

# **Regulations Governing the Promotion of Faculty Members at Princess Nourah bint Abdulrahman University**

## **Introduction:**

This regulations governing the promotion of faculty members in Princess Nourah bint Abdulrahman University (hereinafter PNU or the University) (articles 21-37) based on the regulations about Saudi faculty members and those of similar status in directive number 4/6/1417 issued during the Higher Education Council' sixth session, held on 26/8/1417AH. The Custodian of the Two Holy Mosques, the Head of the Higher Education Council approved these regulations on 22/8/1418 AH. (C#7/B/12457).

## **Objectives:**

- A. To motivate faculty members to improve their performance and skills in the fields of scientific research and community service.
- B. To encourage self-development and continuous education.
- C. To stimulate research progress and contribute to knowledge enhancement.
- D. To increase the quality of scientific publishing.
- E. To enhance the University's presence locally, regionally, and internationally.

## **Article No. 21:**

To be promoted from the position of Assistant Professor to Associate Professor, the following is required:

1. Service of not less than four years as an Assistant Professor at a Saudi university or another recognized university. The period of service in Saudi universities should be no less than one year.
2. The candidate must present the minimum number of academic publications required for the promotion as per the Article No. 32 of this policy.
3. The presented scientific research by the candidate must be published or accepted for publication during his/her work as Assistant Professor.

### **Regulations Governing Article No. 21:**

1. Service of not less than one year at PNU as an Assistant Professor for applying for a promotion to the position of Associate Professor.
2. Faculty member must teach courses relevant to his/her specialization. This condition does not apply to seconded, delegated, and invited members unless the University requires them to teach during the delegated period granted.
3. Academic publications should be in the field of specialization.
4. Faculty member should present at least one scientific research paper, published or accepted for publication after his/her appointment at the University, when applying for promotion as Associate Professor. All his/her scientific work after his/her appointment to the University should be published under Princess Nourah bint Abdulrahman University as the first affiliation.

### **Article No. 22:**

To be promoted from the position of Associate Professor to Professor, the following is required:

1. Service of no less than four years as an Associate Professor at a Saudi university or another recognized university. The period of service in Saudi universities should be no less than one year.
2. The candidate must present the minimum number of academic publications required for the promotion as per the Article No. 33 of this policy.
3. The scientific research, presented by the candidate, must be published or accepted for publication during his/her work as Associate Professor.

### **Regulations Governing Article No. 22:**

1. Service of not less than one year at PNU as an Associate Professor for applying for a promotion to the position of Professor.
2. Faculty member must teach courses relevant to his/her specialization. This condition does not apply to second, delegated, and invited members unless the University requires them to teach during the delegated period granted.
3. Academic publications should be in the field of specialization.
4. For promotion to the position of Professor, scientific production published or accepted for publication is considered satisfactory after the date of the recommendation to approve the promotion to the position of Associate Professor by the College Council. This is an exception to the third paragraph of Article 22.

5. Faculty member should present at least two scientific research papers, published or accepted for publication after his/her appointment at the University when applying for promotion as Professor. All his/her scientific work after his/her appointment to the University should be published under Princess Nourah bint Abdulrahman University as the first affiliation.

**Article No. 23:**

The applicant has the right to apply for promotion to the College Council no later than six months before completing the required service period.

**Article No. 24:**

For promotion, the duration of borrowing, delegation, or deputation is as follows:

1. The entire period, if the borrowing, secondment, or delegation is carried out by a scientific institution and the work is in the relevant specialization.
2. Half of the period if the borrowing, secondment or delegation is carried-out by a non-scientific institution and the work is in relevant specialization.
3. A period is not counted for promotion purposes if it is in an area other than the area of the relevant specialization.

**Article No. 25:**

Faculty members are promoted according to the following criteria:

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

**Article No. 26:**

Promotion Procedures:

1. A faculty member must submit a promotion request to the relevant Department Council and include the following:
  - a. A statement of academic and job qualifications and career development;
  - b. A statement of the teaching activities;
  - c. A statement of his/her contributions to the University and community service;

