching assistants specialized in pharmacology and working in their field of specialty may receive extra- hour compensation with a maximum of 50% of the first salary of their rank.

Article 54

* *This Article was amended by The Education Council Resolution No. (6/19/1421H.) dated 10/11/1421H. and endorsed by the Royal Approval No. (7/b/3510) dated 15/2/1422 H. "Staff members, lecturers, teaching assistants specialized in medicine and working as physicians in their field of specialty may receive extra-hours compensation with a maximum of 70% of the first salary of their fixed rank. Staff members, lecturers, teaching assistants specialized in veterinary and working in their field of specialty may receive extra- hour compensation with a maximum of 25% of the first salary of their rank". Leave Policy

Article 56

For staff members, lecturers, teaching assistants, and instructors, the summer vacation is considered their annual leave and the University Council specifies the return dates. The summer leave starts following the end of examinations and the announcement of the results.

Article 57

Staff members, lecturers, teaching assistants, and instructors shall receive a compensation for duties assigned by the University Rector during their annual vacation. The given amount equals his/her salary for that period with a maximum of sixty days per year.

Article 58

Based on the work's best interest, the University Rector may postpone all or part of the annual leave of the staff member and the like.

Article 59

Other leaves of absence are given according to the Civil Service regulations.

Article 60

Staff members and the like may be given, for reasonable causes, an exceptional leave without pay which does not exceed six months within a period of three years. The University Council may overlook that condition provided that the leave does not exceed one calendar year. Sabbatical Leave

Article 61

The staff member may be granted a one-year sabbatical leave after a minimum serving term of five years, or after a previously taken sabbatical leave, based on the recommendations of the Department and College Councils, and the Scientific Council as well as the University Council resolution. The staff member may be granted a one- semester sabbatical leave after a minimum serving term of three years or after a previously taken sabbatical leave, provided that the given leave does not affect the educational process. The secondment period shall not be included in the required time period. Regulations organizing sabbatical leave are laid down by the University Council based on the Scientific Council recommendation.

Article 62

Controls of granting sabbatical leave to faculty members are as follows:

- 1- Sabbatical leave shall be granted to only one faculty member, or 10% of the staff members in each department in one calendar year.
- 2- The research program to be carried out during the sabbatical leave should be submitted by the faculty member.

Article 63

The staff member on a sabbatical leave is entitled to the following:

- 1- Full salary and monthly transportation allowance for the entire leave period.
- 2- Air tickets for the staff member, wife, minor sons below the age of eighteen, and dependent daughters.
- 3- Books allowance given by the University to post graduate studies students.
- 4- Scientific and academic expenses estimated independently for each case by the Scientific Council.
- 5- An amount of five thousand Riyals (SR 5,000) for the medical expenses of a staff member whose leave is outside the Kingdom and ten thousand Riyals (SR 10,000) if the staff member is accompanied by her/his family. The staff member granted a sabbatical leave for one semester shall receive half of the assigned amount.
- 6- Staff members working as physicians shall be granted extra-hours' compensation for a minimum of three hours per day including Thursdays. For sabbatical leave in governmental hospitals inside the Kingdom, a minimum amount of SR 3,000 (three thousand Riyals) shall be given.

Article 64

Staff members on sabbatical leave shall not be eligible for secondment or transfer and not permitted to sign a work contract or consultation.

Article 65

Staff members on sabbatical leave should carry out her/his academic program approved by the University Council. A detailed report, regarding her/his achievements during the leave shall be submitted to the Department's Council by the close of the semester following the end of her/his sabbatical leave as a maximum time period. Copies of the academic accomplishments shall be attached to the report which submitted to the College and the Scientific Councils. Academic Consultations

Article 66

Staff members can work as part-time consultants in governmental bodies, private sector, regional or international organizations based in the Kingdom according to the following:

1. S/he works as a consultant in her/his field of specialization.
 2. S/he works as a consultant in only one place.
 3. The maximum consultation period is one calendar year subject to renewal.
 4. The application shall be submitted to the Minister of Education by the concerned Minister for governmental bodies or head of the private sector bodies for regional or international organizations.
 5. Consultation service and its renewal shall be based on the Minister of Education approval letter according to the Department and College Councils recommendations, and the University Rector support.
 6. The consultant shall submit an annual report to the Minister of Higher Education at the end of the period regarding her/his accomplishments during that period. A copy of the report shall be sent to the University Rector.
 7. The staff members performance should not be affected by her/his part-time consultation especially with regard to the following: a) The staff member's teaching load. b) The staff member's presence for her/his office hours, or in clinics, laboratories, and computer centers according to the nature of the work. c) Actively participating in the University councils and committees.
- Conferences, Symposia, and Seminars Attendance

Article 67

The staff member may attend conferences and symposia inside and outside the Kingdom according to the following regulations:

1. The topics of the conference or symposia should be geared to the staff member field of specialization and related responsibilities.
2. Participation in conferences and symposia held inside the Kingdom upon the Department and College Councils recommendations and the University Rector approval.
3. Participation in conferences and symposia held outside the Kingdom upon the Head of University Council approval, the Department and College Councils recommendations, and the University Rector.
4. University Council sets the organizational regulations and procedures for attending conferences and symposia on the basis of the Scientific Council recommendation.
5. The conference or symposium participant submits a report in that respect to the University.

Article 68

The University may grant tickets and transfer allowance to staff member participating in a conference or symposium or can only allocate tickets or attendance permission without any financial commitment.

Delegation and Secondment

Article 69

The staff member or the Like may, upon the University Council resolution and the Department and College Councils recommendations, shall be delegated to a governmental institution. The University shall be responsible for paying her/his salary and monthly transportation allowance, unless otherwise agreed.

Article 70

The staff member and the like, upon the University Council resolution and the Department and College Councils recommendations may be entitled to a secondment to work in another body. The University Council is entitled to revoke the resolution before the end of the secondment period.

Article 71

The staff member and the like may be entitled to a secondment according to the following conditions:

1. A minimum of three-year service at the University. The University Council, however, may allow for exceptions when necessary.
2. Only one staff member or 10% of the total number of the members in each department can be assigned for the span of one calendar year.
3. Staff members should spend a service time in the University not less than the secondment duration.
4. Secondment should not affect the speed and quality of work.
5. Any other conditions deemed appropriate by the University Council

Article 72

The staff member and the like are entitled to a secondment to work in one of the following bodies:

1. Universities and Colleges inside and outside the Kingdom.
2. Ministries and Governmental bodies.
3. Public and Private Institutions.
4. International and regional governments and bodies.

Article 73

The staff member and the like are entitled to a secondment for one calendar year, subject to renewal within a maximum of five successive years. The University Council may, however, make exceptions by allowing for a maximum two-year extension, provided that the secondment period does not exceed ten years of the total number of service years at this University or any other.

Article 74

The institution to which the staff member is a secondee pays her/his salary, allowances, and remunerations from the date s/he joins it. The secondee shall get the same benefits, in terms of seniority and remunerations, which s/he receives at the University, provided that s/he pays any due pension participations. The period of secondment shall be calculated for promotion purposes in accordance with Article (24) of the herein Regulations.

