



جامعة الفيصل
Alfaisal University

Approved by Scientific Council 11 Sept 2024 (email)
Approved by UC xx Sept 2024

FACULTY PROMOTION REGULATIONS & GUIDELINES

2024

ALFAISAL UNIVERSITY

10 Sept 2024

CONTENTS

EXECUTIVE SUMMARY *iii*

1. INTRODUCTION	1
2. CRITERIA FOR PROMOTION IN REGULAR PROFESSOR RANKS	1
2.1. Professor Series.....	1
2.1.1. Associate Professor	2
2.1.2. Professor.....	2
2.2. Performance Evaluation.....	2
2.2.1. Teaching	2
2.2.2. Research	3
2.2.3. Service	4
3. MINIMUM QUALIFICATIONS.....	4
3.1. Degree Requirements.....	5
3.2. Assistant Professor.....	5
3.3. Associate Professor	5
3.4. Professor	6
4. PROMOTION TO PROFESSORIAL RANKS.....	7
4.1. Promotion from Assistant Professor to Associate Professor.....	7
4.2. Promotion from Associate Professor to Full Professor.....	8
5. AUTHORITY	8
6. PROMOTION REVIEW PROCESS	8
Appendix A: Checklist for Faculty Members Applying for Promotion	11
Appendix B: Templates for Faculty Promotion File	12

EXECUTIVE SUMMARY

Academic faculty members at Alfaisal University are normally appointed to a faculty rank in the Regular Professor series: Assistant Professor, Associate Professor, and Professor. According to a review process established by the University, academic faculty appointed to the Regular Professor series may seek promotion in rank. Faculty members shall be evaluated on the basis of tripartite performance, relative to the faculty member's assigned workload as distributed among: (1) *Teaching* (i.e., quality, teaching development, and pedagogy); (2) *Research* (i.e., scholarship, publications and/or creative work, grant and contract awards, and journal quality); and (3) *Service* (i.e., University service and/or public service, including professional activity or service). The appraisal process will include peer review assessments, both internal and external, to the University. The eligibility period for a faculty member seeking promotion shall be a minimum of four years in university rank (or equivalent position) with one year of consecutive service at Alfaisal University.

At Alfaisal University for promotion from **Assistant Professor to Associate Professor**, in addition to all other requirements, the number of needed units is *five (5)* from properly indexed journal papers. These journals should be indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's, SJR, ABS or similar databases depending on the respective college's requirements. The ABS list, for example, is the sole ranking list for promotion for the College of Business. Publications in indexed emerging journals accepted up to 20% of application points, but these publications will be subject to evaluation based on the type of research, innovation, citations, and expected contributions. Publication in Q1 and Q2 journals is encouraged. All publications should be properly affiliated with the institution where the faculty member was officially working at the time of publication, and at least *1.5 units* should have their main affiliation with Alfaisal University. *Two* units must be first authored in multi-author papers which are properly indexed.

Also, for promotion from **Associate Professor to Full Professor**, the number of needed units is *seven and a half (7.5)* from properly indexed journal papers. These journals should be indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's, SJR, ABS or similar databases depending on the respective college's requirements. Publications in indexed emerging journals accepted up to 20% of application points, but these publications will be subject to evaluation based on the type of research, innovation, citations, and expected contributions. Publication in Q1 and Q2 journals is encouraged. All publications should be appropriately affiliated with the institution where the faculty member was officially working at the time of publication, and at least *2.25 units* should have main affiliation with Alfaisal University. *Three* units must be first authored in multi-author papers which are properly indexed. Exemptions are granted for publications in ISI-indexed medium for applicants from specializations such as Architecture, and Humanities disciplines. A scholarly work is to be counted as:

- Single authored work = 1 unit (subject to evaluation)
- Two-author work = ½ unit each author
- Collective work = ½ unit for the first author and ¼ for all others

A completed faculty promotion portfolio will consist of the following content:

Letters (reverse chronological order)	Section 1
• College Dean Recommendation • College Peer Review Committee • Request for Promotion Review	
Promotion Application Summary	2
• Declaration • Calculation of Publication Units • Application Form for Promotion of Faculty Members	
Curriculum Vitae	3
Supporting Documents of Previous Appointments	4
Research & Publications	
• Journal Articles • List of Research Grants	5
Teaching	6
• List of Courses Taught & Curriculum Development • Faculty Development Activities • Students & Peer Evaluations	
University & Community Service	7

Faculty members may submit their completed promotion application anytime during the academic year. However, the formal process outlined below will be followed.