- d. At least five scientific publications submitted for promotion accompanied by the relevant information and explanation;
  - 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 shall review the candidate's promotion request and submit a recommendation to the College Council with the appointment of at least eight specialized evaluators;
3. The College Council will review the request taking into account the Department Council's recommendations and nominate at least eight specialized evaluators from the names suggested by the Department Council or others;
4. The Academic Council reviews the promotion application based on recommendations from both the Department and College Councils, and then takes the following steps:
  - a. Five evaluators will be selected to assess the research work, from those who were nominated by the College Council or others. Three evaluators will be the primary; the fourth will be a primary reserve evaluator; while the fifth will be the secondary reserve evaluator [if required]. At least two of the three evaluators should be from outside Princess Nourah bint Abdulrahman University.
  - b. The relevant information and research work must then be sent [confidentially] to the evaluators for their assessment in accordance with the application forms prepared by the Scientific Council.
  - c. After reviewing the evaluators' reports and other reports regarding the candidate's activities in teaching, the University, and community service, a decision should be made to approve or reject the faculty member's promotion.
  - d. In case, the Council decides against promoting the faculty member because of weakness in his/her research work; a decision should be made about possible disqualification of some of the research works. It is necessary to provide details about those that can be resubmitted. Upon resubmitting the application, the candidate must submit at least one new research work for promotion to Associate Professor and two new research works for promotion to Professor.

### **Regulations Governing (4/d) of Article No. 26:**

1. Calculation of the applicant's research scores for the promotion to the position of Associate Professor. The average scores of the three evaluators are calculated for each research separately. If the average score is less than (35), the research will be excluded. The fractions are calculated in favor of the applicant if the fraction is half or more, unless the Scientific Council presents other reasons requiring the exclusion of the research.
2. Calculation of the applicant's research scores for the promotion to the position of Professor. The average scores of the three evaluators are calculated for each research separately. If the average score is less than (40), the research will be excluded. The fractions are calculated in favor of the applicant if the fraction is half or more, unless the Scientific Council presents other reasons requiring the exclusion of the research.

### **Article No. 27:**

The accomplishments of the faculty member applying for promotion are evaluated based on hundred (100) points divided as follows:

- Sixty points (60) for scientific publications.
- Twenty-five points (25) for teaching.
- Fifteen points (15) for the University and community service.

The University Council sets standards for evaluating the candidate participation in teaching, the University and community service, based on the recommendation of the Scientific Council.

### **Regulations Governing Article No. 27:**

The University Council authorizes the Scientific Council to set standards for the assessment of the University teaching staff, participation in community services, and amending them as necessary.

### **Article No. 28:**

The total points obtained by a faculty member must not be less than sixty (60) points to be promoted. Where the points in the field of scientific publications should be no less than thirty-five (35) to be promoted to the position of Associate Professor; and no less than forty (40) for the Professor position. The promotion to Associate Professor can be considered approved with a majority of the opinions of three evaluators. Whereas promotion to Professor can be considered approved with the consensus of the three evaluators. If two evaluators agree to the promotion

and the third disagrees, the scientific publication shall be presented to a fourth evaluator, and his/her opinion shall be the final.

#### **Regulations Governing Article No. 28:**

If two of the evaluators recommend promotion to the position of Associate Professor and the third evaluator recommends against it, the average grades of the two evaluators who recommended promotion shall be considered.

If the promotion to the position of Professor is made with the approval of the principal evaluator, the grading of the evaluator who does not agree to the promotion is excluded when calculating the average grades of the evaluators.

#### **Article No. 29:**

The following publications counts towards the minimum academic publications required for the promotion of a faculty member:

1. Research published or accepted for publication in Web of Science Core Collection journals. The Scientific Council defines the criteria for the acceptance of indexed journals.

#### **❖ Criteria for published or accepted papers for publication in ISI journals:**

- The study published or accepted for publication should be original research (original article), with at least two research papers for the promotion to Associate Professor and four research units for the promotion to Professor.
- The minimum required types of studies should be:
  - Case reports (only one unit)
  - Structure reports (only one unit)
  - Review articles (only one unit)
  - Educational research for non-specialists (only one unit)
- Publication in scholarly journals listed in the Web of Science Core Collection or Scopus databases must be at least 50% minimum for faculty member promotion in science and medicine, languages and language teaching methods, and 25% for administration and legal specialities. This condition applies to those who submit their promotion request at the beginning of the academic year 1441/1440 AH onward.

- It is not allowed to publish more than one study in one issue of the journal, except for peer-reviewed scholarly journals of Web of Science Core Collection or Scopus.
- Reprinted research papers will not be accepted except for publication at conferences.
- Research published or accepted for publication in a journal where the applicant is an editorial board member will not be accepted.

