



كلية العلوم  
College of Science



جامعة المجمعة  
Majmaah University



# Regulations for Saudi Universities Personnel Including Staff Members and the Like

2015-2014

**Kingdom of Saudi Arabia Higher Education Council  
General Secretariat Regulations for Saudi Universities  
Personnel Including Staff Members and the Like  
Issued by the Higher Education Council Resolution No.  
(1417/7/4 H) in its (Sixth) session held on 1417/8/26 H.  
and endorsed by the Royal Directive of the Custodian of  
the Two Holy Mosques, Prime Minister, and President  
of the Higher Education Council, in the telegram No.  
(7/b/12457) dated 1418/8/22 H. First Edition 1418  
1998/ the Higher Education Council Resolution No.  
(1417/6/4H.) Resolution No. (1417/6/4 H) The Higher  
Education Council In accordance with the provisions  
stated in Paragraph (7) of Article (15) of the Statutes  
and Regulations of the Higher Education Council  
and Universities, stating that the Council issues  
regulations for Saudis and expatriates university  
personnel, including staff members and pertaining  
to their salaries, remunerations, allowances, after  
being prepared by the Ministry of Higher Education,  
the Ministry of Finance and National Economy, and  
the Ministry of Civil Service. And after reviewing the  
memorandum of the General Secretariat of the Higher  
Education Council with regard to this issue, and the  
draft copy of the Regulations for Saudi Universities  
Personnel, Including Staff members and the like,  
attached to the memorandum, the Council decrees  
the following:**

**“Approval of the Regulations for Saudi Universities  
Personnel Including Staff Members and the like  
according to the form attached to the Resolution”**

## A<sup>01</sup> ARTICLE

### **Staff members are:**

1. Professors.
2. Associate Professors.
3. Assistant Professors

## A<sup>02</sup> ARTICLE

The herein Statutes and Regulations apply staff members as well as lecturers, teacher assistants, instructors, and research assistants. Promotion and Tenure

## A<sup>03</sup> ARTICLE

A standing committee shall be formed in every university to deal with affairs pertaining to teacher assistants, lecturers, instructors, and research assistants. This Committee shall be chaired by the Vice-Rector for Graduate Studies and Scientific Research where the selection and recruitment of its members shall be based on the University Council resolution and the University Rector recommendation. The Committee shall submit its recommendations to the Council and is assigned with

### **The following duties:**

1. Propose the general policy for selecting teacher assistants, lecturers, instructors, and research assistants and

distributing them in departments and colleges.

2. Submit suggestions for recruiting teacher assistants, lecturers, instructors, and research assistants, according to the following criteria:
  - Number and percentage of Saudi staff members to the total number of department members, as well as their minors, and teaching loads.
  - Number of lecturers, teacher assistants, instructors, and research assistants in the department.
  - Number of scholarship students, their minors, and their expected return dates.
3. Propose position distribution of teacher assistants, lecturers, instructors, and research assistants according to the department's present and future needs.
4. Review recommendations pertaining to transferring lecturers and teacher assistants to administrative jobs inside the university or to the Ministry of Civil Service.

## A<sup>04</sup> ARTICLE

Requirements for recruiting Teacher Assistants:

1. Obtaining a degree from a Saudi university or another accredited one.
2. Her/his University general grade should be 'Very Good' or better (See Appendix at the end of the Regulations pp.328,329).

## A<sup>05</sup> ARTICLE

### **Requirements for recruiting Lecturers and Instructor:**

1. Obtaining a Master's Degree - or an equivalent - from a Saudi University or another accredited one.
2. The grade of the Master's Degree should be of at least a Very Good mention- if obtained from a University that grants grades.
3. Fulfill other requirements stated by the University Council.

## A<sup>06</sup> ARTICLE

### **Requirements for recruiting Research Assistants:**

1. Employers with a Master's Degree are called (Research Assistant A):
  - Obtaining a Master's Degree from a Saudi University or another accredited one with grade «Very Good» or better – if obtained from a university that grants grades.
  - Fulfilling other requirements deemed necessary by the University.
2. Employers with a University Degree - Bachelor's Degree or equivalent - are called (Research Assistant B):
  - Obtaining a University Degree, from a Saudi University or another accredited one, with general grade «Good» or better.
  - Fulfilling other requirements deemed necessary by the University.

## A<sup>07</sup> ARTICLE

Teacher Assistants, lecturers, and instructors are recruited upon the recommendations of the Department Council in which s/he is going to work, the College Council, and the permanent committee for the affairs of teacher assistants, lecturers, and instructors. The recruitment resolution is issued by the University Council.

## A<sup>08</sup> ARTICLE

The Research Assistant is recruited upon a resolution from the University Rector, the Department and College Councils recommendations, and the permanent committee for the affairs of teacher assistants, lecturers, instructors, and research assistants.

## A<sup>09</sup> ARTICLE

1. A Teacher Assistant with a four-year University study is recruited on the first category of Teacher Assistant's rank.
2. A Teacher Assistant with a five-year University study is recruited on the second category of the same rank.
3. A Teacher Assistant with a six-year University study is recruited on the third category of the same rank.
4. 4. A Teacher Assistant with a seven-year University study is recruited on the fourth category of the same rank.

## A<sup>10</sup> ARTICLE

The Educational Positions Regulations endorsed by Resolution No. 590, dated 1401/11/10 H. and approved by the Civil Service Council and any new amendments shall apply to Teacher Assistants and Research Assistants.

