



جامعة الأمير ساطم بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

## Faculty Members Handbook

### General Administration of Human Resource

IN THE NAME OF ALLAH, THE MOST  
GRACIOUS, THE MOST MERCIFUL



General Director of  
Human Resources  
message:  
Hmood bin Badi Al-  
Harbi

Praise be to God, Lord of the Worlds, and prayers and peace be upon the faithful chosen one, and upon his family, companions and followers.

This is because their knowledge of the rights that they have and the duties that they have is essential for the safety and discipline of the march, and informing them of a package of regulations and laws related to the work of faculty members shortens a lot of effort and time, and gives transactions the advantage of readiness and speed of completion.

In this context, the Dean issued a guideline for new faculty members to contribute to introducing the Kingdom of Saudi Arabia, and Al-Kharj city in particular, and then Prince Sattam bin Abdulaziz University and its related colleges, centers, departments and academic programs. In addition to the terms of reference of the Deanship of Human Resources, which would make the work environment within the university clear. Anyone who belongs to the university should know his/her rights, duties and obligations.

## Kingdom of Saudi Arabia

### Kingdom of Saudi Arabia

KSA is an Arab Islamic country, lying on the largest part of the Arabian Peninsula and strategically located between three continents. It is the home of many civilizations and the cradle of a number of heavenly messages. Riyadh is the capital of KSA, a country that is proud of its sound service to the Holy Places of AL Masjid AL Haram in Makkah and AL Masjid Annabawi in AL Madinah Al Munawarah, which are visited annually by millions of Muslims to perform the rituals of Hajj and Umrah. In addition to the presence of many other Islamic landmarks, the Kingdom is known for its many historical events that took place during the Pre-Islamic times, the appearance of Islam, and other important events such as the unification of the kingdom by King Abdul Aziz al Saud, the founder of the Kingdom. The Kingdom is the first in the world in terms of oil production and reserves, and occupies the tenth position in the production of natural gas nowadays..

A large teal rectangular box with a thin white border, serving as a background for the title.

## Kingdom of Saudi Arabia

### **Setting Overview:**

The Kingdom of Saudi Arabia covers the largest part of the Arabian Peninsula, consisting of narrow plains along the Red Sea coast, followed by eastward mountain ranges extending over the country (the Hijaz Mountains and Assir, with a maximum height of 2000 meters), followed by deserts and rocky hills in the middle which constitute almost 90% of the total area. The largest of these deserts is called “Annufooth” in the north and the *Empty Quarter* (Arrub’ Alkhali) in the south. In the east, along the Arabian Gulf coast, there are also wide coastal plains.

### **Site:**

The Kingdom of Saudi Arabia lies in the south-west of Asia, bordered by the Red Sea on the west, the Arab Gulf, the United Arab Emirates and Qatar in the east. KSA is bordered by Kuwait, Iraq and Jordan on the north; and Yemen and Oman on the South.

## Kingdom of Saudi Arabia

### **Animal life:**

The Kingdom of Saudi Arabia has a variety of animal species that have the ability to adapt to living in such an arid environment. The country has many types of mammals, birds, reptiles, and insects that have adapted to the desert environment. The numbers of these animals, especially the large ones, such as deer, have declined since the 1940s due to overhunting. However, the establishment of reserves in several parts of the Kingdom has contributed to the spread of some endangered animals such as goats, deer and others, Cattle, sheep and goats, and transport animals such as horses, donkeys and others.

It is estimated that the numbers of livestock in the Kingdom are as follows: cattle: 216,000 heads, camel 419,000 heads, sheep 8.1 million heads, goat 3.4 million heads, and 50,000 tons of fish.

## Kingdom of Saudi Arabia

### **Oil Wealth:**

The country's wealth is based on natural gas and oil. The annual production of oil is 424.7 million tons, and its reserves reach 35.6 billion tons. Natural gas production reaches 35.9 billion cubic meters annually, and its reserves reach 5250 billion cubic meters.

Saudi Arabia is ranked first globally in oil production and reserves, fifth in natural gas reserves and tenth in natural gas production.



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## Kingdom of Saudi Arabia

### Geographic Features:

The Kingdom's topography is varied because of its wide area. Along the Red Sea, the coastline of *Tuhama* is about 1,100 km long. This coastline expands to 60 km in the south but gets narrower the more we get to the north up to the Gulf of Aqaba. The height of *Sarawat* Mountains ranges between 9000 feet in the south and gradually decreases to 3,000 feet as we get to the north. Large valleys descend from these mountains turning east and west, such as Wadi Jazan, Wadi Najran, Wadi Thalith, Wadi Pishah, Wadi Hadd, Wadi Rumah, Wadi Yanbu, and Wadi Fatima (Al Dhahran corridor). Followed by this series from the east and the north, comes the plains of Najd which extend to Hail to connect to the desert of the great Nafud, and then to the borders of Iraq and Jordan. There are also some mountainous highlands such as the mountains of Tawaiq and Al-Aridh, Ajja and Salma. The desert of the *Empty Quarter* in the southeastern part of the Kingdom which is a large desert area of about 64,000 square km, consisting of sand humps and swamps. The coastal plain in the east, however, which is about 610 km long, consists of salt marshes and sandy areas.

## Kingdom of Saudi Arabia

### **Climate:**

The climate of the Kingdom differs from one region to another due to its different topography. KSA is located under the influence of the tropical atmosphere. In general, the climate of the Kingdom is continental, hot in summer and cold in winter where rains occur. The climate is moderate in the western and south-western highlands, but hot and dry in the central areas and cold and dry in winter. On the coastal areas temperature and humidity are high. There are usually rainfalls during winter and spring on most areas of the Kingdom; however, in the southern highlands of the Kingdom witness more rainy weather in the summer season than the rest of the regions. Humidity rises relatively on the coasts and the western highlands all through the year, and it goes less as we move to the centre of the Kingdom.

## Kingdom of Saudi Arabia

### **Agriculture:**

Agriculture has developed significantly in recent years. The most important agricultural products are: grains - 4.75 million tons (mainly wheat: 4 million tons, a large portion of which is exported to the countries of the world including the Arab countries), dates - 548,000 tons, tomatoes - 390,000 tons; watermelons - 461,000 tons; melons - 320,000 tons; grapes - 100,000 tons; in addition to the products of onions, potatoes, barley, citrus fruits, figs, white corn, sesame seeds.

## Kingdom of Saudi Arabia

### **Vegetation:**

About 2100 plant species have been registered in the Kingdom of Saudi Arabia, out of which 35 were endemic plant species, or about 2% of the total plant species. In terms of spatial distribution, plants are concentrated in dry regions of the Kingdom, mainly in lowlands such as ranches, valleys, which collect water after rain. Regarding permanent plants, (representing about 35 to 40% of the number of desert species), which give the desert areas the green sight most of the year are usually found in limited areas such as ponds, valleys, low valleys and lands with sediments and fertile deep soil, as well as in sand ridges and swamps.

Forests and savannah grasslands grow on the highlands of the south and south-west areas of the Arabian Peninsula, similar to those in north-eastern Africa. On the low desert areas of this region on the other hand grow in similar savannah species such as *attalah*, *assamer*, *assalam* and other scattered tropical trees.

## Kingdom of Saudi Arabia

### **National Day of the Kingdom:**

The Kingdom of Saudi Arabia celebrates its national day on the first day of the *Mezan*, corresponding to 23 September each year, in commemoration of the unification of the Kingdom and its establishment by His Majesty King Abdul Aziz bin Abdulrahman Al Saud, who announced the establishment of the Kingdom of Saudi Arabia in 1351H (1932).

### **Founding Day**

A royal decree was issued by the Custodian of the Two Holy Mosques, King Salman bin Abdulaziz, that February 22 be the day of foundation, a day that symbolizes the historical, civilizational and cultural depth of the Kingdom of Saudi Arabia when Imam Muhammad bin Saud established the first Saudi State in 1139 AH / 1727 AD.



## Kingdom of Saudi Arabia

### **Flag of the Kingdom:**

The flag of the Kingdom of Saudi Arabia is rectangular. Its width is equal to two thirds of its length. The Declarations of Faith (There is no god but Allah. Muhammad is the Messenger of Allah) are printed (using the *Thulth* script) on the middle of the green flag. An Arab sword painted in white is placed in front of the flagpole and. It is not permissible to disassemble it in respect of the written Declarations of Faith.

### **Kingdom Logo:**

The logo of the Kingdom of Saudi Arabia consists of two Arab curved swords, with a palm tree on top of them. The two swords symbolize strength, grace and sacrifice. The Palm tree is a symbol of vitality, growth and prosperity.

## Kingdom of Saudi Arabia

### **Kingdom Currency:**

The main unit of the Kingdom's currency is the Saudi Riyal. It is covered with gold and convertible into foreign currencies. The currency categories are:

Paper: one Riyal, five Riyals, ten Riyals, fifty Riyals, one hundred Riyals, five hundred Riyals.

Metal: one Riyals, 50 halalas, twenty-five halalas, ten halalas, and five halalas.

The US dollar is equivalent to 3.75 riyals (three riyals and seventy-five halalas).

### **Scales and Scales:**

The Kingdom adopts the metric measuring system and the kg for weight.

### **Calendar and Date:**

The Kingdom of Saudi Arabia officially adopts the Hijri calendar after the migration of the Messenger of Allah (PBUH) from Mecca to Madinah. The Hijri year consists of 12 months and three hundred and fifty-four days.



