

Ministry of Higher Education  
University of Dammam  
Vice Presidency for Higher  
Studies and Scientific Research  
Scientific Council



وزارة التعليم العالي  
جامعة الدمام  
وكالة الجامعة للدراسات  
العلية والبحث العلمي  
المجلس العلمي

PROMOTION OF FACULTY  
MEMBERS  
Executive and Procedure Bylaws  
University of Dammam  
1435H-2014G

Scientific Council

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The University Council in its fifth meeting for the Academic Year 1434/1435 dated 16/5/1435H (17/2/2014G) has approved the Executive and Procedural Bylaws for Academic Promotion of Faculty Members.

This approval has been ratified by H.E the Minister of Higher Education - Chairman of the University Council as given by the Secretary General of the Council for Higher Education in his letter number 1432/1 dated 7/8/1435H.

## H.E. the President's Address

The University of Dammam as a Research Institution in addition to its responsibility for high university education shoulders a major responsibility in promoting excellence in scientific research. Established systems and measures are provided by the University to encourage faculty members to improve their scientific research skills thereby improving their research and teaching expertise in their various fields of specialization. The Saudi Universities provide utmost support to ensure a suitable research environment. The University supervises research projects through accredited research centers and corporations that set the executive bylaws and procedures for following up the research outcomes which positively impact faculty members' teaching and professional performance.

Thus, the Scientific Research Outcomes become the standard for academic assessments, recruitments and promotions. Hence, the high quality of scientific research and outcomes are the main safeguards for securing international scientific publications that form the main pillar for promoting the International University Ranking status of the University of Dammam.

President University of Dammam  
Professor Abdullah M. Al-Rubaish

## Introduction

Academic Promotion is considered one of the major decisions that are taken by the University Academic Departments, Faculty Boards and the Scientific Council. This decision is governed by regulations and a minimum requirement of high quality refereed published research that contribute to raising the standard of research, scientific publications, pioneering innovations and inventions that promote the standard of the University and its International University Ranking Status. In addition, academic promotion will increase the productivity of the faculty members and their ability to lead in education and scientific research.

Due to the paramount importance of the decision of Academic Promotion the application for promotion has to pass through a rigorous series of Regulatory Bylaws and Procedures that ensure selection of those with distinguished standards in qualities, qualifications, capability and innovations.

Vice President for Higher Studies &  
Scientific Research

Chairman of the Scientific Council

Professor Abdulsalam A. Al-Sulaiman

## Executive & Procedural Bylaws for promotion of Faculty Members in the University of Dammam

### Article 21

Promotion from rank of Assistant to Associate Professor requires:

- Working for 4 years in the rank of Assistant Professor in a Saudi or any other recognized University provided the period spent in Saudi Universities is NOT less than ONE year.
- Attaining the minimum required scientific product according to Article 32 of these Bylaws.
- The scientific product of the applicant must have been published or accepted for publication during his work as Assistant Professor.

### Article 22

Promotion from rank of Associate to Full Professor requires:

- Working for 4 years in the rank of Associate Professor in a Saudi or any other recognized University provided the period spent in Saudi Universities is NOT less than ONE year.
- Attaining the minimum required scientific product according to Article 33 of these Bylaws.
- The scientific product of the applicant must have been published or accepted for publication during his work as Associate Professor.



## Executive Bylaws:

In addition to the above in Articles 21, 22 the following should be noted:

- The applicant for promotion to Associate or Full Professor must have spent at least one year in the affiliated department in the University of Dammam.
- The duration that is spent by the applicant at the rank of Assistant or Associate Professor is calculated from the date of approval of promotion by the Scientific Council.
- The scientific product submitted for promotion must be in the field of specialization of the applicant. The Scientific Council may accept not more than one unit of published or accepted multidisciplinary work undertaken by the applicant.
- The submitted scientific product should be distributed as much as possible over the statute required period for promotion with exception for those holding administrative and leadership duties such as Vice Presidents, Deans, Vice Deans, Chairmen of academic departments and the like.
- The published or accepted scientific product must be in venues recognized by the Scientific Council of the University of Dammam.

## Article 23

The Faculty member has the right to apply to the department for promotion 6 months before the completion of the statute period for application.

