



جامعة الفيصل
Alfaisal University

FACULTY HANDBOOK

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”إن تربيتنا للشباب تقوم على ثلاث دعائم:
العقيدة والعلم والعمل.“

الملك فيصل بن عبدالعزيز

"The education of our youth rests on three foundations:
Faith, Knowledge & Performance."

King Faisal bin Abd Al-Aziz

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ETHICAL COMMITMENT

One of the most valuable assets of Alfaisal University is our distinguished reputation. Our institution is committed to lawful, ethical and professional conduct. The University can fulfil its mission only if we merit the trust of our entire constituency. All Alfaisal University faculty and employees are expected to carry out their responsibilities in accordance with applicable legal and ethical principles. If any questions arise about how the University's principles, or policies apply, they should be brought to the attention of the appropriate dean or University administrator.

Message from the President

Welcome to Alfaisal University,

Recruiting and retaining outstanding faculty will always be our priority here at Alfaisal University. The Faculty Handbook is meant to inform and to guide members of the faculty as to the accepted practices of the University.

In addition, the Handbook will also serve to advise all concerned of important University policies and procedures as they apply to our faculty. Review and observance of the policies included and referenced in this Handbook will serve as a foundation for meeting contractual obligations within the University.

Faculty are responsible for adhering to the policies and regulations within, and for staying apprised of any updates and changes to the Faculty Handbook.

Should the Faculty Handbook need to be revised as university policies evolve, an updated version of the Handbook may be viewed online to inform faculty of any changes to University policies, procedures, or regulations.

Wishing you every success,

Prof. Mohammed Alhayaza

President

Alfaisal University

1 THE UNIVERSITY and ITS ORGANIZATION

1.1 HISTORY of THE UNIVERSITY

The King Faisal Foundation (KFF) was established in 1976 by the heirs of the late King Faisal to carry on his legacy of “gifts of hope” that result in harvests of educated and prosperous individuals. The deeply held principle was that a well-educated population was the foundation for a strong nation.

The Foundation has always promoted a pragmatic approach to furthering the opportunities for Saudi youth. The creation of a university that strives to achieve excellence in several fields is yet another important advance towards fulfilling its desire to enrich the country’s enterprising individuals with the ability to compete on a global level.

Financial support provided by the King Faisal Foundation has produced the King Faisal School, Prince Sultan College of Business, and Effat University (for women). KFF has launched Alfaisal University as the premier coeducational institution for business, engineering, medicine, science, general studies, and healthcare sciences, which provide education and research in the Kingdom and the region.

Development of Alfaisal University began in 1999. The first Concept Paper regarding the University was prepared in late 2000 with the support of the Carlyle Group. It was submitted to the Economic Offset Committee in February 2001 to qualify the University under the Economic Offset Program. Approval was received in July 2001. Four non-Saudi multinational companies agreed to become co-founders along with six Saudi institutions. In April 2003 the Offset Committee granted a multiple of eight offset credits to the non-Saudi co-founders for cash contributions.

The Board of Trustees negotiated with the Ministry of Education (MOE) to secure an acceptable Charter that assured the independence of the University. The Charter (#10905) was approved by the Ministry on July 10, 2004 and unanimously ratified by the Board of Trustees on October 25, 2004.

Alfaisal was established with the aim of being a private non-profit world-class university that offers its students the latest knowledge in a state-of-the-art environment. Alfaisal espouses all the noble virtues that form the bedrock of the Foundation’s educational activities: to promote learning, research, and the implementation of technology in a manner that promotes the Kingdom’s employment and career objectives for its citizens. Education at Alfaisal is international in approach with instruction in the English language. Our programs are student-centered, utilize problem-based learning and foster team-based skills. Alfaisal will enable its graduates to gain internationally recognized qualifications through an exclusive education imparted to them from within the Kingdom itself.

The campus is situated on the beautiful grounds of the late King Faisal’s Palace at Al Maathar in the center of Riyadh, a historical location ideal for academic pursuits. The first two campus buildings (Science and Business) were completed in 2008 and 2009, respectively. Students began University studies in Engineering, Business, and Medicine in October, 2008 with majors in the College of Science and General Studies beginning in September 2011, College of Pharmacy starting in 2016, and College of Law and International Relations starting in 2021. A Master of Business Administration (MBA) was initiated in 2010 and other graduate degrees in Engineering and Medicine were launched in 2012. The first females were admitted in September 2011. The University will eventually enrol more than 4000 male and female students.

1.2 LOCATION and CLIMATE

Riyadh, which means “the meadows” in Arabic, is the capital of Saudi Arabia and is located in the Central Province. The climate is much like that of the American Southwest. Summers bring extreme heat and dryness, followed by mild winters with cool nights and rare precipitation. Summer clothes are worn most of the year, but some warm clothing is necessary for the winter months.

The present population of Riyadh is over eight million. The city is linked to the seaport in Dammam by a railroad and to all parts of the Kingdom by an extensive network of roads. The national air carrier, Saudi Arabian Airlines, and other major airlines serve all major cities in the Kingdom and numerous international locations from the modern airport in Riyadh.

1.3 PHILOSOPHY of THE UNIVERSITY

The University’s vision statement is as follows:

“Alfaisal University is a private non-profit institution which aspires to be a world-class research university committed to the creation, dissemination and application of knowledge in the fields of business, engineering, life sciences and medicine, and to the development of knowledge-based economies.”

The Mission statement for the University reads:

“Alfaisal University is a student-centred university which creates and disseminates knowledge through world-class undergraduate and graduate education programs, research and service that benefit the Kingdom of Saudi Arabia, the region and the world, and stimulate the development of knowledge-based economies.”

1.3.1 Alfaisal University’s core values:

Culture	:	Understand and value core elements of Saudi <u>culture</u> .
Knowledge	:	Contribute new <u>knowledge</u> in the fields of science and technology.
Performance	:	Commit to continuous improvement in <u>performance</u> and quality.
Faith	:	Honour the role of <u>faith</u> in life.
Integrity	:	Demonstrate professional and institutional <u>integrity</u> .
Responsibility	:	Embrace social and environmental <u>responsibility</u> .
Honesty	:	Demonstrate <u>honesty</u> in one’s actions and treatment of others.
Service	:	Provide value-added <u>service</u> at the local, regional and international levels.
Learning	:	Instil the habit of life-long curiosity and <u>learning</u> .
Equal opportunity	:	Strive for <u>equal opportunity</u> within the context of valuing talent and ability.
Leadership	:	Demonstrate leadership with respect to academics, research and service, and build leaders.

In keeping with other activities sponsored by KFF, Alfaisal will be expected to establish a reputation as one of the leading universities in the world. In addition to developing relationships with major Saudi and Western businesses, Alfaisal has reached a cooperative understanding with King Abdulaziz City for Science and Technology (KACST) for engineering and science and with King Faisal Specialist Hospital and Research Centre (KFSHRC). These are the premier research and healing institutions within the Kingdom. to ensure effective development of its educational and research programs in business, engineering, medicine and life sciences, Alfaisal is actively seeking partnerships with international institutions. Partners Healthcare International (PHI) (formerly Harvard Medical International) has signed a 10-year agreement to provide help with curriculum and facilities design, faculty development and college governance for the College of Medicine, and the College of Pharmacy.

A fundamental strategy is the adoption of the best of international higher education systems as the model, with appropriate adaptation to local needs. Consistent with this model, English is the language of instruction in all subjects except Arabic Language and Literature, and Islamic Studies. This ensures the currency of technical materials and the development in our graduates of effective skills for communication with the managerial, technical and scientific leadership of major national and international industries.

In spite of the immensely important characteristic of national origin, Alfaisal University is in many respects an international university. It has a multi-national faculty, derived from the major international sources of science and technology, with selection based on professional quality rather than national origin. Although most of the students will be Saudis, many international students will be enrolled at the undergraduate and graduate levels.

The University's curricula are designed to meet national and international standards and will lead to degrees that have international recognition and currency. In addition to accreditation within the Kingdom of Saudi Arabia, Alfaisal University will seek international accreditation for the College of Business (COB) from the Association to Advance Collegiate Schools of Business (AACSB) and the College of Engineering (COE) from the Accreditation Board for Engineering and Technology (ABET) in the U.S.A. and accreditation agencies in the United Kingdom and Europe. Its alumni are expected to be employed worldwide.

1.4 UNIVERSITY GOVERNANCE and ADMINISTRATION

The governance structure of the University is a "work in progress." The descriptions of the major governing bodies that follow are a combination of what is specified in the University's Charter and what the University aims to have in place when it reaches steady state with respect to numbers of faculty and students.

1.4.1 Founder's Board

The Founder's Board has ten members where each co-founder organization is represented by one member of the Board. They are:

- The King Faisal Foundation
- Dallah Albaraka
- Al Jomaih Holding Company
- Saudi Oger Limited
- Saudi Bin Ladin Group
- King Faisal Specialist Hospital and Research Center
- BAE Systems (U.K.)

- Boeing Company (U.S.A.)
- United Technologies (U.S.A.)
- THALES (France)

The Founders Board has the power to invite other co-founders, whenever necessary, to provide additional financial or in-kind contributions to assure achievement of the University's mission and goals. The Founders Board and its members also have the power to collaborate with the University Trustees in fund-raising; recruiting officers, faculty and staff; design and development of the campus facilities; and such actions as may be reasonably necessary for the University to inaugurate and maintain the University or any of its facilities and to enrol and teach students. In addition, the Founders Board has the power to nominate new members for the Board of Trustees and to submit nominations for new members to the King Faisal Foundation. Alfaisal is currently searching for additional co-founders from organizations that have strategic, educational, research and long-term presence and influence within the Kingdom.

1.4.2 The Board of Trustees

Members of the Board of Trustees for Alfaisal University are appointed by King Faisal Foundation. The Board's membership reflects a set of disciplines and areas of expertise that serve the University well. The current membership of the Board is:

- Ten co-founders in Section 1.4.1 above (except Saudi Oger Limited)
- Three representatives of King Faisal Foundation (total of four)
- A representative of the Ministry of Education (MOE)
- Four senior faculty representatives from Public universities
- The President of Alfaisal University

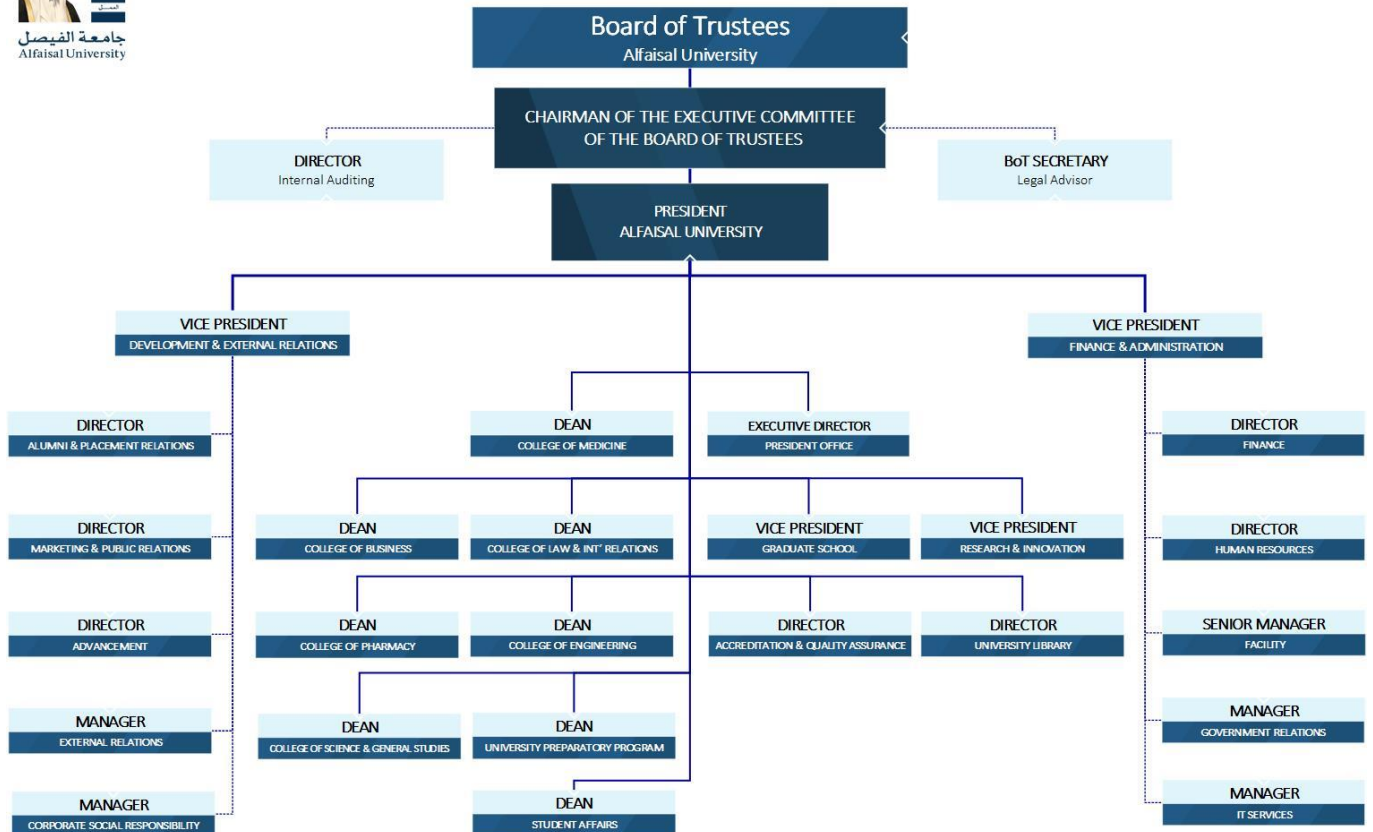
Subject to compliance with the provisions of the Charter of Alfaisal University, and to the extent not in conflict with the Private Universities' regulations and the applicable rules and regulations of the Kingdom, the Board of Trustees shall have exclusive jurisdiction over the direction and control of the University, its Academic Programs and its Business and Financial Affairs. In connection therewith, The Board of Trustees shall have the powers outlined in the Charter of Alfaisal University. In particular, The Board selects and appoints the officers in charge of the Academic Programs and of Business and Financial Affairs, approves the University internal regulations and amendments thereto, administers invested funds, approves the annual budget, approves the salary scale of the faculty, officers and members of the staff of the University, and determines policies for operation and control of the University.

1.4.3 Organizational Chart

An organization Structure is a chart describing the reporting relationships and the formal arrangement of work positions within an organization. It identifies and shows divisions of work, supervisory relationships, communication channels, major subunits, and levels of management who make up the University.



ORGANIZATION CHART - LEADERSHIP



1.4.4 Principal Officers of the University:

1.4.4.1 President

The President of Alfaisal University is appointed by the Board of Trustees, who shall delegate to the President, the following powers and responsibilities.

- Provide the overall administrative and educational leadership for the University.
- Appoint and provide direction to vice presidents, deans and faculty, their terms of office, dismissal and compensation.
- Raise funds for the endowment and for building programs of the University.
- Execute such other duties and responsibilities as may be delegated by the Board of Trustees to the President.

1.4.4.2 Provost and Vice President for Academic Affairs (Chief Academic Officer)

The Provost and Vice President for Academic Affairs will report directly to the President and will have the following duties and responsibilities.

- Provide a focal point for overall leadership and coordination in the support and development of the academic and research efforts of the University.
- Oversee the University's academic activities.
- Coordinate the educational and research activities of the deans of the colleges.

The Provost, as the Chief Academic Officer, administers the academic programs (instruction and research in Colleges and other affiliated units) and University services in support of the academic program (student affairs, libraries and information resources, and institutional planning). The Provost shares with the President conduct of the University's relations with other educational institutions, groups, and associations.

1.4.4.3 Vice President for Finance and Administration

The Vice President for Finance and Administration is appointed by and reports directly to the President and performs duties assigned by the President. He is the Chief Financial Officer of the University. His responsibilities include serving as Treasurer of the Board of Trustees. The Departments of Human Resources, Finance and Accounting, Information Technology, Government Relations, and Facilities report to the Vice President for Finance and Administration.

1.4.4.4 Vice President for External Relations

The Vice President for External Relations is a member of the executive management team and reports directly to the President. The Vice President has responsibility for the strategic planning and management of the University's marketing, public relations, branding, publications, and media relations, fund raising, advocacy, and outreach. The

Departments of Public Relations and Marketing, Alumni and Placement Relations, and Advancement report to The Vice President for External Relations.

1.4.4.5 Vice Provost for Research and Graduate Studies

The Vice Provost for Research heads the Office of Research and oversees the development of graduate studies in the various Colleges. Reporting to the President, he is responsible for management and promotion of research activities that are carried out by the academic departments through external or internal funding. In addition, he is responsible for the Business Incubator, the Office of Technology Commercialization, and the Saudi Alliance for Business Technology, and also chairs the University Research Council.

1.4.4.6 Dean for Student Affairs

The Dean for Student Affairs heads the Offices of Undergraduate Admissions, Enrolment Services, Scholarships, and Student Activities. Reporting to the President, he has responsibility for recruiting, admitting, providing financial aid for undergraduates, registration of students, recording of grades, maintaining permanent student records, transcript evaluation of transfer students, and maintenance of a data base and permanent files of students. Student Affairs also is responsible for extra-curricular activities, student counselling and advising, cooperative and summer training programs, and student housing.