## A<sup>11</sup> ARTICLE

The candidate recruited on the rank of Assistant Professor should have a Doctorate Degree or an equivalent one from a Saudi university, or from another accredited one. The University Council has the right to add further requirements.

## A<sup>12</sup> ARTICLE

Whenever deemed necessary, and upon the recommendations of the Department and College Councils, as well as the Scientific Council a candidate can be recruited on the rank of Assistant Professor without having a Doctorate Degree in the specializations which do not grant such a degree, according to the following regulations:

1. The candidate should have a Master's Degree or an equivalent degree from a Saudi university, or another accredited one.
2. The candidate should have spent at least three years in lecturer position.
3. The candidate's academic achievement should be less three published professional achievements after obtaining the

Masters Degree, one of which is a single work. The presented academic work should comply with Article (29) of the herein stated Regulations.

## **A13** **ARTICLE**

Controls for the recruitment of the rank of Associate Professor in compliance with the provisions of Article (12), are as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having least a four-year experience as a University staff member after being recruited as an Assistant Professor.
3. Being promoted to the rank of Associate Professor by a Saudi University or another accredited one.

## **A14** **ARTICLE**

Controls for the recruitment of the rank of Professor, in compliance with the provisions of Article (12) are as follows:

1. Obtaining a Doctorate Degree from a Saudi University or another accredited one.
2. Having least eight-year experience as a University staff member, four of which at least as an Assistant Professor.
3. Being promoted to Professorship by a Saudi University or another accredited one.



## A<sup>15</sup> ARTICLE

Staff members are recruited upon the recommendations of the Department and University Councils, the Scientific Council, and upon a resolution issued by the University Council.

## A<sup>16</sup> ARTICLE

\* Articles (16) and (17) were amended by the Higher Education Council Resolution No. (1427/44/12 H) dated 1427/10/21 H. and endorsed by the Royal Approval No. (1086/mb) dated (1428/1/26 H.

1. Any employee who is transferred to the ranks of University staff members, lecturers, or demonstrator and holds a Doctorate Degree is classified as an Assistant Professor according to the degree's major. In which case, s/he shall be recruited on the Assistant Professor's first rank. If her/his salary when being transferred is similar or more than that of this category, s/he shall be granted the salary of the first category that exceeds her/his salary. If the salary exceeds the last salary of the assistant professor rank, s/he shall be granted the difference between the two salaries in the form of remuneration until there is no difference either due to promotion or bonus.
2. If the reclassified candidate is a former staff member, s/he shall be recruited on the academic degree formerly held by her/him and in which case the Regulations of paragraph (1) above stated applies to her/him.
3. If the transferred candidate acquired experience after obtaining the academic qualifications needed for

recruitment, and if the expected salary according to Paragraph (1) of the present Article is less after calculating the years of experience, then her/his experience shall be calculated on the basis of a bonus given for each year of experience acquired her/his field of specialization. Provisions stipulated in Paragraphs (2 ,1 and 3) shall apply to candidates holding Bachelor and Master's degrees to be recruited on the Teacher Assistant or Lecturer ranks. Article 17 The candidate, who acquired experience after obtaining the academic degree needed for recruitment and is not included in Article (16) , shall receive a bonus for each year of experience if it is in the field of specialization.

## A<sup>17</sup> ARTICLE

Staff members and the like shall be recruited to the first category of the job rank. If her/his salary upon recruitment is similar or exceeds that of this category, s/he shall be given the salary of the first category that exceeds the assigned salary.

Promoted staff members and the like shall be given the salary of the first category of the job rank to which s/he is being promoted. If the assigned salary upon promotion equals, or exceeds, that of this degree, the salary of the first degree that exceeds the assigned salary shall be given to her/him.

## A<sup>18</sup> ARTICLE

Staff members, Lecturers, and Teacher Assistants shall receive the same bonuses and merits assigned to state's employees as follows:- Teacher Assistant Rank Eight- Lecturer Rank Nine- Assistant Professor Rank Twelve- Associate Professor Rank Thirteen- Professor Rank Fourteen Monthly transportation allowance assigned for the rank of Professor is SR 650.

## A<sup>19</sup> ARTICLE

If the Professor's salary reaches the final category of staff members' payroll, s/he shall be given the annual bonus.

This is only applies to staff members assigned on the rank of Professor.

## A<sup>20</sup> ARTICLE

Controls for the promotion from the rank of Assistant Professor to the rank of Associate Professor:

1. At least four years of professional experience in the rank of Assistant Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year.
2. Fulfilling the minimum amount of academic research required for promotion According to the provisions of Article (32) of the herein Regulations.
3. The academic research should be published or accepted for publication while in service as an Assistant Professor.

## A<sup>21</sup> ARTICLE

Controls for the promotion from the rank of Associate Professor to the rank of Professor:

1. At least four years of professional experience in the rank of Associate Professor in a Saudi University or another accredited one, provided that her/his serving term is not less than a year.
2. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein Regulations.
3. The academic achievement should be published or accepted for publication while in service as an Associate Professor.

## A<sup>22</sup> ARTICLE

At least six months before the end of the staff member's serving time, s/he is entitled to submit a promotion application to the Department Council.