Steps in chronological order for promotion to professorial ranks

STAGE	ACTION
<i>Anytime during the academic year</i>	An eligible faculty member can submit a Promotion Review Portfolio to the College Dean after 4 years of service.
<i>College Level Review</i>	- The College Dean shall make the portfolio available for review by members of the College Faculty Peer Review Committee. The portfolio is retained/secured by the College (Executive Assistant). A letter from HR stating the applicant's date of appointment and confirming that the field of study is within the specialty of the College should be included in the portfolio. - The College Faculty Peer Review Committee shall convene and complete its review of the applicant's portfolio. For promotion from Assistant to Associate Professor, the College Faculty Peer Review Committee will ensure that none of the scientific papers submitted for promotion are derived from the applicant's PhD dissertation. The applicant must submit a copy of their PhD dissertation for verification. The Committee's written recommendation on each faculty applicant shall be submitted to the College Dean <i>by the date stipulated by the Dean</i>. That date shall allow for sufficient time for the Dean's subsequent review & written recommendation on each faculty member. The committee's recommendation is placed in the faculty member's portfolio. <i>Copy provided to the faculty member.</i> - The written recommendation of the College Dean concludes the process of review at the college level. The College Dean's written recommendation is added to the promotion portfolio. Copy provided to the faculty member. The faculty member's Promotion Review Portfolio is transferred from the Dean's Office to the Scientific Council.
<i>Scientific Council</i>	A Scientific Council Subcommittee (i.e., the University-Wide Faculty Promotion Review Committee) reviews the faculty member's Promotion Review Portfolio. - If the Portfolio does not meet the minimum criteria or is incomplete, it is returned to the Office of the College Dean. - If the portfolio meets the criteria and is complete, the <i>Scientific Council Secretary General</i> forwards it for external review. - Once the external reviewer evaluations are received by the <i>Scientific Council Secretary General</i>, then the Portfolio is presented to the <i>Scientific Council</i> for a final decision. - The <i>Scientific Council</i> sends a formal decision letter to the President, indicating approval or non-approval of the faculty member's promotion application.
<i>President's Approval & Signature</i>	- The President may comment on the decision letter and ask for clarification from the <i>Scientific Council</i>. - For successful applicants a <i>Letter of Approval</i> is sent by the President to the candidate with copies to the respective College Dean, the Director of Human Resources, and the Scientific Council. - For unsuccessful candidates, a <i>Letter of Decline</i> is sent by the Chair of the Scientific Council to the candidate, with a copy to the respective College Dean. This is the final level of review for all faculty Promotion cases.

1. INTRODUCTION

Distinction in teaching, research, and service is crucial to achieving the University's goals of becoming a leading educational institution and a model in the region. The primary goals of a university are the advancement and dissemination of knowledge. It is also a critical component to the University's mission of conducting world-class research that benefits the Kingdom of Saudi Arabia, the region, and the world. In order for the University as an institution to accomplish its goals, faculty must first and foremost be scholars who have depth and wisdom. The effectiveness of a faculty is essentially the product of the depth of individual scholarship and the quality of teaching. The promotion process aims to advise the University on a candidate's eligibility for promotion and to provide feedback to the candidate through the appropriate deans on their performance in research, teaching, and public and university service. The University shall use the promotion process to encourage academic excellence and to evaluate the achievements of its faculty by comparing them with international standards in all the fields of knowledge that are relevant to the University's programs.

Research expectations of faculty should reflect actual practice, allowing for distinction between disciplines based on international practice. For example, Business candidates are required to publish in A and/or B ranked journals in the field. As for the standing of the journals, most recognized rankings, such as that of the Association of Business Schools (ABS), Handelblatt-VWL, or CEFAGE-UE, do agree on the list of the A and B journals in all areas of management and economics. *The ABS list, for example, is the sole ranking list for promotion for the College of Business.* For promotion from Assistant to Associate, the faculty member must demonstrate through their publications that they: have an area of research and have become known in the academic community; can conduct independent research in that area; and will continue to be research active. This may require the faculty to publish, including at least one solo article, in the A and/or B ranked journals in the field. For promotion from Associate to Full Professor, the faculty member must have international academic recognition in their area of research, including more publications in the A and B journals. Furthermore, exemptions are granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture and Humanities disciplines.

While approving these regulations and guidelines, the University Council asserts that these regulations and guidelines are in accordance with the 'unified bylaws for faculty' that were adopted by the Higher Education Council No.4-6-1417H in its sixth meeting on 26-8-1417H. On 22-8-1418H, the Custodian of the Two Holy Mosques approved the decision of the Council.

2. CRITERIA FOR PROMOTION IN REGULAR PROFESSOR RANKS

2.1. Professor Series

Academic faculty members at Alfaisal University are normally appointed to a faculty rank in the Regular Professor series: Assistant Professor, Associate Professor, and Professor. Titles may vary according to the distribution of workload and College of appointment. Academic faculty appointed to the Regular Professor series may seek promotion in rank according to a review process established by the university administration in consultation with the appropriate faculty committees. Promotion is defined as advancement from one rank to a higher rank within this series, normally to the next rank as listed above.

