

## Academic Promotion Policy

Procedure #	AA-400-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Academic Promotion Procedures

1. A faculty member shall apply for promotion to the concerned department council; the application shall include the following documents:
  - 1.1. The Promotion Application Form;
  - 1.2. The applicant's CV, which should include the following aspects:
    - A list of their academic qualifications and experience;
    - A list of their teaching activities; and
    - A list of their activities with regard to the university and community service.
  - 1.3. At least one hard copy of the scientific production submitted for the promotion, along with the illustrative documents and information;
  - 1.4. An electronic copy of the scientific production submitted for promotion, along with the illustrative documents and information;
  - 1.5. Any additional information in support of the applicant's application for promotion such as the publication acceptance letters;
  - 1.6. Applicant's MSc. thesis and Ph.D. dissertation; and
  - 1.7. Any other information or documents required by the respective department, college, or Academic and Scientific Council.
2. The department council shall consider the application for promotion and form a specialized committee consisting of faculty members who are senior in rank to the applicant. In case of the non-existence of faculty members who are senior in rank to the applicant, the application would be submitted to the higher council.
3. The committee shall confirm that the conditions and procedure are met and fill out the approved evaluation form designed to this end by the Academic and Scientific Council, and then submits its recommendation to the concerned department.
4. The concerned department shall consider the recommendations of the committee and submits its recommendations to the respective dean. The department shall turn the application down if the minimum requirements for promotion are not met.
5. The concerned dean shall refer the application, along with the recommendation of the concerned department to the college council. Then, a committee shall be formed in the college council to review the application. The committee members should consist of faculty members who are senior in rank to the applicant.
6. The college council shall consider the recommendations of the committee and recommend that the application be referred to the scientific council in case the conditions for promotion are met.

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7. The concerned dean shall submit the promotion file to the Academic and Scientific Council based on the college council decision. The dean shall attach the jointly prepared report (by the concerned department chair and the dean) or the separate reports prepared by both of them. The report shall include evidence of the:
  - Teaching diversification load of the applicant and their active engagement in the teaching process;
  - Applicant's participation in the department or college committees;
  - Applicant's engagement in community services;
  - The applicant's relationship with their colleagues in the department;
  - The applicant's relationship with students; and
  - The applicant's commitment to teaching and office hours.
8. The Scientific Council shall review the promotion application and form a verification committee to examine the conformity of the applicant's promotion application with the set of regulations and criteria;
9. The committee shall submit its recommendations to the Academic and Scientific Council.
10. Upon the Scientific Council's approval, the application shall be sent to a Saudi public (government) university in accordance with regulations of the Ministry of Education.
11. The Scientific Council shall endorse the decision of the Scientific Council of the public (government) university.
12. The promotion of the faculty member will be effective starting the issuance of the promotion decision by the Scientific Council at the public (government) university.
13. The period allocated to the application revision and evaluation shall not exceed three weeks by any of the internal concerned committees or councils.

### Related Documents

1. Faculty Promotion Application Form (AA-400-F01)
2. Faculty Promotion Evaluation Form (AA-400-F02)
3. Faculty Promotion Activities Evaluation Form (AA-400-F03)