



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

وكالة الجامعة للبحث العلمي والإبتكار  
University Vice Presidency for Scientific Research and Innovation

# Promotion of faculty members Executive and procedure rules at Imam Abdul Rahman bin Faisal University

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MARKETING UNIT  
وحدة التسويق  
بعمادة البحث العلمي  
DEANSHIP OF SCIENTIFIC RESEARCH

# Regulations the Affairs of Saudi Faculty Members in Universities (for Promotion)

## Article 21:

### To apply for promotion from the rank of Assistant Professor to Associate Professor:

- 1) Four years service or more at the rank of assistant professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- 2) Fulfilling the minimum of scientific production required for promotion according to the provisions of Article (32) of the herein regulations
- 3) That the scientific production submitted by him/her was published or accepted for publication while he was assistant professor.

### Implementing Rules Considering article 21:

- The applicant for promotion to the rank of associate professor must have spent at least one year in the department to which he belongs at Imam Abdulrahman bin Faisal University.
- The period spent by a faculty member in the position of assistant professor, starting from the date of the Scientific Council's decision to appoint him, is counted within the period required for promotion to the rank of associate professor.
- The works submitted to meet the minimum scientific production (as explained in Article 33 of the Regulations) are in the field of specialization of the faculty member applying for promotion, and the Scientific Council may accept published or accepted works for publication whose preparation requires several disciplines, provided that what is accepted does not exceed one unit.
- That the scientific production submitted by it be distributed over the specified statutory period as much as possible, except for those who are assigned to lead administrative tasks, such as the Vice Dean, Dean of the College/Deanship, Vice Dean of the College/Deanship, Heads of Academic Departments, and the like.
- That the scientific production submitted by him has been published or accepted for publication in publication outlets recognized by the Scientific Council of Imam Abdul Rahman bin Faisal University.

## **Article 22:**

### **To apply for promotion from the rank of Associate Professor to the rank of Professor:**

- 1) Four years service or more at the rank of associate professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- 2) Fulfilling the minimum of scientific production required for promotion according to the provisions of Article (33) of these regulations.
- 3) That the scientific production submitted by him/her was published or accepted for publication while he was associate professor.

## **Implementation Rules**

### **Considering what is stated in Article 22:**

- The applicant for promotion to the rank of professor must have spent at least one year in the department to which he belongs at Imam Abdulrahman bin Faisal University.
- The period that a faculty member spent in the position of an associate professor scientifically before being appointed therein shall be counted within the period required for promotion to the rank of professor.
- The works submitted to meet the minimum scientific production (as explained in Article 33 of the Regulations) are in the field of specialization of the faculty member applying for promotion, and the Scientific Council may accept published or accepted works for publication whose preparation requires several disciplines, provided that what is accepted does not exceed one unit. .
- The scientific production submitted by it should be distributed over the specified statutory period as much as possible, with the exception of those assigned to lead administrative tasks, such as the university vice dean, the dean of the college/deanship, the vice dean of the college/dean, heads of academic departments, and the like.
- That the scientific production submitted by him has been published or accepted for publication in publication outlets recognized by the Scientific Council of Imam Abdul Rahman bin Faisal University.

### **The article 23:**

The faculty member has the right to submit a request for promotion to the department council before the end of the statutory period of up to six months.

### **Article 24:**

**The period of promotion-related secondment or deployment is calculated as follows:**

- 1) The whole period if the secondment or deployment is to a scientific entity and the work is in the field of specialization.
- 2) Half the period of the secondment or deployment is to a non-scientific entity and the work is in the field of specialization.
- 3) The period is not counted for the purpose of promotion if the work is in a field other than the field of specialization.

### **Implementation Rules Considering what is stated in Article (24):**

- The Scientific Council, based on the recommendation of the department and college councils, determines whether secondment or deployment is in the field of specialization.
- Calculating the period of secondment for the purposes of promotion is issued by a decision of the Scientific Council based on the recommendation of the concerned college council after consulting the department council's opinion, before applying for promotion.

### **Article 25:**

**Faculty members are promoted according to the following criteria :**

1. Scientific production
2. Teaching
3. University and community service

### **Executive Rules: Considering what is stated in Article (25):**

University and community service includes, for example, participation in the work of committees, development in the department, college and university, and its cultural, scientific and sports activities, positive interaction with the community's requirements and service, and national events, and providing services in community institutions. Government and civil.

## Article 26

### promotion procedures :

1. A faculty member submits a promotion request to the relevant department council and includes the following :
  - a ) statement of academic and professional qualifications and career progression .
  - b ) A statement of the teaching activities .
  - c ) statement of his activities in the field of university and community service .
  - d ) At least five copies of the scientific production submitted for promotion and the data shown for it .
  - e ) Any additional information to support the promotion request .
  - f ) Any other information or documents requested by the department council, college council or scientific council .
2. The department council considers the application for promotion, verifies that the conditions and procedures are met, and recommends that the application be submitted to the college council with a proposal Names of a number of specialized arbitrators , not less than eight.
3. The college council considers the application based on the department council's recommendation, and it nominates a number of specialized arbitrators, no less than eight, who were nominated by the department council or others .
- 4 - The Scientific Council studies the application for promotion based on the recommendation of the department and college councils, and after studying the following:
  - a ) Selection of five arbitrators to evaluate the research, three of them are chosen from among the candidates from the College Council or from others Basic and the fourth is a backup examiner first and the fifth is a backup examiner secondly resort to them when need. It must be two of the three arbitrators Basics- at least- from outside the university.
  - b ) Sending research papers and data related to promotion to the arbitrators in a confidential manner for evaluation according to the form prepared by the Scientific Council
  - c ) A decision is taken to promote a faculty member or not to approve his promotion, after considering the arbitrators' reports, and special reports actively advanced for promotion at area Teaching and university service and society.
  - d ) If the council decides not to approve the promotion due to poor scientific production, it determines the fate of the submitted research, what is excluded from it, and what is valid to submit again, provided that the minimum for promotion in the event of a request for promotion again includes a new research unit - at least - for the applicant for promotion to the rank of Associate Professor, and at least two new research units for applicant the for promotion to the rank of Professor.



### **Implementation Rules:**

**Considering what was stated in Article (26) and within the promotion procedures, the following shall be adhered to:**

**First:** The faculty member applying for promotion shall submit to the department council the required information according to the form prepared for this by the Scientific Council (Annex 5 or 6).