This promotion policy applies only to faculty members having an appointment in the Regular Professor series and excludes Instructors, Lecturers, Senior Lecturers, Research Professors, and Clinical appointments. These faculty members are hired through the respective college and in consultation with the Senior University Administration when the appointment is made.

2.1.1. Associate Professor

- 2.1.1.1. *Research*: An emerging international reputation for excellence and a high level of productivity in research and/or scholarship.
- 2.1.1.2. *Teaching and Learning*: An excellent record of teaching, advising, and new courses development.
- 2.1.1.3. *University and/or Public Service*: Significant service to University, profession, or community.
- 2.1.1.4. The candidate for promotion must meet all three of the above criteria at the appropriate level for promotion to the rank of Associate Professor.

2.1.2. Professor

- 2.1.2.1. *Research*: An international reputation for excellence and sustained high level of productivity in research and/or scholarship.
- 2.1.2.2. *Teaching and Learning*: Sustained a high level of quality in educational activities at the undergraduate and graduate levels.
- 2.1.2.3. *University and/or public service*: Substantial service to University, profession, and community.
- 2.1.2.4. The candidate for promotion must meet all three of the above criteria at the appropriate level for promotion to the rank of Full Professor.

2.2. Performance Evaluation

Candidates shall be evaluated based on tripartite performance, relative to the faculty member's assigned workload as distributed among: *Teaching* (i.e., quality, teaching development, and pedagogy); *Research* (i.e., scholarship, publications and/or creative work, and grant and contract awards); and *Service* (i.e., University service and/or public service, including professional activities or services). The appraisal process should include peer review assessments, both internal and external to the University, with a view to ascertaining qualitative and/or quantitative measures of development in the tripartite performance.

2.2.1. Teaching

Evaluation of teaching performance is a critical aspect of performance reviews and the promotion decision. Teaching excellence will be assessed by determining the individual's ability to:

- 2.2.1.1. Lecture and lead discussions.
- 2.2.1.2. Create a range of learning opportunities.
- 2.2.1.3. Draw out students and arouse the curiosity of beginners.
- 2.2.1.4. Stimulate advanced students to engage in creative work.
- 2.2.1.5. Organize courses logically and systematically.
- 2.2.1.6. Evaluate critically the materials related to the field of specialization.
- 2.2.1.7. Assess student performance.
- 2.2.1.8. Stimulate students to extend learning beyond a particular course.
- 2.2.1.9. Other functions related to teaching as specified by the college.

The following tools will be used to evaluate teaching:

- 2.2.1.10. Evidence of research and development in devising new learning strategies that enhance student motivation and encourage deeper learning experience, e.g., creative use of computer technology and other teaching resources; published research related to student learning in conference proceedings and

journals; development of specialist courses related to teaching development strategies; etc.

- 2.2.1.11. Developing new undergraduate and graduate courses or degree programs at Alfaisal University to increase the market share and diversity of the University.
- 2.2.1.12. Evaluations by department/program heads or experienced faculty through classroom visits, review of syllabi, course outlines, alignment of assessment with course objectives, achieving class goals and feedback to students.
- 2.2.1.13. Teaching portfolio: continuous self-assessment through documentation of course development; responsiveness to suggestions for improvement; implementation of innovative teaching methods; the number of students formally advised; and evidence of student learning from their performance on quizzes and external exams.
- 2.2.1.14. Student evaluations and comments that reflect teaching excellence, creativity, and enhancement of student achievements.
- 2.2.1.15. Exit interviews of students who have completed a particular course and of students who have graduated as conducted by the University office of quality assurance.

2.2.2. Research

The criteria for research and creative achievement vary across disciplines, and they are defined by each college. The faculty of each college and/or department will rank journals according to standards such as international or regional prestige, breadth of readership, peer review, and rejection rate. Candidates should demonstrate continuous engagement in a defined research area that indicates future promise. Alfaisal prides itself in being a research-oriented and student-centered university, and faculty members are expected to be research active, defined as having at least one publication per year in reputable peer-reviewed journals. For verification purposes, copies of all published material included in the candidate's curriculum vitae for the period of evaluation should be submitted as part of the promotion file. To encourage collaborative work, the senior author may be asked to detail the contribution of the candidate to a particular publication or project. If working as members of a research team, promotional candidates should explain their specific roles on the team.

A qualitative assessment of the impact of a faculty member's research and creative achievements will normally be based on:

- 2.2.2.1. Demonstration of a research focus. This refers to the extent to which an individual's research has a theme and is directed towards solving or tackling a major problem or hypothesis in an organized and methodologically sound fashion. Also included is whether there is a clear plan for the future that shows where this research will create positive interaction with peers, move the field forward, and garner support from available resources.
- 2.2.2.2. Receipt of externally funded grants and contracts for research and development. Faculty in disciplines for which external funding is normally available are expected to have grants awarded as a priority criterion for promotion in rank.
- 2.2.2.3. Publication of high-impact refereed (either international or regional) journal articles, with special consideration given to the quality of the publication, such as the reputation of the journal, and the nature of the authorship. The number and quality of required publications shall be defined by unit (college) specifications. Normally publications shall be those completed while faculties are appointed at Alfaisal University.