Article 75

The secondment approval resolution may also assign to the secondee the task of participating in certain academic activities such as teaching, academic supervision, training, among other jobs, provided that the University shall take responsibility of any expenses thereto. Academic Communication

Article 76

University Council may, upon the Scientific Council and the Department and College Councils recommendations, adopt a resolution to delegate the staff member to an institution outside the University campus on an academic mission within a maximum time limit of four months, which may be extended to one year if necessary. The delegated member, with a one- month assignment, shall receive the same benefits of the secondee. If the mission exceeds a month, the delegated member shall get the same benefits of a employee on scholarship abroad for training purposes.

Article 77

The University Council may, upon the Department and College Councils recommendation, adopt a resolution to delegate the staff member for teaching at an institution outside the Kingdom. In which case, the delegated member shall get the same benefits of the employees officially delegated to work abroad, provided that the delegation time limit does not exceed four years in total.

Article 78

The University Rector may, upon the Scientific Council, and the Department and College Councils recommendations, issue a resolution that permits the Staff member to travel for the purpose of conducting research at a University other than hers/ his during the summer vacation on the following bases:

1. The staff member should submit an application for traveling, which includes support information.
2. The staff member should submit to the Department Council, upon her/his return, a report of the research accomplished to be submitted to the Scientific Council.
3. The staff member shall be entitled to an air ticket Transportation

Article 79

The staff member and the like may, upon the University Rector resolution, based on the Scientific Council, and the Department and College Councils recommendations, be transferred from one department to another in the same college within her/his specialty.

Article 80

The University Rector may, upon the recommendation of the Scientific Council, and based on recommendations of the Department and College Councils being transferred to, approve transferring the staff member and the like from one college to another in the University.

Article 81

The staff member and the like may, upon the University Council resolution, based on the Department and College Councils recommendations, be transferred to a job outside the University. Disciplinary Measures.

Article 82

A Disciplinary Committee looking into the misconduct of staff members or equivalents shall be formed based on a resolution issued by the University Rector and include the following members:

1. A Vice-Rector (President)
2. A Dean other than the one who conducted the investigation (Member)
3. A staff member whose academic rank is Professor, or higher (Member)
4. A Sharia' or law expert (Member)

Article 83

If the staff member and the like are believed to have violated any of her/his duties, a dean shall be assigned by the University Rector to conduct an investigation in accordance with the staff disciplinary rules and report the investigation results the University Rector. The University Rector shall refer the staff member in question to the Disciplinary Committee if deemed necessary.

Article 84

The University Rector may issue a resolution to suspend any staff member and the like pending investigation. The suspension penalty is applied with a maximum of three months except on the basis of a resolution from the Disciplinary Committee. The period of suspension(s) may be extended in accordance with the investigation conditions, provided that maximum time limit for suspension is one year in each case.

Article 85

The net salary of the suspended staff member shall be reduced by 50%. If acquitted or receiving any other penalty than dismissal, s/he shall be reimbursed for the deducted part of the salary. In case of the dismissal penalty, the University shall not recover the salary amounts that the staff member receives pending investigation, unless otherwise decided by the Disciplinary Committee.

Article 86

The University Rector shall notify the staff member and the like, who is subject to investigation by the Disciplinary Committee, of the charges, and provide her/him with a copy of the investigative report through registered mail fifteen days before the defined date of the disciplinary session.

Article 87

The staff member and the like, who is referred to the Disciplinary Committee, may review the minutes of the conducted investigation on the dates defined by the Rector.

Article 88

The Disciplinary Committee shall investigate the reported misconduct charges as follows:

1. The Committee Secretariat shall be an employee selected by the Committee's President.
2. The Committee shall meet upon the President's call, and the member under investigation shall be notified through registered mail to be present before the Committee for hearing and defense.
3. The Committee sessions shall be attended by the member under investigation or her/his delegate. However, if neither the member in question nor the delegate is present, the investigation procedures

may be carried out but the investigations and examinations shall be carried out in closed sessions. The Committee maintains the right to call witnesses when necessary.

4. The Committee's resolutions shall pass on the basis of the majority of votes, and sessions shall not be valid unless attended by all the members. The Committee shall refer the minutes of the resolutions, and the investigation file to the University Rector within a maximum time of two months from the date of referring the investigation to the Committee for approval. If the University Rector does not approve of the Committee resolution, the file shall be referred back to the Committee, which, in case of persistence, shall refer the case once more to the University Council, the resolution of which shall be conclusive.

5. The University Rector shall notify the staff member and the like of the Committee resolution once it is issued in writing.

6. The staff member and the like, may file an appeal against the resolution through a letter submitted to the University Rector within a maximum time of thirty days from the notification date; otherwise, the resolution shall be considered final. If the appeal was delivered before the end of the defined duration, the University Rector shall refer the case once more to the Disciplinary Committee for further investigation, and if the Committee persisted, the case shall be referred once more to the University Council, the resolution of which shall be conclusive.

Article 89

In accordance with the provisions of Article (32) of the "Employees Disciplinary Rules", the disciplinary sanctions which may be inflicted on the staff member and the like are as follows:

1. Written censure.

2. Reprimand.

3. Reduction in

salary, provided that forfeiture does not exceed a three-month net salary, nor should the sum deducted each month exceed one third of the monthly salary.

4. Denial of one periodical increment.

5. Adjournment of promotion for one year.

6. Transference from the academic work and assignment to another for a maximum period of five years.

The transference period shall not be counted within the promotion time limit.* (This Article was amended, and this Paragraph was added based on the Higher Education Council Resolution No. (14/27/1432 H) endorsed by the Royal Approval in the telegram No.7/b/45888, dated 23/11/1423 H.)

7. Dismissal.

Article 90

The disciplinary action shall not have an impact on any other lawsuits, which might arise from the same act.

Article 91

The University Rector may warn, verbally or in writing, the staff member and the like, who violates her/his duties, and the Rector maintains the right to impose both the written censure and reprimand penalties on the staff member after written investigation and hearings in defense are conducted. The University Rector resolution in this case shall be conclusive and founded on causes. Deans shall report to the University Rector the observations of the Departments Chairpersons on any misconduct or breach on the part of the staff member and the like. Service Termination.

Article 92

The staff member's service may be terminated for any of the following reasons:

1. Resignation.
2. Request for early retirement.
3. Position termination.
4. Health disability.
5. Unaccounted absence or failure to apply transfer resolution.
6. Dismissal for disciplinary reason.
7. Dismissal upon a Royal or Ministerial Council Decree.

Article 93

The staff member and the like who reaches the age of 60 according to the Hijri calendar, shall be retired pursuant to a resolution by the University Rector. The service of that member, however, may be extended until the end of the academic year if s/he reaches the age of 60 during the academic year. The Higher Education Council may, upon the University Rector recommendation, extend the service of a 60-year-old member until s/he is sixty-five.

Article 94

If a staff member and the equivalent become unable to perform her/his duties due to health conditions, the University Rector shall report his case to the University Council to consider whether to terminate her/his services.

Article 95

The University Council shall, upon the Scientific Council and the Department and College Councils recommendations, consider accepting the resignation or retirement on early pension requests submitted by a staff member and the like. Rules for Recruiting Part-time Professors.

Article 96

The University may recruit part-time Professors, provided that they are former staff members or eminent scientists in the required specialization. Those Professors shall not be assigned any administrative activity.

