

Promotion Rules for Faculty Members

Documents required for application to the academic promotion:

1. Applicant's letter with an ID copy enclosed.
2. Department Council recommendation approving the application for promotion with memo and record enclosed, including decision makers' names.
3. College Council recommendation approving the application for promotion with memo and record enclosed, including decision makers' names.
4. "Faculty member promotion application Form" (available at the University Vice Rectorate for Graduate Studies and Scientific Research website).
5. Copies of educational qualifications (Bachelor's, Master's, PhD) with academic records and career progression.
6. Statement of teaching activities.
7. A list of at least eight reviewers approved by the Department and College councils provided that reviewers are affiliated to different universities and from different countries. The list should include only reviewers who are experts in the minor specialization of the applicant. In the case of scientific, engineering and health disciplines, at least 60% of the reviewers must be from Europe and the United States of America.
8. A printed copy of applicant's scientific production, enclosing a copy of editorial page, publishing rules and the journal cover page of the published research (latest issue includes the research)
9. Applicant's resume.
10. A CD with a form of "faculty member promotion application", researches provided for promotion and The suggested list of reviewers proposed by the department.



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Scientific production requirements for promotion application:

1. When applying for promotion, the first affiliation of the faculty member to Prince Sattam Bin Abdulaziz University must be in all scientific productions (researches, books, and other works) submitted for promotion. It is permitted to mention to another party associated with the applicant for promotion after mentioning to their first affiliation to Prince Sattam Bin Abdulaziz University, mentioning the name of the university in the title of research or book is not enough, nor mentioning the name of the university in words of thanks at the beginning or end of the research or book.
2. The scientific production submitted by the faculty member for promotion must be published, or accepted for publication, in more than one publisher, and publishers must not belong to only one university or scientific institution.
3. Publication in one country's publishers must not exceed two research chapters within the minimum scientific production submitted to be promoted to the rank of associate professor, and three research chapters of scientific production submitted to be promoted to the rank of professor, with the exception of journals under International Scientific Indexing (ISI) and local journal for Arabic Language and Sharia Studies.
4. All research points submitted for promotion to the rank of Associate Professor or Professor are published, or accepted for publication, in journals under the Science Citation Index / Social (ISI) Citation Index or Scopus for scientific and health majors. 5. 25% of the research points submitted for promotion to the rank of associate professor or professor are published, or accepted for publication, in the journals under the Science Citation Index / Social (ISI) Citation Index or Scopus for humanitarian majors (excluding Arabic language and Islamic studies).
6. In view of the minimum number of papers required for the promotion of staff members, papers published in refereed scientific journals should not be less than one research unit up for the rank of 'associate professors' and two research units up for the rank of 'full professors'.
7. Papers published or accepted for publication in a publisher journal must not exceed two research chapters beside the minimum amount required for the promotion to the rank of associate professor.
8. Papers published or accepted for publication in a publisher journal must not exceed three research chapters beside the minimum amount required for the promotion to the rank of professor.
9. Scientific work will be considered as a single chapter if the researcher authored it by himself/herself, and a half chapter if the work was co-authored by two researchers. If the research was jointed between more than two researchers, it is considered as a half chapter for the first researcher and a quarter chapter for each of the other researchers.
10. The scientific production submitted for promotion must not be derived from the master's thesis, PhD thesis or any other previous work of the applicant. If the scientific council finds out otherwise, the applicant will not be allowed to apply for any promotion for one year from the date of the decision of the scientific council.