- 2.2.2.4. Publication of scholarly and creative works such as books, articles, novels, and monographs.
- 2.2.2.5. Frequency with which the candidate's publications have been cited.
- 2.2.2.6. Publication and funding resulting from collaborative efforts with researchers in other fields.
- 2.2.2.7. Presentations at conferences, seminars, and symposia.
- 2.2.2.8. Receipt of fellowships and awards.
- 2.2.2.9. Editing of professional academic journals, reviewer of articles, books, funding applications, and other creative works.
- 2.2.2.10. Evidence of professional-development activities such as faculty research leaves that lead to increased research and publication effectiveness.
- 2.2.2.11. Evidence of recognition as an expert within a particular academic field, whenever appropriate.
- 2.2.2.12. Disclosure of new intellectual property through patent acquisition, or licensing that has resulted from the individual's research.

2.2.3. Service

There are three types of service: university service, service to the profession, and community service. In assessing service, the following activities will be considered relevant:

- 2.2.3.1. Administrative service to the University.
- 2.2.3.2. Member or chair of a departmental, college, or university committee or task force.
- 2.2.3.3. Presentations at conferences, seminars, and symposia.
- 2.2.3.4. Lectures at other universities or professional meetings, especially keynote or invited speeches.
- 2.2.3.5. Organizing role in national or international conferences, workshops, or other academic meetings.
- 2.2.3.6. Consulting services to industry, government, or community organizations.
- 2.2.3.7. Services to national, regional, and international agencies, task forces, boards, and commissions.
- 2.2.3.8. Civic activities that are local, regional, or national; and that promote a positive relationship between the University and the community.
- 2.2.3.9. Service as an officer of a national, regional, or international professional association

3. MINIMUM QUALIFICATIONS

The eligibility period for a faculty member seeking promotion shall be a minimum of four years in university rank (or equivalent position) with one year of consecutive service at Alfaisal University. The following minimum qualifications are required for all professorial ranks of Alfaisal faculty. For research, the minimum qualifications are determined based on a specific number of "units" in accordance with the 'unified bylaws for faculty' that were adopted by the Higher Education Council. A scholarly work is to be counted as:

- "1 unit" if it is single-authored.
- "1/2 unit" if it has two authors.
- If the research was carried out by more than two individuals, it will be regarded as "1/2 unit" for the first author and "1/4 unit" for each of the others.

Additional minimum requirements may be set by the respective colleges and by the University.

Research expectations of faculty should reflect actual practice, allowing for the distinction between disciplines based on international practice. For example, faculty members in Business are required to publish, in A and/or B ranked journals in the field. As for the standing of the journals, most recognized rankings, such as that of the Association of Business Schools (ABS), Handelblatt-VWL, or CEFAGE-UE, do agree on the list of the A and B journals in all areas of management and economics. **The ABS list, for example, is the sole ranking list for promotion for the College of Business.** For promotion from Assistant to Associate professor, faculty members must demonstrate through their publications that they: have an area of research and have become known in the academic community; can conduct independent research in that area; and will continue to be research active. This may require the faculty member to publish, including at least one solo article, in the A and/or B ranked journals in the field. For promotion from Associate to Full Professor, the faculty member must have international academic recognition in their area of research, including more publications in the A and B journals. Furthermore, exemptions are granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture, and Humanities disciplines.

3.1. Degree Requirements

An earned Ph.D. degree, or equivalent, in the subject area from an institution whose graduate programs correspond to those of accredited reputable universities, is required for all professorial ranks. However, in certain fields of study and in special cases, exceptions can be made (refer to article 12 of the “Unified Regulatory Charter for Saudi Faculty and their Equivalence”). *Ph.D. degrees obtained by correspondence, during breaks/ vacation periods, and through continuing education courses are not accepted as equivalent to an earned Ph.D. degree.*

3.2. Assistant Professor

Candidates for this rank must show the promise of successful research performance. Publications resulting from their Ph.D. dissertations may be accepted as evidence of such a promise. In addition, it is desirable that they have some teaching experience at the university level.

3.3. Associate Professor

Four or more years of successful teaching and research at a recognized University, preferably in a tenure-track position, after attaining the requisite degree, are required, with a minimum of one-year appointment at Assistant Professor rank at Alfaisal University having been served prior to application for promotion. **No papers will be accepted which are extracted from the PhD dissertation.** An Associate Professor should demonstrate mature and independent scholarship. Research and other scholarly activities should indicate creativity, significance, and effectiveness. The faculty member seeking promotion must satisfy the following minimum requirements in Research and Scientific Contributions: **two units may be first authored in multi-author papers** which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's, SJR and ABS or similar databases. **Publications in indexed emerging journals are acceptable up to 20% of application points, but these publications will be subject to evaluation based on type of research, innovation, citations, and expected contributions.** Publication in Q1 and Q2 journals is encouraged. About Journal Quartile: Each subject category of journals is divided into four quartiles: Q1, Q2, Q3, and Q4. Q1 contains the top 25% of journals in the list; Q2 is occupied by journals in the 25 to 50% group; Q3 contains journals in the 50 to 75% group and Q4 is occupied by journals in the 75 to 100% group.

