



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مكتب نائب رئيس الجامعة للبحث العلمي والابتكار
Office of the Vice President for Scientific Research and Innovation



وزارة التعليم
Ministry of Education



Executive and procedural rules for the regulations governing

the appointment of Saudi teaching assistants,
lecturers, research assistants and language teachers

at Imam Abdul Rahman bin Faisal University



Rabi' al-Awwal 1439 AH - December 2017

Subject**page number**

Article 1	3
The text of the first article as stated in the regulations governing the affairs of Saudi faculty members in universities	3
Implementation and procedural rules for Article 1	3
Article 2	4
The text of the second article as stated in the regulations governing the affairs of Saudi faculty members in universities	4
Implementation and procedural rules for Article Two	4
Article 3	5
The text of the third article as stated in the regulations governing the affairs of Saudi faculty members in universities	5
Implementation and procedural rules for Article 3.	6
Article 4	8
The text of the fourth article as stated in the regulations governing the affairs of Saudi faculty members in universities	
Implementation and procedural rules for Article 4	8
Article 5	10
The text of the fifth article as stated in the regulations governing the affairs of Saudi faculty members in universities	10
Implementation and procedural rules for Article 5	10

Subject**page number**

Sixth Article	12
The text of Article Six as stated in the regulations governing the affairs of Saudi faculty members in universities	12
Implementation and procedural rules for Article VI	12
Article 7	14
The text of Article Seven as stated in the regulations governing the affairs of Saudi faculty members in universities	14
Implementation and procedural rules for Article VII	14
Eighth Article	20
The text of Article Eight as stated in the regulations governing the affairs of Saudi faculty members in universities	20
The executive and procedural rules of Article 8	20
Article 9	21
The text of the ninth article as stated in the regulations governing the affairs of Saudi faculty members in universities	21
Implementation and procedural rules for Article 9	21
Article 10	22
The text of Article Ten as stated in the regulations governing the affairs of Saudi faculty members in universities	22
Implementation and procedural rules for Article 10	22
References	23
Appendices 1	24

Article One

The text of the first article as stated in the regulations governing the affairs of Saudi faculty members in universities

The faculty members are:

- Professors
- Associate Professors
- Assistant Professors

Implementation and procedural rules for Article 1

The text of the first article is taken according to what is stated in the regulations governing the affairs of Saudi faculty members in universities without any additions.

Article Two

The text of the second article as stated in the regulations governing the affairs of Saudi faculty members in universities

Lecturers, teaching assistants, language teachers, and research assistants are attached to the faculty members in the provisions of this regulation.

Implementation and procedural rules for Article 2

The text of the second article is taken according to what is stated in the regulations governing the affairs of Saudi faculty members in universities without any additions.

Article Three

The text of the third article as stated in the regulations governing the affairs of Saudi faculty members in universities

A permanent committee is formed in each university for the affairs of teaching assistants, lecturers, language teachers and research assistants, chaired by the Vice Rector for Postgraduate Studies and Scientific Research.

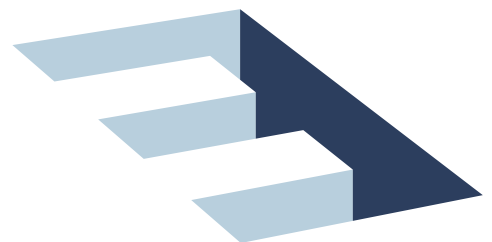
- Proposing a general policy for selecting teaching assistants, lecturers, language teachers and research assistants and distributing them to departments and colleges.
- Expressing an opinion on the recommendations issued by the college councils regarding the appointment of teaching assistants, lecturers, language teachers and research assistants in accordance with the following criteria:
 - A - The number of Saudi faculty members and their ratio to the total number of faculty members in the department, their exact specializations and their teaching loads.
 - B - The number of lecturers, teaching assistants, language teachers and research assistants in the department.
 - C - The number of students on scholarship from the department, their exact specializations, and the expected dates for their return.
- Suggesting the distribution of the positions of teaching assistants, lecturers, language teachers and research assistants according to the current and future needs of the departments.
- Studying the recommendations for transferring lecturers and teaching a permanent committee is formed in each university for the affairs of teaching assistants, lecturers, language teachers and research assistants, chaired by the Vice Rector for Postgraduate Studies and Scientific Research.

