

## Chapter 4

# The Regulations Governing the Affairs of Saudi University Faculty

The regulation of the affairs of the Saudi universities staff members and their equivalents was issued by the decision of the Higher Education Council No. (4/6/1417) adopted at the sixth session of the Higher Education Council held on 26/8/1417 H. Council of Ministers Chairman of the Council of Higher Education under the directive telegram No 7 / b / 12457 on 22/8/1418 AH, and the decision of the Higher Education Council No. (4/6/1417), which read: Fifteenth of the system of Higher Education Council universities litigation that the Council issued regulations governing the affairs of employees Functional universities Saudis and contractors, including faculty members, including salaries and bonuses and allowances, after their preparation by both the Ministry of Higher Education and the Ministry of Finance and National Economy General and Civil Service Bureau.

Upon review of the memorandum of the General Secretariat of the Higher Education Council on the subject and a copy of the draft regulations governing the affairs of Saudi university employees of the faculty, the decision is as follows:

“Approving the regulations governing the affairs of Saudi university staff members and their equivalents in accordance with the form attached to this resolution.”

### First: Characterization of the Faculty Member

### Item 1:

Faculty members are:

1. Professors
2. Associate Professors
3. Assistant Professors

### Item 2:

The following have the same regulations on the faculty which are lecturers, demonstrators, language teachers and research assistants.

## Second: Appointment and Promotion

### Item 3:

A permanent committee is formed in each university for the teaching assistants, lecturers, language teachers and research assistants headed by the Vice President for Graduate Studies and Scientific Research. This committee is chaired by the Vice Chancellor for Graduate Studies and Scientific Research. The committee is formed by a recommendation from the University Council upon the recommendation of the University rector. The Committee shall submit its recommendations to the Council. Among its duties are the following:

1. Propose the general policy for the selection of lecturers, lecturers, language teachers and research assistants - and distribute them to departments and colleges.
2. Give an opinion on the recommendations issued by the faculty councils on the appointment of teaching assistants, lecturers, language teachers and research assistants according to the following criteria:

- a. The number of Saudi faculty members and their percentage of the total number of faculty members in the department, their precise specializations, and their teaching loads.
  - b. Number of lecturers, teaching assistants, language teachers and researchers' assistants in the department.
  - c. The number of scholarship holders from the department, their specific specialties, and the expected dates of their return.
  - d. Proposing the distribution of teaching assistants, lecturers, language teachers and research assistants according to the need of current and future departments.
3. Studying recommendations for transferring lecturers and teaching assistants to administrative positions within the university or referring them to the Civil Service Bureau.

#### **Item 4:**

In order to appoint the teaching assistant, he/she:

1. Must have a university degree from a Saudi university or other recognized university.
2. His overall undergraduate rating is at least very good.
3. Follow any other conditions issued by the University Council.

#### **Item 5:**

In order to appoint a lecturer or a language teacher he/she:

1. Must have a master's degree or equivalent from a recognized Saudi university or university.
2. His / her overall grade in the Master should be very good, at least if he / she has a university degree.
3. Follow any other conditions issued by the University Council.

### Item 6:

In order to appoint a research assistant, he/she:

1. For those appointed to the Master's degree (called Research Assistant A):
  - a. Obtaining a master's degree from a Saudi university or other recognized university with a very good general grade, at least if he holds a master's degree from a university that gives this degree with a grade.
  - b. Follow any other conditions the University decides.
2. For those appointed with a university degree (Bachelor's or equivalent), (called Research Assistant):
  - a. Obtain a university degree with a good general grade of at least from a recognized Saudi university or university.
  - b. Follow any other conditions the University decides.

### Item 7:

The teaching assistant, the lecturer and the language teacher shall be appointed upon the recommendation of the department council related to the department that he/she will work in.

### Item 8:

The Assistant Researcher shall be appointed by a decision of the University rector based on the recommendation of the Department Council and the College Board and the Standing Committee responsible for the affairs of the Teaching Assistants, Lecturers, Language Teachers and Research Assistants.