❖ Criteria for the accreditation of non-indexed scientific journals:

- The editor-in-chief of the journal must have at least the title of Associate Professor or its equivalent.
- An academic degree of two-thirds of the editorial board should not be lower than an Associate Professor or equivalent.
- The journal should have scholarly and reliable publishing guidelines with the aims and scope of the journal, guidelines for authors, ethics in publishing, article preparation, submission, and acceptance policies and procedures.
- The journal should be issued by a scientific or research institution or a local, regional or international organization accepted by the Scientific Council: universities, organizations, institutes, scientific or professional societies, or specialized research centres.
- The journal must have a registered international ISSN deposit number, except for journals affiliated with Saudi universities or associated scientific societies.
- At the time of consideration of the promotion application, at least six regular issues must have been issued, and at least two years must have passed since their regular issuance.
- Multidisciplinary journals are not accepted.
- The journal must appear on the Internet to ensure the availability of its issues and published studies as per the following:
  - The journal must have a website that presents the journal issues and background information for the published research.
  - The entity to which the journal belongs must have a website that presents the journal issues and background information for the research published therein.
  - The journal should be registered in the Arab bibliographic databases, such as Dar Al-Manthoma databases, Edusearch, AraBase IslamicInfo, HummanIndex, Ecolink, or similar databases.
  - The journal should be registered in international bibliographic databases, such as EBSCO, ProQuest, Emerald, or similar databases.

- The journal should be registered in the unified national platforms for managing the content of scientific journals in the country of origin of the journal. For instance, the Egyptian Knowledge Bank (EKB), the Algerian Portal of Scientific Journals (ASIP), and similar national platforms determined by the Scientific Council.
  - If the journal is an Open Access (OA), it is preferred to be registered in the Directory of Open Access Journals (DOAJ) or the Ulrich Directory.
  - Determination of the quote percentage based on the percentage approved by the University.
  - Plagiarism and using other sources without reference [even if it is just one line] is considered scientific theft, contrary to all scientific honesty standards.
  - The Scientific Council should not endorse unacceptable journal practices.
2. Refereed research work submitted at conferences or specialized scientific symposia. They must be published in full or accepted for publication. Only one such research work is allowed.
    - a. The conference should be under the umbrella of a scientific or research institution or a local, regional or international organization accepted by the Scientific Council: universities, scientific or professional organizations, institutes, and societies, specialized research centers, or refereed conferences.
    - b. The research has been subject to evaluation by specialists.
    - c. If the study was published at a conference or symposium, it must be fully published in conference or symposium proceedings or collection. A copy must be submitted to the Scientific Council. The abstract book of the conference will not be accepted.
    - d. If the research is accepted for publication, the acceptance letter must include an indication that it will be fully published in the conference or symposium proceedings.
  3. Refereed research, whether published or accepted for publication, by specialized university research centers.
    - a. Only one research work published or accepted for publication by specialized university research centers is acceptable.
    - b. If the research is published in specialized university research centers, it must be fully published, and the Scientific Council must be provided with evidence, i.e., copy.
    - c. If the research is accepted for publication in specialized university research centers, the acceptance letter must include an indication that it will be fully published.
  4. Refereed university textbooks and reference books. Only one research work is acceptable.



The Scientific Council accepts studies published in works falling under the category of books: scientific encyclopedias or dictionaries.

5. Scholarly editions of rare books; only one unit.
  - a. Whether the researcher is individual or joined by others, writing/investigating/translating a book chapter will be counted as a quarter of research work.
  - b. Whether the researcher is an individual or joined by other researchers in the same book, no more than half of the research work will be counted for chapters of a book.
6. Scholarly translations of specialized books; only one unit.
7. Books and research papers published by an academic council of scientific bodies approved by the Scientific Council; only one unit.
8. Inventions and patents of innovative products from patent offices approved by the Scientific Council. The Scientific Council recognizes registered inventions and innovations from the following patent offices:
  - a. United States Patent and Trademark Office.
  - b. Japan Patent Office.
  - c. European Patent Office.
  - d. King Abdulaziz City for Science and Technology.

The inventions and innovations must be in the field of scientific specialization of the applicant for promotion.

9. Creative work in accordance with the rules set by Princess Nourah bint Abdulrahman University Council; upon the recommendation of the Scientific Council, only one unit.