## Article 24

The period of secondment, deputation or delegation of a Faculty member is calculated as follows:

- Full period if the secondment, deputation or delegation is to a scientific entity and was working in the area of specialization.
- Half the period if the secondment, deputation or delegation is to a non-scientific entity but the work is in the area of specialization.
- The period will not be considered if the work was not in the field of specialization of the applicant.

Executive Bylaws:

**In addition to what is given in Article 24:**

- The Scientific Council will decide if the secondment, deputation or delegation is in the area of specialization of the applicant in accordance with the recommendations of the departmental and Faculty Boards.

- The Scientific Council will issue the decision on the period of secondment, deputation or delegation in accordance with the respective Faculty Board and opinion of the concerned department before submission for promotion.

## Article 25

Faculty members are promoted according to the following parameters:

- 1) Scientific product
- 2) Teaching
- 3) University & community service.

Executive Bylaws:

In addition to what is given in Article 25:

The University and community service include participations in committees, departmental, college and university development and various scientific, cultural and sport activities in addition to active interactions with community needs, national events and cooperation with government and non-government organizations.

## Article 26

### Procedures for promotion:

- The Faculty member submits the application for promotion to the department including the following;
- Academic and professional qualifications and the employment record.
- Details of teaching activities.
- Details of University and Community activities.
- Submit at least five copies of the scientific product.
- Any additional information to support promotion.
- Any other information or documents required by the departmental and faculty boards and the Scientific Council.
- The departmental board will review the application for promotion to verify all the requirements and procedures and then approves the recommendation for promotion. The board will submit the completed application with list of at least eight nominated specialized referees.
- The faculty board will consider the application for promotion according to the recommendation of the departmental board and will nominate a minimum of eight specialized referees from those offered by the department or others.

- The Scientific Council will study the application according to the recommendations of the departmental and faculty boards and proceed with the following:
- Select five referees for evaluation of presented research. The selection of referees will be from those nominated by the faculty board or others. Three of these will be the main evaluators, the fourth will be a first reserve referee and the fifth will be a second referee. The latter two will be consulted if need arise. At least two of the three main referees will be from outside the University.
- All the research and promotion documents will be sent confidentially to the referees for evaluation according to the Scientific Form of Evaluation for the Referees.
- Take a decision of promotion or not after reviewing the referees reports and the reports provided on the applicant's contributions to teaching, University and community services.

Executive Bylaws:

In addition to items in Article 26 the applicant must provide the following:

First: A completed CV.

Second: Original printed and electronic (CD) copies of the scientific product presented according to the educational and professional record with clear marking of published work derived from Masters and PhD theses.

Third: The applicant must also complete the online Promotion Form on the Scientific Council web page.

•The department must ensure the completion of all the necessary pre-requisites of the application for promotion according to the bylaws and including obtaining the appropriate reports on the applicant's participation in community services before submitting the application for the Faculty Board.

Regarding Article 26, item 2:

First: All departmental faculty members should have enough time to review the application for promotion not less than two weeks before the meeting to discuss the application and its approval or not.

Second: The evaluation and voting on the application should be objective.

Third: The voting on the recommendation for promotion should be in a secret ballot.

Fourth: The names and details of the nominated referees should be up-to-date.

Regarding Article 26, item 3:

First: All faculty board members should have enough time to review the application for promotion not less than two weeks before the meeting to discuss the application and its approval or not.

Second: The evaluation and voting on the application should be objective.

Third: The voting on the recommendation for promotion should be in a secret ballot.

Fourth: The names and details of the nominated referees should be up-to-date.

Regarding Article 26, item 4-a:

The Scientific Council will take a prima facie decision for promotion or not after review and discussion of the application and before selecting the referees with statement of reasons for refusal of promotion.

Regarding Article 26, item 4-b:

The Scientific Council will follow up the referees' evaluation of the scientific product of the applicant by obtaining printed and electronic completed Referees Evaluation Form.

Regarding Article 26, item 4-c:

First: The scientific work for promotion of the applicant should be annotated in the CV and in the dean's covering letter for promotion to the Scientific Council.

Second: In case of refusal of promotion a period of six month must lapse before reapplication.

## Article 27

The evaluation of a faculty member is based on a hundred point scale as follows:

60 Sixty points for scientific product

25 Twenty points for teaching

15 Fifteen points for

The University Council will set the parameters for participation in teaching, university and community services in accordance with the recommendations made by the Scientific Council.