1.4.4.7 Director of the Library

The Director of the Library heads the University Libraries and report to the President. He is responsible for providing leadership in the development and fulfilment of the library mission and vision, as well as strategic goals and objectives, which support and extend those of the university. Serves on various university governance bodies, including University Council, Council of Deans, and other standing and university-wide committees.

1.4.4.8 Director of Accreditation and Quality Assurance

The Director of Accreditation and Quality Assurance is a member of the executive management team and reports directly to the President. He heads the Department of Accreditation and Quality Assurance and oversees the development of accreditation planning and implementation. The director is responsible for obtaining and maintaining institutional accreditation. He also assists all colleges and their respective programs in obtaining national and international accreditation.

1.4.4.9 Academic Deans

The Academic Deans are nominated by the Provost and Vice President for Academic Affairs, with the approval of the Board of Trustees, and report directly to the President/Provost. The dean of each college is responsible for the development and quality of the instructional and research programs that reside in the college and its departments, centres, and institutes. The Dean may convene an advisory group to assist in carrying out decanal responsibilities. The academic deans are full-time faculty members. They are in charge of college budgets and of all the activities of the department heads in their respective colleges.

1.4.4.9a Vice Dean for Academic Affairs

The Vice Dean of Academic Affairs oversees the academic programs at the college. The main tasks includes coordination with different stakeholders, including students, to finalize semester schedule and allocation of faculty to courses; implementation of the academic policies relevant to the undergraduate programs and internship (e.g. attendance, probations, academic integrity make-up exams, etc); playing an active role in student advising and taking initiatives which improves the learning experience of students; process student appeals (grade appeal, academic misconduct, and students complaints). Work with the college's leadership to assess the relevance and currency of the undergraduate curriculum and identify areas of improvement as aspired by the college and University mission.

1.4.4.9b Vice Dean for Research & Graduate Studies

The Vice Dean for Research & Graduate Studies oversees academic programs at the graduate level of the college, as well as the overall research portfolio. In graduate programs, on the strategic side, deals with the curriculum, its revisions, benchmarking, and establishing new graduate programs. On the operational side, the main tasks include coordination with different stakeholders, including students, finalizing semester schedules and exams, as well as allocation of faculty to courses, implementation of the academic policies relevant to graduate programs and research. The role includes student advising and taking initiatives which improves the learning experience of students; process student appeals (grade appeal, academic misconduct, and students' complaints), evaluate student progress and dismissals, work with the college's leadership to assess the relevance and currency the graduate curriculum and identify areas of improvement as aspired by the college and university mission. On the research side, works on Research to develop policies for research support, quality, conferences, and other venues.

1.4.4.9c Vice Dean for Accreditation and Quality Assurance

The Vice Dean for Accreditation and Quality oversees, manages, and fosters continuous improvement of accreditation and quality assurance operations at the college level. They are responsible for ensuring the quality of educational programs within the college and acquiring and upholding program accreditation. The Vice Dean works with all departments to collect and maintain data and information related to accreditation and quality assurance at the college level. They also coordinate with the Office of Accreditation and Quality Assurance at the university level to ensure compliance with accreditation standards and to maintain the quality of education across the institution. his position requires strong leadership, organizational skills, and an understanding of accreditation processes and quality assurance principles.

1.4.4.9d Chair of Department

The Chair of Department is a leadership position responsible for overseeing the strategic and operational aspects of the department. The Chair's primary duties include developing and implementing teaching plans, establishing a conducive research environment, meeting degree program requirements, encouraging professional growth, and aligning resources with faculty expertise. In addition, the Chair plays a pivotal role in ensuring departmental decisions support the broader goals of the Department, College, and University.

1.4.4.9e Program Director

Program Director is a faculty member assigned by the Dean to oversee the administrative aspects of the program within the college. Program Director provides leadership to the program and oversees all aspects of the program development, curriculum, evaluation, and scheduling. In departments with one program, the Chair of Department can serve as the Program Director. The Program Director is also responsible for monitoring student recruitment and retention, and fostering relationships with the community to promote

program growth. In concert with the chairs of departments, the director is responsible for the management of program faculty, ensure adequate coverage for course offerings, conduct faculty searches; and provide feedback for tenure/promotion/rank decisions when appropriate.

1.4.5 Councils and Committees

1.4.5.1 University Council

The University shall have a University Council with the following membership:

- University President (Chairman).
- The university's vice presidents, with the most senior among them as the Vice Chairman.
- Deans of colleges and supportive deanships.
- University Centre and Institute Directors.
- Three individuals with substantial expertise in higher education (nominated by the university council and appointed by the Board of Trustees for a renewable term of three years).

Subject to compliance with the provisions of the Charter and internal By-Laws for Alfaisal University, and decisions of the Board of Trustees, the University Council shall have the right to manage and coordinate the university's academic programs. The university council shall undertake the following tasks:

1. Proposing the higher education institution's vision, mission, and goals, as well as its academic, administrative, and financial policies, and referring them to the Board of Trustees
2. Approving contracting with faculty members
3. Approving admission policies and their criteria and determining student intake numbers consistent with the institution's capacity
4. Recommending the approval of the bylaws governing the sponsorship and training of faculty members and individuals in similar roles and referring them to the Board of Trustees
5. Recommending the approval of the bylaws governing the support for scientific research, innovation, authorship, translation, and publication and referring them to the Board of Trustees.
6. Awarding academic degrees to graduates
7. Recommending the approval of academic programs for various academic degrees offered by the higher education institution and referring to the Board of Trustees.
8. Approving the particulars of the academic calendar consistent with the overarching framework delineating the commencement and conclusion of the academic year in the Kingdom of Saudi Arabia.
9. Proposing the tuition fees for the academic program and referring to the Board of Trustees.
10. Recommending the approval of the establishment of the Scientific Council and referring to the Board of Trustees.
11. Proposing the establishment, merger, dissolution, or modification of colleges, institutes, academic departments, and centers, including changes to their names, and referring to the Board of Trustees
12. Recommending the approval of establishing Scientific Chairs and referring to the Board of Trustees.

13. Recommending the approvals for establishing advisory councils, specifying their areas of specialization, delineating their operational guidelines, and referring to the Board of Trustees.
14. Recommending the approval of scientific and technical cooperation agreements and memoranda of understanding between the higher education institution and domestic and foreign entities and referring to the Board of Trustees.
15. Recommending the approval of the corporate social responsibility plan
16. Approving providing faculty services to public and private sectors and civil society institutions through secondment or contractual arrangements.
17. Approving faculty members' sabbatical leaves, scientific contact, and external scientific and academic engagements.
18. Approving faculty members' academic promotions in accordance with the scientific council's recommendations.
19. Approving the issuance of scientific journals and periodicals
20. Approving student activities plans.
21. Recommending the approval of the higher education institution's annual report and referring it to the Board of Trustees.
22. Recommending the ratification of the final accounts of the higher education Institution and referring to the Board of Trustees
23. Proposing the annual budget of the higher education institution and referring it to the Board of Trustees.
24. Reviewing matters referred to the council by its chair or proposed by any of its members.

1.4.5.2 College Councils

The dean of each college shall convene a College Council which shall consist of the dean, vice dean and department heads. The College Council will advise the dean on educational, financial and administrative affairs of the college. A College Council shall meet at least once per month provided that two thirds of its members are present. Resolutions shall be adopted by a majority vote of the attending members. Should the votes be equal, the votes in favour of the dean shall be given preference.

Subject to compliance with the Charter and internal By-Laws for Alfaisal University, and decisions of the Board of Trustees, the University Council shall have the right to manage and coordinate College activities and their academic and extra-curricular student programs. Specific issues include:

- Establishment or discontinuation of college academic programs.
- Admission requirements.
- Internal rules and regulations.
- Rules, regulations, and processes for the conduct of scientific research.
- Study programs, curriculum, academic and student activities.
- Oversee accreditation processes.
- Deal with faculty development issues.

1.4.5.3 Department Councils

Each college department shall have a head and faculty. The department head shall determine the authority and breadth of responsibility of the department council and the manner of its performance. Subject to compliance with the regulation of the Charter and By-Laws of Alfaisal University and decisions of the Board of Trustees, the University Council and the relevant College Council, the department head may convene a department council to consider:

- Appointment of faculty, lecturers, and assistants.
- Adjustments of academic plans.
- Curricula, textbooks, and reference books.
- Research issues including the publication of research results.
- Student issues of a departmental nature.
- Faculty sabbatical-leave proposals.
- Proposals from faculty to attend professional conferences.
- Deal with faculty development issues.

1.4.5.4 Research & Graduate Studies Council

The Research & Graduate Studies Council (RGC), which is chaired by the Vice President for Research & Graduate Studies, is responsible for safeguarding the excellence of research and graduate education. The Office of Research & Graduate Studies (ORG) is the administrative arm of the Council and is empowered on its behalf to enforce its regulations and policies. The Council membership consists of two faculty members from each of the different colleges nominated by their respective Deans within the institution. The duties and functions of the RGC consist of the following:

- The Research & Graduate Studies Council sets the policies and standards for graduate admission, and degrees in coordination with the Colleges.
- The Council reviews established degree programs and proposals for new fields of study or degrees; establishes qualifications and policies for Graduate Student Teaching Assistants and Graduate Student Research Assistants; responds to issues referred to it by the Vice President, the President's Office, and the Deans, and participates in reviews of existing graduate programs.
- Propose internal regulations, in coordination with academic departments and Student Affairs, for the organization of graduate studies.
- Propose, implement and supervise admission criteria into graduate studies.
- Study and recommend new programs for endorsement and coordinate them with current ones.
- Recommend graduate courses for approval, amendment and modification.
- Recommend titles of graduate degrees in both Arabic and English on recommendation of colleges' councils.
- Periodically assess graduate programs at the university through specialized committees from inside or outside the university.

- Study matters forwarded to it for consultation by the University Council, the Council of Deans or President's Office and offer suggestions and advice.

1.4.5.5 Scientific Council

The council shall be constituted for a duration of three years, as delineated below:

- The individual overseeing scientific research at the university (Chairman).
- Representative from each college/institute holding at least the rank of associate professor.
- Three faculty members from external institutions, each holding a rank of at least associate professor.

The Scientific Council, pursuant to its mandate, shall exercise oversight over the scientific matters pertaining to faculty members, research activities, studies, and publications. Specifically, it shall undertake the following duties.:

1. Recommending approval for contracting with faculty members at the university.
2. Recommending approval for the academic promotion of faculty members.
3. Recommending approval for sabbatical leave and scientific contact for faculty members and their external academic and scientific engagements.
4. Proposing policies governing the allocation of scholarships and training of faculty members and individuals in comparable positions.
5. Proposing policies to encourage scientific research, innovation, authorship, translation, and publication.
6. Reviewing matters referred by the university council.
7. The Scientific Council may form committees from its members or others to review assigned tasks.

1.4.5.6 Committee on Promotions

This Committee is chaired by the Provost or his designate, and composed of four full professors, one elected by each College, and two additional faculty members appointed by the Provost at the rank of associate professor or higher. It evaluates candidates for promotion who have been approved by the various college departments and deans. (See Chapter III, section e below)

1.4.5.7 Award Committee

This is a committee of four senior faculty members, with one member elected by each College. It advises the President on the Distinguished Awards for Teaching, Research, and Advising. The Committee will establish its own procedures for receiving nominations from the colleges.

1.4.5.8 University Hiring Committee

The University Hiring Committee was established to advise the President on issues relating to faculty hiring and retention. Its membership includes:

- Vice Provost for Academic Affairs or President's Representative (Chairman).
- Vice Provost for Research and Graduate Studies or Representative.
- The Dean of Student Affairs.
- Director Accreditation and Quality Assurance.
- At the President discretion, other members may be involved in the UHC deliberations.
- Representatives of the Colleges and other experts will be invited as required.

In order to maintain the Alfaisal competitive edge in the education market, it is necessary to continually review hiring policies to ensure that the university has the best faculty that are available. Therefore, the Committee is charged with the following duties:

- To continually carry out comparisons of Alfaisal University employment and remuneration policies with those existing in other universities both in Saudi Arabia and abroad.
- To review current faculty qualifications and teaching experience in view of the findings of the comparative study.
- To advise the President on policies that, within medium term, might remedy any deficiencies revealed by the study.
- To maintain a recruitment policy that will enhance the quality of faculty at Alfaisal University.
- To review proposed faculty appointments by colleges.

1.4.5.9 Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee is the central curriculum committee of the University responsible for the development of academic policies and the review and approval of programs. The Committee reports its findings to the President and the University Council. Its membership includes:

- Vice Provost for Academic Affairs or President's Representative (Chairman).
- Vice Provost for Research and Graduate Studies or Representative.
- Director of Accreditation and Quality Assurance
- One representative from each College

The Committee is responsible for:

- The development and review of academic policies
- Approval of academic programs
- To review published guidelines for students and faculty members which detail the University's information on programs and courses, degrees offered and graduation requirements, admission requirements and procedures, costs and refund policies, and rules and regulations directly affecting students.

1.4.6 The Colleges

The University is divided into the Colleges of Engineering, Business, Medicine, Science and General Studies, and Pharmacy. Each college is managed by a dean and the heads of the academic departments. Colleges should develop their own policies and procedures governing faculty appointments, promotion, and the like, and these should be compiled into a College Faculty Handbook. However, whereas the college policies and procedures may contain more detailed language, they do not supersede and must not conflict with University policies. College-specific policies and procedures will go into effect only after they have been approved by the President.

1.4.6a. The College of Engineering (COE) offers Bachelor of Engineering, B.Eng., in Industrial Engineering, Electrical Engineering, Mechanical Engineering, Software Engineering and Architectural Engineering. The College offers also a Master of Science, M.Sc., in Engineering & Systems Management.

1.4.6b. The College of Business (COB) offers three programs: The first is a Bachelor of Business Administration (BBA) with five concentrations: Accounting, Finance, Human Resources Management, Marketing, and Operations and Project Management. The second is a Master of Business Administration (MBA) with three tracks: MBA-General, MBA-Finance, and MBA- Healthcare Management. The third is an Executive Education program that is geared toward serving the community with standard programs (like CFA, CPA, CMA, PMP, CAPM, SHRM - CP / SCP, CIPS and MEX) or a customized programs including mini-MBAs.

1.4.6c. The College of Science and General Studies (COSGS) offers a 4-year Bachelor of Science in Life Sciences. This includes coursework in basic sciences (biology, chemistry and physics) and advanced laboratory research projects in areas such as genetics and biotechnology. The College is developing bachelor degree programs in Computer Science and Environmental Science. The College provides core courses in natural sciences, humanities and social sciences for all university students in the Colleges of Business, Engineering and Medicine. In addition, the College is responsible for the administration of the University Preparatory Program (UPP).

1.4.6d. The College of Medicine (COM) offers a Bachelor of Medicine and Surgery (MBBS) degree. The program is a problem-based curriculum comprised of five years followed by an internship year. It is taught in collaboration with King Faisal Hospital and Research Centre and Security Forces Hospital in addition to other private and Ministry of Health Hospitals The College offers a Master's degree in Bio-Medical Science in Molecular Biology, infection control and Embryological Science. Also Master in Radiological Image Science, Master Degree in Genetic Counselling " and Master degree in Public Health.

1.4.6e. The College of Pharmacy (COP) offers a Doctor of Pharmacy (Pharm.D.) degree. 5 years of didactic/ experiential courses within Pharm.D. Program. This program will offer the graduate with a degree of; Doctor of Pharmacy (Pharm.D.), conditional upon successful performance in all courses, including the final advanced pharmacy practice experience APPE rotations in the final year.

1.4.6f. The College of Law & International Relations (COL) offers a Bachelor of Law (LLB). Students get to study many core subjects including the English foundation subjects. This would include contracts, torts, criminal law, constitutional law, property law, EU law, etc. such an academic approach allows students to take a comparative perspective in all the subject's thought. In the final stage, students would get to choose

any of the academic tracks available, which would include Diplomacy & International Relations, International Law, or Government & Public Policy.

1.4.6g. University Preparatory Program (UPP)

The University Preparatory Program (UPP) is staffed with instructors who are assigned to the program. It is an integral part of Alfaisal University under the administrative arm of the College of Science and General Studies. It is a program for students who have finished high school but do not meet English language requirements and/or do not have a strong enough academic record to be directly admitted to Alfaisal University. Its curriculum includes instruction in English, mathematics, science, computer skills and study skills. The UPP works closely with university departments (colleges) in the determination of admissions requirements, expectations for accomplishments in UPP and in recruitment of students.

2 TERMS of FACULTY APPOINTMENTS

The Faculty of Alfaisal University is comprised of individuals who perform the vital functions of teaching, research and service. Their titles, employment status, and precise duties vary according to their particular assignments.

2.1 CLASSIFICATION of FACULTY and ACADEMIC STAFF

2.1.1 Regular Professorial Ranks

These are members of the faculty with the ranks of Assistant Professor, Associate Professor or Professor. They must hold a Doctor of Philosophy (PhD) or equivalent terminal degree. Their full-time duties at the University include teaching, research and service.