## Kingdom of Saudi Arabia

### **Working days and hours:**

Government Sectors: Sunday to Thursday from 7:30 am to 2:30 pm.

Private sectors: the private sector has different working hours depending on the type of activity; and the weekly leave is often on Friday.

Banks: Sunday to Thursday from 8:30 am to 4:30 pm.

Shops: they are open from 10:00 am to 12:00 noon and the resume at 4:00 pm to 10:00 pm, except on Fridays as they start at 4:00 pm.

The working hours for Ramadan are from 10am to 3pm for government departments.

Shops, however are closed between the *Maghrib* prayers and the *Ishaa* prayers.

## Kingdom of Saudi Arabia

### **Official holidays:**

Official holidays in the Kingdom are as follows:

Weekend: Friday and Saturday.

Eid al-Fitr holiday: It usually begins from the 25th of Ramadan to the fifth of Shawwal and lasts for ten days.

Eid al-Adha holiday: It begins on the fifth of the month of Dhu'l-Hijjah until the fifteenth of that month.

National Day Leave: The National Day of the Kingdom, which courses on the first day of the *Mezan*, corresponding to 23 September each year.

### **The Judicial system:**

The Constitution of the Kingdom of Saudi Arabia is the Qur'an and the Sunna, and all the legislative systems are derived from these two sources. The state is governed by the monarchy system. The Council of Ministers and the King form the executive and legislative authority of the State. The job of the Shura Council is to offer opinion on the general policies of the State once referred to it by the Prime Minister.

## Kingdom of Saudi Arabia



## Kingdom of Saudi Arabia

### **Education:**

Education in the Kingdom can be divided into three sections:

**First: Pre-Basic Education:** For children under the age of six, which is not mandatory.

**Second: General Education:** It is compulsory and free and it is divided into three stages: the primary stage consists of six years. Kids begin at this stage at the age a six-year-old; kids who are 90 days less than 6 years are also eligible to enrol start school. The intermediate or preparatory stage is of three scholastic years. And the secondary stage that continues for other three scholastic years. These educational systems is administered and supervised by the Ministry of Education.



## Kingdom of Saudi Arabia

**Third: Higher Education:** The Kingdom of Saudi Arabia is witnessing a comprehensive development boom in all fields and at various levels.

Higher education is one of the most important pillars of the development process of the Kingdom.

The Ministry of Higher Education has been established on 8/5/1395H (1975) based on the Royal Decree No. 1/236 to implement the Kingdom's policy of Higher Education (university, master, and doctorate levels).

University education has been generously supported by the establishment of numerous universities, scientific and applied colleges covering all fields of sciences. Huge financial allocations were offered to establish and improve higher education intuitions.

## **Kingdom of Saudi Arabia**

The number of universities in the Kingdom has reached 21 public universities and other six ones initiated by the private sector, in addition to 18 private community colleges. These institutions supplement the country with young qualified people specialized in all fields of theoretical and applied sciences. The Ministry of Higher Education has adopted modern scientific research and planning strategies.

Employees in higher education in Saudi Arabia have realized the steady changes they are facing including privatization, financing, foreign competition, changing requirements of labour market, and the importance of becoming prepared for this through planning for the future and dealing with these variables with plans for expansion and evaluation.

## Kingdom of Saudi Arabia

Higher education in the Kingdom covers:

The Bachelor's Degree.

The Master's Degree.

The Doctorate Degree.

The Ministry of Higher Education administers the stages of university education.

The higher education institutions that under the supervision of the Ministry of Education at the present time: 25 and 9 public and private universities respectively, in addition to 34 private colleges.



## Kingdom of Saudi Arabia

### **Public Universities:**

Prince Sattam bin Abdulaziz University  
Umm Al Qura University  
Islamic University  
Imam Muhammad bin Saud Islamic University  
King Saud University  
King Abdulaziz University  
King Fahd University of Petroleum and Minerals  
King Faisal University  
King Khalid University  
Al Qasim University  
University of Taybeh  
Taif University  
University of Hail  
Jazan University  
Al-Jouf University  
University of Baha  
University of Tabuk  
University of Najran  
Northern Border University  
University of Princess Noura bint Abdulrahman  
King Saud bin Abdulaziz University for Health Sciences  
King Abdullah University of Science and Technology  
Saudi Electronic University

In addition to 3 new independent public universities in Hafr Al-Batin (Eastern Province), Jeddah (Makkah Province) and Bisha (Asir Province).

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**Kingdom of Saudi  
Arabia**

**Private Universities:**

Prince Sultan University

Effat University

Arab Open University (in Riyadh, Jeddah, Dammam, Al Ahsa, Medina, Hail)

University of Yamama

University of Business and Technology

Prince Fahd Bin Sultan University

Prince Mohammed bin Fahad University

University of Faisal

University of Dar Al Uloom

**Private Colleges:**

Dar Al - Hikma College of Education and Science



## Kingdom of Saudi Arabia



**The branches of the  
university**

Dar Al Hikma College of Business and Law  
Dar Al - Hikma College for Design and Architecture  
Al Baha College  
Faqih College of Science and Nursing Sciences  
Riyadh Dental and Pharmacy Colleges 1  
Riyadh Dental and Pharmacy Colleges 2  
Riyadh Dental and Pharmacy Colleges 3  
Ibn Sina Medical Sciences College  
Al - Qasim School of Language  
Al Qasim College of Computer Science  
Al Qasim Dental College  
Al - Batterjee College of Medical and Technical Sciences  
Saad College of Nursing and Health Sciences  
College of Leadership for Health Sciences  
Knowledge of Science and Technology College  
Buraidah College of Engineering  
Buraidah College of Administrative and Human Sciences  
Buraidah Dental and Pharmacy Colleges  
Buraidah Computer Science College  
Buraidah College of Applied Medical Sciences  
Mohammed Al - Manea College of Medical Sciences

## The branches of the university

Al - Farabi College of 1

Al - Farabi College of 2

Al- Ghadd International College of Health Sciences 1

Al- Ghadd International College of Health Sciences 2

Al- Ghadd International College of Health Sciences 3

Al- Ghadd International College of Health Sciences 4

Al- Ghadd International College of Health Sciences 5

Al- Ghadd International College of Health Sciences 6

Al- Ghadd International College of Health Sciences 7

Al- Ghadd International College of Health Sciences 8

Sleemn Al Rajhi College

Asharq Al-Arabi College for Postgraduate Studies (Master's Degree)

College of Al-Inayah for Medical Sciences

### **Important cities in the Kingdom:**

#### **Mecca**

It is located in the west of the Kingdom and it hosts Al Kaaba, the Holy Mosque, direction of Muslim, Muqamu Ibrahim peace be upon him, and other Holy Places (like Mina, Arafat, and Muzdalifah).

## Kingdom of Saudi Arabia

### **Medina**

Madinah is located in the north-west of the Kingdom, with the Prophet's Mosque, the tomb of the Prophet, peace be upon him, the Islamic University, and the King Fahd Complex to print the Koran.

### **Riyadh**

Riyadh, the capital of the Kingdom of Saudi Arabia, is Located in the centre of the Arabian Peninsula, with all ministries, embassies and foreign consulates. Many other featured place are located in Riyadh, such as: Al Yamama Palace, Shura Council, Conference Palace, King Khalid International Airport, King Fahad International Stadium, King Faisal University Hospital, King Saud University, Imam Muhammad Bin Saud Islamic University, Qasr Al-Hakam, King Fahd Security College, King Faisal Military College, King Khalid University Hospital, King Faisal Eye Hospital, and King Faisal National Guard Hospital.



## Kingdom of Saudi Arabia

### **Jeddah**

The city of Jeddah is located on the eastern coastal plain of the Red Sea in the west of the Kingdom. It is a major sea port, and so its main and historical role as a port and gateway to the Holy Land and a transit point for commercial traffic. Most of the economic activity is dominated by the existence of the sea and air port of Jeddah.

### **Abha**

The city of Abha is located in Assir region in the south-west of the Kingdom. It is one of the most important tourist resorts in the Kingdom as it highly attracts tourists. It has an airport that is connected to the rest of the Kingdom's airports, Asir National Park, Soudat Delgan, al Hadhabah, assahab, and the Wadi Mahalla.

## Kingdom of Saudi Arabia

### **Hail**

The city of Hail is located in the north of the Kingdom. It is considered one of the cultural attractions and it is famous for its ancient monuments such as the castles, palaces such as Yatib, Janin, feid, Jabel, Habshi, athuailbi which have semiotics, tombs.

### **Albaha**

Al Baha is located in the southwestern part of the Kingdom. It is a quiet tourist attraction, steep mountains, dense forests and moderate temperature. Because of its fertile land, a good number of plants and trees grow there. Twenty-five markets are available all through the days of the week except Fridays.

### **Buraidah**

Buraidah is located in the middle of the Arabian Peninsula. It is famous for agriculture and industry. It has various factories that produce cement, bricks, sponges, furniture, clay bricks and plastic.

### **Tabuk**

Tabuk is in the north west of the Kingdom. It is considered one of the agricultural regions as it has many important agricultural projects that produce wheat, fruit,

## Kingdom of Saudi Arabia

chicken and eggs. It is famous for producing and exporting flowers. Tabuk has also many Islamic monuments, including Masji Attawbah where Prophet (Peace be upon him) made his prayers before Tabok Battle.