### Item 9:

1. The teaching assistant, who has an average of four years of university study, shall be appointed at the first degree of the teaching assistant rank.
2. The teaching assistant who has an average of five years of university study shall be appointed at the second degree of the assistant professor rank.
3. The teaching assistant, who has an average of six years of university studies, shall be appointed at the third degree of the assistant professor rank.
4. The teaching assistant, who has an average of seven years of university study, shall be appointed at the fourth grade of the teaching assistant rank.

### Item 10:

The standard list of educational occupations approved by the Civil Service Council Resolution No. 590 dated 10/11/1401 H and the amendments thereto shall be applied to the language teachers and research assistants.

### Item 11:

The appointment of an assistant professor requires the applicant to hold a doctorate degree or its equivalent from a recognized Saudi university or another university. The university council may add other conditions.

### Item 12:

The University Council may, in case of necessity, upon the recommendation of the Department Council, the College Council and the Scientific Council, appoint someone to the rank of Assistant

Professor without the requirement of obtaining a Ph.D.

1. Candidates must have a master's degree or equivalent from a recognized Saudi university or a similar university.
2. Must have spent at least three years as a lecturer.
3. To submit a scientific production of not less than three published units after obtaining a master's degree, including at least one individual unit.

### Item 13:

In light to the provisions of Item 12, the appointment of Associate Professor requires the following:

1. Obtaining a doctorate from Saudi university or another recognized university.
2. Experience in the faculty membership in the university or other recognized universities not less than four years after the appointment to the rank of assistant professor.
3. Must have been scientifically promoted to the rank of Associate Professor from a recognized Saudi university or an alike university.

### Item 14:

In light to the provisions of Article 12, the appointment for the rank of professor requires the following:

1. Obtaining a PhD from Saudi university or another recognized university.
2. Experience in the faculty membership in the university or other recognized universities not less than four years after the appointment to the rank of associate professor.
3. Must have been scientifically promoted to the rank of Associate Professor from a recognized Saudi university or an alike university.

### Item 15:

Faculty members are appointed upon the recommendation of the department council and the college council and the scientific council. The appointment is issued with a decision from the university council.

### Item 16:

Those who are appointed as Faculty Members and have previous experiences are categorized for the salary purpose according to the following disciplines:

1. The experience must be acquired after the qualification required for appointment.
2. The experience should be in the field of specialization and has to be gained during working in one of the Saudi universities or other recognized universities, or with one of the Saudi government agencies or international organizations.
3. Experience is counted for salary purposes as follows:
  - a. Experience in faculty membership in universities on a year by year basis.
  - b. Non-teaching experience if it is homogeneous with the required specialization will be calculated as half year for each one year of work.

### Item 17:

Any person who transfers from the list of educational occupations to become one of the faculty members from those who hold a doctorate degree shall be classified as an assistant professor in the specialization in which he received his doctorate. His previous experience in education shall be calculated after obtaining the qualification every year as a premium experience, provided that the last associate does not exceed the rank of assistant professor. The same rules are applied

on those who hold a bachelor's or master's degree at the rank of lecturer or lecturer.

### **Item 18:**

The appointed faculty member and the like shall be granted the first grade in the rank of the job to which they are assigned. If his salary when he was appointed is equal to or higher than the salary of this grade, he shall be granted the salary of the first degree exceeding his salary.

### **Item 19:**

The teaching staff, lecturers and demonstrators are treated in terms of allowances, bonuses and benefits according to the treatment of state employees using following formula:

Teaching Assistant ranked eighth

Lecturer ranked ninth

Assistant Professor ranked twelfth

Associate Professor ranked thirteenth

Professor ranked fourteenth

The monthly transportation allowance for the rank of Professor is 650 riyals.

### **Item 20:**

It is not a requirement for the professor's salary to reach the last grade of the salary scale of the faculty members in order to be entitled for being granted the annual periodic allowance. He keeps being granted the allowance every year and this doesn't apply except to the rank of professor only.