Article 97

Part-time professors shall be recruited within a maximum time of two years, renewable upon the University Rector resolution, the University Council approval, and the Scientific Council and College and Department Councils recommendations.

Article 98

The part-time Professor shall be granted a remuneration that equals the basic salary s/he received for her/his last academic post. However, if s/he is not a staff member, the University Council shall define the amount of remuneration on the basis of the scientific Council and College and Department Councils recommendations, provided that it does not exceed the basic salary of the Assistant Professor.

Article 99

The part-time Professor, in accordance with the provisions of Article (96) herein, shall perform the same duties of the staff member. Regulations retaining to extra teaching hours shall also apply to the part-time Professor by virtue of the provisions of Article (51) herein.

Article 100

If the part-time Professor violates any of her/his duties, s/he shall be subject to staff members disciplinary provisions as herein stipulated. Rules for Encouraging Distinguished Saudis from Outside the University to Teach at its Colleges and Institutes

Article 101

Non-staff members who are recruited by the University to teach approved teaching hours shall be entitled to remunerations as follows:

1. Ministers, deputy ministers, and high rank posts shall receive a thousand Riyals (SR 1000)
2. Staff members from other universities shall receive the following: a. Professor (SR 400) b. Associate Professor (SR 350) c. Assistant Professor (SR 300)
3. Employees on ladder ranks: a. Ranks (14) and (15) (SR 400) b. Rank (13) (SR 350)
c. Rank (12) (SR 300) d. Ranks (9, 10 and 11) (SR 250)
4. Ladder Educational ranks a. Rank (6) (SR 250) b. Rank (5) (SR 200) c. Rank (4) (SR 150)
5. Military Individuals a. General (SR 1000) b. Major General and Lieutenant General (SR 400) c. Brigadier General and Colonel (SR 350) d. Lieutenant Colonel and Captain (SR 300) e. First Lieutenant and Lieutenant (SR 250)
6. Retired individuals: in accordance with their academic degrees, employment or military ranks before retirement

7. Un-employed individuals:

Distinguished Saudis from posts or ranks other than those in the aforementioned paragraphs may, upon the University Council approval, be recruited to teach in the University colleges, institutes, and centers, provided that their salaries do not exceed the basic salary of the rank of Assistant Professor.

Article 102

In addition to the salary stipulated in Article (101), the recruited staff member, or any other, from outside the University or outside any branch thereto, shall be entitled to a two-way air ticket and a deputation allowance equal to that received by her/his equivalents. The University shall also pay for the housing, transportation and other expenses during the period of her/his recruitment.

General Provisions

Article 103

Universities Councils shall lay down the applied rules and procedures in compliance with the herein Statutes and Regulations.

Article 104

Any issue not stated in any of the provisions of the herein Rules and Regulations may be subject to the Statutes of the Higher Education Council, its implementing regulations and resolutions effective in the Kingdom.

Article 105

The Education Council is entitled to interpret the herein Statutes and Regulations

Article 106

The herein Statutes and Regulations take effect after six months of approval. Salary Scale for University staff members, lecturers, and teacher assistants Including the 15% raise endorsed by the Royal Decree No. a/227, dated 16/7/1426 H. and taking effect on 1/9/1426 H. Post Grades Annual Raise 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Teacher Assistant 5780 6410 6500 6860 7220 7580 7940 8300 8660 9020 9380 9740 10100 10460 10820 360 Lecturer 7620 8060 8500 8940 9380 9820 10260 10700 11140 11580 12020 12460 12900 13340 13780 440 Assistant Professor 11100 11595 12090

12585 13080 13575 14070 14565 15060 15555 16050 16545 17040 17535 18030 495 Associate Professor 13980 14555 15130 15705 16280 16855 17430 18005 18580 19155 19730 20305

20880 11455 22030 575 Professor 16015 16650 17285 17920 18555 19190 19825 20460 21095
21730 22365 23000 23635 24270 24905 635

Appendix Exception to Paragraph (2) of Article (4) of the Regulations for Saudi Universities Staff Members Resolution No. (3/21/1422 H) issued by the Education Council in its (Twenty First) Session held on 28/2/1422 H. states the following: “Approval of exceptional appointment of the graduates of certain medical specializations who obtained a (good) grade for the post of “demonstrator”, as defined by the University Council, provided that those are not to be raised to posts that require (very-good) as an appointment condition. The exception duration shall be five (5) years; however, the resolution shall be re-presented to the Council for evaluation two (2) years from the date of application. “The resolution was endorsed by Royal Approval No. 8/363, dated 2/4/1422 H. Also the Resolution No. (9/32/1424 H) issued by the Higher Education Council in its (Thirty Second) Session held on 26/11/1424 H. states the following: “To maintain application of the Council’s Resolution No. (3/21/1422 H) which dictates the exceptional appointment of graduates of certain medical specializations who obtained a (good) grade for the post of “demonstrator”, as stipulated in the indicated resolution "The resolution was endorsed by the Royal Approval No. (7/b/1551) dated 18/1/1425 H. The Education Council Resolution No. (10/44/1427H) adopted in its (Forty Four) Session, held on 21/10/1427 H also stated: “Approval to extend the duration of exceptional appointment of graduates of certain medical specializations who obtained a (good) grade for the post of “demonstrator” to five more years as stipulated by Resolution No. (3/21/1422 H) dated 25/2/1422 H. The Resolution was endorsed by the Royal Approval No. (m/b/1086) dated (26/1/1428 H).

University Employment Regulations for Non-Saudi Citizens

As issued according to Higher Education Council resolution 3/4/1417 on its fourth session dated 7/2/1417, and approved by HRH the Custodian of the Two Holy Mosques in his capacity as head of the Higher Education Council by telegram number 7/B/16785 dated 4/11/1417.

The Text of Higher Education Council Resolution Number

3/4/1417

In accordance with the provisions of paragraph 7 of article 15 of the Regulations of the Higher Education Council, the Council hereby decrees that issuing labor regulations concerning individuals employed by universities, including Saudi citizens and contract employees, which also includes faculty members, falls within the authority of the Higher Education Council. This includes their salaries, bonuses, and allowances as approved by the Ministry of Higher Education, the Ministry of Finance, and the Civil Service Bureau.

After viewing the memorandum issued by the Secretariat General of the Higher Education Council and the draft of the regulations of hiring non-Saudi citizens at universities appended hereto, the Council has made the following resolutions:

Defined Terms and Definitions

Article 1

The defined terms on this list have the following definitions:

1. Contract Employee: non-Saudi citizens working at universities under contract in accordance with the regulations.

2. Country of Citizenship: the country of which the Contract

Employee is a citizen. If the Contract Employee resided in a country other than his/her Country of Citizenship for a period exceeding two years, the country of residence at the time of the contract may be considered the Country of Citizenship of the employee.

3. Year: 12 Hijri months unless otherwise specified by the text.

4. Month: 30 days unless otherwise specified by the text.
5. Personal Contract: the employee is not on external assignment by his/her university or another institution.

