

Approvals:

HR/GS/ORI: 1 Feb 2025

RGC 19 Feb 2025

UC 11 May 2025 (12th Mtg)

Hiring Policies & Procedures for Post-Doctoral Research Fellows based on Internal & External Funding

(14 April 2025 DA/RF/SM/MG)

1. Scope & Objectives

The major aim is to enhance PhD level graduate studies and research & innovation by ensuring a transparent, consistent, and efficient process for hiring highly qualified Post-Doctoral Researchers that will support the university's academic & research objectives to be in the world's top 200 rankings. The hiring policies will follow two tracks either through internal funds (i.e., Alfaisal University resources) or external funds (e.g., financial support from companies, government ministries, NGOs) based on grants or contracts associated with the research. These are temporary research and not teaching appointments.

The two policies and their specified duration are as follows:

- *Internally funded post docs*: One-year contract is awarded, which may be renewed subject to the performance evaluation and availability of funds.
- *Externally funded post docs*: Determined based on the external funding source and the terms of the funding agreement.

2. Hiring Process for Assigning Internally & Externally Funded Post-Doctoral Researchers

2.1. Process & Criteria for Assigning Post-Docs to Faculty using only University Funds

- Faculty must articulate a clear need for a postdoc, explaining how their involvement is critical to advancing research projects, achieving results, contribute to ongoing projects, or meeting deadlines.
- Faculty should demonstrate a strong track record of research productivity, such as publications in reputable peer-reviewed journals as the primary or corresponding author and successful grant applications.
- The faculty's research goals should align with the broader mission and strategic priorities of the university.
- Faculty should outline how hiring a postdoc will help position the faculty member for future external funding opportunities.
- Faculty needs to indicate how a postdoc would contribute to building a more productive and collaborative research environment including mentorship, knowledge transfer, and skill development for undergraduate and graduate students.

2.2. Process & Criteria for Assigning Post-Docs to Faculty using Funds from External Grants & Contracts

- Selection & hiring must follow external funding agency rules.
- Funds must come primarily from outside grants & contracts and may be supplemented by university if needed.

2.3 Recommendation & Funding

Postdoctoral Researchers are hired for a fixed term, based on the availability of funds recommendation of the faculty member (Principal Investigator, PI).

2.4 Evaluation of Request

Before advertising the Office of Research and Innovation (ORI) UHC will assess the hiring request or need to confirm the availability of funding and to ensure the advertised candidate's qualifications are aligned with the tasks outlined in the project.

2.5 Job Advertisement

All Postdoctoral positions must be advertised through the University Job Portal at <https://jobs.alfaisal.edu> as well as the *Chronicle for Higher Education*, as per *University Hiring*

Committee (UHC) policy <https://www.alfaisal.edu/en/hr-uhc>. The advertisement must clearly state a required research output of 2 to 3 papers per year.

2.6 Selection Process

The College Hiring Committee is responsible for reviewing, interviewing, and ranking the applicants for Postdoctoral positions as per university hiring policy.

2.7 Document Submission

A detailed checklist can be found in *Appendix A* and on the University HR website <https://www.alfaisal.edu/en/hr-uhc>. Colleges must submit the following to the *University Hiring Committee (UHC)*:

- Curriculum Vitae (CVs) of candidates
- Job Descriptions (JDs)
- Copy of Chronicle of Higher Education Advertising
- Duration of the proposed contract

2.8 Shortlisting

The College Hiring Committee must submit the top three candidates along with their supporting documents to the University Hiring Committee for final approval. It is recommended that ORI & GS be consulted during the selection process since the hiring of Post Docs will be of primary benefit to graduate students and research faculty.

2.9 University Hiring Committee Review

The University Hiring Committee will review the submitted documentation and communicate its recommendation to the University President for final approval <https://www.alfaisal.edu/en/hr-uhc>.

2.10 President's Office Review

The President's Office will review & approve the recommendation, in consultation with the Human Resources Dept (HR), to confirm the availability of required visas and ensure compliance with any visa restrictions.

3 Position Title & Duration

- Title shall be Researcher or Post Doctoral Research Fellow
- The contract duration for *externally funded* post docs is determined based on the external funding source and the terms of the funding agreement. For *internally funded* post-docs, a one-year contract is awarded, which may be renewed subject to the performance evaluation and availability of funds.

4 Reporting Structure

- The Researcher or Post Doc Fellow will report directly to the faculty member (PI) providing the funding for the position and/or that has the main supervisory responsibility.
- Contract renewal is contingent upon supervising faculty members' recommendations and the review of the Faculty Activity Report (FAR). The ORI may be consulted in this process.

5 Position Grade

- Postdoctoral Researchers and those with a PhD: **Grade 7**
- Research Assistants with a Master's degree: **Grade 6**

6 Salary & Benefits

- **Basic Salary:** Determined by the available external funding, within the instructor grade category.
- **Allowances:**
 - *Saudi Nationals:* 25% Housing allowance; 10% Transportation allowance
 - *Non-Saudis:* 25% Housing allowance; 25% Cost of Living allowance
- **Work Visa:** If required, will be provided by the University.
- **Annual Vacation:** 21 working days per year.
- **Air Tickets:** If a work visa is issued, the University will provide travel at the beginning and end of the contract. *Annual Vacation Ticket* will be provided for non-Saudi employees if the contract is renewed. One annual return ticket for single employees while for families one annual return ticket per family member.

- **Contract Renewal:** Subject to the supervisory faculty member's recommendation, the FAR and the recommendation of the ORI. The publication output will be a key factor.
- **Contract Type:** Available in both Single and Family Status options.
- **Medical Insurance:** Provided as per Alfaisal University policy.
- **Schooling Allowance:** Up to SAR 40,000 per eligible child, for up to two children.
- **Exit/Re-entry Visas:** For *Single Status*, one exit/re-entry visa with annual leave. For *Family Status*, one exit/re-entry visa with annual leave for each family member.

Appendix A

University Hiring Committee Candidates Evaluation Checklist

Position Information			
Job Title:		Number of Positions Requested:	
Department:		College:	
UHC Meeting #:		Date:	
No.	Description	Included (Yes/No/NA)	Note
1	Manpower Plan (UHC-MP)	☐ Yes ☐ No ☐ NA	
2	Approved Academic Position Requisition Form (UHC-APRF)	☐ Yes ☐ No ☐ NA	
3	Position advertisement Link & Job Description	☐ Yes ☐ No ☐ NA	
4	Candidate Interview Summary (UHC-CIS) signed by all Search Committee (SC) members	☐ Yes ☐ No ☐ NA	
5	Search Committee (SC) meeting minutes. (Minutes should include the total number of applicants applied, shortlisted, interviewed, and recommended for hiring)	☐ Yes ☐ No ☐ NA	
6	Search Committee Ranking Sheet (UHC-SCRS) (minimum 3 candidates per position)	☐ Yes ☐ No ☐ NA	
7	Curriculum Vitae (CV) of top 3 candidates	☐ Yes ☐ No ☐ NA	
8	Promotion Letters for professorial ranks higher than Assistant Professor	☐ Yes ☐ No ☐ NA	
9	List of courses candidate will teach	☐ Yes ☐ No ☐ NA	
10	Consideration/commitment for diversity	☐ Yes ☐ No ☐ NA	