

# Academic Promotion Policy

Policy #	AA-400	Revision #	02
Accessibility level:	A	Effective date:	01/20/2021

## 1. Scope

This policy applies to all full-time faculty members, who seek promotion to professor and associate professor ranks.

## 2. Purpose

Promotion offers academic staff recognition and reward for demonstrated excellence in the three pillars of academic endeavors – teaching, research and community service. The University regards promotion as a mark of distinction and is only to award such promotions where an academic staff member has demonstrated professional and academic eminence at an international level and in accordance with the highest ethical standards. This policy supports the commitment of the University's Strategic Plan and acknowledges the critical importance of career progression for its faculty members.

## 3. Definitions

The words and phrases, wherever mentioned in this regulation, shall have the meanings written against them:

- **University:** Fahad bin Sultan University
- **President:** President of Fahad Bin Sultan University
- **Chancellor:** Chancellor of Fahad Bin Sultan University
- **Dean:** Dean of the academic college to which the faculty member applying for promotion belongs
- **Applicant:** A faculty member applying for promotion to a higher academic rank. This includes faculty members in Saudi universities and the like.
- **Committee:** Academic Scientific Committee
- **The Council:** The Scientific Council of the University
- **Refereed Scientific Journal:** an indexed and specialized scientific journal that publishes specialized research in a specific field after it has reviewed these research by a number of specialists in the same field.
- **International Refereed Scientific Journal:** an indexed and specialized scientific periodical that publishes specialized research in a specific field after reviewing these researches by a number of specialists in the same field and published outside the regional scope in a language that allows it to spread widely and is written in a bibliography database.

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## 4. Policy

### 4.1. Faculty Eligibility for Promotion

#### 4.1.1. Promotion Requirements

At the time of promotion, the applicant should have:

- A. Served no less than four years in their current academic rank at a recognized institution of higher education, provided that they have served at least one year at Fahad Bin Sultan University.
- B. Published the minimum number of research papers required for promotion in accordance with the provisions of Articles (4.6) and (4.7) of this policy.
- C. Published or got accepted (for publication) their research work while holding their current rank.
- D. Published or got accepted for publication at least half of the units required for promotion while serving at Fahad Bin Sultan University.
- E. Not submitted any publication(s) extracted from theses or dissertations, or research papers published prior to the applicant's appointment in their current rank. In the event that the Academic and Scientific Council proves otherwise, the applicant for promotion shall be deprived of submitting another application for promotion for a period of one year from the date of the issuance of the decision of the Academic and Scientific Council.

### 4.2. General Provisions

- 4.2.1. The entire period of secondment, delegation and deputation for the purposes of promotion is calculated if the secondment, delegation or deputation is to a scientific entity and the work is in the field of the applicant's specialization.
- 4.2.2. Half the period of secondment, delegation and deputation for the purposes of promotion is calculated if the secondment, delegation or deputation is to a non-scientific entity and the work is in the field of the applicant's specialization.
- 4.2.3. The period of secondment, delegation and deputation for the purposes of promotion is not counted for the purpose of promotion if the work is in a field other than the field of the applicant's specialization.
- 4.2.4. Faculty member has the right to apply to the department council with a request for promotion before the completion of the statutory period of a maximum period of six months. Seniority is considered for the purposes of rank and salary according to the decision of the Deans Council.
- 4.2.5. The university bears all costs arising from the request for promotion of a faculty member only once for each academic promotion.

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### 4.3. Promotion Criteria

4.3.1. Academic Promotion of a faculty member is based on Research; Teaching; and University and Community Service. A faculty member's work is evaluated on a basis of 100 points distributed as follows:

- 60 points for research work.
- 25 points for teaching.
- 15 points for service rendered to the University and the community.

4.3.2. The total points obtained by the applicant in the teaching and University and Community Service activities should not be less than 25 points (out of 40 points allocated to these activities).

4.3.3. The total points obtained by the applicant in the research, teaching, and University and community service activities should not be less than 60. A minimum of 35 points must come from research work in case of promotion to an associate professor rank and 40 points in case of promotion to the rank of professor.

### 4.4. Teaching Evaluation Criteria

Teaching performance is evaluated by:

4.4.1. The two reports submitted by the department chair and college dean. It is still feasible to have a report jointly prepared by the chair and dean.

4.4.2. The obtained reports are converted into points that determine the faculty member's work as follows:

- i. The teaching load is allocated a maximum of 15 points given to the faculty member who is assigned the upper limit of the number of teaching and administrative units stipulated by their current academic rank.
- ii. The teaching performance is measured by the applicant's adherence to the curriculum and the textbook, teaching innovations, and commitment to lectures and office hours. This item is allocated 10 points evaluated according to the forms prepared by the chair and dean.

### 4.5. University and Community Service Evaluation Criteria

University and community service performance is evaluated by:

4.5.1. The two reports submitted by the department chair and college dean. It is still feasible to have a report jointly prepared by the chair and dean. This report includes the applicants' participation in on-campus committee, events and activities. This section is allocated 10 points out of the 15 points allocated to this section.