2.1.2 Research Professorial Ranks

These are members of the faculty with the ranks of Research Assistant Professor, Research Associate Professor or Research Professor. They must hold a Ph.D. or equivalent terminal degree. Their duties at the University are primarily research, with only occasional responsibilities for teaching or student supervision and service. Normally, the members of the Research faculty are compensated through research grants from outside sources, and they are appointed annually, with possibility of renewal depending on the availability of funding.

2.1.3 Clinical Professorial Ranks

These are members of the faculty in the College of Medicine with the ranks of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. They are academically qualified members of the medical staff of another institution, who actively practice their professions together with students for teaching purposes on part-time basis at Alfaisal University.

2.1.4 Practice Professorial Ranks

The College of Business may from time to time appoint Assistant, Associate and Professors of Business Practice. They will be qualified professionals with at least a master's degree who are on limited term appointments and whose full-time responsibility at Alfaisal University involves teaching and professional practice. They normally have one-year renewable contracts.

2.1.5 Adjunct Professorial Ranks

These are members of the Academic Staff with the ranks of Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. They are individuals with PhDs. or equivalent terminal degrees whose primary employment is at another institution in affiliation with Alfaisal university, and whose appointment at Alfaisal University, usually for a semester or on an annual basis, is for the purpose of teaching a specific course or playing a limited role in a research project. This title may also be used for individuals whose primary appointment is in another department or college at Alfaisal University.

2.1.6 Visiting Professorial Ranks

These are members of the Academic Staff with the ranks of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These are full time temporary appointments given to individuals who are on leave from their primary places of employment. Their rank at Alfaisal corresponds to that at their home institution if it is an academic institution, and depends on experience and educational qualifications if they are “visiting” from industry or government. These individuals are typically expected to return to their home institutions at the end of their assignment at Alfaisal University (normally, one year). However, this rank can also be extended to individuals who are on leave from their home institutions, but who are considering becoming part of the regular professorial faculty at Alfaisal University.

2.1.7 Non-Professorial Ranks

These are members of the Academic Staff with the ranks of:

2.1.7a. Instructor:

These are full or part-time individuals on the instructional staff who hold Masters’ degrees and are appointed annually or individuals who have completed all requirements but the dissertation for a PhD and whom the University plans to appoint as Assistant Professors when they complete all requirements for the PhD. Appointments are annual until the degree is earned, at which time they will usually be promoted to Assistant Professor.

This also covers individuals in the Program for the Development of Saudi Faculty (section 2.3 below) who return to Alfaisal University following a study leave, but have not yet completed the PhD. Appointments are annual until the degree is earned, at which time they will usually be promoted to the rank of Assistant Professor.

2.1.7b. Lecturer, Senior Lecturer

These are individuals with a PhD or equivalent terminal degree who are full-time members of the academic staff, but who are not expected to conduct research; their initial appointments may be for either one or two years.

2.1.8 Postdoctoral Research Fellows

These are individuals who have recently completed their PhD or equivalent terminal degrees and who are seeking additional training in the laboratory of an established faculty member. Their full-time duties at the University are primarily research, with only occasional responsibilities for teaching or student supervision. Normally, the postdoctoral staff are compensated through research grants from outside sources. They can be appointed for one to three years with continued employment and renewal based on the availability of funding.

2.1.9 Graduate Teaching Assistants, Graduate Research Assistants

These are graduate students whose teaching, research, or service is conducted under the supervision of a faculty member. Their appointments are generally part-time and annual in nature.

2.2 PROCEDURES FOR INITIAL APPOINTMENT of FACULTY

Initial appointment to the Regular Professorial Ranks requires a competitive search. Initial appointment to the rank of:

- **Assistant Professor** requires a PhD or equivalent in the field of specialization and demonstrated promise of a high level of creative ability in teaching and research; where appropriate to the discipline, a significant and productive postdoctoral research experience may also be required.
- **Associate Professor** requires, in addition to the above, extensive evidence of successful teaching and research.
- **Professor** requires, in addition to the above, evidence of a high degree of proficiency in teaching and research, significant contributions to the field of specialization, and an excellent national and international reputation as a leading scholar.
- Each college of the University may specify additional criteria for these appointments.

2.2.1 Search and Appointment Procedures

As a general rule, searches will be initiated in the departments. The department head will seek authorization for a search from the dean. After authorization to search has been granted by the dean, the department head will form a search committee who, in turn, will identify and interview candidates. Upon completion of their interviews and selection of one candidate per open position, the search committee will make its recommendation(s) to the department head. The department heads will present their and the committee's assessment of the candidate(s) for approval by the dean. With the dean's approval and within the compensation limits the dean establishes, the department head will negotiate compensation and a start-up package with the candidate. Upon completion of the negotiations, the department head will make the appointment. In the case of searches in departments with three or fewer members of the Regular Professorial faculty, the faculty search committee will be appointed at the level of the college, with the department chair as a member.

Initial appointment to the Research, Clinical, and Practice Professorial ranks will not require a competitive search, although the dean or department head, as appropriate, are encouraged to do so. The department head (or dean) will make the appointment after having received advice from the college committee on faculty appointments and the approval of the dean.

Appointments to the Adjunct, Visiting, and non-professorial ranks are made by the department head with the approval of the dean.

2.3 TYPES and LENGTHS of CONTRACTS; EMPLOYMENT CONDITIONS

The initial appointment for a regular professorial rank is usually for up to one (1) year. Performance of faculty will be assessed based on the annual faculty activity reports. Decisions on renewal of contracts, merit based increments and rolling contract privileges will be extended for faculty members based on their annual faculty activity reports. Specific performance indicators are given in Section 3 below. Upon expiration of the initial contract, if there is a mutual agreement on contract terms, the University will renew the appointment for another term up to one (1) year.

Appointments to the Research Professorial, Clinical Professorial, Practice Professorial, Adjunct Professorial, Visiting Professorial, and Non-Professorial ranks are normally on an annual basis, and may be renewed depending on evaluation of performance and University needs.

As a general rule, faculty members are expected to teach 10 to 14 credit hours per semester (in Bi-semester system) and 7-10 credit hours (in the Tri-semester system). Instructors, Lecturers and Senior Lecturers are expected to teach 14 to 18 credit hours per semester (in Bi-semester system) and 12-14 credit hours (in Tri-semester system). The teaching assignments of a faculty member of professorial rank will be reviewed annually by the department head and will be consistent with guidelines for workload set by the University and with overall instructional requirements of the department. Assigned workloads will take into account number of class preparations, funded research activity, curricular or administrative assignments, and other types of service. In such cases of heavy responsibilities, upon the recommendation of the dean (and with the approval of the Provost/President), teaching loads can be varied. Consideration will be given to providing adequate time for new entry-level faculty to establish their research programs.

2.4 PROGRAM FOR DEVELOPMENT of FACULTY

2.4.1 Purpose

The Program for the Development of Faculty (PDF) is designed for outstanding Saudi graduates with B.Sc. or Master's degrees and who are motivated to pursue an academic career with Alfaisal University, but who need to gain the necessary academic qualifications (PhD or the appropriate terminal degree) in their discipline/professional area. This program is designed to conform to the Ministry of Education (MOE) regulations and is subject to budget availability.

Generally, PDF appointments will be made in those areas which the University has identified as high priorities for either instruction or research or both. It is likely that faculty members in these areas will be in high demand and that there will be strong competition for faculty members in these areas. Periodically, the Council of Deans and the Research Council will review the academic fields which the University has identified as priority areas and recommend additions, subtractions or changes to the list, so that the deans can focus appointments to the PDF in those areas.

2.4.2 Admission Requirements

Saudi candidates are selected for the Ministry of Education (MOE) Graduate Scholarships and for appointment to the PDF based on the following conditions:

- Academic record (generally requiring at least a 3.0 GPA on a 4-point scale in a relevant field from a reputable university).
- Motivation to pursue research and teaching as their career.
- Ability to pursue and attain a PhD (or equivalent degree that is) acceptable to Alfaisal University within a reasonable timeframe.

2.4.3 Career Path

2.4.3.1 Post-Baccalaureate

Each individual in the PDF should spend one to two years at Alfaisal University as a Graduate Teaching Assistant to gain exposure to teaching and research in the candidate's anticipated long-term academic field and to provide time to prepare for admission to a top PhD program.

2.4.3.2 Doctoral

This is a period of about three years devoted to doctoral study and attainment of a PhD degree in a top graduate program at a Western University. Short extensions to allow completion of the degree will be possible, subject to dean's approval.

2.4.3.3 Postdoctoral

This appointment will last from one to three years and will involve practical research experience in the laboratory of a distinguished faculty member at a top Western university. Some teaching experience should be part of this appointment.

2.4.3.4 Professorial Faculty

The initial faculty appointment will be at the Assistant Professor level. Other appointment requirements will be as described above. Candidates who have not attained a PhD may be employed at Alfaisal University as Instructors for a limited period of time to be determined by the dean of the college.

2.4.4 Terms of Appointments

2.4.4.1 Graduate Teaching Assistant

- Per annum base salary.
- Medical Benefits applying to full-time faculty.

2.4.4.2 Transition to Doctoral Program

- If PDF appointees gain admission to an appropriate PhD program before the two-year appointment has ended, with the agreement of the department head and dean, they may move immediately to the doctoral phase of their program. In the event that admission to an appropriate PhD program is delayed, the department head, with approval of the dean may agree to an extension of the initial appointment for a further 12 months.
- Post-Baccalaureate appointees who fail to gain admission to an appropriate PhD program by the end of the third year will be dismissed from the PDF program.

2.4.4.3 Doctoral Phase

- Post-Baccalaureate appointees who are accepted into an appropriate PhD program and who have received satisfactory performance reviews as graduate teaching assistants will be re-appointed subject to agreement with the terms and conditions outlined above as well as the terms for the sponsored doctoral study program.
- Individuals who accept appointments in the doctoral phase of the PDF program will be required to sign a deed of guarantee and indemnity that requires them to work for Alfaisal University for a period of time equal to the time spent in the doctoral program, subject to a minimum of two years and an absolute maximum of five years. Failure to do so will make the appointee and their guarantors sureties liable to pay Alfaisal University a sum of money agreed in the deed of guarantee and indemnity.
- The doctoral phase of the program will normally be for a period of three years. Appointees will be required to submit regular progress reports satisfactory to their department head or dean. Continued financial sponsorship by Alfaisal University will be subject to an annual review of progress with satisfactory performance.
- If the PhD degree is not attained within the three years, the department head or dean may support, under exceptional circumstances, an additional year of doctoral work with full pay and sponsorship.
- The University may decide that an individual who has attained a PhD in the doctoral phase is not acceptable as an Assistant Professor at Alfaisal because (a) they are not suitable for a faculty position or (b) the University does not require faculty in the specialty of the candidate. Under such circumstances, the University may agree to an arrangement that does not involve a professorial rank appointment.
- If a candidate does not attain a PhD within the five- to six-year period allotted for this purpose, the department head or dean and the appointee will work on a strategy for meeting the required bond commitments. Although not exclusive, the following examples are provided as general guidelines for department heads (or deans) and appointees: 1) appointee returns to Alfaisal University as Instructor to serve his required period of bond with pay but without additional sponsorship provisions, with little or no intention of completing the PhD degree; and 2) appointee stays abroad for a period of up to two additional years without pay and without sponsorship from Alfaisal University, to complete PhD degree before returning to Alfaisal.

3 EVALUATION of FACULTY PERFORMANCE

3.1 CRITERIA FOR ANNUAL EVALUATION

Faculty performance evaluations are conducted annually to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development; and to obtain information relevant to contract renewal, promotion, and termination, awards for teaching, research and advising, and merit pay decisions. (Details of the types of expected activities in these three fields are defined clearly in the Faculty Promotion Regulations and Guidelines, Section 2.2, which is available on the Alfaisal University Website (http://research.alfaisal.edu/faculty_promotion.html). Research expectations of faculty should reflect actual practice, allowing for distinction between disciplines based on international practice.

The general criteria for academic review are:

- Teaching performance evaluation is a critical aspect of the academic review and the promotion decision. Teaching excellence will be assessed by determining the individual's ability to:
 - Lecture and lead discussions.
 - Create a range of learning opportunities.
 - Draw out students and arouse the curiosity of beginners.
 - Stimulate advanced students to engage in creative work.
 - Organize courses logically and systematically.
 - Evaluate critically the materials related to the field of specialization.
 - Assess student performance.
 - Stimulate students to extend learning beyond a particular course.
 - Other function related to teaching as specified by the college.

- The University follow-up policy for academic staff evaluation
 - Faculty members must be evaluated by students each semester and in each course.
 - Based on the student evaluation: The Head of a Department or Dean, as appropriate, should arrange for at least one colleague to attend and evaluate at least one lecture given by any new member of the academic staff and any established member of the faculty whose student evaluation for a course/a semester is below 3.75 on a scale of 5.
 - The purpose of this review is to appraise the delivery of the lectures, organization and the use of lecture room hardware as a means of improving the overall quality of the educational delivery at Alfaisal University. Upon the Head of a Department or Dean's recommendation the review may be extended to evaluate a faculty member's professional development as well as syllabi, course specifications, course reports, exams, and other aspects of instructional design and assessment.

- The reviewer(s) will prepare a written report to be submitted to the Head of Department or Dean, who will in turn, discuss the report with the lecturer. A record of this review will be kept in the departmental or college files for any future reference.
- Excellence in research and scholarship, as reflected in both the ability and the achievement of the faculty member in contributing significantly to the acquisition and dissemination of knowledge, in obtaining research grants when they are available, and in being innovative or demonstrating powers of independent thought (suitably witnessed by having research published in appropriate esteemed periodicals, books, and creative accomplishments of scholarly work, or otherwise subjected to peer evaluation and deemed to be acceptable; e.g., by learned societies or other professionals, either individually or communally). Alfaisal prides itself in being a research-oriented and student centered university and faculty members are expected to be research active, defined as having at least 2 publications per year in reputable peer-reviewed journals. The criteria for research and creative achievement vary across disciplines, and they are defined by each college. The faculty of each college and/or department will rank journals according to standards such as international or regional prestige, breadth of readership, peer review, and rejection rate. Candidates should demonstrate continuous engagement in a defined research area that indicates future promise. For verification purposes, copies of all published material included in the candidate's curriculum vitae for the period of evaluation should be submitted as part of the promotion file. The candidate may suggest a representative sample of publications to be sent to the external referees. to encourage collaborative work, the senior author may be asked to detail the contribution of the candidate to a particular publication or project. If working as members of a research team, promotion candidates should explain their specific roles on the team.
- University, professional and community service, including contributions to the effective functioning of the university, effectiveness of cooperation with colleagues, links with business, industry private or government entities, and contributions to professional communities and student life and academic environment.

Each faculty member will be asked to complete an Annual Activity Report on a calendar year basis covering these activities which is submitted to the college dean. The faculty member will then meet with the head of his department or research center or dean to review accomplishments and to establish goals and objectives for the upcoming evaluation period. In this process, the faculty member updates his professional performance file, adding information about his teaching, research, and service activities, as appropriate to their particular classification. The dean's reports on faculty members will then be forwarded to the President.

The faculty member discusses the appropriate weightings of teaching, research, and service for their performance with the department head; these typically reflect the percent of time that the faculty member spends in the different areas. The weights could change from year to year to accommodate the particular needs of the department and the college.

The specific criteria used in the evaluations will vary according to the faculty member's classification (e.g., Regular Professorial, Research Professorial, etc.) and can vary among the colleges. The criteria for each unit are developed by the faculty and dean of the college and are approved by the Provost/President.

3.2 MERIT SALARY INCREMENTS

A merit pay increase between 2 and 10% of base pay (contingent upon budgetary circumstances), awarded as an addition to base salary, can be granted to faculty members considering the following criteria:

1. The faculty member has published or has acceptance notices for four papers in refereed international journals which have an internationally recognized impact factor over the last 12 months (up to one refereed international conference paper can be substituted for one journal paper); or
2. The head of department or dean's recommendation for an award for outstanding teaching on the basis of peer review and student evaluation; or
3. Other exceptional contributions and/or honors (significant external research grants, patents, a prize for merit, etc.) on the recommendation of the head of department or college dean;
4. The faculty member is recommended for a merit pay award by the college dean with the concurrence of the Provost/President.

Recommendations of the department heads or deans for merit increments are then forwarded to the Provost's Faculty Development and Recruitment Committee which, following the guidelines promulgated annually by the Provost/President, the approvals by the deans, the availability of budget, and permissible ranges of increases established annually by the University, will recommend to the Provost/President the merit awards to be granted.

3.3 ELIGIBILITY FOR PROMOTION

The eligibility period for a faculty member seeking promotion shall be a minimum of four years in university rank (or equivalent position) with one year of consecutive service at Alfaisal University. The following minimum qualifications are required for all professorial ranks of Alfaisal faculty. For research, the minimum qualifications are determined on the basis of a specific number of "units" in accordance with the 'unified bylaws for faculty' that were adopted by the Higher Education Council. A scholarly work is to be counted as "1 unit" if it is single authored; "1/2 unit" if it has two authors. If the research was carried out by more than two individuals, it will be regarded as "1/2 unit" for the principal author and "1/4 unit" for each of the others. If another collective work is considered for promotion, then it will count as "1/4 unit" for each researcher.