### **Item 21:**

To apply for promotion from Assistant Professor to Associate Professor:

1. Minimum four years of service in the rank of assistant professor at a recognized Saudi university or other university, provided that the duration of service in Saudi universities is not less than one year.
2. Fulfill the minimum scientific production required for promotion in accordance with the provisions of Article Thirty-Two of these Regulations.
3. The scientific production should have been submitted or accepted for publication during the rank of assistant professor.

### **Item 22:**

To apply for promotion from the rank of Associate Professor to the rank of Professor:

1. Minimum four years of service in the rank of associate professor at a recognized Saudi university or other university, provided that the duration of service in Saudi universities is not less than one year.
2. Fulfill the minimum scientific production required for promotion in accordance with the provisions of Item 33 of this regulation.
3. The scientific production has been published or accepted for publication during the rank of Associate Professor.

### **Item 23:**

The faculty member has the right to apply to the Department Council for promotion before the completion of the statutory period of a maximum of six months.

### **Item 24:**

The period of being outside the University for Any of the valid reasons such as working in another local or abroad university shall be calculated for the purposes of promotion as follows:

1. Full duration if he/she was sent to a practical entity and has been working in the area of specialization.
2. Half-term if he/she was sent to a non-scientific entity and has been working in the area of specialization.
3. The duration will not be counted for promotion if he has been working in an area out of his/her specialization.

### **Item 25:**

Faculty members are promoted according to the following criteria:

1. Scientific production.
2. Teaching.
3. University and community service.

### **Item 26:**

Promotion Procedures:

1. The faculty member shall submit the application for promotion to the relevant department council and shall include the following:
  - a. A Statement of scientific and skill qualifications and career progression.
  - b. A statement of teaching activities.
  - c. A statement of his activities in the field of serving the university and the community.

- d. At least five copies of the scientific production submitted for promotion and the data indicated therein.
  - e. Any additional information to support the promotion request.
  - f. Any other information or documents required by the department council, college council or scientific council.
2. The Department Council shall consider the application for promotion and verify that the conditions and procedures have been met and recommend the submission of the application to the College Council with the proposal of the names of a number of specialized arbitrators at least eight.
  3. The College Council shall consider the application upon the recommendation of the Department Board.
  4. A number of specialized arbitrators at least eight gets nominated by the Department Council or others.
    - a. Selecting five arbitrators to evaluate the research, and they choose from the candidates from the College Council or others, three of them are essential and the fourth is a first reserve examiner and the fifth is a second reserve examiner to be used when needed and at least two of the three arbitrators must be from outside the university.
    - b. Sending the research and data related to the promotion to the arbitrators in a confidential manner to evaluate it according to the form prepared by the Scientific Council.
    - c. Making a decision whether to promote the faculty member or not, after reviewing the reports of the arbitrators, and reports on the applicant's activity in the field of teaching and serving the university and society.
    - d. If the Board decides not to approve the promotion due to the weak scientific production, it shall determine the fate of the submitted

research and what is excluded from it and what can be submitted again. The minimum research submitted for applying again is at least one new research unit for promotion to the rank of associate professor and two new research units for promotion to the rank of professor.

### **Item 27:**

The efforts of the faculty member applying for promotion is evaluated upon 100 points divided as follows:

60 points to the scientific production.

25 points to teaching.

15 points to the university and social service.

The University Council shall set the criteria for evaluating participation in the service of the University and the community upon the recommendation of the Scientific Council.

### **Item 28:**

The total amount of points that the faculty member gets to be promoted should not be less than (60) sixty points, provided that the candidates points asking for promotion should not be less than (35) thirty points in the field of scientific production for promotion to the rank of associate professor and (40) forty points for promotion. Promotion to the rank of Associate Professor shall be promoted to the rank of Associate Professor by the majority of the three arbitrators. The promotion to the rank of Professor shall be unanimous in the opinion of the three arbitrators. If two arbitrators agree to the promotion and the third arbitrator does not agree, scientific production shall be referred to a fourth arbitrator and his opinion shall be final.