### **Jazan**

Jazan is located in the southern part of the Kingdom. Jazan region has got Wadi Jazan Dam, one of the largest dams in the Kingdom, with a storage capacity of 7 million cubic meters of water. Jazan is rich in agricultural and its products. The port of Jazan, on the Red Sea coast, is the third port in the Kingdom in terms of capacity, and the main gateway to the south-west imports of the Kingdom.

### **Dammam**

Dammam is located in the Eastern Province, the centre of the Emirate of the Eastern Region. The region is known for oil fields, with the headquarters of Saudi Aramco, Jubail Industrial City, King Abdulaziz Maritime Port, Saudi Arabian Railways General Establishment. It also has King Fahad Park, King Fahad International Airport, Corniche Dammam, King Fahd University of Petroleum and Minerals King Faisal University, And the Air Force Institute.

### **Skaka**

Skaka is in the northern part of the Kingdom (the northern tip of the Great Nafud). It is an agricultural area and it is one of the richest areas in the Kingdom in terms of its historical monuments, such as the fort of Zaabal, Tal al-Saa'i, A'midat Arrajail, Atweir and Marid Castles, and Masjid Omar bin al-Khattab, God blesses him.

## Kingdom of Saudi Arabia

### **Arar**

The city of Arar is located in the northern border region, a city of geographic importance as it is an important road junction between Iraq, Joaf, Madenah, Qrayat, Hafr Albatin. The tapeline pipe line passes through this city.

### **Najran**

Najran is located in the south-west of the Kingdom and it is famous for its agriculture. It has Wadi Najran dam, one of the largest dams in the Kingdom with a storage capacity of 85 million meters of water.

### **Al-Kharj**

(Source: Ministry of Interior website - Al-Kharj governorate)

Al-Kharj Governorate is one of the main and active governorates for the present and the future of the Kingdom of Saudi Arabia. It is the largest governorate in the Riyadh region. It is one of the main sources of food security in the Kingdom.

### **Site:**

Al-Kharj is located in the south-east of Riyadh city. The Eastern region stands to the east of its borders, Al Hareeq Governorate from the west, Aflaj Governorate in the south and Riyadh in the north. The population of Al-Kharj and its surrounding towns, villages is more than 600,000, with an area of about 20,000 km<sup>2</sup>.

Asseeh city (as called in the past) is the core of the governorate, and many centres belong to it such as: Al-Yamam, Al-Salamah, Al-Haytham, Al-Dabaa, Al Hazem, Al Ain, Mawan, Al-Naseef , Al-Rifaa, Al-Badi'a, Al-Barra, Al-Rifaie, Al-Badaa Al-Qadim, Al-Bida Al-Jadid, Maqboola, Al-Wasiti, Al Shakra, Sameh Centre, Al Sahabah, Al-Shatha, Al-Tudhaheia, Al-Ragheb, Al-Fayhaa, and Al-Azizah.

## Al-Kharj

### About the name:

Al-Kharj in Arabic is a valley that has no access to, a definition that applies here as the valleys that flow in it turn east in Rawdhat Al-Sabha and are stays in the sands. Al-Kharj also means the the yields that come out of earth.

The name of Al-Kharj is dated since the days of Gedis Wotsem (the ancient Arabs), as it was mentioned in the verses of their poets such as As'ad Abi Kerb and Abid Ibn Al-Ibras. In addition, Arabs gave this province the name of (Jaw) which attributed to the Al Khadhramah or Al Khadarim as it was said (Jaw Al Khadharim).

In this regard, Alashe Ben Qais said:

وما عمدت من أهله لسوائكا	تَجَانَّفَ عن جو اليمامة ناقتي
أناخت وألقت رحلها بفنائكا	فلما أتت أطام جو وأهله

Therefore, this province is called “Jaw Yamama” and “Al-Kharj”, but it became famous in Al-Kharj.



## Al-Kharj

### **About the Climate:**

The climate of Al Kharj is dry and hot in summer and cold and dry in winter. The weather starts getting better at night in the middle of September until it become cold in December and January. The average temperature in winter reaches 18 C° and reaches as low as 07 C°. However, in summer the average temperature ranges between 48 C° and 31 C°. The relative humidity reaches 76% and the minimum goes down to 12%. Winter rainfall ranges between 25 and 50 mm and in rare cases it might go up to 500 mm.

**Time Zone of Exit (Global Time): GMT + 3**

### **Monuments and Tourism:**

Archaeological research has shown that Al-Kharj governorate has been surrounded by quiet and stable tribes since the Stone Age up to present time. The most prominent archaeological sites include the following:

## Al-Kharj

### - **Abu Jafan Palace:**

It is located about 80km to the east Alssee. It was built by King Abdul Aziz, mercy on him, in 1366 H to serve as a rest house for the people and the pilgrims coming from the eastern region.

### - **Burj (Tower) Kout Al Jahl in Assalameyeh**

This tower is located on the eastern side of Salmiya, close to ruins of Salmiya Place. The height of this tower is 28 m. It has a conical shape and some pottery fragments were found in the building of the tower.

### - **Springs (Oyoun) of Al-Kharj:**

Al Kharj springs are the most important sources of water. They are open lakes filled with water and used to irrigate the surrounding farms. The most important ones are Ain Al-Rib, Ain Samha and Ein Khisa. These springs are which are about 10Km south to Assee. These are composed of low karst caves. There are also the springs of Farzan in Salmiyah, and Furjan in Delim.



## Al-Kharj

### - **Remains (Ruins) of Mawan:**

Mawan is located in the west of Delim. It has remains of castles and fortifications spread over the northern mountain ranges in Mawan and the northern part of the site is fortified with semi-circular towers. These towers, as well as the wall, have many side openings.

### - **Archaeological tombs (Cumulus tombs):**

It is located in the western part of the city of Asseeh on the Delim road. It spreads over the high peaks. There are about 500 burial grounds and they extend to about 500 km.

## Al-Kharj

### - Yamama town:

There is an archaeological site called al-Banha standing on the northeast of the town of Yamama. This site is part of an ancient settlement dating back to pre-Islamic times (the third millennium BC) and the early Islamic era (5th century Hijri). There is another ancient settlement on a different site dating back to 1000 year before Christ.

### - Salmiyah Town:

It includes archaeological sites and tombs that date back to the Islamic period, called "Masharefa".

### - Dog Head:

It is located south-west of Dulm, and it is reported that the blue jasmine saw some military (Tusm) above it coming to fight the tribe of Gedis in the fifth century before Christ.

### - Water tower:

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## Al-Kharj

One of the most beautiful water towers in the world and one of the most prominent landmarks in the province, the first across the Kingdom. It was established in 1406H as a water storage to distribute water all through the city buildings. In fact it is a very beautiful and splendour building at the best level. Its height is 104 meters and its storage capacity is 800 cubic meters. The total cost of the project was more than 94 million SRs. It consists of the following:

The underground floor: It contains management offices, technical offices, main kitchen and the aids services entrance.

The ground floor: It contains the main production room, the main entrance, the entrance of the visitors and the services. It has a showroom, a marketing room hall and a cafeteria.

Upper floor: the floor of overlooking at the height of 51 meters.

The ground floor has a cafeteria, a rest area and a view overlooking the building.

The floor of the revolving restaurant: It is height is 60 meters with sitting rooms for visitors and dining areas with two overlooking levels that can accommodate 400 people. It has a kitchen and service rooms and it needs 90 minutes for a complete cycle.

## Al-Kharj

The mechanical floor: It is located at a height of 64 meters and contains mechanical equipment, cooling equipment. This floor contains the main computerized mechanical control room.

Tower Park: It is 41,000 square meters with the tower in the middle.

### - **Economic Importance:**

The location of Al-Kharj Governorate has given it a great importance in two ways: First, it is at a junction to four countries: Yemen through the south, which passes through Aflaj, Wadi al-Dawasir, Asir, UAE, Qatar and Oman via Haradh Road.

Second, it is characterized by the large quantity of water and soil fertility, where water comes through many valleys. In the west of Al-Kharj province lies the mountains of Tuwaiq (Al-Aridh) which are considered as a distributing line of the water coming from north of Riyadh. Al-Kharj also hosts a number of important economic and governmental establishments; the most important of which are the factories of the General Establishment for Military Industries, which are considered the only military factories in the Arabian Gulf, and Prince Sultan Air Base, which is one of the largest air bases in the world. Al-Kharj also hosts the main Military Base for Supply and Logistics and many branches of the various military sectors of the Ministry of Defence. Al-Kharj enjoys certain advantages because it is considered one of the richest regions with all the economic elements that attract investment due to the availability of natural resources, its geographic location and population density. It provides a successful investment environment and creates solid, efficient and strong economic entities. It is expected that this governorate will be one of the important diverse sources of income and product support, in addition to creating more job opportunities for human resources.

**Prince Sattam bin  
Abdul Aziz  
University**

**Prince Sattam bin Abdul Aziz University (Dream Achieved):**

Prince Sattam bin Abdulaziz University (earlier Al-Kharj University) was established on the basis of the Royal Decree No. 7305 / MB on 3/9/1430 H. The university includes five colleges located in five governorates in Riyadh region: Al-Kharj and Hweitat bani Tamim, Aflaj, Slayil and Wadi Al-Dawasir.

The University and its staff were honoured when the Royal Decree No. 45388 was issued on 12/10/1432 AH to adopting its new name “Prince Sattam bin Abdulaziz University”.

The university has 21 colleges in the fields of medicine, engineering, applied and theoretical sciences distributed over five governorates and is attended by more than 28,000 students.