Article 2

The provisions of the regulations shall apply to the following categories:

1. Faculty, lecturers, language instructors, and teaching assistants.
2. Individuals holding other academic positions, including researchers, assistant researchers, and technicians with undergraduate and postgraduate degrees who have been employed to fill researcher, assistant researcher or technician positions of the 6th degree upwards and whose duties are directly related to teaching. The University Council is authorized to override this condition in exceptional cases.
3. Doctors and other medical professionals.
4. Engineers.
5. Individuals in specialized fields.
6. Administrative staff.
7. Technical and vocational assistants.
8. Teachers at schools and non-university institutes.

Article 3

The contract shall be drafted in accordance with the form appended hereto (Appendix 2). The university may add further items to the contract as necessary to serve public interest, provided there is lack of conflict with the regulations.

Employment

Article 4

Employment Conditions:

1. The availability of a vacant position which has received budgetary approval or the availability of a budget for a fixed-salary position.
2. The unavailability of a Saudi citizen to fill the position.
3. The availability of a description of the duties and responsibilities of the position, including the minimum requirements for the individual to fill the position.

Article 5

The Contract Employee shall fulfill the following conditions:

1. The Contract Employee shall not be less than 20 years of age and not more than 60 years of age on the Gregorian calendar. The University Council may extend the contract of the Contract Employee for a maximum of 10 years for professors and associate professor and for a maximum of 5 years for assistant professors if recommended by the Department Council and the Faculty Council. The University Council may extend the contract of the Contract Employee for 3 years for other staff if recommended by their institution of employment.

2. The Contract Employee shall be physically fit according to a recent medical certificate released by a medical institution recognized by the university.
3. The Contract Employee shall follow the rules of good conduct.
4. The Contract Employee shall possess the requirements set for the position.
5. The Contract Employee shall not be under contract with any other institution within the Kingdom of Saudi Arabia.
6. The Contract Employee shall be fully committed to his/her duties at the university.

Article 6

The contract period shall be one full Year (or more or less), renewable for the same period of time or for a duration decided upon by the university.

Article 7

The contract commences on the day on which the Contract Employee departs from his/her Country of Citizenship to the location of his/her job in the Kingdom of Saudi Arabia by the shortest route. The period of time between departure and reporting to assume duties shall not exceed 3 days or precede the date of assumption of duties set by the university or the date on which the Contract Employee assumed his/her duties in accordance with the instructions issued by the university if the Contract Employee resides in the country in which the position is located and where he/she has signed the contract.

Salaries and Bonuses

Article 8

1. Salaries are determined in accordance to the charts in Appendix 1, appended hereto, after the determination of the appropriate e chart for the position in which the Contract Employee is being employed. The instructions in the charts shall be considered an integral part thereof. The university may specify a lower salary than the salary specified in the chart is agreed to by both parties.

2. Following the university approval of the promotion of a faculty member to a higher academic rank by an institution outside of the university, the faculty member may receive the lower end of the pay scale for his/her new rank at the renewal of his/her contract. If his/her salary prior to the promotion is higher than or equal to the lower end of the pay scale of his/her new rank, he/she receives a salary immediately above his/her previous salary on the pay scale.

He/she then receives a contract renewal bonus based on the salary received upon promotion.

3. Individuals holding positions other than faculty, lecturers, and teaching assistants may be transferred to a higher rank within the same job category at contract renewal if he/she meets the requirements.

4. The University Council may grant the Contract Employee a rank bonus biannually with a recommendation from his/her supervisor when the Contract Employee reaches the top end of the pay scale.

Article 9

1. The University Council may increase the salaries determined in accordance with the pay scale by no more than 50% of the salary in the case of employees hired from Europe and America, or any other developed countries, as specified by the University Council.
2. The University Council may hire faculty members, individuals holding similar positions, or medical doctors working in rare specialties, or individuals of excellent scientific reputation, experience, skills, or excellent credentials earned at a top-tier university at a salary bonus not exceeding 100% of their salary. The University President may coordinate with the Head of the Civic Service Bureau to apply this article on other job categories.
3. Individuals who have proven experience and excellent scientific reputation may be hired in faculty position without fulfilling the academic requirements specified by the employment regulations is approved by the University Council based on a recommendation made by the Scientific Council.

Article 10

1. A Contract Employee hired as a faculty member, language instructor, lecturer, or teaching assistant, who previously held a position in university instruction after earning his/her degree and/or academic rank is eligible for an annual bonus in accordance with the pay scale chart in Appendix 1, appended hereto.
2. For employment purposes, years of non-academic experience earned by faculty members, language instructors, lecturers, and teaching assistants may be considered if they are in the same area of expertise and if they started after attaining the degree based on which the Contract Employee was hired. In such cases, two years of non-academic experience count as one year of academic experience.
3. At the time of employment, years of experience for non-academic staff (individuals applying for positions other than faculty, lecturers, language instructors, and teaching assistants) are counted starting from the date of the attainment of the latest degree. Specialization courses taken after the attainment of the degree are counted for their full duration as part of the overall years of experience. The degree and years of experience must be attained at a recognized institution.

Article 11

A maximum of 5 years of experience at the time of hiring are counted for individuals belonging to the categories specified in Article 2. The University Council may override this requirement in exceptional situations up to a maximum of 15 years of experience.

Article 12

Contract Employees with a graduate degree related to his/her field of employment is eligible for an annual bonus for each year spent in graduate studies beyond the degree required for the position. The bonuses shall not exceed two for the period between the bachelor's degree and the master's degree, three bonuses for the period between the master's degree and the doctorate, and five bonuses for the period between the bachelor's degree and the doctorate. The bonus is calculated in accordance with the corresponding salary category on the salary chart in Appendix 1, appended hereto.

Article 13

The Contract Employee is eligible for an annual bonus of a maximum of 5% of his/her salary and not exceeding the limits specified in the salary chart for each category. For the purpose of the calculation of the annual bonus, a Contract Employee whose contract extends over the duration of the academic year and who has spent 10 and a half months of his/her previous contract period as an employee at the university is eligible for the annual bonus.

Article 14

The salary of the Contract Employee may not be suspended except under the orders of the relevant institution or department. The University President may deduct any amount owed to the state from money received by the Contract Employee from the university without any additional procedures. With the exception of alimony, the deducted amount may not exceed one third of the salary. If the Contract Employee has more than one debt, alimony is prioritized over state debt.

Required Working Hours

Article 15

1. Faculty, lecturers, teaching assistants, and language instructors are required to complete 40 hours of work on a weekly basis. The working hours are dedicated to teaching, research, academic advising, and administrative and academic duties dictated by the relevant university authorities.
2. Other university staff are required to complete 48 hours of work on a weekly basis. The working hours are dedicated to teaching, research, and training duties, in addition to other duties dictated by the relevant university authorities. The working hours completed by Contract Employees working at hospitals may not exceed 55 hours a week. The university may specify the beginning and end of or divide the daily working hours to serve its best interest.
3. Contract faculty and individuals holding similar positions have the same rights and duties as Saudi faculty in terms of working hours and overtime.

Allowances and Compensations

Article 16

1

The university board may grant faculty members working in their field of specialty a maximum of 30% of their basic salary as scarce skills allowance. Fields that deserve a scarce skills allowance and the percentage of the allowance are to be decided by the university board. Faculty members may not receive a scarce skills allowance simultaneously with the allowances stated in paragraphs 1 and 2 of Article 9.