Article Three

Implementation and procedural rules for Article 3

In addition to what was stated in Article Three, the following shall be taken into consideration when expressing an opinion by the Standing Committee on the recommendations issued by the college councils regarding the appointment of teaching assistants, lecturers, language teachers and research assistants:

- The committee lists the jobs of teaching assistants, lecturers, language teachers and research assistants, studies their current distribution to university faculties and institutes, and discusses the appropriateness of that distribution according to specific criteria, in addition to proposing the general policy for their proper distribution in the university.
- Average teaching load in the department over four semesters.
- The average number of students in the department to the number of faculty members in it (taking into account the specialization).
- Average number of students per class.
- The number of faculty members expected to retire within the next five years.
- The number of scholarship students who are expected to return within five years.
- Ratio of Saudi faculty members to total faculty members.
- The number of teaching assistants and lecturers on the job who did not join a mission.
- Number of seconded faculty members in the concerned department.
- The number of accredited educational hours in the department, taking into account the different specializations.
- The average number of students in the department to the number of Saudi faculty members (taking into account the specialization).



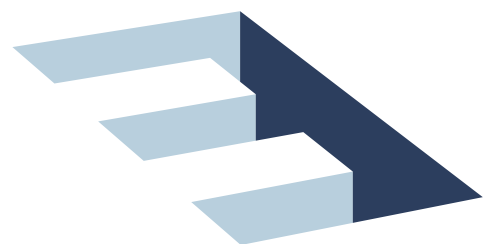
Article Three

Implementation and procedural rules for Article 3

- The department's future teaching plan and curriculum regarding the number of credit hours during the next five years (taking into account the specialization).
- The plan of the academic department for new appointments during the next five years (Appendix)
- The committee proposes the annual plan for distributing jobs to the concerned authorities in the university and submitting it to the university council for approval.

In addition to what was stated in Article Three, when studying the recommendations for transferring lecturers and teaching assistants to administrative positions within the university or referring them to the Civil Service Bureau, the following conditions and criteria shall be taken into consideration:

The University Council may refer a teaching assistant or lecturer to another suitable job if he is unable to join his graduate program after three years of being appointed to his job. This is done based on the recommendation of the department and college councils and the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants. The lecturer who is needed by the university to teach and who has proven his competence may be excluded.



Article Four

The text of the fourth article as stated in the regulations governing the affairs of Saudi faculty members in universities

Required to appoint a teaching assistant:

- He must have a university degree from a Saudi university or another recognized university.
- His general assessment at the university level should be at least very good.
- Any other conditions issued by the University Council.

Implementation and procedural rules for Article 4

In addition to what is stated in Article 4 , the following conditions must be met when appointing a teaching assistant :

- The applicant must be a Saudi national.
- To have a bachelor's degree from a Saudi university or any other recognized university with a very good grade by studying regularly (with the necessity of equivalence of the academic qualifications of graduates of non-Saudi universities by the Certificate Equivalency Committee of the Ministry of Education). As for international universities whose educational system differs, the evaluation is calibrated after reviewing the system of that university and estimating the equivalent of a very good evaluation.
- His age at the time of submission should not exceed (28) years.
- To submit at least two letters of recommendation (related to the application for appointment) from faculty members who have supervised his teaching at the undergraduate level.

Article Four

Implementation and procedural rules for Article 4

- Passing the department's requirements and conditions (written exams, English or TOEFL proficiency, computer licenses, etc.)
- Signing the written undertaking to continue postgraduate studies at internationally prestigious universities in the field of his scientific specialization, during the first two years from the date of assuming the duties of the job.
- In the case of a new application for a teaching position, the applicant must not be at the head of an official government job, and if it is proven otherwise, he will be immediately excluded.
- As for the cases of requesting the transfer of services for (demonstrator) positions, they will be considered if the following criteria are met:
 - a- The application must be in line with the university's strategic plan.
 - B- He should not have spent two years after being appointed to a teaching position, without enrolling in higher studies.
 - c- The application shall be subject to competition within the list of applicants for university jobs.
 - Dr- The transfer should be by job number, and the permanent committee for teaching assistants, lecturers, language teachers and research assistants may recommend an exception to this condition.
- To fulfill any other requirements approved by the University Council based on the recommendation of the relevant department and college council.