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11. Review articles that are characterized by a clear scientific effort that includes analysis and recommendations accepted by the scientific council, not exceeding one research chapter for the applicant, are included within the minimum amount required for promotion.
12. Letters to the editor and book reviews are not included within the minimum amount required for promotion.
13. Research Papers submitted to specialized scientific conferences and seminars, whether they are published in whole or accepted for publication, only one chapter of which is accepted.
14. Research Papers published or accepted for publication by specialized university research centers, only one chapter of which is included within the minimum amount required for promotion.
15. Only one chapter of accredited university books and scientific references is accepted.
16. Only one chapter of accredited rare books is accepted.
17. Only one chapter of specialized scientific translation of books is accepted.
18. Only one chapter of books and researches printed by scientific bodies approved by the scientific council that subject to accreditation is accepted.
19. Inventions and innovations that patents have been issued to which from patent offices recognized by the scientific council are accepted.
20. Only one of creative activities distinguished according to the rules adopted by university council on the recommendation of the scientific council is accepted.
21. publication in scientific journals such as “Journal of American Sciences” and “Journal of life Science” and that issued by the publisher, Marsland Press, are not accepted.
22. A single research work by a faculty member, and the like, may be replaced by two research works already published or accepted for publication by an ISI-indexed publisher wherein the promotion applicant is the main, corresponding author of at least one of all the research works submitted for promotion to the position of associate or full professorship



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General Terms and Conditions for Promotions

1. Promotions decision makers must be professors, one of them may be an associate professor if the submitted promotion is to the rank of associate professor.
2. Promotion judges should not be from the same university where the promotion applicant studied or worked ever before.
3. Fulfillment of minimum teaching load in accordance with the rules and regulation observed by Saudi Universities
4. Commitment to the deadline defined by College Vice Deanship of Graduate Studies and Scientific Research to apply for promotion to the rank of professor and associate professor.
5. Commitment to the new forms updated on the website of College Vice Deanship of Graduate Studies and Scientific Research.
6. Faculty member has the right to submit promotion form to the department council six months at most before the completion of the semester period.
7. Faculty member will be promoted academically from the date of the issuance of decision of the scientific council, and his/her position promotion will be considered from the date of the issuance of the executive decision if there is a vacancy suitable for the promotion.
8. Transactions concerning the promotion of faculty members at the university shall be inquired formally through the dean of the college.



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1. .has not been promoted in term of position, the period spent in the position academically is included within the period required for promotion to the rank of professor.
2. Meet the minimum scientific production required for the applicant to promotion to the rank of professor, which are six chapters published or accepted for publication, at least three of which must be single works. The university council, on the recommendation of the scientific council, may exclude this requirement for certain majors, upon the condition that the publication is not less than three chapter.
3. Submitted scientific production must been published or accepted for publication during his/her service as associate professor.

Rules and Conditions of Publication in Scientific Journals

1. Scientific journal should be issued by an academic or specialized scientific association.
2. Electronic journals that do not have a hard copy have the same standards applied to paper journals as follows:
 - a. The editor of the journal must have an editor-in-chief with a rank of at least associate professor or equivalent.
 - b. Members of the editorial board have academic degree of a rank of at least associate professor or equivalent.
 - c. The journal has publication rules showing research acceptance procedures and requirements, provided that the research is judged by at least two decision makers.
 - d. The journal should be within the (Arabic - English) databases and verified by the Saudi digital library or the researcher.
 - e. To scientific journal is issued regularly during the last 3 years, except for the journals accepted by the Scientific Council at Prince Sattam Bin Abdulaziz University.
 - f. The journal must be specialized that does not publish research in specializations apart from the usual frameworks in scientific publishing (review the title of the journal and its field of interest).
3. Any paper published or accepted for publication in these electronic journals that do not have a hard copy must not be more than one chapter within the minimum amount required for promotion unless the journals are included in the ISI databases.



Promotion Rules for Faculty Members

Faculty Members Are Promoted According to The Following Criteria:

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

Assessment Criteria:

The work of the faculty member applied for promotion are assessed on one-hundred points (100) basis divided as follows:

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

Faculty member must score sixty (60) points at least to be promoted, provided that the candidate for promotion must score thirty-five (35) points at least in the field of scientific production to be promoted to the rank of associate professor and forty (40) points to be promoted to the rank of professor.

The promotion to the rank of associate professor is conducted by the majority votes of the three decision makers, however, the promotion to the rank of professor is conducted by all votes of the three decision makers, and in the case of the approval of only two decision makers to promotion, the scientific production is transferred to a fourth decision maker whose decision is final. The university council sets the criteria for assessment of participation in teaching and serving the university and community upon the recommendation of the scientific council.

