

Employment

Article No. Three (3)

Each University should have a standing committee for the teaching assistants, lecturers, language teachers and research assistants affairs which shall be headed by the University Vice-Dean for the post studies and academic research, and for which there should be a resolution from the University Council concerning its composition and members appointment based on the recommendation of the University Rector. This committee will refer its recommendations to the Council, and its tasks shall include the following:

- 1- To propose the general policy of choosing the teaching assistants, lecturers, language teachers and the research assistants and to distribute them to the departments and colleges.
- 2- To express the opinion concerning the recommendations issued from the college councils which are relating to the employment of teaching assistants, lecturers, language teachers and research assistants as per the following criteria:
 - A- The number of the Saudi faculty members and their accurate specializations and teaching load.
 - B- The number of teaching assistants, language teachers and research assistants at the department.
 - C- The number of scholarships from the department, their accurate specializations and the anticipated dates of their return.
- 3- To propose the distribution of the positions of teaching assistants, lecturers, language teachers and research assistants according to the current and future need of the departments.

The following factors shall be taken into account while distributing the posts:

- A- The average teaching load in the department for four academic semesters.
- B- The average number of students to the total number of the teachers in the department (taking the specialization into account).
- C- The average number of the students in the division (taking the specialization nature into account).
- D- Total number of the faculty member expected to be retired during the next five years.
- E- The total number of the scholarships members expected to return during the next five years.
- F- The teaching loads as per the regulation.
- G- The rate of the Saudi members to the total number of the faculty members.
- H- Total number of teaching assistants on the job who didn't join any mission.
- I- Total number of loaned members in the department.

The study of the recommendations relating to transferring the lecturers and teaching assistants to administrative positions inside the University or transferring them to the Ministry of Civil Service.

- If the teaching assistant completed three years at the university without starting his post studies program without reason, the University Council may transfer him to other appropriate position based on the recommendation of the department and college councils and the standing committee of teaching assistants, lecturers, language teachers and research assistants.
- The lecturer may be transferred to other position in case of completing three years without completing his post studies, with the exception of those needed by the University for the purpose of teaching and proven competence in it. The teaching assistants and lecturers who joined the study inside or outside and are not able to obtain the required academic degree, the articles No. 28,29 and 30 of the secondment and training regulation

are applied on them.

Article No. Four (4)

For the purpose of the teaching assistant employment, the following conditions are required:

- 1- He should have the University degree from recognized Saudi University or other recognised University.
- 2- His grade in the Bachelor Degree shall not be less than Very Good.
- 3- Other conditions issued from the University Council.

For the purpose of the teaching assistant employment, the following conditions are required:

- 1- He should have the University degree from recognised Saudi University or other recognised University.
- 2- His grade in the university phase shall not be less than Very Good.
- 3- He shall not be more than twenty nine years old during the time of application.
- 4- Other conditions issued from the college or department.

Article No. Five (5)

For the purpose of the lecturer and language teacher employment, the following conditions are required:

- 1- He should have the master degree from recognised Saudi University or other recognised University.
- 2- His grade in the master degree shall not be less than Very Good.
- 3- Other conditions issued from the University Council.

For the purpose of the lecturer employment, the following conditions are required:

- 1- He should have the master degree from recognised Saudi University or other recognised University.
- 2- His grade in the master degree shall not be less than Very Good.
- 3- His grade in the university degree shall not be less than Good.
- 4- He shall not be more than thirty four years old during the time of application.
- 5- Other conditions issued from the college or department.

For the purpose of the language teacher employment, the following conditions are required:

- 1- He should have the master degree from recognised Saudi University or other recognised University.
- 2- His grade in the master degree shall not be less than Very Good.
- 3- His grade in the university degree shall not be less than Good.
- 4- Other conditions issued from the college department.

Article No. Six (6)

For the purpose of the research assistant employment, the following conditions are required:

- 1- As for those employed in the master degree (called as research assistant A).

- A- He should have the master degree from recognised Saudi University or other recognised University.
- B- Other conditions issued from the University Council.

For the purpose of the research assistant (A) employment, the following conditions are required:

- A- He should have the master degree from recognised Saudi University or other recognised University.
- B- His grade in the master degree shall not be less than Very Good.
- C- His grade in the university degree shall not be less than Good.
- D- Other conditions issued from the college or department.

2- As for those employed in the BA degree (called as research assistant B).

- A- He should have the master degree from recognised Saudi University or other recognised University.
- B- Other conditions issued from the University Council.

As for those employed in the BA degree (called as research assistant B).