**Second:** The faculty member applying for promotion shall submit an original (paper) copy as well as a digital copy (CD). . From his scientific production and the complete data shown to him, provided that it is divided according to the stages of his academic and career history, and that it shows what was extracted from it from master's or doctoral theses.

**Third:** The faculty member fills out the promotion form through the electronic scientific council system.

**Fourth:** The department council makes sure that the statutory justifications for the promotion file are completed and before it is presented to the college council, including a request from the competent authorities to submit reports on the candidate's effort, participation and the extent of his contribution to community service.

### **Regarding Paragraph 2:**

**First:** The faculty members of the department must familiarize themselves with the applicant's file for promotion in sufficient time, not less than two weeks from the meeting of the department council, to decide whether or not the promotion request is approved.

**Second:** The evaluation and then the voting of the department council members must be objective.

**Third:** Voting for promotion must be secret.

**Fourth:** The names and data of the specialized arbitrators should be up-to-date.





### **Regarding Paragraph 3:**

**First:** The members of the College Council must familiarize themselves with the applicant's file for promotion in sufficient time, not less than two weeks from the meeting of the College Council, to decide whether or not the promotion request is approved.

**Second:** The evaluation and then the vote of the college council members must be objective.

**Third:** Voting for promotion must be secret.

**Fourth:** The names and data of the arbitrators from the sections should be up to date.

**Fifth:** The scientific council may choose from them or from the list of the bank of arbitrators for the scientific council.

### **Regarding Paragraph 4 - a:**

After the scientific council studies the request for promotion and before selecting the arbitrators, the scientific council issues a decision regarding the initial eligibility to apply for promotion or not, while specifying the justifications for the lack of eligibility.

### **Regarding Paragraph 4 - b:**

The Scientific Council shall follow up the arbitration process for the applicant's scientific production by completing the data according to the form prepared for this, both in paper and electronically.

### **Regarding paragraph 4 - c:**

**First:** He should mention the research submitted for promotion in his curriculum vitae and refer to this in the college dean's memorandum submitted to the Scientific Council.

**Second:** If the promotion is not approved, six months must elapse before re-applying again.

## **Article 27**

The efforts of a faculty member applying for promotion are evaluated on the basis of one hundred points divided as follows:

Sixty points for scientific production.

25 Twenty-five points for teaching.

15 Fifteen points of service for the university and the community.


The University Council sets standards for evaluating participation in teaching and serving the university and the community based on a recommendation from the Scientific Council.

### **Executive Rules:**

**Considering what was stated in Article (27), the criteria for evaluating participation in teaching and serving the university and the community are as follows:**

1. Teaching is an important criterion for promotion. Between the beginning of the faculty member obtaining the scientific rank he occupies and the scientific rank he is applying for promotion to, according to the form prepared for that, (Appendix No. 1).
2. The teaching quorum shall not be less than the minimum stipulated in Article 42 for the entire period of the academic rank he occupies, with the exception of cases resulting from the impossibility of achieving this due to the low teaching load in the department, or any legally acceptable conditions.
3. Other aspects of the activity carried out by the faculty member to serve the university and the community shall be taken into consideration upon promotion, according to the form prepared for that (Appendix No. 2).
4. The minimum for promotion in the field of teaching and university and community service is (25) points out of (40) points allocated for this.
5. The evaluation should be annually and consecutively for the last two years at least, or one year if his appointment was less than two years ago.



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6. The form for evaluating the faculty members (Annex No. 1) is to be filled out by the department head in consultation with the college representative in the Scientific Council and the college dean.
  7. The evaluation must be supported with the official justifications that prove the applicant's entitlement to the grade he obtains in each criterion for which a grade is assigned to the evaluation.
  8. When filling out the Standards for Measurement of Teaching Activities Form (Annex No. 1) or Standards for Measurement of University and Community Service (Annex No. 2), only the grades of the standard that applies to the applicant are monitored.
  9. The average student evaluation of the applicant must not be less than “good” (  $\geq 3$  ) in all the subjects he taught in the two years preceding the date of applying for promotion (according to Appendix No. 3).
  10. The average evaluation of the faculty members in the department for the applicant must not be less than good (  $\geq 3$  ) in the two years preceding the date of applying for promotion (according to Appendix No. 4).
  11. The number of training courses in teaching and learning attended by the applicant should not be less than three courses for one promotion, and diversity in courses is preferred (according to Annex No. 1).

## Article 28

The total of what a faculty member receives in order to be promoted must not be less than sixty points, provided that the candidate for promotion must not get less than thirty-five points in the field of scientific production for promotion to the rank of associate professor and forty points for promotion to the rank of professor, and the promotion to the rank of professor Participant with the majority of the opinion of the three arbitrators. As for the promotion to the rank of professor, it takes place with the unanimous opinion of the three arbitrators. In the event that two arbitrators agree to the promotion and the third arbitrator does not agree, the scientific production is referred to a fourth arbitrator and his opinion is final .

## Article 29

**are included within the minimum scientific production required to promote a faculty member:**

- 1) Research published or accepted for publication in refereed scientific journals, and the Scientific Council sets standards for accepting refereed journals .
- 2) Refereed research submitted to conferences and specialized scientific symposiums if it is fully published or accepted for publication, and only one unit is accepted from it.
- 3) Refereed research published or accepted for publication by specialized university research centers .
- 4) The referee is from university books and scientific references, and only one unit is accepted from them .
- 5) Verification of rare books, and only one unit of them is accepted .
- 6) Refereed translation of specialized scientific books, and only one unit is accepted .
- 7) Books and research published by scientific bodies approved by the Scientific Council and are subject to arbitration, and are accepted of which one unit only .
- 8) Inventions and innovations for which patents have been issued from patent offices recognized by the Scientific Council.
- 9) Outstanding creative activity in accordance with rules approved by the University Council based on the recommendation of the Scientific Council, and only one unit is accepted from it.

