

DAU 4-17 Faculty Members Promotion Policy

Policy Code	Policy Name		
DAU 4-17	Faculty Members Promotion Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Faculty Members - Faculty Members Promotion Committee - Scientific Council	10/2023	10/2027	

1. Policy Purpose

This policy shows the rules and regulations for the faculty Members Promotion in DAU.

2. Policy Scope

This policy is applied to all DAU Faculty Members.

3. Policy Statement

DAU applies the MOE's By-laws based on MOE Council # 4/6/1417.

4. Policy Procedure

Article One: Based on MOE's Article No. Twenty One (21)

To be promoted from the rank of Assistant Professor to Associate Professor, the following conditions are required:

- The service period in the rank of assistant professor at a Saudi University or other accredited University shall not be less than four years, provided that the service period at the Saudi University shall not be less than one year.
- To meet the minimum research work required for promotion as per MOE's article no. (32) of this regulation.
- This research work must have been published or accredited for publication during the period of filling the post of assistant professor.

Article Two – Based on MOE's Article No. Twenty two (22)

To be promoted from the rank of Associate Professor to Professor, the following conditions are required:

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

Article Three – Based on MOE's Article No. Twenty three (23)

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

Article Four – Based on MOE's Article No. Twenty four (24)

For promotion, the loan, delegation, and dispatch period will be counted as follow:

- The full period, if the loan, dispatch, or delegation is to academic institution in the field of candidate's specialization.
- Half of the period, if the loan dispatch or delegation is to non-academic institution in the field of candidate's specialization.
- The period will not be counted in case of promotion if the work is not in the same field of his specialization.

Article Five – Based on MOE's Article No. Twenty five (25)

The faculty members shall be promoted as per the following criteria: 1- Research work, 2-Teaching, 3-University and Community Service.

Article Six – Based on MOE's Article No. Twenty six (26) Promotion Procedures

- The faculty member shall submit the promotion application to the relevant department Council, including the following:
 - The academic qualifications details, employment information and career progression.
 - Teaching activities information.
 - The details of his activity in the field of the University and community service.
 - At least, five copies of the research work submitted for the purpose of promotion as well as the explaining information.
 - Any additional information for the purpose of supporting the promotion application.
 - Any other information or documents required by the department, college, or University's Council.
 - The department council will review and consider the promotion request, ensure meeting the conditions and procedures and recommend escalating it to the college council and propose a minimum of eight referees and specials referees.
- The college council will review and consider the request based on the recommendation of the department council and nominate the number of specialized referees which shall not be less than eight referees from those nominated by the department council or from others.
- The Academic Council shall review the promotion request based on the recommendation of the department and college council, then takes the following steps:
 - Selecting five referees to evaluate the research papers. Such referees should be selected from those nominated by the college council or others. Three of them should be primary referees, the fourth should be the first auxiliary examiner, and the fifth should be the second auxiliary examiner for necessity. At least two of the three referees should be from outside the University.
 - The research and promotion information shall be sent to the referees, to be evaluated, in secret, according to the form prepared by the Academic Council.
 - To take the decision of promoting the faculty member or not. Such decision is taken after reviewing the reports presented by the referees and the reports of activities related to the person nominated for promotion in the fields of teaching and university and community service. In case of receiving more than three reports, the main referees' reports will be considered first, then the reports of the first auxiliary referee, and finally the reports of the second auxiliary referee.
 - Once the Council decides to disapprove the promotion because of the weakness of the research work, it will determine the fate of the submitted research works, the excluded research and what can be resubmitted. Upon resubmission of an applicant for promotion, the candidate must submit at least one research unit for the applicant to associate professor, and two new units – at least – for the rank of professor.

Procedures for the Faculty Members Promotion:

- The department Council shall receive the promotion file of the faculty member including the following:
 - The letter of the college dean.
 - The memo of the college dean addressing the Academic Council.
 - Five copies of the published research work or accepted to be published by the acceptance letter.

- Copy of the department council minutes of meeting.
- A Faculty Members Promotion Committee shall do the following:
 - Checking the promotion file to verify the applicability of the conditions and standards of promotion with the applicant.
 - Verifying the acceptance letters and comparing them with the original.
 - Counting and checking the numbers of conducted research by the applicant.
 - Recommending returning the memo and research work file in case of the non- conformance with the terms and standards or in case of not meeting the required searching units.
- The Academic Council shall review the previous committee minutes and form the committee that will exam the research work as per the rules of article NO. Nine based on MOE by-Laws # (29).
- The Academic Council will ask the personnel affairs department to provide it with the information about the applicant from his file, and it will request the detailed reports required to evaluate the applicant performance by the relevant department head and college dean, and also the performance reports for the previous two years before the promotion.
- After receiving the referees' reports and all required information, the Academic Council shall include all documents within the agenda of the nearest meeting of the council.
- After reviewing all documents, the council shall take the decision to approve or disapprove the promotion or assign a referee or likely alternative.
- In case of taking the decision of promotion, the council shall write to the personnel affairs or the applicant reference to execute the council decision.
- In case of taking the decision of disapproving the promotion, the council shall write to the college dean or the applicant reference to inform the applicant of the council decision.