**The branches of the  
university**

**Al-Kharj - Al Dulm**

**Colleges Affiliated:**

**College of Business Administration**

**College of Computer Science and Engineering**

**College of Engineering**

**College of Applied Medical Sciences**

**College of medicine**

**College of Dentistry**

**College of Pharmacy**

**College of Science and Humanities**

**Applied College**

**College of Education.**

**College of Education in Dilam (Girls)**

**Unified Program - Preparatory Year**

## The branches of the university (Hawtat bani Tamim)

### **Hawtat bani Tamim:**

#### **Information on the governorate of Hawtat bani Tamim**

##### **Site:**

Hawtat bani Tamim, is 160 km south of Riyadh in the southern region of Najd between latitudes 22-27 and longitudes (47-46). It is located in the middle of valleys and low reefs surrounded by hill in all sides and in the form of desert bays with many reefs and valleys, which made soil rich organic materials. Hawtat bani Tamim is part of Riyadh region bounded to the north by Al-Kharj, Aflaj from the south, Bayadh from the East, and Hareeq from the west. Previously people used to call it with several including Majazeh, Breik and Farea'.

##### **Rural (Centres) areas:**

The governorate of Houta Bani Tamim has eight centres

Helwah

Quaye'

Al - Atayan

Al - Farshah

Al-Qubabeneh

Masadah

Al Breik

Al-Hayanieh

**The branches of the  
university (Hawtat  
bani Tamim)**

**Its climate:**

The continental climate prevails in Hawtat bani Tamim. In the summer, the temperature rises, and it goes very cold and the rain is very rare.

Environment of Hawtat bani Tamim:

Houta Bani Tamim is famous in palm growing and its production in large quantities. Khalass, Napt Aaeif, Sefri, Serri, and Khedhri are some types of dates grown there. Dates production which is desirable for all due to its purity and sweetness is usually exported to the surrounding areas. In addition to agriculture, we find that the people of Al-Hawtat practice other trades related to agriculture such as grazing and raising camels and livestock especially in the countryside. It also has a wildlife protection area where many animals, such as deer and ibexes live. Additionally, Al-Hawtat has oil wells in its province.

Timetable Time Zone (Global Time): GMT + 3

**Colleges Affiliated:**

**College of Business Administration**

## The branches of the university (Al Aflaj)

### **College of Science and Humanities:**

#### **Al Aflaj:**

Al Flaj is a Saudi province belonging to the Riyadh region. Aflaj is located more than 300 km away from the Saudi capital of Riyadh. It consists of a group of agricultural villages located on Jabal (Mount) Tuwaiq (formerly Al-A'redh Mountain), starting from its eastern foot to its western edge. The most important villages in the region are Laila (the capital of the governorate), and other villages such as Riffaa', Al-Saheeh, Al-Rawda, Al-Kharfah, Assagow, Al Ahmer, al Ghail, Starah, Haradheh, Wasit, Al Amar, Marwan, Sweedan, Al Ojeilah, Al Hadar which is at the western borders of Aflaj. The current population of the province is about 60,000.

### **Colleges Affiliated:**

#### **College of Science and Humanities**

##### **Al – Slayel**

The centre of the governorate (Al-Salyil City) is located at the intersection of several wadis, and the grand wadi of the city runs through it towards the south. Many wild trees grow at the edges of this wadi, but most of them are the salam trees where it gained its name.

### The branches of the university (Al Aflaj)

The most prominent elements of why people settled in Slayil are: availability of water, its location in the middle of the area, and abundance of trees. Therefore the former people settled in those sites and worked in agriculture and animal grazing.

Slayilis located in the south-eastern part of the Riyadh region at an altitude of 600 meters and its continental climate is very hot in summer and cold in winter. It is between latitudes 22-27 and longitudes (47-46) and stands close to a large area of the Empty Quarter.

Slayil is about 540 kilometers from Riyadh and a double line road connected them passing through Aflaj. Aflaj is bordered by Aflaj province in the north, from the south by Najran and from the east by the eastern region.

60,000.

**Colleges Affiliated:**  
**College of Science and Humanities**



## The branches of the university (Wadi Adawasir)

### **Wadi Adawasir**

Wadi al-Dawasir Governorate, similar to other governorate an emirate. It was established during the sovereignty of King Abdul Aziz, Mercy be on him, in 1329 AH. This governorate has undergone many developmental stages, including an urban, educational, agricultural and health renaissance. It has a number of public facilities and branches of all ministries, agencies and security sectors. It also has a number of private and public service facilities to keep up with the general trend and serve the country and the society. Wadi Al-Dawasir is one of the largest governorates in the region of Riyadh in terms of area and population. It is located about 650 km south of Riyadh, the capital. Its area is more than 50,000 km<sup>2</sup> and its population is approximately 150 thousands. It is bordered by the province of Qawaiya in the north, Slayil and Aflaj in the east, Najran region in the south, and Mecca and Asir regions in the west. Its significant location and history on the map of our beloved kingdom equips it to grow and take the position deserved in the country.

**The branches of the  
university (Wadi  
Adawasir)**

**Reason for naming:**

It was called Wadi after the name of the valley running across the Arabian Peninsula in ancient times which was attributed to its people and its inhabitants, the sons of the tribe of Al-Dawasir. (In Arabic, Dawsar is the plural of “Doseri” and “Doser”)

**Names of Wadi Al-Dawasir in History:**

Wadi Al-Dawasir was known as:

- \* Al-Aqiq
- \* Aqiq bani Oqayl
- \* Aqiq Tamra

It is well known that Aqiq in Arabic is the valley that erodes earth.

The initial image that comes to a person's mind as he meets this name of Wadi Al-Dawasir without seeing it, is a picture of a running valley between two mountains. Hence, reality tells quite the opposite. It is a flat land with golden sand, surrounded by green farms and pastures from all sides with the finest natural components.

**The branches of the  
university (Wadi  
Adawasir)**

**About the climate:**

The continental desert climate prevails in Wadi Al-Dawasir. It is hot in summer with more than 45°C in summer, and cold in winter with less than 5°C.

Timetable Time Zone (Global Time): GMT + 3

**Wildlife reserves:**

Wadi al-Dawasar was a rich area for antelopes, deer, rabbits, and ostriches to a time not long ago. Nowadays, there are two of the largest wildlife protected reserves in the Kingdom. Orooq bani Mua'ridh in the Empty Quarter on the banks of the wadi from the east has got herds of ibexes, deer and the birds in addition to natural plants. The other one which has the same nature is called Majame' Al-Hadhab on the northern side of the wadi.

**The branches of the  
university (Wadi  
Adawasir)**

**Towns and villages:**

There are more than 150 centres (populated areas) and villages in Wadi Al-Dawasir; all of them witnessed development and advances similar to the other areas in the kingdom.

**Colleges Affiliated:**

**College of Arts and Sciences.**

**College of Engineering**

**College of Applied Medical Sciences**

**College of Education (Girls)**

**About the University**

The university trains qualified graduates by providing them with education that complies with international standards in an academic and research environment. To achieve this, the university is always keen to recruit distinguished human resources, and generate effective community partnership and supportive administrative systems.

## University Logo

### Meanings and indications of the logo:

#### Prince Sattam:

This is the formal name of the University

#### Framework (Structure):

It is to express that Prince Sattam bin Abdulaziz University has a scientific, lofty and growing institution. The open door indicates that the university receives male and female students through the gradual stages of education to reach the highest peak.

### University Logo:



جامعة الأمير سّطام بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY



A teal rectangular box with a thin white border, containing the text 'University Logo' in white.

## University Logo

### **The Book:**

It stands for science and innovation and it indicates how active the university is, and its goals.

### **Vision, Mission and Objectives:**

University Vision 2030

“A university that is distinguished in education, competitive in research in support of knowledge economy, and effective in partnerships and social responsibility”

### **University Mission 2030:**

Delivering distinct education, developing ground-breaking research, enhancing partnerships and social responsibility through a stimulating academic environment, great-calibre human resources cutting - edge technology, effective strategic partnerships and a supportive administrative system