3.3.1 Degree Requirements

An earned Ph.D. degree, or equivalent, in the subject area from an institution whose graduate programs correspond to those of accredited reputable universities, is required for all professorial ranks. However, in certain fields of study and in special cases, exceptions can be made (refer to article 12 of the "Unified Regulatory Charter for Saudi Faculty and their Equivalence"). Ph.D. degrees obtained by correspondence, during breaks/ vacation periods, and through continuing education courses are not accepted as equivalent to an earned Ph.D. degree.

3.3.2 Assistant Professor

Candidates for this rank must show promise of successful research performance. Publications resulting from their Ph.D. dissertations may be accepted as evidence of such promise. In addition, it is desirable that they have some teaching experience at university level.

3.3.3 Associate Professor

Four or more years of successful teaching and research at a recognized University, preferably in a tenure-track position, after attaining the requisite degree, are required, with a minimum of one year appointment at assistant professor rank at Alfaisal University having been served prior to application for promotion. An Associate Professor should demonstrate mature and independent scholarship. Research and other scholarly activities should indicate creativity, significance and effectiveness.

The candidate for promotion must satisfy the following minimum requirements in Research and Scientific Contributions:

Four published and/or accepted-for-publication units; two of these units may be either single authored or four first authored in multi-author papers which are indexed in Thomson Reuters (TR), ISI, Scopus, Cabell's or similar databases. Therefore, a faculty member can apply for promotion without individual (singly-authored) works, provided that the applicant has four first-author ISI-indexed publications for promotion to associate professor. In determining the minimum number of units, the following categories and rules should be considered

1. Papers in internationally recognized refereed journals; a minimum of one unit is required.
2. Papers in refereed proceedings in international conferences and specialized symposia; a maximum of one unit is accepted.
3. Refereed, published, or accepted for publication technical reports from specialized university research centres; a maximum of one unit is accepted.
4. Refereed textbooks and reference books; a maximum of one unit is accepted.
5. Refereed authentication reviews of rare books; a maximum of one unit is accepted.
6. Refereed translations of specialized scientific books; a maximum of one unit is accepted.
7. Refereed books and research reports published by scientific societies/authorities approved by the Scientific Council; a maximum of one unit is accepted.
8. Inventions and novelties that have patents from recognized patent agencies approved by the Scientific Council.
9. Distinguished creative activities according to a basis recommended by the Scientific Council and approved by the University Board; a maximum of one unit is accepted.

In determining the minimum number of units, it must be ascertained that Research and Scientific Contributions were published or accepted-for-publications while the candidate was at the rank of Assistant Professor. Furthermore, it must be ascertained that material submitted for consideration for promotion must have been published or accepted-for-publication in more than one publication channel (i.e. different journal publishers and different university and scientific establishments).

3.3.4 Professor

Eight or more years of successful teaching and research work at a recognized University, preferably in a tenure-track position, after attaining the requisite degree are required. Candidates applying for promotion to this rank must have at least four years of service in the Associate Professor rank. In promotion to this rank, contributions in teaching and service are important. However, the main emphasis is on research and scholarly achievements. Thus all candidates to this rank must demonstrate that their research achievements have had a recognized impact on the advancement of knowledge in their subject area.

The minimum research work required to be submitted for promotion to the rank of Professor should include six research units published or accepted for publication, at least three of which should be singly authored. It is allowed for the promotion applicant to replace the individual (singly authored) work with two first author works published or accepted for publication in ISI-indexed medium. Therefore, a faculty member can apply for promotion without individual (singly-authored) works, provided that the applicant has four first-author ISI-indexed publications for promotion to associate professor, and six first-author ISI-indexed publications for promotion to professor (ref Article 33 in KSU Regulations Governing the Promotion of Faculty Members 2010-2011).

A completed faculty promotion portfolio will consist of the following:

	Section
Letters (reverse chronological order)	1
<ul style="list-style-type: none">• University Prom Com. Recommendation Letter• College Dean Recommendation Letter• College Peer Review Committee Letter• Request for Promotion Review	
Promotion Application Summary	2
<ul style="list-style-type: none">• Declaration• Calculation of Publication Units• Application Form for Promotion of Faculty Members at KSU	
Curriculum Vitae	3
Supporting Documents of Previous Appointments	
Research & Publications	4
<ul style="list-style-type: none">• Journal articles	
<ul style="list-style-type: none">• List of research grants	5
Teaching	6
<ul style="list-style-type: none">• Courses taught & curriculum development• Faculty development activities• Student & Peer Evaluations	

3.3.5 Steps in chronological order for promotion to professorial ranks

<u>STAGE</u>	<u>ACTION</u>
<i>Anytime during the academic year</i>	<ul style="list-style-type: none"> • Candidates after checking that they meet the minimum requirements, submit the Promotion Review Portfolio to the College Dean.
<i>College Level Review</i>	<ul style="list-style-type: none"> • The College Dean shall make the Portfolio available for review by members of the College Faculty Peer Review Committee. The Portfolio is retained/secured by the College (Exec Assist). • The College Faculty Peer Review Committee shall convene and complete its review of the applicant's portfolio. • The committee's written recommendation on each candidate shall be submitted to college dean <i>by date stipulated by dean</i>. That date shall be a date allowing sufficient time for dean's subsequent review & written recommendation on each candidate. The committee's recommendation is placed in the candidate's portfolio. <i>Copy provided to candidate.</i> • College Peer Review Committee prepares list of 10 potential expert reviewers with contact information (<i>External Reviewers letters will be requested by Saudi Government University based on list</i>) • The written recommendation of the College Dean concludes the process of review at the college level.
<i>University-wide Level of Review</i>	<i>Committee</i>
	<ul style="list-style-type: none"> • The College Dean's written recommendation is due to the Office of the Provost/President. <i>Copy provided to candidate.</i> • The candidate's Promotion Review Portfolio is transferred from the Office of the Dean to the Provost's Office. • The Provost/President makes the promotion file available to the University-wide Faculty Promotion Review Committee for review.
<i>Provost Level Review</i>	<ul style="list-style-type: none"> • The University-wide Faculty Promotion Review Committee's written recommendation due to Provost; <i>copy provided to candidate.</i> • Provost begins review of the candidate's portfolio
<i>Saudi Government University Evaluation</i>	<ul style="list-style-type: none"> • Copy of dossier is sent by the Provost to a Saudi government university for evaluation. • Written recommendation from Saudi Government University is due to Provost. <i>Copy provided to candidate.</i>
<i>President's Review & Decision</i>	<ul style="list-style-type: none"> • The written recommendation of the Provost is due to President. <i>Copy provided to candidate.</i> • The President's decision transmitted in memorandum to candidate. This is the final level of review for all Promotion candidates.

Full details of promotion requirements and procedures can be found in Faculty Promotion Regulations and Guidelines, Second Edition (revised December 2011), which is available on the Alfaisal portal http://research.alfaisal.edu/faculty_promotion.html.

4 EMPLOYMENT and GRIEVANCE ISSUES

4.1 RETIREMENT

In accordance with the labor laws of the Kingdom of Saudi Arabia, the normal retirement age at Alfaisal University is 60. However, if there is a significant need for his/her services, the President can extend a faculty member's service until age 65. Saudi nationals on the faculty may apply for early retirement after 20 years of service at the University. Retirement benefits for Saudi faculty members are governed by the Saudi Labour law.

4.2 TERMINATION PRIOR to END of CONTRACT

The University may terminate the appointment of a member of the faculty for cause without notice or payment in lieu thereof:

- If the faculty member is guilty of dishonesty, gross personal or professional misconduct, or wilful neglect of duty;
- If the faculty member shows disrespect for the local culture;
- If the faculty member is convicted of a criminal offense;
- If- after adequate warning notice has been issued – the faculty member fails to attend diligently to his duties as determined by the department head;
- If the faculty member is absent without authorization for more than one week immediately following a home leave;
- If a faculty member starts his/her contract in the middle of a semester and resigns before completing all academic requirements pertaining to courses in his/her primary contract or in the middle of a semester, the university is not obliged to pay salaries and benefits for the remaining portion of the contractual year but just for the semester he/she completes. The university is also not obliged to pay for complete repatriation costs and salary payments during the summer months. The university will in this circumstance only pay a one way ticket to home country to the faculty member and official dependents as per university policies and procedures.
- For any continued material breach of the terms of appointment.

4.3 GRIEVANCES

I. DEFINITIONS and COVERAGE

A. GRIEVANCE:

A grievance is a complaint in writing made to an administrative officer of the University concerning a decision, made by a person or group of persons acting in an official University capacity that directly or adversely affects the grievant as an individual in his or her professional academic capacity. A grievance does not include dissatisfaction with a University policy of general application challenged on the ground that the policy is unfair or inadvisable.

B. COVERAGE:

A grievance may be filed and any member of the Faculty or Academic Staff-Teaching or Academic Staff-Research at Alfaisal University hereunder may utilize the appeal procedure.

C. ABSENCE of PRESIDENT:

In the absence of a duly appointed President at Alfaisal University, the Chairman of the Faculty Development Committee of the Board of Trustees of the University shall act in the capacity of the President under these Grievance Procedures.

II. GRIEVANCE STRUCTURE

A, The Grievance Structure consists of an Administrative Structure.

B. The Administrative Structure includes, in order and as applicable, the following administrative officers of the University: head of administrative unit; department chair; dean of school; Provost and President.

C. The President shall devise a set of standing rules of procedure which will govern proceedings for the filing and appeal of grievances in the Administrative Structure, provided that:

1. The set of standing rules of procedure, and any amendments thereof, shall be valid upon promulgation;
2. The rules shall provide that any communication or material solicited and received with the understanding that it would be kept in confidence shall be kept confidential and shall not be revealed to any person, including the grievant, who was not a party to the confidential communication or material, except that such communication or material may be revealed to any person(s) consulted by the administrative officer for guidance on that grievance.

III. GRIEVANCE PROCEDURES

A. FILING of GRIEVANCE

1. A grievance arising out of a decision at the administrative unit or department level shall be filed with the dean of the school.
2. A grievance arising out of a decision at the dean's level shall be filed with the Provost.
3. A grievance arising out of a decision at the Provost's level shall be filed with the President.

4. A grievance arising out of a decision at the President's level shall be filed with the President. The President shall make a determination on the grievance, and such determination shall be final. The decision of the President, with the reasons therefor, shall be given to the grievant in writing.
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- B. The grievant shall file his or her complaint in writing, setting forth a statement of the decision that constitutes the subject matter of the grievance and all ground(s) on which it is being challenged. The written grievance shall also include the grievant's statement that he or she has made informal efforts to resolve the dispute at each administrative level (including, as applicable, with his or her principal investigator and with the department chair) below the level at which the grievance is filed, and shall describe those efforts in detail.
 - C. The administrative officer with whom the grievance is filed shall consider the grievance. The administrative officer may attempt to resolve the matter informally or make whatever disposition of the grievance he or she deems appropriate. The administrative officer may refer the grievance, or any issue therein, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs. The administrative officer may also, in appropriate cases, remand the grievance to a lower administrative level (including to the original decision maker) for further consideration. The administrative officer shall notify the grievant in writing of the disposition made of the grievance.

IV. APPEAL PROCEDURE

- A. A grievant who is dissatisfied with the disposition of the grievance by the administrative officer with whom the grievance was filed may appeal the decision in order to each of the higher administrative officers within the Administrative Structure as follows:
 1. For a grievance filed with and decided by the dean, a grievant may appeal the decision in writing to the Provost. The Provost will follow the procedure for appeals set forth in Sections IV (D) and (E) and V below.
 2. For a grievance (or an appeal) filed with and decided by the Provost, a grievant may appeal the decision in writing to the President. The President will follow the procedure for appeals set forth in Sections IV (D) and (E) and V below.
 3. No appeal shall be available for a grievance (or an appeal) filed with the President. (See Section III(A)(4) above.)
- B. The determination by any administrative officer of any grievance appealed to him or her shall be appealable by the grievant to the next higher administrative officer within the Administrative Structure, except that the determination of the President shall be final.
- C. An appeal shall be made in writing and shall contain the following information:

1. A statement of the decision that constitutes the subject matter of the grievance and all ground(s) on which it is being challenged;
 2. The names and positions of all administrative officers with whom the grievance has been filed or appealed and a copy of the determination made by each of those administrative officers.
- D. Each administrative officer within the Administrative Structure who considers a grievance appealed to him or her shall make a determination on the matter and shall inform the grievant in writing of the determination.
- E. The administrative officer may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs. The administrative officer may also, in appropriate cases, remand the matter to a lower administrative level (including to the original decision maker) for further consideration.
- F. In considering a grievance that arises out of a negative decision on appointment, reappointment, or promotion, an administrative officer may consult with the same body, if any, that makes recommendations on decisions involving appointment, reappointment, or promotion.

V. STANDARDS FOR REVIEW and PROCEDURAL MATTERS

- A. The review of a grievance or of an appeal by the dean, the Provost or the President shall usually be limited to the following considerations:
1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
 2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
 3. Given proper facts, criteria, and procedures, was the decision one that a person in the position of the decision maker might reasonably have made?
- B. Standing rules of procedure for the handling of grievances under the Statement on Academic Staff Grievance Procedures, which include time limitations for the filing of grievances and appeals, as well as other procedural matters will be made available online. Note that a delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance by the administrative officer with whom it is filed. Similarly, appeals should be filed without delay.
- C. Questions concerning the filing and appeal of grievances should be directed to the Office of the Provost or to the Director of Human Resources.

STANDING RULES of PROCEDURE

These Standing Rules of Procedure for grievances (the "Rules") are hereby implemented under clauses 1.8. and 1. C. of the Alfaisal University Grievance Procedure (the Grievance Procedure"). They shall apply to the filing and appeal of all grievances by any member of the Faculty or Academic Staff-Teaching or Academic Staff-Research at Alfaisal University.

These procedures are intended to only be invoked only when persistent efforts at informal resolution of significant differences have failed; thereafter, further informal resolution efforts may be undertaken at any stage of the process. The time frames set forth in these rules are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.

I. FILING of GRIEVANCE

- A. The grievant shall file his or her grievance in writing, setting forth a statement of the decision that constitutes the subject matter of the grievance, all grounds on which it is being challenged, and all reasons why the grievant believes that the decision was improperly taken. The grievance shall specifically address the matters set forth in the Standards for Review in Section V of the Grievance Procedure. The written grievance shall include allegations of any and all adverse effects on the grievant, known to the grievant at the time of filing, which arise from the decision being challenged.
- B. The written grievance shall also include the grievant's statement that he or she has made informal efforts to resolve the dispute at each administrative level (including, as applicable, with his or her principal investigator and with the department chair) below the level at which the grievance is filed, and shall describe those efforts in detail. That description shall include the grievant's statement that he or she notified in writing the original decision maker of the grievant's intention to file a grievance, and gave that decision maker 10 days to reconsider the decision.
- C. The grievance shall be filed at the earliest practicable date after the grievant receives notice of the decision that is the subject matter of the grievance and after reasonable efforts have been made at informal resolution. Such filing shall normally be made within 90 days after the grievant receives such notice. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance by the administrative officer with whom it is filed.

II. RESPONSE to GRIEVANCE

- A. The administrative officer with whom the grievance is filed shall consider the grievance. The administrative officer may attempt further to resolve the matter informally or make whatever disposition of the grievance he or she deems appropriate. The administrative officer may refer the grievance, or any issue therein, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs.

- B. The administrative officer shall inform the grievant in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person or persons is/are to report back to the administrative officer), and the names of those persons.
- C. Should attempts to resolve the matter informally not be successful, the administrative officer with whom the grievance is filed shall decide the grievance, and shall notify the grievant in writing of the disposition made of the grievance and all grounds for the disposition at the earliest practicable date after the officer's receipt of the grievance.
- D. Normally no more than 60 days should elapse between the filing of a grievance and the disposition by the administrative officer. Unreasonable delay in processing a grievance can in itself be grounds for a grievance. If, because of absence of key persons from the campus or other circumstances or exigencies, the officer decides that prompt disposition is not possible, he or she shall inform the grievant of that fact in writing, giving the grounds therefor and an estimate of when a disposition can be expected.

III. FILING of APPEAL

- A. An appeal shall be made in writing and shall contain the following:
 - 1. A copy of the original grievance, any other documents submitted by the grievant in connection therewith, and copies of any previous appeals and supporting documents.
 - 2. The names and positions of all administrative officers with whom the grievance was filed or appealed and a copy of the determination made by each of those administrative officers.
 - 3. A statement of why the reasons for the determination or determinations of the administrative officer(s) who previously heard the matter are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for Review in Section V of the Statement.
- B. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the administrative officer with whom the grievance has been filed or appealed. Normally no more than 30 days should elapse between the transmittal of the administrative officer's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal by the administrative officer with whom it is filed.