Creative activity is assessed as follows:

- a. The Scientific Council studies the creative work and considers the appropriateness of sending it to specialized evaluators.
- b. The work that the Scientific Council deems appropriate shall be sent to two specialized evaluators for grading it within the minimum promotion limit.
- c. In case the two evaluators do not agree with the recommendation, a third evaluator will be designated.

❖ General conditions for all types of scientific production submitted for promotion:

- An indication of official University affiliation (Princess Nourah bint Abdulrahman University (PNU)) in all scientific productions that a faculty member submits for promotion during his/her time at the University. The University affiliation must be clear and linked to the name of the applicant. It is not

enough to mention the name of the University in the researcher's address, or only in the dedication, e.g., acknowledgments at the beginning or end of the research or book.

- Another body that the applicant is associated with may be listed after his/her affiliation with Princess Nourah bint Abdulrahman University. The University's name might be mentioned after the funding organization if an external organization funded the research.

Criteria for publication letters of acceptance:

1. Letters of acceptance of publications from journals and conferences must be printed on the official publications of the publishing body or organization it is associated with. E-letters received from the official e-mail of the entity shall be accepted too.
2. The editor-in-chief, the head of the scientific committee of conferences and symposia, the head of the research centre, or the person authorized for accreditation must approve the letters of acceptance.
3. The publication acceptance letters shall be unconditional.
4. Acceptance letters must be no older than two years.

Article No. 30:

In the case of Faculty Members applying for promotion to Associate Professor, at least one research unit should be published or accepted for publication in Web of Science Core Collection journals. For promotion to Professor, a minimum of two research units must be presented/published.

**Article No. 31:**

Research work submitted by a faculty member for promotion must be published or accepted for publication in more than one type of publication, whereas it must not be produced by one university or research organization.

**Regulations Governing Article No. 31:**

1. Research work, published or accepted for publication in one country should not exceed 50% of the minimum required for promotion.
2. Research work, published or accepted for publication in a scientific or research institution, one local, regional or international organization, should not exceed 25% of the minimum required for promotion.
3. Research work, published or accepted for publication by one publisher should not exceed 25% of the minimum required for promotion.
4. The above paragraphs do not include ISI publications such as Web of Science Core Collection or Scopus.

**Article No. 32:**

The minimum research work required to be submitted for promotion to the position of Associate Professor should include four units, published or accepted for publication; at least two of which should be single-authored. Based on the recommendation of the Scientific Council, Princess Nourah bint Abdulrahman University Council has the right to make an exception for certain specialties provided that at least one unit has been published.

**Regulations Governing Article No. 32:**

Studies submitted for promotion may be exempt from the single-author requirement if the candidate submits products equivalent to the minimum number of individual papers published or accepted for publication in the Web of Science Core Collection or Scopus. In this case, the applicant must be the first author (principal investigator) or corresponding author, with the actual publication being not less than one unit of the total scientific production.

**Article No. 33:**

The minimum research work required to be submitted for promotion to the position of Professor should include six research units published or accepted for publication, at least three of which should be single-authored. Based on the recommendation of the Scientific Council, Princess Nourah bint Abdulrahman University Council has the right to make an exception for certain specialties provided that at least three unit has been published.

**Regulations Governing Article No. 33:**

Studies submitted for promotion may be exempt from the single-author requirement if the candidate submits products equivalent to the minimum number of individual papers published or accepted for publication in the Web of Science Core Collection or Scopus. In this case, the applicant must be the first author (principal investigator) or corresponding author, with the actual publication being not less than three units of the total scientific production.

**Article No. 34:**

Research work will be counted as one research unit if it has been written by one individual and half research unit if two investigators have been working on it. If more than two individuals have carried out the research, it will be counted as half research unit for the principal investigator and a quarter unit for others (i.e., co-authors). If collaborative research is submitted for promotion, it will count as a quarter unit for each researcher.

**Regulations Governing Article No. 34:**

If the scientific work is joint between more than two authors, it will be counted as half unit for the first researcher and for each of the rest a quarter unit. If it is joint research between more than two authors, it will be counted as a quarter unit for each one of authors unless the publication has been published in Web of Science Core Collection or Scopus. In this case, it will be counted as half unit for the first researcher or corresponding author.