## Core Values

### **Core Values:**

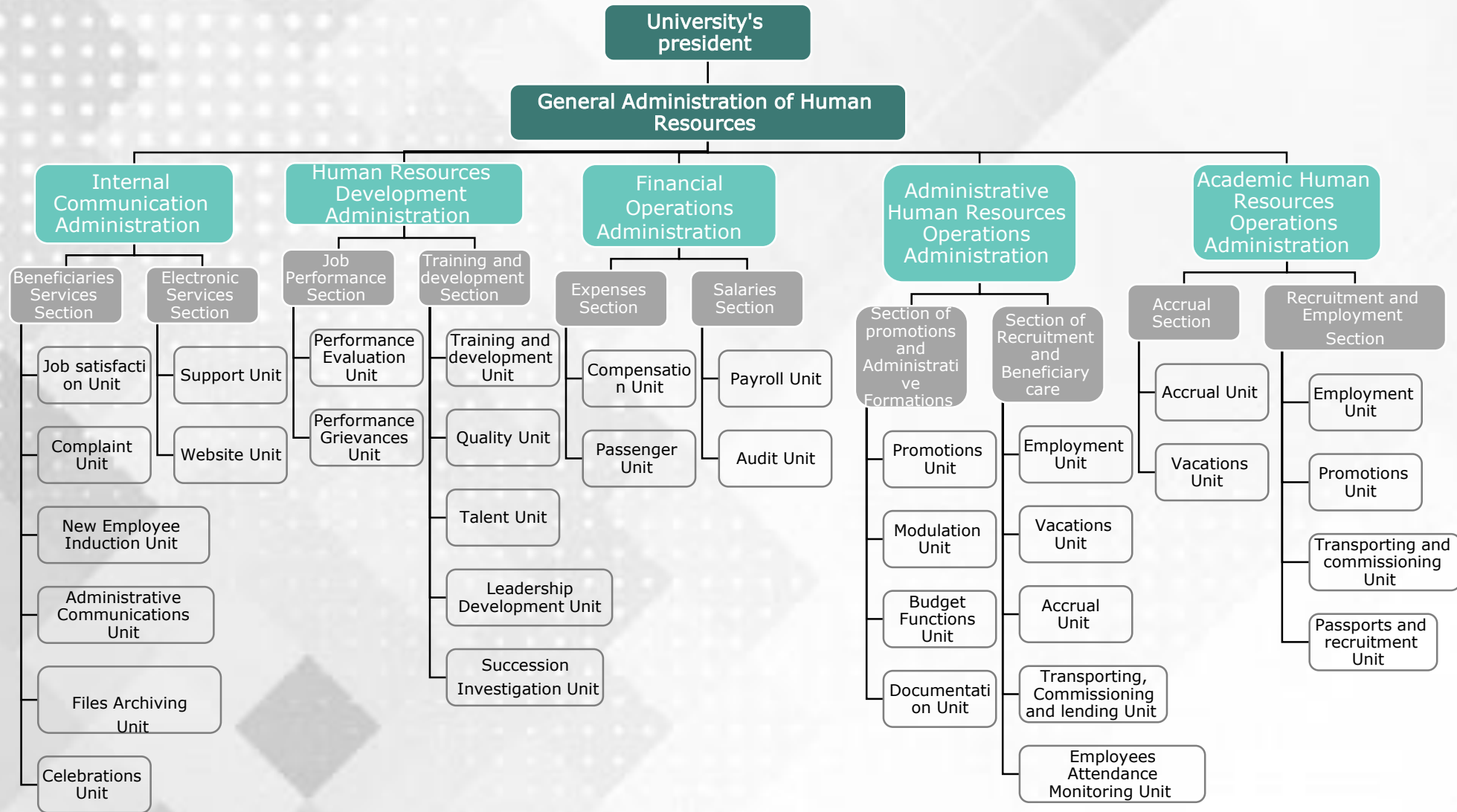
1. Perfection: observing Allah in all deeds, commitment to the finest quality standards and endeavouring for the achievement of distinction and continuous development
2. Fairness: dealing with all personnel with equity, without any bias or favouritism
3. Teamwork: infusing the collective spirit of achievement, and encouraging cooperation in achieving tasks and goals
4. Transparency and accountability: documenting the University's performance reports and its propensities, publishing them with credibility, and answering all queries thereof without delay
5. Social responsibility: the University is committed to enhancing social responsibility programmes, to all personnel, especially for those with special needs
6. National identity: we are committed to promoting the value of national loyalty amongst all Personnel

## Strategic Objectives 2030

### **Strategic Objectives 2030:**

1. Boosting the University status locally and globally
2. Empowering students to compete in the labor market
3. Attracting and developing distinguished human resources
4. Continuous improvement of teaching and learning processes
5. Developing graduate studies and academic research programmes
6. Continuous improvement of quality practices and applications
7. Establishing effective strategic partnerships
8. Sustainability of the financial resources of the University
9. Improving a supportive administrative structure
10. Developing programmes to support social responsibility

## Functional structure



## Colleges Affiliated to University

### Colleges Affiliated to University

- 1.College of Medicine
- 2.College of Dentistry
- 3.College of Pharmacy
- 4.College of Applied Medical Science in Al-Kharj (male and female)
- 5.College of Engineering
- 6.College of Computer Science and Engineering
- 7.Applied College
- 8.College of Business Administration in Al-Kharj
- 9.College of Sciences and Humanities in Al-Kharj (male and female)
- 10.Preparatory Year College
- 11.College of Education in Al-Kharj (female)
- 12.College of Education in Dellam
- 13.College of Business Administration in Hotat Bani Tamim
- 14.College of Sciences and Humanities in Hotat Bani Tamim
- 15.Community College in Aflaj
- 16.College of Sciences and Humanities in Aflaj(male and female)
- 17.College of Sciences and Humanities in Slayel (male and female)
- 18.College of Applied Medical Science in Wadi Addawasir
- 19.College of Arts and Sciences in Wadi Addawasir
- 20.Female College of Education in Wadi Addawasir
- 21.College of Engineering in Wadi Addawasir



## Colleges Affiliated to University

### Deanships

- 1.Preparatory Year Deanship
- 2.Deanship of Scientific Research
- 3.Deanship of Development and Quality
- 5.Deanship of Postgraduate Studies
- 6.Deanship of Admission and Registration
- 7.Deanship of Human Resources
- 8.Deanship of Student Affairs
- 9.Deanship of IT and Distance Learning
- 10.Deanship of Library Affairs
- 11.Deanship of Community Service and Continuing Education

## Deanship of Human Resources

### Deanship of Human Resources

The Deanship of Faculty Members and Personnel Affairs was established by virtue of the royal decree No. 7808/MB, dated 12/11/1431 (\*), as it plays a central role at the university on two crucial levels: faculty members and employees. These two components represent the motor of the educational and administrative processes thanks to which the university can achieve excellence in education, scientific research and community service. The Deanship is working hard to fulfill all its responsibilities and promote the efficiency of performance and skills of faculty and personnel in all aspects by hiring distinguished faculty members and employees, facilitating administrative, financial and service procedures, and providing professional training and study abroad scholarships and encouraging attendance of internal and external conferences and colloquia.

(\*) This Deanship has been operative since the establishment of the University by a royal decree No 7305/MB, dated 3/9/1430 H, but not under the name of Deanship.

## Deanship of Human Resources

### **Vision**

Excellence, creativity and leadership in performance and work environment, creativity and leadership in performance and application of the highest quality standards.

### **Mission**

Provision of excellent management services by attracting, motivating and promoting high quality human resources and guaranteeing excellence in service according to our Islamic values.

### **Objectives**

1. Recruiting, motivating and promoting distinguished human resources.
2. Facilitating administrative, financial and service procedures for all University employees.
3. Promoting the Deanship staff's performance skills and efficiency by providing professional training, internal and external conferences, and study abroad grants.
4. Familiarizing all university employees with laws and regulations.
5. Providing an adequate work environment for teaching staff and employees.
6. Enhancing the relationship between faculty members, clerks and the university administration.

## Deanship of Human Resources

### Values:

- 1.Creativity:** We believe in and promote human creative capabilities.
- 2.Achievement:** We believe that “today’s work must not be postponed till tomorrow.”
- 3.Mastery:** We believe in what our Prophet, Peace Be Upon Him, says: “God loves he who does his work with diligence.” We endeavor to achieve this high goal (high skill and precision).
- 4.Ethics:** We believe that good morals are the foundations of human and religious dealings. Our role model is our Prophet, Peace Be Upon Him, of whom the Almighty said, “An you are of a great moral character” (*Al-Qalam: 4; The Pen: 4*).

### Deanship Affiliations: Vice Dean; Vice Dean of Female Section, and the following:

- 1.Administration of Academic Human Resources Operations.
- 2.Administration of Administrative Human Resources Operations.
- 3.Administration of job performance.
- 4.Administration of Human Resources Development
- 5.Administration of Salaries and Expenditure
- 6.Administration of Faculty and Personnel Relations
- 7.Administration of Development and Quality
- 8.Female Section.

## Deanship of Human Resources

### Deanship Site

University City, University Administration - (ground floor + first floor).

### Deanship Phone Directory

For outside communication, please dial 011 588 and then the extension number.

### Important systems - Saudi faculty members

#### First: Appointment

1. To be appointed to the rank of assistant professor a doctorate or equivalent is required and obtained from a Saudi university or other recognized university. The university council may add other conditions such as age and vocational qualification.

Office	Extension Number
Dean's Secretariat	2311/2300
Vice Dean Secretariat	2331
Vice Dean Secretariat (Female)	1173/1171
Director of Faculty and Personnel Affairs	2332
Director of Employees Affairs	2340
Director of Development and Quality	2380
Director of Faculty members Affairs	2320
Director of Relations	2350
Director of Human Resources	2390
Director of Information Centre	2360
Director of Salaries and Expenses	2370



2- Appointment to the rank of Associate Professor requires the following:

Obtaining a doctorate from a recognized Saudi university or other university.

Academic experience from a recognized university.

Being a member of the university or other recognized universities for at least four years after his appointment to the rank of assistant professor.

Having been promoted scientifically to the rank of associate professor from a Saudi university or other recognized university.

3. Appointment to the rank of professor requires the following:

Obtaining a doctorate from a Saudi university or other recognized university.

Experience in the university or other recognized university for at least eight years, of which at least four years as associate professor.

The professor's increment does not stop when his salary reaches the top level of the salary scale, but rather continues to be awarded. This applies only to the rank of professor.

## Second: Promotion

1. Promotion from Assistant Professor to the rank of Associate Professor requires:

An experience of minimum four years as assistant professor at a Saudi university or other recognized university, provided that the period of service in Saudi universities is no less than one year.

Meeting the minimum requirement of scientific publication in accordance with Article (32) of the regulations.