IV. RESPONSE to APPEAL

- A. The administrative officer may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs.
- B. The administrative officer shall inform the grievant in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person or persons is/are to report back to the administrative officer), and the names of those persons.

- C. The administrative officer to whom the grievance is appealed shall decide the appeal, and shall notify the grievant in writing of the disposition made of the grievance and all grounds for the disposition at the earliest practicable date after the officer's receipt of the appeal.
- D. Normally no more than 60 days should elapse between the filing of the appeal and the disposition by the administrative officer. Unreasonable delay in processing a grievance can in itself be grounds for a grievance. If because of absence of key persons from the campus or other circumstances or exigencies, the officer judges that prompt disposition is not possible, he or she shall inform the grievant of that fact in writing, giving the grounds therefor and an estimate of when a disposition can be expected.

V. GRIEVANT'S RIGHT to ADVISOR

The grievant shall have a right to be accompanied by a member of the professoriate or the academic staff at Alfaisal University as his or her advisor in any conference or discussion with the administrative officer hearing the grievance or the appeal, or at any appearance before any person(s) to whom the matter or any issue therein has been referred by the administrative officer. As a general proposition, the role of the advisor is to advise the grievant, not to address the administrative officer or the person(s) to whom the grievance or appeal has been referred.

VI. CONFIDENTIALITY

Any communication or material solicited and received with the understanding that it would be kept in confidence shall be kept confidential and shall not be revealed to any person, including the grievant, who was not a party to the confidential communication or material, except that such communication or material may be revealed to any person(s) consulted by the administrative officer for guidance on that grievance.

5 FACULTY RIGHTS and RESPONSIBILITIES

5.1 ACADEMIC FREEDOM

Alfaisal University is committed to principles of academic freedom with respect to teaching and intellectual inquiry, the ethical and reasoned conduct of research, publication of findings, and expressions of ideas and beliefs. Alfaisal University recognizes, however, that it operates within the context of the culture, norms, and laws of the Kingdom of Saudi Arabia. There are, therefore, some legal and social restrictions of which the members of the faculty should be aware of and which they should observe. Public (including classroom) discussion of sensitive political or religious issues, preaching, and group worship (other than Islam) are prohibited. A detailed orientation presentation and discussion of such restrictions will be provided during new faculty orientation. Furthermore, the use and/or importation of mind-altering drugs, potable alcohol, and/or pornographic material are criminal offenses with very serious penalties in the courts.

5.2 RESPONSIBILITIES: TEACHING, RESEARCH, and SERVICE

Teaching and research are the primary activities of the faculty of Alfaisal University and should receive the largest commitment of effort and energy. A faculty member is obligated to have a significant presence on campus, to meet classes, to conduct research, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities.

Faculty members are also expected to participate in University activities and to use their professional expertise to contribute to their professions and to the community. University activities and outside professional activities can be positive contributors to fulfilling one's University obligations. The University sees great value in activities outside the University that advance and communicate knowledge through interaction with industry, the community, and the public, and through consulting and professional opportunities.

The basic principle is that faculty members shall not allow outside employment to interfere with their primary university duties. It is a generally acceptable concept that outside professional activities may be a valuable contribution so long as the activities are undertaken in a manner consistent with the full performance of the faculty member's primary university obligations. Experience indicates that this is difficult if the full-time faculty member spends more than the equivalent of one day a week on outside activities.

5.3 STANDARDS of ETHICAL PERFORMANCE IN TEACHING and RESEARCH

For faculty members, the notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibility. As a faculty member, a person assumes certain ethical obligations and responsibilities to students, to fellow faculty members, to the institution, to the profession, and to society at large. Some of these are listed below.

5.3.1 Responsibilities to Students:

- Faculty members shall foster scholarly values in students, including academic honesty, the free pursuit of learning, and the exercise of academic freedom.
- Faculty members shall act professionally in their academic relationships with students. They shall acknowledge and respect the confidential nature of the relationship between professor and student. They shall not engage in exploitation, harassment, or discriminatory treatment of students, and they must assure that evaluations of students reflect true merit.
- Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce inappropriate matter or matter that has no relation to their subject.
- Faculty members shall be available at reasonable intervals to students for consultation on course work through posted office hours.
- For each course taught by a faculty member, an outline/syllabus will be provided to students, including detailed guidance on how assessment will be carried out. As this forms a 'course contract' between the faculty member and the students, after distribution it can only be amended with the approval of both parties.
- It is essential that instructors check to ensure that all students attending a course are actually listed on the official roster and if not, the student should be directed to the Student Affairs office for registration.
- Faculty should note that the minimum length of courses that the Saudi Arabian Ministry of Education (MOE) is willing to recognize is 7 weeks. The time specification is regardless of the number of contact hours included in the course (that is, a 42 hour contact course over less than 7 weeks is not permitted under these regulations).
- Faculty members shall duly acknowledge the contribution of students to their scholarship and research. This may be done, for example, in the form of co-authorship on scientific papers or having the students mentioned in the acknowledgement section of a manuscript.
- Counselling of students on non-academic issues should be professional, confidential and within the capabilities of the professor. Students with serious and sensitive issues, especially if they are related to a specific culture, religion or custom, should be referred to professional counsellors in the Division of Student Affairs.

5.3.2 Responsibilities to other members of the University community:

- Faculty members shall not exploit, harass, or discriminate against any member of the university community.
- Faculty members shall acknowledge the academic and scholarly contributions of others, and strive to be objective in their professional judgment of colleagues. Permissions for use must be obtained from the relevant persons or individuals when appropriate to the norms of the discipline. Digital and archival material must be used in accordance with the rules of the source. This may be done, for example, in the form of co-authorship on scientific papers or having the other faculty members mentioned in the acknowledgement section of a manuscript.
- Faculty members who are in a supervisory position shall abide by the human resources rules and policies of the University.

5.3.3 Responsibilities to the University as an institution:

- In determining the amount (if any) and character of work done outside of the institution, faculty members shall recognize that their primary responsibilities are to the institution. Such outside work shall be consistent with University regulations. Faculty members may follow subsidiary interests, but these must be revealed to the institution and must never compromise their freedom and willingness to draw intellectually honest conclusions.
- A faculty member must obtain formal approval (e.g. MOU or Letter of Agreement) from the university before proceeding with any major collaborative research with a laboratory or research group at another institution.
- When considering the interruption or termination of their service, faculty members shall take into account the effect of their decision upon the institution and give notice of their intentions as per their contract.
- Faculty members shall accept their share of faculty responsibilities for contributing to the governance of the institution.

5.3.4 Responsibilities to the Profession:

5.3.4a. The fundamental responsibilities of a faculty member as a teacher and scholar include:

- Maintenance of competence in one's field of specialization, including appearances in the public arena such as discussions, lectures, consulting, publications and/or participation in professional organizations and meetings
- Exhibition of professional competence in the classroom, library or laboratory
- Fostering honest academic conduct as specified in the university regulations.

5.3.4b. Faculty members should exhibit professional integrity. They also should recognize that society at large will judge the profession and the institution, as well as the individual on the basis of his statements and behaviour. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, and to be willing to listen to and show respect to members of the society at large expressing different opinions. Faculty should make every effort to indicate that they are not speaking or acting for the University when speaking or acting as a private person.

5.3.4c. Scholarly conduct must avoid fabrications, falsifications, plagiarism and other practices that deviate from accepted standards of scholarly work. Faculty must apply scholarly rigor and integrity in obtaining, recording and analysing data as well as in reporting and publishing results. A detailed description on procedures for investigating research misconduct can be found in section 6.8 Research Misconduct as well as in the Research Policies & Procedures available of the Alfaisal web site (http://research.alfaisal.edu/policies_procedures.html).

5.3.4d. Faculty undertaking research should do so in a manner consistent with professional honesty and within the public interest. Research should be designed to enhance knowledge in a particular field of scholarship and should demonstrate sound methodology, accuracy and factual integrity of the data.

5.3.4e. According to the Saudi Law of Ethics of Research on Living Creatures, Alfaisal University is responsible for any research conducted therein and shall, through a local ethics committee (IRB), ensure that the researcher and research staff comply with controls, procedures and provisions set forth in the Law and its Regulations as well as decisions of the National Committee of BioEthics (NCBE).

Hence, in compliance with this Law, Alfaisal University has established and registered a local ethics committee, or an Institutional Review Board (IRB), that grants licensing for conducting research and monitoring research ethics in accordance with provisions of the Law of Ethics of Research on Living Creatures and its Regulations. The mandate of Alfaisal IRB is to license or grant ethical approvals to all research projects involving living creatures (i.e. humans, animals, or plants), conducted at Alfaisal including surveys, questionnaires and interviews. The provisions of the Ethics Law and its Regulations are subject to Sharia provisions and principles of human rights, without prejudice of provisions of Sharia.

Therefore, each research proposal involving living creatures (humans, animals, and plants) to be conducted at Alfaisal University shall be subject to the approval of the IRB. Investigators may publish the results of their research, provided that they notified and obtained approval of the IRB beforehand. The IRB may refuse to grant permission if the published material is inconsistent with the provisions of the Law of Ethics on Living Creatures and its Regulations or with the directives issued by the NCBE.

The following is a list of documents that researchers must submit to the IRB office at irb@alfaisal.edu to be considered for an IRB review:

- A formal study proposal approved by the Chair of the College Research Committee, including the data collection instrument(s), e.g., survey.
- Up-to-date CVs of the principal and other investigators included in the study proposal.
- A signed “Conflict of Interest Declaration” – the form will be provided by the IRB office.

[For more information please contact the IRB office at irb@alfaisal.edu]

5.3.4f. Faculty must use funds designated for research purposes in the prescribed manner.

5.3.4g. Faculty must comply with relevant statutes or regulations for the protection and welfare of researchers, human subjects, the public, laboratory animals and the environment.

University has established and registered a local ethics committee, or as alternatively called, an Institutional Review Board (IRB). The mandate of Alfaisal IRB is to license or grant ethical approvals to all research projects involving living creatures (i.e. humans, animals, or plants), conducted at Alfaisal including surveys, questionnaires and interviews. Research at Alfaisal will be subjected to periodic inspection by the National Committee of BioEthics (NCBE). Conducting research on living creatures outside the premise and scope of supervision of licensed establishment shall be deemed a violation of the provisions of the Law and its Regulations.

Faculty may publish the results of their research, provided that they notified and obtained approval of the IRB beforehand. The IRB may refuse to grant permission if the published material is inconsistent with the provisions of the Law of Ethics on Living Creatures and its Regulations or with the directives issued by the NCBE.

IRB approval is not required for academic data, e.g., grades, course work, surveys, and interviews, used by faculty to provide feedback to students, to improve a course or a program, or report findings as part of the accreditation process. IRB approval is required only when there are plans to conduct and disseminate, e.g., publish, or present findings at a conference, results of research on living creatures.

5.3.4h. Faculty members doing research, teaching, conducting laboratory exercises or engaged in other related activities must protect the privacy of others, avoid causing mental or physical harm and promote safe and healthy working practices and environments.

6 RESEARCH

6.1 General Principles

This section outlines the policies and procedures governing research sponsored and conducted in collaboration with Alfaisal University. It sets forth definitions, policies, and procedures for approval, processing, budgeting, and accounting for research funded from internal and external sources as well as ethical practices.

Eminence in research is crucial to achieving the University's goals of becoming a leading educational institution and a model in the region. It is also a critical component to the University's mission of conducting world class research that benefits the Kingdom of Saudi Arabia, the region and the world. Collaboration between Alfaisal University and individuals, companies, and other universities in the local environment is fundamental to conducting research which can be applied to benefit and develop society.

Statements defined below are to be applied in interpretation of these regulations:

Scientific Research: Search for knowledge that is built on a scientific basis, and accomplished as a result of individual or joint effort.

Principal Investigator: a faculty member or equivalent, who represents the research group or is assigned the mission of supervision and management of the whole group.

Co-Investigator: a faculty member or equivalent, who participates with a group of researchers on a project.

Reviewer: a faculty member or equivalent, who is an expert in the field and who is assigned to review a scientific project.

Adviser: a faculty member or equivalent who is an expert in the field and who provides service or advice.

6.2 Areas of Research Priority

The University provides support for research in areas of science, engineering, medicine, and business with the aim of promoting productive investigation and creative scholarship. This support includes release time from teaching, additional salary if research is carried out in summer holidays, per diem support to attend internationally recognized conferences to present papers, purchase of equipment and all expendable items, and reimbursement of costs related to telephone/fax charges.

The following are the priority areas of research for Alfaisal University:

- SCIENCE & TECHNOLOGY
 - Water
 - Energy
 - Oil & Petrochemicals
 - Information Technology
 - Environment & Natural Resources
- HEALTH, BIOMEDICINE & Pharmaceuticals
 - Diseases
 - Surgery
 - Gerontology
 - Genetics
 - Biotechnology & Biomaterials
 - Comparative Effectiveness
 - Translational Research
- BUSINESS
 - Diversification of Economic Base
 - Domestic & Foreign Investment
 - Economic, Social, Environmental & Cultural Impact of Globalization
 - Balanced Regional Development

6.3 Offices, Councils and Committees that Support Research

6.3.1 Office of Research & Graduate Studies

The Office of Research & Graduate Studies (ORG) is responsible for assuring adherence to the University's and sponsor's policies and procedures, and for following ethical standards in conducting research. It provides direction and guidance in the development, identification, and securing of funding sources as well as proposal development, submission, administering and closure of awards. The Office will convey quality services related to development of research projects, compliance in the conduct of research, intellectual property, technology transfer, and governance issues related to sponsored programs. Services will be provided to University faculty and staff through administrative support for research projects. In addition, the Office will provide an important interface with public and private members of the external community that have a vested interest in research. It is responsible for management and promotion of research activities that are carried out by the academic departments through external or internal funding.

6.3.2 Research & Graduate Studies Council

The Research & Graduate Studies Council (RGC), which is chaired by the Vice President for Research & Graduate Studies, is responsible for safeguarding the excellence of research and graduate education. The Office of Research & Graduate Studies is the administrative arm of the Council and is empowered on its behalf to enforce its regulations and policies. The Council membership consists of two faculty members from each of the different colleges and disciplines within the institution.

6.3.3 College Research Committees

Each College has a Research Committee consisting of faculty members that is responsible for reviewing applications for internal research funding and making recommendations to the Research & Graduate Studies Council.

6.4 Funding Research

The Office of Research & Graduate Studies (ORG) is responsible for the coordination, supervision, and securing of funds for research in the University and with collaborative partners in the local and global environment with the purpose of supporting the University's strategic plan. Alfaisal University provides support services for research in the form of laboratory space, funding, compensation, computing facilities, and reduced teaching load.

The University seeks to maintain and upgrade research space and to institute new facilities for on-campus research so as to provide a vibrant academic environment conducive to research. The ORG also seeks to provide research laboratory space outside the university through collaboration with KFSHRC, KACST, Saudi Aramco, and KAUST. A faculty member may informally approach a funding agency about whether a specific project might be fundable without going through the Office of Research & Graduate Studies. However, no official solicitation pertaining to financial and space commitments for external support for research may be made in the name of the University without prior approval from the Office of Research & Graduate Studies.

There are several ways to fund research projects either through the University's internal budget or through externally funded programs or projects such as Research Grants, Chairs and Centers. This section gives a brief description of each.

6.4.1 External Research

The primary source of funded research comes from grants received from a sponsoring agency through submission and acceptance of research proposals. Several types of research grants are available, all of which are distributed on the basis of the merits of the submitted proposals (for details pls refer to <http://research.alfaisal.edu/index.html>). All proposals for funded research must be routed through the Office of Research & Graduate Studies (ORG) to assure compliance with University and funding agency regulations, and to assess University commitments of funds and space.

KACST funding, for example, is available in two categories: KACST internal and KACST external funding. KACST internal grants are institution based. With this type of funding the Project Manager must be from KACST while the Principal Investigator may be from an outside institution. Most of the research is normally conducted at their facilities. This funding source is available for Alfaisal Faculty if they are collaborating with staff at KACST. Alfaisal encourages its faculty to participate.

The second category, KACST external grants, is highly competitive and is open to all universities in the Kingdom. This comes in two forms; the General Directorate for Research Grants (GDRG) Program which is open to all disciplines and has several deadlines during the year depending on the research area and discipline (for details pls refer to <http://research.alfaisal.edu/index.html>) and the National Plan for Science & Technology (NPST) now called Maarifa2 with its 11 Strategic Research Priority Areas:

- Water
- Oil & Gas
- Petrochemicals
- Nanotechnology
- Biotechnology
- Information Technology
- Electronics, Communication, & Photonics
- Space and Aeronautics
- Energy
- Environment,
- Advanced Materials

For GDRG grants Alfaisal faculty can be the Principal Investigator (PI). Since Alfaisal is a private university, faculty members cannot be a Principal Investigator (PI) directly on the Maarifa2 applications. This problem can be circumvented by for example having faculty members holding cross-appointments in government institutions and sending the application through that institution. This has been done for instance by Alfaisal College of Medicine faculty members applying through the KFHSRC system. Another option is to have the PI from a government institution such as KACST or KSU with the Alfaisal faculty member as Co-investigator. Note the latter person is the one actually writing and submitting the proposal.