## Item 29:

The following is included in the minimum scientific production requirement for promotion of a faculty member:

1. The research published or accepted for publication in scientific judged journals, the scientific board sets the criteria for acceptance of judged journals.
2. Refereed papers submitted to specialized scientific conferences and symposia if they are fully published or accepted for publication, and only one unit is accepted.
3. Research papers published or accepted for publication by specialized university research centers.
4. The refereed of university books and scientific references, and accepts only one unit.
5. Refereed Ascertaining rare books, and one unit only is considered
6. Translation of specialized refereed scientific books and accepting only one unit.
7. Books and researches printed by scientific bodies approved by the Scientific Council and subject to arbitration, and only one unit gets accepted.
8. Inventions and innovations that have been patented by patent offices recognized by the Scientific Council.
9. Distinguished creative activity according to the rules adopted by the University Council based on the recommendation of the Scientific Council, and only one unit gets accepted.

**Item 30:**

What is published or accepted for publication in refereed scientific journals should be within the minimum requirements for the promotion. The faculty member must not have less than a research unit for applicants to upgrade to the rank of associate professor, and two research units are minimally required for promotion to the rank of professor.

**Item 31:**

The scientific production submitted by the faculty member for promotion must be published or accepted for publication in more than one publishing outlet.

**Item 32:**

The minimum scientific production required to apply for promotion to the rank of Associate Professor is four published or accepted units for publication, at least two of which are individual work. The University Council may exempt from this requirement for some specializations, provided that the publication is not less than one unit.

**Item 33:**

The minimum scientific production required to apply for promotion to the rank of professor is six units published or accepted for publication, of which at least three units work solely. The University Council may exempt from this requirement for some specializations, provided that the publication is not less than three units.

### **Item 34:**

Scientific work shall be counted as one unit if the product has a single author, and half a unit if the scientific product has two authors. If the scientific product is a joint research between more than two it is calculated as half a unit for the Principal Investigator and for each of the remaining it is considered as a quarter of a unit, and for another joint work between more than two it is calculated for each one of them as a quarter of a unit.

### **Item 35:**

The scientific production submitted for the promotion shall not be derived from the master's or doctoral theses or previous works of the applicant. In the event that the Scientific Council proves that there is anything independent of this, the applicant for promotion shall be deprived of applying for another one year from the date of the decision of the Scientific Council.

### **Item 36:**

Referees for promotions are required to be professors. In the promotion to the rank of associate professor one of the arbitrators may be an associate professor.

### **Item 37:**

The faculty member shall be promoted scientifically from the date of issuance of the scientific council decision. Professional promotion shall be deemed to be effective from the date of issuance of the executive decision if a vacant post is available for promotion.

## Third: Duties

### Item 38:

A faculty member should have the following characteristics:

1. To have honesty and good ethics and to abide by the regulations and instructions and rules of conduct and ethics and to take away from all that violates the honor of the job.
2. Following up on new developments in his field of specialization and contributing through his scientific activity to the development of his specialization.
3. To convey to his students the latest findings of science in his area of specialization, and raise the love of science and knowledge and scientific thinking sound.
4. To participate actively in the work of the department council and in other councils and committees of which he is a member at the department, college and university level. He should also actively participate in the activities of the department, college and university in community service.
5. He shall be available for his work at the University, and may not work outside the University except after obtaining prior approval in accordance with the rules and regulations.

### Item 39:

The faculty member shall maintain a good educational system inside the halls and laboratories and shall submit to the head of the department a report on any incident that may disturb the system.