- A- He should have the master degree from recognised Saudi University or other recognised University.
- B- His grade in the university degree shall not be less than Good.
- C- Other conditions issued from the college or department.

Article No. Seven (7)

The teaching assistant, lecturer and language teacher shall be appointed based on the recommendation of the department and college council as well as the standing committee of teaching assistants, lecturers, language teachers and research assistants, and based on that the University Council will issue the relevant decision.

A- The directorate general of the faculty members and personnel affairs shall undertake what follows:

- 1- Receiving the employment requests for the positions of teaching assistants, lecturers, language teachers and research assistants, two times per year, as well as to ensure the equivalence of certificates and the completion of all requirements.
- 2- Preparing a form for each applicant showing (the last qualification information/ the personal information/ the academic record/ copy of graduation certificates/ the interesting in which position/ which department/ which specialization/ working (not working)/ contact information).
- 3- The applicants' lists shall be sent to the college with which the documents of the applicants are attached in order to be reviewed and to issue the required recommendations from the competent councils (through the committees of nominating the teaching assistants proposed in the departments and colleges).

B- In each department, a committee for the teaching assistants, lecturers, language teachers and research assistants affairs shall be formed to perform the tasks relating to the study and examination of the application grounds in order to verify the following:

- 1- The university from which the degree is obtained and that it is one of the recognized universities.
- 2- The accumulative rate and the obtained grade as well as to review the certificates and previous experiences.
- 3- To review and calculate the rates of the specializing subjects (in the department/the required specialization for employment).
- 4- To make the interviews in order to ensure the qualification of the applicant in the academic field and his eligibility in the proposed field.

5- Other procedures as required by the department.

The department committee shall refer its recommendation to the department council in order to make its recommendations and to refer the matter to the college council as seen appropriate.

C- Each college shall form, a committee for the teaching assistants, lecturers, language teachers and research assistants affairs, which will review the matters relating to this group. Such committee shall be assigned to coordinate between the needs of various departments in the colleges and these positions by performing some determined works, such as:

- 1- To ensure the accuracy and authenticity of the procedures executed by the departments committees.
- 2- To review the variuos requests from the departments for the purpose of identifying the actual needs of the departments according to the number of students and faculty members.
- 3- To distribute the posts allocated to the new college or the vacancies in any department of the college.

The college committee will escalate its recommendation to the college council and refer the matter to the standing committee of the teaching assistants, lecturers, language teachers and research assistants affairs to review these recommendations.

D- The standing committee will refer its recommendations to the university council to take the final decision.

Article No. Eight (8)

The research assistant shall be employed by the resolution of the university rector based on the recommendation of the department and college councils and the recommendation of the standing committee of the teaching assistants, lecturers, language teachers and research assistants affairs.

Article No. Nine (9)

- 1- The teching assistant whose university study average is four years shall be employed in the first degree of the teaching assistant rank.
- 2- The teching assistant whose university study average is five years shall be employed in the second degree of the teaching assistant rank.
- 3- The teching assistant whose university study average is six years shall be employed in the third degree of the teaching assistant rank.
- 4- The teching assistant whose university study average is seven years shall be employed in the fourth degree of the teaching assistant rank.

Article No. Ten (10)

The regulation of the educational positions approved by the CSC resolution No. 590 dated on 10/11/1401H and its modifications shall be applied on the language teachers and research assistants.

- 1- The language teachers shall be employed at the sixth level.
- 2- The research assistant (A) shall be employed at the sixth level.
- 3- The research assistant (B) with education BA degree shall be employed at the fifth level.
- 4- The research assistant (B) without education BA degree shall be employed at the fourth level.

- The language teacher shall perform the teaching tasks equal to the teaching of the lecturer in any of the specializations of Languages and Translation College/Arabic Language and English Language Departments of the college of arts/or Arabic Language Institute.
- The research assistant (A) shall perform the teaching tasks equal to the tasks of the lecturer and with the same teaching load.
- The research assistant (B) shall perform the teaching tasks equal to the tasks of the teaching assistant and with the same teaching load.
- The research assistant A and B may be assigned with determined supportive researching works issued by the recommendation of the relevant college council and the approval of the University Council.

Article No. Eleven (11)

For the purpose of employment, the assistant professor is required to have the Ph.D degree or its equivalent from a Saudi University or other recognized university, and the university council will have the right to add other conditions.