## **Implementing Rules:**


**Considering what is stated in Article (29): The refereed journal should fall into one of the following two classifications:**

### **First: Refereed journals that meet the following conditions:**

1. The journal must be issued by a university recognized by the Scientific Council.
2. The journal should have a specialized editor-in-chief with the rank of associate professor at least.
3. The journal should have a specialized editorial board, and the academic degree of two-thirds of them should not be less than that of an associate professor.
4. Six regular issues have been issued by the journal, or two years have passed since its publication regularly, with the exception of the refereed scientific journals issued by Imam Abdul Rahman bin Faisal.
5. That the journal applies rigorous scientific arbitration, and that it include unified publishing rules that appear with each issue, and that the research published in the journal is judged by at least two specialized arbitrators.

### **Second: Scientific journals classified under one of the following categories:**

1. and internationally registered scientific journals in the databases ofWOS,ScopusRefereedNature Index, after the approval of the Scientific Council.
2. The journals recommended by the department and college councils and to which the scientific publishing standards approved by the Scientific Council apply, including the journals mentioned in (first - paragraph 1) of the executive rules.



**Third: The scientific production of the applicant for promotion will not be accepted unless the name of Imam Abdulrahman Bin Faisal University (Imam Abdulrahman Bin Faisal University) is explicitly stated and linked to the name of the applicant for promotion (it is not sufficient to mention the university's name in the thank you terms or the title of the author), on Works published or submitted for publication after the establishment of Imam Abdul Rahman bin Faisal University. Exceptions are made to the works performed during periods of secondment or delegation.**

**Fourth: It is not acceptable to add the address of a university or other scientific institution when publishing these works that the applicant did during his work at Imam Abdul Rahman bin Faisal University.**

1. In the event that the research is joint with authors from universities or other scientific institutions, there is no harm in referring to it with Imam Abdul Rahman bin Faisal University and according to the customary order of publication.
2. In the event that the applicant transfers for promotion to work at Imam Abdul Rahman bin Faisal University, his published scientific production or accepted for publication and bears the name of Imam Abdul Rahman bin Faisal University must not be less than one unit for the rank of associate professor, or two units for the rank of professor.

**Fifth: The criteria for accepting refereed electronic journals for promotion purposes are as follows:**

1. Electronic journals that do not have a hard copy shall apply the same standards as paper-based journals mentioned in the executive and procedural rules of Article (29) of the regulations governing the affairs of Saudi faculty members in universities.
2. These electronic journals should have an archiving system similar to that of a paper-based system.
3. The Scientific Council evaluates the criteria for accepting electronic journals for promotion purposes after two years of working with them.

**Sixth: In addition to what is stated in Article (29), research published or accepted for publication in refereed scientific journals is accepted according to the following:**

1. A faculty member must investigate and make sure to publish in refereed scientific journals that enjoy the highest levels of international prestige and tradition in accordance with what is stated in the item (Second Paragraphs 2-1)
2. The applicant's scientific production may include the works resulting from the postgraduate degree theses that he supervised, provided that the graduate student submitting the thesis is one of the authors.
3. research articles should not be less than two units within the minimum required for promotion to the rank of associate professor, and three units to the rank of professor.
4. articles should not exceed one research unit, and must contain a study of the references related to the topic with references mentioned in the same article, and the Scientific Council has the power to evaluate the article in terms of scientific value and size.
5. Collectively, no more than one unit is accepted from the following categories of scientific production, and the scientific production must be of originality and scientific value:

- |                        |                       |                     |                  |
|------------------------|-----------------------|---------------------|------------------|
| • <b>Special</b>       | Special Articles      | • <b>Note</b>       | Technical        |
| • <b>Communication</b> | Special Communication | • <b>Note</b>       | Point            |
| • <b>Case</b>          | Case Study            | • <b>of</b>         | Technique        |
| • <b>Report</b>        | Case Report           | • <b>Systematic</b> | Review           |
| • <b>Brief</b>         | Communication         | • <b>Analysis</b>   | Review           |
| • <b>Short</b>         | Communication         | • <b>Technical</b>  | Report           |
| • <b>Research</b>      | Short Article         | • <b>Chemical</b>   | Structure Report |
| • <b>Note</b>          | Therapeutic           |                     |                  |

The scientific council evaluates what is presented in terms of originality and scientific value.

**Seventh: The following works are not counted within the minimum required for promotion:**

- Letter to the Editor
- Comments Comments
- Edit Editorial
- Correspondence refereed
- Debate Book
- Reviews Concerning

**Eighth: research published or accepted for publication submitted to conferences and specialized scientific symposia, and the unit accepts it Only one, according to the following conditions:**

1. The feature of the conference or symposium should be a specialized international scientific organized by a university, a research center, or a specialized regional or international organization recognized by Imam Abdul Rahman bin Faisal.
2. That every paper accepted in the conference has been subject to rigorous scientific arbitration by at least two specialists and is not a general scientific committee of the conference, provided that proof of that is attached.
3. The research should have been presented as an oral presentation at the conference and not in the form of a poster presentation.
4. The research should be fully published within the proceedings (book) of the conference or symposium, with the scientific council provided with a copy of the conference book (Proceeding of the Conference is not accepted Abstract Book of the Conference).
5. If the research is accepted for publication, the following must be done:
  - a) The statement of acceptance of the research must be explicit, unconditional, printed on the official papers of the organizing body and signed by the head of the scientific committee of the conference or symposium.
  - b) Letter copies, certified photos, emails or faxes are not accepted for the purpose of final acceptance.



**Ninth: As for Paragraph (4) of Article (29):**

Publications published within the scholarly books (teaching or reference) of the court (chapters), half a unit is calculated for the applicant for promotion if he is a single, and a quarter of a unit if he is a participant. The Scientific Council has the power to evaluate chapters in terms of scientific value and volume.

**Tenth: Regarding to Paragraph (8) of Article (29):**

1. Inventions and innovations for which patents have been issued shall be accepted from the following offices:

- a. The Office of Inventions and Trademarks in the United States of America.
- b. (United States Patent and Trading Office)
- c. Japan Invention Office.

(Japan Patent Office)

- d. European Office of Inventions.
- (European Patent Office)

e. at King

Abdulaziz City for Science and Technology and

2. the affiliation of the patent is to Imam Abdulrahman bin Faisal University.

3. The patent should have a research published in a refereed scientific journal that meets the criteria for accepting refereed scientific journals.

4. The invention or innovation should be characterized by scientific importance, applied value, and benefit from it, and it should be in the field of the applicant's scientific specialization.