The scientific production has been published or accepted for publication during his tenure as assistant professor.

2. Promotion from Associate Professor to Professorship requires:

A minimum of four years experience as associate professor at a Saudi university or other recognized university, provided that the period of service in Saudi universities is not less than one year.

To meet the minimum requirement of scientific production in accordance with Article (33).

That the scientific production has been published or accepted for publication while serving as associate professor.

3. The Faculty member's application for promotion is assessed on the basis of hundred points (100) divided as follows:

60 points for scientific production.

25 points for teaching.

15 points for university and community service.

The University Council sets standards and assesses the applicant's participation in university and community service based on the recommendation of the Scientific Council.

## Deanship of Human Resources

The faculty member is promoted scientifically from the date of the decision of the Scientific Council, but his professional promotion is considered from the date of issuance of the executive decision provided that there are vacancies.

## Deanship of Human Resources

### Important Rules

### Teaching Loads

#### Third: Overtime

150 riyals per each hour exceeding the teaching load mentioned above for all faculty members (Saudi / non-Saudi) after approval by the College Council and the Standing Committee for Cooperation.

Title	Maximum Teaching Load
Professor	10 hours
Associate professor	12 hours
Assistant professor	14 hours
Lecturer	16 hours
Assistant	16 hours
Language instructor	18 hours

#### **Fourth: Vacations**

The summer vacation is the annual leave for faculty members, lecturers, deans and language teachers. The university council determines the dates of the faculty members' return, provided that the summer vacation begins only after completion of exams and announcement of results.

#### **Fifth: Scientific leave**

By a decision of the University Council based on the recommendation of the College Council, the department and the Scientific Council, a faculty member may obtain a study leave for an academic year after three years of his appointment or obtaining a previous scientific leave, provided that this does not affect the progress of the teaching process. The secondment period is not counted in the requested period. The University Council sets the rules for study leave on the basis of the Scientific Council's recommendations.



### **Sixth: Attend conferences, seminars and seminars**

The faculty member may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

There should be a relationship between the subject of the conference or the seminar and the faculty member's responsibilities of his/her actual work.

Participation in conferences and symposia held within the Kingdom shall be based on a recommendation from the department and college councils and the approval of the Rector or the Scientific Council.

Participation in conferences and symposia held outside the Kingdom requires the approval of the President of the University Council based on the recommendations of the department and college councils as well as that of the university rector.

The University Council sets the organisational and procedural rules for attending conferences and symposia following the recommendations of the Scientific Council.

The participant submits a report to the university on his/her participation in the conference or seminar.

A travel ticket and an assignment allowance may not be paid to a faculty member participating in a conference or seminar, and payment may be limited to travel fees only or simply permission to attend without financial obligations.

### **Seventh: recruitment and lending**

A faculty member may work with governmental bodies by a decision of the University Council based on the recommendations of the department and college councils. The university pays his salary and monthly transport allowance unless otherwise agreed. The services of a faculty member may be loaned by a decision of the university council following the recommendations of the department and college councils. The university may decide not to renew the loan before the end of the period.

### **Eighth: Scientific Communication**

A decision by the University Council based on the recommendations of the Scientific Council and the recommendations of the department and college councils may send the faculty member on a scientific mission outside the university premises for a period not exceeding four months and may, if necessary, be extended to one year, and the member is treated as a hired employee provided that the period does not exceed one month. If it does, he is treated as a employee sent for external training.

### **Ninth: Transfer**

A member of the faculty may be transferred from one department to another within the college itself provided that it is approved by a decision of the university rector following the recommendations of the scientific Council, the college council, and the two concerned departments.

A faculty member may be transferred from one faculty to another in the University by a decision of the Rector based on the approvals of the Scientific Council, the department and college councils from which the member is transferred, and those of the department and college councils to which he/she will be transferred.

By a decision of the University Council based on the recommendations of the concerned Department and College councils, a faculty member may be transferred to a post outside the university.

### **Tenth: Termination of service**

The service of a faculty member is terminated for one of the following reasons:

Resignation.

Request for retirement before reaching the statutory age according to the contract terms.

Cancel of the job.

Health deficit.

Unjustified absence or failure to implement the transfer decision.

Disciplinary reasons.

By royal or ministers decision.

## Deanship of Human Resources

### Eleventh: Salaries and annual allowance:

Salary scale of teaching stuff, lecturers, and assistants at university accredited by the royal decision 4097/MB date 25/6/1432 starting from 25/6/1432 AH																
Scales																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Title																Annual increment
Assistant	66 50	706 5	74 80	789 5	831 0	87 25	914 0	95 55	99 70	103 85	108 00	11 21 5	1163 0	12 04 5	1246 0	
Lecturer	87 65	927 5	97 85	102 95	108 05	11 31 5	118 25	12 33 5	12 84 5	133 55	138 65	14 88 5	1488 5	15 39 5	1590 5	
Assistant professor	12 76 5	133 35	13 90 5	144 75	150 45	15 61 5	161 85	16 75 5	17 22 5	178 95	184 65	19 03 5	1960 5	20 17 5	2074 5	
Associate professor	16 08 0	167 45	17 41 0	180 85	187 40	19 40 5	200 80	20 73 5	21 40 0	220 65	227 30	23 39 5	2406 0	24 72 5	2539 0	
Professor	18 42 0	191 55	19 89 0	206 25	213 60	22 09 5	228 30	23 56 5	24 30 0	250 35	257 70	26 50 5	2724 0	27 97 5	2871 0	

## Responsibilities

### Responsibilities

**A faculty member must have these values:**

- 1 - Honesty and integrity, and must abide by regulations and instructions and the rules of good conduct. He must avoid all that is dishonorable to his job and be keen on public appearance and live in a neighborhood suitable to his position.
- 2- He must follow up on what is new in his field of specialization and contribute through scientific activity to the development of his area of specialization.
- 3 - He must convey to students the latest findings of science in his field of specialization, and inculcate the love of science and knowledge in his students.
- 4 - He must participate actively in the work of the department council and other councils and committees, and act as a member in department, college and university committees, and take part in the activities of the department, college, and the university to contribute to community service (i.e. non-specified activities).
- 5 - He must work full time for the university, and may not work outside the university only after taking prior approval in accordance with the rules and regulations.



## contractor requirement

### 1. The contractor is required:

To be over the age of twenty and no more than sixty years old.  
The University Council may extend the age limit to a maximum of ten years for associate professors and five years for assistant professors, based on the recommendations of their employers  
To be physically able, confirmed by a recent health certificate issued by a recognized medical entity.  
To be endowed with good conduct and ethics.  
To have the qualifications required for the job.  
Not to be contracted to another party in the Kingdom.  
To be available for full time work at the university.

2. The term of the contract starts from the day on which the contractor leaves his home to his place of work in the Kingdom using the shortest way, provided that the

**Responsibilities**  
**A faculty member**  
**must have these**  
**values:**

2. The term of the contract starts from the day on which the contractor leaves his home to his place of work in the Kingdom using the shortest way, provided that the period between the departure from home and the commencement of work shall not exceed three days and not earlier than the date specified by the university for the beginning of the contract or earlier than the day specified in the contract if the contractor is a resident of the country in which the job is located and where the contract has been signed.

**3-** When the university approves the external promotion of a faculty member from a scientific position to a higher one, the member may be given upon renewal of his contract the salary of the higher position. If his salary before the promotion is higher or equal to the new salary, the member may keep the salary of his previous position and receive the annual increment of the new position upon renewal of his contract.

**Responsibilities**  
**A faculty member**  
**must have these**  
**values:**

**4.** The University Council may increase salaries as specified earlier in the scale by no more than 50% of the due salary of those contracted from Europe or America or any developed countries as determined by the University Council.

**5 -** The University Council may contract with members with rare specialties or scientifically renowned, or with excellent experience or skills or qualifications acquired in one of the famous universities, as well as with doctors, provided that the increase does not exceed 100% of the due salary. The President of the University, in agreement with the President of the General Office of Civil Service, may apply the provisions of this paragraph to other categories.

**6 -** It is permissible to contract with experienced and distinguished members to serve as teaching staff by exceeding the scientific conditions specified in the employment rules with the approval of the University Council following the recommendation of the Scientific Council.

**Responsibilities**  
**A faculty member**  
**must have these**  
**values:**

**7** - Contractors as faculty members, language teachers, lecturers and instructors, who have previously taught at university after obtaining the qualification or scientific title, are granted annual bonuses according to the following table:

**8.** The experience of faculty members, language teachers, lecturers and assistants with no-university teaching experience may be considered if they fulfil the field of specialization and have obtained the academic qualifications on which they have been hired on a calculation of one year for two years of experience for employment

<b>Title</b>	<b>Minimum salary</b>	<b>Maximum salary</b>	<b>Annual increment</b>	<b>Transportation allowance</b>	<b>Furniture allowance</b>
<b>Professor</b>	9100	13600	500	600	25000
<b>Associate professor</b>	7250	11300	450	600	25000
<b>Assistant professor</b>	5600	9200	400	600	25000
<b>Language instructor</b>	4080	6800	350	500	17000
<b>Lecturer</b>	3400	6650	350	500	18000
<b>Assistant</b>	2700	5400	300	500	14000

## contractor requirement

1. The experience for non-members of faculty, lecturers, language teachers and assistants is calculated on the basis of their latest qualifications, and training sessions in speciality after the qualification are counted on the basis of their duration, and are not combined with the period of service. Training and qualification must be issued by a recognized body.
2. The University guarantees tickets for the contractor and his family within the limits of four tickets only, including that of the contractor (provided that his family stays for 6 months in the Kingdom). Tickets are allocated as follows:



## contractor requirement

A single ticket he comes from his home country to the Kingdom at the beginning of the contract unless he is a resident of the Kingdom at the time of contracting.