The equivalent of the Ph.D degree shall include the following:

First: Medicine and dentistry certificates which entitles their holders to be appointed in the membership of the faculty at the University such as King Saud University Fellowship or the Saudi competence certificate and others, Which are adopted by the department and college councils and approved by the academic council with the publication of one research unit in one or more refereeing specializing academic journal, provided that the applicant shall meet the following requirements:

- 1- The applicant applying for assistant professor employment must have spent at least four years of training as per what is applied in the requirements of King Saud University Fellowship or the Saudi competence.
- 2- If the training is less than four years, the applicant shall complete the missing period in one of the university hospitals under the supervision of the concerned department before employment.
- 3- As for those who apply for employment with the position of assistant professors out of the teaching assistants, in addition to what is mentioned in the above-mentioned article No. 1, they should be a consultant in the major applying for except in case of the rare majors seen by the college council to be excluded , and the relevant department in such case shall refer a memo in which the employment reasons are determined, then the recommendation of the college council will be sent to the academic council in order to be considered.

Second: Pharm. D. degree, provided that the applicant shall meet one of the following two options in addition to achieving one research unit published or approved to be published in the refereeing specializing academic journal and achieved by the applicant during his study or after obtaining the degree:

- 1- Either to study courses for the period of two years after obtaining the BSC degree, followed by eclinical pharmacy training for the period of two years in accredited hospitals.
 - 2- Or to study courses for the period of three years after getting the BSC degree followed by eclinical pharm. Training the in recognized hospitals.
- In the two above cases, the training program shall be accredited by American Society of Hospital Pharmacy (ASHP).

Article No. Twelve (12)

The University Council, when necessary, and based on the recommendation of the department and college councils as well as the academic council, may appoint at the rank of assistant professor without ensuring the condition of the Ph. D degree for the specializations in which the Ph. D degree is not granted as per the following provisions:

- 1- The candidate shall have the master degree or the equivalent degree from a Saudi or any other accredited university.
- 2- He shall complete at least the period of three years in the position of a lecturer.
- 3- He shall submit three published units after obtaining the master degree, one of them shall be single at least, and these units shall be as per article No. 29 of this regulation.

The persons having the Pharm. D degree who studied for two years after obtaining the BSC degree without getting the clinical training certificate shall be included within the equivalent of the master degree.

Article No. Thirteen (13)

Taking into account the provisions of the twelfth article herein, the employment at the rank of associate professor are provided with the following conditions:

- 1- To have the Ph.D degree from a Saudi or other accredited University.

Taking into account the provisions of the twelfth article herein, the employment at the rank of associate professor are provided with the following conditions:

- 1- To have the Ph.D degree from a Saudi or other accredited University.
- 2- The experience in the University faculty membership or the membership in other accredited university faculty which shall not be less than four years after being appointed as assistant professor.
- 3- To be academically had been promoted to the rank of associate professor from a Saudi or other accredited University.

Article No. Fourteen (14)

Taking into account the provisions of the twelfth article herein, the employment at the rank of professor are provided with the following conditions:

- 1- To have the Ph.D degree from a Saudi or other accredited University.

Taking into account the provisions of the twelfth article herein, the employment at the rank of professor are provided with the following conditions:

- 1- To have the Ph.D degree from a Saudi or other accredited University.
- 2- The experience in the University faculty membership or the membership in other accredited university faculty which shall not be less than eight years and four years after being appointed as associate professor.
- 3- To be academically had been promoted to the rank of professor from a Saudi or other accredited University.

Article No. Fifteen (15)

The faculty member shall be appointed based on the recommendation of the department and college council and the recommendation of the academic council. The University Council shall issue a resolution of such appointment.

The following rules shall be applied to the employment cases referred in articles 11-15 of this regulation

First: Employment Requirements:

- 1- The resume for employment form approved by the Academic Council (Appendix A).
- 2- Copy of the academic qualifications (BSC Master (as applied), Ph.D or the certificate proving that he has the Ph.D degree which is approved from the post graduate studies dean or the University Registrar, as per the procedures of the country of graduation. (The original documents shall be submitted to the secretariat of the academic council in order to get duplicate of them.)
- 3- The BSC master and Ph.D transcript (The original documents shall be submitted to the secretariat of the academic council in order to get duplicate of them.)
- 4- Copy of the master research, as applied, and copy of Ph.D research.