Funding is also available from for example Saudi Aramco which holds RFP from universities every other year, Al Anoud foundation, and Boeing.

6.4.2 Internal Research

Research is funded internally using small competitive one year Internal Research Grants (IRG) (up to 50,000 SAR per grant) and larger highly competitive two years Strategic Research Grants (SRG) (up to 500,000 SAR per grant). All proposals are initially reviewed by the respective College Research Committee before being forwarded to the Research & Graduate Studies Council for final review and approval. The Strategic Grant proposals are also assessed by external reviewers.

It is an Alfaisal University requirement that internal research funding results in research proposals submitted to outside research funding agencies and, ultimately, successful external funding of the faculty members research activities. In addition, faculty members must show overall scholarly productivity (e.g.

refereed journal papers which are indexed in ISI, TR, and Cabell's databases). All publications produced by Alfaisal faculty members must indicate an Alfaisal University affiliation. In addition, faculty holding IRG and/or SRG grants must clearly indicate the financial support in the acknowledgement section of the manuscript. The following statement should be used: *"Financial support from Alfaisal University through grant IRG/SRG number is gratefully acknowledged"*

6.5 Research Centers and Chairs

The University aims to establish Research Centers and Chairs that are specific to priority research topics. Centers and Chairs will be externally funded. Each Center will have its own budget, research priorities and advisory group. The Office of Research & Graduate Studies is responsible for circulating news about Centers and availability of Chairs.

6.6 Facilities and Laboratories

Alfaisal is a newly established university and as such has limited laboratories and facilities. In addition to its own research laboratories, the University will utilize facilities at affiliate institutions and organizations such as KFSHRC and KACST. These facilities are designated for use by both the University and respective party's faculty. Each facility has its own policies and criteria. The Office of Research and Graduate Studies and College Deans are responsible for facilitating requests by Alfaisal faculty for the use of facilities and laboratories at collaborating institutions, and for making periodic announcements pertaining to availability.

As of 2016 the University currently has a total of 43 laboratories consisting of 11 research laboratories and 32 laboratories to support undergraduate teaching. The research laboratories consist of:

- Three College of Engineering labs:
 - CB-6-Renewable Energy, (NEW)
 - CB-10 Shell Eco marathon & Capstone (NEW)
 - SG-52 Nano-indentation,
- Three College of Science & General Studies labs
 - SG-77 Preparation,
 - SG-82 COSGS Faculty Research)
 - S3-59 Biosensors & Nano biotechnology
- Five College of Medicine labs
 - SG-63 Physiology
 - SG-81 Biomedical Research
 - S3-73 Preparation (both research & undergrad)
 - S3-81 Path/Microbiology/Physiology (research & undergrad)
 - SB-10 Biomedical Research (HPLC)

6.7 Student Participation in Research

One of Alfaisal's priorities is competence building by, for example, helping to develop a student's intellectual abilities. Student involvement in focused research that addresses real community problems links academic programs to the actual work place through partnerships with the public/private sectors. This will help to equip students with critical thinking and problem solving skills and thus allow them to better meet the needs of the workplace and the community.

It is the responsibility of the Primary Investigator (PI), the key person applying for funding, to ensure that students who participate in research are made aware of the ethical policies and procedures and that compliance must be maintained. An account of student involvement must be detailed in the research protocol to ensure that all safety measures and necessary precautions have been taken. Endorsement forms for participation of students in research must be signed by the PI and student(s) involved.

Principal Investigators must acknowledge the contribution of students to their scholarship and research in all forms including Intellectual Works, Property, and Patents (as per section on Intellectual Property)

Graduate research is supported by the University in the form of full or partial tuition for Research Assistants during the course of their assistantships and in accordance with the stipulated tuition fee. In addition, Research Assistants receive an annual living stipend and medical coverage.

6.8 Research Misconduct

This section outlines the conditions that protect and encourage the Faculty in its scholarly pursuits. The University requires that those engaged in scholarship be dedicated to the highest ethical standards. Misconduct in scholarship by any member of the university community threatens the university as well as the individual. The policies set forth here apply to all faculty members and provide for an objective examination of pertinent facts, protection of individual rights, and integration with other relevant review procedures, all under the general supervision of the Provost/President as the senior academic administrator.

Scholarly misconduct includes fabrication, falsification, plagiarism, inappropriate allocation of authorship credit, or other serious deviation from accepted practices in proposing, carrying out, or reporting technical results and expenditure of funds from research, educational or other scholarly activities; or retaliation of any kind against a person who has not acted in bad faith and who reported or provided information about suspected or alleged misconduct; or failure to comply with regulatory requirements affecting specific aspects of the conduct of research, e.g., the protection of human subjects and the welfare of laboratory animals.

Scholarly Misconduct does not include honest error or honest differences in interpretations or judgments of scholarly matters. If the alleged misconduct is not substantiated, the University will undertake diligent efforts to restore the reputation of those under investigation. Should either the inquiry or the investigation show that the allegations of misconduct were not made in good faith, those making the allegations will themselves be subject to disciplinary action.

Decisions regarding alleged misconduct procedures should yield a just decision based on the best and most complete information available. Any decisions should be based on the expert judgment of individuals qualified in the respective scientific field, using scientific interpretations and standards of proof, with a minimum of procedural complications. At the same time, however, the process must be fair and afford all parties an equal chance to present their best arguments. The confidentiality of all parties in a dispute must be preserved to the extent consistent with the University's obligations to research sponsors and to the scientific community. Acrimony and recriminations are undesirable, so adversarial interactions should be avoided. The process should move speedily, yet haste and error must be avoided.

Guided by these principles, Alfaisal University has established a policy with four procedural stages. In the screening stage an accusation of research misconduct is brought to the Vice President for Research & Graduate Studies who will examine the charges to ensure they are potential violations of the misconduct policy and, if so, to pass the case along to an Inquiry Panel. The inquiry stage evaluates the merits of the case, determining whether there is sufficient evidence of misconduct to merit a full investigation. The investigation stage entails a detailed examination of the case to resolve the facts ("Was this or was this not an instance of misconduct?"). Ascertaining whether or not misconduct occurred is a judgment about collegial conduct that should be resolved on its merits. If at any stage in the process it becomes evident that there was no misconduct, vigorous efforts must be made to minimize and remedy any adverse consequences for the respondent's career and reputation. If misconduct is established, then the case is referred to the disciplinary stage.

6.8.1 Procedures for Investigating Research Misconduct

6.8.1.1 Screening Stage

Initial reports of alleged research misconduct must be brought to the attention of the person with administrative responsibility for the individual whose actions are in question. That person must in turn report the allegations to the Vice President for Research & Graduate Studies. Care must be taken to protect the privacy of those who report apparent misconduct. The Vice President will promptly examine the case and determine if the case falls under the misconduct policy. If so, the inquiry stage will be followed.

6.8.1.2 Inquiry Stage

The Vice President for Research & Graduate Studies will immediately inform the respondent in writing of the accusation and that an inquiry has been initiated. The Vice President will prepare a list of proposed members for the Inquiry Panel. The respondent may challenge the inclusion of specific individuals to this panel by stating his or her objections in writing. The Vice President will then select the Inquiry Panel.

The inquiry will be conducted by a Panel consisting of two Faculty members and one academic administrator. The Panel should take no more than 30 days to conduct its inquiry and determine whether or not there is a reasonable basis to conclude that misconduct has occurred. During this discovery stage, the only persons who may be present during fact-finding sessions are the Inquiry Panel members, and any witnesses (e.g. respondent, complainant, other faculty/staff) called by the Panel. If the respondent is not available to attend, the Provost/President will fairly resolve the conflict between timeliness and the respondent's right to be present.

If a majority of the Inquiry Panel finds there is reasonable basis to conclude that misconduct occurred, then the matter must proceed to the investigation stage. The Inquiry Panel reports the results of its inquiry in writing to the Provost/President. The Provost/President will advise, in writing, the respondent and the complainant of the Inquiry Panel outcome. If there is to be an investigation, the Provost/President must advise the respondent in writing of the specific charges to be investigated. At that time, any collaborators and sponsoring agencies involved must be informed of the allegations.

6.8.1.3 Investigation Stage

Investigation of alleged misconduct will be conducted by a committee appointed by the Provost/President. The committee will be comprised of a minimum of three specialists in the subject area of the respondent and will include one individual from outside Alfaisal University. The Provost/President will prepare a list of proposed members for the Investigation Panel, which may include persons who served on the Inquiry Panel. The respondent may challenge the inclusion of specific individuals by stating any objections in writing. The Provost/President will then select, and appoint, the Investigation Panel. The Panel will elect its own Chair.

The Investigation Panel will determine whether there was academic misconduct. The Panel will follow the procedures for dealing with charges brought against a Faculty member as described herein and will seek to provide factual information in a manner that is fair to all parties. The Investigation Panel should take no more than 60 days to complete the investigation and to prepare a written report of its findings including a recommendation on the disposition of the case. The Panel should follow pertinent regulations of the agency or agencies that sponsored the research under investigation. The Investigation Panel will submit its report to the Provost/President, who in turn may notify the sponsoring agency of the findings of the investigation.

6.8.1.4 Disciplinary Stage

For individuals found to have committed scholarly misconduct, the Provost/President may take one or more of the following actions: (a) give a letter of reprimand; (b) monitor their work performance; or (c) recommend removal from a specific research project. Other, more severe, penalties include (d) being barred from conducting sponsored research, (e) recommending a reduction in rank, (f) suspension for a fixed period of time, or (g) termination. Termination shall be in accord with procedures specified in the Faculty Handbook.

If there is a finding of misconduct, the Provost must also take the following actions: (a) All pending abstracts and publications emanating from the fraudulent research should be withdrawn and editors of journals in which previous abstracts and papers appeared should be notified of the findings of the investigation; (b) Institutions and sponsoring agencies with which the investigated individual has been affiliated should be notified that there is reason to believe that the validity of previous research might be questionable.

6.9 Research Compliance

Faculty must comply with relevant statutes or regulations for the protection and welfare of researchers, human subjects, the public, laboratory animals and the environment. Research involving the use of Biohazardous Material, Human and/or Animal Subjects must be submitted to the Alfaisal University Institutional Review Board (IRB). Funding will not be granted for research which has not been approved.

Medical research is subject to ethical standards that promote respect for all human beings and protect their health and rights (World Medical Association Declaration of Helsinki 2000). Approval for research involving Human Subjects cannot be initiated prior to application and submission of related documentation and consent forms to the designated Ethics Committee at the facility where the research will be conducted.

Approval is granted for a specified duration and must be renewed to ensure continuation of research. It is the responsibility of the Principal Investigator to submit a progress report in accordance to the Committee guidelines for review and approval. In some instances, projects that have not obtained approval before the expiration date are terminated.

Any modifications to a research protocol, consent forms, or administrative matters in addition to reporting of adverse events must be submitted for approval by the Principal Investigator to the respective Committee(s).

Research involving the use of animals is subject to compliance of ethical practices and standards which ensure their proper care, use and humane treatment. Approvals must be obtained from the IRB available at each collaborating facility where the proposed research will take place. The IRB is responsible for reviewing and approving all research activities involving the use of animal subjects before a project is initiated. Research which does not receive approval from the IRB will not be funded.

6.10 Environmental Health and Safety

It is the duty of faculty members conducting research to take necessary measures to promote and secure safe and healthy working practices and environments. Use of rDNA, biohazardous materials, or other agents must be detailed in the research protocol. Review and approval must be obtained from respective committees in facilities where the proposed work will take place. Proposals that have not received prior approval will not be recommended for funding.

6.11 Conflict of Interest

Conflicts of interest may arise when a faculty member's personal interests interfere with their responsibility to the university. The key factors in avoiding ethical and legal conflict of interest are personal responsibility and integrity. Alfaisal University expects all faculty members to conduct their outside professional activities in a manner that reflects well on themselves, their profession, and the University. The principal means for managing potential conflicts of interest involves prior disclosure and a dialog between a faculty member and their dean. Special guidelines apply to faculty members who are involved in purchasing supplies, services, and equipment for the University. Faculty members with the authority to commit university funds must disclose whether any potential conflict of interest exists when they request signature authority for the commitment of funds. Only in special cases may University equipment or facilities be used for services to an outside organization, including those controlled by faculty members, and then only with the explicit written approval of the Department Head and Dean or applicable Vice President.

7 INTELLECTUAL PROPERTY

The Intellectual Property policy of Alfaisal University encourages inventors to innovate by guaranteeing them a share in the benefits resulting from the Intellectual Property that they develop. At the same time, it also promotes research and education activities at Alfaisal by allowing the University to retain a share of the benefits flowing from all Intellectual Property developed under its auspices.

The primary categories of Intellectual Property are patent, copyright, trademark, and integrated circuit mask work protection, though from time to time other types of protection and other bodies of law may also fall under the broad heading of Intellectual Property. Intellectual Property rights govern the ownership, licensing, distribution, and commercialization of Intellectual Property.

This policy describes the rights and responsibilities of all the members of the Alfaisal community—faculty, students, and staff--in all Intellectual Property developments, as well as the rights and responsibilities of the University itself. Specifically, it describes policies concerning the ownership, licensing, distribution, and commercial development of Intellectual Property that inventors conceive, invent, develop, or use.

7.1 OWNERSHIP of INTELLECTUAL PROPERTY

7.1.1 Inventor-Owned Intellectual Property

Inventors retain full ownership rights to Intellectual Property provided that the following two conditions are met:

- Intellectual Property is not subject to a sponsored research or other agreement requiring ownership to reside in some other party including Alfaisal University.
- Intellectual Property was not conceived, created, developed, or first reduced to practice with significant use of Alfaisal University support; and as a direct result of the inventor's duties at the University.

Inventors may choose to use inventor-owned Intellectual Property in their research work at Alfaisal University. An inventor who chooses to do so, however, must grant Alfaisal a free, permanent, irrevocable license for use of that Intellectual Property for the University's educational and research activities.

7.1.2 University-Owned Intellectual Property

Alfaisal University retains full ownership rights to:

- Intellectual Property subject to the terms of a sponsored research or other agreement that grants Alfaisal rights of ownership; or
- Intellectual Property whose conception, creation, development or first reduction to practice involved significant use of university support directly resulted from the inventor's University duties.

7.1.3 Ownership of Instructional Works

For purposes of this policy, the term "Instructional Works" covers all materials developed for pedagogical purposes, including Course Materials, Courses, Courseware or any combination thereof.

- Course Materials include copyrightable fixed expressions of ideas, resources, content and/or information-like works that may be used as the basis of a course. In keeping with academic tradition and without regard to the medium of expression, Alfaisal treats Course Materials as exempted scholarly works, which are presumed to be owned by the author. As such, unless the work is subject to contractual restrictions or is a “work made for hire,” Alfaisal does not claim copyright ownership of course materials.
- A Course is a comprehensive set of works that has been developed and combined to create a presentable program of study. Courses often transcend a single faculty member’s design, to engage institutional authority. As such, Alfaisal owns all courses developed for teaching at the University. The use within a course of course materials or other exempted scholarly works, standing alone, shall not deprive inventors of their ownership of such materials.
- Courseware includes works that can act as tools or devices in the task of creating, managing, presenting and/or publishing course materials to produce a Course. Courseware may be patentable, non-patentable, copyrightable or otherwise protectable.

7.1.4 Ownership of Textbooks, Theses, and Other Exempted Scholarly Works

In keeping with longstanding academic tradition, Alfaisal will grant to the inventor all of the rights in such scholarly or artistic works which copyright law would otherwise give Alfaisal unless a written agreement provides otherwise.

7.1.5 Ownership of Intellectual Property Financed By Outside Sponsors

Alfaisal will retain title to all Alfaisal-owned Intellectual Property including, but not limited to, that which is conceived, created, developed or first reduced to practice in the course of Alfaisal research or other sponsored activities funded by third parties, including private persons, businesses, non-profit entities, and governmental agencies unless there is a written agreement between Alfaisal and the inventor to the contrary.

7.1.6 Intellectual Property and Conflict of Interest

Alfaisal University personnel engaged in consulting work with third parties are responsible for ensuring that their consulting agreements do not conflict with these Intellectual Property policies.

7.1.7 Ownership, Control, and Transfer of Tangible Research Property

Alfaisal shall own any and all tangible research property that an inventor conceives, creates, makes, develops, or first reduces to practice, in whole or in part, during or pursuant to his or her employment, participation in Alfaisal programs, or significant use of Alfaisal support. Any transfer of such materials to outside parties, or any transfer from outside parties to Alfaisal facilities must have the advance approval of the Office of Research.

7.2 INTELLECTUAL PROPERTY REPORTING, EVALUATION, PROTECTION and COMMERCIALIZATION

7.2.1 Disclosures

The inventor should carefully evaluate Intellectual Property that he/she has created at Alfaisal in order to determine whether or not that Intellectual Property has commercial or other value. If it does, for the protection of the interests of the inventor and Alfaisal, every inventor is obligated to disclose all Intellectual Property that he/she has created at Alfaisal. All individuals—faculty, staff, and students—who participated in the creation of the Intellectual Property should be identified, and all such inventors have the right to share in the inventor portion of any revenues or rights that are returned by the university.