A faculty member can apply for promotion to Associate Professor without individual (singly authored) works, provided that the applicant has at least four first-author ISI-indexed publications for promotion to Associate Professor. Furthermore, at Alfaisal University, for the promotion from Assistant Professor to Associate Professor, in addition to all other requirements, the number of needed units is *five (5)* from properly indexed journal papers. All publications should be appropriately affiliated with the institution where the applicant was officially working at the time of publication, and at least *1.5 units* should have main affiliation with Alfaisal University. Exemptions may be granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture and Humanities disciplines.

In determining the minimum number of units, the following categories and rules should be considered:

1. Papers in internationally recognized refereed journals; a *minimum* of *one* unit is required.
2. Papers in refereed proceedings in international conferences and specialized symposia; a *maximum* of *one* unit is accepted.
3. Review papers, a *maximum* of *one* unit is accepted.
4. Refereed, published, or accepted for publication technical reports from specialized university research centers; a *maximum* of *one* unit is accepted.
5. Refereed textbooks and reference books; a *maximum* of *one* unit is accepted.
6. Refereed translations of specialized scientific books; a *maximum* of *one* unit is accepted.
7. Inventions and novelties that have patents from recognized patent agencies approved by the Scientific Council; a *maximum* of one unit is accepted
8. **Publications in indexed emerging journals are acceptable up to 20% of application points.**

In determining the minimum number of units, it must be ascertained that Research and Scientific Contributions were published or accepted-for-publications *while the faculty member was at the rank of Assistant Professor*. Furthermore, it must be ascertained that material submitted for consideration for promotion must have been published or accepted for publication in more than one publication channel (i.e. different journal publishers).

3.4. Professor

Eight or more years of successful teaching and research work at a recognized University, preferably in a tenure-track position, after attaining the requisite degree are required. Faculty members applying for promotion to this rank must have at least four years of service in the Associate Professor rank with a minimum of one-year appointment at Associate Professor rank at Alfaisal University having been served prior to application for promotion. In promotion to this rank, contributions to teaching and service are essential. However, the main emphasis is on research and scholarly achievements. Thus, all faculty members seeking promotion to this rank must demonstrate that their research achievements have had a recognized impact on the advancement of knowledge in their subject area. **Publications in indexed emerging journals are acceptable up to 20% of application points, but these publications will be subject to evaluation based on the type of research, innovation, citations, and expected contributions. Publication in Q1 and Q2 journals is encouraged. About Journal Quartile: Each subject category of journals is divided into four quartiles: Q1, Q2, Q3, and Q4. Q1 contains the top 25% of journals in the list; Q2 is occupied by journals in the 25 to 50% group; Q3 contains journals in the 50 to 75% group and Q4 is occupied by journals in the 75 to 100% group.**

Single-author works will be subject to evaluation. A faculty member can apply for promotion to Full Professor without individual (i.e., singly authored) works, provided that the applicant has at least *six* first-author properly indexed publications for promotion to Professor. Furthermore, at Alfaisal University, for the promotion from Associate Professor to Full

Professor, in addition to all other requirements, the number of needed units is *seven and a half (7.5)* from properly indexed journal papers. All publications should be appropriately affiliated with the institution where the faculty member was officially working at the time of publication, at least *2.25 units* should have main affiliation with Alfaisal University. Exemptions may be granted for publications in ISI-indexed medium for applicants from certain specializations such as Architecture and Humanities disciplines.

In determining the minimum number of units for promotion to the rank of Professor, the same categories of scholarly activities listed in Section 3.3 are applicable. However, for consideration for promotion to this rank, a *minimum* of *two* units in category “1” (*i.e.* refereed journal papers) is required.

In determining the minimum number of units, it must be ascertained that Research and Scientific Contributions were published or accepted for publication *while the candidate was at the rank of Associate Professor*. Furthermore, it must be ascertained that material submitted for consideration must have been published or accepted for publication in more than one publication channel, and not all channels are associated with one single University or a single society.