Article Five

The text of the fifth article as stated in the regulations governing the affairs of Saudi faculty members in universities

To appoint a lecturer and language teacher:

- He must have a master's degree or its equivalent from a Saudi university or another recognized university.
- That his general assessment in the master's degree is very good, at least (if he obtained it from a university that awards it with a grade).
- Other conditions issued by the University Council.

Implementation and procedural rules for Article 5

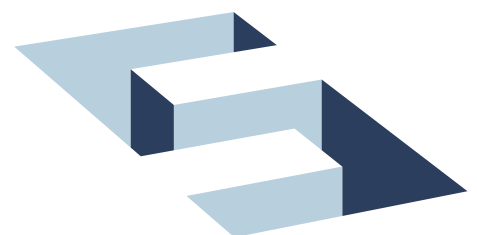
In addition to what is stated in Article 5 , the following conditions must be met when appointing a lecturer or language teacher:

- The applicant must be a Saudi national.
- He must have a master's degree or its equivalent from a Saudi university or another recognized university with a very good rate by studying regularly (with the necessity of equivalence of the academic qualifications of graduates of non-Saudi universities by the Certificate Equivalency Committee of the Ministry of Education), as for international universities whose system differs The assessment is calibrated after reviewing the system of that university, and an estimate of the equivalent is very good.
- His bachelor's degree should not be less than a grade of (very good).
- His age at the time of submission should not exceed (33) years.

Article Five

Implementation and procedural rules for Article 5

- He must submit at least two letters of recommendation (related to the appointment request) from faculty members who supervised his teaching at the master's level.
- Passing the department's requirements and conditions (written exams, proficiency in English or TOEFL, computer licenses, etc.).
- To sign the written undertaking to continue postgraduate studies for the lecturer at internationally prestigious universities in the field of his scientific specialization, during the first two years from the date of assuming the duties of the job.
- As for cases of requesting the transfer of services to positions (lecturer or language teacher), they will be considered if the following criteria are met:
 - T- The application must be in line with the university's strategic plan.
 - w- He should not have spent two years after being appointed to the position of (lecturer), without enrolling in higher studies.
 - h- The application shall be subject to competition within the list of applicants for university jobs.
 - y- The transfer should be by job number, and the permanent committee for teaching assistants, lecturers, language teachers and research assistants may recommend an exception to this condition.
- In the case of a new application for a position (lecturer or language teacher), the applicant must not be at the head of an official government job , and if it is proven otherwise, he will be immediately excluded.
- He must fulfill any other requirements approved by the University Council based on the recommendation of the relevant department and college council.



Article Six

The text of Article Six as stated in the regulations governing the affairs of Saudi faculty members in universities

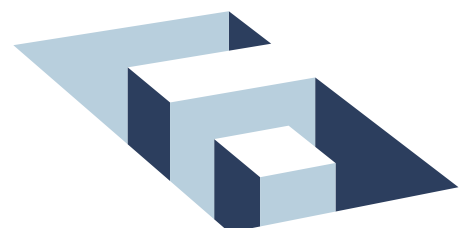
Required to appoint a research assistant:

- For those who are appointed with a master's degree, (called Research Assistant):
 - A- Obtaining a master's degree from a Saudi university or another recognized university, with a general grade of at least very good, if he obtained a master's degree from a university that grants this degree with a grade.
 - B- Any other conditions that the university deems appropriate.
- For those who are appointed with a university degree (bachelor's degree or its equivalent) , (called research assistant):
 - A- Obtaining a university degree with at least a general grade of "good" from a Saudi university or another recognized university.
 - B- Any other conditions that the university deems appropriate.

Implementation and procedural rules for Article 6

In addition to what is stated in Article six, the following conditions must be met when appointing a research assistant:

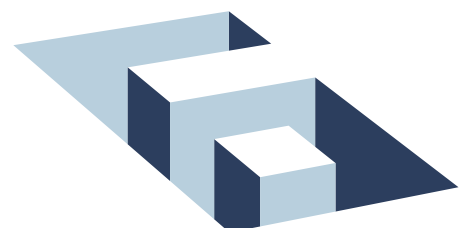
- The applicant must be a Saudi national.
- His age at the time of submission should not exceed (33) years.
- As for the research assistant (A), the applicant must have a master's degree or its equivalent from a Saudi university or any other recognized university with a very good average in the conditions of study regularly (if he obtained it from a university that grants this degree with a grade) with the necessity of equivalency Academic qualification for graduates of non-Saudi universities by the Certificate Equivalency Committee at the Ministry of Education.