## A<sup>23</sup> ARTICLE

The duration of secondment and transfer for the purpose of promotion is calculated as follows:

1. The full duration is counted if the secondment and transfer is to an academic body and the work was in the same field of specialty.
2. Half the duration is counted if the secondment and transfer

is to a non-academic body and the work was in the same field of specialty.

3. No part of the duration is counted for the purpose of promotion if the work done was not in the same field of specialty.

## A<sup>24</sup> ARTICLE

Promotion is granted to the staff member according to the following:

1. Academic achievement.
2. Teaching.
3. University and community Service.

## A<sup>25</sup> ARTICLE

Promotion procedures:

1. 1. the staff member applying for promotion shall submit an application to the Department Council including the following:
  - Statement of professional and academic qualifications in addition to the candidate's job hierarchy.
  - Statement of teaching activities.
  - Statement of activities regarding university and community service.
  - Five copies, at least, of the academic achievement submitted for promotion and clarifying information.

- Additional information supporting the promotion application.
  - Additional information/documents requested by the Department Council, College Council, or Scientific Council.
2. The Department Council shall review the promotion application to ensure the fulfillment of the Necessary procedures and requirement. The Department Council shall recommend submitting the application to the College Council proposing the names of a minimum of eight specialized referees.
  3. On the basis of the Department Council recommendation, the College Council shall review the application and nominates a minimum number of eight specialized Referees, not less than eight, recommended by the Department or others.
  4. On the basis of the recommendations of the Department and College Councils, the Scientific Council shall review the promotion application, before undertaking the following:
    - Selecting five referees from the College Council to evaluate the researches; three as main referees, the fourth as a standby examiner, and the fifth as a second standby examiner. At least two of the three referees should be from outside the university.
    - Researches and promotion data shall be confidentially sent for evaluation according to the criteria set by the Scientific Council.
    - Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the staff member's promotion.

- Upon deciding not to promote the candidate due to the weakness of her/his professional achievement, the Scientific Council shall decide on the Submitted researches whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements will include at least one new research for the rank of Associate Professor, and at least two new researches for the rank of Professor.

## A<sup>26</sup> ARTICLE

The candidate's application for promotion shall be evaluated on a 100 point scale as follows:-Sixty (60) points for professional and academic Achievement.-Twenty-five (25) points for teaching.-Fifteen (15) points for university and community service. Based on the Scientific Council recommendation, the University Council shall lay down the Criteria and Standards for the evaluations of teaching and university and community service.

## A<sup>27</sup> ARTICLE

The staff member should obtain the accumulation of at least sixty (60) points to be eligible for promotion, a minimum of (35) thirty-five points must be gained from professional and academic achievement if the candidate will be promoted to the rank of Associate Professor, and a minimum of (40) forty points for the rank of Professor. Promotion to the rank of Associate Professor shall be based on the majority of the three referee's recommendation, and unanimous recommendation of the three referees for the rank of Professor. If only two of the three referees recommend promotion, the opinion of a fourth referee shall be sought and is considered conclusive.

The minimum number of academic achievement points needed for the staff member's promotion shall include the following:

1. Published research papers or accepted for publication in refereed journals The University Council sets the acceptance criteria for the refereed journals.
2. A maximum of one research is accepted from refereed researches, whether Published or accepted for publication, presented in specialized international conferences and symposia.
3. Refereed, published, or accepted for publication researches by specialized university research centers.
4. A maximum of one is accepted from refereed textbooks and references.
5. A maximum of one is accepted from refereed authentication of rare books.
6. A maximum of one is accepted from refereed translations of specialized scientific books.
7. A maximum of one is accepted from refereed books and research reports published by scientific bodies and approved by the Scientific Council.
8. Inventions and novelties that have patents from approved patent agencies approved by the Scientific Council.
9. A maximum of one is accepted from distinguished creative work based on the University Council approved regulations and the Scientific Council recommendations.



## A<sup>29</sup> ARTICLE

A minimum number of one published, or accepted for publication research is shall be required for the staff member's promotion to the rank of Associate Professor and a minimum of two for the rank of Professor.

## A<sup>30</sup> ARTICLE

The academic research submitted for the staff member's promotion should be published or accepted for publication in more than one place and not to be affiliated to one publishers, university or scientific body.

## A<sup>31</sup> ARTICLE

A minimum of four published or accepted for publication researches - at least one should be a sole academic production- shall be required for the promotion to the rank of Associate Professor. The University Council can overlook this requirement with regard to certain specializations on the basis of the Scientific Council recommendation, provided that a minimum of one research has been published.

## A<sup>32</sup> ARTICLE

A minimum of six published or accepted for publication researches- at least three should be sole academic productions- shall be a required for the promotion to rank of Professor. The University Council can overlook this requirement with regard to certain specializations on the basis of the Scientific Council recommendation, provided that a minimum of three researches have been published.

## A<sup>33</sup> ARTICLE

The academic achievement shall be counted as "one unit" if it is single authored, "half unit" if it has two authors. If the research is authored by more than two individuals, "half unit" shall be assigned for the main author and "quarter unit" for each of the others. If another collective work is considered for promotion, a "quarter unit" shall be assigned for each researcher.

## A<sup>34</sup> ARTICLE

The academic research material should not be copied from the Master's or Doctorate thesis of the promotion candidate, or from any previous publications. If the Scientific Council finds otherwise, s/he shall be denied consideration for promotion for one calendar year, effective from the date of the Scientific Council resolution.