2

Physicians and dentists performing academic duties as faculty members, lecturers, teaching assistants and research assistants at hospitals may be granted 80% of their basic salary as hospital allowance in return for the extra workload required of them according to regulations when applicable. Faculty members may not receive a scarce skills allowance and hospital allowance simultaneously.

Pharmacists and medical technicians performing academic duties as faculty members, lecturers, teaching assistants and research assistants at hospitals may be granted 50% of their basic salary as hospital allowance in return for the extra workload required of them according to regulations when applicable. Faculty members may not receive a scarce skills allowance and hospital allowance simultaneously.

Article 17

The university shall provide the employee and his/her family and dependents (brought to the Kingdom as residents) with a maximum of four airplane tickets, including the employee's ticket. Airplane tickets are to be provided whether family members travel with the employee or individually according to the following guidelines:

- (1) The employee shall receive one-way airplane tickets from his or her country to the Kingdom at the beginning of employment. This is inapplicable in the case of Kingdom residents.
- (2) The employee shall receive annual two-way airplane tickets to his/her country for the duration of his/her contract at the time of regular breaks. This is also applicable to employees recruited from within the Kingdom who have been employed by the university for more than two years.
- (3) The employee shall receive a one-way repatriation ticket at the end of his/her contract. This is not applicable to employees recruited from within the Kingdom who have been employed by the university for less than two years, and employees whose sponsorship was transferred to a different institution inside the Kingdom according to the relevant regulations.

Article 18

The term “family” refers to:

- (1) The employee’s spouse or Mahram.
- (2) Legal dependents, including:
 - (a) Sons under the age of eighteen.
 - (b) Unmarried daughters.
 - (c) Parents.
 - (d) Underage siblings.
 - (e) Unmarried sisters.

This is only applicable when approved by immigration authorities according to the relevant regulations.

Article 19

1

In case of a female employee or her Mahram being employed by the university at the same time of the other being employed by another governmental institution, airplane tickets shall be provided by the institution providing the accommodation allowance.

2

The accompanying party shall not receive repatriation tickets if the university transfers his/her sponsorship to a non- governmental institution.

Article 20

Air travel shall be via the shortest route on Saudi Arabian Airlines if available. The university shall provide the employee with airplane tickets. In exceptional cases, the university may allow the employee to buy the airplane tickets and reimburse the paid amount.

Employees not wishing to use their airplane tickets may be reimbursed by the university for half of their monetary value.

Article 21

1

Professors shall receive First-class airplane tickets. Other employees shall receive economy tickets.

2

The employee can exchange homebound airplane tickets for tickets to any other country. The university shall not incur any additional fees. This is subject to the rules and regulations of Saudi Arabian Airlines.

Article 22

In the event of the employee's wish to take his/her annual vacation over two separate periods of time according to Article 33 of the Rules and Regulations, the university shall only provide airplane tickets for the last period. In the case of the university giving the employee his/her annual vacation over two separate periods of time for reasons related to work responsibilities, the university shall grant the employee two separate single tickets.

Article 23

In the event of domestic or international travel for work purposes, the employee shall receive economy tickets on Saudi Arabian Airlines when available. The university may permit the employee to travel by land at his/her own expense, provided that it shall not affect his/her arrival at the workplace on time; the employee shall be reimbursed for the monetary value of an economy airplane ticket when possible. In the case of travel to a destination not being connected to the employee's original workplace by aviation routes, the employee shall travel by land at the expense of the university. The university may permit the employee to travel at his/her own expense and shall reimburse him/her for the monetary value of public transportation ticket.

Article 24

The university shall provide the employee with accommodation or annual accommodation allowance according to Addendum 1 of the Salary Chart. The accommodation allowance may be received in advance at the beginning of employment and thereafter at the beginning of each contractual year. Employees whose first contractual year does not cover a full academic year shall receive a prorated housing allowance. In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest housing allowance is eligible for such allowance. The same rule applies to employees whose spouse is employed by another governmental or non-governmental institution. Female employees married to Saudi citizens residing in the Kingdom are not eligible for a housing allowance.

Article 25

1

In the event of the university not providing furnished accommodation, newly appointed faculty members receive 50% of their housing allowance as a one-time furnishing allowance. Faculty members previously employed by a Saudi governmental institution are only eligible for a furnishing allowance if their previous employment was terminated at least two years prior to their appointment at the university.

2

In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest furnishing allowance is eligible for such allowance.

3

In the event of the employee's spouse holding a job at the university or elsewhere in the Kingdom, the employee is not eligible for a furnishing allowance.

4

In the event of the employee or the employee's spouse holding a job in the Kingdom prior to their appointment at the university; the employee is not eligible for a furnishing allowance unless the date of their departure from the Kingdom is at least two years prior to their appointment at the university.

5

In the event of the employee's contract not covering a full year, the employee receives a prorated furnishing allowance. The remaining amount of the allowance is received at contract renewal, provided that the new contract and the initial contract cover at least one full year.

Article 26

The employee receives a monthly transportation allowance according to the Salary Chart. The university may also provide transportation in lieu of the transportation allowance. Employees residing on- or in close proximity to campus are not eligible for a transportation allowance.

Article 27

1

In the event of an employee being sent on official business outside of the workplace within the Kingdom, he/she receives a daily allowance according to the following guidelines:

- (a) SR 450 for employees whose salary exceeds SR 7000.
- (b) SR 300 for employees whose salary ranges between SR 4500-7000.
- (c) SR 255 for employees whose salary ranges between SR 2700-4500.

(d) SR 160 for employees whose salary is less than SR 2700. The allowance may be increased by 50% if the employee is sent on official business outside the Kingdom, in which case the employee also receives 1/30 of his/her monthly transportation allowance as additional transportation allowance.

2

The Dean may grant a faculty member permission to attend a conference or seminar based on a recommendation made by the Department Board and College Board, in which case the university incurs no expenses.

Article 28

If a staff member, for any job purpose, is transferred to work in another town inside the Kingdom, he/she will then be entitled to a relocation allowance of about SR 4,000. If the relocation is from the Kingdom to abroad or the reverse, or from one foreign destination to another, he/she shall be entitled to an allowance of SR 5,000 besides the air tickets as mentioned in the Articles 17 to 22. However, for a non-faculty member, the amount payable in both cases is SR 3,000, in addition to the airline tickets. If the transfer is for two Contract Employees, with one being the Mahram of the other, only one allowance is payable; that of the higher scale. This allowance is paid only once per fiscal year.

Article 29

Upon completion of two years' service at the university, the Contract Employee is entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service. So, if a faculty member, a lecturer, a demonstrator, or a technician completes five years of service, he/she can be entitled to a service award: a month salary for each year of service, up to a maximum of SR 100,000 or what he/she actually deserves according to the previous chart. The reward is given at the termination of service and should be given depending on the last salary the Contract Employee used to get. This payment should be granted only for the complete number of years worked and upon a total of uninterrupted period of service. All other categories of Contract Employees and after completing five years of service, are entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service up to a maximum of SR 50,000 or what he/she actually deserves according to the previous chart.

A Contract Employee's service period of 22 months is considered equivalent to two years and a period of 58 months is considered equivalent to five years. The gratuity may be increased by up to 100% on the recommendation of the College Faculty Board or any other specialized board. It should be also endorsed by the University Council and approved by the Supreme Higher Education Council up to the maximum amounts stipulated in this article.

