

Sabbatical Leave  
Implementation Rules and Regulations  
University of Dammam  
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Scientific Council

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## **First: Definition of Terms**

**Scientific Attachment:** Leave given to an academic faculty member for a specified period of time to conduct scientific research, sponsored academic activities, to develop his or her skills or to be trained in academic duties.

## **Second: Objectives**

Sabbatical leave is granted to an academic faculty member to:

1. Enrich scientific, technical and research experience of a faculty member
2. Benefit from experience and knowhow of others
3. Establish collaboration opportunities with renowned higher education institutes and centers.

## **Third: Organizing Charter for Saudi University Faculty Affairs (Sabbatical Leave)**

**Article 61:** Upon approval by the University Council, based on endorsement by the Scientific Council and Departmental Board of the concerned college, a faculty member can be given a sabbatical leave for a period of one year upon completion of five years of service since his appointment or since his previous sabbatical leave. This leave should not have an adverse effect on the teaching process in the concerned department. The University Council will establish the rules and regulations for sabbatical leave based on recommendations by the Scientific Council.

**Article 62:** The following conditions have to be satisfied for a sabbatical leave to be granted:

1. Only one faculty member or ten percent of the total members of the concerned department could be granted sabbatical leave in any one year.
2. A faculty member should submit a scientific program for the sabbatical leave.

**Article 63:** The following are funded to a member on sabbatical leave

1. His monthly salary plus transportation allowance
2. Airfares for the applicant, his wife, children below 18 years of age and daughters that the applicant is a guardian for.
3. The allocation for text books will be as per that granted for sponsored postgraduate students.
4. Scientific research expenses determined by the Scientific Council
5. Medical expenses not exceeding SR 5,000 if he is travelling alone and SR10,000 if the applicant is accompanied by his wife and child/children for a one-year sabbatical leave. If the sabbatical leave is for six months, half the above amount will be covered.
6. Clinical faculty members on sabbatical leave will be given an allowance for clinical work undertaken by the applicant. The minimum allowance is SR3,000.

**Article 64:** A faculty member on sabbatical leave cannot be released or delegated or contracted as an employee or as a consultant.

**Article 65:** A faculty member on a one-year sabbatical leave should accomplish what he has taken the sabbatical leave for according to the program which has been approved by the University Council. Upon the applicant's return, a report should be submitted to the concerned department before the end of the second academic semester of his arrival. The report, which should be accompanied by a copy of all published work, is to be submitted to the Departmental Board and to the Scientific Council. A faculty member on a six-month sabbatical leave should submit a report within four months of the date of their return.

## **Fourth: Implementation Rules and Regulations**

### **(For articles 61-65 of the Organizing Charter for Saudi University Faculty Affairs)**

#### **Article One: Detailed Conditions and Rules**

1. The applicant should have spent a minimum period of two years since the last scientific attachment or release or similar leaves
2. If the applicant has been given an academic position but has not been officially appointed or promoted to that rank, the time spent in this position will still be counted as part of the time required for sabbatical leave.
3. The applicant should have a scientific paper which has either been published or accepted for publication within the two years preceding the commencement of the leave
4. The department's teaching program should not be negatively affected by the absence of an applicant and should not be fulfilled by contracting new faculty or canceling existing programs. In addition the applicant's leave should not incur additional expenses for delegating others to undertake the duties of the applicant.
5. The applicant should submit to a program within his specialty (research, writing a book, translation, scientific evaluation) and accomplish the objectives within the period of the sabbatical leave.
6. The commencement of the sabbatical leave starts at the beginning of the first semester of each academic year.
7. Prior to applying for sabbatical leave, the applicant should fulfill all the responsibilities of the preceding attachment.
8. The applicant should not be under investigation for misconduct or have been penalized for plagiarism by the Scientific Council in the last two years preceding the request.
9. The applicant should be competent in English or in the language of the country he is going to spend the leave in and the duration of the leave in foreign country should be no less than one academic year.
10. Sabbatical leave within the Kingdom should be spent in the University of Dammam or in an institute similar in stature.

11. The applicant should insure that he is completely free to achieve the objectives of the leave and does not change the venue of the leave without prior agreement of the University of Dammam. Temporarily changing the venue for research purposes is exempted from above.
12. An applicant who has an ongoing funded research project cannot apply for a sabbatical leave until the project has been completed or present an official agreement of the funding body.