### Item 40:

- a. The upper limit for the teaching shares of faculty members and the like shall be as follows:
1. 10 teaching units for a Professor.
  2. 12 teaching units for an associate Professor.
  3. 14 teaching units for an assistance Professor.
  4. 16 units for the instructor. The teaching units are reduced for the instructor during his study period.
  5. 16 teaching units for a Teaching Assistant. The teaching units are reduced for the instructor during his study period.
  6. 18 teaching units for the Language teacher.
- b. The unit of instruction is a weekly theoretical lecture of not less than fifty minutes, or a weekly scientific or field lesson of not less than one hundred minutes and the unit lasts a semester.

### Item 41:

The faculty members and the like shall perform thirty-five hours per week and may be increased to forty hours per week by a decision of the University Council whether to spend in teaching, research, academic guidance, office hours, scientific committees and other work assigned to them by the competent authorities in the university.

### Item 42:

Those in charge of administrative work such as University rectors, deans and vice deans, directors of scientific centers and presidents of scientific departments will have their teaching duties reduced provided that their teaching should not be less than three units of instruction.

**Item 43:**

The head of the department and the like shall submit an annual report to the dean of the college and the like about the work progress in the department and the scientific activity of its members.

## **Fourth: Leaves**

**Item 56:**

The summer vacation for the faculty member, the lecturer, the instructor and the language teacher shall be considered as the annual leave. The University Council determines the dates of the return of the faculty members, provided that the summer vacation does not start until after the completion of the tests and the announcement of the results.

**Item 57:**

The University rector may assign a faculty member, lecturer, instructor, and language teacher to teach during the annual leave. He/she shall be compensated for the period during which he/she is assigned to work with an additional salary equivalent to his salary for that period, provided that the period for which he is compensated shall not exceed sixty days per year.

**Item 58:**

Upon the requirements of the work benefits, the university rector may approve the postponement of his or her annual leave for the faculty member and the like.

**Item 59:**

Other leave shall be granted in accordance with the provisions of the Civil Service Law and its implementing regulations.

**Item 60:**

An exceptional leave of no more than six months and three years without salary may be granted by a decision of the university rector and the like for reasonable reasons. This leave is considered as exceptional leave not exceeding six months and within three years without salary.

## **Fifth: Sabbatical Leave**

**Item 61:**

By a decision of the University Council, upon the recommendation of the College Council, the specialized department and the Scientific Council, the faculty member may take a full-time academic leave for one academic year after five years of his appointment or enjoy a previous academic leave, or for one academic year after three years of appointment or taking a previous full-time leave, provided that this does not affect the course of the educational process, and the period of the leave shall not be calculated within the required period or enjoy a previous sabbatical leave. The University Council shall set the rules governing the sabbatical leave on the proposal of the Scientific Council.

**Item 62:**

In order to grant a faculty member a sabbatical leave the following should be applicable:

1. Not more than one faculty member or 10% of the faculty members in each department should be granted a sabbatical in one year.
2. The faculty member should submit a scientific program that he intends to accomplish during the sabbatical leave.

### Item 63:

Whoever is approved for a leave gets the following benefits:

1. His whole salary and transportation allowance for the whole duration.
2. Flying tickets for the faculty member, spouse, and children under the age of 18.
3. Book allowance submitted for those studying in the graduate level.
4. The expenses of scientific research shall be estimated on a case-by-case basis by a decision of the Scientific Council.
5. Treatment expenses for those who spend their vacation outside the Kingdom for him and his family within the limits of five thousand riyals if he/she is alone and ten thousand riyals if accompanied by his family, and half of that to grant leave for one semester.
6. Full-time allowance for physicians from faculty members in return for full-time and overtime hours of not less than three hours a day, including Thursday, so that a minimum of three thousand riyals if the leave in government hospitals within the Kingdom.

### Item 64:

It is not permissible to give a permission for a different type of leave to a person who holds a sabbatical leave, nor to engage in a work contract or consultation.

### **Item 65:**

Whoever is granted a full-time sabbatical is committed to perform the duties of his sabbatical in accordance with the scientific program approved by the University Council and within a maximum period of the end of the semester following the end of the full-time leave to submit to the Council of the Department a detailed report on his achievements during the full-time, and attached with the report copies of scientific work completed in preparation for submission to the College Council Scientific Council.