Executive Bylaws:

In addition to items in Article 27 the college must provide the following:

The parameters for evaluating teaching, university and community services will be as follows:

- Teaching is an important parameter for promotion and it depends on the teaching



attributes and a detailed teaching load for the period from obtaining the current academic rank to the time of application for promotion given in the provided form for teaching (Appendix 1).

- The teaching component should not be less than the minimum given in Article 42 for the total period spent in the current academic rank except for cases where the given minimum cannot be achieved in the given department or any other circumstances acceptable by the bylaws.
- The faculty member activities in university and community services are taken into consideration for promotion based on the provided form.
- The minimum point score for teaching, university and community services will be 25 out of 40 points.
- The evaluation should be annual and consecutive at least for the last two years or one year if the appointment of the faculty member is less than two years.
- The form for evaluation of faculty members should be completed by the chairperson of the department in liaison with the Scientific Council College representative and the Dean.
- The evaluation must be supported by the official documents for all the score point parameters that substantiate the promotion of the faculty member.
- When completing the point score forms for teaching and university and community services the point scores must be applicable to the applicant only.

- The average students' evaluation for the applicant should not be less than good (equal or more than 3/5) in all the taught subjects over the two year preceding the application for promotion according to the provided form .
- The average departmental members' evaluation for the applicant should not be less than good (equal or more than 3/5) over the two year period preceding the application for promotion according to the provided form.
- The number of attended training courses in education and learning should not be less than three for each promotion and preferably on different courses according to the form.

## Article 28

The total point score for promotion of a faculty member should not be less than sixty points with a minimum of thirty five points in the scientific product for promotion to Associate Professor and forty points for promotion to Full Professor. The promotion to Associate Professor will be based on the majority decision of the three referees but promotion to Full Professor will be based on a unanimous decision by the three referees. If one of the three referees was against the promotion the scientific product will be sent to a fourth referee and his decision will be final.

## Article 29

The minimum scientific product that is required for promotion includes the following:

- Published or accepted research for publication in refereed journals and the Scientific Council will set the standards for accepted refereed journals.
- Refereed research that was presented in specialized conferences and scientific symposia if it is fully published or accepted for publication and only one point will be accepted for promotion from this work.
- Refereed research that was published or accepted for publication by specialized university research centers.
- Refereed university text books and scientific references account for one point only.
- Refereed verified rare books account for one point only.
- Refereed translations of specialized scientific books account for one point only.
- Books and scientific research published by scientific corporations that are recognized by the Scientific Council and refereed account for one point only.
- Inventions and innovations that received patents recognized by the Scientific Council.
- Distinguished innovative activity along regulations approved by the University Council according to recommendation by the Scientific Council account for one point only.

## Executive Bylaws:

First: In addition to items in Article 29 the refereed journal should be one of the following two categories:

A-Refereed journals fulfilling the following conditions:

- The journal is published by a scientific or research institution, a regional or international organization.
- The journal should have a specialized Chief Editor with at least an Associate Professor rank.
- The journal should have a specialized Editorial Board with two thirds of the board at the rank of Associate Professor.
- The journal has published six regular issues or has been publishing regularly for two years with exception of the refereed scientific journals published by the University of Dammam.
- The journal should be applying rigorous scientific refereeing and following unified publication guidelines that appear in every issue and state that the research published by the journal is refereed by a minimum of at least two specialized referees,

B-Refereed journals in one of the following categories:

- Refereed journals that are regularly accredited and updated by the National Commission for Assessment and Academic Accreditation.

- Refereed journals that are registered according to their Journal Impact Factor (JIF) based on the data bases of the Institute of Scientific Information (ISI) or others issued by Scimago Spanish, Ulrich, ERA Australia or similar standards after approval by the Scientific Council.
- Journals recommended by the departmental and faculty boards that are applying publication standards approved by the Scientific Council and including those given in First: A above of the executive bylaws.

Second: In all cases the condition for accepted refereed journals given in (First:B) above will be implemented according to the following graded time schedule:

- At least 25% of the minimum required points for published research after two years from the date of approval of these bylaws and executive procedures by the University Council.
- At least 50% of the minimum required points for published research after four years from the date of approval of these bylaws and executive procedures by the University Council.
- 100% of the minimum required points for published research after six years from the date of approval of these bylaws and executive procedures by the University Council.

Third: The scientific product of the applicant will not be accepted unless the name of the University of Dammam is clearly linked to the applicant for the published or submitted work for publication after the establishment of the University and not in acknowledgments or address of the applicant with exception of the work done during periods of secondment or delegated assignments.