A return ticket from the Kingdom to his home country, once a year during the period of his contract when allowed annual leave, as well as an member with an internal contract but has worked for two years at the university, unless he is a Kingdom resident when contracting.

A single ticket from the Kingdom to his home at the end of his contract, excepted are those who are residents of the Kingdom when contracting and has worked for less than two years, or has transferred his guardianship to another party in the Kingdom in accordance with to the regulating provisions.

If a woman and her guardian are contracted with another government party, their tickets are provided by from the party that pays the housing allowance.

A companion's entitlement for a return ticket is waived when the University transfers his/her guardianship to a non-governmental party.

Business tickets are provided if the contractor is a professor and economy for the rest.

The contractor may replace the travel tickets due to him from the Kingdom to his country with tickets to any other country without incurring additional costs for the University and within the limits of the Saudi Airlines regulations

## contractor requirement

**1-** The university provides housing for the contractor or pays him an annual housing allowance according to the previous salary scale.

This allowance may be paid in advance at the beginning of the term of the contract and then at the beginning of each year of the renewal period. The allowance is paid for a contract less than a year on the basis of the percentage of a year contract. In case of contracting with a woman and her companion, the housing allowance is paid to the one with the higher amount. This applies to those who are contracted with a non-governmental or non-governmental entity. The housing allowance is not paid to a woman contractor who is married to a Saudi living in the Kingdom.

**2-** The university provides housing for the new contractor of faculty members and the like in his first contract with the university, and pays a furniture allowance on the basis of 50% of the housing allowance. The furniture allowance is paid once during the contract period with the university. Entitlement again is provided to those who have stopped working for at least two years in a governmental entity in the Kingdom and have contracted again with the University without being previously granted the allowance.

## contractor requirement

**3-** In the case of contracting with a woman and her companion, they do not received two furniture allowances, but rather the higher one.

**4-** A contractor is not be entitled to a furniture allowance if his/her companion is employed by the University or by another entity in the Kingdom.

**5 -** If the contractor has worked in another job in the Kingdom before or has been the companion of someone who has or vice versa before contracting with the university, he is not entitled to the furniture allowance provided that he has left the Kingdom for at least two years and has not been paid such allowance by previous employer.

**6-** If the contract is less than one year, the furniture allowance is calculated according to the percentage of the allowance for the remaining year provided that the contract is renewed for another period that is no less than the period of the previous contract.

**contractor  
requirement**

7. The experience of faculty members, language teachers, lecturers and assistants with no-university teaching experience may be considered if they fulfil the field of specialization and have obtained the academic qualifications on which they have been hired on a calculation of one year for two years of experience for employment purposes, and may be considered for promotion by a decision of the Scientific Council based on the recommendation of the College Council.

### contractor requirement

8. If the contractor completes two years in service of the university, he is entitled to end-of-service benefits at the rate of half a month's salary for each year. If the member of the faculty, lecturer, lecturer and technician and those who are related to teaching complete five years of service at the university, he is entitled to a service allowance for each year of service and up to a maximum of one hundred thousand riyals or what he actually earned in accordance with the previous regulations whichever is higher. The allowance is calculated at the end of the service and on the basis of the last salary. The contractor is paid the allowance at the end of service and cannot be entitled to such remuneration except after completion of full years and the total period of service. The remaining remuneration shall be paid to the other contractors by half a month's salary for each year, up to a maximum of fifty thousand riyals or what he has actually earned in accordance with the previous regulations. By a period of two years is meant 22 months of service, and of five years 58 months of service. The end of service bonus may be increased by a maximum of (100%) on the recommendation of the College Council or the concerned authority and the endorsement of the University Council and the approval of the of Higher Education Council provided that the remuneration shall not in any case exceed the maximum limits specified in this article.



## contractor requirement

9. The contractor and his family members shall benefit for during the period of contract from medical and public services available in the Kingdom. The University Council may, in cases of extreme necessity, decide otherwise.

In addition to the weekends, holidays and national holidays, the contractor is entitled to annual leave with a full salary paid at the beginning of the period (60 days) for the teaching staff and (45) days for other contractors. The leave is entitled for a part of the year accordingly, and the contractor is entitled to full annual leave if he starts work within one month from the date of commencement of contracts at the University and the University Council has the right to amend the annual leave periods according to the requirements of the academic calendar.

The duration of annual leave may be brought shorter than what is prescribed by a written agreement between the two parties. The university has the right to determine the beginning and end of the leave, and this does not concern to the periods of secondment, leave and absence.

## contractor requirement

**10.** The University may grant the contractor compulsory leave of not more than ten days per year at full salary and is deducted from his annual leave and allows no entitlement for travel tickets.

**11.** Duties and Responsibilities: The contractor shall be subject to the duties and responsibilities stipulated in the University Regulations and other provisions and regulations of the Civil Service Regulations which are not included.

**12.** In case of professional errors. the contractor shall be subject to disciplinary rules concerning Saudis working at the University as stipulated in the provisions.

**13.** The contractor must abide by the rules, regulations and instructions in force in the Kingdom and he and his dependents must respect the customs and traditions of the Kingdom and not to prejudice religion or to interfere with politics.

**contractor  
requirement**

**14.** Cancellation, Renewal and Termination: The University may terminate the contract without any liability incurred if the contractor does not commence his work within fifteen days of the date determined by the University Council at the time of the contract.

**15.** The contract shall be automatically renewed unless one of the parties informs in writing the other party of his desire to terminate the contract at least two months before its expiry.

**contractor  
requirement**

**16.** The contract shall expire before its expiry date in the following cases:

Acceptance of resignation.

Contractor obtains Saudi nationality.

Insistence on resignation even though the university does not accept it.

Disruption of work without an acceptable excuse for more than fifteen consecutive days or thirty dispersed days in which case the university deems the contract terminated and the contractor according to the rules of insistence on contract cancellation.

Job cancellation (for non-Saudis)

Permanent inability to work.

Incompetence.

Low level of job performance.

Disciplinary discharge by a decision of the university.

Public interest.

Sentence of the contractor or commitment of a crime that violates honour and trust.

Death.

If the duration of the illness exceeds the sick leave stipulated in Article (37), in which case the contractor shall be paid the return tickets and all the allowances paid to him shall not be recovered.

## Expenses

### Expenses

#### Tuition fees paid for Faculty members' children

The University pays the tuitions fees of the children of contracted non-Arab faculty members as well as for those Arab contractors who pursue their education in non-Arab schools and do not speak Arabic so as to study in government schools, according to the following criteria:

- Their age should not be less than 6 and no more than 18.
- They cannot be admitted in government schools.
- They study within the Kingdom and no fees are paid for study abroad.
- Fees are paid to a maximum number of 4 children and the total sum should not exceed twenty-five thousand riyals per year.

Education period	Maximum paid fees
First child	5000 riyals
Second child	5000 riyals
Third child	5000 riyals
Fourth child	5000 riyals



## Expenses for participating in conferences

### Expenses for participating in conferences

In accordance with the university regulations, it has been decided to allow non-Saudi faculty members to participate in scientific conferences once a year, according to the following criteria;

Approval of the department and college councils.

The faculty member must have spent at least one year at the university, his/her contract has been renewed, and has been rated excellent in the performance report in the previous years.

The participant's paper has been accepted bearing the name of the university and that the conference is international and scholarly.

### Salary and allowances

#### Faculty members, Lecturers, Teachers, and Language Instructors:

Faculty members receive monthly salaries determined by the agreement between the parties as well as an experience allowance calculated on the basis of the member's teaching experience up to a maximum of five years, in accordance with the following regulations:

## Expenses for participating in conferences

Contractors are also paid transportation, housing and furniture allowances, as follows:

**Transportation allowance:** 600 riyals per month for professors, associate professors and assistant professors, and 500 riyals for lecturers and language instructors.

**Housing allowance:** 25000 riyals for professors, associate professors and assistant professors, and 18000 riyals for lecturers and language instructors.

**Furniture allowance:** 50% of the housing allowance granted once to the contractor.

### Doctors

Doctors receive a monthly basic salary as agreed by the parties. The basic salary starts from 4000 riyals for holders of a Bachelor of Medicine; 4300 for holders of a Master's degree and a diploma in medical studies of no less than a year of studies; 4600 for holders of a Master's degree or equivalent; and 5500 riyals for holders of a doctorate or equivalent.

Expenses for  
participating in  
conferences

Also, contractors are granted transportation, housing and furniture allowances, as follows:

**Transportation allowance:** 500 riyals per month for contractors who are holders of a doctorate in medicine or equivalent, and 400 riyals per month for holders of a bachelor's and master's degrees.

**Housing allowance:** the amount of three salaries not exceeding 25000 riyals.

**Engineers**

Engineers receive a monthly basic salary as agreed by the parties. The basic salary starts from 2900 riyals for holders of a Bachelor in engineering; 3400 riyals for holders of a Master's degree in engineering; and 4100 riyals for holders of a doctorate or equivalent.