**Article Two: Criteria for Nomination and Prioritization**

1. Priority is given to applicants who apply for a one-year sabbatical leave,
2. Priority for sabbatical leave is given to applicants applying for leave for the first time or to those who have the least number of approved sabbatical leaves.
3. Application that has been refused because of exceeding the department number allowed per year, will be give priority in the following year.
4. Prioritization of applicants is based on the following
  - a. The quality of the scientific program and whether it achieves the department's objectives (5-10 points)
  - b. Number of papers, books etc. published or accepted for publication within the last two years (2 per each publication/accepted for publication) (Maximum of 10 points)
  - c. Scientific awards, prizes, recognition etc. in research, teaching or service to the community (Maximum of 10 points)
  - d. Students' evaluation of the applicant for the preceding two years of the application (Maximum of 10 points)
  - e. Department's Chairman evaluation of the applicant for the preceding two years of the application (teaching load, academic supervision, office hours, contribution to committees and attendance of departmental meetings) (Maximum of 5 points)
  - f. Dean's (Director) evaluation of the applicant for the preceding two years of the application (contribution to committees and community services) (Maximum of 5 points)

- g. Administrative duties (Vice President-5 points; Dean-4 points; Vice Dean, Director of a center, Chairman of a department-3 points)

### **Article Three: Required Documentation**

When a faculty member submits a request to a department for sabbatical leave, the following documents should be included

1. Application form for the sabbatical leave duly completed
2. Official documentation of the nature of the program according to Article 7
3. Approval letter from the institution where the sabbatical leave will be conducted stating the amount of the fees, if applicable
4. A copy of the document which shows the Scientific Council's endorsement of any previous sabbatical leave (if applicable)
5. A letter from the applicant's college assigning a new supervisor to the post graduate program to replace the applicant (if applicable)
6. A completed travel request application
7. Official documentation of any release showing the start and completion dates (if applicable)

### **Article Four: Process**

1. The application should satisfy all rules, regulations and criteria for sabbatical leave and contain all the required documentation
2. The Departmental Board should prioritize if the number of applications exceeds the permitted percentage as stated in Article 62 of the Organizing Charter for Saudi University Faculty Affairs
3. The Departmental Board reviews applications for sabbatical leave in the first semester and submits the applications to the concerned college during the first three weeks of the second semester.
4. The college Faculty Board will review all applications for sabbatical leave based on a department's recommendations and prioritize further according to the rules and regulations of the Scientific Council.
5. All sabbatical leave requests are submitted to the Scientific Council collectively within the first seven weeks of the second semester.

6. The Scientific Council will review all applications for sabbatical leave based on the recommendations of the department and Faculty Board and prioritize further and submit to the University Council.
7. It is permitted to submit a request for a sabbatical leave six months prior to the applicant fulfilling all requirements. However, the sabbatical leave cannot commence until the required duration has been completed as stipulated in Article 61 of the Organizing Charter for Saudi University Faculty Affairs

#### **Article Five: Financial Rules**

1. The university will fund the cost of the transportation and the fees for the sabbatical leave according to the regulations of the Scientific Council and the allowed budget of the University of Dammam.
2. Airfares will be provided for the applicant, his wife, children below 18 years of age and daughters that the applicant is a guardian for. The amount payable for airfares should not exceed SR 150,000.
3. The applicant should travel to one destination only. If the applicant requests to travel to multiple destinations, the Scientific Council will review the request.
4. The route taken when going on the sabbatical leave should be a direct route and if a change occurs in the route on the return journey, the University of Dammam will not be responsible for additional expenses attributed to the wife and children of the applicant.
5. The University of Dammam will fund medical expenses for the applicant and his family according to official receipts within the amount stipulated in Article 63-5 provided that the sabbatical leave is outside the Kingdom.
6. The applicant is requested to return all funds paid to the applicant and his family in the following cases:
  - a. If the sabbatical leave is terminated without approved justification
  - b. If the applicant delays his return to the University of Dammam for a period exceeding one and a half months without approved justification.