Fourth:The insertion of address of other university or institution for the work done in the University of Dammam will not be accepted.

- If the research was collaborated with authors from other universities or institutions, the names of those universities or institutions may be mentioned in the accepted sequence of publication.
- If the applicant has joined the University of Dammam, the accepted scientific product for published and accepted work for publication in the University of Dammam should not be less than one point for the rank of Associate Professor and two points for Full Professor.

Fifth: Parameters for accepting refereed electronic journals for promotion purposes:

- The electronic journals without printed copies will be governed by the bylaws governing the printed journals as given in Article 29 of the executive and procedural bylaws for Saudi faculty members' affairs in universities
- The electronic journals should have archival systems similar to those for printed journals.
- Not more than one point will be given for published or accepted work in these journals for the minimum requirement with exception of electronic journals listed in the ISI databases or similar as given in item 2 of First:B above.
- The Scientific Council will evaluate the parameters for accepting the electronic journals for promotion purposes after two years from its implementation.

Sixth:The following should be taken into consideration in addition to items given in Article 29 for published or accepted work for publication in refereed scientific journals:

- The faculty member should be keen to publish in highly reputed international refereed scientific journals according to in Second: items 1, 2 above.
- The scientific product of the applicant may include works extracted from postgraduate theses that are supervised by the applicant provided that the postgraduate student is among the authors of the published work.
- Original articles should not be less than two points for the minimum requirement for promotion to Associate Professor and three points for Full Professor.
- Review articles should not be more than one point and should contain the relevant references that are included in the article reference list. The Scientific Council will the article's scientific value and weight.
- Only one point will be given for the following categories of scientific product collectively with the condition that it should characterized by originality and scientific value:
  - Special Articles
  - Special Communications
  - Case Study
  - Case Report



- Brief Communication
- Short Communication
- Short Article
- Research Note
- Therapeutic Note
- Technical Note
- Point of Technique
- Systematic Review
- Meta-Analysis Review
- Technical Report
- Chemical Structure Report

The Scientific Council will evaluate the presented work for its originality and scientific value.

Seventh: The following works are not considered for the minimum required for promotion:

- Letter to the Editor
- Comments
- Editorial
- Correspondence
- Debate
- Book Reviews

Eights: Only one point will be counted for work published or accepted for publication by specialized scientific conferences and symposia according to the following conditions:

- The work was presented in a specialized international scientific conference or symposium organized by a regional or an international university, research center or organization that is recognized by the University of Dammam.
- Each accepted research must have been scientifically refereed by at least two specialized referees and not a general scientific committee for the conference. A proof document of refereeing process must be attached.
- The research must be an oral presentation and not poster presentation.
- The presented research must be fully published in the conference proceedings book and should not be an abstract. A copy of the conference proceedings book should be provided to the Scientific Council.
- If the presented research is accepted for publication:
- A clear unconditional letter-headed printed document of acceptance from the organizing institution and signed by the chairman of the scientific committee of the conference or symposium must be provided.

- The Scientific Council will not accept copies, authenticated copies, e-mails or fax copies as proof of acceptance.

Ninth: In relation to Article 29: item 4:

Published refereed text books, references or chapters will count for half a point if the applicant is a single author and a quarter of a point if a coauthor. The Scientific Council will evaluate chapters for their scientific value and weight.

Tenth: In relation to Article 29: item 8:

Inventions and innovations with patents from the following offices are acceptable:

- United States Patent and Trading Office.
- Japan Patent Office.
- European Patent Office.
- King Abdulaziz City for Science and Technology.
- The patent should have a published research in an approved refereed scientific journal.
- The invention or innovation should have a scientific significance and a verifiable applied value and it should be in the field of specialization of the applicant.
- The point score will be according to Article (34).

Eleventh: In relation to Article 29: item 9:

The innovative works include those that have received refereed prizes from bodies outside the University provided that these conferring bodies are accepted by the Scientific Council.

## Article 30

The minimum required published or accepted work for publication in refereed scientific journals must not be less than one point for promotion of a faculty member applying for the rank of Associate Professor and two points for Full Professor.

## Article 31

The published or accepted work for publication must be in multiple refereed scientific journals that do not belong to a single university or scientific institution.