## **Sixth: Scientific Consultations**

### **Item 66:**

The services of the faculty member may be used as a part-time consultant in the government agency, private sector or regional or international organizations that have the Kingdom as their main location:

1. To work as a consultant in his field of specialization.
2. Not to work as a consultant in more than one place.
3. The maximum period of consultation shall be one year applicable for renewing.
4. The application shall be submitted to the Minister of Higher Education by the competent minister for government agencies or the head of the agency or institution for private sectors and regional or international organizations.
5. Consultation and renewal shall be approved by a letter from the Minister of Higher Education based on the recommendation of the Councils of the Department and the College and the endorsement of the university rector.

7. The Chancellor shall submit to the Minister of Higher Education an annual report, as well as upon the end of his consultation, on the work he has done during the consultation period and shall provide the university rector with a copy thereof.
8. The work of the faculty member as a part-time consultant shall not affect his performance of his original work, especially the following:
  - a. The teaching load of the faculty member.
  - b. Presence in his office during his office hours and in clinics, laboratories and computer centers if the nature of his work requires it.
  - c. Contribute to the councils and committees that the University deems necessary.

## **Seventh: Attending Conferences, Seminars and Educational Classes**

### **Item 67:**

Specific faculty members may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

1. There should be a relationship between the subject of the conference or the symposium and the specific faculty member or actual responsibilities of his work.
2. Participation in conferences and seminars held within the Kingdom shall be based on the recommendation of the Department and College Councils and the approval of the university rector.
3. Participation in conferences and seminars held outside the Kingdom with the approval of the President of the University Council on the recommendation of the Councils of the Department and the College, and the support of the University rector.

4. The University Council shall establish the organizational and procedural rules for attending conferences and symposia on the recommendation of the Scientific Council.
5. The participant of the conference or symposium presents a report to the university.

#### **Item 68:**

The University may issue a ticket and assignment allowance to the faculty member participating in the conference or symposium.

### **Eighth: Bewailing and Loaning**

#### **Item 69:**

The faculty member and the like may be assigned to work with government agencies by a decision of the university council based on the recommendation of the councils of the department and the faculty concerned. Unless otherwise agreed, the University shall bear his salary and monthly transport allowance.

#### **Item 70:**

The services of the faculty member and the like may be loaned according to a decision of the university council upon the recommendation of the department and college councils. The university council may cancel the loaning decision before the end of the period.

#### **Item 71:**

The following conditions are required for the loaning of the faculty member:

1. He must have spent at least three years at the University. The University Council may, in cases of necessity, exempt from this.

2. The number of loaning faculty members shall not exceed one or 10% of the faculty members in each department per year.
3. The person who has been lent to work shall spend a period of at least two years at the university.
4. The loaning shall not result in the disruption of the course of study during the period of the loaning.
5. Any other conditions deemed by the University Council.

### **Item 72:**

Loaning shall be to the following:

1. Universities and university colleges inside and abroad.
2. Ministries and government agencies.
3. Public or private institutions.
4. The governmental, regional or international bodies.

### **Item 73:**

Loaning shall be for a period of one-year renewable for a period or periods not exceeding one year. The period of the loaning shall not exceed five consecutive years. The University Council may exclude exceeding this period up to a maximum of two years, provided that the total period of loaning is not more than ten years during the term of the faculty member and his rule at the University or any other university.

### **Item 74:**

The party that takes the faculty member from his original university shall bear the expenses of his/her salary and all the other monetary benefits, his allowances and his rewards from the date of commencement, and



shall treat the loaning with respect to his seniority and the allowances due to him as if he were at the university to pay the pension deductions and that the period of the loaning for the purposes of promotion shall be evaluated and calculated in accordance with article (24) of these regulations.