The Office of Research is the primary contact for the inventor with regard to disclosure of Intellectual Property; it is responsible for protecting, marketing, negotiating and licensing Alfaisal Intellectual Property. The inventor must submit a complete disclosure form to the Office of Research within 60 days of the creation/invention and before notifying outside parties, including sponsors. The Office will then determine whether the technology is appropriate for commercialization and/or protection. The decision to protect, develop, market and/or commercialize any Alfaisal Intellectual Property is at Alfaisal's sole discretion.

7.2.2 Commercialization of Inventor-Owned Intellectual Property

Inventors may request that Alfaisal pursue the commercial development of Intellectual Property owned by the inventor. The Office of Research will evaluate the commercial potential of any Intellectual Property and determine whether or not Alfaisal will accept it for licensing. If Alfaisal decides to pursue commercialization, the inventor will be required to assign his/her ownership of the Intellectual Property to Alfaisal. The terms of such assignment will be negotiated between the University and the inventor.

7.2.3 Transfer of University-owned Intellectual Property to Inventors

If Alfaisal chooses to waive its rights in disclosed Intellectual Property, and to grant those rights to the inventor, the inventor may protect the Intellectual Property as he, she, or they may wish. If external funds supported the work leading to the Intellectual Property, this waiver is subject to any provisions in the sponsoring agreement. For example, under current U.S. federal law, if Alfaisal waives its rights in Intellectual Property conceived or reduced to practice with federal funding, the federal funding agency, rather than the inventor, becomes the assignee. The inventor may then petition the agency for the license rights in such cases.

7.3 INTELLECTUAL PROPERTY REVENUE

7.3.1 Distribution of Income from Intellectual Property

The Office of Research will calculate and distribute the net adjusted income from each Intellectual Property license or licensing related transaction according to the formula "Net Adjusted Income = gross

revenue, minus current and reasonable projected expenses that Alfaisal deems necessary to defend or maintain the Intellectual Property.” Net Adjusted Income shall be distributed as follows:

- Inventor - 50%
- Inventor’s Department and/or Center – 15%
- Inventor’s College - 10%
- University - 25%

Distribution of net adjusted income will occur on a semi-annual basis.

7.3.2 Distribution of Net Equity Income Received From Intellectual Property

Alfaisal may elect to accept equity in lieu of cash payments, licensing fees, royalties, or other consideration. The decision whether to accept equity and, if so, precisely when to liquidate such equity, is at the sole discretion of Alfaisal.

7.3.3 Revenue from Instructional Works

Inventors involved in the development of Instructional Works will share, when appropriate, in Intellectual Property revenue generated from external use and distribution via licensing, assignment, licensing related transactions of such materials.

8 CONSULTING and CONFLICT of INTEREST

8.1 CONSULTING: LIMITATIONS and REPORTING REQUIREMENTS

Consulting and other services to outside organizations, including industry and government, often constitute very desirable activities for the faculty. These services can provide a mechanism for enriching the professional experience of faculty members, thereby broadening their backgrounds for teaching and scholarly research. The University also has a responsibility to help in the transformation of results of research into products, services, and processes that will become available in the marketplace. In many instances, affecting such a transfer requires active participation of faculty members as advisors or consultants.

Faculty members who wish to engage in consulting or other service to outside organizations must report this in advance to the head of the department and the dean of their respective college and obtain their approval. The report should describe the nature and terms of the outside employment. Such requests for approval of outside employment must be made on an annual basis and will not be unreasonable withheld.

8.2 CONFLICTS of COMMITMENT

Conflicts of commitment may arise when there are competing demands upon the time and energy of a faculty member as a result of outside activities and interests. These outside activities could interfere with the faculty member's ability to meet his responsibilities to the University. Alfaisal University expects that faculty members' outside activities and interests will not interfere with their ability to meet their primary obligations to the University. Specific universal standards for defining the proper balance are not feasible, but experience indicates that full-time faculty members have difficulty meeting their primary obligations if they spend more than the equivalent of one day a week on outside activities.

8.3 CONFLICT of INTEREST

Conflicts of interest may arise when a faculty member's personal interests interfere with his/her responsibility to the University. The key factors in avoiding ethical and legal conflict of interest are personal responsibility and integrity. Alfaisal University expects all faculty members to conduct their outside professional activities in a manner that reflects well on themselves, their profession, and the University. The principal means for managing potential conflicts of interest involves prior disclosure and a dialog between a faculty member and the department head and college dean. Special guidelines apply to faculty members who are involved in purchasing supplies, services, and equipment for the University. Faculty members with the authority to commit University funds must disclose whether any potential conflict of interest exists when they request signature authority for the commitment of funds. Only in special cases may University equipment or facilities be used for services to an outside organization, including those controlled by faculty members, and then only with the explicit written approval of the department head and Dean or applicable Vice President.

9 HR Policy & Regulations

9.1 HR Principles

- Fairness and respect: treating faculty and staff with respect and fairness
- Employer of choice: including the proper ingredients of pay, benefits, and financial benefits
- Shared responsibility: with everyone having some authority and accountability
- Stability: job security and organizational loyalty
- Supportive environment: including encouragement and resource availability
- Orientation: a planned orientation for all employees
- Performance culture: performance much more important than entitlement
- Team processes: to make key personnel decisions to ensure fairness
- People appreciation: invest in and care for all people at Alfaisal University
- Live the principles: all staff, faculty, researchers, and administrators live these people principles

9.2 Alfaisal University Obligations

- Treat its employees with dignity, respect and fairness at all times.
- Provide its employee's with a safe, healthy and comfortable work environment.
- Provide its employees with all the resources and tools required for successful performance of their assigned work responsibilities.
- Provide employees with promotion and development opportunities based on staff members' interests and capabilities and University's business plans and objectives.
- Be fair, ethical, and honest in all business operations.
- Provide open and positive communication of University's policies, guidelines, benefits, and employment practices.
- Provide training and development opportunities to its employees to enhance their skills and competencies to maximize their performance.

9.3 Staff Obligations

- Conduct himself oneself in accordance with the generally accepted customs of his one's profession.
- Abide by the laws, policies, regulations and traditions of the Kingdom of Saudi Arabia as long as he lives within it. While living in the kingdom.
- Maintain the highest standards of courtesy and service;
- Fulfil their work obligations to the best of their abilities;
- Behave towards colleagues, superiors and subordinates with courtesy and consideration, in accordance with the Alfaisal University's values, code of conduct illustrated in this handbook;

- Take all required and reasonable steps to protect their own safety, the safety of colleagues, students, customers and members of the public, and the safety and security of University property and facilities;
- Decline any material outside gifts or benefits in the course of their work offered by suppliers or partners. Token gifts of appreciation are acceptable.

9.4 University Policies

9.4.1 Non-discrimination and Policy

In accord with governmental law, the University does not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against.

9.4.2 Sexual Harassment policy

Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behaviour is prohibited both by local laws and by University policies.

9.4.3 Disability and Reasonable Accommodation

Alfaisal University is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the University. Alfaisal University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the essential functions of the job.

9.4.4 Non-Smoking Policy

The University supports to provide a safe and healthy environment for all staff, academics, students and visitors. Alfaisal University is a “smoke free” environment. Smoking is not permitted in Alfaisal University buildings or on the campus grounds.

9.4.5 Undertaking of Other Work

University employees are not allowed to undertake any other full or part-time work without the written approval of management. Any employee undertaking any other unauthorized full or part-time work will face the following disciplinary action: At first offence – written warning, at second offence – termination with benefits.

9.4.6 Business Ethics

All employees of the University are to abide by the bylaws and policies of the University as well as the regulations of the Saudi Arabian Labor Law during the conduct of business dealings. Any violation is considered as breach of the University policy on business ethics. All employees are to show concern for the society and its customs in due course of business. No employee should indulge in any sort of bribery, dishonest means to gain favours for the University. Any such actions could lead to punitive action against employees.

9.4.7 Gross Misconduct

All employees are required to strictly adhere to approved Alfaisal University Policies & Procedures in all aspects of their relationship with The University, its employees and students as well as in the discharge of their work responsibilities. Any violation of an approved policy is cause for disciplinary action including dismissal.

9.4.8 Confidentiality

All employees must abide by strict confidentiality rules in respect of the University business contacts and their affairs. Employees should not use, divulge or communicate any such information to third parties, both during and after the term of employment, unless preauthorized in writing by the President or MoU.

9.4.9 University Property

Each employee shall be held directly responsible for the safeguard of the University's funds and properties under his/her custody. Wilful negligence or deliberate misuse of University property or equipment by an employee shall result in disciplinary actions being taken against the employee.

9.4.10 Rights to Ownership-Inventions/Patents

Inventions made in due course of work may be treated to be as property of the University. The employee will be rewarded for such an act but the usage/patent of the invention may belong to the University. Special awards may be given for any extraordinary achievements made by the employees. Faculty has a separate set of policies on this topic contained in the Faculty Handbook.

9.4.11 Conflict of Interest

University employees are not to be engaged in any activity that maybe detrimental to the performance of their work responsibilities with Alfaisal University. No employee shall use his / her position to further any product or service in which he / she has any financial interest. All employees must deal with all persons doing business with Alfaisal University in accordance with the best interest of the university and without favor or preference based upon personal consideration.

9.4.12 Personal Appearance

All Employees are expected to dress in a clean and neat manner, appropriate for their respective job responsibilities and business environment.

9.4.13 Punctuality

Administrative Employees are expected to adhere to the official work schedule and are required to notify their line manager via phone in the event of absence / lateness from work for any reason such as being sick or having transportation problems.

9.4.14 Employment of Relatives - Nepotism Policy

No administrator, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, including regular, temporary, and part-time appointments, who is related to such person within the fourth degree by blood or marriage, unless approved by the President of the University. It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University.

9.4.15 Workplace Violence Policy

Alfaisal University strives to provide employees a safe environment in which to work; therefore, the University will not tolerate violence or threats of violence in the workplace. All weapons are banned from University premises. Employees who violate this policy will be subject to disciplinary action up to and including termination. Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination. Non-employee violations of this policy will be handled in accordance with applicable laws.

9.4.16 Workplace Surveillance and Searches

The University may utilize reasonable surveillance and search measures that ensure the proper work environment. The University reserves the right to inspect and search all work areas, desks, file cabinets, lockers, and lunch boxes, containers leaving University premises, and personal vehicles on University premises. All records contained in computers (including e-mail) and storage devices should be business-related and therefore are open to inspection by the University. Surveillance cameras are positioned at several locations throughout the campus to enhance campus safety. Cameras can also monitor nearly every exterior area of campus from a central control facility. These cameras are monitored throughout the day and also provide video surveillance.

9.4.17 Information Technology Policies (Other IT policies are contained in the ITS Department's Policy Manual)

- IT Code of Ethics (Computer Usage)

A computer account is to be used only by the authorized user of the account. The passwords for accounts which are assigned to you are not to be given to any other

person, and must be periodically changed in accordance with Alfaisal University security policies. Employees must be aware of and comply with software licenses and copyright restrictions, and shall not be party to unauthorized use or copying of software. Information stored on University computer systems is confidential and shall not be shared with individuals outside the University without the express written consent of the executive management.

- Internet

Internet services shall not be used in a manner that would violate any law or infringe any copyright, trademark, trade secret, right of publicity, privacy right or any other right of any person or entity. The internet service is available throughout the University for all employees. It requires a request to be signed by your immediate line manager or supervisor.

- E-Mail and Desktop Enhancement Toolbars

Email is the official means of communication between students and faculty and/or administration at Alfaisal University. It is the expectation that all official communication will use the Alfaisal University email address. Upon joining the University, each employee is assigned an e-mail address within the Alfaisal.edu domain.

9.4.18 University Logo Policy

Specifications relating to Logo, Paper, inks, and typefaces used shall be standard on all printed materials in order to promote a consistent visual identity. Logo size will differ based on size of material on which it must be printed. These standards will be set and enforced by the Public Relations Department.

9.4.19 Business Travel

Faculty

Business Travel (BT) is governed by business needs and is separate from all other defined travel and will be paid in accordance with below stated per-diem guidelines.

All authorized business travel reimbursement will be covered at the rate of 100% and shall include the following: roundtrip transportation costs from origin to destination, training/ event/ conference fees, and any required membership and registration fees. In addition, a daily per-diem rate dependent upon employee rank shall be applied. Per-diem rates will cover local transportation, accommodation, food, and documentation expenses. These per-diem rates shall be inclusive of days of travel, and shall apply per person, per trip, per year.

For administration and faculty at the instructor, lecturer, and senior lecturer rank the subsequent per-diem rates will apply (Table 1) for business travel: SR2000 for North America, South America, Western Europe, Australia and Japan; SR1500 for the Middle East, Asia, and travel within the Kingdom requiring an overnight stay, or exceeding a five hour drive; and SR250 for local travel. Travel within a three-hour drive of Riyadh is deemed local. Mileage reimbursement for local travel shall be compensated at a rate of .50 per kilometre.

Table 1. Summary of per diem rates by geographic region

Per Diem (SAR)	2000	1800	1500	250 SAR (additional mileage reimbursed at 0.50SAR per km)
Geographic Region	North America, South America, Western Europe, Australia, Japan	Eastern Europe	Middle East, KSA	Riyadh

For faculty at the professorial rank, a per-diem rate of SR2000 per day, shall apply per person, per trip, per calendar year.

For senior management and leadership, a per-diem rate shall be calculated on a case-by-case basis. This rate will require preauthorization from Vice President of Administration and Finance.

Professional Development & Training (PDT) is limited to once a year unless an exemption is made by the Provost and Vice President (VP) of Administration and Finance.

Research and Conference Presentation (RCP) will be limited to two refereed conferences per calendar year; unless an exemption is made by the Provost and VP of Administration and Finance.

Both professional development & training, research and conference presentation will be capped at a lump sum per trip as listed below:

- SR 10,000 for instructors, lecturers, and senior lectures.
- SR 15,000 for assistant professors, associate professors, and full professors.

Research Conference Travel (RCT) based on grants is governed by the approved grants; days taken to attend the conference will be charged to paid leave.

Invitation Travel (IT) is unlimited and the leave required to attend will fall under paid leave. However, employees must disclose fully any financial assistance included in the invitation to avoid double-funding of the travel.

Non-Faculty

Business Travel is governed by business needs and is separate from all other defined travel.

Professional Development & Training is limited to once a year unless an exemption is made by the VP of Administration and Finance.

Invitation Travel is unlimited and the leave required to attend will fall under paid leave. However, employees must disclose fully any financial assistance included in the invitation to avoid double-funding of the travel.

All authorized business travel reimbursement will be covered at the rate of 100% and shall include the following: roundtrip transportation costs from origin to destination, training/ event/ conference fees, and any required membership and registration fees. In addition, a daily per-diem rate dependent upon employee rank shall be applied. Per-diem rates will cover local transportation, accommodation, food, and documentation expenses. These per-diem rates shall be inclusive of days of travel, and shall apply per person, per trip, per year.

Business travel for administration and faculty at the instructor, lecturer, and senior lecturer rank the subsequent per-diem rates will apply (Table 1): SR 2000 for North

America, South America, Western Europe, Australia and Japan; SR1500 for the Middle East, Asia, and travel within the Kingdom requiring an overnight stay, or exceeding a five hour drive; and SR250 for local travel: Travel within a three-hour drive of Riyadh is deemed local. Mileage reimbursement for local travel shall be compensated at a rate of SR.50 per kilometre.

Table 1. Summary of per diem rates by geographic region

Per Diem (SAR)	2000	1800	1500	250 SAR (additional mileage reimbursed at 0.50SAR per km)
Geographic Region	North America, South America, Western Europe, Australia, Japan	Eastern Europe	Middle East, KSA	Riyadh

For faculty at the professorial rank, a per-diem rate of SR2000 per day, shall apply per person, per trip, per calendar year for business travel.

For senior management and leadership, a per-diem rate shall be calculated on a case-by-case basis for business travel. This rate will require pre-authorization from the VP of Administration and Finance.

Eligibility requirements are summarized in Table 2.

Fulltime faculty and staff applying for professional development & training should have at least three months of service prior to travel sponsored by the university and should not be in the last six months of their contract unless approved prior to any contractual adjustments. All business, research and conference presentation, grant and invitation travel are exempted from this restriction.

Faculty and staff who will be leaving the university under voluntary separation or are being dismissed from service within six months are not eligible for professional development & training travel support; unless the travel has been preapproved prior to resignation. All business and grant travel are exempted from this restriction.

Table 2. Summary of Eligibility Requirements for Business, Professional Development & Training, Research and Conference Presentation Travel					
Eligibility	Annual Numeration	Per-Diem		Tickets	Supporting Documents
Business	Faculty & Non-Faculty	Based on business needs	Yes	Yes	Yes

Professional Development & Training	Faculty & Non-Faculty	10/15k Once a year unless exempted by: Provost/President and VP of Admin & Finance	No	Yes	Yes
Research and Conference Presentation	Faculty	Two per year 10/15k each unless exempted	No	Yes	Yes
Grant	Faculty	In line with grant	No	No	Yes
Invitation	Faculty & Non-Faculty	Approval of Provost/President/Dean	Partial/None	Partial/None	Yes

Requirements for Business, Professional Development & Training

Quality of the conference(s) and activity/function will be determined by the employee’s immediate supervisor, with supporting justification, and the final approval of attendance to be granted by the employee’s dean or department head.

