



Request to extend the service of a faculty member

1) Data for extending the service of a faculty member

		Civil Registration Number										General Data
	Birthdate	Quadruple Name										
	Department	College										
	Sub Specialization	General Specialization										
	Academic Rank	Degree										
	Required Extension Period	Previous Extension Period (if any)										

2) Detailed information about the tasks and duties of the faculty member

Detailed Information
Is he/she assigned to an administrative job or a leadership position in the university? () Yes () No
If the answer is (yes), what is the title of this job: ()
The number of faculty members in the specialty: Saudis () non-Saudis ()
Is he/she assigned a study schedule? () Yes () No
If the answer is (yes), the number of assigned hours is () hours
The educational stage in which he/she participates in teaching: Bachelor's stage () Master's stage () PhD stage ()
Does he/she supervise scientific theses? () Yes, how many? () () No

To get the application in word scan the following barcode:





Evaluation of the faculty member's fulfillment of the terms of service extension

Explanation/ Clarification	Rule Fulfilled		Rules	م
	No	Yes		
			First Rule: Service extension is limited to those at the rank of professor and associate professor, with the exception of those holding the rank of assistant professor in health and engineering disciplines.	1
			Second Rule: the scarcity of specialization of a faculty member, and the provision of evidence that it is one of the qualitative disciplines required by the Ministry of Human Resources and Social Development for comprehensive national development.	2
Please fill out form (a)			Third Rule: the faculty member's completion of at least two refereed researches during the last ten years (published or accepted for publication) in the field of specialization in international publishing	3



			vessels such as (ISI, Scopus) with the support of the Scientific Council for the extension based on the recommendations of the department and college councils with clarification of justifications endorsement of his recommendation.	
Please fill out form (b)			Fourth Rule: the completion of teaching shares for faculty members in the department.	4
Please attach the student evaluation form for the faculty member			Fifth Rule: the faculty member was distinguished according to the students' evaluation of the course instructor at the end of the semester.	5



Explanation/Clarification	Rule Fulfilled		Rules	م
	No	Yes		
Please attach the faculty member's annual performance appraisal form			Sixth Rule: The degree of job performance evaluation for the last two years should not be less than very good.	6
			Seventh Rule: He should not be seconded or on sabbatical leave during the last year	7
Please attach the faculty member's official medical report			Eighth Rule: Medical fitness and providing proof of that.	8
In addition to providing an appropriate explanation, please attach the faculty member's CV			Ninth Rule: the member's commitment to his professional and national duties and responsibilities in his research, his participation in seminars and conferences, and his supervision of master's and doctoral theses, in a way that does not affect the university's reputation.	9
Explanation/Clarification	Additional Information			



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IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
وكالة الجامعة للبحث العلمي والإبتكار
University Vice Presidency for Scientific Research and Innovation

	Submit proof of the urgent need for a faculty member at the university, supported by evidence.	10
Please attach the department and college council recommendations	Recommendation of the department and college council regarding extending the service of a faculty member.	11



Form (a)

Statement of scientific research during the last ten years

Name of the faculty member:

Department:

College:

Categorized in ISI databases		Categorized in SCOPUS databases		Publication Year	Scientific Journal	Research Title	م
No	Yes	No	Yes				
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10

Head of Department: signature:Date: / /14 AH

College Dean: signature:Date: / /14 AH



Form (b)

Data for the general academic department of the university

	Academic Department
	College/Deanship
	Total Faculty Members
	Average Teaching Load in Department
Bachelor: () Higher Diploma/Master: () Fellowship/PhD: ()	Number of Programs Offered by Department

A statement of the names of faculty members and those of similar status in the department

Teaching Quorum		Sub Specialization	General Specialization	Academic Rank	Nationality	Name	No.
Second Term	First Term						
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10

Note: It should be noted that a faculty member is on a sabbatical leave by placing an ** mark above the name.



(Application form for extending the service of a faculty member)

First: Basic data:

												Civil Registration Number	Basic Data
	Birthdate											Quadruple Name	
	Department											College	
	Sub Specialization											General Specialization	
												Degree	
	Required Extension Period											Previous Extension Period (if any)	

Second: Criteria for approving the extension request:

No.	Criteria	Verification
1	Extension of service is limited to those at the ranks of professor and associate professor; those with the rank of assistant professor in health and engineering disciplines are excluded.	
2	The scarcity of specialization of a faculty member, and the provision of evidence that it is one of the qualitative disciplines required by the Ministry of Human Resources and Social Development for comprehensive national development.	
3	The faculty member has completed at least two refereed researches during the last ten years (published or accepted for publication) in the field of specialization in international publishing vessels such as (ISI, Scopus).	
4	Support of the Scientific Council for the extension	



	based on the recommendations of the Department and College Councils, with clarification of the justifications for the support in its recommendation.	
5	Completion of teaching shares for faculty members in the department.	
6	The faculty member was distinguished according to the students' assessment of the course instructor at the end of the semester.	
7	The job performance evaluation score for the last two years should not be less than very good.	
8	Not seconded, on exceptional leave, or on sabbatical leave during the last year.	
9	Medical fitness and proof of that.	
10	The member's commitment to his professional and national duties and responsibilities in his research and media participation in seminars and conferences, and his supervision of master's and doctoral theses in a way that does not affect the reputation of the university.	
11	Complete the required surveys from the competent authorities.	

Note: Attach a copy of the documents and evidence supporting the availability of the above controls.

Third: Recommendation of the specialized committee at the university:

Recommendation Number and Date	Recommendation



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Detailed Information	
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Does he/she supervise scientific theses? () Yes, how many? () () No	

University Dean	Head of Committee

Fourth: Requesting detailed information about the tasks and duties performed by a faculty member: