

Kingdom of Saudi Arabia

Ministry of education

Taif University

University Vice Presidency for
Academic Affairs and Development

رؤية
VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



TU
جامعة الطائف
TAIF UNIVERSITY

Taif University Faculty Members Handbook

2018

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Preface

Taif University is one of the first modern universities after the seven major universities in the Kingdom of Saudi Arabia. The Royal Decree No. (22042) dated 10/5/1424 H was issued to convert Umm Al Qura University branch in Taif into an independent university. Then the Royal Decree No. (20047) dated 19/4/1425 H was issued naming the University (Taif University).

The University is located in Taif, the first kingdom's summer resort on the mountains of the Sarawat within the Emirate of Makkah at an altitude of 1700 meters above sea level in the southwest of the Arabian Peninsula. Taif is called "the city of roses", which is 85 km from the Holy City of Mecca and 160 Km from the province of Jeddah. The main campus is located at Al Hawiyia, on the airport road which is the eastern entrance of Taif for those who come from Riyadh—the political capital city of the Kingdom— which is about 900 Km from Taif. The University is about 8 km from Taif Regional Airport. The University has three branches in Taif governorate: Taraba branch (about 150 km from Taif), Khurmah branch (about 200 km from Taif) and Raniah branch (about 350 km from Taif).

The University also received from His Royal Highness Prince Sultan bin Abdul Aziz Al Saud — may Allah have mercy on him — a piece of land with a total area of 220.000 m² and is located about 3 km from the main campus. Prince Sultan bin Abdul Aziz Medical Education Complex was established on that area as a grant to the University and the girls' complex was also established to house colleges, deanships and departments of female students on one site including 29 buildings which approximately contains 300 classrooms, 100 labs equipped with the latest educational technology as well as all supporting facilities, activities centers and services for female students.

TU Organizational Structure

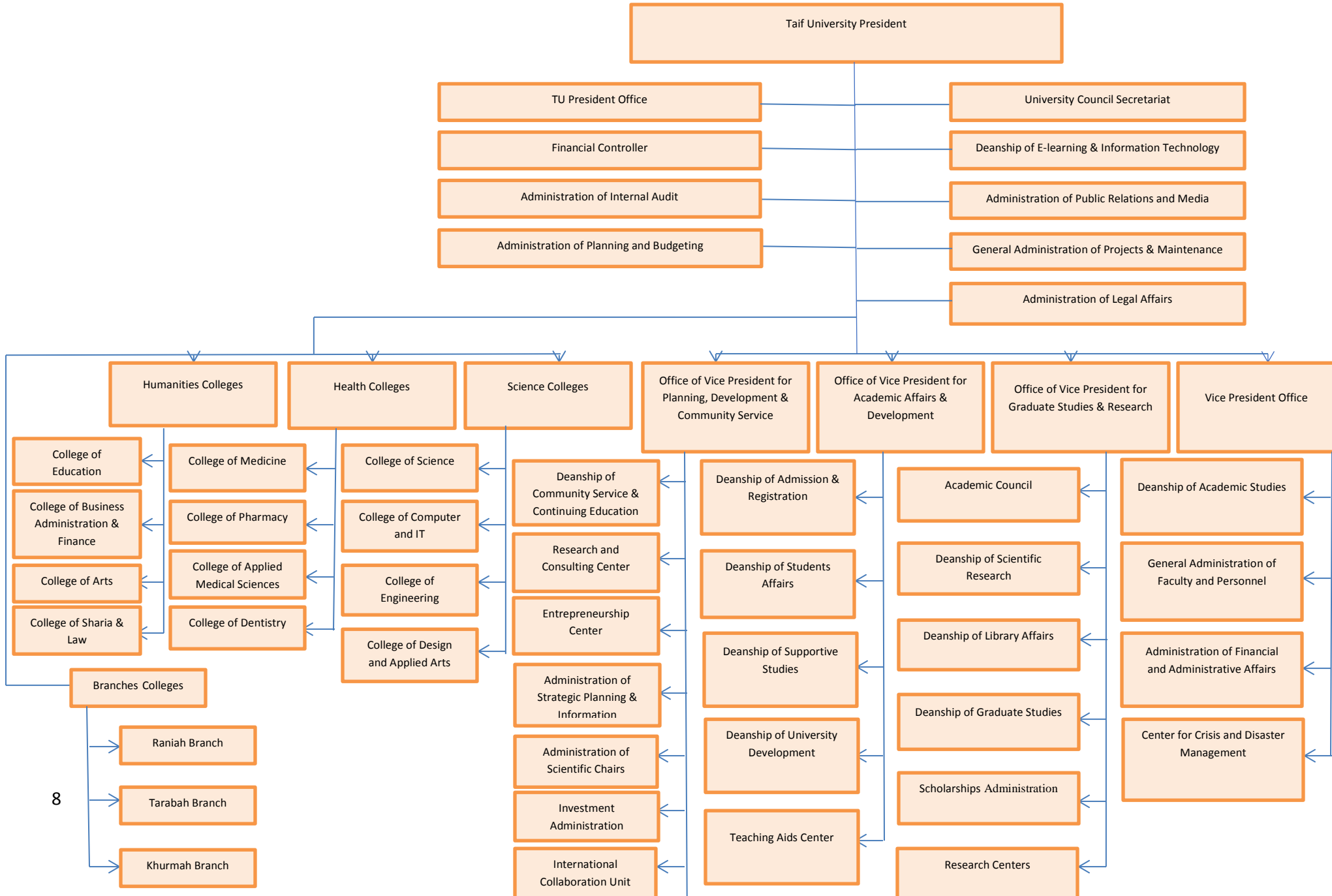
In 1437, the structure of the University was reconsidered to conform to the orientations of Saudi Arabia Vision 2030 and to be consistent with what was stated by the Minister of Education in his Letter No. 563 dated 5/5/1437 regarding the excess number of the members of universities councils and the negative impact thereof on their performance, and the need for reconsidering the role of the universities, rationalizing their organizational structures and raising their administrative efficiency as well as the reconsideration of the previously unplanned expansion of the establishment of units and deanships and specialized centers.

In 1438 H, the University has reformed its organizational structure (chart 1) to improve performance, avoid overlap of powers and make better use of the administrative and academic cadres. After the revision of the University organizational structure, the concept lean management was adopted to promote the University's administrative performance which is characterized by rapid response and modify the work method in a manner commensurate with the change requirements. The efforts of the University culminated in the approval of the committee responsible for the execution of the competencies of the Higher Education Council in its seventh meeting, decree No. 26 dated 8/1/1438 to restructure the offices of the vice president through decreasing their number from 6 to 4 offices, including the office of the vice president, the office of the vice president for academic affairs and development, the office of the vice president for planning, development and community service, and the office of the vice president for graduate studies and scientific research in addition to the establishment of the office of the vice president for female students affairs. The University is currently preparing to launch an institutional transformation project that will witness a comprehensive development of the administrative system and regulations at the university level.

The University also restructured the Deanship of the Preparatory Year under the name of the Deanship of Supportive Studies and the University branches in Raniah, Tarabah, and kharmah to become three university colleges, including the University branch in Tarabah, the University branch in Khurmah and University branch in Raniah. In addition, the College of Education has been restructured and its academic programs have been developed in collaboration with the Regional Center for Excellence and Quality in Education. The college of Design and applied arts

has also been restructured and developed to be a specialized college in applied arts of all types and the study plans have been activated to for the enrolment of male students.

(Chart 1) Taif University Organizational Structure



University Classification

- Universities around the world vary according to of their type, including teaching universities—the most common worldwide type—, research and comprehensive universities. As such, the universities’ classification differs according to the fields of interest which govern priorities and the allocation of resources.
- Teaching universities are mainly concerned with undergraduate programs and with respect to postgraduate studies, teaching universities offer master's programs with little focus on research. These universities serve the surrounding areas through the dissemination of knowledge to meet the needs of the community and the labor market.
- On the other hand, research universities usually offer a limited number of bachelors’ programs and focus on postgraduate programs, especially at the doctoral level. In such universities, research productivity is the criterion for recruitment and remuneration. Also, undergraduate students in these universities are given the opportunity to participate in scientific research.
- Taif University has adopted the teaching university type which works on preparing qualified manpower to meet the needs of the labor market according to the demands of future careers. Moreover, its research outcomes focus on practical and applied aspects to promote its leading role in developing and enriching the local community intellectually, scientifically, culturally, nationally, regionally and internationally.

TU Future Expansion

To meet the future needs, the foundation stone for the University's new campus and city was laid in Seisyed in 1431 H covering 17 million square meters, which goes according to a modern engineering vision based on a development vision that aims at "building the human and developing the place" and keeping abreast with the objectives of the vision of the Kingdom (2030) and the National Transformation Plan (2020). The new campus is a major part of the “New Taif Project” which is a huge development project extends over an area of 1250 square kilometers and can accommodate 750 thousand people. The construction of the new campus is under the supervision of the Center for Developmental Integration in the Emirate of Makkah. The Project includes the establishment of a new modern university, which is currently executed

through 16 projects divided into three phases. The total amount of the project is 2.908 billion SR. The new modern university contains educational facilities, including all the University colleges, institutes and centers as well the supportive deanships, the university hospital, laboratories and other affiliates to serve approximately 90 thousand students. It also includes the housing of faculty members and students, and sports and cultural activities buildings. The construction work of several projects within the University City has achieved high completion rates, most notably the projects of the students housing, the College of Medicine (first phase), the College of Computer (first phase), the project site, the College of Engineering (first stage). At the same time, the University administration is working to increase the pace of achievement for the rest of the projects and address the challenges facing the work completion. The site of the University City is strategically located between Taif and the other components of the new Taif Project such as the new airport, Taif Techno Valley, Souk Okaz as well as the proximity of the University City to Makkah. The site is therefore vital to support the University's efforts to implement numerous ambitious projects included in the University strategic plan such as activating the educational tourism programs, organizing conferences and forums, and recreational activities. Thus, the project of the new university city is a leap in the modern urban construction in Taif governorate because of its engineering ideas sought to adapt the place to achieve a huge development project that serves the people of the governorate scientifically, intellectually, culturally and economically and achieves the university's initiative "the New Taif " which aims at activating the pivotal and influential role of Taif Governorate at the social, cultural, intellectual and historical level. The University is also planning to make use of part of its new campus in Sisyed as well as its current campus in Al Hawiya through the implementation of investment projects that generate significant revenues for the University and support its own resources, including the use of land and property owned by the University, the establishment of facilities and markets, and the use of existing buildings and equipment to offer a variety of investment and consulting services.

In addition, an area of 7,000,000 m² has been allocated for each of the three branches.

Public Holidays in Saudi Arabia

Friday and Saturday weekend

Eid al-Fitr holiday: (from 25 Ramadan to 5 Shawal)

Eid al-Adha holiday: (from 5 Dhu al-Hijjah to 15 Dhu al-Hijjah)

Saudi National Day holiday: on September 23

TU Vision, Mission, Values and Strategic Issues

Vision

A leading university that achieves the Kingdom's Vision 2030 in developing individuals and community.

Mission

Developing locally competitive qualified competencies that contribute to the production and transformation of knowledge into an engine for development.

Core Values

Transparency...teamwork...perfection...belonging...role model.

Strategic Issues

- Achieving financial balance and developing financial resources.
- Developing the infrastructure of construction, technology and information.
- Aligning the educational output with labor market.
- Developing and promoting social services.
- Qualifying and preparing faculty and staff member

Taif University's Policy of Attraction, Recruitment, Retention, Promotion and Termination of Services

Preface

Taif University views its human resources as the most valuable resource it has because the University draws its strength from the strength of its staff, plans, regulations, bylaws, and material and technical resources. While the value of other resources decreases over time, the

value of human resources increases, which have the advantage of reasoning, thinking, creativity, innovation and accumulated experience and they are the sources of development and excellence of any organization over time. Aware of the value of its human resources as its human and intellectual capital, the University constantly seeks to attract human resources with the qualifications, experience and professional competence necessary for the effective exercise of their responsibilities. The process of attraction, recruitment, retention, promotion and termination of services shall be in accordance with the regulations in force in the Kingdom, such as the policy of the Ministry of Education "The Council of Higher Education and Universities Regulations and Charters – the Regulations for Non-Saudi Recruitment in Universities — University Regulations for Saudi Personnel Including Staff Members and the Like — the Regulations of the Ministry of Civil Service and the Regulations of the Ministry of Finance, based on the needs of departments, colleges, deanships, and centers in the male and female campuses and branches. The University is also committed to providing appropriate professional and personal development programs for its human resources, especially new ones. The University is developing its mechanisms to evaluate the performance of faculty members of both sexes whose performance and records are examined and reported annually. The university believed that among the critical success factors in achieving its strategic objectives is "attracting, developing and retaining highly qualified human resources." Among its strategic objectives was "improving the efficiency of human resources and infrastructure" based on the vision of the Kingdom 2030's call to develop human resources, their skills and talents, and raise their productivity and efficiency to the highest level.

Recruitment and retention

Taif University carefully plans to attract qualified and experienced faculty members to effectively exercise their academic and administrative responsibilities. The University also applies strict, fair and transparent policies and procedures to attract qualified faculty members according to the needs of their units on the male and female campuses and at branches.

The academic departments participate in the process of evaluation, selection, nomination, recommendation and recruitment for all Saudi and non-Saudi faculty members. The General Administration of Faculty and Personnel takes the responsibility of managing the attraction process until the termination of services.

The Process of Attraction, Recruitment, Retention, Promotion and Termination of Services at Taif University

First: Saudis

Process	Entity						
	University Supreme Administration	College	Department	University Council	Candidate	Ministry of Education	Ministry of Civil Service
Attraction	A letter from the Office of the Vice President for Academic Affairs and Development to the colleges regarding their needs and announcing jobs on the University's website	A letter from the college to the departments to refer to their needs to the University administration	Studying the needs in terms of number and specialization and refer them to the college		Applying for the post according the announced requirements	Providing universities with lists of students who have finished their scholarships, so that to avail of their services	The allocation of financial dues
Nomination	Forming committees to examine candidates' files and conduct interviews	Examining candidates' files sent by the University administration	Examining candidates' files sent by the college-conducting interviews		Applying for the post according the announced requirements		
Verification of the authenticity of the certificates	Addressing the concerned entities	Examining the candidates' files and certificates and the extent to which they conform to the required requirements	Examining the candidates' files and certificates and the extent to which they conform to the required requirements			Verification of the authenticity of the applicant's data	The allocation of financial dues
Recruitment	Forming committees and setting duties and responsibilities— issuing the employment decree	Recommending employment – providing logistic requirements	Recommending employment – releasing study tables and guides	Recommending employment	Receiving the employment decree-start-of-work decree	Receiving data and figures	The allocation of financial dues

Promotion	Forming committees and setting duties and responsibilities— issuing promotion decrees	The Council shall consider the promotion application upon the recommendation of the Department Council. Nominating reviewers by at least eight reviewers nominated by the department council or others	Checking the fulfillment of the conditions and procedures - Recommending sending the application to the College Council— Proposing the names of reviewers by at least eight reviewers	Deciding on academic promotions in accordance with the regulations of the Higher Education Council— Selecting five reviewers to evaluate research, sending research papers and deciding on promotion after considering the reports of the reviewers	Submitting a proper promotion application to the Department Council	Receiving updated statistical data on university promotion annually	The allocation of financial dues
Service Termination	Resignation - Request for retirement before reaching the statutory age according to the retirement bylaws - Retirement - Canceling the post - Health deficit - Absence without a legitimate excuse or failure to implement the transfer decision - disciplinary reasons - termination by a Royal decree or by a decision of the Cabinet Council s.				Resignation		

Second: Non-Saudis

Process	Entity						
	University Supreme Administration	College	Department	Academic Council	Candidate	Ministry of Education	Ministry of Civil Service
Attraction	Sending a letter to the colleges regarding their needs and announcing jobs on the University's	A letter from the college to the departments to refer to their needs to the University administration	Studying the needs in terms of number and specialization and refer them to the college		Applying for the post according the announced requirements		The allocation of financial dues

	website						
Nomination	Forming committees to examine candidates' files and conduct interviews	Examining candidates' files sent by the university administration – Recommending contracting	Examining candidates' files sent by the college– Recommending contracting		Applying for the post according to the announced requirements		
Verification of the authenticity of the certificates	Addressing the external concerned entities	Examining the candidates' files and certificates and the extent to which they conform to the required requirements	Examining the candidates' files and certificates and the extent to which they conform to the required requirements			Communicating with the external entities, consulates and cultural attachés	
contracting	Forming committees and setting duties and responsibilities — Approving contracting	Receiving work and providing logistic requirements	releasing study tables and guides	Recommending the recruitment of faculty members	Receiving the contract copy and the start-of-work decree	Receiving statistical data	The allocation of financial dues
Promotion	Forming committees and setting duties and responsibilities —issuing promotion decrees	The Council shall consider the promotion application upon the recommendation of the Department Council. Nominating reviewers by at least eight reviewers nominated by the	Checking the fulfillment of the conditions and procedures - Recommending sending the application to the College Council— Proposing the names of reviewers by at least eight reviewers	Deciding on academic promotions in accordance with the regulations of the Higher Education Council— Selecting five reviewers to evaluate research, sending research papers and deciding on promotion after	Submitting a proper promotion application to the Department Council	Receiving updated statistical data on university promotion annually	The allocation of financial dues

		department council or others		considering the reports of the reviewers			
Service Termination	Obtaining Saudi citizenship - Acceptance of the resignation – Insisting on resignation despite the university's refusal to accept it - Absence from work without a legitimate excuse accepted by the university for more than fifteen consecutive days or thirty intermittent e days as deemed by the university for this reason, and the contractee, in this case, is considered insistent on the termination of the contract - post cancellation - Permanent disability - Incompetence - Low performance – Disciplinary dismissal – Demands of public interest – The contractee is convicted of committing a breach of trust and honor – Death - Exceeding the duration of the sick leave as stipulated in Article (37)				Insistent on resignation		

Statutes & Regulations of The Higher Education Council & Universities

Academic Council

Article 28

An Academic Council shall be established in each university to supervise the scientific and academic affairs of the staff members, as well as the research, studies and publication affairs. It is particularly concerned with:

1. Recommending the recruitment of university staff members.
2. Deciding upon the promotion of university staff members in accordance with the regulations approved by the Higher Education Council.
3. Encouraging academic research, authoring, translation and publishing. In this relation, the Council shall:
 1. Set rules for promoting scientific and academic research.
 2. Propose the establishment of academic research centers.

3. Coordinate between scientific research centers, and set up a general plan for that.
 4. d. Organize means of cooperation with research centers outside the University.
 5. e. Specify and grant merit increments as well as the arbitration of scientific works.
 6. f. Publish research papers, authoring, and academic dissertations recommended for publication.
 7. g. Recommend the issuing of academic periodicals.
 8. h. Recommend the establishment of scientific societies and museums, and coordinate between them.
 9. Approve any referred issues from amongst textbooks or academic dissertations which require reviewing
 10. Evaluate academic certificates submitted by Saudi staff members.
5. Considering any issue referred by the University Council.

Article 29

The Academic Council shall comprise:

1. Vice President for Graduate Studies and Scientific Research (as President)
2. One representative staff member, on the post of associate professor or better, from each college or institute. (S/he shall be appointed by virtue of a resolution issued by the University Council, upon the recommendation of the College Council, and approval of the university president. The University Council may issue a resolution that allows other members engaged in academic and scientific research to join the Council, provided that their number does not exceed half that of the members. All members shall be appointed for two years renewable for only one term. The Council may form permanent and interim committees of its members or independent parties to consider any commissioned issues.

Article 30

The Academic Council shall be called on to assemble by its President at least once a month, or s/he may summon it if necessary, or if requested by two thirds of the members in writing, or by the University president, who has the authority to request inclusion of any issue on the Council's

agenda, and to preside over the Council if attended by him/her. Meetings shall not be validated unless attended at least by two thirds of its members.

Article 31

The Academic Council resolutions shall be approved on the basis of absolute majority of the present members' votes, and in case of equal votes, the President shall have the casting vote. Resolutions shall be deemed valid unless met with objections on the part of the University president within the span of fifteen days starting from the date of receiving them. In case of objection, the resolutions shall be returned to the Academic Council with the president's view point attached for re-consideration. If the Council persists, the resolutions disagreed upon shall be referred to the University Council for discussion in an ordinary or extraordinary session. The University Council may ratify, modify, or revoke the resolutions, and its decision therein would be conclusive and final.

Faculty Members

Article 45

The faculty members comprise:

1. Professors.
2. Associate Professors
3. Assistant Professors.

Article 46

Lectures, teaching assistants, and research assistants may be appointed in the college and institute to prepare them to become staff members. They perform the necessary exercises and practical lessons among other activities, under the supervision of staff members. Language instructors and technical personnel may be appointed as well.

Article 47

Non-Saudis may be appointed as staff members, if Saudi staff members were unavailable. Non-Saudis may also be appointed as lecturers, language instructors, technical personnel, and research assistants.

Article 48

Based on the University president resolution, the Department Council proposal, and the College Council recommendation, teaching or supervision of academic research and dissertations may be assigned to part-time individuals with outstanding academic status. The Higher Education Council shall set selection and remuneration conditions.

Article 49

Saudi and non-Saudi visitor specialists may, when necessary, be commissioned for limited terms based on the University president resolution, the Department and College Councils recommendations, and in accordance with the rules of the Higher Education Council.

Regulations on Undergraduate Study and Examinations

Amended by Higher Education Council Resolution “No. 13/27/1423” in its twenty seventh meeting held on 2/11/1423 H.

Approved by the Custodian of the Two Holy Mosques, the Chairman of the Higher Education Council, by the Royal Directive No. 7/b/ 45888 dated 23/11/1423 H.

Higher Education Council Resolution No. (13/27/1423H) dated 2/11/1423 H

Pursuant to the provisions of Paragraph (6) of Article (15) of the Statue of the Higher Education Council and Universities stipulating that the Higher Education Council is responsible for issuing common regulations for universities.

And given that the Regulations on Undergraduate Study and Examinations is common regulations and the adoption of these common regulations will standardize issues relating to study and examinations and support better coordination between universities in this area.

Having considered the letter of the General Secretariat of the Higher Education Council on this subject and a copy of the proposed amendments to the standardized Regulations on Undergraduate Study and Examinations presented to the Council, the Council decided the following:

(Approval of the proposed amendments to the Regulations on Undergraduate Study and Examinations as per the attached text).

Article 1: Definitions

Academic Year: Two regular semesters and a summer semester, if any.

Academic Semester: A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

Summer Semester: A period not exceeding eight (8) weeks of instruction, excluding the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic Level: Indicates the level of study in accordance with approved study plans.

Study Plan: The total number of compulsory and elective courses. The total number of credit hours for these courses constitutes the graduation requirements, which the student must pass successfully to obtain a degree in a major.

Course: A subject of study within an approved academic plan in each major (program). Each course has a number, code, title, and detailed description for its particulars that distinguish it from other courses. Each department keeps a course portfolio for the purposes of follow-up, evaluation, and updates. Some courses may have prerequisites or co-requisites.

Credit Hour (academic unit): A weekly lecture or a clinical lesson, with a duration not less than fifty (50) minutes, or a laboratory session or field work of not less than 100 minutes' duration.

Academic Warning: A notification given to a student with a cumulative GPA below average, which is the minimum limit prescribed in this regulation.

Grade of Semester Work: The score granted for work that demonstrates the performance of a student during an academic semester, in terms of marks earned in examinations, research, and other activities related to a particular course.

Final Examination: A course examination given once at the end of the semester.

Final Examination Score: The score attained by a student in the final examination for each course.

Final Score: The total sum of the semester-work score plus the final examination score for each course out of a total grade of 100.

Grade: A description for the percentage obtained, or the alphabetical letter of the final score earned by the student in any course.

Incomplete Grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the due date. In the academic record, the Incomplete Grade is given the code (IC).

In-Progress Grade: An interim grade assigned to each course which requires more than one semester to complete. It is referred to the In-Progress Grade, in the academic record, by the two letters (IP).

Semester GPA: The total of points a student has earned, divided by the total of credit hours prescribed for all courses studied in a semester. Total points are calculated by multiplying the prescribed credit hours by the grade weight obtained in each course studied by the student. (Appendix b)

Cumulative GPA: The total of points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours prescribed for these courses. (Appendix b)

General Grade The assessment of a student's academic achievement during his/her study at the university.

Minimum Study load: The minimum number of credit hours a student can register in a semester. The minimum study load is determined as per the regulations of the University Council.

Admission of New Students

Article 2

The University Council determines the number of students to be admitted in the upcoming academic year on the basis of the recommendations presented by the College Councils and other relevant entities at the university.

Article 3

For admission to the University, the new student must meet the following requirements:

1. The applicant should have a general secondary school certificate or an equivalent certificate from inside or outside Saudi Arabia.
2. The applicant should have obtained the secondary school certificate, or its equivalent, in a period not more than five years prior to his/her application. However, the University Council may waive this condition if the applicant has persuasive reasons.
3. The applicant should be of good conduct.
4. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
7. The applicant must fulfill any other requirements specified by the University Council at the time of application.

Article 4

Selection from among applicants who fulfill all the admission requirements is based on their grades in secondary school examinations, as well as on the results of interviews and admission examinations, if any.

Study System

1. The student gradually progresses in his/her study in accordance with implementation rules approved by the University Council.
2. Degree study plans of undergraduate study are designed to comprise a minimum of eight semesters.

Article 6

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.

Article 7: Academic Level System

According to the academic level system, the academic year is divided into two regular semesters and, if available, one summer semester that is usually half of the time period of a regular semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree study plan approved by the University Council.

Article 8

The University Council stipulates the registration, dropping, and adding of courses within the levels of the approved degree plan while ensuring the specified minimum course load for the students.

Attendance and Withdrawal

Article 9

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course), the student will not be allowed to continue the course and will be denied entrance to the assigned final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade DN in the course.

Article 10

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the Council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

Article 11

A student who is absent for a final examination, will be given a zero grade for that examination. His/her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

Article 12

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

Article 13

1. A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council within a period specified by the stipulated implementing regulations of the University Council and a (W) grade is assigned to the student. This semester will be included in the period required for completion of the degree requirements.
2. A student may withdraw from one or more courses in as semester according to the implementing regulations approved by the University Council:

Postponement and Discontinuation of Study

Article 14

A student may postpone study for reasons acceptable by the entities assigned by the University Council. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the university. The University Council may make exceptions it deems necessary. The postponed period is not included in the period required for completion of the program degree.

Article 15

A regular student will be recorded as having dismissed in the event s/he fails to attend classes for a period of one semester without submitting a request for postponement. The University Council also may dismiss a student in the event s/he fails to attend classes for a period less than one semester. Part-time students are dismissed when they do not attend all final examinations without a valid excuse.

Article 16

A student is not considered to have discontinued during those semesters when he/she is a visiting student at another university.

Re-Enrollment

Article 17

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

1. He/she must apply for re-enrollment within four regular semesters from the date of dismissal.
2. The College Council and the authorities concerned must approve re-enrollment.
3. Four or more semesters lapse since when he/she discontinues his/her study at the University; the student can then apply to the University for admission as a new student

without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.

4. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
5. A student cannot be re-enrolled if he/she has been academically dismissed.

Article 18

A student who has been dismissed from the University for academic or disciplinary reasons, or has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

Dismissal from the University

A student will be dismissed from the University in either of the following situations:

1. A student receives a maximum of three consecutive academic warnings for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student to improve his/her cumulative GPA by studying the courses available.
2. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and give the student the opportunity to complete the graduation requirements within a maximum period not exceeding the original period specified for graduation.
3. The University Council may make an exception and give students, to whom the provisions of the preceding two paragraphs apply, the opportunity to complete their study within an additional period of not more than two semesters.

Part-Time Study

Article 21

Based on the recommendation of the colleges, the University Council may accept the principle of studying by part-time in some colleges and specializations that allow this option. The University Council sets the rules and procedures for part-time study according to the following regulations:

1. The credit hours required for the graduation of a part-time student must not be less than the credit hours required of a regular student in available fields.
2. A part-time student will be treated with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
3. On the basis of the College Council's recommendation, the University Council set the rules required to evaluate the performance of part-time students.
4. The student's transcript, graduation certificate, and degree must indicate that the student is a part-time student.

Examinations and Grades

Article 22

Based on the recommendations of the Department Council offering the course, the College Council shall decide the class work score, which must not be less than 30 percent of the final course grade.

Article 23

The semester's work score is evaluated either by:

1. Oral and practical examinations, research, other class activities, or some or part of all these and at least one written examination; or
2. At least two written examinations.

Article 24

Based on the recommendation of the Department Council offering the course, the College Council may include practical or oral tests in final examination of any course, and allocates percentage to these tests as part of the final examination score.

Article 25

Based on the recommendations of the course instructor, the Department Council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an ‘IC’ grade is recorded on the student’s academic record. The student’s grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the IC grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to a ‘F’ grade and will be included in the calculation of the semester and cumulative GPAs.

Article 26

Courses that involve seminars and/or research or courses of a practical or field work may be excluded from some or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the Department Council offering the course. The College Council shall specify methods to evaluate student achievement in such courses.

Article 27

If courses of a research type require more than one semester to complete, the (IP) grade is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the Department Council that offers the course may approve assigning an IC grade on the student’s record for this course.

Article 28

The grades earned by students in each course are calculated as follows:

Mark Scale	Grade Description	Grade	GPA (out of 5.00)	GPA (out of 4.00)
95-100	Exceptional	A +	5.00	4.00
90 less than 95	Excellent	A	4.75	3.75
85 less than 90	Superior	B +	4.50	3.50
80 less than 85	Very good	B	4.00	3.00
75 less than 80	Above Average	C +	3.50	2.50
70 less than 75	Good	C	3.00	2.00
65 less than 70	High Pass	D +	2.50	1.50
60 less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

Article 29

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

Article 30

“First honors degree” is granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her graduation.

“Second honors degree” is granted to the student who has earned a cumulative GPA 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation.

A student who is eligible for first or second honors degree also must meet the following criteria:

1. He/she must not have failed any course at the University or any other university.
2. He/she must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
3. He/she must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

Final Examination Regulations

Article 31

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the concerned committee within three days of the examination date of the respective course.

Article 32

The College Council shall apply the principle of strict confidentiality in the final examinations' procedures.

Article 33

The course instructor writes the examination questions. The College Council, when necessary, may assign another instructor to write the questions, based on the recommendation of the department chairperson.

Article 34

The course instructor marks the final examination papers. When necessary, the department chairperson may assign one or more specialized instructors to participate in the marking process. The College Council also may assign the marking to another instructor, when required.

Article 35

The instructor, who marks the final examination, records the marks earned by the students on a grade sheet prepared for that purpose. He/she then signs on the sheet and also has it signed by the department chairperson.

Article 36

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule.

Article 37

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

Article 38

Cheating on examinations or attempting to cheat, or violating instructions and examination regulations shall render the student liable for penalty in accordance with the Student Disciplinary Bylaws as issued by the University Council.

Article 39

The College Council offering the course may approve the re-marking of examination papers within a period not to exceed the beginning of the next semester's examinations.

Article 40

Based on the recommendation of the relevant Department Council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.

Article 41

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40.

Transfer**Transfer from one University to Another****Article 42**

The transfer of a student from outside the University may be accepted under the following conditions:

1. The student should have studied at a recognized college or university.
2. The student must not have been dismissed from that university for disciplinary reasons.
3. The student must satisfy the transfer conditions, as determined by the University Council.

Article 43

The College Council performs equivalency for courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded on the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

Article 44

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University.

Article 45

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, and according to the general rules governing transfer.

Transfer from One College to Another within the University

Article 46

A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.

Article 47

All courses that have been studied by a student transferred from one college to another are recorded on his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

Transfer from one Department to Another in the College

Article 48

A student may transfer from one major to another within a college after obtaining the approval of the college Dean, in accordance with the rules established by the University Council.

Article 49

All courses that have been studied by a student who has transferred from one major to another are recorded on his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

Visiting Students

Article 50

A visiting student is a student who studies courses at another university or in any branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:

1. The student must obtain the approval of his/her college before he/she begins his/her study.
2. His/her study should be at a recognized college or university.
3. The course a student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.

4. If the visiting student is studying in one of the branches of the University to which he/she belongs, rules under Article 47 apply.
5. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
6. The course grades credited to the visiting student will be recorded on his/her academic record, but not included in the calculation of his/her cumulative GPA.
7. Any other conditions required by the University Council should be satisfied.

General Provisions

Article 51

These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level.

Article 52

The University Council may establish rules of implementation that will not contradict these regulations.

Article 53

The Higher Education Council is entitled to interpret this regulation as it sees fit.

Appendices

(A) The Academic Record and Grade Codes

Academic Record

The Academic Record is a statement which explains the student's academic progress in courses. It includes the courses studied in each semester with course numbers, codes, number of credit-hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is waived.

Grade Codes

Grade Code	Mark Scale	Points		Grade Description
A+	95 –100	5.00	4.00	Exceptional
A	90–less than 95	4.75	3.75	Excellent
B+	85–less than 90	4.50	3.50	Superior
B	80–less than 85	4.00	3.00	Very Good
C+	75–less than 80	3.50	2.50	Above Average
C	70–less than 75	3.00	2.00	Good
D+	65–less than 70	2.50	1.50	High Pass
D	60–less than 65	2.00	1.00	Pass
F	Less than 60	1.00	0.00	Fail
IP	--	--	--	In- Progress
IC	--	--	--	In-Complete
DN	--	1.00	Denial	DN
NP	60 and above	--	--	No Grade Pass
NF	Less than 60	--	--	No Grade Fail
W	--	--	--	Withdrawn

Appendix (B): Examples of the Calculation of Semester and Cumulative GPA

First Semester:

Course	Credit Hours	Grade	Grade Code	GPA	Quality Points
IAS301	2	85	B+	4.50	9
CHEM 324	3	70	C	3.00	9
MATH 235	3	92	A	4.75	14.25
PHYS 312	4	80	B	4.00	16
Total	12	-	-	-	48.25

Total Quality Points (48.25)

First Semester GPA = ----- = 4.02

Total Credits (12)

Second Semester

Course	Credit Hours	Grade	Grade Code	GPA	Quality Points
IAS104	2	96	A+	5.00	10.00
CHEM 327	3	83	B	4.00	12.00
MATH 314	4	71	C	3.00	12.00
PHYS 326	3	81	B	4.00	12.00
Total	12	-	-	-	46.00

Total Quality Points (46.00)

Second Semester GPA = ----- = 3.83

Total Credits (12)

Total Quality Points (46.00 + 48.25)

GPA = ----- = 3.93

Total Credits (12+12)

Statute Governing the Employment of Non-Saudis at Universities

Definitions

Article 1

The following are terms and their meanings according to the Statute:

1. Contractee: A non-Saudi person working under contract with the University in accordance with the terms of this statute.

2. Domicile: The country of nationality of the contractee; the country where the contractee has had legal residence for more than two consecutive years prior to contracting.
3. Year: Twelve Higira (lunar) months, unless otherwise specified.
4. Month: Thirty days, unless otherwise specified.
5. Personal Contract: The contractee is not seconded by his university or by any institution where he is employed.

Article 2

These statutes are applicable to the following categories:

1. Teaching staff, lecturers, language instructors and teaching assistants.
2. Supporting staff, namely, researchers, research assistants and technicians, holders of a university degree who are under contract at the sixth rank of the employment scale to fill the positions of researchers, research assistants or technicians, and whose work is directly related to teaching. The University Council may disregard this condition in certain exceptional cases.
3. Physicians and others working in health care, or other fields of medicine.
4. Engineers
5. Those working in specialized fields.
6. Those working in administrative fields and clerical works.
7. Technical assistants and craftsmen.
8. Teachers at schools and institutes below university level.

Article 3

The phrasing of the contract shall be according to the format appended to these statutes (see Appendix II). The University may add clauses to the contract if such additions are in the interest of the University and are consistent with the statutes.

Employment

Article 4

Conditions for Employment:

1. A job vacancy must be provided for by the budget or otherwise the necessary financial allocations should be allocated for employment.
2. A Saudi national is not qualified for the position.
3. The job description, including the minimum qualifications required for it, should be made available.

Article 5

It is conditional that the contractee shall be:

1. Twenty years of age, and not over sixty (Gregorian). The University Council may extend the age limit by 10 years for professors and associate professors, five years for assistant professors and three years for other categories upon the recommendation of the Departments and College Councils.
2. Physically fit to discharge his duties. Physical fitness should be proven by a recent medical certificate issued by a medical authority recognized by the University.
3. Of good conduct and reputation.
4. Holder of the qualifications required for the post.
5. Not under contract with another employer in the kingdom.
6. Available for full-time employment with the University

Article 6

The contract may be valid for less than a year, one year or more than year. It may be renewed for the same period or for a period determined by the University.

Article 7

The contract shall take effect from the day the contractee leaves his domicile to the Kingdom which should be by the shortest possible route. The period from the time the contractee leaves

his domicile his reporting for duty should not exceed three days and not precede the date specified by the University for the contract to become operative. If the contractee is a resident of the Kingdom where the vacancy is located, and the contract has been signed, the contract shall take effect from the day the contractee reports for duty upon his receiving instructions from the University to do so.

Salary and Pay Increments

Article 8

1. Salaries shall be determined according to the tables in Appendix I (attached) after the scale within the table suitable to the post to be filled has been defined. The instructions attached to each schedule are integral to it. A contractee may be hired by the University for a salary less than specified in the tables by mutual consent.
2. Should a teaching staff member be promoted by another institution to a higher academic rank, and in the case of the University acknowledging such a promotion, the contractee shall receive a pay increment commensurate with the rank to which s/he has been promoted. If the contractee's salary prior to promotion exceeds or equals the starting salary of the rank s/he is promoted to, the contractee may be given a salary higher than s/he had received before promotion. The contractee shall be granted an annual increment in accordance with the rank he has been promoted to. If the contractee is promoted by the University, s/he shall be given the salary immediately higher than that to which s/he was entitled in his former rank, in addition to the annual increment due under the new rank upon the renewal of his/her contract.
3. Non-academic staff members under contract may be promoted within the same category upon the renewal of their contracts if they fulfil the required conditions.
4. If the contractee is promoted to the highest level of the scale of his rank, the University Council may, upon the recommendation of his chief, grant him the increment of the rank biennially.

Article 9

1. The University Council may increase the salaries stated in the tables by not more than 50% for contractees from Europe, America or developed countries defined by the University Council.
2. The University Council may enter into contract with teaching staff or supporting staff, as well as physicians of rare fields of specialization, academic eminence, or possessing highly recognized skills, expertise, or preeminent qualifications acquired at a renowned university. Such contractees will receive up to not more than double the basic salary. The University Council President may, in coordination with the Chairman of the Civil Service Board, apply the provisions of this article to the other categories.
3. The University may enter into a contract for teaching staff posts with individuals of rare expertise, or of sound academic repute, without reference to the academic requirements specified in the employment statutes, subject to the approval of the University Council upon recommendation of the Academic Council.

Article 10

1. Teaching staff, language instructors, lecturers and teaching assistants who have taught at a university after obtaining a degree or academic title may be given annual increments according to the table of salaries in Appendix 1.
2. Teaching staff, language instructors, lecturers and teaching assistants who have experience other than in university teaching may be taken into consideration for the purposes of employment, if such experience has been acquired in the same field of specialization. Teaching staff must have first obtained an academic degree on the basis by which the contract is concluded. The rate will be one increment for each two years of experience. Experience may also be taken into consideration in the same manner for the purpose of academic promotion by the Academic Council upon the recommendation of the College Council concerned.
3. In the case of categories other than teaching staff, lecturers, language instructors and teaching assistants, only experience after obtaining the latest qualification shall be taken into consideration. Any non-degree course after this qualification in the same specialization shall be taken into consideration on the basis or its duration. Either the

course duration or the years of experience shall be taken into consideration. Experience or qualification must be affirmed by an authority recognized by the university.

Article 11

The maximum limit for years of experience with regards to the categories specified in Article 2 of these statutes shall be five years from the time the contract becomes operative. The University Council may disregard this condition in the case of a maximum of 15 years of experience.

Article 12

The contractee who holds qualifications higher than those required for the post but related to it may be granted annual increments equivalent to the years of study commensurate with these higher qualifications; with the proviso that there shall be: only two increments based on the interval between the contractee's obtaining his/her Bachelor's and Master's degrees; three increments based on the interval between the contractee's obtaining the Master's and Doctoral degrees, and five increments based on the interval between the contractee's obtaining the Bachelor's and Doctoral degrees. The increments for each post are defined according to the salary scales in Appendix I.

Article 13

The contractee may be granted an annual increment not exceeding 5% of the salary and not transcending the sums specified in the salary scales for each category. If the contractee has fulfilled his/her obligations for a period of 10-and-a-half months of his previous contract, that contract will be considered as valid for one year if it pertains to the academic year.

Article 14

The salary of the contractee may not be withheld except upon instructions from the competent authority. The University President may, without recourse to further measures, authorize the deduction of any sums that may become due to the State from the contractee's dues with the University. Apart from the cost-of-living fund dues, the monies withheld monthly shall not

exceed one third of the salary. In the case of several competing claims, the cost-of-living fund, then to the State dues, shall have first lien upon any of the contractee's dues to the University.

Required Working Hours

Article 15

1. Members of the teaching staff lecturers, teaching assistants and language instructors shall complete (40) hours per week of instruction, research, academic counseling and other academic and administrative duties assigned by the University.
2. Other categories shall complete (48) hours per week of instruction, research, training and other duties assigned by the University. Those working at university hospitals shall complete not more than 55 working hours per week. The University may determine the beginning and end of the working day, or divide the working hours over the day according to the requirements of work.
3. Teaching staff contractees and those under the same category shall be regarded equal to the Saudi teaching staff with regard to the teaching load and overtime.

Allowances and Remuneration

Article 16

1. In the case of an applicant who is specialized in a rare field, the University Council may grant a professional allowance of up to 30% of the basic salary scale for the teaching staff and others of the same category. The University Council shall determine these specializations and the professional allowance for each. The contractee shall receive either the professional allowance or a sum specified in paragraphs 1 and 2 of Article 9.
2. The University Council may grant a clinical work allowance of up to 80% the basic salary as overtime to: physicians, dentists who are members of the teaching staff, lecturers, teaching assistants and research assistants who work also at the hospitals. The profession allowance and the clinical work allowance cannot be combined.
3. Pharmacists and applied medical sciences specialists who are teaching staff members, lecturers, teaching assistants, or research assistants and who also at the same time work in

hospitals, may be granted a clinical work allowance of up to 50% of the basic salary as overtime. The profession allowance and the clinical work allowance cannot be combined.

Article 17

The University shall provide four return airline tickets for the contractee and three members of his/her family, if his/her family comes to the Kingdom of Saudi Arabia for the purpose of residence. The family is eligible for the tickets whether they accompany the contractee or arrive separately. Tickets are provided as follows:

1. From the domicile to the Kingdom at the start of the contract, unless the contractee is already resident in the Kingdom at the time of contracting.
2. Return tickets from the Kingdom to the domicile once yearly during the period of the contract when s/he is allowed to go on annual leave. This provision includes persons who have been hired inside the Kingdom and who have served for two years, unless s/he has been a resident in the Kingdom at the time of contracting.
3. From the Kingdom to the domicile at the termination of the contract. This provision does not apply to persons who have been hired inside the Kingdom and who have served less than two years: or those whose sponsorship had been transferred to another local body according to the governing instructions thereto.

Article 18

The family of the comractee is defined as:

1. The wife or husband, or "guardian" of the female contractee
2. Those legally supported by the comractee, being:
 - 1.Sons under eighteen years of age
 - 2.Unmarried daughters
 - 3.Parents
 - 4.Minor brothers
 - 5.Unmarried sisters

This is conditional to the approval of the legitimate authority governing the entry of non-Saudis to the Kingdom according to the regulations in force at the time of application.

Article 19

1. In the case of a situation whereby one party is under a separate obligation with a different governmental office, or both parties (the female contractee and her guardian) are under contracts with the University, the travel tickets shall be issued from the governmental body that provides the housing allowance.
2. The dependent's right to a return ticket is dropped if the University releases the contractee's sponsorship to another non-governmental body.

Article 20

Travel shall be by the shortest air route, and the carrier shall be Saudi Airlines wherever its services are available. The University shall provide the contractee with the travel tickets due. It may, in exceptional circumstances, permit the contractee to purchase the tickets himself/herself and the University will reimburse him/her afterwards. The contractee may opt for cash payment rather than the tickets, in which case s/he will be entitled to only half of the value of the tickets.

Article 21

1. All travel tickets referred to above shall be Horizon Class in the case of full professors and Economy Class for all others.
2. The contractee may change the destination of his due air tickets from the Kingdom to his domicile for air tickets to any other country, provided no extra costs are incurred by the University and that the change complies by the regulations of Saudi Airlines.

Article 22

The contractee shall receive return air tickets only once based upon the completion of the terms of his contract, according to Article 33 of the statutes. In the case of the leave being divided at the initiative of the contractee, s/he shall be entitled to one ticket, whereas in the event of the leave being divided at the initiative of the University to meet work requirements, the contractee shall be entitled to two tickets for himself/herself only.

Article 23

In the event whereby travel in the interest of the University is required, the contractee shall travel abroad by Saudi Airlines. Economy Class, whenever possible. The University may permit the contractee to travel by land at his own expense if that will not cause delay in reaching his destination at the required time: in which case the contractee shall be entitled to reimbursement equivalent to the Economy Class airfare if possible. The University shall provide suitable means of overland transport if work requirements necessitate travel to a destination not connected by air. The University may permit the contractee to travel at his own expense. whereupon he shall be entitled to compensation equivalent to the cost of overland public transport.

Article 24

The University shall provide the contractee with accommodation, or with a prepaid housing allowance according to the tables of salaries in Appendix 1. This allowance may be paid at the start of the contract and upon each annual renewal thereof. Contracts running for less than one year carry a prorated amount of the allowance. In the case of contract with a female and her "guardian", the higher housing allowance due to either of them only is payable. This is applicable also if either of them is under contract to a governmental or nongovernmental body other than the University. No housing allowance is due to the female contractee if she is married to a Saudi national resident in the Kingdom.

Article 25

1. Where the University does not provide furnished accommodation to a new contractee who is a member of the teaching staff or those under the same category, the contractee is entitled to a furnishing allowance of 50% of the annual housing allowance on the basis of the first contract with the University. This furnishing allowance is paid once only for the duration of the contract with the University. For this purpose, only, this provision also applies to former contractees who have re-contracted with the university after the duration of two years minimum following his work at a governmental department but had not formerly received this allowance.

2. In the case of contracts with a female and her "guardian", the higher furnishing allowance is payable one time only.
3. If the contractee or her guardian is under contract with the University, only one of them is entitled to a furnishing allowance. This also applies if one party is employed by another governmental body inside the Kingdom.
4. If the male contractee has been employed by another institution in the Kingdom prior to contracting with the University or has been a guardian to a female so employed, or if the female contractee has been employed by another department in the Kingdom prior to contracting with the University or if she has a guardian so employed, then neither is entitled to the furnishing allowance except after the duration of at least two years from their departure from the Kingdom: and provided that the institution in which he/she worked had not already disbursed such an allowance.
5. In the case of the contract duration being less than one year, a propionate amount of the furnishing allowance will be paid. The balance is payable only upon renewal of the contract for a further period that, together with the earlier contract, will make up one full year.

Article 26

The University shall pay to the contractee a monthly transportation allowance for his/her conveyance to and from his work location as set out in the table of salaries for each category. The University may, in lieu of that allowance, provide suitable means of transport. The transportation allowance is not payable to those residing on their work location or areas adjacent to it.

Article 27

1. In the event of the contractee being delegated for work from his post location within the Kingdom, he shall be entitled to the following deputation allowance per diem:
 1. For salary scales of SR7, 000 or above: SR450.
 2. For salary scales between SR4, 500 and less than SR7, 000: SR300.
 3. For salary scales between SR2, 700 and less than SR4, 500: SR255.
 4. For salary scales below SR2, 700: SR160.

The deputation allowance may be raised by 50% for work outside the Kingdom. In addition to a daily transportation allowance equivalent to 1/30 of his basic transportation allowance shall be paid.

2. The University President may, on the recommendation of both the Department and College Councils, allow a member of the teaching staff to attend a conference or symposium, but entirely at his own expense.

Article 28

If the contractee is transferred to work in another city in accordance with work requirements, s/he shall be entitled to a relocation allowance of SR4, 000. If the relocation is from the Kingdom to another country or vice versa, or from one foreign location to another. s/he shall be entitled to an allowance of SR5.000 as well as air tickets as set out in Articles 17 to 22. Non-teaching staff shall be entitled to a relocation allowance of SR3, 000 in both cases as well as air tickets. If two contractees, one of whom is a guardian to the other, are transferred, only one relocation allowance, the higher, shall be paid. This allowance shall be paid once in a single fiscal year.

Article 29

On completion of two years' service with the University, the contractee is entitled to an end of service gratuity at the rate of one half month's salary for each year of service: on completion of five years' service, the teaching staff lecturers, teaching assistants, technicians and those under the same category whose work is directly related to teaching, the terminal gratuity shall be one month's salary for each year of service, payable at the end of the service and calculated on the basis of his/her last salary. The maximum limit this gratuity shall be SR100. 000 or the due amount according to the former articles, whichever is higher. This gratuity is due only for whole years and uninterrupted service. The end of service gratuity for other categories of contractees shall be one half month salary for each year of service. The maximum limit of this gratuity shall be SR50.000 or the due amount according to the former articles, whichever is higher.

A period of 22 months shall however, be considered equivalent to two years, and a period of 58 months shall be considered equivalent to five years.

This gratuity may be augmented up to a maximum of 100% upon recommendation of the College Council or the pertinent authority. Approval by the University Council and the Higher Education Council shall be given provided that the gratuity shall not exceed the maximum limits specified in this article.

Article 30

The contractee and members of his family shall benefit throughout the duration of the contract from the public health services available within the Kingdom. The University Council may, in exceptional circumstances, decide otherwise.

Article 31

The University may bear the actual educational costs of the children of the teaching staff or those under the same category, excluding transport, from the primary stage to the completion of the secondary stage on the following condition:

1. They shall not be admitted to government schools.
2. Their ages are between six and eighteen years.
3. Their education is inside the Kingdom. Educational fees shall not be paid to those who receive their education outside the Kingdom.
4. That the number of those benefitting from payment does not exceed four, and the total expenses do not exceed SR 25,000 in a single school year. The University Council shall determine, at its discretion, the amount to be allocated for each student.

Leave of Absence

Article 32

In addition to the weekends and the two Eid holidays, the contractee is entitled to annual leave on full salary, payable at the start of the leave. The annual leave is 60 days for teaching staff and those under the same category, and 45 days for others. Contractees whose contracts have started within one month of the usual date of the start of University contracts are considered eligible for full leave. The University Council may alter the duration of the annual leave in order to meet the conditions of the academic year.

Leave may be less than that prescribed, subject to written agreement between the two parties. The University retains the right to determine the start and end of leave; periods of secondment, emergency leave and absence shall not be deducted from the contractee's annual leave.

Article 33

Should compelling circumstances arise, and upon the request of the contractee and the recommendation of his department, and subject to approval by the University President, the contractee's leave may be divided into two periods at most, provided that neither period is less than one third of the leave due, and that the contractee benefits from at least one of the two periods within the year in which he is entitled to them.

Article 34

1. To meet work requirements, or at the request of the contractee, the University President may defer the contractee's annual leave or part thereof by no more than six months from the start of the contractee's new academic year.
2. The President of the University may change the weekend to meet work requirements.
3. The University President may cancel all the contractee's annual leave or part thereof with recompense, upon the contractee's consent, except in cases of extreme urgency. Recompense for the cancelled leave period shall be based upon the contractee's salary in the year in which he earned the leave. The contractee's right to his own travel ticket shall be dropped in the case of cancellation of the whole leave.

4. The University President may cancel the contractee's Idul-Fitr and Idul-Adha holidays, or part of them, according to work requirements, with the contractee's assent except in cases of urgency. The compensation for the cancelled period of leave shall be commensurate with the salary due for that period.

Article 35

The contractee may be granted a fully paid emergency leave not exceeding ten days annually. The emergency leave shall be deducted from the contractee's annual leave, and he is not eligible to a travel ticket for it.

Article 36

The teaching staff and those under the same category may be granted unpaid exceptional leave not exceeding an academic semester, due to circumstances to be considered by the University. The contractee's service shall be considered uninterrupted, but the contractee shall not be entitled to the benefits specified in the contract for this period.

Article 37

A contractee who suffers a temporarily disabling illness shall be entitled to one month's fully paid sick leave, renewable for two additional months on half pay. The contractee is not entitled to sick leave if he is injured or sick during his absence from the Kingdom. Sick leave is dropped by the end of the academic year when the annual vacation is due.

If illness is caused by employment, the contractee shall be entitled to twice the statutory period of sick leave. Evidence that illness is the result of employment, and the basis for determining the period of sick leave are defined by the rules applicable to Saudi employees.

Article 38

The female contractee shall be entitled to forty-five days maternity leave, and a full "waiting period" (under Islamic Law) on the death of her husband if she is a Muslim: and one month if she is not and she shall be on full pay in both cases.

Article 39

The contractee may, within the same year, benefit from more than one form of leave for which he is eligible, provided that he is entitled to by the Statute.

Secondment, Loan and Transfer**Article 40**

The University Council may approve the contractee's secondment or loan for a period not exceeding six months in accordance with the rules laid down by the University Council. The contractee's financial rights shall be incurred by the body he is seconded to. The contractee's service shall be considered uninterrupted but he shall not be entitled to the end-of-service gratuity.

Article 41

The University may transfer the contractee from one post to another within the University, or approve his transfer to the University under the following conditions:

1. The non-availability of qualified Saudis for the post to be filled.
2. That the contractee shall have the requisite qualifications for the post to be filled.
3. That the contractee and the department or body in which s/he works agree to the transfer.

If the transfer takes effect before the end of a contract already in force, the contractee will remain under that contract. The required modifications shall be effective after the expiry of that contract or at the end of the current contractual year if that contract extends over more than one year.

Article 42

In the case of the contractee being transferred to the University from another governmental body, his/her position will be as follows:

1. The contract shall be considered in force with regard to leave and duration of service. The duration of service shall be considered as experience for the teaching staff and those under the same category according to article 10 of this statute.
2. The contractee's previous end of service gratuity shall be estimated according to his contract with the former department, whereas his service with the University shall be estimated according to the provisions of these statutes.

Duties and Responsibilities

Article 43

The contractee shall be committed to the duties and responsibilities delineated in the University regulations. Matters not stipulated in these regulations shall be governed by the regulations specified in the Civil Service Code and its executive rules.

Article 44

In the case of misdemeanor, the contractee is subject to the disciplinary code applicable to University Saudi staff, and to the terms of this Statute.

Article 45

The contractee shall abide by the rules and regulations of the Kingdom, and s/he and his dependents shall respect the customs and traditions of the Kingdom without prejudice to religion, or interference in politics.

Cancellation, Renewal and Termination

Article 46

The University may void the contract without any obligation if the contractee does not assume his/her duties within fifteen days from the date specified upon contracting.

Article 47

The contract is self-renewing unless either of the contracting parties notifies the other in writing of the desire not to renew it at least two months ahead of its expiration.

Article 48

The contract is terminated before its expiration in the following cases:

1. The contractee acquires Saudi citizenship.
2. Acceptance of the contractee' s resignation.
3. Insistence of the contractee upon resignation., despite its non-acceptance by the University.
4. Absence from work. without a reason acceptable to the University, for a period of over fifteen consecutive days or thirty separate days: in which case absence shall be regarded as insistence on the part of the contractee to breach the contract.
5. Cancellation of the post.
6. The contractee's becoming permanently disabled.
7. Inefficiency of the contractee.
8. Ineptitude in the contractee's carrying out job responsibilities.
9. Disciplinary dismissal by a University resolution.
10. Dismissal in the interest of the University.
11. The execution of a punishment on the comractee according to the Islamic Sharia (Laws), or his/her being convicted of dishonorable or dishonest conduct.
12. Death of the contractee.
13. If the sickness period exceeds the sick leave period specified in article 37. In this case, the contractee shall receive a homeward air ticket and the balance of any allowance paid to him shall not be taken back.

Article 49

1. If the contractee's service is terminated under clauses 3. 4. 9 and 11 of article 48, the following shall ensue:
 - 1.The contractee shall forfeit his right to his/her family's tickets to his domicile, to his/her end of service gratuity, and to his/her leave or compensation. The University President may, in exceptional cases, approve issuing homeward tickets.

2.S/he shall return to the University the balance of the housing allowance for the remainder of the contract duration if it is six months or over as well as the balance of the furnishing allowance for the same period in the case of a first-year contract.

3.S/he shall pay to the University two months' salary if his service has been terminated under clauses (3) and (4) of article 48.

2. The terms of (2) in clause (1) of this article shall apply to those whose services are terminated according to clause (2) of article 48.
3. In the event of the termination of the contractee's under clause (1) of article 48, s/he and his family shall forfeit the right to his/her homeward ticket.

Article 50

The University Council may, in cases deemed exceptional by it, exempt the contractee from part or the entire sum contingent upon his breaching of the contract or the termination of his/her services according to the provisions specified in article 48.

Article 51

1. The contractee whose service is terminated due to cancellation of the post or dismissal in public interest of the University shall be granted a gratuity equivalent to two months' salary.
2. In the event of the contractee's death or his/her suffering from a physical handicap or disability rendering him/her absolutely incapable of carrying out his/her duties, or a partial handicap or permanent disability that does not render him/her incapable of carrying out his/her duties: his/her position shall be subject to the provisions of the Civil Service Code and its executive regulations provided that disability or death resulting from active service.

Article 52

In the event of the death of the contractee, the University shall bear all the necessary expenses for transporting his remains and the members of his/her family to their domicile. Upon the death of a member of the contractee's family, the University shall bear the expenses of transporting the remains and of a return ticket for the person accompanying the deceased.

Article 53

1. Without prejudice to the provisions specified in article 5, the University may contract with someone who has formerly been under contract with another body in the Kingdom, in accordance with the following conditions:
 1. If the cause of his/her leaving his former employment is the expiration of the contract, or resignation or cancellation of the post.
 2. His/her last "performance" report is graded "very good" at least.
 3. The approval of his/her former employer, except for those whose the expiry date of his/her contract due to the expiry of the contract or the resignation is two years or more.
2. It is not possible to contract with someone who has been under contract with another body in the Kingdom in the following cases:
 1. If service has been terminated due to absence from duty, except after the duration of, at least, two years from the date of termination.
 2. If service has been terminated due to his/her incompetence.
 3. If service has been terminated by his/her dismissal in the interest of work, except with the approval of the body which had dismissed him/her.
 4. If service has been terminated by disciplinary dismissal by decree of a disciplinary board, or due to conviction of a criminal offense, or according to clause" 11" of article 48.

General Provisions

Article 54

This statute and its appendices are complementary to the conditions of the employment contract specified in Article 3 of the statute.

Article 55

1. This statute shall be effective as of its date of issuance. This statute shall be applicable to contracts already in force upon their renewal.
2. Without prejudice to rights entitled to contractees by virtue of the former Statute, this statute shall nullify all provisions contradictory thereof.

Article 56

Any dispute emanating between the two parties from the implementation of the contract concluded according to this statute, and which cannot be amicably resolved, shall be subject to the pertinent court in the Kingdom. The decision of this court shall be final and binding to both parties.

Article 57

The university President and its Council may delegate some their powers specified in this statute.

Article 58

The university Council may determine rules of implementation without contradicting the provisions of this statute.

Article 59

Anything not specified in this statute shall be subject to the Code of the Council of Higher Education and Universities and its executive rules, and the laws and regulations effective in the Kingdom.

Article 60

The Higher Education Council has the right to interpret the articles of this statute.

APPENDIX I

Table 1: Salaries of Members of the Teaching Staff, Lecturers, Language Instructors and Teaching Assistants

Post	Monthly Start of Scale	Annual Experience Increment	Monthly End of Scale	Monthly Transportation Allowance	Annual Housing Allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9200	600	25000
Language Instructor	4080	400	6880	500	17000
Lecturer	3400	350	6550	500	18000
Teaching Assistant	2700	300	5400	500	14000

Conditions of Appointment

Assistant Professor

Appointment to this post shall be open to holders of a Doctorate or an equivalent degree, or who have held the title at a university accredited by the University.

Associate Professor

Appointment to this post shall be open to persons who have obtained this title at a university accredited by the University.

Lecturers

Lecturers must be holders of a Master's degree, at least, or an equivalent academic degree recognized by the University. Lecturers shall be appointed at the start of the scale, except for the following:

1. Lecturers in engineering, pharmacy and applied medical sciences shall be given one increment at the very start of their employment.
2. Lecturers in clinical pharmacy shall be given two increments at the very start of their employment.
3. Lecturers in medicine and dentistry shall be given three increments at the very start of their employment.

Language Instructors

Appointment to teach a foreign language at the University shall be conditional upon the applicant holding any of the following qualifications:

1. A Bachelor's degree in the language s/he will teach, with the grade of "Good" at least: a diploma in teaching it as a foreign language, in addition to a minimum of one year's experience in teaching it. Preference shall be given to those who have taught the language to Arab students.
2. A Bachelor's degree in the language s/he will teach, with the grade of "Good" at least, in addition to a minimum of three years of experience in teaching it. Preference shall be given to those who have taught the language to Arab students.
3. A Master's degree in the field of teaching the language he/she will teach as a foreign language; preference shall be given to those who have at least one year's teaching experience and those who have taught the language to Arab students.

Teaching Assistants

Teaching assistants shall be appointed at the start of the scale except for the following:

1. Teaching assistants in engineering, pharmacy and applied medical sciences shall be given one increment at the very start of their employment.

2. Teaching assistants in clinical pharmacy shall be given two increments at the very start of their employment.
3. Teaching assistants in medicine and dentistry shall be given three increments at the very start of their employment.

It is conditional in the selection of teaching assistants that they have obtained the Bachelor's degree with the grade of "Very Good" at least.

Table2: Researchers, Research Assistants Salaries

Scale	Monthly Start of Scale	Annual Experience Increment	Monthly End of Scale	Monthly Transportation Allowance	Annual Housing Allowance
First	4855	350	7305	500	20000
Second	3955	300	6955	500	15000
Third	2700	250	6450	400	14000

Conditions of Appointment

First Scale: PhD in the field of specialization or its equivalent with a minimum of three years studying period after the BA degree.

Second Scale: Master's Degree in the field of specialization or its equivalent.

Third Scale: BA in the field of specialization or its equivalent.

They are appointed on the monthly start of scale (basic salary) except the following: graduates of the College of Engineering, Pharmacy or Applied Medical Sciences. These are appointed on the second scale of the monthly salary. Whereas graduates of Clinical Pharmacy are appointed on the third scale of the monthly salary and graduates of Medicine or Dentistry are appointed on the fourth scale. Those who are appointed as researchers, assistant researchers or technicians should have the Bachelor's Degree (or equivalent) with a minimum grade of "Very Good". The University Council can, at its discretion, accept a grade of "Good".

Table3: Physicians’ Salaries

Qualifications	Monthly Basic Salary	Annual Experience Increment	Monthly Transportation Allowance	Maximum Monthly Salary	Annual Housing Allowance
BA in Medicine	4000	200	400	7000	Three months’ salary not more than 25,000 SR
BA in Medicine and no less than one-year Diploma	4300	250	400	7600	
MA in Medicine or equivalent (two years’ duration of study after a BA degree)	4600	250	400	8350	
PhD in Medicine or equivalent (three years duration of study after a BA degree)	5500	300	500	10000	

Table of Physicians’ Salaries Stipulations

In estimating salaries according to this table, the following points shall be taken into consideration:

1. A Bachelor Degree in medicine is considered only when it has been obtained after six years of study with one preparatory year. A Bachelor Degree in dentistry is considered only when it has been obtained after five years of study with one preparatory year.
2. The years of experience which will be counted for estimation of the salary will include only those years spent in governmental or university hospitals or recognized private

hospitals. The year of internship year or years of experience gained in a private clinic or unrecognized private hospital will not be counted.

3. The physician will be entitled to a full salary provided that he is dedicated full time to government work in addition to three hours per day of additional work.
4. A contracted physician should have no less than two years practical work experience with the exception of cases where such a condition cannot be implemented.
5. Physicians who are Professors, Assistant Professors and teachers who have experience as university faculty members will receive two months' additional salary at the end of each year.
6. The regulations governing a physician's salary scale is also applicable to a forensic physician.

Table 4: Engineers' Salaries

Qualifications	Monthly Basic Salary	Annual Experience Increment	Maximum Monthly Salary	Monthly Transportation Allowance	Annual Housing Allowance
Bachelor of Engineering	2900	130	4850	350	Three months' salary, not less than 8,000 SR and not more than 15,000 SR
Master of Engineering	3400	150	5650	400	
Doctorate of Engineering	4100	300	8600	400	

Table of Engineers' Salaries Stipulations

In estimating salaries according to this table, the following points shall be taken into consideration:

1. This schedule shall apply to persons contracted to fill the post of "engineers", such as electrical engineer or architect, etc.
2. Accredited experience shall be that of engineering work testified by a certificate issued by governmental departments, syndicates or recognized engineering societies.

3. Salary shall be based on full-time government work.
4. Upon contracting, engineers must have practical experience of not less than two years, except for cases where this condition is not applicable.

Table 5: Salaries of Staff in Specialized Fields

Qualifications	Monthly Basic Salary	Annual Experience Increment	Maximum Monthly Salary	Monthly Transportation Allowance	Annual Housing Allowance
BSc	2100	150	4350	- SR 300 for those whose salaries are less than SR2000 - SR 350 for those whose salaries range between SR 2000 and SR 3500 - SR 400 for those whose salaries more than SR 2000 and SR 3500	Three months' salary, not less than 8,000 SR and not more than 12,000 SR
MSc	2900	150	5150		
Doctorate	3600	200	6600		

1. Specialized posts covered in this table exclusively are:
 1. The general group of specialized posts excluding physicians and engineers as per indicated in the classification guide.
 2. Posts classified in scale less than scale 6: Organizational specialist, management and organizational researcher, planning specialist, planning researcher, budget specialist, budget researcher, computer system analyst, programmer, statistics specialist, archaeologist classification specialist, examination specialist library specialist,

translator, accounts analyst, accountant, store specialist, social worker, social researcher, sports specialist, manpower specialist, press researcher, announcer and news censor, publication censor, program censor, director, executive director, agricultural engineer, auditor, English language editor, economics researcher, statistics researcher, case study researcher, researcher in training, finance censor, history researcher, psychology researcher, culture researcher, a researcher in manuscripts, documents researcher, library researcher.

2. The qualification should be in the employment post specialization with the exception of the posts that do not have specialization in a university.

Table 6: Salaries of Staff in in Administrative & Clerical Posts

Qualifications	Monthly Basic Salary	Annual Experience Increment	Maximum Monthly Salary	Monthly Transportation Allowance	Annual Housing Allowance
Secondary Education Certificate with experience in translation of no less than 3 years	1600	80	2800	- SR 300 for those whose salaries are less than SR2000 - SR 350 for those whose salaries range between SR 2000 and SR 3500 - SR 400 for those whose salaries more than SR 4000 a	Three months' salary, not less than 8,000 SR and not more than 14,000 SR
Secondary Education Certificate with a Diploma in a foreign language of no less than 1 year and capable of translation (Arabic-English and vice versa)	1800	90	3150		
Secondary	1900	100	3400		

Education Certificate with a Diploma in a foreign language of no less than 2 years and capable of translation (Arabic-English and vice versa)					
Intermediate Education Certificate with the ability to type in Arabic	850	60	1750		
Intermediate Education Certificate with the ability to type in Arabic & a foreign language	1200	70	2250		
Secondary Education Certificate with the ability to type in Arabic or a Business Education Certificate with specialization in	1200	70	2250		

typing					
Secondary Education Certificate or Business Education Certificate with the ability to type in Arabic or English	1400	80	2600		
University Degree	1400	60	2300		
Secondary Education Certificate	1120	40	1720		

Recruitment is subject to the conditions mentioned above in the table.

Table 7: Salaries of Assistant Technicians and Craftsmen

Qualifications	Monthly Basic Salary	Annual Experience Increment	Monthly Transportation Allowance	Maximum Monthly Salary	Annual Housing Allowance
Polytechnic Diploma after 1 year of study after the elementary education	900	60	- SR 300 for those	1800	Three months' salary, not less than 8,000 SR and not more than 12,000 SR
Polytechnic or Craft Diploma after 2 years of study after the elementary education	1050	60	Whose salaries are less than SR2000	1950	
Polytechnic or Craft Diploma after 3 years of	1275	60	- SR 350 for those whose salaries range	2175	

study after the elementary education			between SR 2000 and SR 3500 - SR 400 for those whose salaries more than SR 4000	
Polytechnic or Diploma after 4 years of study after the elementary education	1500	60		2400
An intermediate vocational certificate	1275	80		2475
An intermediate vocational certificate and Polytechnic or Craft Diploma after 1 year of study.	1475	80		2675
An intermediate vocational certificate and a Polytechnic or Craft diploma after 2 years of study	1725	80		2925
Intermediate vocational certificate and a Polytechnic or Craft diploma after 3 years of study	1995	80		3195
Polytechnic Secondary Certificate	1725	100		3225
Polytechnic Secondary Certificate and a Polytechnic or Craft diploma after 1 year of study	1950	100		3450
Polytechnic Secondary Certificate and a Polytechnic or Craft diploma after 2 years of	2250	100		3750

study				
Polytechnic Secondary Certificate and a Polytechnic or Craft diploma after 3 years of study	2550	100		4050

Recruitment is subject to the conditions mentioned above in the table, and in the event a contract is made with one who does not have a qualification:

1. Four years of experience are regarded as equivalent to the elementary certificate.
2. In the case of an elementary certificate holder, four years of experience is regarded as equivalent to an intermediate certificate.

Table 8: Salaries of Staff in General Education

Qualifications	Monthly Basic Salary	Annual Experience Increment	Maximum Monthly Salary	Monthly Transportation Allowance	Annual Housing Allowance
University Degree but not in Education	1930	85	3205	- SR 300 for those	Three months' salary, not less than 8,000 SR and not more than 14,000 SR
University Degree but not in Education and an educational diploma after 1 year of study	2260	100	3760	Whose salaries are less than SR2000	
Master's Degree but not in Education	2430	100	3930	- SR 350 for those whose salaries range between SR	
A University. Degree in Education	2180	100	3680	2000 and SR	
A University degree in Education and a Diploma in Education after 1 year of study	2520	100	4020	3500	
A Master's Degree in Education	2850	120	4650	- SR 400 for those whose salaries more	

A PhD degree (including Education)	4100	150	6350	than SR 4000	
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Table of Staff in General Education’ Salaries Stipulations:

1. This table applies to anyone working as an instructor.
2. Those who do not hold any of the above-mentioned educational certificates cannot be employed. Those who are committed by contract before these regulations were operative are exempt from this condition.
3. For those employed in general education, two years of experience is required if they do not have the required qualification with the exception of rare qualifications which cannot be recruited easily.
4. It is allowed to grant those who have rare qualifications an increment which does not exceed 20% of the salary according to the table. The University Council has the discretion to decide which field of specialization is a rare one at the beginning of each academic year.

APPENDIX II

Non-Saudis Employment Contract

On / / H corresponding to / / a contract was concluded between:

1. Taif University represented by Taif President (1st Party)
2. And Mr. / Ms. -----Nationality----- (2nd Party)

The 2nd Party has agreed to work for the 1st party as----- according to the following:

1. The 1st party shall pay the 2nd Party a monthly salary of (-----) SR and the monthly allowances, in addition to the annual allowances.

2. The 2nd Party shall provide the 1st party with furnished accommodation or the 2nd Party shall pay the 1st party an annual housing allowance of 17000 SR, plus a furnishing allowance of (-----) SR to be paid only once for the contract.
3. The period of the contract is -----days-----month-----year-----, and the contract shall terminate on / / H corresponding to / / and be renewed automatically unless one of the two parties notifies the other party of not wishing to renew the contract in writing at least two months prior to the expiry of the contract.
4. The Statues for Employment of Non-Saudis at Universities and any other amendments to them are complementary to this contract.
5. The contract has been prepared in five copies, three of which have been retained by the 1st party, with the 2nd Party retaining the fifth copy, in addition to a copy of the Statues for Employment of Non-Saudis in Universities.
6. The contract may be translated into other foreign languages; and in the event of any divergence between the Arabic text and the translation, the Arabic shall prevail.

Type of Contract -----Home Country -----

Place of Contract -----

(The city where the contracted party has legal residence in his home country)

Address of the Contracted Party-----

First Party

Second Party

Name: -----

Name: -----

Signature: -----

Signature: -----

Statute Governing the Employment of Saudi Faculty Members and the Like at Universities

Issued by the Higher Education Council Resolution No. (4/6/1417 H) in its (Sixth) meeting held on 26/8/1417 H, and approved by the Royal Decree of the Custodian of the Two Holy Mosques, Prime Minister, and President of the Higher Education Council, in the telegram No. (7/b/12457) dated 22/8/1418 H.

The Higher Education Council Resolution No. (4/6/1417H.)

Pursuant to the provisions of Paragraph (7) of Article (15) of the Statue of the Higher Education Council and Universities stipulating that the Higher Education Council is responsible for issuing statues governing the employment of Saudi and non-Saudi personnel including the faculty members and pertaining to their salaries, remunerations, allowances, after being prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the Ministry of Civil Service.

And having considered the letter of the General Secretariat of the Higher Education Council on this subject and a copy of the proposed Statues Governing the Employment of Saudi Faculty Members and the Like, the Council decided the following:

“Statute Governing the Employment of Saudi Faculty Members and the Like at Universities as per the attached text”.

Statute Governing the Employment of Saudi Faculty Members and the Like at Universities

Article 1

Faculty members are:

1. Professors.
2. Associate Professors.
3. Assistant Professors.

Article 2

The herein Statutes apply to staff members as well as lecturers, teaching assistants, instructors, and research assistants.

Employment and Promotion

Article 3

A standing committee shall be formed in each university to deal with affairs pertaining to teaching assistants, lecturers, language instructors, and research assistants. This Committee shall be chaired by the Vice President for Graduate Studies and Scientific Research where the selection and recruitment of its members shall be based on the University Council resolution and the university president's recommendation. The Committee shall submit its recommendations to the Council and is assigned with the following duties:

1. Propose the general policy for selecting teaching assistants, lecturers, language instructors, and research assistants and distributing them to departments and colleges.
2. Submit suggestions on the Colleges' Councils regarding recruiting teaching assistants, lecturers, instructors, and research assistants, according to the following criteria:
 1. Number of Saudi faculty members and their ratio to the total number of department faculty members, as well as their micro specializations, and teaching loads.
 2. Number of lecturers, teaching assistants, language instructors, and research assistants in the department.
 3. Number of scholarship students, their micro specializations, and their expected return dates.
3. Propose position distribution of teaching assistants, lecturers, language instructors, and research assistants according to the department's current and future needs.
4. Review recommendations pertaining to transferring lecturers and teaching assistants to administrative posts inside the university or to the Civil Service Bureau.

Article 4

Appointment to the position of “teaching assistant” shall be conditional upon the following:

1. Holder of a University Degree from a Saudi university or any another recognized university.
2. Her/his university general grade should be ‘Very Good’ at least.
3. Other conditions set by the University Council.

Article 5

Appointment to the position of “lecturer and language instructors” shall be conditional upon the following:

1. Holder of a Master’s Degree or its equivalent from a Saudi university or any other recognized university.
2. His/her Master's Degree grade should be very good at least- if obtained from a university that grants a degree with grades.
3. Any other conditions set by the university, at its discretion.

Article 6

Appointment to the post of “research assistant” shall be conditional upon the following:

1. Employers with a Master's Degree are called (Research Assistant A):
 1. Holder of a Master’s Degree from a Saudi university or any other recognized university with a grade of very good at least - if obtained from a university that grants a degree with grades.
 2. Any other conditions set by the university, at its discretion.
2. Employers with a University Degree - Bachelor's Degree or its equivalent - are called (Research Assistant B):
 1. Holder of a University Degree from a Saudi university or any another recognized university with a very good grade.
 2. Any other conditions set by the university, at its discretion.

Article 7

Teacher Assistants, lecturers, and language instructor are recruited upon the recommendations of the Department and College Councils, and the outstanding committee for the affairs of teaching

assistants, lecturers, and language instructors. The recruitment resolution is issued by the University Council.

Article 8

The research assistant is recruited upon a resolution from the university president, the Department and College Council's recommendations, and the outstanding committee for the affairs of teaching assistants, lecturers, language instructors, and research assistants.

Article 9

1. A teaching assistant with a four-year of study is recruited on the first scale of teaching assistant's rank.
2. A teaching assistant with a five-year of study is recruited on the second scale of teaching assistant's rank.
3. A teaching assistant with a six-year of study is recruited on the third scale of teaching assistant's rank.
4. A teaching assistant with a seven-year of study is recruited on the fourth scale of teaching assistant's rank.

Article10

The Regulations of Teaching Posts approved by the Civil Service Council Resolution No. 590 dated 10/11/1401 H and the amendments thereto shall apply to language instructors and research assistants.

Article11

Those who are appointed as Assistant Professors should have a PhD Degree (or equivalent) from a Saudi university or any other recognized university. The University Council may set other conditions.

Article12

Whenever deemed necessary, and upon the recommendations of the department and College Councils, as well as the Academic Council, a candidate can be recruited on the rank of Assistant

Professor without requiring the obtaining of a PhD degree in specializations in which the PhD degree is not granted, according to the following regulations:

1. The candidate is a holder of a Master's Degree from a Saudi university or any other recognized university.
2. The candidate should have spent at least three years in "lecturer post".
3. The candidate's academic achievement should be not less than three published research papers after obtaining the Master's Degree, one of which is a solo author. The presented academic work should comply with Article (29) of the herein stated Regulations.

Article13

Without prejudice to the provisions specified in article 12, appointment to the position of "Associate Professor" shall be conditional upon the following:

1. Holding a PhD Degree from a Saudi University or any other recognized university.
2. Having at least a four-year experience as a university faculty member after being appointed as an Assistant Professor.
3. Being promoted to the rank of Associate Professor by a Saudi university or any another recognized university.

Article14

Without prejudice to the provisions specified in article 12, appointment to the position of "Professor" shall be conditional upon the following:

1. Holding a PhD Degree from a Saudi University or any other recognized university.
2. Having at least an eight-year experience as a university faculty member, four of which at least as an Associate Professor.
3. Being promoted to the rank of Professor by a Saudi university or any another recognized university.

Article15

Staff members are recruited upon the recommendations of the Department and College Councils, as well as the Academic Council. The recruitment resolution is issued by the University Council.

Article16

1. Any employer who is transferred to the academic ranks of university staff members, lecturers, or teaching assistants and holds a PhD Degree is classified as an Assistant Professor according to the degree's major. In which case, s/he shall be recruited on the Assistant Professor's first scale. If her/his salary when being transferred is similar or more than that of this scale, s/he shall be granted the salary of the first scale that exceeds her/his salary. If the salary exceeds the maximum salary scale of the assistant professor rank, s/he shall be granted the difference between the two salaries in the form of remuneration until there is no difference either due to promotion or bonus.
2. If the reclassified candidate is a former staff member, s/he shall be recruited on the academic degree formerly held by her/him and in which case the provisions of paragraph (1) above stated applies to her/him.
3. If the transferred candidate acquired experience after obtaining the academic qualification needed for recruitment, and if the expected salary according to Paragraph (1) of the present Article is less after calculating the years of experience, then her/his experience shall be calculated on the basis of a bonus given for each year of experience acquired in her/his field of specialization.

Provisions stipulated in Paragraphs (1, 2 and 3) shall apply to candidates holding Bachelor and Master's degrees to be recruited on the Teaching Assistant or Lecturer ranks.

Article17

If the person to be appointed is not covered by Article 16 and has acquired experience after obtaining the necessary qualification for the appointment. This experience shall be calculated on the basis of a bonus given for each year of experience acquired in her/his field of specialization.

Article18

Staff members and the like shall be recruited to the first scale of the job rank. If her/his salary upon recruitment is similar or exceeds that of this scale, s/he shall be given the salary of the first scale that exceeds the assigned salary. Promoted staff members and the like shall be given the salary of the first scale of the job rank to which s/he is being promoted. If the assigned salary upon promotion equals, or exceeds, that of this scale, the salary of the first scale that exceeds the assigned salary shall be given to her/him.

Article 19

Staff members, lecturers, and teaching assistants shall receive the same allowances, remunerations and benefits assigned to public sector employees as follows:

- Teaching Assistant -----Rank Eight
- Lecturer -----Rank Nine
- Assistant Professor -----Rank Twelve
- Associate Professor----- Rank Thirteen
- Professor -----Rank Fourteen – the monthly transportation allowance assigned for the rank of Professor is SR 650.

Article 20

If the Professor's salary reaches the maximum scale of staff members' payroll, s/he shall be given the annual increment.

This is only applicable to Professors only.

Article 21

Promotion to the rank of "Professor" shall be conditional upon the following:

1. At least four years of professional experience as an assistant professor in a Saudi university or any another recognized university, provided that the period of service in Saudi universities shall not be less than one year.

2. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein regulations.
3. The academic research should have been e published or accepted for publication while in service as an assistant professor.

Article 22

Promotion from the rank of “Associate Professor” to the rank of “Professor” shall be conditional upon the following:

1. At least four years of professional experience as an associate professor in a Saudi university or any another recognized university, provided that the period of service in Saudi universities shall not be less than one year.
2. Fulfilling the minimum amount of academic research required for promotion according to the provisions of Article (32) of the herein regulations.
3. The academic research should have been e published or accepted for publication while in service as an associate professor.

Article 23

A faculty member has the right to apply to the Department's Council for promotion six months prior the completion of the statutory period.

Article 24

The periods of secondment, loaning and deputation for the purpose of promotion are calculated as follows:

1. The full duration shall not be counted if the secondment, loaning and deputation are to an academic institution and the work is in the same field of specialization.
2. Half the duration shall not be counted if the secondment, loaning and deputation are to a non-academic institution and the work is in the same field of specialization.
3. No part of the duration is counted for the purpose of promotion if the work is not in the same field of specialization.

Article 25

Faculty members promotion is conditional upon the following criteria:

1. Publications.
2. Teaching.
3. University and community Service.

Article 26

Promotion procedures:

1. The faculty member applying for promotion shall submit an application to the Department Council including the following:
 1. A statement of professional and academic qualifications in addition to the candidate's career progression.
 2. A statement of teaching activities.
 3. A statement of activities regarding university and community service.
 4. Five copies, at least, of the publications submitted for promotion and detailed description of the publication.
 5. Any additional information supporting the promotion application.
 6. Any Additional information/documents requested by the department, college and Academic Councils.
2. The Department Council shall review the promotion application to ensure the fulfillment of the necessary procedures and requirements. The Department Council shall recommend sending the application to the College Council and propose the names of a minimum of eight specialized referees.
3. Upon the Department Council recommendation, the College Council shall review the application and nominate a minimum number of eight specialized referees, not less than eight, recommended by the department or others.
4. Upon the recommendation of the Department and College and Councils, the Academic Council shall review the promotion application and then take the following actions:

1. Selecting five referees nominated either by the College Council or others to evaluate the research papers; three as main examiners and two others referred to when needed examiner. Concerning the first three main examiners, two of them, At least, shall be from outside the university.
2. The research papers and promotion data shall be confidentially sent for evaluation according to the criteria set by the Academic Council.
3. Upon reviewing the reports of the referees and those related to the candidate's teaching activities, as well as her/his university and community service, the Council shall decide on the promotion of the faculty member.
4. Upon deciding not to promote the candidate due to the weakness of her/his publications, the Academic Council shall decide on the submitted research papers whether they shall be excluded or can be resubmitted in the future. In case of future re-application for promotion, the minimum requirements shall include at least one new research paper for the rank of Associate Professor, and at least two new research papers for the rank of Professor.

Article 27

The candidate's application for promotion shall be evaluated on a 100-point scale as follows: -

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

Upon the Academic Council recommendation, the University Council shall lay down the criteria for the evaluation of teaching and university and community service.

Article 28

The faculty member should obtain the accumulation of at least sixty (60) points to be eligible for promotion, provided that a minimum of (35) thirty-five points must be gained for publications in the event that the candidate will be promoted to the rank of Associate Professor, and a minimum of (40) forty points for the rank of Professor. Promotion to the rank of Associate Professor shall

be upon the recommendation, at least, two of the three referees, and unanimous recommendation of the three referees for the rank of Professor. If only two of the three referees recommend promotion, the candidate's publications are referred to a fourth referee whose recommendation is shall conclusive.

Article 29

The minimum publications required for the promotion of the faculty member shall include the following:

1. Published research papers or accepted for publication in refereed journals. The University Council shall set the acceptance criteria for the refereed journals.
2. A maximum of one refereed conference paper, whether published or accepted for publication.
3. Refereed published papers or accepted for publication by specialized university research centers.
4. A maximum of either one refereed textbook or reference.
5. A maximum of one unique refereed authenticated book.
6. A maximum of one refereed translated academic book.
7. A maximum of either one book or paper published by refereed educational institutions approved by the Academic Council.
8. Patents that have been granted by institution recognized by Academic Council.
9. A maximum of one outstanding creative work upon regulations set by the University Council and the recommendations of the Academic Council.

Article 30

A minimum of one published or accepted for publication paper shall be required for the promotion to the rank of Associate Professor and a minimum of two papers for the rank of Professor.

Article 31

The research papers submitted for promotion should have been published or accepted for publication in more than one academic institution and not to be affiliated to one publisher, university or academic institution.

Article 32

A minimum of four published or accepted for publication papers, at least two of which are solo authored, shall be required for the promotion to the rank of Associate Professor. Upon the recommendation of the academic Council, the University Council may waive this condition regarding certain specializations, provided that a minimum of one paper has been published.

Article 33

A minimum of six published or accepted for publication papers, at least three of which are a solo authored, shall be required for the promotion to the rank of Professor. Upon the recommendation of the academic Council, the University Council may waive this condition regarding certain specializations, provided that a minimum of three papers have been published.

Article 34

The publication shall be counted as “one unit” if it is solo authored, “half unit” if it has two authors. If the paper is authored by more than two authors, “half unit” shall be assigned for the main author and “quarter unit” for each of the others. If another paper is considered for promotion and has more than two authors, a “quarter unit” shall be assigned for each author.

Article 35

The publications should not have been based on the MA or PhD thesis of or any prior publications of the applicant applying for promotion. If the Academic Council finds otherwise, the applicant be denied consideration for promotion for one year, effective from the date of the Academic Council resolution.

Article 36

Referees of the ad-hoc promotion committee shall be Professors and if the promotion is to the rank of Associate Professor, one of the referees may be an Associate Professor.

Article 37

Academic promotion of the faculty member is effective from the date of the academic Council resolution. However, job promotion is effective from the executive resolution date provided there is a vacant position.

Duties and Responsibilities

Article 38

A faculty member should demonstrate the following attributes:

1. Honesty and good conduct, abiding by the rules and regulations and avoiding all that affects her/his professional honor.
2. Keeping abreast with the updates of his/her field of specialization and contributing to promoting her/his specialization through academic activities.
3. Transferring to students the state-of-the-art regarding her/his field of study, and motivating their sense of the love of knowledge and proper mental thinking.
4. Participating actively in the department, college and university activities; and councils and committees and any other activities that serve the community.
5. Dedicating him/her fulltime to University work. Seeking an additional job outside the University is not permitted without prior approval according to the rules and regulations.

Article 39

A faculty member shall be responsible for maintaining order inside classrooms and laboratories. A report shall be submitted the Department Chairperson in this respect.

Article 40

1. The maximum teaching load of faculty members and the like is as follows:
 1. Professor 10 credits
 2. Associate Professor 12 credits
 3. Assistant Professor 14 credits
 4. Lecturer 16 credits to be reduced during her/his study.
 5. Teaching Assistant 16 credits to be reduced during her/his study.

6. Language Instructor 18 credits
7. Credit hour (academic unit): a weekly lecture or a clinical lesson, with a duration not less than fifty (50) minutes, or a laboratory session or field work of not less than 100 minutes' duration. The credit hour lasts for one semester

Article 41

Members of the teaching staff and like the like shall complete (35) hours per week of instruction, research, academic counseling, office hours, academic committees and other academic and administrative duties assigned by the University.

Article 42

Those who hold the post of the vice-president, dean, vice dean, and department and scientific centers' head shall be given a minimum of three teaching credit hours.

Article 43

An annual report on workflow in the department and the scientific and academic activities of its members shall be submitted by the Department Head to the College Dean and the like. An annual report shall be submitted by the College Dean and the like to the University President.

Salaries, Remunerations and Allowances

Article 44

The salary scale and increments stated in the herein Regulations shall apply to faculty members, lecturers, and teaching assistants.

Article 45

The Vice President shall be given a monthly remuneration of three thousand Riyals (SR 3000).

Article 46

The Dean and the like shall be given a monthly remuneration of one thousand Riyals (SR 1000) with a maximum annual amount of ten thousand Riyals (SR10, 000). The Vice Dean shall be given a monthly sum of eight hundred Riyals (SR800) with a maximum annual amount eight

thousand Riyals (SR 8, 000). The Head of the Department or Scientific Center shall be given a monthly sum of five hundred Riyals (SR 500), with a maximum annual amount of five thousand Riyals (SR5,000).

Article 47

The Academic Council Secretary shall receive an annual remuneration of ten thousand Riyals (SR10, 000) if s/he is a university staff member; Otherwise s/he is subject to the statues and regulations of the Civil Service.

Article 48

Faculty members and the like -from inside the university assigned by the University to prepare and teach extracurricular credits shall receive the following remunerations:

- | | |
|----------------------------|---------------------------------------|
| 1. Professor | Three hundred Riyals (SR 300) |
| 2. Associate Professor | Two hundred and fifty Riyals (SR 250) |
| 3. Assistant Professor | Two Hundred Riyals (SR 200) |
| 4. Lecturer and Instructor | One hundred and fifty Riyals (SR 150) |
| 5. Teaching Assistant | One Hundred Riyals (SR 100) |

Article 49

An allowance shall be given to President Deputies, Deans, Vice Deans, Heads of the Department and Scientific Centers working during the summer vacation provided that the given amount shall not exceed the net sum of a two-month salary.

Article 50

1. A faculty member in a university permanent committee shall be given an allowance of two hundred Riyals (SR 200) for each session attended during working hours, and three hundred Riyals (SR 300) for each session attended beyond working hours, with a maximum amount of six thousand Riyals (SR 6,000) in one fiscal year.
2. The Permanent Committee is characterized as follows:

1. It is formed according to the Statutes and Regulations of the Higher Education Council.
2. It should not be part of the work or responsibilities of one person
3. It should be of a continuous nature.
4. The committee's work should be within the University.
5. Some of its members should be staff members or those in higher positions that are subject to remunerations given outside work hours. Members of scientific and organizational committees of conferences and symposia organized by the University shall be subject to the same regulations as the permanent committees' members

Article 51

An allowance of one hundred and fifty Riyals (SR 150) shall be given for the faculty members and the like for each extra teaching credit other than the specified teaching load based on a resolution issued by the College Council.

Article 52

Faculty members, lecturers, teaching assistants specialized in computer science, and who work in their field of specialization shall be given an allowance specified by University Council with a maximum of 25% of the first salary of their rank.

Article 53

Faculty members, lecturers, teaching assistants specialized in pharmacology and working in their field of specialization may receive extra- hour allowance with a maximum of 50% of the first salary of their rank.

Article 54

Faculty members, lecturers, teaching assistants specialized in medicine and working as physicians in their field of specialty may receive extra-hours allowance with a maximum of 70% of the first salary of their fixed rank.

Article 55

Faculty members, lecturers, teaching assistants working in clinical specializations in hospitals may receive extra- hour allowance with a maximum of 20% of the first salary of their rank".
Leave Policy.

Table 9: Salary Scale of Saudi Faculty Members, Teaching Assistants and Lecturers at Universities, endorsed by the Royal Degree No. (4097 mb) dated 25/6/14232 H, effective form25/6/1432 H

Post	Scales															Annual Increment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Teaching Assistant	6650	7065	7480	7895	8310	8725	9140	9555	9970	10385	10800	11215	11630	12045	12460	415
Lecturer	8765	9275	9785	10295	10805	11315	11825	12335	12845	13355	13865	14375	14885	15395	15905	510
Assistant Professor	12765	13335	13905	14475	15045	15615	16185	16755	17325	17895	18465	19035	19605	20175	20745	570
Associate Professor	16080	16745	17410	18075	18740	19405	20070	20735	21400	22065	22730	23395	24060	24725	25390	665
Professor	18420	19155	19890	20625	21360	22095	22830	23565	24300	25035	25770	26505	27240	27975	28710	735

Leave Policy

Article 56

For faculty members, lecturers, teaching assistants, and instructors, the summer vacation is considered their annual leave and the University Council specifies the return dates. The summer leave starts following the end of examinations and the release of the results.

Article 57

Faculty members, lecturers, teaching assistants, and instructors shall receive an allowance for duties assigned by the University President during their annual vacation. The given amount equals his/her salary for that period with a maximum of sixty days per year.

Article 58

Based on the work's best interest, the University President may postpone all or part of the annual leave of the faculty member and the like.

Article 59

Other leaves of absence are given according to the Civil Service regulations.

Article 60

Faculty members and the like may be given, for reasonable causes, an exceptional leave without pay which does not exceed six months within a period of three years. The University Council may waive this condition provided that the leave does not exceed one calendar year.

Article 61**Sabbatical Leave**

The faculty member may be granted a one-year sabbatical leave after a minimum of five years of service or a previously taken sabbatical leave, based on the recommendations of the Department, College, and Academic Councils as well as the University Council resolution. The faculty member may be granted a one-semester sabbatical leave after a minimum of three years of service or a previously taken sabbatical leave, provided that the given leave does not affect the educational process. The secondment period shall not be included in the required time period. Regulations organizing sabbatical leave shall be set by the University Council based on the academic Council recommendation.

Article 62

Sabbatical leave is conditional upon the following:

1. Sabbatical leave shall be granted to only one faculty member, or 10% of the staff members in each department in one calendar year.
2. The research program to be carried out during the sabbatical leave should be submitted by the faculty member.

Article 63

The faculty member on a sabbatical leave is entitled to the following:

1. Full salary and monthly transportation allowance for the entire leave period.

2. Air tickets for the faculty member, wife, minor sons below the age of eighteen, and dependent daughters.
3. Books allowance given by the University to post graduate studies students.
4. Scientific and academic expenses estimated independently for each case by the Academic Council.
5. An amount of five thousand Riyals (SR 5,000) for the medical expenses of a staff member whose leave is outside the Kingdom and ten thousand Riyals (SR 10,000) if the staff member is accompanied by her/his family. The faculty member granted a sabbatical leave for one semester shall receive half of the assigned amount.
6. Faculty members working as physicians shall be granted extra-hours allowance for a minimum of three hours per day including Thursdays. For sabbatical leave in governmental hospitals inside the Kingdom, a minimum amount of SR 3,000 (three thousand Riyals) shall be given.

Article 64

Faculty members on sabbatical leave shall not be eligible for secondment or transfer and not permitted to sign a work or a consultation contract.

Article 65

Faculty members on sabbatical leave should carry out her/his academic program approved by the University Council. A detailed report, regarding her/his achievements during the leave shall be submitted to the Department's Council by the close of the semester following the end of her/his sabbatical leave as a maximum time period. Copies of the academic accomplishments shall be attached to the report which submitted to the College and the academic Councils.

Article 66

Academic Consultations

Faculty members can work as part-time consultants in governmental bodies, private sector, regional or international organizations located in the Kingdom according to the following:

1. S/he works as a consultant in her/his field of specialization.

2. S/he works as a consultant in only one place.
3. The maximum consultation period is one calendar year subject to renewal.
4. The application shall be submitted to the Minister of Higher Education by the concerned Minister for governmental bodies or head of the private sector bodies for regional or international organizations.
5. Consultation service and its renewal shall be based on the Minister of Higher Education approval letter upon the Department and College Councils recommendations, and the University President approval.
6. The consultant shall submit an annual report to the Minister of Higher Education at the end of the period regarding her/his accomplishments during that period. A copy of the report shall be sent to the University President.
7. The faculty members' performance should not be affected by her/his part-time consultation especially with regard to the following:
 1. The staff member's teaching load.
 2. The staff member's presence for her/his office hours, or in clinics, laboratories, and computer centers according to the nature of the work.
 3. Actively participating in the University Councils and committees

Article 67

Attending Conferences, Symposia and Seminars

The faculty member may attend conferences and symposia inside and outside the Kingdom according to the following regulations:

1. The topics of the conference or symposia should be geared to the faculty member field of specialization and related responsibilities.
2. Participation in conferences and symposia held inside the Kingdom upon the Department and College Councils recommendations and the University President approval.
3. Participation in conferences and symposia held outside the Kingdom upon the Head of University Council approval, the Department and College Councils recommendations, and the University President approval.
4. University Council sets the implementing regulations and procedures for attending conferences and symposia on the basis of the Academic Council recommendation.

5. The conference or symposium participant submits a report in that respect to the University.

Article 68

The University may grant tickets and transfer allowance to faculty member participating in a conference or symposium or can only allocate tickets or attendance permit without any financial commitment.

Delegation and Secondment

Article 69

The faculty member or the Like may, upon the University Council resolution and the Department and College Councils recommendations, be delegated to a governmental institution. The University shall be responsible for paying her/his salary and monthly transportation allowance, unless otherwise agreed.

Article 70

The faculty member and the like, upon the University Council resolution and the Department and College Councils recommendations, may be entitled to a secondment to work in another body. The University Council is entitled to revoke the resolution before the end of the secondment period.

Article 71

The faculty member and the like may be entitled to secondment according to the following conditions:

1. A minimum of three-year service at the University. The University Council, however, may allow for exceptions when necessary.
2. Only one faculty member or 10% of the total number of the members in each department can be assigned for the span of one calendar year.
3. Faculty members should spend a service time in the University not less than the secondment duration.
4. Secondment should not affect the speed and quality of work.

5. Any other conditions deemed appropriate by the University Council

Article 72

The faculty member and the like are entitled to secondment to the following bodies:

1. Universities and colleges inside and outside the Kingdom.
2. Ministries and governmental bodies.
3. Public and private institutions.
4. International and regional governments and bodies.

Article 73

The faculty member and the like are entitled to secondment for one calendar year, subject to renewal within a maximum of five consecutive years. The University Council may, however, make exceptions by allowing for a maximum two-year extension, provided that the secondment period does not exceed ten years of the total number of service years at this University or any other.

Article 74

The institution to which the faculty member is a secondee pays her/his salary, allowances, and remunerations from the date s/he joins it. The secondee shall get the same benefits, in terms of seniority and remunerations, which s/he receives at the University, provided that s/he pays any due pension deductions. The period of secondment shall be calculated for promotion purposes in accordance with Article (24) of the herein Regulations.

Article 75

The secondment approval resolution may also assign to the secondee the task of participating in certain academic activities such as teaching, academic supervision, training, among other jobs, provided that the University shall take responsibility of any expenses thereto.

Article 76

Academic Deputation

The University Council may, upon the Academic, Department and College Councils recommendations; adopt a resolution to delegate the faculty member to an institution outside the University campus on an academic mission within a maximum time limit of four months, which may be extended to one year if necessary. The delegated member, with a one- month assignment, shall receive the same benefits of the secondee. If the mission exceeds a month, the delegated member shall get the same benefits of an employee on scholarship abroad for training purposes.

Article 77

Without any prejudice to the regulations in force, the University Council may, upon the Department and College Councils recommendation, adopt a resolution to delegate the staff member for teaching at an institution outside the Kingdom. In which case, the delegated member shall get same benefits of the employees officially delegated to work abroad, provided that the delegation time limit does not exceed four years in total.

Article 78

The University President may, upon the Academic, Department and College Councils recommendations; issue a resolution that permits the Staff member to travel for the purpose of conducting research at a University other than hers/ his during the summer vacation on the following bases:

1. The faculty member should submit an application for traveling, which includes supporting information.
2. The faculty member should submit to the Department Council, upon her/his return, a report of the research accomplished to be submitted to the Academic Council.
3. The faculty member shall be entitled to an air ticket Transportation

Article 79

The faculty member and the like may, upon the University President resolution, based on the Academic, Department and College Councils recommendations, be transferred from one department to another in the same college within her/his specialty.

Article 80

The University President may, upon the recommendation of the academic Council, and based on recommendations of the Department and College Councils being transferred to, approve transferring the faculty member and the like from one college to another in the University.

Article 81

The faculty member and the like may, upon the University Council resolution, based on the Department and College Councils recommendations, be transferred to a job outside the University.

Disciplinary**Article 82**

A Disciplinary Committee looking into the misconduct of faculty members and the like shall be formed based on a resolution issued by the University as follows:

1. A Vice President (President)
2. A Dean other than the one who conducted the investigation (Member)
3. A faculty member whose academic rank is Professor (Member)
4. A Sharia's or law expert (Member)

Article 83

If the faculty member and the like are believed to have breached any of her/his duties, a dean shall be assigned by the University President to conduct an investigation in accordance with the faculty disciplinary rules and report the investigation results the University President. The University President shall refer the staff member in question to the Disciplinary Committee if deemed necessary.

Article 84

The University President may issue a resolution to suspend any staff member and the like for the interest of investigations. The suspension penalty shall not be more than three months except on the basis of a resolution from the Disciplinary Committee. The period of suspension(s) may be

extended in accordance with the investigation conditions, provided that maximum time limit for suspension is one year in each case.

Article 85

The net salary of the suspended staff member shall be reduced by 50%. If acquitted or receiving any other penalty than dismissal, s/he shall be reimbursed for the deducted part of the salary. In case of the dismissal penalty, the University shall not recover the salary amounts that the staff member receives while on suspension, unless otherwise decided by the Disciplinary Committee.

Article 86

The University President shall notify the faculty member and the like, who is subject to investigation by the Disciplinary Committee, of the charges and provide her/him with a copy of the investigative report through registered mail fifteen days before the scheduled date of the disciplinary session.

Article 87

The faculty member and the like, who is referred to the Disciplinary Committee, may review the minutes of the conducted investigation on the dates specified by the President.

Article 88

The Disciplinary Committee shall investigate the reported misconduct as follows:

1. The Committee Secretariat shall be an employee selected by the Committee's Head.
2. The Committee shall meet upon the President's call, and the member under investigation shall be notified through registered mail to be present before the Committee for hearing and defense.
3. The Committee sessions shall be attended by the member under investigation or her/his representative. However, if neither the member under investigation nor the representative is present, the investigation procedures may be carried out but the investigations and in closed sessions. The Committee maintains the right to call witnesses when necessary.
4. The Committee's resolutions shall pass on the basis of the majority of votes, and sessions shall not be valid unless attended by all the members. The Committee shall refer the

minutes of the resolutions, and the investigation file to the University President within a maximum time of two months from the date of referring the investigation to the Committee for approval. If the University President does not approve of the Committee resolution, the file shall be referred back to the Committee, which, in case of persistence, shall refer the case once more to the University Council, the resolution of which shall be conclusive.

5. The University President shall notify the faculty member and the like of the Committee resolution once it is issued in writing.
6. The faculty member and the like, may file an appeal against the resolution through a letter submitted to the University President within a maximum time of thirty days from the notification date; otherwise, the resolution shall be considered final. If the appeal was delivered before the end of the defined duration, the University President shall refer the case once more to the Disciplinary Committee for further investigation, and if the Committee persisted, the case shall be referred once more to the University Council, the resolution of which shall be conclusive.

Article 89

Without any prejudice to the provisions of Article (32) of the “Employees Disciplinary Rules”, the disciplinary penalties which may be imposed on the faculty member and the like are as follows:

1. Warning.
2. Written censure.
3. Reduction in salary, provided that forfeiture does not exceed a three-month net salary, nor should the sum deducted each month exceed one third of the monthly salary.
4. Denial of one scheduled increment.
5. Postponement of promotion for one year with a maximum of five years.
6. Exclusion from the academic work and assignment to another for a maximum period of five years. The exclusion period shall not be counted within the promotion time limit.
7. Dismissal.

Article 90

The disciplinary action shall not have an impact on any other lawsuits, which might arise from the same act.

Article 91

The University President may warn, verbally or in writing, the faculty member and the like, who breaches her/his duties, and the President maintains the right to impose both the written warning and censure penalties on the faculty member after written investigation and hearings in defense are conducted. The University President resolution in this case shall be conclusive and founded on causes. Deans shall report to the University President the observations of the Departments Heads on any misconduct or breach on the part of the faculty member and the like.

Article 92**Service Termination**

The faculty member's service may be terminated for any of the following reasons:

1. Resignation.
2. Request for early retirement.
3. Position termination.
4. Disability.
5. Unexcused absence or failure to implement transfer resolution.
6. Dismissal for disciplinary reason.
7. Dismissal upon a Royal or Cabinet Council Decree.

Article 93

The faculty member and the like who reaches the age of 60 according to the Hijrah calendar, shall be retired pursuant to a resolution by the University President. The service of that member, however, may be extended until the end of the academic year if s/he reaches the age of 60 during the academic year. The Higher Education Council may, upon the University President recommendation, extend the service of a 60-year old member until s/he is sixty-five.

Article 94

If a faculty member and the like become unable to perform her/his duties due to health conditions, the University President shall report his case to the University Council to decide on the termination her/his services.

Article 95

The University Council shall, upon the Academic, Department and College Councils recommendations; consider accepting the resignation or retirement on early pension requests submitted by a faculty member and the like.

Rules for Recruiting Part-time Professors**Article 96**

The University may recruit part-time Professors, provided that they are former faculty members or eminent scientists in the required specialization. Those Professors shall not be assigned any administrative activity.

Article 97

Part-time professors shall be recruited within a maximum time of two years, renewable upon the University President resolution, the University Council approval, and the Academic, College and Department Councils recommendations.

Article 98

The part-time Professor shall be granted a remuneration that equals the basic salary s/he received for her/his last academic post. However, if s/he is not a faculty member, the University Council shall define the amount of remuneration on the basis of the Academic, College and Department Councils recommendations, provided that it does not exceed the basic salary of the Assistant Professor.

Article 99

Without any prejudice to the provisions of Article (96) herein, the part-time Professor shall perform the same duties of the faculty member. Regulations retaining to extra teaching hours shall also apply to the part-time Professor by virtue of the provisions of Article (51) herein.

Article 100

If the part-time Professor breaches any of her/his duties, s/he shall be subject to faculty members disciplinary provisions as herein stipulated.

Rules for Encouraging Distinguished Saudis from Outside the University to Teach at its Colleges and Institutes**Article 101**

Non-faculty members who are recruited by the University to teach approved credits shall be entitled to remunerations as follows:

1. Ministers, deputy ministers, and high rank posts shall receive a thousand Riyals (SR 1000)
2. Faculty members from other universities shall receive the following:
 1. Professor (SR 400)
 2. Associate Professor (SR 350)
 3. Assistant Professor (SR 300)
3. Those who are within the employee's scales:
 1. Ranks (14) and (15) (SR 400)
 2. Rank (13) (SR 350)
 3. Rank (12) (SR 300)
 4. Ranks (9, 10 and 11) (SR 250)
4. Those who are within the Educational Scales:
 1. Rank (6) (SR 250)
 2. Rank (5) (SR 200)

3. Rank (4) (SR 150)

5. Military Individuals

1. General (SR 1000)
2. Major General and Lieutenant General (SR 400)
3. Brigadier General and Colonel (SR 350)
4. Lieutenant Colonel and Captain (SR 300)
5. First Lieutenant and Lieutenant (SR 250)

6. Retired individuals: in accordance with their academic degrees, employment or military ranks before retirement.

7. Unemployed individuals: Distinguished Saudis from posts or ranks other than those in the aforementioned paragraphs may, upon the University Council approval, be recruited to teach in the University colleges, institutes, and centers, provided that their salaries do not exceed the basic salary of the rank of Assistant Professor.

Article 102

In addition to the salary stipulated in Article (101), the recruited faculty member, or any other, from outside the University or outside any branch thereto, shall be entitled to a two-way air ticket and a deputation allowance equal to that received by her/his equivalents. The University shall also pay for the housing, transportation and other expenses during the period of her/his recruitment.

General Provisions

Article 103

Universities Councils shall set the implementing rules and procedures in compliance with the herein Statutes and Regulations.

Article 104

Unless otherwise indicted in these regulations, the Kingdom’s regulations and resolutions in force shall be applicable.

Article 105

The Higher Education Council is entitled to interpret the herein Statutes and Regulations.

Article 106

The herein statutes and regulations shall take effect after six months of approval.

Taif University Quality Management System

It is a formal system that documents operations, procedures and responsibilities to achieve quality policies and objectives. Taif University has an effective quality assurance and management system which is linked to the senior administration. It includes all its activities and units, and is shared by all faculty members, staff and students and is subject to continuous improvement and evaluation. Taif University has adopted the standards for institutional and program accreditation recently issued by the National Center for Academic Accreditation and Evaluation to be the main standards for its quality management system. The University has concluded a contract to perform the the institutional accreditation of the University and some of its programs through the National Center for Academic Accreditation and Evaluation, as the first university to conclude a contract with the Center to perform for academic accreditation in accordance with the developed standards for accreditation.

Standards for Institutional Accreditation

The developed version of the standards for institutional accreditation issued by the Education & Training Evaluation Commission “National Center for Academic Accreditation and Evaluation” includes eight standards:

1. Mission, Vision, and Strategic Planning:

The institution must have clear and appropriate mission and goals, which specify the purpose of its existence and direct planning, decision-making and working in all academic and administrative units. The strategic plan of the institution must be linked to

a clear vision and aligned with national and international trends. The institutional performance must be monitored and assessed based on key performance indicators.

2. Governance, Leadership, and Management:

The institution must have governance systems that ensure its effectiveness and efficiency; and must implement policies, regulations and procedures that support its mission, goals, and strategic and operational plans. The institution must have a clear and functioning organizational structure with defined authorities and responsibilities for all jobs. The institution must have a leadership style, and an administrative system that is based on planning, implementing, reviewing, and improving with follow-up; and must apply quality systems that achieve continuous performance development in a framework of integrity, transparency, equality and fairness in a supportive institutional environment. All related aspects of institutional performance must be assessed based on key performance indicators.

3. Teaching and Learning:

The institution must have clear and effective policies and procedures to design, approve and assess academic programs and courses. The planning of the programs must contribute to the achievement of the institution's mission and goals. The institution must define the graduate attributes and learning outcomes at the institution and program levels that are in line with its mission and the Saudi Arabia Qualification Framework (SAQF). The institution must have an effective system that ensures high standards of teaching and learning in all offered programs; and that the quality of teaching and learning is regularly monitored through appropriate mechanisms and periodically reviewed for further development.

4. Students

Policies and regulations governing students' admission must be clear, fair and published widely. The institution must have an effective electronic system to manage and secure students' records. The rights and duties of students must be specified, published, and adhered to. The institution must establish rules of good conduct, and procedures for disciplinary, grievance and appeals that are transparent and fair. The institution must provide effective mechanisms for guidance and counselling, and provide all the services needed by students equally, taking in consideration people with special needs. The

institution must have an effective policy to benefit from the opinions of graduates, in addition to adopting programs for taking care of international students, if any, and their needs.

5. Faculty and Staff:

The institution must have sufficient number of teaching staff and employee with the appropriate qualifications and expertise to carry out their responsibilities properly, and must provide them with the necessary support and appropriate professional development programs. The institution

6. Institutional Resources:

The institution must have the adequate financial resources, and the physical and technical infrastructure to support its activities and operations at all its main campuses and branches. These resources must be managed in an efficient manner and comply with the rules and regulations. The institution must verify, through periodic evaluation processes, that its resources are adequate to ensure the quality of its educational programs and support continuous improvement; and that it has an effective system for safety and risk management.

Research and Innovation:

7. The institution must have specific plans for research and innovation activities that reflect its strategic directions and conform to its scope and mission, and provide the necessary resources to these activities. It must provide appropriate support for faculty, students and staff to carry out their role in these activities. The institution must monitor and document its research and innovation activities, prepare periodic reports and take the necessary actions for improvement and development.

8. Community Partnership:

The institution must have specific plans and mechanisms for community partnership that reflect its strategic directions, conform to its nature and mission, and support the effective participation of its teaching staff, students and employee. The institution must establish effective cooperative relations with the local and international community, professional bodies, and the various sectors of labor market. The institution must document its activities, follow up the effectiveness of community partnership, and improve and develop it.

Standards for Program Accreditation

1. Mission and Goals:

The program must have a clear and appropriate mission that is consistent with the mission statements of the institution and the college/department, and support its application. The mission must guide program planning and decision-making processes. The program goals and plans must be linked to it, and it must be periodically reviewed.

2. Program Management and Quality Assurance:

The program must have effective leadership that implements the institutional systems, policies and regulations. The program leadership must plan, implement, monitor, and activate quality assurance systems that achieve continuous development of program performance in a framework of integrity, transparency, fairness and within a supportive organizational climate.

3. Teaching and Learning:

Graduate attributes and learning outcomes at the program level must be precisely defined, consistent with the requirements of the Saudi Arabia Qualifications Framework (SAQF) and with the related academic and professional standards, and the labor market requirements. The curriculum must conform to professional requirements. The teaching staff must implement diverse and effective teaching and learning strategies and assessment methods that are appropriate to the different learning outcomes. The extent of achievement of learning outcomes must be assessed through a variety of means and the results are used for continuous improvement.

4. Students:

The criteria and requirements for student admissions in the program must be clear and publicly disclosed, and must be applied fairly. The information about the program and the requirements for completion of the study must be available, and students must be informed about their rights and duties. The program must provide effective guidance and counseling services, and extracurricular and enriching activities to its students. The program must evaluate the quality of all services and activities offered to its students and improve them. The program must follow its graduates.

5. Teaching Staff:

The program must have sufficient numbers of qualified teaching staff with the necessary competence and experience to carry out their responsibilities. The teaching staff must be aware of current academic and professional developments in their fields of specialization, participate in research and community service, and in improving the program and institutional performance. Teaching staff performance must be evaluated according to specific criteria, and the results of these evaluations must be used for development.

6. Learning Resources, Facilities, and Equipment:

Learning resources, facilities, and equipment must be adequate to meet the needs of the program and its courses; and must be available to all beneficiaries using an appropriate arrangement. Teaching staff and students must participate in identifying such resources based on their needs, and in assessing their effectiveness. <https://www.ncaaa.org.sa>.

Objectives of the Internal Quality System at Taif University

1. Ensuring the provision of advanced academic programs capable of global competition and obtaining national and international accreditation.
2. Ensuring the consistency of the academic programs in the Kingdom with the Saudi Arabia Qualifications Framework.
3. Outlining the rules, policies and procedures that lead the educational process at the University.
4. Monitoring the performance of the university including faculty members and the administrative staff to achieve the quality of the educational process at the University.
5. Supporting the implementation of the University's strategic plan and the achievement of its goals.
6. Documenting and evaluating the performance and benchmarking the university institutional performance, as well as the performance of its academic and administrative units according to key performance indicators.
7. Developing and implementing plans for constant improvement of quality in the University faculties and units.

Taif University Quality Policy

The Quality Management System at Taif University seeks to ensure that the University achieves its strategic goals according to its strategic plan 2018/2022 and the Saudi Vision 2030 through the following:

1. Supporting the implementation of the University's strategic plan and the achievement of its goals.
2. Meeting the needs of the beneficiaries and fulfilling their aspirations, and periodically review the quality objectives in accordance with the standards for institutional and program accreditation developed by the National Center for Academic Accreditation of the Evaluation of the Education & Training Evaluation Commission.
3. Preparing graduates capable of contributing to the Kingdom's growth, meeting the needs of the labor market and keeping abreast with scientific developments in all fields.
4. Training and continuing development for all the University employees including the administrative and faculty members and providing the appropriate environment to improve the educational and administrative process.
5. Involving all stakeholders and staff in the planning and development of all institutional aspects and academic programs at the University.
6. Pursuing the dissemination of quality culture and practices in all sectors of the University.

Quality Operations at Taif University

The quality operations of the University in various fields have been fully mapped and included in the basic document of the strategic plan under several sub-strategic goals, including enhancing the quality of the educational programs, raising the efficiency of the academic counselling, scientific research and community partnerships, and promoting supportive services. The activities of the quality assurance system at the University include four main areas as follows:

1. Quality management in administrative processes.
2. Quality management in teaching and learning processes.
3. Quality management in scientific research processes.
4. Quality management in community service processes.

The Responsibilities of the University Faculty Members

1. Abiding with the University's regulations, policies and procedures.
2. Adhering to the accomplishment of the tasks of development, academic accreditation and strategic planning as part of his/her daily work.
3. Adhering to the rules of professional conduct in the various duties done by him/her.
4. Participating in the procedures of reporting and evaluation in the department and the program.
5. Participating in the activities of the Academic Development Committee of the college and the Academic Program Committee of the department to achieve the institution's mission and goals.
6. Preparing the necessary periodic reports required by the college or the academic departments.
7. Filling surveys developed by the Measurement and Evaluation Office or the college aimed to measure the quality of performance in various services provided by the University and the college.
8. Teaching at the undergraduate and graduate levels.
9. Carrying out all the teaching and non-teaching academic tasks stipulated in the regulations of the Framing the Academic Workload approved by the University Council.
10. Conducting exercises and practical lessons according to the stipulated teaching load.
11. Supervising classroom and supplementary research papers.
12. Supervising the PhD and MA dissertations according to the regulations.
13. Attending the meetings of the Department Council and voting on its resolutions and recommendations.
14. Carrying out all the examinations tasks of the courses s/he is teaches: (writing questions, correction, revision and entering grades into the computer).
15. Carrying out the tasks assigned to him by the Department Council within the limits of the statutes and regulations.
16. Participating in the department, college and University committees.
17. Contributing to the conduction of research in his/her filed of specialization.

18. Participating in conferences, seminars and scientific and academic meetings both inside and outside the Kingdom in light of the regulations governing the affairs of faculty members in universities.
19. Adhering to the course description and syllabus, the teaching and evaluation strategies and objectivity in the evaluation of students' performance, as well as informing students of the course description and its syllabus, the teaching strategy to be followed, means of evaluation and feedback on their performance.
20. Preparing course portfolio and ensuring that all the requirements for this purpose are met.
21. Carrying out duties related to the academic counselling of students and maintaining presence at the designated times.

Services Provided by the University to Faculty Members

In order to enable faculty members to perform their duties efficiently and distinctively in a motivating university environment, the university has developed among its sub-goals "Improving the lifestyle of the University". To this end, the University provides many different services as follows:

1. Health care for faculty members provided by the University Medical Services Center and the Comprehensive Dental Clinic at the College of Dentistry. This includes medical examination, laboratory analysis, x-ray and medicines, with the possibility of transferring special cases to public hospitals if necessary or in case of emergency.
2. Internet services, internal telecommunications, technical support for information technology, computers, printers and maintenance services (electronic services - administrative systems services (<https://www.tu.edu.sa>)).
3. An office for each faculty member equipped with all office tools, including a computer, a printer, stationery, folders and files.
4. Subscription in database and the Saudi Digital Library (e-Services - Academic Systems Services - <https://www.tu.edu.sa>).
5. Facilitating procedures related to the services provided by the Passport Department, renewing residence permit and issuing visas, with the presence of staff during the vacations for the issuance of visas in cases of emergency.

6. Issuing the university ID through the Deanship of e-Learning and Information Technology.
7. Opening a bank account with the help of the Financial Administration to deposit the monthly salary.
8. An airline booking office within the University.
9. The payment of the schooling fees reimbursement in case that the mother language is the English.
10. An ATM within the University.
11. Believing in the importance of sports for the fitness of its staff, the University has established a gym which is open all the time, with specialists to provide sports guidance.
12. Helping the University staff to perform religious duties through the establishment of two large mosques to accommodate the worshipers in addition to the establishment of many prayer rooms spread throughout the campus.
13. Each faculty member has a user name and password to enter the university system to electronically get access to his/her transactions, as well as an official e-mail.
14. The University has allocated awards to the distinguished researchers and set criteria for selecting the distinguished researcher.
15. Funding participants in scientific conferences, and allocating funds for sabbatical leave, research projects and specialized training courses.
16. Issuing the letter of identification and the salary statement required by different bodies providing services for faculty members.

Academic Load of Taif University Faculty Members

In order to achieve excellence and advancement among the universities in the Kingdom, Taif University has developed its strategy in the light of the Saudi Vision 2030 and the National Transformation Programing Education 2020. The University, at the current stage, has focused on promoting the educational process, beginning with activating the regulations governing the university work and in connection with the university faculty members as they play a vital role in the advancement of the University.

Academic Load

The weekly hours assigned to the faculty members with a total of of 35 hours per week. The weekly hours may be increased to 40 hours per week upon the resolution of the University Council. The weekly hours shall include the teaching load and the academic non-teaching tasks including research, office hours, scientific committees and any other tasks assigned by the concerned entities of the university.

Teaching Load

The scheduled weekly credit hours assigned to the faculty member.

Credit Hour (academic unit)

A weekly lecture, with duration not less than fifty (50) minutes, or a laboratory session or field work of not less than 100 minutes' duration per semester.

Academic Non-Teaching Tasks

The tasks of scientific research, academic counselling, office hours, scientific committees and other tasks assigned to the faculty member by the concerned entities of the University.

The Importance of Providing a Mechanism to Frame the Academic Load Of Faculty Members

The statute of higher education in the Kingdom of Saudi Arabia has specified the academic load of faculty members as well as the working hours through the Regulations Governing the Affairs of the Saudi University Faculty Members and the Like issued by the Resolution of the Higher Education Council No.(4/6/1417 H) in its sixth meeting held on 26/8/1417 H and endorsed by the Custodian of the Two Holy Mosques, the Prime Minister and the Chairman of the Higher Education Council, Telegram No. 7 / B / 12457 dated 22/8/1418 H, as follows:

No	Rank	Teaching Load
1	Professor	10 credit hours
2	Associate Professor	12 credit hours
3	Assistant Professor	14 credit hours

4	Lecturer	16 credit hours
5	Teaching Assistant	16 credit hours
6	Language Instructor	18 credit hours

Credit hours shall be reduced for the teaching assistants and the lecturers during the period of their study.

The regulations stipulated that the faculty members and the like shall complete shall complete thirty-five working hours per week and may be increased to forty working hours per week by the resolution of the University Council. The working hours shall include teaching, research, academic counseling, office hours, scientific committees and other tasks assigned to them by the concerned entities of the University. The regulation also stipulated that the teaching load shall be reduced the teaching assistant and the lecturer during their study period.

As for non-Saudis, members of the teaching staff lecturers, teaching assistants and language instructors shall complete (40) hours per week of instruction, research, academic counseling and other academic and administrative duties assigned by the University.

The academic work is consisted of two parts:

First: The Teaching Load: the total scheduled credit hours assigned to the faculty member at Taif University.

The teaching of the faculty member shall include all credit hours offered for undergraduate, diploma and postgraduate degrees, be they of morning or evening, paid or unpaid programs, with the exception pf part-time program.

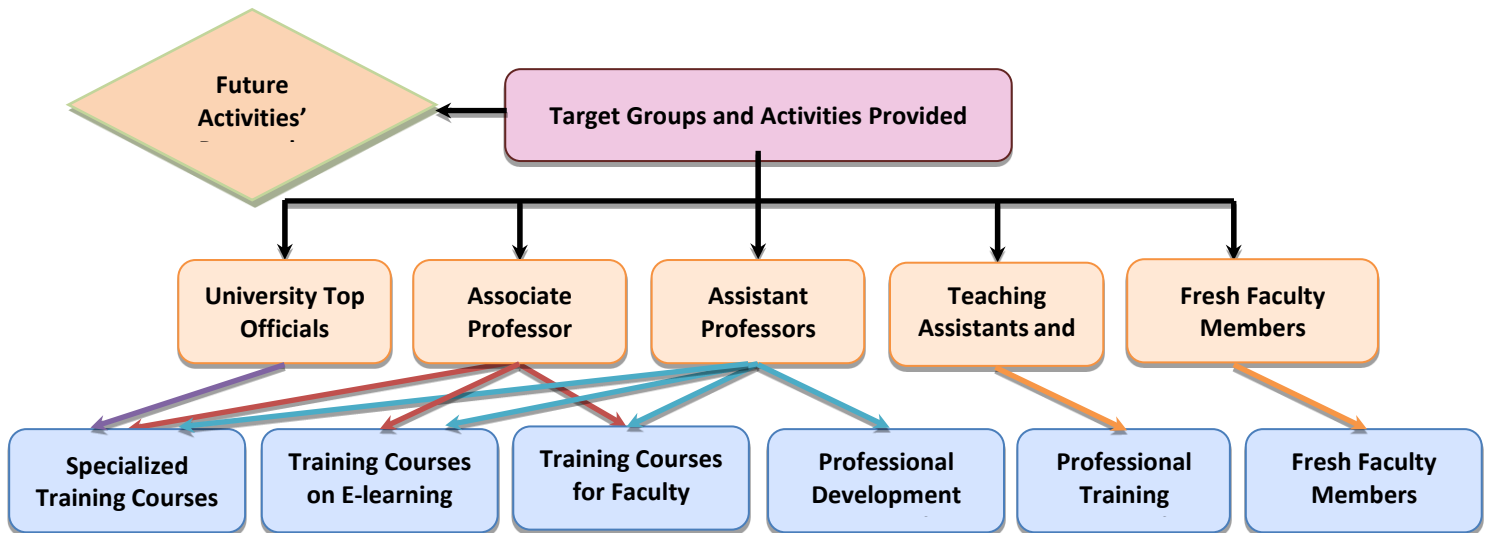
Second: The Academic Non-Teaching Hours: These are hours allocated for tasks of scientific research, academic counselling, office hours, scientific committees and other tasks assigned to the faculty member by the concerned entities of the University.

Calculating Academic Non-Teaching Academic Hours:

The following table shows the calculation of the academic non-teaching hours:

No	Task	Working Hours
1	Courses preparation	50% of the teaching load
2	Office hours	50% of the teaching load
3	Evaluation, revision and assignment correction	One hour for each class (theoretical courses). Half an hour for each class (practical courses).
4	Academic counseling for BA and Diploma students	One hour if the number of students is less than 10. Two hours if the number of students is more than 10. The number of academic counselling students shall not be more 50 students for each faculty member.
5	Membership in the department and college committees over a semester (with exception of permanent committees)	One hour for each committee, with a maximum of 3 committees
6	Department or college coordinator	Three hours
7	General supervision of (labs, field training and visits, etc.	Two hours The supervision task is assigned upon a letter of the college dean indicating tasks and the period of assignment.
8	Classes courses coordinator	1- 3 classes- one hour. 4-7 classes- two hours More than 7 classes- three hours
9	Scientific research	Three hours
10	Participation in development programs, students' activities and community service or any other activities specified by the university.	Three hours
11	Network supervision (teaching assistants and lecturers). Shall not be included within the teaching load	One supervision hour= one hour These hours shall not be included within the stipulated teaching load, but they are counted as weekly academic non-teaching load stipulated in the statute of the higher education.