**Article No. 35:**

The research work required for promotion should not be extracted from the candidate's Master's thesis, Ph.D. dissertation, or from his/her previous publications. If the Scientific Council finds that work is from any of these three sources, the Scientific Council will not permit the candidate to apply again for promotion for a full year starting from the date of the decision.

**Article No. 36:**

Evaluators for academic promotion should hold the title of Professor. In the case of promotion to Associate Professor, one of the evaluators is permitted to be an Associate Professor.

**Regulations Governing Article No. 36:**

When choosing evaluators, the following must be considered:

1. The evaluator should be specialized in the same field as the applicant;
2. The evaluator should not supervise (or have supervised) either the applicant's thesis or dissertation;
3. The evaluator should not participate in any of the scientific production of the applicant.

**Article No. 37:**

The academic promotion of a Faculty Member takes effect from the date of the relevant decision by the Scientific Council. However, the promotion will come into effect from the date of the executive decision, if there is a vacant position appropriate to the relevant promotion.

**Regulations and Conditions to Promote Non-Saudi Faculty Members at Princess Nourah bint**

**Abdulrahman University**

Non-Saudi faculty members [contractors] who wish to be promoted also must submit the promotion documents to the Scientific Council. All articles related to promotion (21–37) will fully apply to them for promotion.

The Scientific Council keeps the right to recommend the exemption of some conditions mentioned above for reasons that would not contradict any of the regulation articles. The final decision belongs to the Scientific Council.

**Criteria for promoting faculty members devoted to scientific research working in institutes, centers, research chairs, and academic departments (research track).**

**First: Those included in these criteria:**

Full-time Assistant Professors and Associate Professors of scientific research working in institutes, centers, research chairs, and academic departments.

**Second: General requirements:**

1. The specialty of the applicant for promotion should be closely related to the scientific specialization of the entity/organization to which he/she belongs.
2. At least five years' service in his/her current position in a Saudi university or another well-known university, whereas the time at Princess Nourah bint Abdulrahman University should not be less than one year.

**Third: The evaluation mechanism:**

The accomplishments of a faculty member applying for promotion are counted on the basis of one hundred (100) points on scientific production only. The total points must not be less than seventy (70) in the field of scientific production for promotion to the position of Associate Professor and seventy-five (75) points for promotion to Professor.

**Fourth: Scientific Production:**

1. The following should be taken into account for the scientific production:
  - a. The minimum number of required research works for promotion to Associate Professor is six units published or accepted for publication.
  - b. The minimum number of required research works for promotion to Professor is eight units published or accepted for publication.
  - c. At the time of applying for promotion, Faculty member must submit at least two units published or accepted for publication for the position of Associate Professor, and at least three units published or accepted for publication to be promoted as Professor. His/her entire scientific production should be dated after his appointment at the University and affiliated with Princess Nourah bint Abdulrahman University [the first affiliation].

- d. All scientific productions submitted in accordance with the minimum requirements for promotion must be listed in the Web of Science Core Collection or Scopus and relate to medical, scientific, and humanitarian disciplines.
2. Articles (21-37) of the regulations governing the faculty members and their alike affairs in a Saudi university and the executive rules of Princess Nourah bint Abdulrahman University shall apply unless stated otherwise.

**Differences in the criteria for promoting faculty members**

**The research track and the teaching/research track**

<b>Item</b>	<b>Colleges and academic departments (teaching/research track)</b>	<b>Institutions, centres, research chairs and academic departments (research track)</b>
Period of work in the current position	Four years	Five years
Period of work at Princess Nourah bint Abdulrahman University	One year	One year
Number of research works required for the position of Associate Professor	Four units	Six units At least two published or accepted for publication during the period of working at Princess Nourah bint Abdulrahman University
Number of research works required for the position of Professor	Six units	Eight units At least three published or accepted for publication during the period of working at Princess Nourah bint Abdulrahman University
Required percentage for publication in Web of Science Core Collection Journals	For scientific, health, languages, and language teaching methodology: 50% For legal and administrative specialization: 25%	100% for all specializations
Percentage assigned to scientific production	60%	100%
Percentage assigned to teaching and community service	40%	0%
Minimum total percentage required for promotion	60%	70% for Associate Professor 75% for Professor
Minimum points for scientific production presented for promotion to the position of Associate Professor	35 of 60	70 of 100
Minimum points for scientific production presented for promotion to the position of Professor	40 of 60	75 of 100