Article Seven – Based on MOE’s Article No. Twenty seven (27)

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

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

The university council shall set the criteria of evaluating the participation in the teaching and the university and community service as per the recommendation of the Academic Council according to the following:

First: The participation of the faculty member in the field of teaching and the university and community service through the information determined in the following channels:

- Two confidential reports requested from the department head and college dean at the time of receiving the promotion were filed to the university council secretariat.
- The information given by the faculty member applying for promotion as a resume within the promotion request.
- Second: The information included in the first paragraph above shall be transferred to points determining the efforts of the faculty member in the fields of teaching and university and community service as follow:
 - Teaching load: the maximum points of 15 points will be determined for this item which shall be given to the faculty member assigned with the maximum teaching units that have been mentioned in article No. (40) of MOE regulation # 4/6/1417.
 - The teaching performance and complying with the curriculum and textbook as well as the matter of improving the subject, in addition to complying with the academic hours; 10 points are determined for this item which shall be evaluated as per the form filled by the department head.
 - The University and Community Service; it is evaluated as per the form filled by the department head and college dean. (5+5) points out of (15) points are determined for this item.
 - Various participations within the field of the University and Community service which shall be evaluated by the Academic Council based on the resume of the applicant. (5) points out of (15) points shall be determined for this item.

- Other participations relating to the assigning of the faculty member by the university under the leadership of a department or college vice-presidency or deanship, etc., which cannot be available for all members at the University. Each participation shall be evaluated by additional supportive points of three points for each. The other participations assigned to the faculty member by the University or the Ministry of higher education and the similar shall be treated the same.
- The minimum points given to the faculty member applying for promotion in the fields of teaching and university and community service shall not be less than 25 points out of 40 points.

Article Eight – Based on MOE’s Article No. Twenty eight (28)

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

Article Nine – Based on MOE’s Article No. Twenty nine (29)

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

- *The research published or accredited for publication in scientific journals.* The Academic Council shall define the criteria for approving the refereed journals. As for accepting the referred journals, the following standards shall be adopted:
 - The journal shall have editor in chief in the rank of associate professor at least.
 - The academic degree of most of the editorial board shall not be less than associate professor or the similar degree.
 - The journal shall have publication rules which explain how the research is accepted to be published, provided that each research shall be evaluated at least by two referees.
 - The journal should have issued six continuous issues – at least- or it was issuing for two years continuously.
 - The journal should be in the same specialization as the applicant.

Concerning the published or accepted to be published in the academic refereed journals, the research shall be accepted as per the following conditions:

- The research shall be published within the main part of the journal (original Articles).
 - Within the minimum required for promotion, the case reports shall be considered for the relevant medicine and health specializations, with the maximum of 1.5 units for promoting to the rank of associate professor or professor within the minimum required for promotion.
 - Within the minimum required for promotion, the reviewed articles distinguished with clear academic effort including the recommendations accepted by the council shall be considered, provided not to be more than one research unit for each applicant.
 - The short articles shall be accepted if it is structured according to structure followed in the research, as containing abstract, introduction, methodology, analysis, results, and references, provided not to be more than one research unit for each applicant.
 - Letters to the Editors or Book Reviews shall not be considered within the minimum required for promotion.
- *As for the referred research works submitted to the specialized conferences and seminars, if they are published completely or accepted for publication, one unit only shall be accepted.*

Concerning the research accepted to be published in the academic refereed journals, conferences, scientific symposia or research centers, the following standards shall be adopted for the letters of acceptance for publishing:

- The declaration of publication approval shall be printed on the official letterhead of the publishing board.
- The acceptance letter shall be signed by the chief editor of the journal, the chief of the academic committee of conferences and seminars or the research center chief. The council may accept the signature of the authorized person out of the abovementioned persons.
- For the final acceptance, the attested copies or letters sent by fax shall not be accepted.
- The Academic Council shall not accept the primary acceptance letter or any letter with conditions such as making the lingual corrections, etc.
- As for the refereed published research or the research accepted to be published by the specialized university research centers, one unit of those may only be accepted within the minimum required for promotion.
- As for the refereed textbooks and academic references, only one unit of those shall be accepted.
- As for examining the refereed editions of rare books, one unit only of those shall be accepted.
- As for the refereed translation of the specialized academic books, one unit only shall be accepted.
- As for the books and research published by academic boards accepted by the Academic Council and which are subject to referee. One unit only of those shall be accepted.
- Inventions and innovations for which patents were issued from the patent's offices will be accepted by the Academic Council.
- As for the innovative distinguished activity as per the rules approved by the university Council based on the recommendation of the Academic Council, one unit only of those shall be accepted.