## A<sup>35</sup> ARTICLE

Referees of the ad-hoc promotion committee should be Professors and if the promotion is to rank of Associate Professor, one of the referees shall be an Associate Professor.

## A<sup>36</sup> ARTICLE

Referees of the ad-hoc promotion committee should be Professors and if the promotion is to rank of Associate Professor, one of the referees shall be an Associate Professor.

## A<sup>37</sup> ARTICLE

A staff member should demonstrate the following characteristics:

1. Integrity and good manners and abide by the set rules and regulations and avoiding all that affects her/his professional code of honor.
2. Follow-up new materials and promote her/his specialty through academic research.
3. Transfer to students the latest information in her/his specialty, and to illicit Intellectual curiosity that stimulates original work and knowledge pursuance.
4. Become an effective member in the activities of the Department, Councils, and Committees that serve the community.
5. Dedication to University teaching. Seeking an additional

job outside the University is not permitted without prior approval according to the set rules and regulations.

## A<sup>38</sup> ARTICLE

A staff member shall be responsible for maintaining order inside classrooms and laboratories. A report shall be submitted the Department Chairperson in this respect.

## A<sup>39</sup> ARTICLE

A. The maximum teaching load of staff members and the like is as follows:

1. Professor 10 teaching units.
2. Associate Professor 12 teaching units.
3. Assistant Professor 14 teaching units.
4. Lecturer 16 teaching units to be reduced during her/his study.
5. Teacher Assistant 16 teaching units to be reduced during her/his study.
6. Instructor 18 teaching units.

B. The teaching unit, which continues for the whole semester, is the weekly theoretical lecture with a minimum duration of 50 minutes, or the weekly practical or field work with a minimum duration of 100 minutes.

## **A<sup>40</sup>** **ARTICLE**

Staff members and the like shall have (35) thirty-five hours working hours per week, raised to (40) forty hours by a University Council resolution. The hours include teaching, researching, academic supervision, office hours, scientific committees and other academic works assigned by the University concerned bodies

## **A<sup>41</sup>** **ARTICLE**

A minimum of three teaching hours shall be given to Vice-Rectors, Deans, and Vice-Deans assigned with administrative work.

## **A<sup>42</sup>** **ARTICLE**

An annual report on work progress in the department and the scientific and academic activities of its members shall be submitted by the Department Chairperson to the College Dean and the like. An annual report shall be submitted by the College Dean and the like to the University Rector. Base Salaries, Remunerations and Compensation

## **A<sup>43</sup>** **ARTICLE**

Payrolls and bonuses stated in the herein Regulations shall apply to staff members, lecturers, and teacher assistants.

## A<sup>44</sup> ARTICLE

The Vice-Rector shall be given a monthly remuneration of three thousand Riyals (SR 3000)

## A<sup>45</sup> ARTICLE

The Dean and the like shall be given a monthly remuneration of one thousand Riyals (SR 1000) with a maximum annual amount of ten thousand Riyals (SR000 ,10). The Vice-Dean shall be given a monthly sum of eight hundred Riyals (SR800) with a maximum annual amount eight thousand Riyals (SR 000 ,8).Chairperson of the Department or Scientific Center shall be given a monthly sum of five hundred Riyals (SR 500), with a maximum annual amount of five thousand Riyals (SR5,000).

## A<sup>46</sup> ARTICLE

The Scientific Council Secretariat shall receive an annual remuneration of ten thousand Riyals (SR000 ,10) if s/he is a university staff member; Otherwise s/he is subject to the rules and regulations of the Civil Service Department.

## A<sup>47</sup> ARTICLE

Staff members and the like -from inside the university assigned by the University to prepare and teach extracurricular units shall receive the following remunerations:

1. Professor Three hundred Riyals (SR 300)
2. Associate Professor Two hundred and fifty Riyals (SR 250)
3. Assistant Professor Two hundred Riyals (SR 200)
4. Lecturer and Instructor One hundred and fifty Riyals (S 150)
5. Teacher Assistant One hundred Riyals (SR 100)

## A<sup>48</sup> ARTICLE

Compensation shall be given to University Deputies, Deans, Vice-Deans, Chairperson of the Department and Scientific Centers working during the summer vacation provided that the given amount shall not exceed the net sum of a two-month salary.

## A<sup>49</sup> ARTICLE

Staff member in a university permanent committee shall be given a compensation of two hundred Riyals (SR 200) for each session attended during working hours, and three hundred Riyals (SR 300) for each session attended after working hours, with a maximum amount of six thousand Riyals (SR 6,000) in one fiscal year. 2. The Permanent Committee is characterized as follows: a) It is formed according to the Statutes and Regulations of the Higher Education Council. b) It should not be part of the work

or responsibilities of one person c) It should be of a continuous nature. d) The committee's work should be within the University. e) Some of its members should be staff members or those in higher positions that are subject to remunerations given outside work hours. Members of scientific and organizational committees of conferences and symposia organized by the University shall be subject to the same regulations as the permanent committees' members

## **A**<sup>50</sup> **ARTICLE**

A compensation of one hundred and fifty Riyals (SR 150) shall be given for the University staff members and the like for each extra teaching unit than the specified teaching load based on a resolution issued by the College Council.

## **A**<sup>51</sup> **ARTICLE**

Staff members, lecturers, teaching assistants specialized in computer science, and who work in their field of specialty shall be given a compensation specified by University Council with a maximum of %25 of the first salary of their rank.