5. The calculation of scientific work is applied according to Article (34).

**Eleven: Regarding to paragraph (9) of Article (29), award-winning creative works from outside the university include, Considering the approval of the Scientific Council on the awarding body.**

### **Article 30:**

What is published or accepted for publication in scientific journals within the minimum required for the promotion of a faculty member must not be less than one research unit for applicants for promotion to the rank of associate professor, and two research units within the minimum required for promotion to the rank of professor.

### **Article 31:**

The scientific production submitted by a faculty member for promotion must be published or accepted for publication in more than one publication outlet, and not all publication outlets are affiliated with one university or scientific institution.

### **Implementing rules:**

1. All refereed scientific journals issued by the branches of the same educational institution or the branches of its publication outlets are treated as a single publication outlet.
2. In all cases, what is published or accepted for publication in one outlet or one scientific journal should not exceed %50 of the minimum required for promotion.

### **Article 32:**

is the minimum scientific output required for an applicant to be promoted to the rank of associate professor. Four units are published or accepted for publication, at least two of which are a single work. The University Council, upon the recommendation of the Scientific Council, may make an exception from this requirement for some disciplines, provided that the publication is not actually less than one unit. one.

### **Implementation Rules:**

#### **Considering what was stated in Article 32:**

It is permissible for the individual required work to be replaced as a minimum of the scientific production submitted for promotion to the rank of associate professor with joint research, provided that the applicant for promotion is the first researcher in the total of the minimum number of research units of the individual work required. In the article for the rank of associate professor.

### **Article 33:**

The minimum scientific production required to apply for promotion to the rank of professor is six published or accepted units for publication, of which are at least The University Council, upon the recommendation of the Scientific Council, has the right to make an exception from this requirement for some disciplines, provided that the publication is actually not less than Three units .

### **Implementation Rules:**

#### **Considering what was stated in Article 33:**

It is permissible to replace the individual works required as a minimum of the scientific production submitted for promotion to the rank of professor with joint research, provided that the applicant for promotion is the first researcher in the total minimum number of research units of the individual works required in Article for the rank of professor.

### **Article 34:**

A scientific work is counted as one unit if it is authored by, and as half a unit If two people participated in its authorship, and if it is a joint research between more than two, it is calculated as half a unit for the main researcher and for each of the rest a quarter of a unit, and if it is another joint work between more than two, then it is calculated for each of them a quarter of a unit .

### **Implementation Rules:**

#### **Considering what is stated in Article (34):**

In some scientific disciplines estimated by the Scientific Council, including health disciplines, and in the event that a large number of researchers participate in a study that was conducted in several centers , it is necessary to put some names in the front of the scientific paper as authors of these The study and the rest of the researchers' names are mentioned as participants at the end of the research. In this case, these participating researchers are treated as authors and the work is calculated within the minimum for promotion, after the approval of the Scientific Council.

### **Article 35:**

The scientific production submitted for promotion must not be extracted from master's or doctoral theses or from previous publications of the applicant. In the event that the Scientific Council proves that there is something missing from this , applicant for promotion is prohibited from submitting another application for promotion for a period of one year from the date of the Scientific Council's decision to do so.

### **Article 36:**

The arbitrators for promotion are required to be professors, and if the promotion is to the rank of associate professor, one of the arbitrators may be from the participating professors and specialists who have a prominent scientific and research status and are known for their integrity , taking into account the global diversity and avoiding repeated nomination as much as possible.

**Considering what is stated in Article (36): When selecting arbitrators, the following should be taken into account:**

**First:** The arbitrators must be in the field of the applicant's specialization.

**Second:** That they be fluent in the language in which most of the scientific production of the applicant for promotion has been published.

**Third:** The Scientific Council may request from the applicant for promotion a summary (ABSTRACT) of all works submitted for promotion.

### **Article 37:**

A faculty member is promoted scientifically from the date of the Scientific Council's decision to do so. As for his job promotion, it is considered from the date of the issuance of the executive decision if a vacant position is available for which he can be promoted.

### **Executive Rules :**

1. The priority in the promotion of faculty members shall be functionally according to the seniority of the approval of the Scientific Council in which the promotion was approved.
2. In the event that the Scientific Council issued a decision to promote a group of faculty members scientifically in one meeting, and a sufficient number of jobs were not available, the comparison shall be made according to the following criteria:
  - a) The average grades awarded to them by the arbitrators.
  - b) If necessary, the comparison is made according to the following criteria: Number of calculated research units (scientific production) Average grades in the teaching item / average grades in the university and community service item.



**Fourth: Forms and supplements  
for promoting faculty members  
at Imam Abdulrahman bin Faisal**

# Annex (1 )

## Standards for measuring teaching activities

| Pints    | Standard  |   |   |
|----------|---|---|---|
| Standard | surveys of students' opinions on the effectiveness of teaching and the quality of the teaching course   | Measuring the quality and effectiveness of teaching                   | 1 |
| 1-5      | Evaluation/opinions of the faculty members in the department (Peer Evaluations)   |   |   |
| 1-2      | Evaluation/ surveys of graduates Alumni Evaluations)  |   |   |
| 1        | Participation in the development of graduate studies programs   | Participation in postgraduate studies                                 | 2 |
| 1        | Active participation in teaching graduate students  |   |   |
| 2        | Supervising master's and doctoral theses or training them for fellowships   |   |   |
| 1        | Participating in the evaluation of graduate students in universities or related bodies  |   |   |
| 1        | Participation in examinations Postgraduate studies and fellowships inside and outside the Kingdom   | development /knowledge of developments in the field of specialization | 3 |
| 1-2      | Attending courses and workshops specialized in the fields of education and learning (one degree for each course)  |   |   |
| 1-2      | Attending courses and workshops specialized in distance education applications (one degree for each course)   |   |   |
| 1 - 2    | Attending courses and workshops specialized in quality applications and academic accreditation (one degree for each course)   |   |   |
| 2 - 4    | n Gluttony for scientific articles in the fields of teaching, learning and quality in refereed scientific journals (2 marks for each article)   | teaching courses The development of teaching courses                  | 4 |
| 1        | The innovations and development that was made in developing current and new   |   |   |
| 1        | His invention of modern teaching techniques and methods   |   |   |
| 1        | His development or contribution to the preparation of teaching courses for distance education   |   |   |
| 2 - 4    | Evidence of textbooks and other educational materials authored by him (two marks for each author)   |   |   |
| 1        | Contributing to the development of computer programs  |   |   |
| 1        | Participating in the provision of specialized courses or workshops in the fields of education, learning, quality and academic accreditation   |   |   |
| 1        | Various forms of support for students academically (voluntary hours/ Organized field visits)  | Other distinguished efforts   | 5 |
| 1        | Student conference research arbitration Contributing to support projects and research of students from the university, King Abdulaziz City for Science and Technology or the private sector |   |   |
| 2-4      | Grants obtained in the fields of teaching at the national/regional/international level (2 marks each Grant)   | Grants and Awards   | 6 |
| 2 - 4    | patents obtained in the fields of teaching (2 marks for each patent)  |   |   |
| 2 - 4    | Awards of Excellence Accredited teaching at the college and university level (2 marks for each award)   | Certificates of Merit   |   |
|          | total   |   |   |