### Executive Bylaws:

- All refereed scientific journals that are published by various branches of a single educational institution or multiple journals from a single institution will be treated as one journal.
- In all cases the total number of published or accepted work for publication in a single refereed scientific journal must not be more than 50% of the minimum requirement for promotion.

## Article 32

The minimum requirement of published or accepted work for publication in refereed scientific journals for promotion of a faculty member applying for the rank of Associate Professor is four points with two points at least as single author. The University Council can waive this condition for certain disciplines according to the recommendation of the Scientific Council but the minimum required of actually published work must not be less than one point.

Executive Bylaws:

**In relation to Article 32:**

The minimum requirement as single author in the scientific product for the rank of Associate Professor may be met by coauthored published work if the applicant is the first author in the number of publications equivalent to the minimum required as a single author for the rank of Associate Professor.

## Article 33

The minimum requirement of published or accepted work for publication in refereed scientific journals for promotion of a faculty member applying for the rank of Full Professor is six points with three points at least as single author. The University Council can waive this condition for certain disciplines according to the recommendation of the Scientific Council but the minimum required of actually published work must not be less than three points.

Executive Bylaws:

**In relation to Article 33:**

The minimum requirement as single author in the scientific product for the rank of Full Professor may be met by coauthored published work if the applicant is the first author in the number of publications equivalent to the minimum required as a single author for the rank of Full Professor.

## Article 34

A single author of a scientific work will get one point. If the work is coauthored by two participants each will get half a point. If the work is coauthored by more than two, the first author will get half a point and the others will get a quarter of a point each.

## Executive Bylaws:

In relation to Article 34:

In some scientific disciplines identified by the Scientific Council such as the health specialties multicenter studies include a large number of participants. The published work in these cases will have small number of authors at the top of the paper and a list of the remaining participants is given at the end of the paper. In this case these participants will be treated as coauthors and the work will be counted in the minimum requirement for promotion after approval by the Scientific Council.

## Article 35

The scientific product for promotion must not be extracted from MSc or PhD theses or past work. If it becomes evident for the Scientific Council that the presented work contained material extracted from theses, the applicant will be barred from applying for promotion for one year from the date of the Scientific Council decision.

## Article 36

The promotion referees must be Full Professors but if the application is for Associate Professor one of the referees may be a specialized Associate Professor with integrity and distinguished scientific and research career. Nomination of referees for promotion must be diversified and not recurrent as much as possible.

Executive Bylaws:

**In relation to Article 36: When selecting referees the following should be noted:**

First: The referees must be from the area of subspecialty of the applicant for promotion.

Second: They should be proficient in the language of publication of the majority of the scientific product of the applicant.

Third: The Scientific Council requires an abstract of all the work presented for promotion from the referee.



## Article 37

The faculty member will be academically promoted from the date of approval of promotion by the Scientific Council but the employment promotion will be from the date of the executive decision if there is a vacancy for promotion.

### Executive Bylaws:

- The priority for employment promotion of faculty members is based on the date of approval of the Scientific Council for the promotion; the older has the priority for promotion.
- If a number of faculty members have been promoted in the same meeting of the Scientific Council and there are no available employment slots for all of them, the priority will be based on the following:
  - The referees' average score for each.
  - If necessary, The scientific product score, the teaching average score, and the average score in the university and community service will be taken to make the final decision.

## General Rules and Procedures relevant to Promotion:

First: All the Bylaws (Articles 21-37) regulating the promotion of Saudi faculty members will be applicable on Non-Saudi faculty members.

Second: The following will be applicable in relation to implementation of promotion and change of employment grade for expatriate faculty members and similar employees by the University of Dammam:

- No implementation of promotion or change of employment grade in the following cases:
- The expatriate faculty member obtained the doctorate degree from the mother university or any other university while employed by the University of Dammam.
- The expatriate faculty member was promoted by the mother university or any other university while employed by the University of Dammam.

- The expatriate faculty member was employed by the University of Dammam at an academic rank less than the one that was held at Mother University or any other university.
- The exception from the above three categories (a, b and c) is a faculty member whose contract with the University of Dammam clearly states a change in the employment status according to the conditions given in the contract.

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Kingdom of Saudi Arabia.Dammam31441 P.O.Box1982. Phone0133333082  
Vice Presidency for Higher Studies and Scientific Research  
E-mail: [sci.council@ud.edu.sa](mailto:sci.council@ud.edu.sa)



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