



Approved at UC 3rd Mtg 19 March 2025

Promotion Policy for Senior Lecturers to Assistant Professors

Introduction:

This policy outlines the criteria and procedures for promoting senior lecturers to the rank of assistant professors within our esteemed institution. The promotion process is designed to recognize and reward academic excellence, commitment to teaching, impactful publications, and significant contributions to community service.

Criteria for Promotion:

1. Degrees: PHD or equivalent

- a) Degree must be obtained before joining Alfaisal University
- b) Degree must be received from a recognized and accredited University.
- c) Degrees should be earned through Full Time/Regular Mode only, degrees earned through online/distance/hybrid are not acceptable.
- d) Degrees must not be obtained while the applicant is a FT employee in Alfaisal or any other institution or organization.

2. Publications:

- a) Senior lecturers seeking promotion to assistant professor should demonstrate a consistent record of scholarly publications in reputable peer-reviewed journals, conferences, or academic presses.
- b) Emphasis will be placed on the quality, relevance, and impact of publications within the candidate's field of expertise.
- c) The following number of publications (i.e., refereed journal paper) are required to meet the criteria for promotion from Senior Lecturer to Assistant Professor:
 - I. 1 publication unit for faculty in Humanities, Architecture, Law, and Business
 - II. 1.5 publication units for faculty in Medicine, Pharmacy, Engineering and Science

Publication units to be calculated as follow:

- 1 unit if it is single authored.
- 1/2 unit if it has two authors.
- 1/2 unit for the first author in publication with more than two authors,
- 1/4 unit for each of the others co-author.

3. Teaching Evaluations:

- a) Candidates must exhibit excellence in teaching, as evidenced by consistently positive evaluations from students, peers, and departmental reviews.
- b) Teaching effectiveness will be evaluated based on pedagogical innovation, student engagement, and the ability to create an inclusive and dynamic learning environment.

- c) A comprehensive teaching portfolio, including syllabi, assessment strategies, and student feedback, should accompany the promotion application.

4. Community Service:

- a) Candidates are expected to actively engage in community service activities that contribute to the university's mission and demonstrate a commitment to societal impact.
- b) Community service may include participation in academic committees, outreach programs, collaborations with local organizations, and initiatives that promote the university's presence in the wider community.
- c) The impact and significance of community service contributions will be assessed through documented evidence and recommendations from relevant stakeholders.

Promotion Procedure:

1. Eligibility:

- a) Senior lecturers with a minimum of two years of fulltime service at the university are eligible to apply for promotion. Or one year at Alfaisal university if already more than 2 years in total after the PhD degree
- b) Candidates must meet the outlined criteria in degrees, publications, teaching evaluations, and community service.
- c) Availability of a post as assistant professor at the related department

2. Application:

- a) Candidates must submit a comprehensive promotion dossier, including a cover letter, curriculum vitae, degree copies, teaching portfolio, publication list, and evidence of community service contributions.
- b) Approval of the department head and the college dean

3. Evaluation:

- a) The University Hiring Committee (UHC) will thoroughly review the promotion dossier.
- b) External peer reviews may be solicited to provide an objective evaluation of the candidate's scholarly contributions.

4. Recommendation:

- a) The committee will submit its recommendations to the President via the University Scientific Council for final approval.
- b) Successful candidates will be notified promptly, and the promotion will be effective at the beginning of the next academic year.

Conclusion:

This promotion policy seeks to uphold the academic standards and values of our institution, ensuring that faculty members progressing from senior lecturer to assistant professor embody excellence in research, teaching, and community service. The implementation of this policy reflects our commitment to fostering a vibrant and intellectually stimulating academic environment.