4. PROMOTION TO PROFESSORIAL RANKS

4.1. Promotion from Assistant Professor to Associate Professor

4.1.1 Appointment to the rank of Assistant Professor normally occurs based on a defined term of appointment with automatic renewal subject to standard probationary review, university need, and budget authorization within the College/Department of appointment. The term of service (*i.e.*, time in rank) of faculty appointed to the rank of Assistant Professor normally shall be a minimum of four academic years. An appointee holding the rank of Assistant Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the faculty member are based on careful reviews of the appointee’s progress, promise, and achievement and may be affected by fiscal and programmatic considerations. Faculty members seeking advancement in rank to Associate Professor may apply **anytime during the academic year after completing the fourth year of contracted appointment** at Assistant Professor Rank or equivalent. Additionally, a minimum of one year of appointment at the Assistant Professor rank at Alfaisal University is required. Formal consideration of promotion is normally initiated by the faculty member after consultation with the supervising College Dean and senior members of the College faculty. The university administration may recognize and grant credit for prior faculty experience (teaching, research, and service) and accept the application for advancement prior to the fourth year of appointment. A promotion may become effective before the end of a contracted term of appointment, but such advancement shall not mark the beginning of a new term of appointment.

4.1.2 Under normal circumstances, a promotion is accompanied by a base salary increase which is published. This will vary depending on the circumstances of the promotion determination (*i.e.*, contractual agreement). The supervising College Dean shall seek the funds in the budget necessary for the base salary increase with corresponding total compensation adjustments.

4.1.3 The effective date of a promotion shall be concurrent to the date **the Scientific Council approved the promotion.**

4.2. Promotion from Associate Professor to Full Professor

- 4.2.1** The normal term of service at Associate Professor Rank is four years, but there is no obligation on the part of the University to promote an Associate Professor to the rank of Professor solely based on years of service at the lower rank. A faculty member holding the rank of Associate Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the faculty member are based on careful reviews of the appointee's progress, promise, and achievement and may be affected by fiscal and programmatic considerations.
- 4.2.2** Faculty members seeking promotion to full Professor may normally apply at any time during the academic year after completing four years of service as an Associate Professor or equivalent. Additionally, a minimum of one year of appointment at the Associate Professor rank at Alfaisal University is required.
- 4.2.3** The university administration may recognize and grant credit for prior faculty experience (teaching, research, and service) at the Associate Professor rank or equivalent and accept applications for advancement to the rank of Professor prior to the fourth year of appointment. However, faculty holding Associate Professor Rank at Alfaisal University and prior faculty experience at this rank may qualify for accelerated promotion to the rank of Professor only if achievement in tripartite performance (teaching, research/scholarship, service) is exceptional.
- 4.2.4** Advancement to the rank of Professor shall not mark the beginning of a new term of appointment.
- 4.2.5** The effective date of a promotion shall be concurrent to the date the **Scientific Council approved the promotion.**

5. AUTHORITY

The authority to approve appointments, reappointments, and promotions for titles in the Regular Professor series (i.e., Assistant Professor, Associate Professor, and Professor) lies with the Scientific Council of Alfaisal University. These actions are taken after appropriate review and are subject to the normal authority granted to the Scientific Council for faculty appointments.

6. PROMOTION REVIEW PROCESS

A faculty member who has decided to stand as a candidate for promotion shall undergo a formal, comprehensive review according to the process outlined in Table 1. Faculty members may submit their promotion files anytime during the academic year. However, the formal process outlined below must be followed.

- 6.1** Faculty members shall notify their supervising College Dean in writing of the intention to stand for promotion review. Faculty may submit their promotion files anytime during the academic year.
- 6.2** Faculty members shall prepare the relevant documentation for appraisal of their teaching, research and scholarship or creative activity, and university service or public service. This documentation shall be collected and organized in a Promotion Review File according to a checklist (see *Appendix A*) and specific content as outlined in the templates in *Appendix B*.

Table 1. Steps in chronological order for promotion to professorial ranks

STAGE	ACTION
<i>Anytime during the academic year</i>	An eligible faculty member can submit a Promotion Review Portfolio to the College Dean after 4 years of service.
<i>College Level Review</i>	- The College Dean shall make the portfolio available for review by members of the College Faculty Peer Review Committee. The portfolio is retained/secured by the College (Executive Assistant). A letter from HR stating the applicant's date of appointment and confirming that the field of study is within the specialty of the College should be included in the portfolio. - The College Faculty Peer Review Committee shall convene and complete its review of the applicant's portfolio. For promotion from Assistant to Associate Professor, the College Faculty Peer Review Committee will ensure that none of the scientific papers submitted for promotion are derived from the applicant's PhD dissertation. The applicant must submit a copy of their PhD dissertation for verification. - The Committee's written recommendation on each faculty applicant shall be submitted to the College Dean <i>by the date stipulated by the Dean</i>. That date shall allow for sufficient time for the Dean's subsequent review & written recommendation on each faculty member. The committee's recommendation is placed in the faculty member's portfolio. <i>Copy provided to the faculty member.</i> - The written recommendation of the College Dean concludes the process of review at the college level. The College Dean's written recommendation is added to the promotion portfolio. Copy provided to the faculty member. The faculty member's Promotion Review Portfolio is transferred from the Dean's Office to the Scientific Council.
<i>Scientific Council</i>	A Scientific Council Subcommittee (i.e., the University-Wide Faculty Promotion Review Committee) reviews the faculty member's Promotion Review Portfolio. If the Portfolio does not meet the minimum criteria or is incomplete, it is returned to the Office of the College Dean. If the portfolio meets the criteria and is complete, the <i>Scientific Council Secretary General</i> forwards it for external review. Once the external reviewer evaluations are received by the <i>Scientific Council Secretary General</i>, then the Portfolio is presented to the <i>Scientific Council</i> for a final decision. The <i>Scientific Council</i> sends a formal decision letter to the President, indicating approval or non-approval of the faculty member's promotion application.
<i>President's Approval & Signature</i>	- The President may comment on the decision letter and ask for clarification from the <i>Scientific Council</i>. - For successful applicants a <i>Letter of Approval</i> is sent by the President to the candidate with copies to the respective College Dean, the Director of Human Resources, and the Scientific Council. - For unsuccessful candidates, a <i>Letter of Decline</i> is sent by the Chair of the Scientific Council to the candidate, with a copy to the respective College Dean. This is the final level of review for all faculty Promotion cases.