In addition to the basic salary, an experience allowance is calculated on the basis of the engineer's years of experience up to a maximum of five years, according to the

### Expenses for participating in conferences

Contractors are also paid transportation, housing and furniture allowances, as follows:

**Transportation allowance:** 600 riyals per month for professors, associate professors and assistant professors, and 500 riyals for lecturers and language instructors.

**Housing allowance:** 25000 riyals for professors, associate professors and assistant professors, and 18000 riyals for lecturers and language instructors.

**Furniture allowance:** 50% of the housing allowance granted once to the contractor.

### Doctors

Doctors receive a monthly basic salary as agreed by the parties. The basic salary starts from 4000 riyals for holders of a Bachelor of Medicine; 4300 for holders of a Master's degree and a diploma in medical studies of no less than a year of studies; 4600 for holders of a Master's degree or equivalent; and 5500 riyals for holders of a doctorate or equivalent. following regulations: 300 riyals per year for holders of a doctorate in engineering; 150 riyals per year for holders of a Master's degree; and finally, 130 riyals per year for holders of a Bachelor.

Expenses for  
participating in  
conferences

Also, contractors are granted transportation, housing and furniture allowances, as follows:

**Transportation allowance:** 400 riyals per month for contractors who are holders of a doctorate or master's in engineering, and 350 riyals per month for holders of a bachelor's degree.

**Housing allowance:** the amount of three salaries provided that it is not less than 8000 riyals and does not exceed 15000 riyals.

\* For further information, please refer to the detailed regulations and regulations of the faculty members by visiting the website of the General Secretariat of the Higher Education : <http://hec.mohe.gov.sa>



## Office phone number

Office number	Phone
Office of the Rector 1111	1181 588
Vice Rectorate for Education and Academic Affairs	3333
Vice Rector for Scientific Research and Higher Studies	4444
Vice Rector	2222
Deanship of Information Technology and Distance Education	2111
Deanship of Faculty Members and Personnel Affairs	2300
Deanship of Community Service and Continuing Education	2700
Deanship of Development and Quality	3100
Deanship of Student Affairs	3200
Deanship of Admission and Registration	3400
Deanship of Scientific Research	4100
Deanship of Graduate Studies	4200
Deanship of Library Affairs	4300
Public Relations Administration	1200
University Magazine	1222
Legal Administration	1300
General Office of Administrative and Financial Affairs	2400
Purchases Management	2800
Service Management	2028
Followup Management	1600
Planning and Budget Management	2060
Transfer Management	2471
Transportation Management	2470
Internal Audit Management	2299
Project Management	2500
Science and Technology Unit	4700
Business Affairs	4751
Management of University Property	2070
University Hospital	6666

## College Phone Numbers

College number	Phone
Medicine in Al-kharj 011	601 588
Dentistry in Al-Kharj	6200
Pharmacy in Al-Kharj	6000
Applied Medical Sciences in Al-Kharj	6300
Applied Medical Sciences in Al-Kharj (Girls)	6500
Engineering in Alkharj	8200
Engineering and Computer Science	8300
Community College in Al-Kharj	7300
College of Business Administration in Al-Kharj	7000
College of Science and Human Studies in Al-Kharj (Male)	8000
Preparatory Year College	8600
College of Science and Humanities Studies in Al-Kharj (Female)	8900
College of Education in Al-Kharj (Girls)	7100
College of Education in Dalam	7200
College of Business Administration in Hatat Bani Tamim	7500
Faculty of Science and Humanities in Hatat Bani Tamim	7600
Community College in Al-Aflaj	7400
Faculty of Science and Human Studies in Al-Aflaj	8400
Faculty of Science and Human Studies in Al-Aflaj (Female) 8400	
College of Science and Human Studies	7771
Faculty of Applied Medical Sciences in Wadi Al-Dawasir (Female) 6400	
Faculty of Arts and Sciences in Wadi Al-Dawasir	7700
Faculty of Arts and Sciences in Wadi Al-Dawaser (Female)	7700
College of Education for Girls in Wadi Al Dawasir	7800
College of Science and Human Studies in Women (Female)	8500
King Khaled Hospital in Al-Kharj	015444444

## Useful Number in Al-Kharj District

Emergency Services			
Power cuts	930	Telephone breakdowns	904
Road Safety	996	International Communications	900
Telex inquiries	931	Telephone inquiries	905
Mobile Services	902	Billing Services	907
Mobily	1100	Border guards and rescue	994
Traffic accidents	993	Free telephone services	800
Civil Defence	998	Clock	961
Police	999	Passport Emergency	992
Police emergency (mobile)	112	Anti-drugs brigade	995
Red Crescent	997	Public Security	989
Weather forecast	966		

## Hotels and furnished apartments

Hotels and furnished apartments		
Shamsah Hotel	0441949	
Rafal AL Jazeera flats Abdullah 5440377	0494260	Fatima Bint
Durrat Al Kharj Est flats AlDawsry 5448594	5483838	Abdulaziz
Dar Marhaba flats flats 5487442	5449132	Jaya
Bandar Al - Mutaiwi flats flats 5490840	5486256	Fahd Al Dossary
Durat Al Melissa flats 5488796	548609	Al-Difaa flats
Ibrahim Ali Mohammed Saqr flats Sibaie 5441949	5458226	Saif Mohammed Al-
Durat Al Montazah flats flats 5489219	5449795	Abdullah Al Dossary
Abdul Aziz Hamad Al Omairi flats Aldousary 5489219	5443185	Abdullah
Al-Kharj Hotel 5442112	5480002	Al-Tadhamun flats

## Hospitals phone numbers

Private Clinics	
Al Dosari Medical Clinic	5446289
Al-Taaoun Thuna'i Clinic	5440408
Al-Quds Al-Ahli clinic	5444544
Najmat Al Hakim Medical Clinic	5488881
Medical Specialist Clinic	5447753
Saudi Dental Clinic	5440793
Al Dosari Private Clinic	5482039
Al Ameen medical clinic	5443377
Qatar Al-Nadaa Clinic	5411818
United Medical Clinic	5482740
Al-Salam Medical Clinic (Branch)	5448663
Family Safety Clinic	5445324
Rashid Mansour Al - Matrafi Dental Clinic	5483683
Specialized dental clinic	5451064
Hamad Ali Medical Clinic	5550084
Centre of diagnostic examinations to examine expatriate labor	5495311
Sa'id Al Zahrani Medical Clinic	5447629
Aljawali Medical Clinic	5447150
Abdulrahman Saleh Al Qanas Medical Clinic (Branch)	5475555
Taaoun Thalith Clinic	5411818
World Medical Clinic	5454903
Medical Cooperation Clinics Co. Ltd.	5447072
Advanced Consultancy Centres (Branch)	5451111
Medical Examination Complex Co., Ltd.	5495244
Dar Al - Shafaa Medical Complex	5488866
Therapy Clinic	5412726
Ali Hamad Ali Al Madi & Partner	5482424
Ibraheem Abdulrahman Al Sukhaybar Medical Clinic	5488881
King Khaled Hospital in Al-Kharj	015444444



## Rental of cars phone numbers

Rental of cars	
Sarah Rent A Car Est	5495658
Maged Saqr Foundation	5496654
Rent a car	5481424
Your car rental	5494204
Bander Salem Al Dossary Office	5494411
Khaled Al - Mutairi Foundation Branch	5445333
Mohammed Al - Qahtani Foundation	5452000
Salman Al Daws Foundation	5448228
Hamad Mohammed Al - Omar Establishment	5450056
Developed Orient Foundation	5441204
He wrote the distance code to rent the cars	5445333
Mohammed Saad Al Saqr Est	5486288
Rakeef Rent A Car Est	5495286
Fahd Saif Falwan Foundation	5451902
Mohammed Abdul Aziz Al Mohsen Est	5488800
First Muthanna Foundation	5449300

## Travel Agencies phone numbers

Travel Agencies	
Al Tayyar Travel & Tourism Agency (University Partner)	5881288
Al Ammar Travel & Tourism Agency	5444797
Al Sarh Travel & Tourism Branch	5477770

## Area service

### **Markets and Centres**

Hadithi Mall

Kreedes

Al-Aqariyah

Al-Rawshan

Jaw Mall

Othaim

Panda

Hyper Panda

### **Parks and recreation centres**

King Abdulaziz Park

King Fahd Park

Prince Abdulrahman bin Nasser Park

The zoo

Bayjan Park

Al Hanakiya Park

Park Al-Mashtel

Al-Kharj Mashtel Park (female only)

### **Al-Kharj Schools (Governmental and Private)**

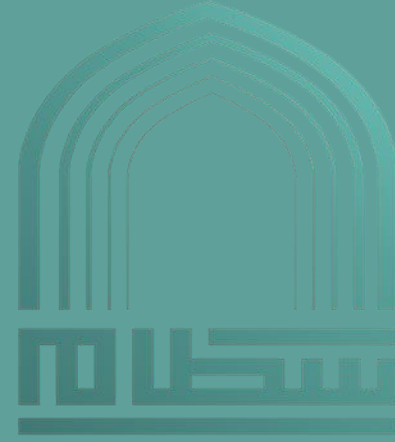
Visit Al-Kharj Education and Education Administration website:

<http://www.alkharjedu.gov.sa/sch/school.aspx>

## Concluding

### **For further communication, please contact:**

Deanship of Human Resources - University City - First Floor.  
PO Box 173 Al-Kharj 11942, Kingdom of Saudi Arabia  
Telephone: 01 588 2300  
Fax: 01 588 2301



جامعة الأمير سّطام بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

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عمادة الموارد البشرية