#### **Item 75:**

The decision to approve the loaning and assignment of the lent person may include participation in certain academic works such as teaching, scientific supervision, training or otherwise provided that the university shall not bear any expenses as a result.

### **Ninth: Scientific Communication**

#### **Item 76:**

A member of the teaching staff may be dispatched to a scientific mission outside the university's headquarters for a period not exceeding four months. In addition, the duration of the treatment is treated as an employee sent for training abroad. If necessary, the delegate may be extended to one year. The dispatched person shall be treated as a bewailed person if the period does not exceed one month. If the period exceeds that, it shall be treated as an employee who is sent for training abroad.

#### **Item 77:**

Considering the applicable regulations, the University Council may, upon the recommendation of the Department and College Councils, send a faculty member to teach outside the Kingdom, and he shall be treated formally as the bewailed person, provided that the duration of the bewailing shall not exceed four years.

**Item 78:**

On the recommendation of the University rector, based on the recommendation of the two councils of the College, the scientific council may allow the faculty member to travel to conduct research at a university other than his university during the summer vacation as follows:

1. The faculty member must submit a travel request including the data leading to it.
2. To submit a report after his return to the Council of the relevant section of the research completed and submitted to the Scientific Council.
3. He/she shall be issued a plane ticket.

## **Tenth: Bewailing, Loaning and Transferring**

**Item 79:**

The faculty member and the like may be transferred from one department to another within the same faculty within the scope of his scientific specialization by a decision of the University rector upon the recommendation of the scientific council, the faculty council and the councils of the two specialized departments.

**Item 80:**

The faculty member and the like may be transferred from one faculty to another at the University by a decision of the University rector upon the recommendation of the scientific council, the councils of the department, the faculty transferred from them, the councils of the department and the faculty transferred thereto.

### **Item 81:**

By a decision of the University Council upon the recommendation of the Department Council and the College Board concerned, it is permissible to approve the transfer of the faculty member and the like to a position outside the University.

## **Eleventh: Disciplining**

### **Item 82:**

The disciplinary committee for disciplining a faculty member and who is alike should be upon the decision of the University rector and will consist of the following:

1. One of the university's vice presidents
2. A dean other than the one who took the investigation as a member
3. A faculty member whose rank is not less than a member of a professor
4. One of the specialists in Sharia or regulations as a member

### **Item 83:**

Considering the provisions of the disciplinary system of staff, if a faculty member and similar staff did what is believed to be in breach of his duties, one of the deans shall directly investigate him at the request of the University rector and report to the University rector the outcome of the investigation. The University rector shall refer the interrogator to the disciplinary committee if he deems it necessary.

#### Item 84:

The University rector may issue a decision to suspend any of the faculty members and their equivalents from work if it is to the interest of the investigation. The period of suspension may be extended for another period or periods as required by the circumstances of the investigation, provided that the period of suspension shall not exceed one year at a time.

#### Item 85:

The suspended faculty member gets issued half of his standard salary. If he is innocent or is punished without dismissal, the rest of his salary shall be paid to him. However, if he is punished by dismissal, he shall not recover what he has been paid unless he decides otherwise.

#### Item 86:

The University rector shall notify the faculty member and whom are alike who have been referred to a disciplinary committee of the charges against him/her and a copy of the investigation report by a registered letter at least fifteen days before the scheduled hearing date.

#### Item 87:

The faculty member and whom are alike who have been referred to a disciplinary committee are allowed to review the investigations conducted on the days appointed by the director.

#### Item 88:

The Disciplinary Committee shall consider the case referred to it as follows:

1. The Secretariat of the Committee shall be exercised by an officer

selected by the Chairman of the Committee.

2. The Commission shall hold its meetings at the invitation of the Chairman.

3. The Committee shall hold its meetings in the presence of the investigator or his representative.

4. The Committee's decisions shall be taken by a majority vote, and its meetings shall not be valid unless all its members are included. Once again, if the Committee maintains its opinion, the matter shall be referred to the University Council and its decision thereon shall be final.