Article Six

Implementation and procedural rules for Article 6

- As for the research assistant (A) or (B), he must have a bachelor's degree from a Saudi university or any other recognized university with a very good grade (with the necessity of equivalence of the academic qualifications of graduates of non-Saudi universities by the Certificate Equivalency Committee of the Ministry of Education) As for international universities whose educational system differs, the evaluation is calibrated after reviewing the system of that university and estimating the equivalent of a very good evaluation.
- The research assistant (a) and (b) must submit at least two letters of recommendation (related to the appointment request) from faculty members who have supervised his teaching.
- In the case of a new application for the position of research assistant (A) or (B), the applicant must not be at the head of an official government job , and if it is proven otherwise, he will be immediately excluded.
- He must fulfill any other requirements approved by the University Council based on the recommendation of the relevant department and college council.
- As for cases of requesting the transfer of services for (research assistant) jobs, they will be considered if the following criteria are met:
 - a- The application must be in line with the university's strategic plan.
 - B- The application shall be subject to competition within the list of applicants for university jobs.
 - c- The transfer should be by job number, and the permanent committee for teaching assistants, lecturers, language teachers and research assistants may recommend an exception to this condition.



Article Seven

The text of Article Seven as stated in the regulations governing the affairs of Saudi faculty members in universities

The teaching assistant, lecturer and language teacher are appointed based on the recommendation of the department council in which he will work, the college council and the permanent committee for the affairs of teaching assistants, lecturers, language teachers and research assistants. The appointment is issued by a decision of the university council.

Implementation and procedural rules for Article 7

Phases of the procedures plan for appointing teaching assistants, lecturers, language teachers and research assistants.

The first stage:

- In each department of the concerned college, a committee is formed to study the department's needs of jobs as stated in the executive and procedural rules for Article 3 of Imam Abdul Rahman bin Faisal University and to submit its recommendations to the college committee concerned with the affairs of teaching assistants, lecturers, language teachers and research assistants.
- A committee shall be formed in each college concerned with studying the recommendations submitted by the department committees with the aim of determining the actual needs for jobs as stated in the executive and procedural rules of Article Three of Imam Abdul Rahman bin Faisal University and submitting its recommendations to the College Council, which in turn submits recommendations after approval to the Permanent Committee for Affairs Teaching assistants, lecturers and research assistants.

Article Seven

Implementation and procedural rules for Article 7

The second phase:

The Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants proposes priorities for appointment at the university level, based on the number of available job vacancies and data provided by college councils in preparation for approval by the University Council.

After the University Council has approved the strategic plan for the appointment of teaching assistants, lecturers, language teachers and research assistants at the university level in the relevant academic year based on the proposal of the permanent committee, it is sent to the relevant authorities of the university (the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants, Deanship of Faculty, Colleges and Institutes Affairs and deanships)

The Public Relations Department announces by available means about jobs twice a year at the request of the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants according to the approved form.

Employment applications are received by the Deanship of Faculty Members and Staff Affairs, which sends copies of these applications to the concerned departments of the college and prepares justifications as follows:

1-The job title he wishes to apply for.

2-The specialization he wants to be appointed to.

3-The department and college to which he wishes to be appointed.

4- Curriculum vitae of the applicant, including personal and contact information.

5- A copy of the national identity card / family book.

6- Academic transcript, including certified copies of the graduation certificate and transcript.

7- Matching the original documents and certificates.

8- Verification of the last academic qualification.

Article Seven

Implementation and procedural rules for Article 7

who achieved a percentage of not less than (%70) in the written exam to enter the second stage competition, provided that the exam is comprehensive in the field of specialization and its duration is commensurate with this proposition . These exams are for some medical specialties in the faculties of medicine and dentistry with an alternative exam such as the exams of the Saudi Commission for Health Specialties.