## **A**<sup>52</sup> **ARTICLE**

Staff members, lecturers, teaching assistants specialized in pharmacology and working in their field of specialty may receive extra- hour compensation with a maximum of %50 of the first salary of their rank.



## A<sup>53</sup> ARTICLE

\* \*This Article was amended by The Higher Education Council Resolution No. (1421/19/6H.) Dated 1421/11/10H. and endorsed by the Royal Approval No. (7/b/3510) dated 1422/2/15 H. «Staff members, lecturers, teaching assistants specialized in medicine and working as physicians in their field of specialty may receive extra-hours compensation with a maximum of %70 of the first salary of their fixed rank. Staff members, lecturers, teaching assistants specialized in veterinary and working in their field of specialty may receive extra- hour compensation with a maximum of %25 of the first salary of their rank». Leave Policy

## A<sup>54</sup> ARTICLE

For staff members, lecturers, teaching assistants, and instructors, the summer vacation is considered their annual leave and the University Council specifies the return dates. The summer leave starts following the end of examinations and the announcement of the results.

## A<sup>55</sup> ARTICLE

Staff members, lecturers, teaching assistants, and instructors shall receive a compensation for duties assigned by the University Rector during their annual vacation. The given amount equals his/ her salary for that period with a maximum of sixty days per year.

## **A**<sup>56</sup> **ARTICLE**

Based on the work's best interest, the University Rector may postpone all or part of the annual leave of the staff member and the like.

## **A**<sup>57</sup> **ARTICLE**

Other leaves of absence are given according to the Civil Service regulations.

## **A**<sup>58</sup> **ARTICLE**

Staff members and the like may be given, for reasonable causes, an exceptional leave without pay which does not exceed six months within a period of three years. The University Council may overlook that condition provided that the leave does not exceed one calendar year. Sabbatical Leave

## **A**<sup>59</sup> **ARTICLE**

The staff member may be granted a one-year sabbatical leave after a minimum serving term of five years, or after a previously taken sabbatical leave, based on the recommendations of the Department and College Councils, and the Scientific Council as well as the University Council resolution. The staff member may be granted a one-semester sabbatical leave after a minimum serving term of three years or after a previously taken sabbatical leave,

provided that the given leave does not affect the educational process. The second ment period shall not be included in the required time period. Regulations organizing sabbatical leave are laid down by the University Council based on the Scientific Council recommendation.

## A<sup>60</sup> ARTICLE

Controls of granting sabbatical leave to faculty members are as follows:

Sabbatical leave shall be granted to only one faculty member, or %10 of the staff members in each department in one calendar year.

The research program to be carried out during the sabbatical leave should be submitted by the faculty member.

## A<sup>61</sup> ARTICLE

The staff member on a sabbatical leave is entitled to the following: -1 Full salary and monthly transportation allowance for the entire leave period. -2 Air tickets for the staff member, wife, minor sons below the age of eighteen, and dependent daughters.

Books allowance given by the University to post graduate studies students.

Scientific and academic expenses estimated independently for each case by the Scientific Council.

An amount of five thousand Riyals (SR 5,000) for the medical expenses of a staff member whose leave is outside the Kingdom and ten thousand Riyals (SR 10,000) if the staff member is

accompanied by her/his family. The staff member granted a sabbatical leave for one semester shall receive half of the assigned amount. -6 Staff members working as physicians shall be granted extra-hours compensation for a minimum of three hours per day including Thursdays. For sabbatical leave in governmental hospitals inside the Kingdom, a minimum amount of SR 3,000 (three thousand Riyals) shall be given.

## ARTICLE 62

Staff members on sabbatical leave shall not be eligible for secondment or transfer and not permitted to sign a work contract or consultation.

## ARTICLE 63

Staff members on sabbatical leave should carry out her/his academic program approved by the University Council. A detailed report, regarding her/his achievements during the leave shall be submitted to the Department's Council by the close of the semester following the end of her/his sabbatical leave as a maximum time period. Copies of the academic accomplishments shall be attached to the report which submitted to the College and the Scientific Councils. Academic Consultations

Staff members can work as part-time consultants in governmental bodies, private sector, regional or international organizations based in the Kingdom according to the following:

1. S/he works as a consultant in her/his field of specialization.
2. S/he works as a consultant in only one place.
3. The maximum consultation period is one calendar year subject to renewal.
4. The application shall be submitted to the Minister of Higher Education by the concerned Minister for governmental bodies or head of the private sector bodies for regional or international organizations.
5. Consultation service and its renewal shall be based on the Minister of Higher Education approval letter according to the Department and College Councils recommendations, and the University Rector support.
6. The consultant shall submit an annual report to the Minister of Higher Education at the end of the period regarding her/his accomplishments during that period. A copy of the report shall be sent to the University Rector.
7. The staff member's performance should not be affected by her/his part-time consultation especially with regard to the following:
  - the staff member's teaching load.
  - The staff member's presence for her/his office hours, or in clinics, laboratories, and computer centers according to the nature of the work.