Article 30

The Contract Employee and his/her family members can benefit from the public Health Services available inside the Kingdom all along the duration of the contract. However, the Supreme University Council may, in exceptional circumstances, take other decisions.

Article 31

The University can in some cases pay the educational costs of the Contract Employee's children, excluding transportation, starting from the primary education to the completion of the secondary education stage on the following conditions:

1. The child has not been accepted by a government school.
2. The age of the child is no less than six years and no older than eighteen years.
3. The child is attending school inside the Kingdom. However, the university is not responsible for providing funds for children's education outside the Kingdom.
4. The total cost concerns no more than four children and shouldn't exceed SR 25,000 per school year. The University Council will at its discretion determines the payable amount for each child as it considers convenient.

Vacations

Article 32

In addition to the official end of the week holidays and Aid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of the leave. All other categories are entitled to 45 days. However, for the Contract Employees who have worked for less than one year, the leave is proportional to the period worked. The new Contract Employee whose contract starts within one month of the usual university start date deserves complete vacation. The University Council can, however, modify the period of annual vacation according to the academic calendar requirements. Vacation may be shorter than the prescribed period and will then be subject to a written agreement between the two sides. The university has the right to determine the start and end of vacation periods. Yet for the secondment period, exceptional leave and absence are not counted in the entitled vacation.

Article 33

In cases of necessity, and upon the request of the Contract Employee, his/her department recommendation and the University President approval, the Contract Employee's vacation may be split into two periods at most, provided that neither period is less than one third of the due vacation and that the Contract Employee enjoys one of the two periods within the academic year of his/her vacation entitlement.

Article 34

1. In order to meet work exigencies or upon the Contract Employee's request, the President of the university may postpone the Contract Employee's annual vacation or part of it by no more than six months from the start of the Contract Employee's first year of contract.
2. The President of the university may shift the weekly off-days (the week-ends) to meet work requirements.
3. The President of the university may cancel the entire Contract Employee's Vacation or part of it with an agreement from the part of the Contract Employee except in cases of extreme urgency. Compensation for the cancelled leave will be provided and shall be based upon the Contract Employee's salary in the year in which he/she deserved the leave. If the Contract Employee's whole vacation period is cancelled, he/she is not entitled to an airline ticket.
4. The President of the university may cancel the Contract Employee's Aid Fitr and/or Aid-Adha holidays according to work requirements, with the Contract Employee's agreement except in cases of emergency and the recompense will be based on the Contract Employee's salary.

Article 35

The Contract Employee may be granted an emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The Contract Employee is not entitled to a ticket when taking an emergency leave.

Article 36

Contract Employees holding faculty positions and other similar positions may be granted unpaid exceptional leave for a period that may not exceed one semester at the discretion of the university. The Contract Employee shall remain in service and the duration of the exceptional leave shall not be subject to any of the stipulated privileges in the contract.

Article 37

A Contract Employee whose health condition prevents him/her from performing his/her work duties shall receive one-month medical leave, extendible to two months with half salary. The Contract Employee is not eligible for medical leave if the injury or illness occurred during his/her presence overseas on vacation. The medical leave expires by the end of the fiscal year during which it was granted.

If the illness or injury is caused by work, the Contract Employee is eligible for double the medical leave. Reporting the Contract Employee's medical condition and calculating the duration of medical leave for which he/she is eligible is performed according to the same regulations applicable to Saudi employees.

Article 38

The Contract Employee is eligible for fully paid maternity leave for 45 days. In the event of the death of the husband of the Contract Employee, she is eligible for fully paid leave for the duration of the waiting period for Muslim Contract Employee, and one month leave for non-Muslim Contract Employees.

Article 39

The Contract Employee has the right to combine more than one leave for which he/she is eligible over the course of one contractual year when and if he/she is eligible.

Assignments, Secondment, and Transfers**Article 40**

The University Council reserves the right to approve the Contract Employee's assignments or secondment for a period not exceeding 6 months in accordance with the rules set by the Council. In cases of assignments and secondment, the institution to which the Contract Employee is assigned or seconded bears responsibility for his/her financial benefits. The Contract Employee remains in service and is not eligible for a severance package at the conclusion of the assignment or secondment period.

Article 41

The university may transfer the Contract Employee to another position within the university or approve his/her transfer outside the university under the following conditions:

1. No qualified Saudis are available for the job to which he/she is transferred.
2. The Contract Employee must meet the minimum requirements of the job to which he/she is transferred
3. The Contract Employee and the institution to which he/she is transferred must approve the transfer. If the transfer commences prior to the end of the contract period, he/she shall be treated according to the current contract, and his/her position may be modified at the end of the contract period or to the current contractual year if the contract period exceeds one year.

Article 42

If the Contract Employee is transferred to the university from another government institution, he/she shall be treated as follows:

1. The contract shall extend over vacations and the entire service period. The service period will be counted towards the Contract Employee's years of experience for faculty members and individuals holding similar posts according to Article (10) of these regulations.
2. The severance package for his/her previous job follows the contract from the previous employer. Employment at the university falls under this list of regulations.

Duties and Responsibilities

Article 43

The Contract Employee must abide by the duties and responsibilities designated by the university regulations. In matters not stipulated in this regulation list, the Contract Employee must follow the rules stipulated by the Civil Service System and its executive rules.

Article 44

In cases of professional errors committed while employed at the university, the Contract Employee is subject to the same disciplinary provisions and regulations as Saudi employees.

Article 45

The Contract Employee must abide by the rules and regulations of the Kingdom. The Contract Employee and his/her family must respect The Kingdom's traditions and not compromise religion or interfere with politics.

**Article
46**

The University reserves the right to terminate the contract if the Contract Employee does not commence his/her duties within fifteen days of the date specified by the university at the beginning of the contract period.

**Article
47**

The contract shall be renewed automatically unless one party notifies the other party in writing of the wish to terminate the contract no less than two months prior to contract expiry.

**Article
48**

The contract may be terminated prior to its expiry in the following cases:

1. The Contract Employee obtains Saudi citizenship.
2. Acceptance of resignation.
3. Insistence on the resignation in spite of the university rejection.
4. Absence from work for more than fifteen continuous days or thirty separate days without a valid excuse accepted by the university when the university decides to terminate the contract for this reason. In this case, the Contract Employee is considered to have resigned.
- 5- Cancellation of the position.
- 6- Permanent disability/incapacity for work
- 7- Incompetence
- 8- Low performance ratings.
- 9- Disciplinary termination from of the University.
- 10- Requirements of public interest.
- 11- If the Contract Employee is convicted of a felony or sentenced to a Sharia-prescribed penalty.
- 12- Death

13- If the period of the Contract Employee's illness exceeds the allowed period for sick leave stipulated by Article (37). In this case, the Contract Employee is eligible for repatriation tickets and his/her previously paid allowances shall not be prorated.