7- Conducting personal interviews to determine the eligibility of the applicant for academic work and his suitability for the required specialization according to the forms prepared for this regard, with the need to achieve a percentage of not less than the degree of differentiation (%70).

8- Evaluation of the research activity as approved by the regulations of the Scientific Council, provided that the total percentage of this evaluation does not exceed 10 degrees, which is equivalent to one research unit.

9- Conducting the final comparison between the candidates according to the criteria that were determined on the basis of the weighted percentage (%30 the percentage of the written examination + %30 the percentage of the personal interview + %30 the percentage of the cumulative average for the bachelor's / master's degree + %10 the percentage of research activity).

10- Take what the relevant department or college deems necessary, after the approval of the Permanent Committee for Teaching Assistants and Lecturers Affairs.

11- The department committee submits its recommendations to the department council to take its recommendations and submit to the college committee concerned with the affairs of teaching assistants, lecturers, language teachers and research assistants.

a-The college committee concerned with the affairs of teaching assistants, lecturers, language teachers and research assistants makes sure that the same procedures are applied by the committees of the different departments to all applicants, and the committee submits its recommendations to the college council to take the appropriate decision.

Article Seven

Implementation and procedural rules for Article 7

9-Verify the equivalency of the certificates, if necessary.

10- Two letters of recommendation related to the appointment request.

11- Verify that the applicant does not have a previous application for the position of a teaching assistant, lecturer, language teacher or research assistant .

12- Verify that the applicant is not at the head of an official government job, and if it is proven otherwise, he will be immediately excluded.

13- Ensuring that there is the approval of the authorized person or his authorized representative at the time of appointment related to the transfer of services.

14- Work record, if any, with copies of experience certificates.

15- A written undertaking by the applicant for a teaching position to continue postgraduate studies through scholarships to world- renowned universities in the field of specialization within two years from the date of appointment.

17- Lists of applicants shall be sent to the relevant departments, along with the applicants' files.

The third stage:

The concerned department committees study the applicants' applications as follows:

1- Verification of academic qualifications and their quality, method of study, the level of the university from which he obtained these qualifications, and equivalency of certificates issued outside the Kingdom.

2- Verification of practical experience, if any.

3- Examination of the cumulative average and the grade obtained by the applicant upon graduation, with an emphasis on the specialized subjects related to the required specialization.

4- Examine the recommendation letters.

5- Study any decision to request a previous appointment (if any).

6- Conducting written exams for all applicants as a first stage to differentiate and nominate only the first five of those

Article Seven

Implementation and procedural rules for Article 7

The fourth stage:

The College Council submits its recommendations to the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants at the university to consider the nominations, noting that the file of each candidate must contain the following:

a- Job applicant evaluation form.

B- Application form for the position of a teaching assistant or lecturer.

C- Graduation certificate.

d- Transcript of grades.

E - Decision of the department council (a copy of the department's minutes in which the topic was discussed).

And-Decision of the College Council (a copy of the minutes of the College Council in which the topic was discussed).

g-A copy of the author's approval letter on the minutes of the College Council.

c-A statement of the names of the faculty members and the like and those on scholarships in the department + the teaching load.

i-Two (2) letters of recommendation from faculty members (related to the appointment request).