## Notes:

1. Total maximum total mark is 25, which means that it does not necessarily have to be evaluated in all standards (only for the standard to which it applies), and it must not be less than The minimum promotion in this scale is about 15 degrees.
2. The average student evaluation of him is calculated in all the subjects in which he taught or participated in, and for the two years preceding the time of the application, provided that the average evaluation is not less than a good grade (with the need to submit a copy of the officially approved evaluations), and the grade is monitored as follows Acceptable = 1 mark, good = 2 marks, good = 3 marks, very good, = 4 marks, excellent = 5 marks.
3. The average evaluation of the faculty members in the department is calculated for him and for the two years preceding the time of the application for promotion, and according to the model (Faculty Evaluation – Model 4), and it must not be less than good, and the grade is monitored as follows: Acceptable = 1 grade, good = 2 marks, good high = 3 marks, very good = 4 marks, excellent = 5 marks.
4. The criteria for grants, patents, awards of excellence, and literature are calculated at two marks for each, with a maximum of four marks for each criterion.
5. The official justification that proves the applicant's eligibility for the grade obtained in each criterion for which a grade was assigned must be attached.
6. Students' opinions are evaluated according to the special model (Annex No. 3), and the faculty members are evaluated according to the special model (Annex No. 4).
7. must be at least three courses for one promotion, diversity of courses is preferred.

## Appendix (2)

### Standards for measuring university and community service

| points | Standard   |   |   |
|--------|--|---|---|
| 1      | Contributing to the preparation and establishment of training courses and workshops specialized in the fields of university education development University | spirit<br><br>Affiliation to the university | 1 |
| 1      | Contributing to the preparation and establishment of training courses and workshops specialized in quality and academic accreditation                        |   |   |
| 1      | The ability to enrich the discussion in the meetings of the various councils and committees through good preparation and presentation                        |   |   |
| 1      | Constructive relationship with colleagues through encouragement, motivation and participation  |   |   |
| 1      | Constructive relationship with students through encouragement, motivation and participation  |   |   |
| 1      | Participation in student activities organized by the Deanship of Student Affairs   |   |   |
| 1      | Continuous participation in attending Specialized and general lectures at the university   |   |   |
| 1      | Participation in social activities within the college/university   |   |   |
| 1      | Contributing to improving social services for students   |   |   |
| 2-4    | Contributing to obtaining significant research funding from the private sector (2 degrees for each funding)  | University support                          | 2 |
| 2-4    | Contributing to obtaining consultations or Reputable design projects from outside the university / the private sector (Drcredits for each project)           |   |   |
| 2-4    | Contributing to finding reliable sources of support from the community for use by the university (two degrees for each funding)                              |   |   |
| 1-3    | Obtaining research supported by the university, King Abdulaziz City for Science and Technology or international organizations                                |   |   |
| 1      | Working to find training opportunities for university students In their fields of specialization inside and outside the Kingdom                              |   |   |
| 1      | Work to find training opportunities for university students in consulting offices inside and outside the Kingdom   |   |   |
| 1      | Work to find job opportunities for university graduates in the private sector  |   |   |
| 1      | Participate in public education (schools and institutes) at the national level to increase awareness and insight into university services                    |   |   |

|       |   |                              |   |
|-------|---|------------------------------|---|
| 1     | Participation In preparing and organizing external meetings/conferences/workshops   | Community service            | 3 |
| 1     | Active participation in giving scientific and public lectures outside the university  |                              |   |
| 1     | Participation in community work through health duties (clinical), and special training programs   |                              |   |
| 1     | Active participation in charitable committees/ voluntary work outside the university  |                              |   |
| 1     | Participation in official committees and other administrative tasks outside the university  |                              |   |
| 1     | Providing non-professional external consultations   |                              |   |
| 1     | Exceptional performance services for schools, industry, local institutions <sup>1</sup>   |                              |   |
| 1     | Encouraging students to participate or adopt projects for community service   |                              |   |
| 1     | Publishing articles to educate the community  |                              |   |
| 1     | Participating in the editing of specialized scientific journals   |                              |   |
| 1     | Membership of professional organizations inside and outside the university in his field of specialization                                     | Professional fields          | 4 |
| 1     | Arbitration of architectural or engineering competitions at the level National / regional / global  |                              |   |
| 1     | Participation in the evaluation and examinations of specialized professional bodies   |                              |   |
| 1     | Arbitration of scientific and applied research inside and outside the university  |                              |   |
| 1     | Arbitration of academic programs and curricula inside and outside the university  |                              |   |
| 2 - 4 | Grants obtained in the fields of social work at the national / regional / global level (2marks For each grant(                                | grants and prizes            | 5 |
| 2-4   | Receiving an external award/ commendation for excellence (a respected entity) in community service (two marks for each award or commendation) | Certificates of Commendation |   |
| 2-4   | Receiving an external prize/ commendation for excellence (a esteemed entity) in professional work (each award or commendation)                |                              |   |
| Total |   |                              |   |

## Notes:

1. The maximum total score is (15), which means that it does not necessarily have to be evaluated in all the criteria (only for the criterion that It applies to it), and the minimum for promotion in this scale should not be less than (10) marks.
2. Five (5) degrees are added for distinguished administrative work through assignment to leadership positions at the university (head of the department/dean of a college or dean/dean of a college or dean/dean of a university).
3. The criteria for grants, sources of support, and awards for excellence are calculated at two marks for each, and a maximum of (4) marks for each criterion.
4. The official justification that proves the applicant's eligibility for the grade obtained in each criterion for which a grade was assigned must be attached.
5. Letters of thanks and certificates of appreciation are not considered as recognitions of excellence, and the Scientific Council determines this.