- Actively participating in the University councils and committees. Conferences, Symposia, and Seminars Attendance

## A<sup>65</sup> ARTICLE

The staff member may attend conferences and symposia inside and outside the Kingdom according to the following regulations:

1. The topics of the conference or symposia should be geared to the staff member field of specialization and related responsibilities.
2. Participation in conferences and symposia held inside the Kingdom upon the Department and College Councils recommendations and the University Rector approval.
3. Participation in conferences and symposia held outside the Kingdom upon the Head of University Council approval, the Department and College Councils recommendations, and the University Rector.
4. University Council sets the organizational regulations and procedures for attending conferences and symposia on the basis of the Scientific Council recommendation.
5. The conference or symposium participant submits a report in that respect to the University.

## ARTICLE 66

The University may grant tickets and transfer allowance to staff member participating in a conference or symposium or can only allocate tickets or attendance permission without any financial commitment. Delegation and Secondment

## ARTICLE 67

The staff member or the Like may, upon the University Council resolution and the Department and College Councils recommendations, shall be delegated to a governmental institution. The University shall be responsible for paying her/his salary and monthly transportation allowance, unless otherwise agreed.

## ARTICLE 68

The staff member and the like, upon the University Council resolution and the Department and College Councils recommendations may be entitled to a secondment to work in another body. The University Council is entitled to revoke the resolution before the end of the secondment period.

## A<sup>69</sup> ARTICLE

The staff member and the like may be entitled to a secondment according to the following conditions:

1. A minimum of three-year service at the University. The University Council, however, may allow for exceptions when necessary.
2. Only one staff member or %10 of the total number of the members in each department can be assigned for the span of one calendar year.
3. Staff members should spend a service time in the University not less than the secondment duration.
4. Secondment should not affect the speed and quality of work.
5. Any other conditions deemed appropriate by the University Council

## A<sup>70</sup> ARTICLE

The staff member and the like are entitled to a secondment to work in one of the following bodies:

1. Universities and Colleges inside and outside the Kingdom.
2. Ministries and Governmental bodies.
3. Public and Private Institutions.
4. International and regional governments and bodies.



## A<sup>71</sup> ARTICLE

The staff member and the like are entitled to a secondment for one calendar year, subject to renewal within a maximum of five successive years. The University Council may, however, make exceptions by allowing for a maximum two-year extension, provided that the secondment period does not exceed ten years of the total number of service years at this University or any other.

## A<sup>72</sup> ARTICLE

The institution to which the staff member is a secondee pays her/his salary, allowances, and remunerations from the date s/he joins it. The secondee shall get the same benefits, in terms of seniority and remunerations, which s/he receives at

The University, provided that s/he pays any due pension participations. The period of secondment shall be calculated for promotion purposes in accordance with Article (24) of the herein Regulations.

## A<sup>73</sup> ARTICLE

The secondment approval resolution may also assign to the secondee the task of participating in certain academic activities such as teaching, academic supervision, training, among other jobs, provided that the University shall take responsibility of any expenses thereto. Academic Communication

## A<sup>74</sup> ARTICLE

University Council may, upon the Scientific Council and the Department and College Councils recommendations, adopt a resolution to delegate the staff member to an institution outside the University campus on an academic mission within a maximum time limit of four months, which may be extended to one year if necessary. The delegated member, with a one-month assignment, shall receive the same benefits of the seconded. If the mission exceeds a month, the delegated member shall get the same benefits of an employee on scholarship abroad for training purposes.

## A<sup>75</sup> ARTICLE

The University Council may, upon the Department and College Councils recommendation, adopt a resolution to delegate the staff member for teaching at an institution outside the Kingdom. In which case, the delegated member shall get

The same benefits of the employees officially delegated to work abroad, provided that the delegation time limit does not exceed four years in total.

## A<sup>76</sup> ARTICLE

The University Rector may, upon the Scientific Council, and the Department and College Councils recommendations, issue a resolution that permits the Staff member to travel for the purpose of conducting research at a University other than hers/ his during the summer vacation on the following bases:

1. The staff member should submit an application for traveling, which includes support information.
2. The staff member should submit to the Department Council, upon her/his return, a report of the research accomplished to be submitted to the Scientific Council.
3. The staff member shall be entitled to an air ticket Transportation

## A<sup>77</sup> ARTICLE

The staff member and the like may, upon the University Rector resolution, based on the Scientific Council, and the Department and College Councils recommendations, be transferred from one department to another in the same college within her/his specialty.

## A78 ARTICLE

The University Rector may, upon the recommendation of the Scientific Council, and based on recommendations of the Department and College Councils being transferred to, approve transferring the staff member and the like from one college to another in the University

## A79 ARTICLE

The staff member and the like may, upon the University Council resolution, based on the Department and College Councils recommendations, be transferred to a job outside the University.  
Disciplinary Measures

## A80 ARTICLE

A Disciplinary Committee looking into the misconduct of staff members or equivalents shall be formed based on a resolution issued by the University Rector and include the following members:

1. A Vice-Rector (President)
2. A Dean other than the one who conducted the investigation (Member)
3. A staff member whose academic rank is Professor, or higher (Member)
4. A Sharia's or law expert (Member)

## A<sup>81</sup> ARTICLE

If the staff member and the like are believed to have violated any of her/his duties, a dean shall be assigned by the University Rector to conduct an investigation in accordance with the staff disciplinary rules and report the investigation results the University Rector. The University Rector shall refer the staff member in question to the Disciplinary Committee if deemed necessary.

## A<sup>82</sup> ARTICLE

The University Rector may issue a resolution to suspend any staff member and the like pending investigation. The suspension penalty is applied with a maximum of three months except on the basis of a resolution from the Disciplinary Committee. The period of suspension(s) may be extended in accordance with the investigation conditions, provided that maximum time limit for suspension is one year in each case.