Second: Employment Procedures:

The employment procedures of the faculty member start from the relevant department and college after completing the employment grounds as per the following procedures:

- 1- The candidate shall submit his request to the relevant department and attach the resume form and all required documents.
- 2- The department shall review the request and the attached documents and prepare a report about the Ph.D thesis. The department may ask the candidate to give a talk on his research in Ph.D attended by the specialists in the department in case of the exceeding the regulating period of Ph.D. But if the applicant is from outside the University, he shall lecture in the department and prepare a report about it to be attached with the documents.
- 3- In case of exceeding the regulating period of getting the Ph.D degree, or if the applicant is one of the loaned member of the department, the department council shall nominate one of its member as a specialist to participate and work with the committee of employment in the academic council to meet the applicant. Such member is preferred not to be one of those who prepared the Ph.D report. A memo shall be referred to the college council with copy of department meeting minute during which the matter and teaching load were discussed. Such minute shall include the names, nationalities, ranks and specializations of the faculty members.
- 4- The college council shall nominate one of its member to participate in the interview of the candidate if the applicant is not loaned by the college, then such documents shall be referred to the academic council in addition to attaching a copy of the college council meeting minute during which the matter was discussed.
- 5- If the candidate is at the rank of more than assistant professor, it will be preferred that the department member and the college council member is at the same rank, at least.

Third: After receiving the complete documents by the academic council, they shall be referred to the relevant committee of employment which will conduct the interview with the candidate as per the following procedures:

- 1- The university loaned candidates having the Ph.D or the equivalent degree within the regulating period will be met by the committee members only. When necessary, the committee may ask the assistance of any specialist or to ask the candidate to lecture in the department.
- 2- The university loaned candidates who exceeded the regulating period of getting the Ph.D or the equivalent degree will be met by the committee members only during the attendance of the specialist nominated by the department council. As required, the committee may ask the assistance of any person or to recommend other procedures.
- 3- The candidates out of teaching assistant or lecturer in the university from those in the university or nominated from outside the university shall be interviewed by the committee members and during the attendance of the specialist of the department and the member of the college council.

Fourth: The specializing committee of employment shall review the documents of the candidates and conduct the interviews, taking into account the following points:

- 1- The integrity of the language and speech as well as the ability to communicate.
- 2- The personality of the candidate and the absence of any obstacles preventing him from working as a faculty member at the University.
- 3- The exact knowledge of the specialization and thesis level (in case of specialist).
- 4- The distinguishing of the candidate in his field (if from outside the University).
- 5- The teaching load for the faculty member in the department and for the members in the candidate specialization.
- 6- Number of teaching assistants and loaned members as well as their specializations and the ratio of the Saudi faculty members to the total number of the faculty members in the department.

Fifth: Based on the result of the interview, the employment committee shall recommend what is seen to be appropriate and escalate its recommendations to the academic council.

Sixth: The college vice-rector of the post studies and Scientific research shall escalate a memo to be referred to the University Council including the recommendation of the academic council attached with all the above-mentioned documents.

Article No. Sixteen (16)

The persons employed at cadre of the university faculty members with previous experiences for the purpose of the salary, will be classified as per the following guidelines:

- 1- The experience shall be gained after the academic qualification required for the employment.
- 2- The experience shall be in the same field of the major and gained during the work in one of the Saudi or the accredited universities or with one of the Saudi government organizations or international organizations.
- 3- The experience shall be calculated, for the purpose of the salary, as follow:
 - A- The experience in the faculty membership in the universities on the basis of year-to-year.
 - B- The experience outside the teaching field, if it is similar to the major on the basis of year-to-year.

Article No. Seventeen (17)

The person transferred from the academic positions to the faculty membership cadre having the Ph.D certificate shall be classified at the rank of assistant professor in the same major of the Ph.D degree. His previous experiences in education after getting the qualification shall be considered as one year with allowance, provided that the last one shall not exceed the rank of assistant professor.

The one who has BSC degree or master degree will be dealt with as above mentioned in appointment at the rank of teaching assistant or lecturer.

Article No. Eighteen (18)

The appointed faculty member and those of the similar state will be given the first grade in the position rank on which he is appointed. If his salary at the time of employment is equal to the salary of this grade or more than it, he will be given the salary of the first grade that exceeds his salary. The appointed faculty member and the like will be given the first grade in the position rank on which he is appointed If his salary at the time of employment is

equal to the salary of this grade or more than it, he will be given the salary of the first grade after his salary.

Article No. Nineteen (19)

The faculty members, lecturers and teaching assistants, in allowances, rewards and privileges, shall be the same as the governmental employees as per the following equation:

Teaching assistant: the eighth level

Lecturer : The Ninth level

Assistant professor: The twelfth level

Associate professor : The thirteenth level

Professor: The fourteenth level

The monthly transportation for the rank of the professor shall be 650 SR per month.

Article No. Twentieth (20)

If the salary of the professor is in the last grade of the faculty members salaries, he will not be prevented from getting the periodic allowance, but he will still having it, and that will not be applied on anyone other than the professor rank.