Article 49

1- If the Contract Employee's service ends according to paragraphs (3,4,9,11) of Article 48, it results in the following:

- a. The Contract Employee is no longer eligible for repatriation tickets for him/her and his/her family, severance package, holidays or compensation. The University President may grant repatriation tickets in exceptional cases.
 - b. The housing allowance paid to the Contract Employee shall be prorated for the remaining period of the contract if it is equal to or exceeds six months. The same can be applicable to the furniture allowance if the termination takes place at least 6 months prior to the end of the first contractual year.
 - c. The Contract Employee reimburses the university for the amount of two months' salary if his/her service is terminated in accordance with paragraphs 3 and 4 of Article (48).
- 2- Paragraph 1-b of this Article is applied to the Contract Employee whose service ends in accordance with paragraph (2) of Article (48).
- 3- If the contract is terminated in accordance with Paragraph (1) of Article (48), the Contract Employee is no longer eligible for repatriation tickets for him/her and his/her family.

Article 50

The University Council may, in exceptional cases, exempt the Contract Employee from some or all of the expenses resulting from his/her termination of the contract according to the provisions of Article (48).

Article 51

1- The Contract Employee whose contract is terminated due to the cancellation of the position or the requirements of public interest is given a compensation equivalent to two months' salary.

2- In case of death or disability (permanent or temporary) which prevents the Contract Employee from performing the duties of his/her job, or temporary or permanent disability that doesn't prevent him/her from performing the duties of his/her job, the Contract Employee is subject to the provisions of the Civil Service System and its executive regulations on the condition that the injury must have occurred because of work.

Article 52

In case of the Contract Employee's death, the university pays all the necessary repatriation expenses for him/her and his/her family. In case of the death of one of the Contract Employee's family members, the university pays for the decedent's repatriation and a return ticket for the accompanying family member.

Article 53

1- Based on the provisions mentioned in Article (5), the university can hire individuals previously employed by other institutions in the Kingdom subject to the approval of the previous employer. This is only applicable if the Contract Employer is no longer employed by the previous employer due to contract expiry, resignation, or position cancellation. The performance evaluation grade for the last year spent with the previous employer must be no less than Very Good.

2- The university shall not hire individuals previously employed at other institutions in the Kingdom in the following cases:

A. Individuals whose employment was terminated due to absence from work. These individuals may only be hired no less than two years following the date of job termination.

B. Individuals whose contracts were terminated due to incompetence.

C. Individuals whose employment was terminated to serve public interest unless approved by the institutions which terminated his/her employment.

D. Individuals whose employment was terminated because of disciplinary action from the Trial Council, individuals who were convicted of a felony, or individuals whose employment was terminated in accordance with paragraph (11) of Article (48).

General Provisions

Article 54

The Rules, Regulations, and appendices complement the terms of the employment contract referenced in Article (3).

Article 55

1. The provisions of these Rules and Regulations shall be applicable immediately upon issuance. Existing contracts shall be subject to the Rules and Regulations upon contract renewal.
2. The Rules and Regulations render all conflicting provisions null and void, taking into account all rights acquired by Contract Employees in accordance with previous Rules and Regulations.

Article 56

Any dispute arising between the parties due to the implementation of the contract in accordance with these regulations which cannot be resolved amicably falls under the jurisdiction of the relevant judicial authority in the Kingdom. Decision made by the authority shall be final and binding to the parties.

Article 57

The University Council and University President are authorized to delegate some of their duties as mentioned in the Rules and Regulations.

Article 58

The University Council may set executive regulations in accordance with the Rules and Regulations.

Article 59

All matters not specifically stipulated by the Rules and Regulations are subject to system of the Higher Education Council and its executive regulations, as well as the systems, decrees, and decisions approved by the Kingdom.

Article 60

The Council of Education has the right to interpret the Rules and Regulations.

Appendix (1) Table (1)

Faculty Members, Lecturers, Language Instructors and Teaching Assistants

Job	Basic Monthly salary	Annual experience raise	Maximum monthly salary	Transportation Allowance	Annual Housing Allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9300	600	25000
Language Instructor	4080	350	6880	500	17000
Lecturer	3400	350	6550	500	18000
Teacher Assistant	2700	300	5400	500	14000

Hiring Conditions:

- **Assistant Professor:**

The incumbent must hold a PhD or equivalent degree, or must have earned the academic title at a university recognized by the hiring university.

- **Associate Professor:**

The incumbent must have earned the academic title at a university recognized by the hiring university.

- **Professor:**

The incumbent must have earned the academic title at a university recognized by the hiring university.

- **Lecturer:**

The incumbent must hold a minimum of an MA or its equivalent as recognized by the hiring university. He/she shall receive the minimum in his/her pay rank except in the following cases:

A- Lecturers in Engineering, Pharmacy, and Applied Medical Science shall receive the second rank on the pay scale.

B- Lecturers in Clinical Pharmacy shall receive the third rank on the pay scale.

C- Lecturers at Medical School and Dentistry shall receive the fourth rank on the pay scale.

Language Instructor:

In order to teach a foreign language at the university, the incumbent must possess any of the following requirements:

1. The incumbent must hold a minimum of a BA in the language being taught with a graduation grade of no less than "Good". He/she must hold a foreign language teaching diploma and must have no less than one year of experience in teaching the language, preferably to Arab students.
2. The incumbent must hold a minimum of a BA in the language being taught with a graduation grade of no less than "Good". He/she must have no less than three years of experience in teaching the language, preferably to Arab students.

Teaching Assistants:

Teaching Assistants receive the minimum salary on their pay scale with the following exceptions:

A- TAs in Engineering, Pharmacy, and Applied Medical Science shall receive the second rank on the pay scale.

B- TAs in Clinical Pharmacy shall receive the third rank on the pay scale.

C- TAs at Medical School and Dentistry shall receive the fourth rank on the pay scale.

The incumbent must hold a minimum of a BA with a graduation grade of no less than "Very Good".

**Table No (2)
Researchers, their Assistants and Technicians**

Grade	Basic monthly salary	Annual experience raise	Maximum monthly salary	Travel Allowance	Annual Housing Allowance
First	4,855	350	7,305	500	20,000
Second	3,955	300	6,955	500	15,000
Third	2,700	250	6,450	400	14,000

Appointment is made according to the following conditions:

First Grade: PhD in the specialty or its equivalent with a minimum of three years studying period after the BA degree.

Second Grade: Master Degree in the specialty or its equivalent.

Third Grade: BA in the specialty or its equivalent.

They are appointed on the basic monthly salary except the following: graduates of the College of Engineering, Pharmacy or Applied Medical Sciences. These are appointed on the second grade of the monthly salary. Whereas graduates of Clinical Pharmacy are appointed on the third grade of the monthly salary and graduates of Medicine or Dentistry are appointed on the fourth grade. Those who are appointed as researchers, assistant researchers or technicians should have the Bachelor Degree (or equivalent) with a minimum grade of Very Good. The University Council can, at its discretion, accept a grade of Good.

Doctors' Salaries Chart

Qualifications	Basic Monthly salary	Experience Allowance	Transference Allowance	Maximum monthly salary	Annual Housing Allowance
BA in Medicine	4000	200	400	7000	Three Months salary not to exceed 25000 SR
BA in Medicine + no less than one year Diploma	4300	220	400	7600	
MA in Medicine or equivalent (two year duration of study after a BA degree)	4600	250	400	8350	
PHD in Medicine or equivalent (three year duration of study after a BA degree)	5500	300	500	10000	

Instructions Regarding Physicians' Charts

It is highly recommended to consider the following when estimating salaries according to this chart:

1. Regarding dentistry, the bachelor degree duration of study must be 5 or 6 studying years (one of which is a preparatory year and the rest are educational years).
2. What defines the physician's salary is the experience that takes place in recognized governmental or private hospitals. However, the excellence year alongside any other experience years that take place in small clinics or unrecognized hospitals are not accepted.