## Annex (3)

### Students' evaluation of a faculty and teaching effectiveness

| Excellent<br>5   | Very<br>good<br>4 | Good<br>3 | Average<br>2 | Poor<br>1 | Standard   |    |
|------------------|-------------------|-----------|--------------|-----------|--|----|
|                  |                   |           |              |           | ability and capability in the subject he/she is study  | 1  |
|                  |                   |           |              |           | The remarkable development in the fields of the subject/scientific knowledge of the subject school   | 2  |
|                  |                   |           |              |           | His ability to Motivating students to understand the relationship between the subject they are studying and their fields of knowledge                  | 3  |
|                  |                   |           |              |           | ability to prepare or evaluate the material smoothly and skillfully  | 4  |
|                  |                   |           |              |           | His ability to arouse the desire for knowledge in students/the ability to motivate young minds   | 5  |
|                  |                   |           |              |           | Encourage and motivate students to get the highest grades in article   | 6  |
|                  |                   |           |              |           | ability to Creating an open and encouraging learning environment for all students  | 7  |
|                  |                   |           |              |           | The ability to awaken students' awareness and awareness in linking the school subject with other fields of knowledge                                   | 8  |
|                  |                   |           |              |           | Contribute to confirming students' independence and their ability to find reasons  | 9  |
|                  |                   |           |              |           | students and appreciation of their feelings and conditions   | 10 |
|                  |                   |           |              |           | Enthusiasm and insistence on the teaching message/ respect for the message Teaching  | 11 |
|                  |                   |           |              |           | Ability or ability to collaborate in class   | 12 |
|                  |                   |           |              |           | Ability or ability to collaborate outside C Semester/ Increasing volunteer hours outside the prescribed hours  | 13 |
|                  |                   |           |              |           | Commitment to the officially scheduled course times according to the academic schedule/ Commitment to compensate for postponed lectures                | 14 |
|                  |                   |           |              |           | Commitment to office hours/ Commitment to agreed dates as an alternative to office hours   | 15 |
|                  |                   |           |              |           | The ability to stimulate creative work among students  | 16 |
|                  |                   |           |              |           | Justice and transparency among all students / One treatment for all  | 17 |
|                  |                   |           |              |           | Enabling students to view and discuss their exams and quarterly and final work papers  | 18 |
|                  |                   |           |              |           | Training students on additional skills in the fields of scientific research  | 19 |
|                  |                   |           |              |           | Training students on additional skills in professional work fields related to the specialization   | 20 |
|                  |                   |           |              |           | ability to link the scientific material to the local environment and its positive implications for the application Practical                           | 21 |
|                  |                   |           |              |           | Providing an opportunity for discussions about the scientific subject School / balancing between teaching and discussion                               | 22 |
|                  |                   |           |              |           | Adopting students' proposals for development, modification, and ways of presenting the scientific material without violating the prescribed curriculum | 23 |
|                  |                   |           |              |           | Commitment to distribute the subject file (description of the subject and requirements) to all students at the beginning of the semester               | 24 |
|                  |                   |           |              |           | His commitment to the contract of Article 25 (requirements according to the description of Article   | 25 |
|                  |                   |           |              |           | Putting constructive comments in all assignments and tests in order for the student to benefit from them   | 26 |
| Average out of 5 |                   |           |              |           |  |    |

### **Important notes:**

1. The form must be filled out by students in a completely objective and impartial manner to serve the effectiveness of teaching and the educational process.
2. At least three-quarters of the students enrolled in a single course must participate in the assessment.
3. Assessment must be done by students after the faculty member (applicant for promotion) has completed his or her role in teaching the course.
4. The average student evaluation of him in all the subjects he taught or participated in is calculated for the two years preceding the application period, or for one year if his appointment at the university was less than two years.
5. The evaluation average should not be less than a good grade point ( $\geq 3$ ), for promotion purposes, with the need to submit copies of the officially approved evaluations.

## Appendix (4 )

# Evaluation of the academic department's faculty for promotion

| Excellent<br>5   | Very<br>Good<br>4 | Good<br>3 | Average<br>2 | Poor<br>1 | Standard   | to |
|------------------|-------------------|-----------|--------------|-----------|--|----|
|                  |                   |           |              |           | enrich the discussion in the meetings of the department council and the various committees in relation to curriculum development           | 1  |
|                  |                   |           |              |           | Ability To enrich the discussion in the meetings of the department council and the various committees regarding the teaching process       | 2  |
|                  |                   |           |              |           | Constructive relationship with colleagues in the department through encouragement, motivation and participation in the teaching process    | 3  |
|                  |                   |           |              |           | Constructive relationship with students through encouragement, motivation and participation  | 4  |
|                  |                   |           |              |           | Participation in the preparation and organization of related meetings/conferences/workshopsteaching and learning process                   | 5  |
|                  |                   |           |              |           | Participation in the preparation and organization of committees and workshops related to the process of quality and academic accreditation | 6  |
|                  |                   |           |              |           | His ability to motivate students to realize the relationship between the subjects he studies and the areas of knowledge of their studies   | 7  |
|                  |                   |           |              |           | Encouraging high levels of measurement and stimulating creative work among students  | 8  |
|                  |                   |           |              |           | His enjoyment of other distinctive personal qualities that have an impact On Teaching and Students   | 9  |
|                  |                   |           |              |           | Scope and Skills of Participation in Public and Private Guidance as a Teacher and Student Mentor August                                    | 10 |
|                  |                   |           |              |           | His ability to create an open and encouraging learning environment for all students and colleagues in the college                          | 11 |
|                  |                   |           |              |           | His ability to establish and develop teaching methods inside and outside the department  | 12 |
|                  |                   |           |              |           | His ability to adapt and dedicate to teamwork to teach some courses  | 13 |
|                  |                   |           |              |           | Carrying out his duties in the department in the best manner, especially regarding to the teaching and learning process                    | 14 |
|                  |                   |           |              |           | Dedication In teaching and carrying out additional teaching loads  | 15 |
|                  |                   |           |              |           | Publishing books and educational materials in his field of specialization, in a manner that benefits the educational process               | 16 |
|                  |                   |           |              |           | Publishing research papers in refereed scientific journals in his field of specialization, and for the benefit of the educational process  | 17 |
|                  |                   |           |              |           | Keeping abreast of developments in his field of specialization and which reflects positively on the effectiveness of Teaching              | 18 |
|                  |                   |           |              |           | Commitment to deliver the files of the subjects he teaches in full on time   | 19 |
|                  |                   |           |              |           | Inventing modern teaching techniques and methods   | 20 |
|                  |                   |           |              |           | Developing or contributing to the preparation of teaching courses for distance education   | 21 |
|                  |                   |           |              |           | Working to find training opportunities for students in the public and private sectors for the practical application of the subjects        | 22 |
| Average out of 5 |                   |           |              |           |  |    |