- 6.3 Faculty members shall include a self-evaluation of their tripartite professional activity (publications, teaching, and service) for at least four academic years to include all years since the last Promotion previous to the year of application for promotion.
- 6.4 The faculty member's file shall be submitted to a College/Department Faculty Peer Review Committee, which shall be charged with providing a peer-review evaluation and recommendation on the faculty member's application for promotion.
- 6.5 For promotion from Assistant to Associate Professor, the College Faculty Peer Review Committee shall check that none of the scientific papers submitted for promotion have come from the applicant's PhD dissertation.
- 6.6 The faculty member shall be provided with a copy of the College/Department Faculty Peer Review Committee's letter of evaluation and recommendation and shall have the right of reply and comment in a written statement, which shall be placed in the faculty member's promotion file.
- 6.7 The faculty member's file shall be submitted from the College department Faculty peer Review Committee to the supervising College Dean for evaluation and recommendation on the faculty member's application for promotion.
- 6.8 The faculty member shall be provided a copy of the relevant College Dean's letter of evaluation and recommendation and shall have the right of reply and comment, which shall be placed in the faculty member's promotion file.
- 6.9 The faculty member's Promotion Review Portfolio is transferred from the Dean's Office to the Scientific Council.
- 6.10 A Scientific Council Subcommittee (i.e., University-wide Faculty Promotions Review Committee) reviews the faculty member's Promotion Review Portfolio.
- 6.11 If the Portfolio does not meet the minimum criteria or is incomplete, then it is returned to the office of the College Dean.
- 6.12 If the Portfolio meets the criteria and is complete, then the dossier (i.e., scientific papers) is sent by the Scientific Council Secretary General for External Review.
- 6.13 Once External Reviewers' scores and comments are received then the Portfolio is sent to the Scientific Council for a final decision.
- 6.14 The Scientific Council sends a formal decision letter (i.e., approved/not approved) to the President.
- 6.15 The President may comment on the decision letter and ask for clarification from the Scientific Council.
- 6.16 For successful applicants, a Letter of Approval is sent by the President to the candidate with copies to the respective College Dean and the Director of Human Resources.
- 6.17 For unsuccessful applicants, a Letter of Decline is sent by the Chair of the Scientific Council, with a copy to the respective College Dean.
- 6.18 This is the final level of review for all faculty Promotion cases.
- 6.19 The effective date for promotion and any salary increases associated with a promotion shall be the date of approval by the Scientific Council.

Appendix A: Checklist for Faculty Members Applying for Promotion

The following checklist (Table 2) is designed to assist faculty members applying for promotion. It is NOT to be included in the faculty member's academic promotion application.

Table 2. Checklist for Promotion of Faculty Members

Pre-promotion round		
1	Check that you are eligible to apply for a promotion under the academic promotion guidelines.	
2	Discuss your intention to apply for promotion at least one year ahead with your Department Chair and College Dean.	
3	Read the academic promotion procedures for faculty members and familiarise yourself with any department-specific or college-specific standards or requirements.	
5	Flag your intention to submit a promotion application prior to the opening round with your dean, if you are seeking promotion to Associate Professor or Full Professor;	
6	Meet with your immediate supervisor or head of unit (where applicable) to discuss your application for promotion, including Promotion Portfolio content and organization of supporting documents.	
Completing and submitting your application		
7	Submit the completed and signed promotion application to your dean	

Faculty Member Name

Alfaisal University, Riyadh

**Request for promotion
from Assist/Assoc
Professor to Assoc/Full
Professor of XXX**

Date (D/M/Y)