3. A doctor is entitled to a fully-paid salary provided that he/she is committed to working in a governmental sector; plus a minimum of three extra working hours per day.
4. A doctor must have a minimum of two years' experience in his/her field of specialism except for some cases in which this condition does not apply.
5. Doctors who work as professors or assistant professors and who have experience as teaching staff members are to be paid two months salary at the end of each year as lump sum.
6. A forensic doctor is treated as same as a physician.

Engineer s' Salaries

Qualifications	Basic Monthly Salary	Experience Allowance	Maximum Monthly Salary	Transference Allowance	Annual Housing Allowance
BA in Engineering	2900	130	4850	350	Three month salaries (not less than 800 SR and not more than 15000 SR
MA in Engineering	3400	150	5650	400	
PHD in Engineering	4100	300	8600	400	

Instructions Regarding Engineers' Salaries

1. Members who are nominated as engineers (such as electrical engineers, architects... and the like) are treated according to the engineers' salary chart.
2. Experience that is taken into consideration when estimating salaries is the one gained in actual engineering projects and is certified by recognized governmental sectors or engineering committees.
3. Entitlement of salary is based on condition of employee's commitment to working in a governmental sector.
4. An engineer must have no less than two years' experience in his/her field of specialism except for some cases in which such a condition does not apply.

Table 5

Employment in Specialized Areas

Qualification	Basic Salary	Annual Experience Raise	Maximum Monthly Salary	Transportation Allowance	Annual Housing Allowance
BA	2,100	150	4,350	300 for those whose salary is less than 2,000	Three months' salary with a minimum of 8,000 and a maximum of 15,000SR
Master	2,900	150	5,150	350 for those whose salary is ranges between 2,000 to 3,000	
PhD	3,600	700	6,600	400 for those whose salary is above 3,500	

- 1- This table refers to specialized posts which include but are not limited to the following:
- a. General specialized posts - with the exception of physicians and engineers as outlined in the Categorization Guide.
 - b. Employment posts categorized with an employment grade of no less than sixth: organization specialist, organization and administrative researcher, planning specialist, research

specialist, budget specialist, budget researcher, computer analyst, programmer, statistic specialist, archaeological inspector, categorization specialist, examination specialist, library specialist, translator, accounting analyst, accountant, store specialist, social worker, social researcher, sport specialist, workforce specialist, journalist researcher, newscaster and news inspector, publication inspector, program inspector, director, executive, agricultural engineer, accounting reviewer, accounting auditor, accounting inspector, English newspaper editor, economy researcher, statistic researcher, case researcher, training researcher, financial auditor, history research specialist, psychology researcher, cultural researcher, manuscript researcher, document researcher, library researcher, agricultural insurance researcher, media researcher, forest specialist, IQ evaluator specialist, Islamic Studies specialist, nutritional characteristics specialist, chemistry laboratory specialist, trainer, news editor, nutrition specialist, statistical researcher, editor of English magazine, producer, and any other employment post the University Council President sees fit to include.

2- The qualification should be in the same post specialty with the exception of posts that generally have no specialty in universities.

Table No (6)

Employment in Administrative & Clerical Positions

Qualification	Basic Salary	Annual Experience Raise	Maximum Salary	Transportation Allowance	Annual Housing Allowance
Secondary School with experience in translation for no less than 3 years	1,600	80	2,800		
Secondary school with a diploma in a foreign language for no less than 1 year and capability to translate from Arabic to the foreign language and vice versa	1,800	90	3,150	300 SR for those whose salary is less than 2,000 SR 350 SR for those whose salary is between 2,000 and 3,500 SR	Three months' salary with a minimum of 8,000 and a maximum of 14,000 SR
Secondary school with a diploma in a foreign language for no less than 2 years and capability to	1,900	100	3,400	400 SR for those whose salary is above 4,000 SR	

translate from Arabic to the foreign language and vice versa					
Intermediate school diploma with the ability to type in Arabic	850	60	1,750		
Intermediate school diploma with the ability to type in Arabic & a foreign language	1,200	70	2,250		
Secondary school diploma with the ability to type in Arabic or a certificate in typing from a trade secondary school	1,200	70	2,250		
University Degree	1,400	60	2,300		
Secondary School Diploma	1,120	40	1,720		

Whoever is hired for a job in one of these categories, he/she must meet the conditions mentioned in the table above.

Table No (7)

Technical Assistants & Handicraftsmen Salaries

Qualification	Basic Salary	Annual Experience Raise	Transportation Allowance	Maximum Salary	Annual Housing Allowance
A one-year technical or handicraft diploma after primary school	900	60		1,800	
A two-year technical or handicraft diploma after the primary school	1,050	60	300 SR for those whose salaries are less than 2,000 SR	1,950	Three months' salary with a minimum of 8,000 and a maximum of 12,000 SR
A three-year technical or handicraft diploma after the primary school	1,275	60		2,175	
A four-year technical or	1,500	60		2,400	

handicraft diploma after the primary school				
Intermediate technical school	1,275	80		2,475
Intermediate technical school + technical or handicraft diploma for one year	1,475	80	350 SR for those whose salaries are between 2,000 and 3,500 SR	2,675
Intermediate technical school + technical diploma for two years	1,725	80		2,925
Intermediate technical school +	1,995	80		3,195

technical or handicraft diploma for three years				
Technical secondary school	1,725	100		3,225
Technical secondary school + technical or handicraft diploma for no less than one year	1,950	100	400 SR for those whose salaries are above 4,000 SR	3,450
Technical secondary school + technical or handicraft diploma for no less than	2,250	100		3,750

two years				
Technical secondary school + technical or handicraft diploma for no less than three years	2,550	100		4,050

Appointments are made in accordance with the conditions stated in the chart above, and in case a contract is made with one who doesn't have a scientific qualification it is allowed to consider the following:

- 1- Four years of experience will be equivalent to a primary school qualification.
- 2- For one who has a primary school qualification, four years of experience will be equivalent to an intermediate school qualification.

Table No (8)

General Education Table of Salaries

Qualification	Basic Salary	Annual Experience Raise	Maximum Salary	Transportation Allowance	Annual Housing Allowance
University Degree (Non-Educational)	1,930	85	3,205	300 SR for those whose salaries are less than 2,000 SR	Three months' salary with a minimum of 8,000 and a maximum of 14,000 SR
University Degree (Non-Educational) + Educational diploma of no less than one year	2,260		3,760	350 SR for those whose salaries are between 2,000 and 3,500 SR	
Master Degree (Non-Educational)	2,420		3,930		
University Degree in Education	2,180	100	3,680		

University Degree in Education + diploma in Education for no less than one year	2,530	100	4,020	400 SR for those whose salaries are above 4,000 SR
Master Degree in Education	2,850	100	4,650	
PhD in Education or other	4,100	100	6,350	