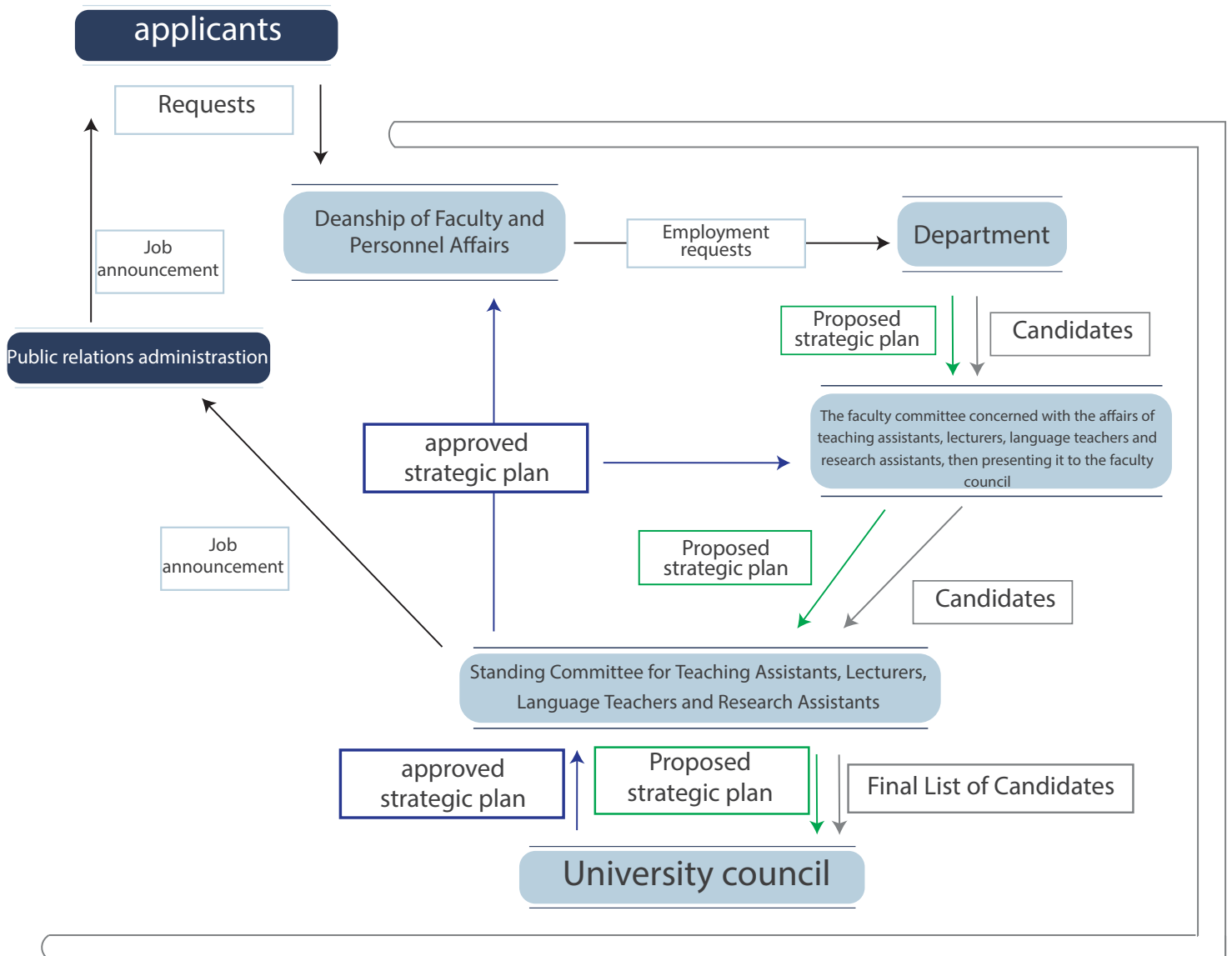
j-A written undertaking from the applicant for a teaching assistant position to continue postgraduate studies through scholarships to globally prestigious universities in the field of specialization within two years from the date of appointment.

K-A copy of the national identity card / family book.

to-A copy of scientific or practical experience.

The Standing Committee studies the recommendations submitted by the various college councils and sends its final recommendations to the University Council to make the final decision.

Summary of the procedures plan for appointing teaching assistants, lecturers, language teachers and research assistants



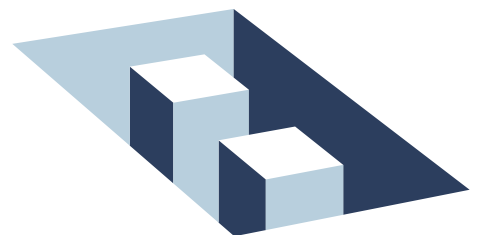
Article Eight

The text of Article Eight as stated in the regulations governing the affairs of Saudi faculty members in universities

The research assistant is appointed by a decision of the university president based on the recommendation of the department council and the specialized college council and the recommendation of the permanent committee for the affairs of teaching assistants, lecturers, language teachers and research assistants.

Implementation and procedural rules for Article 8

The text of Article 8 is taken according to what is stated in the regulations governing the affairs of Saudi faculty members in universities without any additions.