**Article Six: Interruption, postponement, change of date or location of the Sabbatical Leave**

1. The applicant should adhere to the approved program of the sabbatical leave and it is not permitted to interrupt the program or change the location unless prior approval is granted by the department and the Scientific Council. The applicant could recommence the sabbatical leave at a later date upon proper approval.
2. If the event that the applicant terminates his sabbatical leave without justified cause, the Scientific Council has the authority to deny the applicant future requests for sabbatical leave and the applicant will have to answer to the Scientific Council.
3. If an applicant who has been granted sabbatical leave is requested to hold an administrative post in the university or the ministry, then the applicant is permitted to postpone his sabbatical leave until he has finished his administrative duties.
4. Cancellation of an approved sabbatical leave has to be endorsed by the University Council upon the recommendations of the Scientific Council.
5. An applicant is permitted to postpone the start of the sabbatical leave provided that a letter is submitted which states the reason for this postponement to the Chairman of the department prior to the commencement date of the sabbatical leave. The University Council will endorse the request upon recommendations of the Departmental Board, College Board and the Scientific Council.
6. Sabbatical leave can be postponed for a period of one year for applicants who are requesting a one-year sabbatical leave, unless the postponement is at the request of the University of Dammam.
7. Sabbatical leave can be postponed for a period of one semester for applicants who are requesting a one-semester sabbatical leave, unless the postponement is at the request of the University of Dammam.
8. If an applicant who has been granted a one-year sabbatical leave terminates his sabbatical leave during the first semester, the sabbatical leave will be considered to be a one-semester sabbatical leave. The applicant will be requested to rejoin the University of Dammam immediately.

### **Article Seven: Scientific Program for Sabbatical Leave**

The applicant should submit a detailed report of the scientific program for the sabbatical leave and include the following:

1. Introduction, which should reflect the importance of the program
2. Detailed description of the program
3. Detailed proposed budget and disclose any other funding bodies
4. Any financial requests from the Scientific Council
5. Duration of the sabbatical leave
6. Specify the universities or other institutes where the sabbatical leave will be taken with letters of approval from the university or institute
7. Complete the form for sabbatical leave

### **Article Eight: Report for Sabbatical Leave**

1. A faculty member on a one-year sabbatical leave should accomplish what he has taken the sabbatical leave for according to the program which has been approved by the University Council. Upon the applicant's return, a report should be submitted to the concerned department before the end of the second academic semester of his arrival. The report, which should be accompanied by a copy of all published work, is to be submitted to the Departmental Board and to the Scientific Council. A faculty member on a six-month sabbatical leave should submit a report within four months of the date of their return.
2. The Departmental Board will review the report and ensure that the applicant has fulfilled the objectives of the Scientific Attachment. A copy of the approved report should be submitted to the Scientific Council.
3. The applicant's department has the authority to request the applicant to present a lecture about his sabbatical leave and his achievements.
4. The College Faculty Board will review the report and mark it as satisfactory or unsatisfactory and the Dean of the college will submit a report to the Scientific Council.
5. The Scientific Council will evaluate the achievements of the sabbatical leave and report on its findings.
6. The Scientific Council has the authority to postpone or deny future sabbatical leave for a faculty member in the following cases:

- a. Non-approval of a previous sabbatical leave
- b. Deviation from the original stated goals or objectives
- c. Delay in submission of the report

The applicant will have to answer to the Scientific Council if the applicant did not adhere to the rules and regulations.

#### **Article Nine: General Rules**

The rules and regulations for sabbatical leaves have been drawn according to Articles 61-65 of the Organizing Unified Charter for Saudi University Faculty Affairs and the Scientific Council has the authority to interpret these articles.

#### **Fifth: Forms of Sabbatical Leave**

- Dean's letter (N 1/5)
- Application of Sabbatical Leave
- Format for previous granting of sabbatical leaves
- Up-to-date CV of the applicant
- Approval letter from the hosting institutes
- Copy of document from the Scientific Council which indicates that the applicant has fulfilled all previous responsibilities for leave
- Documents of previous sabbatical leave (dates of commencement and end)
- Copy of the academic file

#### **Sixth: References**

- Rules of the Council of Higher Studies and Universities and its Charter, 3<sup>rd</sup> Edition, 1428 H, 2007 G
- Sabbatical Leave Rules and Regulations, King Saud University
- Sabbatical Leave Rules and Regulations, King Abdulaziz University
- Sabbatical Leave Rules and Regulations, King Faisal University