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- 4.5.2. Various participations that fall within the framework of university and community service, which are approved by the Academic and Scientific Council evaluates based on the applicant's CV. Only 5 points shall be allocated to these participations.
- 4.5.3. Other participations, including the appointment of the applicant as a department chair or college dean or any other position. Each of such appointments is allocated 3 additional points.
- 4.5.4. Each participation assigned to a faculty member, who has not been assigned administrative tasks, is allocated three additional points, provided that these participations have been assigned to them by the University or the Ministry of Education. At all accounts, the total of points allocated to the University and community service shall not exceed 15 points.

### 4.6. Scientific Production Evaluation Criteria

The following principles are adopted with regard to the acceptance of publications:

- 4.6.1. Research papers published or accepted for publication in a specialized scientific refereed journal. The journal shall be internationally indexed in Scopus and Thomson ISI databases. Yet, publications in the fields of humanities and business are exempted from this condition.
- 4.6.2. Research papers extracted from graduation projects or master's theses supervised or co-supervised by the applicant. The research shall be published or accepted for publication in a scientific specialized refereed journal. The journals shall be internationally indexed in the database of Scopus and Thomson ISI. The student's name shall also appear on the publication, together with the applicant's name, and it shall be indicated in the application of the promotion that the research is extracted from university publications (e.g., graduation projects, theses or dissertations). At all accounts, publications extracted from graduation projects or theses should fall within the applicant's specific area of specialization or in a discipline related to their specialty. However, no more than one extracted research shall be considered in a single university work.
- 4.6.3. Research papers published or accepted for publication in specialized refereed scientific journals approved by the Academic and Scientific Council. However, no more than one research paper shall be considered for promotion purposes.
- 4.6.4. Research papers published or accepted for publication in scientific specialized conferences that are organized or co-organized by international or professional associations and organizations. The research should be refereed by specialized referees. However, no more than one research paper shall be considered for

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promotion purposes. This does not include research abstracts that are published in conference proceedings.

4.6.5. The following scientific production shall be accepted provided that they fall within the applicant's specific area of specialization. No more than one work is considered for promotion purposes:

- i. Authored books that have a significant contribution to the applicant's field of specialty;
- ii. Authored book chapters that have a significant contribution to the applicant's field of specialty;
- iii. Published university books;
- iv. Published translated books;
- v. A case study report, short article, technical note or review article; and
- vi. A universally registered patent.

### 4.7. Minimum Scientific Production Required for Promotion

4.7.1. The minimum scientific production required for an applicant to be promoted to the rank of an associate professor is four published or accepted for publication units, provided that at least two of them shall be single-authored.

4.7.2. The minimum scientific production required for an applicant to be promoted to the rank of a full professor is six published or accepted for publishing units, provided that at least three of them shall be single-authored.

4.7.3. The single author publications stipulated in paragraphs 4.6.1 & 4.6.2 of this article may be replaced by two works published or got accepted for publication in an (ISI) journal provided that the applicant is the first author in both of them.

4.7.4. A maximum of a half unit is permissible per each publication in paragraphs 4.6.2, 4.6.3, 4.6.4, & 4.6.5 of Article 4.6 of this policy.

4.7.5. The scientific production points in Article 4.3 shall be calculated as follows: 9 points per each unit for promotion to an associate professor rank and 7 points per each unit for promotion to a full professor rank.

### 4.8. Mechanism of Calculating Required Units for Promotion

4.8.1. The scientific work is calculated by one unit if single-authored work, and half a unit if it is co-authored. If the scientific work is a joint research with more than two, it is calculated by half a unit for the principal researcher (for one time only) and one quarter for each of the other researchers, and by one quarter unit for each researcher in all other publications.

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4.8.2. The relative and total weight of the standards are calculated as follows:

- i. The research points are calculated by [maximum of 60 points]

$$\text{Research Points} = \frac{\text{Number of Acheived Units}}{\text{Minimum Number of Units for Promotion}} \times 60\%$$

- ii. The Teaching Points are calculated as follows: [maximum of 25 points]

$$\text{Teaching Points} = \frac{\text{Average Teaching load for the last four years}}{\text{Rank load}} \times 25\%$$

- iii. The Community Services Points are calculated as follows: [maximum of 15 points]

$$\text{Community Service Points} = \frac{\text{Average Community Service points}}{15} \times 15\%$$

### 4.9. Early Submission

A faculty member is entitled to apply for promotion up to six months ahead of the statutory date.

### 4.10. Refereeing Process

4.10.1. A copy of the applicant's dossier is sent by the University Chancellor to a Saudi public (government) university for evaluation in accordance with regulations of the Ministry of Education.

4.10.2. A copy of the recommendations of the Scientific Council at the Saudi public (government) university shall be provided to the candidate.

### 4.11. Required Documents

The applicant shall submit the Promotion Application Form, along with the following supporting documents:

- i. Activities Report
- ii. Applicant's C.V.
- iii. Recommended Referees List
- iv. Publications
- v. Ph.D. Dissertation
- vi. Master's Thesis

## 5. Related Documents

- 5.1. Faculty Promotion Application Form (AA-400-F01)
- 5.2. Faculty Promotion Evaluation Form (AA-400-F02)
- 5.3. Faculty Promotion Activities Evaluation Form (AA-400-F03)
- 5.4. Academic Promotion Procedures (AA-400-P01)