Chart 2: Target Groups and Activities Provided by the Office of the Vice Dean for Professional Development at the Deanship of University Development



Calculating the Hours of The Teaching Load (Automatically Calculated Through the Edugate System)

Bachelor Courses

1. The teaching load for each theoretical course is equal to one theoretically teaching course (1 contact hour =1 teaching load)
2. The teaching load for practical courses (practical, labs, clinical skills, etc.) is calculated as follows:
 1. The teaching load is calculated on the basis of the number of teaching hours (1 practical teaching hour equals 1 teaching load hour)
 2. (1 contact hour = 0.5 teaching load hour)
3. The teaching load for the drills is calculated on the basis of the number of theoretical teaching hours (1 contact hour = 1 teaching load hour)
4. The teaching load for the practicum is calculated in two ways:

First: In case of calculating the actual hours (1 contact hour= 0.5 teaching load hour).

Second: One (1) teaching load hour for a number of 2-6 students according to the course offered (6 hours as a maximum) (2-6) students = 1 teaching load hour.

5. Graduation projects and independent studies courses (graduation project. Research project, lab research) are calculated on the basis of 0.5 hour of the teaching load per each student provided that the maximum number of 3 hours of the faculty member teaching load in the semester (6 students), in case of any increase in the number of students, it is calculated as 1 extra hour per student and with a maximum number of 2 hours).

Graduate Courses

1. The theoretical teaching load is calculated as the Bachelor degree theoretical and practical courses. In the theoretical courses, the teaching load is equal to the number of the hours approved for the theoretical courses. For the practical courses, the teaching load is equal to half the number of hours approved for the practical part.
2. Supervising the Master's and PhD's dissertations and the Master's degree required research projects:

→ One hour per single supervisor for the students of Master's and PhD's dissertations and with a maximum of 5 students.

→ One hour for the principal supervisor and half an hour for the co-supervisor per each Master's and PhD's dissertations and with a maximum of (5) students.

→ One hour for the supervisor of the required research projects for the Master's degree for each student and a maximum of (5) hours (important note: the fraction is forced into the correct number)

Distributing Academic Load and Following-Up of its Implementation

The academic load is distributed and followed up by the following academic institutions:

1. Head of Department
 1. Determining the academic load (teaching load, nonacademic teaching tasks) and approving it by the dean of the college.
 2. Taking into account the balance in the distribution of the academic load among faculty members.
 3. Following up the preparation of the academic load report for all faculty members in

the department, and preparing a list of faculty members whose loads are incomplete and the justifications for that.

4. Approving the academic load, after preparing the report, by the department council and referring it to the Dean of the college for approval.

2. Dean of College

1. Approving the departments academic loads.
2. Preparing the academic load report for all faculty members in the college with a list of faculty members whose loads are incomplete and the justifications for that, and referring it to the Vice President for Academic Affairs and Development.

Professional Development of the University Faculty Members

Taif University seeks to integrate the new faculty members quickly in the university environment and to inform them of its mission, vision, plan, culture, policies and systems so that they can play their role well in achieving its mission. Therefore, Taif University offers effective programs to prepare and train new faculty members so as to introduce them to the university and its mission and vision, plan and environment, as well as help them adapt psychologically and quickly integrate into the work and activities of the university.

These programs aim to provide the new faculty member with the opportunity to build a network of relationships and communicate with his peers and acquaint him/her with the rights, duties and services provided by the university. In addition, the University introduces the faculty member to the programs of scientific research at the university, and provides him/her with sources of knowledge and electronic information available and trains him/her on how to use them. It also develops the skills of the faculty member in teaching and learning, managing the educational process, developing the skills of the university teaching and imparting the skills of designing the course, the skills of evaluating the students and other skills. All related units—that are concerned with the provision of services to the new faculty members and staff—at the University take part in such professional development programs.

The program is organized in two main parts: -

Part 1: Open-public lectures and seminars that include the following topics:

- University vision and development projects
- Knowledge, educational and university resources
- Activities carried out by the University
- The rights and duties of the faculty member
- The university system
- Scientific research and ethics
- Quality assurance, academic accreditation and quality management system at the university
- Training and professional development of faculty member

Part 2: Specialized workshops aimed at developing the skills of university teaching including:

- Designing the course
- Effective university teaching skills
- Student evaluation skills
- E-learning and distance learning
- Skills of dealing with university students

Believing in its responsibility towards its employees and its pursuit of sustainable improvement, Taif University has identified in its strategic issues the issue of "professional development for faculty and staff members," and has made the third objective of its strategic objectives to "improve the efficiency of human resources." Therefore, the University offers professional and personal development programs for faculty and staff members which aim at increasing knowledge, developing skills, improving capacity, addressing deficiencies, instilling values, modifying behavior, qualifying for jobs, fulfilling the needs, acquiring the ability for creativity; development; and information investment, responding to challenges and keeping pace with technical; administrative; and educational developments.

Taif University pursues the policy of transparency in announcing the provision of such programs by circulating to all units of the university with specific controls to apply for them.

Believing in the importance of the professional and personal development of faculty members in relation to the quality of the university's performance and its ability to provide distinguished university education and scientific research that contribute to the development of society, the University has assigned the process of developing and training the university staff to the Office of the Vice Dean for Professional development at the Deanship of University Development, which is considered one of the most important pillars of the academic development at the University through providing activities that focus on the following:

1. Developing the educational and research process for each of the faculty members and the like including lecturers and teaching assistants through the provision of various training activities.
2. Meeting the training needs of the faculty members by providing all that is appropriate and modern in the educational, teaching, technical, research and personal domains.

Performance Evaluation

The research and teaching activity is regarded an essential part in evaluating the performance of the faculty member and therefore a criterion for retention or termination. The participation of the faculty member in the scientific, research and community activities is also considered a promotion criterion for higher academic ranks. Taif University annually evaluates the performance of its faculty members and reviews their files on the basis of objective criteria. Their files are reviewed by the deans of the colleges and heads of the academic departments. This performance is evaluated on the basis of a set of transparent and fair criteria related to their teaching performance, research contributions, community participation, textbooks publications, the level of students' satisfaction with their educational performance, participation in the specialized committees at the department, college and university levels, as well as the level of their relationships with their colleagues, students and heads.

Scientific Research

In the context of motivating faculty members, especially the inexperienced ones, Taif University provides them with the financial and professional support in the educational and research fields. In the field of education, the university assigns a course coordinator, who is usually senior, of a higher rank and experienced in the field of specialization, to meet periodically with faculty

members who share the same course, especially the inexperienced ones. The course coordinator serves as an advisor who provides guidance on teaching the course, preparing the course syllabus and appropriate teaching strategies, developing the midterm and final examinations, mechanism of grades distribution and measuring the students' learning outcomes. Moreover, the course coordinator is responsible for providing students with academic support and getting them involved in the academic and functional committees in the academic department to get them attain experience in the field of education and develop their performance in this field.

The head of the department also provides academic, administrative and substantive guidance for the newly recruited faculty members, guides them and responds to their inquiries. In addition to the College Dean and Vice Dean's efforts in the collegial and administrative responsibility. In the field of research, the university has established a "Da'im" program to encourage the new Saudi faculty members get engaged in scientific research through funding their research projects and providing them with training sessions on how to write the research project proposal, use the research projects platform on the Deanship of Scientific Research portal, as well as provide them with the skill of obtaining support for their research projects from scientific research and research projects supporters both inside and outside the university. In order to develop the research skills and projects of the newly recruited faculty members, it is conditional that they are involved with their senior colleagues in the research groups created and funded by the university according to the priorities of scientific research within the university. In addition to training them on scientific research skills, the techniques of writing research papers and publishing in reputable and high impact factor journals. It also provides them with the list of journals of various disciplines recognized by Scopus or ISI. The Deanship of Scientific Research of the University Office for Graduate Studies and Scientific Research plays a distinct role in this respect through its support of research projects in various fields. The university also encourages new faculty members to join research groups of the scientific chairs. The university also encourages faculty members to participate in international scientific conferences of a high reputation in the field of specialization and provides them with the financial support including air tickets and registration fees. It also provides Saudi faculty members who are on sabbatical leave with financial support in order to accomplish a scientific research program aimed at developing the research and academic skills, particularly if it is performed in collaboration with an international university.

Comprehensive Guide for Academic Counselling at Taif University

Academic counselling is an activity carried out by the faculty member in order to assist students academically. It includes all various academic counselling activities related to the undergraduate students at the university.

Semester Plan for Academic Counselling

Is the work plan that outlines the objectives of the academic counselling, the work schedule and the timetable for the implementation of the programs throughout the semester and is presented at the beginning of the semester through the meeting of members of the Academic Counselling Unit.

Annual Plan for Academic Counselling

It is the work plan that outlines the objectives of academic counselling throughout the academic year and is presented at the beginning of the year through the meeting of the members of the Academic Counselling Unit. It includes the semester plan (the first, second and summer semesters) and links the objectives of the semester plans to the annual plan directly.

The Semester Report of Academic Counselling

It is the report prepared at the end of the semester which is directly related to the semester plan. It includes the extent to which the goals are achieved, the positive action points to reinforce them, and the negative action points to avoid them.

Annual Report of Academic Counselling

It is the report prepared at the end of the academic year which is directly related to the annual plan. It includes the extent to which the goals are achieved, the positive action points to reinforce them, and the negative action points to avoid them.

Principal Academic Advisor

A representative faculty member selected from the academic departments to work in the academic counselling unit at the college level, or from the study tracks to work in the academic counselling unit at the department level.

Associate Academic Advisor

A representative faculty member selected from the academic departments to work in the academic counselling unit at the college level, or from the study tracks to work in the academic counselling unit at the department level either for a specific period or a specific task requiring the skills possessed by the member, or both.

Colleges' Academic Counselling Unit

Due to the importance of the activities of academic counselling, a committee shall be formed to be concerned with implementation of the practices of this educational service in a scientific and orderly manner. This committee is composed of members from each department within the college, who are specialized in providing high-quality counselling services that achieve the desired objectives in this regard. This unit is directly affiliated to the vice dean of the college.

The Role and Objectives of the Academic Counselling Unit:

The role of the Colleges' Academic counselling Unit is to provide the necessary guidance for all types of students during their study in order to achieve the following objectives:

1. The role of the Colleges' Academic Advisory Unit is to provide the necessary guidance for all types of students during their study in order to achieve the following objectives:
2. Preparing freshman-entry students to get engaged in the university life through counselling and orientation programs to introduce them to the colleges and the academic departments, and educating them on how to obtain the necessary services.
3. Raising the awareness of students on the academic life and its variables and how to deal with it through various academic counselling programs (orientation meetings, training courses on preparation for university life, training courses on preparation for final exams, training courses on choosing the proper major, and training courses on university study skills).
4. Helping students choose the right major according to their potential, scientific interests, and labor market needs.
5. Encouraging outstanding students towards high academic achievement and directing them to use their capabilities and potentials in areas commensurate with their scientific interests.
6. Following up underachievers and helping them acquire the necessary skills to increase their educational achievement.
7. Raising awareness on the academic regulations and implementation of academic procedures in cooperation with the relevant bodies such as the Deanship of Admission and Registration.

Duties of the Members of the Academic Counselling Unit

1. Following up the workflow of the unit.
2. Holding the three main meetings.
3. Determining the semester and annual work plan.
4. Preparing the semester and annual reports.
5. Resolving all the difficulties facing the work of the unit.
6. A permanent presence in the allocated location during the working hours of the unit to assist students.

Duties of the Department and College Counselling Coordinator

1. Supervising the workflow of the academic counselling process for the concerned department and college.
2. Receiving a list of new students from the college at the beginning of the semester and coordinating with the academic advisors to distribute the students in groups for each academic advisor.
3. Holding periodic meetings or whenever necessary with academic advisors to follow up the process of the academic counseling and send documented reports in this respect.
4. Holding periodic annual meetings with the students to discuss the counseling issues related to awareness, consultation, search for solutions and the exchange of views on academic issues.
5. Organizing a reception for freshman-entry students to provide them with the necessary information on the college, university study, and study system and regulations, as well as urging them to cooperate with the academic advisor, planting aspiration and encouraging them towards achievement and excellence.
6. holding orientation meetings with new faculty members to familiarize them with the study system and the academic counselling mechanism.
7. Preparing semester reports on the progress of the academic counselling in the concerned college or department and submitting them to the counselling department of the Deanship of Admission and Registration, as well as coordinating with the course instructors to

tackle the general problems related to the course study or the progress of the academic process.

Duties of the Principal Academic Advisor

1. Assisting the unit head in following up the workflow within the academic department.
2. developing a timetable for the implementation of the counselling programs in line with the academic calendar and following up its implementation within the department.
3. A permanent presence in the allocated location during the working hours of the unit to assist students.

Duties of the Associate Academic Advisor

1. Following up the implementation of the academic counselling timetable.
2. Implementing the counselling programs within the department.
3. A permanent presence in the allocated location during the working hours of the unit to assist students.

The Operations of the Academic Counselling Unit

The Colleges' Academic Counselling Unit works towards achieving its objectives and roles in an accurate and clear manner throughout the semester. To this end, three meetings shall be held during the semester as follows:

The first meeting: held at the beginning of the semester to develop the work plan during one semester, including the progress of work, the schedule of implementation of the semester objectives linked to the objectives of the general annual academic advising.

The second meeting: held in the middle of the semester to follow up the progress of the semester work plan.

The third meeting: held at the end of the semester to develop the semester report, review the work plan, and ensure the achievement of the goals set at the beginning of the semester and list the obstacles. The reports of the three meetings shall be referred to the direct superior (head of the department or vice dean).

Colleges' Academic Counseling Services

- The unit must be conversant with the dates of courses registration, deletion and addition announced by the Deanship of Admission and Registration and thus implements the academic procedures related thereto.
- To be conversant with the study plan of the college and the graduation requirements of the students and ensure that the student's schedule is compatible with the college study plan.
- Preparing and updating the academic counselling record for each student where the instructor creates a special file for each student in the group, which includes the registered courses, level of the student's grades, cumulative average, minutes of periodic meetings with the student, and any reports or warnings by which the student can be assessed.
- Organizing periodic meetings at least once at the beginning of each semester with each supervised student in order to identify the performance of students in the previous semester.
- Urging the student to make greater efforts and praising him/her if he/ she is a distinguished student in some courses.
- Discussing the difficulties, if any, and finding the appropriate solutions.
- Discussing the appropriate options for the student in the next semester: registering for or deleting courses, raising the average, and choosing a major, etc.
- Following up carefully the student's performance in the registered courses, developing periodic reports and attaching them to the file of the student.
- Addressing faculty members if the student's performance is low.
- In the case of non-attendance or low performance, the academic advisor shall increase the number of periodic meetings, discuss with the student the causes in attempt to find solutions and send the reports in this respect to the Academic counseling Committee.
- Discovering and developing students' talents.
- Helping students learn how to make the most of the e-learning website of the college.
- Urging students to participate in the academic and extra-curricular activities.

- Building an academic rapport between the advisor and the student to bridge the gap between them.
- The academic advisor shall serve as a social and career consultant to identify the circumstances or social conditions, help stabilize the student's future career, contribute to opening the prospects of employment opportunities, training and graduate studies.
- Allocating office hours to meet with the students to discuss the problems they face during their study.
- familiarizing students to the objectives, mission, educational programs, and the academic departments of the college, and educating them on the graduates' fields of work and the aspects of care and services provided for students. Also, students are guided to choose majors commensurate with their capabilities and potentials.
- Submitting a periodic report on the activities of the academic support and counselling provided to the students of the college before the end of the semester.
- The report includes the academic performance of the student and the procedures that have been done.
- Submitting a report on the problems that need the intervention of the unit or the administration of the college.
- Encouraging students to study in groups and benefit from their peers.

Academic Counselling Unit Working Hours:

The Academic counselling Unit works throughout the semester. The working hours of the unit and the ways of communication with the unit members should be clearly announced to students.

Guide of Academic Counselling for Faculty Members

The Scope of the Work of the Academic Advisor

The role of the advisor to assist the student in making the right decisions that will effectively help him/her in his/her during the course of study. Each college shall assign a number of freshman-entry students to each academic advisor in each academic department, in the belief that the academic counselling process is at the core of the teaching staff's tasks, who must be conversant with all its practical aspects to provide a high-quality service.

Tasks and Responsibilities of the Academic Advisor

1. To be conversant with the dates of courses registration, deletion and addition announced by the Deanship of Admission and Registration and thus implements the academic procedures related thereto.
2. To be conversant with the study plan of the college and the graduation requirements of the students and to ensure that the student's schedule is compatible with the college study plan.
3. Identifying the performance of students in the previous semester.
4. Urging the student to make greater efforts and praise him/her if he/ she is a distinguished student in some courses.
5. Discussing the difficulties, if any, and finding the appropriate solutions.
6. Providing assistance to the student in case that there is a difficulty in registering for courses or courses with time conflict.
7. Following up closely the student's performance in the registered courses, developing periodic reports, and attaching them to the file of the student.
8. Addressing faculty members if the student's performance is low.
9. In the case of non-attendance or low performance, the academic advisor shall increase the number of periodic meetings, discuss with the student the causes in attempt to find solutions and send the reports in this respect to the Academic counseling Committee.
10. Helping students learn how to make the most of the university e-services.
11. Urging students to participate in the academic and extra-curricular activities.
12. Allocating office hours to meet with the students to discuss the problems they face during their study.

Privacy Policy of Academic Counselling

Due to the scope of the operations of academic counselling and the confidentiality of the its activities, all information related to different categories of students must be kept confidential and shall not disclosed to any party other than the concerned parties.

Academic Counseling Programs

There are several academic counselling programs offered by Taif University and directly linked to the target groups as follows:

1. Freshman-entry student program
2. High achievers' program
3. Gifted students' program
4. Underachievers program
5. Program for students with special needs

References

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9. Wikipedia (<https://ar.wikipedia.org/wiki/>)
10. Taif University Quality Management System