Article Nine



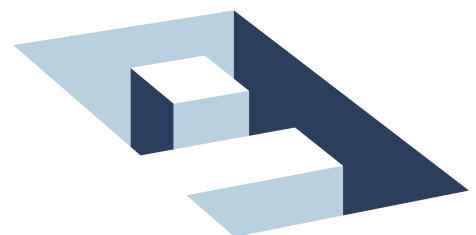
The text of the ninth article as stated in the regulations governing the affairs of Saudi faculty members in universities

- A teaching assistant who has a university study average of four years is appointed to the first degree of the rank of teaching assistant.
- A teaching assistant who has a university study average of five years is appointed to the second degree of the rank of teaching assistant.
- A teaching assistant who has a university study average of six years shall be appointed in the third degree of the rank of teaching assistant.
- A teaching assistant who has a university study average of seven years is appointed to the fourth degree of the rank of teaching assistant.



Implementation and procedural rules for Article 9

The text of Article 9 is taken according to what is stated in the regulations governing the affairs of Saudi faculty members in universities without any additions.



Article Ten

The text of Article Ten as stated in the regulations governing the affairs of Saudi faculty members in universities

Language teachers and research assistants are subject to the list of educational jobs approved by Civil Service Council Resolution No. 590, dated 1401/11/10 AH, and any amendments thereto.

Implementation and procedural rules for Article 10

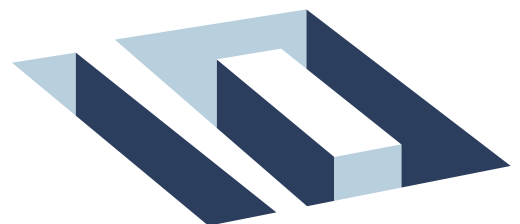
- The language teacher is appointed at the sixth level.
- A research assistant is appointed at the sixth level.
- A research assistant (B) who holds an educational bachelor's degree at the fifth level shall be appointed.
- A research assistant (B) who holds a non-educational bachelor's degree at the fourth level shall be appointed.

The language teacher undertakes teaching tasks equal to the burden of the lecturer in any of the majors of the College of Languages and Translation / the Arabic and English departments of the College of Arts / or the Arabic Language Institute.

A research assistant undertakes teaching tasks equivalent to what the lecturer does and with the same teaching load.

A research assistant (b) undertakes teaching work equivalent to what a teaching assistant does and with the same teaching load.

Research assistants (a) and (b) can be assigned with specific supportive research work that is issued on the recommendation of the relevant faculty council and approved by a decision of the university council.



References

- Higher Education and Universities Council System and Bylaws, Fourth Edition 2015 / 1436.
- Procedures plan for appointing teaching assistants, lecturers, language teachers and research assistants, Imam Abdul Rahman bin Faisal University, 1432- 1431
- The mechanism and conditions of nomination for the position of (demonstrator / lecturer / language teacher / research assistant), Imam Abdul Rahman bin Faisal University, 1431.
- The plan of the academic department for new appointments during the next five years, Imam Abdul Rahman bin Faisal University, Safar 1433 ,33.
- Executive and procedural rules regulating the affairs of Saudi university affiliates, including faculty members and the like, King Saud University in the Kingdom of Saudi Arabia:
http://sc.ksu.edu.sa/sites/sc.ksu.edu.sa/files/attach/Emplyment_Regulations.pdf
- Executive and procedural rules regulating the affairs of Saudi university affiliates, including faculty members and the like, King Abdulaziz University in the Kingdom of Saudi Arabia:
www.kau.edu.sa/home_english.aspx

Appendix 1

Imam Abdulrahman bin Faisal university

(39 -1440 - 43-1444) (17 -2018 - 2022-2023)

Academic department plan
For new appointments over the next five years

(39 -1440 - 43-1444) (17 -2018 - 2022-2023)

The five-year plan

Recruiting teaching assistants, lecturers, language teachers, and research assistants

Definitions:

- **The total number of faculty members:**

The total number of faculty members and the like in the academic department in one academic year.

- **Average teaching load in the department:**

The total number of actual teaching units carried out by all faculty members and the like in the department divided by the number of faculty members and the like in one semester (with the exclusion of those charged with administrative work in accordance with the provisions of Article 42 of the regulations governing the affairs of Saudi faculty members in universities).