5. The university rector shall notify the decision of the committee immediately upon its issuance to the faculty member and the like by registered letter.

6. The faculty member and the alike shall have the right to appeal the decision by a letter to the University rector within thirty days from the date of his notification of the committee's decision, unless the decision becomes final. The Committee remains in its opinion to be submitted to the University Council, and the decision of the University Council is final.

### **Item 89:**

Subject to the provisions of Item (32) of the Disciplinary System of Employees, the disciplinary penalties that may be suspended on the faculty member shall be the following:

1. Warning.
2. Blame.
3. Deduction of salary not exceeding the net salary of three months, provided that the deducted monthly value does not exceed one third of the net monthly salary.
4. Denial of one periodic allowance.

5. Postponing the promotion for one year.
6. Suspension.

#### **Item 90:**

Disciplinary action has no effect in other lawsuits arising from the same incident.

#### **Item 91:**

The University rector may issue a warning to the member of the faculty and whom are alike that violate their duties. The alert shall be verbally or in writing. The University rector may impose two warnings and blame penalties on the faculty member after investigating him/her in writing, hearing his statements and fulfilling his defense. The college deans shall notify the University rector based on what they receive from the heads of departments or what they notice about the occurrence of any faculty member and the like that breaches the required duties or any other violations.

## **Twelfth: Termination of Service**

#### **Item 92:**

The termination of the teaching staff service ends for one of the following reasons:

1. Resignation.
2. Request for retirement before reaching the statutory age according to the retirement system.
3. Terminate the job.

4. Health disability.
5. Absence without a legitimate excuse or non-implementation of the transfer decision.
6. Separation for disciplinary reasons.
7. Separation by Royal Order or by a decision of the Council of Ministers.

#### **Item 93:**

The faculty member and whom is alike shall be referred to retirement by a decision of the University rector if he completes sixty Hijri years of age. The President of the University may extend the service of those who have reached the age of sixty during the academic year to the end and the Council of Higher Education on the recommendation of the University rector to extend the service of sixty years for a period or periods until the age of sixty-five.

#### **Item 94:**

If a faculty member and the like are found to be unable to perform their duties due to illness, the University rector shall submit a report thereon to the University Council to consider termination of his service.

#### **Item 95:**

The University Council may, upon the recommendation of the Department and College Councils and the Scientific Council, consider accepting the resignation of the faculty member and the like or referring him to early retirement upon his request.

## Thirteenth: The Use of Unloaded Faculty

### Item 96:

The University may use the unloaded professor provided that he/she is a former faculty member or distinguished scientists with long experience in the specialty to be taught and may not be assigned to any administrative work.

### Item 97:

The use of the unloaded professors for a period not exceeding two years can be renewed by a decision of the University rector based on the approval of the University Council and the recommendation of the scientific council and faculty and department councils.

### Item 98:

The unloaded professor shall be granted a reward equivalent to the first pegged grade. If he/she is not a former faculty member, the University Council shall determine the amount of the remuneration based on a recommendation from the Scientific Council, the Councils of the Department and the College, not exceeding the first bound of the rank of assistant professor.

### Item 99:

Item to the provisions of Article (96) of these regulations, the part-time professor shall abide by the duties of the faculty member stipulated in these regulations and shall be treated in terms of teaching units in excess of the quorum of the provisions of Article (51) of these regulations.



### **Item 100:**

When the unloaded professor breaches any of his/her duties, the disciplinary provisions of the teaching staff stipulated in these regulations shall apply.

## **Fourteenth: General Provisions**

### **Item 103:**

University councils shall lay down the executive and procedural rules of this regulation in a manner that does not contradict them.

### **Item 104:**

Unless stipulated in these regulations, the regulations and decisions in force in the Kingdom shall apply.

### **Item 105:**

The Higher Education Council shall have the right to interpret these Regulations.

### **Item 106:**

This Regulation board shall be worked with after six months after its adoption.