## Notes:

1. The form must be filled out objectively and completely in a manner that serves the effectiveness of teaching and the educational process.
2. The average evaluation of the faculty members in the department is calculated for him and for the two years preceding the application period.
3. The majority of faculty members in the department must participate in the evaluation, including the head of the department.
4. In the event that the number of faculty members in the department is less than 5 members, some members from outside the department can be used in the same college.
5. The evaluation average must not be less than a good grade point average ( $\geq 3$ ) , for promotion purposes, with the need to submit a copy of the officially approved evaluations.

## Appendix (5 )

### Promotion form and CV (Arabic language)

| Personal Data      |  |                |  |
|--------------------|--|----------------|--|
| Name               |  | Date of Birth  |  |
| National ID Number |  | Place of Birth |  |
| Marital Status     |  | Mobile Phone   |  |
| Languages You Know |  | E-mail         |  |

| Part One: Academic Qualifications Academic |                |          |         |      |
|--|----------------|----------|---------|------|
| Degree                                     | Specialization | Awarding | Country | Date |
| Bachelor                                   |                |          |         |      |
| Masters                                    |                |          |         |      |
| Fellowship                                 |                |          |         |      |
| PhD  |                |          |         |      |

Title and summary of the master's thesis:

Title and summary of the doctoral thesis:

| Part Two: Job/Professional Record Job |                               |                          |                    |    |
|---------------------------------------|-------------------------------|--------------------------|--------------------|----|
| Sequence                              | Specialization<br>/Department | Employer and its address | Start date of work |    |
|                                       |                               |                          | From               | to |
|                                       |                               |                          |                    |    |
|                                       |                               |                          |                    |    |



Part Three: Scientific Production

1/3 Scientific papers, published (research title, author/authors, year of publication, journal Scientific, volume, number, pages (ordered by most recent first

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

3/2 Scientific papers accepted for publication (Research title, author(s), scientific journal, attach acceptance letter)

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |





| 3/3 need scientific papers published in refereed conferences (paper title, author/authors, conference title and place, organizer, date) |  |
|---|--|
| 1   |  |
| 2   |  |
| 3   |  |
| 4   |  |
| 5   |  |

| 3/4 Books |  |
|-----------|--|
| 1         |  |
| 2         |  |
| 3         |  |
| 4         |  |
| 5         |  |

| Part IV: Ongoing Research Projects |  |
|------------------------------------|--|
| 1                                  |  |
| 2                                  |  |
| 3                                  |  |
| 4                                  |  |
| 5                                  |  |

| Part Five: Scientific Activity                  |  |
|---|--|
| 5/1 Conferences, scientific seminars, workshops |  |
| 1   |  |
| 2   |  |
| 3   |  |
| 4   |  |
| 5   |  |



| 5/2 Membership in scientific bodies and societies |  |
|---|--|
| 1   |  |
| 2   |  |
| 3   |  |
| 4   |  |
| 5   |  |

| 5/3 Participation as an arbitrator in scientific journals |  |
|---|--|
| 1   |  |
| 2   |  |
| 3   |  |
| 4   |  |
| 5   |  |

| Part VI: Teaching                       |  |
|---|--|
| 6/1 Teaching at the undergraduate level |  |
| 1                                       |  |
| 2                                       |  |
| 3                                       |  |
| 4                                       |  |
| 5                                       |  |

| 6/2 Clinical teaching (if any) |  |
|--------------------------------|--|
| 1                              |  |
| 2                              |  |
| 3                              |  |
| 4                              |  |
| 5                              |  |





| 6/3 Teaching at the postgraduate level |  |
|--|--|
| 1                                      |  |
| 2                                      |  |
| 3                                      |  |
| 4                                      |  |
| 5                                      |  |

| 6/4 Clinics |  |
|-------------|--|
| 1           |  |
| 2           |  |
| 3           |  |

| 6/5 Supervision of master's and doctoral theses |  |
|---|--|
| 1   |  |
| 2   |  |
| 3   |  |





| Part Seven: Administrative/Service Activity |  |
|---|--|
| 7/1 Administrative Services                 |  |
| 1   |  |
| 2   |  |
| 3   |  |

| 7/2 Committee membership |  |
|--------------------------|--|
| 1                        |  |
| 2                        |  |
| 3                        |  |

| Community service |  |
|-------------------|--|
| 1                 |  |
| 2                 |  |
| 3                 |  |

| Dean of the College | Representative of the College in the Scientific Council | Head of the Department | Advance for Promotion |           |
|---------------------|---|------------------------|-----------------------|-----------|
|                     |   |                        |                       | Name      |
|                     |   |                        |                       | Signature |
|                     |   |                        |                       | Date      |



# Appendix (6 ) Promotion Form and Curriculum Vitae (English Language)

## Curriculum Vitae

| Personal Details     |  |                |  |
|----------------------|--|----------------|--|
| Name                 |  | Marital Status |  |
| Nationality          |  | Place of Birth |  |
| Date of Birth        |  | Mobile #       |  |
| Language Proficiency |  | E-mail         |  |

| Section A: Academic Qualifications |           |           |         |              |
|------------------------------------|-----------|-----------|---------|--------------|
| Academic Degree                    | Specialty | Institute | Country | Date Awarded |
| bachelor                           |           |           |         |              |
| Master                             |           |           |         |              |
| Doctoral                           |           |           |         |              |

Title & Abstract of Master Thesis:

Title & Abstract of Doctoral Thesis:

**Section B: Professional Record**

| Job Rank | Specialty/<br>Department | Institute & Country | Date |    |
|----------|--------------------------|---------------------|------|----|
|          |                          |                     | From | To |
|          |                          |                     |      |    |
|          |                          |                     |      |    |
|          |                          |                     |      |    |

**Section C: Publications**

**C-1: Published Papers**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**C-2: Papers Accepted for Publication**

|   | <b>Authors</b> | <b>Title</b> | <b>Journal</b> | <b>Acceptance Date</b> |
|---|----------------|--------------|----------------|------------------------|
| 1 |                |              |                |                        |
| 2 |                |              |                |                        |
| 3 |                |              |                |                        |

**C-3: Refereed Scientific Papers Presented at Conferences**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**C-4: Books**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

**Section D: Current Research Projects**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Section E: Scientific Activities****E-1: Conferences, Seminars & Workshops Attended**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**E-2: Membership of Scientific Societies**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**E-3: Editorial Commitments**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

| <b>Section F: Teaching</b>         |  |
|------------------------------------|--|
| <b>F-1: Undergraduate Teaching</b> |  |
| 1                                  |  |
| 2                                  |  |
| 3                                  |  |
| 4                                  |  |
| 5                                  |  |

| <b>F-2: Clinical Teaching</b> |  |
|-------------------------------|--|
| 1                             |  |
| 2                             |  |
| 3                             |  |
| 4                             |  |
| 5                             |  |

**F -3: Postgraduate Teaching**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**F-4: Clinics**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

**F-5: Supervision of Master & Doctorate Students Theses**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |



|                                      |  |
|--------------------------------------|--|
| <b>Section G: Service Activities</b> |  |
|--------------------------------------|--|

|                                   |  |
|-----------------------------------|--|
| <b>G-1: Administrative Duties</b> |  |
|-----------------------------------|--|

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

|                                  |  |
|----------------------------------|--|
| <b>G-2: Committee Membership</b> |  |
|----------------------------------|--|

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|                                 |  |
|---------------------------------|--|
| <b>G -3: Community Services</b> |  |
|---------------------------------|--|

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

| Dean | SC Representative | Chairman | Applicant |                  |
|------|-------------------|----------|-----------|------------------|
|      |                   |          |           | <b>Name</b>      |
|      |                   |          |           | <b>Signature</b> |
|      |                   |          |           | <b>Date</b>      |

# Appendix (7 )

## Evaluation Form for Arbitrators (Arabic)

### Evaluation Form

**First** : Personal information of the assessor

| University    | Academic rank | Name       |
|---------------|---------------|------------|
|               |               |            |
| E-mail E-mail | Fax           | No. Mobile |
|               |               |            |

**Second** : Personal information of the applicant for promotion

| Scientific          | section                    | Name         |
|---------------------|----------------------------|--------------|
|                     |                            |              |
| date of application | Rank of promotion required | Current rank |
|                     |                            |              |

Each of the scientific papers will be given a score out of 100 in the box under each scientific paper. In addition, we aim to write justifications for the evaluation, which should depend on the level of the scientific paper (including originality, creativity, and research value) and the level of the periodical published in it..



| 100% | Rationalizations | Scientific paper title |    |
|------|------------------|------------------------|----|
|      |                  |                        | 1  |
|      |                  |                        | 2  |
|      |                  |                        | 3  |
|      |                  |                        | 4  |
|      |                  |                        | 5  |
|      |                  |                        | 6  |
|      |                  |                        | 7  |
|      |                  |                        | 8  |
|      |                  |                        | 9  |
|      |                  |                        | 10 |

**Third:**

Please give the average score for all evaluations (passing score %58.3)

**Fourth:**

Do you recommend the applicant for a promotion?

yes          no



**Fifth:**

| Other comments that the evaluator considers necessary to include in the evaluation |
|--|
|  |

| Date |
|------|
|      |

| Signature |
|-----------|
|           |

**Instructions:**

1. Please put the grade average that the applicant gets for promotion.
2. All scientific papers mentioned in the CV and marked are not counted for the purpose of promotion.
3. The papers mentioned in Section B are the papers accepted for publication and included in the evaluation.

# Appendix ( 8 )

## Evaluation Form for Arbitrators (English)

### Evaluation Form

#### Section A

##### Referee's Details

| Name   | Rank   | Institution |
|--------|--------|-------------|
|        |        |             |
| Mobile | e-mail | Fax         |
|        |        |             |

##### Applicant's Details

| Name         | College      | Department          |
|--------------|--------------|---------------------|
|              |              |                     |
| Present Rank | Promotion To | Date of Application |
|              |              |                     |

#### Section B

Please evaluate the scientific merit of the publications listed below as %100 mark for each publication, Kindly write justification for each mark (originality, novel research, contribution and standard of the journal in which it is published).



| #  | Title of Paper | Justification | 100% |
|----|----------------|---------------|------|
| 1  |                |               |      |
| 2  |                |               |      |
| 3  |                |               |      |
| 4  |                |               |      |
| 5  |                |               |      |
| 6  |                |               |      |
| 7  |                |               |      |
| 8  |                |               |      |
| 9  |                |               |      |
| 10 |                |               |      |

Section C

Please calculate the average grade for the publications.

Section D

Do you recommend the candidate promotion?

Yes

No



## Section E

| If deemed necessary, please provide further comments in the box below. |
|--|
|  |

| Signature |
|-----------|
|           |

| Date |
|------|
|      |

### Notes:

1. Please indicate an overall score for the candidate.
2. All manuscripts listed on the applicant's CV that are marked with an asterisk are not to be considered in this current promotion.
3. The papers listed in Section B include manuscripts accepted for publication and are included in the evaluation.



## Sources and references

### Arabic resources

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A minimum requirement of scientific publication in publication outlets listed in ISI in the scientific and health disciplines of King Saud University, 1432/1431.

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### English resources

- UCLA Criteria for Promotion to Tenure.
- University of Michigan, Promotion Guidelines.
- Berk, RA , "Survey of 12 Strategies to Measure Teaching Effectiveness," in Strategies, Vol.17. No. 2005 ,1, pp. 62-48.
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جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

أمانة المجلس العلمي  
The Secretariat of the Scientific Council



MARKETING UNIT  
وحدة التسويق  
بعمادة البحث العلمي  
DEANSHIP OF SCIENTIFIC RESEARCH