Contents

	Section
Letters (reverse chronological order)	1
• College Dean Recommendation Letter	
• College Peer Review Committee Letter	
• Request for Promotion Review	
Promotion Application Summary	2
• Declaration	
• Calculation of Publication Units	
• Application Form for Promotion of Faculty Members	
Curriculum Vitae	3
Supporting Documents of Previous Appointments	4
Research & Publications	5
• Journal articles	
• List of research grants	
Teaching	6
• Courses taught & curriculum development	
• Faculty development activities	
• Student & Peer Evaluations	
University & Community Service	7

SECTION 1

Letters (reverse chronological order)

- College Dean Recommendation Letter
- College Peer Review Committee Letter
- Request for Promotion Review
- List of ten potential reviewers with names, positions, & contact details

SECTION 2

Promotion Application Summary

- Declaration
- Calculation of Publication Units
- Application Form for Promotion of Faculty Members

Application Form for Promotion of Faculty Members

College of _____ Department of _____

PART ONE

Resume (Curriculum Vitae)

First

Father

Grandfather

Family

Name: _____

Nationality: _____

Phone: _____ Mobile: _____ Email: _____

• For those on contract with the University: Contract date: \ \ Hijri \ \ Gregorian

Contract type: ☐ Personal ☐ Other

Employed in another country: ☐ No ☐ Yes, name the employer: _____

• Date of promotion or appointment in current academic rank: \ \ Hijri \ \ Gregorian

• Applying for the rank of: ☐ Professor ☐ Associate professor

• Did you apply for this rank before: ☐ No ☐ Yes, please complete the next section:

Information on previous times (if any):

1- Scientific council meeting No: _____ Academic year 14 -14 , Date: \ \ Hijri

2- Scientific council meeting No: _____ Academic year 14 -14 , Date: \ \ Hijri

Applicant's academic degrees:

B.A. / B.Sc. University: _____ College: _____
University location (city|state|country): _____
Date of obtaining degree: \ \ Hijri \ \ Gregorian

M.A./M.Sc. University: _____ College: _____
University location (city|state|country): _____
Date of obtaining degree: \ \ Hijri \ \ Gregorian
Master's study method: ☐ Thesis ☐ Courses ☐ Thesis and Courses
Title of master's thesis: _____
Advisor's name: _____

Ph.D. or Fellowship University: _____ College: _____
University location (city|state|country): _____
Date of obtaining degree: \ \ Hijri \ \ Gregorian
Title of Ph.D. dissertation: _____
Advisor's name: _____
Applicant's major and minor: _____

PART TWO

(Research Work)

Research work submitted for promotion:

A) Papers published or accepted for publication in academic, specialized and refereed journals:

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

B) Papers submitted to academic and specialized conferences which have been refereed and published in full in the conference proceedings:

-
-
-
-
-
-
-
-
-
-

C) Papers which have been refereed and published or accepted for publication by University Research Centers:

-
-
-
-

D) Refereed books which include textbooks, scientific references, edited classical books and translated books:

-
-
-
-

E) Patents:

-
-
-

F) Creative works:

-
-
-

PART THREE

(Research Work Not Considered for Promotion)

Only to be mentioned without enclosing:

A) Papers published prior to obtaining the Ph.D. (if any):

-
-
-

B) Papers extracted from master's or Ph.D. thesis (if any):

-
-
-
-

☐ No papers extracted from master's or Ph.D. thesis are included in the research work submitted for promotion.

C) Other unrefereed works:

-
-
-
-

D) Papers published while working as Assistant Professor (for those applying for promotion to Full Professor rank):

-
-
-

PART FOUR

(Employment and Administrative History)

Dates should be specified by: D/M/Y

1- Employment history (in descending order, last given first):

-
-
-
-
-

2- Administrative assignments (in descending order):

-
-
-
-
-

3- Scholarships and awards (if any):

-
-
-

PART FIVE

(Participation in Conferences, Symposia and Other Activities)

1- Participation in conferences and symposia other than those mentioned in Part Two / B. Please give names, dates, places, and your mode of participation in them:

A) Conferences:

-
-
-
-
-

B) Symposia:

-
-
-
-
-

2- Other activities:

A) Membership of Scientific Associations:

-
-

-
-
-
-
-

B) Committees:

-
-
-
-

C) Councils:

-
-
-
-
-
-
-

D) University and community service:

-
-
-
-
-

PART SIX
(Teaching Load)

Teaching load for the last four academic years including the semester in which the faculty member is applying for promotion: (information on teaching load and others should be checked by the department chairman. Summer term is excluded):

Semester: Academic year: 14 - 14 Hijri

Course	Cr. Hrs.

SECTION 3

Curriculum Vitae

SECTION 4

Supporting Documents of Previous Appointments

SECTION 5

Research & Publications

- Journal articles.
- List of research grants

SECTION 6

Teaching

- Courses taught & curriculum development.
- Faculty development activities
- Student & Peer Evaluations

SECTION 7

University & Community Service