Article Ten – Based on MOE's Article No. Thirty (30)

What can be published or accepted to be published in the refereed journals within the required minimum of promotion shall not be less than one research unit for the associate professor rank and two units for the professor.

Article Eleven – Based on MOE's Article No. Thirty one (31)

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

- As for the promotion to the rank of associate professor, what is published or accepted to be published in one publication access shall not exceed three units out of the minimum required for promotion, in case of applying by the minimum only.
- As for the promotion to the rank of professor, what is published or accepted to be published in one publication access shall not exceed four units out of the minimum required for promotion, in case of applying by the minimum only.

Article Twelve – Based on MOE's Article No. Thirty two (32)

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

- Two single works, or One single work in addition to two works, in which the applicant is the first researcher, for some specializations that seem to be excluded by the Academic Council based on the authorization from the University Council.

Article Thirteen– Based on MOE's Article No. Thirty three (32)

The minimum research work required for promotion to the rank of professor is six published or accepted to be published units. As for the single works, one of the following two modes shall be adopted:

- Three single works, or two single works, in addition to four works, in which the applicant is the first author, for some specializations that seem to be excluded by the Academic Council based on the authorization from the University Council.

Article Fourteen – Based on MOE’s Article No. Thirty four (34)

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

Article Fifteen – Based on MOE’s Article No. Thirty five (35)

The research work submitted for the purpose of promotion shall not be taken from the master or Ph.D. dissertation or the researcher’s publications. And in case of proving that by the Academic Council, the applicant will be suspended from promotion for the period of one year, starting from the date of issuing the relevant decision of the Academic Council.

Article Sixteen – Based on MOE’s Article No. Thirty six (36)

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

Article Seventeen – Based on MOE’s Article No. Thirty seven (37)

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

- The faculty member shall be promoted in position according to the seniority of the Academic Council meetings wherefrom the promotions of the first meeting shall be implemented firstly.
- In case of the issuance of the Academic Council for the academic promotion of a faculty member, and there is not enough vacancies, these faculty members shall be differentiated according to the date of holding the research work examination committee by the Academic Council.
- In case of having the same dates for some of the faculty members, the comparison shall be based on the following criteria:
 - The counted search units.
 - The average scores given by the examiners.
 - The teaching loads.
 - The average scores of the university and community service

Calculation

The relative and total balance of the above-mentioned criteria shall be calculated as follow: A- The calculated research units: the research units given while calculating the minimum by the competent authority shall be accepted:

The calculated research units / The minimum output X 100 =-----Points

- The average scores given by the examiners to the applicant are as per what is mentioned in the examination form sent by the examiner. The examiner scores $1+2+3 / 3 \times 100 = \text{-----Points}$
- The teaching load: the average teaching load for the previous four years shall be calculated as per what is mentioned in the promotion request accepted by department head. The actual average teaching load/the teaching load as per the regulation (Article 40) X 100 =----- Points
- The average scores of the university and community service as per what is mentioned in the reports of the department head and college dean and the scores given by the Academic Council to the applicant: Average scores/15 X 100 =----- Points
- Total Points = A+B+C+D =-----Points
- The Academic Council at the end of each meeting shall list the names of the faculty members promoted two times as per the date of forming the committees, then order them as per the given scores as

mentioned above in case of the same dates Afterwards, it shall notify the personnel affairs department with the in-position promotion.

- In the case of the academic assistant professor who is not in position, the academic period shall be counted within the required period for the promotion to the rank of associate professor.
- In case of the academic associate professor who is not in position, the academic period shall be counted within the required period for the promotion to the rank of professor.

General rules for applying this policy

- The rules of articles related to promotion (21 to 37) shall be applied to the non-Saudi contracted employees in the ranks of assistant professor and associate professor.
- Concerning the contracted faculty members loaned from other universities or working with other boards outside the Kingdom, the following procedures shall be adopted at the time of submitting the equity request to equalize their promotion in their boards.
- The Academic Council shall consider the promotion equity request given to the faculty member loaned from the university which includes the following:
 - The letter of the College Dean.
 - The letter of the Head of the Department
 - The form of promotion request after filling it by the faculty member, signed by the competent persons.
 - Copy of the research work as per which the faculty member was promoted.

5. Related Policies/ Documents/Forms

MOE's By-laws based on MOE Council # 4/6/1417.

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Change
1	6/2017	1 st issue of the policy
2	10/2023	Scientific Council in DAU is responsible for the promotion process for the Faculty Members