## A<sup>83</sup> ARTICLE

The net salary of the suspended staff member shall be reduced by %50. If acquitted or receiving any other penalty than dismissal, s/he shall be reimbursed for the deducted part of the salary. In case of the dismissal penalty, the University shall not recover the salary amounts that the staff member receives pending investigation, unless otherwise decided by the Disciplinary Committee

## ARTICLE 84

The University Rector shall notify the staff member and the like, who is subject to investigation by the Disciplinary Committee, of the charges, and provide her/him with a copy of the investigative report through registered mail fifteen days before the defined date of the disciplinary session.

## ARTICLE 85

The staff member and the like, who is referred to the Disciplinary Committee, may review the minutes of the conducted investigation on the dates defined by the Rector.

## ARTICLE 86

The Disciplinary Committee shall investigate the reported misconduct charges as follows:

1. The Committee Secretariat shall be an employee selected by the Committee's President.
2. The Committee shall meet upon the President's call, and the member under investigation shall be notified through registered mail to be present before the Committee for hearing and defense.
3. The Committee sessions shall be attended by the member under investigation or her/his delegate. However, if neither the member in question nor the delegate is present, the investigation procedures may be carried out but the

investigations and examinations shall be carried out in closed sessions. The Committee maintains the right to call witness's when necessary.

4. The Committee's resolutions shall pass on the basis of the majority of votes, and sessions shall not be valid unless attended by all the members. The Committee shall refer the minutes of the resolutions, and the investigation file to the University Rector within a maximum time of two months from the date of referring the investigation to the Committee for approval. If the University Rector does not approve of the Committee resolution, the file shall be referred back to the Committee, which, in case of persistence, shall refer the case once more to the University Council, the resolution of which shall be conclusive.
5. The University Rector shall notify the staff member and the like of the Committee resolution once it is issued in writing.
6. The staff member and the like, may file an appeal against the resolution through a letter submitted to the University Rector within a maximum time of thirty days from the notification date; otherwise, the resolution shall be considered final. If the appeal was delivered before the end of the defined duration, the University Rector shall refer the case once more to the Disciplinary Committee for further investigation, and if the Committee persisted, the case shall be referred once more to the University Council, the resolution of which shall be conclusive.

## ARTICLE 87

In accordance with the provisions of Article (32) of the “Employees Disciplinary Rules”, the disciplinary sanctions which may be inflicted on the staff member and the like are as follows:

1. Written censure.
2. Reprimand.
3. Reduction in Salary, provided that forfeiture does not exceed a three-month net salary, nor should the sum deducted each month exceed One third of the monthly salary.
4. Denial of one periodical increment.
5. Adjournment of promotion for one year.
6. Transference from the academic work and assignment to another for a maximum period of five years. The transference period shall not be counted within the promotion time limit.\* (This Article was amended and this Paragraph was added based on the Higher Education Council Resolution No. (1432/27/14 H) endorsed by the Royal Approval in the telegram No.7/b/45888, dated 1423/11/23 H.)
7. Dismissal.

## ARTICLE 88

The disciplinary action shall not have an impact on any other lawsuits, which might arise from the same act.



## ARTICLE 89

The University Rector may warn, verbally or in writing, the staff member and the like, who violates her/his duties, and the Rector maintains the right to impose both the written censure and reprimand penalties on the staff member after

Written investigation and hearings in defense are conducted. The University Rector resolution in this case shall be conclusive and founded on causes. Deans shall report to the University Rector the observations of the Departments Chairpersons on any misconduct or breach on the part of the staff member and the like. Service Termination

## ARTICLE 90

The staff member's service may be terminated for any of the following reasons:

1. Resignation.
2. Request for early retirement.
3. Position termination.
4. Health disability.
5. Unaccounted absence or failure to apply transfer resolution.
6. Dismissal for disciplinary reason.
7. Dismissal upon a Royal or Ministerial Council Decree.

## A<sup>91</sup> ARTICLE

The staff member and the like who reaches the age of 60 according to the Hijrah calendar, shall be retired pursuant to a resolution by the University Rector. The service of that member, however, may be extended until the end of the academic year if s/he reaches the age of 60 during the academic year. The Higher Education Council may, upon the University Rector recommendation, extend the service of a -60year old member until s/he is sixty-five.

## A<sup>92</sup> ARTICLE

If a staff member and the equivalent become unable to perform her/his duties due to health conditions, the University Rector shall report his case to the University Council to consider whether to terminate her/his services.

## A<sup>93</sup> ARTICLE

The University Council shall, upon the Scientific Council and the Department and College Councils recommendations, consider accepting the resignation or retirement on early pension requests submitted by a staff member and the like. Rules for Recruiting Part-time Professors

## **A<sup>94</sup>** **ARTICLE**

The University may recruit part-time Professors, provided that they are former staff members or eminent scientists in the required specialization. Those Professors shall not be assigned any administrative activity.

## **A<sup>95</sup>** **ARTICLE**

Part-time professors shall be recruited within a maximum time of two years, renewable upon the University Rector resolution, the University Council approval, and the Scientific Council and College and Department Councils recommendations.