- **Scholars:**

He is the teaching assistant or lecturer who has joined one of the graduate studies programs internally or externally in accordance with the provisions of Article 4 of the scholarship and training regulation for university employees, and an administrative decision has been issued to send him for a specific period.

The Instructions for filling out the forms

It must fill out the attached tables with accuracy and objectivity, by the head of the department, and follow the following:

- That the needs are actually based on the future plans and programs approved by the academic department, as well as the increase in the number of students.
- The needs should also be based on the expansion of the accredited graduate studies programs in the academic department.
- The total number of faculty members and the like in the academic department in the first table is the current situation in the current academic year (1439-1440), or the next academic year when the data is submitted again.
- In the second table, the job needs are filled out for each year alone, then all five years are added in total.
- In the third table, the year 39/1440 represents the base year or the current situation (the total current number in the department), and this number is added cumulatively for each year that comes after it, in addition to the expected need for each year, according to the second table.
- The data of this form is updated annually throughout the five years of the plan and submitted to the Scientific Council as well as the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants no later than the fourth week of the first semester of the new academic year.
- The dean of the college and the head of the concerned department are signed on each paper in the form and after making sure that all data is correct and complete.

First: Data for the Academic Department (1440-1439)

Department	
College/deanship	
Total number of faculty members	
The average of teaching hours in department	
The number of programs provided by the department	Bachelor: Higher Diploma/Master: Fellowship/PhD:

Second: The department needs new employees from Saudis during the next five years

Job title	1444-43		1443-42		1442-41		1441-40		1440-39		Total
	P	A	P	A	P	A	P	A	P	A	
Professor											
Associate Professor											
Assistant Professor											
lecturer											
teaching assistant											
language teacher											
Research Assistant											
Total											

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

Third: Statistics of the total number of faculty members in the department expected during the next five years

Job title	1444-43		1443-42		1442-41		1441-40		1440-39		Total
	P	A	P	A	P	A	P	A	P	A	
Professor											
Associate Professor											
assistant professor											
lecturer											
teaching assistant											
language teacher											
research assistant											
a scholar											
total											
expected to return from the mission (-)											
expected to retire (-)											
expected to resign (-)											
net											

Note: The year 1440-39 represents the base year or the current situation (the total current number in the department), and this number is added cumulatively for each year that comes after it, in addition to the expected need for each year, according to the second table.

The head of department:..... Sign.....Date.....

The dean of college/deanship:.....Sign.....Date.....

Fourth: faculty members list of the department (1439-1440)

	Name	Nationality	Academic rank	General specialization	Accurate Specialty
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

The head of department:..... Sign.....Date.....
 The dean of college/deanship:.....Sign.....Date.....

	Name	Nationality	Academic rank	General specialization	Accurate Specialty
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

The head of department:..... Sign.....Date.....

The dean of college/deanship:.....Sign.....Date.....

Fifth: Saudi faculty members list of the department who charged with administrative work (1439-1440)

	Name	Academic rank	Charged work	Started date	Assignment end date
1					
2					
3					
4					
5					

Sixth: Saudi faculty members list of the department - Employees as consultants (part-time/scientific consultation) (1439-1440)

	Name	Academic rank	the beneficiary institution	Started date	Assignment end date
1					
2					
3					
4					
5					

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

The head of department:..... Sign.....Date.....
 The dean of college/deanship:.....Sign.....Date.....

**Seventh: Saudi faculty members list of the department
Borrows (full-time/third party service contracts) (1439-1440)**

	Name	Academic rank	the beneficiary institution	Started date	Assignment end date
1					
2					
3					
4					
5					

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

**Eighth: The list of the names of the department's students
(internal scholarships + external scholarships) - (1440-1439)**

	Name	Academic rank	Degree awarded/ expected graduation date	General specialization	Accurate Specialty
1					
2					
3					
4					
5					

Note: if a faculty member is on sabbatical leave by placing a ** sign above its name.

The head of department:..... Sign.....Date.....
The dean of college/deanship:.....Sign.....Date.....



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

وكالة الجامعة للدراسات العليا والبحث العلمي
Vice Presidency for Postgraduate Studies and Scientific Research



وزارة التعليم
Ministry of Education