

DAU 4-9 Teaching Staff Employment policy

Policy Code	Policy Name		
DAU 4-9	Teaching Staff Employment policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Colleges and academic departments -DAU's Human Resource Directorate	10/2023	10/2027	

1. Policy Purpose

To ensure that the University hires qualified and competent full-time and part-time teaching staff with the required qualifications and experience, and that all appointments follow standard university procedures.

2. Policy Scope

The policy applies to all DAU teaching staff.

3. Policy Statement

This policy ensures effective recruitment and retention of qualified and competent teaching staff with the necessary qualifications and experience. DAU's employment policy ensures that all vacant or newly created positions are filled with qualified and competent teaching staff. An academic rank is determined by the faculties' qualifications, experience, and scholarly work. The terms of their contracts are defined, and appropriate procedures are followed for periodic evaluations and professional development.

DAU's teaching staff consists of professors, associate professors, assistant professors, lecturers, and instructors/teaching assistants/clinical instructors. Teaching staff are selected based on three main criteria: teaching, research, and outreach and community engagement.

A full-time teaching staff shall not accept any other professional assignments or positions outside of DAU without prior approval and are required to adhere to the University's published policies, rules, and procedures. Under the contract, faculty is expected to perform his/her duties honestly, diligently, and to the best of his/her ability. The duties include attending classes (in the classroom and/or laboratory), participating in committees and teams at the college and university, academic advising, conducting examinations, conducting research, participating in university and community service activities, offering expertise, and contributing to student training.

Part-time appointments are semester-specific contracts for specific courses with maximum teaching load is six credit hours per semester. Part-time faculty are limited to 25% of total teaching staff, and they are required to have the same qualifications and scholarly preparation as full-time faculty. Therefore, a part-time faculty member normally holds a full-time position at another Saudi university or has held one previously. He/she may also be a health professional appointed as a clinical professor in a DAU health college by the college's council. An appointment of a part-time faculty terminates at the end of a semester, and no number of renewals of a part-time appointment creates a right to a full-time appointment. Part-time teaching staff are compensated on a credit hourly basis. They are required to allocate two hours per course per week to student consultation in addition to teaching hours.

4. Policy Procedures

Full-time faculty members employment procedures

- The dean of a college determines the need for new teaching staff in consultation with the head of the academic department. A written description of the required specialization, minimum qualification, and experience shall be provided to the Human Resources Directorate (HRD) using form ([Faculty Members Employment.docx](#))

- The hiring request will then be reviewed by HRD to ensure that it is in accordance with the college's approved manpower budget.
- HRD prepares the job requirements based on the information it receives, posts it on the University website and advertises it at other recruitment venues.
- Candidates are shortlisted by the Dean along with their qualifications and rationales for selection.
- A personal interview must be conducted by the college with each applicant who has been shortlisted. Candidates from outside Riyadh are interviewed remotely online.
- Applicants recommended by the college are forwarded to HR.
- HRD is responsible for validating the authenticity of all degrees and references provided by the selected candidate. For a Saudi graduating from a foreign university, equivalency of academic degrees issued by the Ministry of education is required to validate their authenticity. Non-Saudi candidates must have their degrees authenticated and attested by the Saudi Cultural Mission in the country where they studied, and they must have obtained them from a university recommended by the Ministry of Education via in-person, not via distance or online education.
- A letter of job offer is then prepared and sent to the applicant. Upon the candidate's acceptance, HRD forwards recruitment request to University Scientific Council.
- When the University Scientific Council recommends hiring, the request is forwarded to the University Council for approval.
- Upon approval of the university Council, HRD begins the mobilization process.

Part-time faculty Members employment procedures

- A college's dean determines, in consultation with academic department heads, the need for part-time teaching staff with specific specializations, qualifications, and experience before the beginning of the semester.
- It is the responsibility of the college dean and Heads of academic departments to find suitable candidates for part-time positions they need to fill.
- Using the [Part Time Faculty Member Contract Form.docx](#), the college dean submits part-time faculty requests to HR with copies of all relevant documents, such as certificate degrees, experience letters, IDs', bank account information, and approvals from part-time candidates' employers.
- Upon HRD approval, IT sends an email notifying the college dean of the part-time appointment.
- Upon appointment, the college informs the candidate and sends the course assignment request to registration.

5.Related Policies/ Documents/ Forms

DAU 4-10 Teaching staff and Professional Staff Role Policy

DAU 4-17 Teaching staff Promotion Policy

[Faculty Members Employment.docx](#)

[Part Time Faculty Member Contract Form.docx](#)

6. Document History

Version	Issue / Rev. Date	Updated Information/ summary of Changes
1	10/2023	1 st issue of the policy