## **A<sup>96</sup>** **ARTICLE**

The part-time Professor shall be granted a remuneration that equals the basic salary s/he received for her/his last academic post. However, if s/he is not a staff member, the University Council shall define the amount of remuneration on the basis of the scientific Council and College and Department Councils recommendations, provided that it does not exceed the basic salary of the Assistant Professor.

## ARTICLE 97

The part-time Professor, in accordance with the provisions of Article (96) herein, shall perform the same duties of the staff member. Regulations retaining to extra teaching hours shall also apply to the part-time Professor by virtue of the provisions of Article (51) herein

## ARTICLE 98

If the part-time Professor violates any of her/his duties, s/he shall be subject to staff members disciplinary provisions as herein stipulated. Rules for Encouraging Distinguished Saudis from Outside the University to Teach at its Colleges and Institutes

## ARTICLE 99

Non-staff members who are recruited by the University to teach approved teaching hours shall be entitled to remunerations as follows:

1. Ministers, deputy ministers, and high rank posts shall receive a thousand Riyals (SR 1000)
2. Staff members from other universities shall receive the following: a. Professor (SR 400) b. Associate Professor (SR 350) c. Assistant Professor (SR 300)
3. Employees on ladder ranks: a. Ranks (14) and (15) (SR 400) b. Rank (13) (SR 350) c. Rank (12) (SR 300) d. Ranks (10 ,9 and 11) (SR 250)

4. Ladder Educational ranks a. Rank (6) (SR 250) b. Rank (5) (SR 200) c. Rank (4) (SR 150)
5. Military Individuals a. General (SR 1000) b. Major General and Lieutenant General (SR 400) c. Brigadier General and Colonel (SR 350) d. Lieutenant Colonel and Captain (SR 300) e. First Lieutenant and Lieutenant (SR 250)
6. Retired individuals: in accordance with their academic degrees, employment or military ranks before retirement
7. Un-employed individuals:

Distinguished Saudis from posts or ranks other than those in the aforementioned paragraphs may, upon the University Council approval, be recruited to teach in the University colleges, institutes, and centers, provided that their salaries do not exceed the basic salary of the rank of Assistant Professor.

## **A**100 **ARTICLE**

In addition to the salary stipulated in Article (101), the recruited staff member, or any other, from outside the University or outside any branch thereto, shall be entitled to a two-way air ticket and a deputation allowance equal to that received by her/his equivalents. The University shall also pay for the housing, transportation and other expenses during the period of her/his recruitment. General Provisions

Article 103 Universities Councils shall lay down the applied rules and procedures in compliance with the herein Statutes and Regulations.

## A101 ARTICLE

Any issue not stated in any of the provisions of the herein Rules and Regulations may be subject to the Statutes of the Higher Education Council, its implementing regulations and resolutions effective in the Kingdom.

## A102 ARTICLE

The Higher Education Council is entitled to interpret the herein Statutes and Regulations

## A103 ARTICLE

The herein Statutes and Regulations take effect after six months of approval. Salary Scale for University staff members, lecturers, and teacher assistants Including the %15 raise endorsed by the Royal Decree No. a/227, dated 1426/7/16 H. and taking effect on 1426/9/1 H. Post Grades Annual Raise 10 9 8 7 6 5 4 3 2 1  
15 14 13 12 11 Teacher Assistant 7580 7220 6860 6500 6410 5780 360 10820 10460 10100 9740 9380 9020 8660 8300 7940 Lecturer 11580 11140 10700 10260 9820 9380 8940 8500 8060 7620 440 13780 13340 12900 12460 12020 Assistant Professor 11100 15555 15060 14565 14070 13575 13080 12585 12090 11595 495 18030 17535 17040 16545 16050 Associate Professor 13980 19155 18580 18005 17430 16855 16280 15705 15130 14555 575 22030 11455 20880 20305 19730 Professor 16650 16015 22365 21730 21095 20460 19825 19190 18555 17920 17285 635 24905 24270 23635 23000 Appendix Exception to Paragraph (2) of Article (4) of the Regulations for Saudi Universities Staff

Members Resolution No. (1422/21/3 H) issued by the Higher Education Council in its (Twenty First) Session held on 1422/2/28 H. states the following: "Approval of exceptional appointment of the graduates of certain medical specializations who obtained a (good) grade for the post of "demonstrator", as defined by the University Council, provided that those are not to be raised to posts that require (very-good) as an appointment condition. The exception duration shall be five (5) years; however, the resolution shall be re-presented to the Council for evaluation two (2) years from the date of application."The resolution was endorsed by Royal Approval No. 363/8, dated 1422/4/2 H. Also the Resolution No. (1424/32/9 H) issued by the Higher Education Council in its (Thirty Second) Session held on 1424/11/26 H. states the following: "To maintain application of the Council's Resolution No. (1422/21/3 H) which dictates the exceptional appointment of graduates of certain medical specializations who obtained a (good) grade for the post of "demonstrator", as stipulated in the indicated resolution "The resolution was endorsed by the Royal Approval No. (7/b/1551) dated 1425/1/18 H. The Higher Education Council Resolution No. (1427/44/10H) adopted in its (Forty Four) Session, held on 1427/10/21 H also stated:"Approval to extend the duration of exceptional appointment of graduates of certain medical specializations who obtained a (good) grade for the post of "demonstrator" to five more years as stipulated by Resolution No. (1422/21/3 H) dated 1422/2/25 H. The Resolution was endorsed by the Royal Approval No. (m/b/1086) dated (1428/1/26 H)



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