The following warrant the efficient use of university funds: business travel, professional development & training. Business travel will be based on business need and is not to be included in any of the aforementioned categories.

Expenditures should be within preapproved departmental budgets.

For senior management and leadership, a per-diem rate shall be calculated on a case-by-case basis. This rate will require preauthorization from VP Administration and Finance.

Pre-Approval

No reimbursement will be processed unless the travel has been properly preapproved.

Supporting Documents

For professional development & training, research and conference presentation the employee must apply by uploading all required supporting documents on the HR Portal 20 working days prior to the departure date for travel; and five working days prior for business or university-mandated travel.

Duplicate Reimbursement

No duplicate reimbursement is permitted for any employee of the university whose travel is supported by a third party. Expenses covered by a third party must be fully disclosed and adjustments will be made towards the total reimbursement for approved travel.

Point of Departure

The point of departure and return for all university-approved travel must be determined prior to the scheduled date of departure.

Finance & Human Resources Requirements

For all types of travel, the requirements of the Finance and Human Resources departments must be fulfilled by the approver.

Approval of Travel Requests

The approver of travel requests will be as follows:

- **Academic**

Immediate Supervisor, and/or Dean, Department Head or Provost/President

- **Administrative**

Immediate Supervisor, and/or Dean, Department Head or VP Administration and Finance

Business/University-mandated

Immediate Supervisor and Dean, Department Head or Provost/President

Externally Funded Conference/Workshop Attendance

External Research Grants and Contracts may also be used to provide funds for conference attendance; per the approved budgets and grantor agreement policies and guidelines.

Non-Funded Participation in Conferences and Workshops

Faculty invited to conferences, workshops or institutions with costs covered by the conference or workshop organizers or foreign/external institution may travel on business leave without cost to Alfaisal University.

Documentation is needed from the conference/workshop management or foreign/external institution indicating that the faculty member has been invited and that all costs are covered.

The HR Portal should be utilized for all Travel Claims.

Travel Guidelines

- **Air Tickets**

Criteria for airline tickets will be as follows:

- National carrier.
- Most direct route and least expensive fare.
- Transferrable, refundable, arranged and purchased by the university.
- President of the university will travel first-class.
- Vice presidents and members of the council of deans will travel business class.
- All other remaining employee classifications will travel economy class.

Indirect Route or Interrupted Travel

Advance approval is required when an employee takes an indirect route or interrupts travel by a direct route other than for university business. Any resulting additional expenses shall be paid for by the employee. The reimbursement of expenses shall be limited to the actual cost incurred, or the charges that would have been incurred via a direct route whichever is less. Any excessive resulting travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

Miscellaneous/Other Travel Expenses

Charges for a change in itinerary and excess baggage will not be reimbursed by the university except when there exists a reasonable explanation for the charges. Charges will be reviewed and accepted or rejected by the approver.

Confirmation of Attendance (Upon Completion of Travel)

Employees receiving reimbursement for business, professional development & training, research and conference presentation are required to submit a copy of the name badge; in addition to all other specified documents for reimbursement.

Additional Considerations

- **Consistent Application**

Travel expenses are to be reimbursed uniformly throughout the university. This policy applies to all university employees.

- **Compliance**

The university is not obligated to reimburse employees for expenses that do not comply with the principals of this policy.

- **Entertainment**

Entertainment expenditures are prohibited.

- **Alcoholic Beverages**

Alcoholic beverages are prohibited.

- **Unused Ticket or Cancellation of Travel**

When a trip is postponed or cancelled, the original priced itinerary sent by the travel source should be retained for possible future use.

- **Communication Expenses**

All costs for business communications will be reimbursed including costs to send and receive faxes, phone calls and packages.

- **Visa Cost**

All visa costs will be reimbursed.

9.5 Work Schedules

9.5.1 Regular Schedule

Normal workweek consists of (40) forty hours a week for administrative employees, from Sunday through Thursday followed by two days off with pay, Friday and Saturday. The start and end hours of regular daily work will be from 8:00 am to 5:00 pm including a one hour lunch break.

Flexitime 'sliding time' can be arranged between the employee and their supervisor, but HR needs to be notified for attendance management.

It's mandatory that all administrative staff enrol and follow the attendance management system by maintaining a daily log IN and OUT. Failure to do so will be subject to disciplinary procedures according to HR Policies.

9.5.2 Prayer and Rest Periods

All Muslim employees will be allowed reasonable time off during work periods to fulfil their religious obligations. The time period assigned for prayers and lunch should not exceed one hour a day.

9.5.3 Shift Schedule

There will be three shifts for employees working under the shift schedule. The work timings and breaks of the shift will be determined by respective line managers and supervisors as per University's business and operational requirement.

9.5.4 Ramadan Schedule

Working hours for all Alfaisal University employees during the month of Ramadan will be reduced to 6 hours a day, the exact work timings will be announced by the Human Resources Department. There will be no equivalent decrease in the level of salary paid to the employees and those employees who are required to work for eight hours will be compensated with two hours overtime.

9.5.5 Absences

There are two categories of absence: planned and unplanned.

- A planned absence must be approved in advance. Planned absences occur when an employee takes vacation or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid, approved or disapproved. Any employee not reporting to work when a request for annual or any other types of approved leaves have been denied will be considered as unexcused / unauthorized absence and will be subject to disciplinary actions according to HR Policies.
- An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of a need for an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused or unexcused based on proper justification and according to HR Policies. If the employee fails to contact his/her supervisor for unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is considered unexcused /unauthorized and therefore unpaid and subject for salary deduction or disciplinary procedures according to HR Policies.

9.6 Pre-Employment Medical Examination

All prospective employees prior to employment will have to undergo a compulsory medical test. The medical test will be conducted at a medical facility approved by the University; cost of this test will be borne by the University. Any exceptions to the medical test will be approved as per the Delegation of Authority Matrix.

9.7 Employee's Orientation & Induction

All new employees will receive a Departmental Induction training designed to equip them with Department and job specific information necessary to assist them to settle into their new job roles as quickly as possible.

9.8 Probationary Period

The first three months that an administrative employee works for Alfaisal University, exclusive of Eid al-Fitr and Eid al-Adha holidays and sick leaves will be considered as probationary period. During this period the university and/or the employee may at its discretion, terminate the employment contract without notice, unless the contract states a clause giving the right to terminate the contract to only one of them. If the contract is terminated during the probation period, neither party shall be entitled to compensation nor shall the worker be entitled to an end-of-service award, however, the employee will be paid for time worked.

9.9 Transfer of Sponsorship

- In the event that an employee wishes to accept a job offer from another organization, the University may approve the transfer of the employee's sponsorship, or issue the employee with a Non Objection Certificate.
- Employees holding technical and engineering positions are not allowed to join any other competitor unless a one-year period elapses from the date of the separation from the University.
- Approval of sponsorship transfer should be approved as per the Delegation of Authority Matrix.

9.10 Review, Update or Delete Information of Personnel Records

- An employee has no right to review his/her personnel records / file unless authorized by his/her line Manager. Review of personal files should be in the presence of an Officer Representative from the HR Department.
- The employee has no right to withdraw, alter or destroy any documents in his personal record / file.
- Employees must advise the Human Resources Employee Relations Officer of any changes of address, telephone number, bank account or other personal circumstances such as changes in marital status, having new dependents, etc.

9.11 Identity Badge

All employees are provided with an ID badge for free. However the employee should provide the University with a personal photo of the passport size with clear face and white background.

In the event of a change of name or position, a new card is to be issued and the old ID badge to be surrendered to the Administration Services Department. Please make sure you carry your badge with you always. If the employee lost the ID Badge then he/she will pay SR 200 upon issuing a new Badge.

9.12 Separation from Employment

Alfaisal University may terminate employment contract in writing and in accordance with the University's internal rules and the provisions of the Saudi Labor Law.

In case an employee would like to terminate their contractual work relationship with Alfaisal University, a written resignation must be submitted to immediate supervisor giving the University the full notice period as determined by the Saudi Labor Law of 60 days.

Types and Conditions of Termination

Employees could be terminating under any one of the following situations:

- Employee resignation: Employee can choose to wilfully resign from the services of the University after he/she has discussed the reasons for his/her resignation with his/her Immediate Superior.
- During Probation: if the University finds the employee unfit during the probationary period, it may terminate the services of the employee without notice.
- Due to medical unfitness: Employees who are proven to be medically unfit by an approved medical authority are liable to be terminated from the services of the University.
- Due to offences: As per article 80 of the Saudi Labor Law.
- Non-renewal of employment contract: Employees with specified term contracts shall be notified two (2) month in advance of termination of their services from the University. In the non-specific contracts, the employee's services may be terminated at any time during the contract period provided the employee is given termination notice.
- Due to retirement: on attaining the retirement age of 60 years (Hijra) for Saudi male employees and the age of 55 years (Hijra) for Saudi female employees.
- Breach of employment contract: An employee is liable to be terminated when he/she breaches a clause of the employment contract.
- Government Directives: an employee can be terminated in accordance with Government directives; end of service will be paid as per the said directive or as per the Saudi Arabian Labor Law.

9.12a Payment in lieu of Notice Period

If either party fails to submit such a notice in due time, the University or employee as the case may be will have to compensate the other party for the requisite notice period using the employee's last salary as the basis for calculation.

9.12b End of Service Award

For details refer to chapter on "Remuneration, Allowances and Benefits". As per Saudi Labor Law.

9.12c Termination

- The Function/Department Head and the Human Resources Director will be responsible for managing the termination process.
- In case of resignation, the Immediate Superior in consultation with the Departmental Head will make a decision on acceptance or rejection of the request as per the Delegation of Authority Matrix.
- If the resignation is accepted, the Departmental Head will duly authorize the same giving the date on which the employee could be relieved from the services.
- The Immediate Line Manager will communicate acceptance or rejection of the request for resignation to the concerned employee in writing.

9.12d Exit interview

- The objective of the exit interview is to consolidate the employee feedback on circumstances leading to resignation, his/her feedback on policies and systems of the organization and sense of fair treatment.
- An employee whose services are terminated due to resignation, retirement or non-renewal of employment contract will have an exit interview with the Department Head and the Human Resources Employee Relations Officer.
Feedback from exit interviews should be analyzed by Human Resources Employee Relations Officer and actions should be determined to prevent noted deficiencies in the future.

9.12e Clearances

- The Human Resources Employee Relations Officer will issue the employee whose services are being terminated with a final clearance form.
- The employee needs to obtain "no dues" certification from his/her concerned departments in order to qualify for end of service entitlements.

9.12f Service Certificates

- Service certificate confirming their duration of employment with the University and the last position held is granted to employees leaving the University and after all dues are settled and clearance certificate is signed.
- The University reserves the right to inform third parties, including clients or subcontractors, of the departure of an employee. This may be done directly or through advertisements in local publications.

10 FACULTY BENEFITS

10.1 EARNED BENEFITS and COMPENSATION: SALARY

The monthly base salaries and annual merit increments (as discussed in Section 3.2 above) for faculty members are defined on the basis of the established Alfaisal University pay scales in accordance with their academic rank, qualifications and professional experience. Faculty will be on a 12 month contract and salaries are paid monthly. Heads of departments and deputy deans are entitled to a financial compensation based on the recommendation of the dean in consultation with the President and his approval.

- **Housing Allowance:**

At the discretion of Alfaisal, the Employee shall receive a fixed annual housing allowance equivalent to twenty five percent (25%) of the Employee's Base Salary for each year.-

- **Cost of Living Allowance:**

A fixed 25 % of the Employee's Base Salary differential for service and cost of living adjustments in Saudi Arabia. This allowance is applicable only for expatriates.

- **Transportation Allowance:**

A fixed 10% of the Employee's Base Salary. This allowance is applicable only for Saudi Nationals.

- **Pension Allowance:**

Alfaisal contributes 12% of the base salary of the professorial regular faculty for pensions which are to be administered by the faculty member. This allowance is applicable only for expatriates.

- **Social Insurance Scheme**

The Saudi Arabian Social Insurance Law provides annuity, death and disability benefits to eligible participants.

Employee's enrolment in the General Organization for Social Insurance (GOSI) & (SANED) will be governed by GOSI regulations, which is as follows:

- **Saudis:**

- **GOSI**

- University contributes 11% of the employee's monthly salary (Basic & Housing Allowance) for its Saudi employees, 2% of which covers work related injuries and the remaining 9% is utilized for retirement benefits. Whereas the employee contributes 9% of his/her monthly salary (Basic & Housing Allowance) for retirement benefits.

- **SANED**

- University contributes 0.75% of the employee's monthly salary (Basic & Housing Allowance) for its Saudi employees, whereas the employee contributes 0.75% of his/her monthly salary (Basic & Housing Allowance) for SANED contribution as per GOSI regulation.

➤ **Non-Saudis:**

University contributes 2% on behalf of its non-Saudi employees to cover for work related injuries.

The maximum monthly wage subject to GOSI contribution is SR 45,000

▪ **Relocation & Repatriation Allowance:**

The Employee and accompanying family members (spouse and up to three children under 18 residing with Employee in Riyadh, under Alfaisal University sponsorship with resident visa and not with visiting visa or another sponsorship) shall be entitled to a maximum of SAR 11,000 per eligible member as Relocation and Repatriation Allowance that covers (Visa fees, documents attestation, visa agent fees, mail and courier cost, medical examinations, transportation expenses to/from the Saudi Embassy/Consulate and other related fees for visas endorsement. Such allowances shall also cover:

➤ **Air Fare:**

Most direct Economy Class Air Fare from Employee's place of origin to Riyadh. Alfaisal may either provide airline ticket(s) or the employee may purchase the ticket(s) and will be reimbursed for the cost. In case the employee purchases the ticket(s), the rate should be pre-approved by Alfaisal Government Relation Office. .

➤ **Baggage Allowance:**

200 Kg for Spouse, 100 Kg for eligible children, in addition to airline allowance, by accompanied airline excess baggage or to be shipped as unaccompanied baggage.

➤ **Visa Fees:**

All visa fees for eligible family members. Upon first to the Kingdom & once yearly.

▪ **Education Allowance:**

School Allowance

Eligible grades and positions

- Grade 10 & Above
- Professorial Rank
- Senior Lecturer & Lecturer
- Principal Instructor & Instructor
- Laboratory / Workshop Specialist & Technician

Up to SR. 40,000 per eligible child per annum, up to three (3) children under the age of 18 and residing with Employee in Riyadh, under Alfaisal University sponsorship with resident visa.

Prior arrangements and approvals required from President for home schooling. Again, a limit of three (3) children applies, under the age of 18 and residing with Employee in Riyadh, under Alfaisal University sponsorship with resident visa.

1. An educational allowance for elementary, intermediate, and secondary education will be paid for a maximum of thirteen regular academic years for an eligible student pursuing the high school program in Riyadh. If an eligible student has already completed a number of years of elementary, intermediate, and/or secondary education before the appointee becomes entitled to an educational allowance, the educational allowance for the eligible student is for the remaining years only.
2. The educational allowance for elementary, intermediate, and secondary education will consist of payment of all reimbursable expenses.

3. The following reimbursable expenses may be paid upon presentation of receipts, school registration certificate, and list of the school fees, up to a maximum limit of SAR 40,000 (forty thousand) per child:
 - a. Tuition, as defined in the catalogue or descriptive literature of the school in question as the charge for instruction for the course for which the eligible student is enrolled, or the cost of a reputable and internationally recognized correspondence course and examination fees, but not including the charges for summer session courses or activities that are not necessary for graduation. [Tuition Fees as invoiced directly from School.]
 - b. The charges and fees (whether or not separately stated) for registration, examination, health services, transportation to and from the school, the use of libraries and laboratories, and graduation. [Transportation Fees as invoiced directly from School and not from a third party transport services.]
 - c. If the cost of books is not included in tuition then the books costs will be reimbursed. [Transportation Fees as invoiced directly from School and not from a third party transport services.]
 - d. Any tuition fees, charges, or expenses not specifically mentioned here are not reimbursable. Such non-reimbursable expenses include, without limitation.

➤ **Scholarship for Undergraduate Programs at Alfaisal University**

GROUP	Minimum Years of Service	Eligible Children
A*	5 Years	1
B*	3 Years	2
C*	Immediate	3

- (A) Admin
 (B) Senior Lecturer, Lecturer, Principal Instructor, Instructor, Laboratory / Workshop Specialist & Technician
 (C) Professorial Rank

For children below 28 years of age that fulfil academic criteria for University Preparatory Program (UPP) or direct admission to Alfaisal University.

➤ **Scholarship for Graduate Programs at Alfaisal University**

- Eligible grades and positions
 - All Employees
 - Minimum 2 years of service at Alfaisal University

The employee can select one of the following suitable options.

1. Full scholarship for two years, after commitment from the employee to the university to work four years without requesting increment in salary or financial benefits.
2. 50% scholarship, after commitment from the employee to the university to work two years without requesting increment in salary or financial benefits.
3. 20% Scholarship with extension of study duration until four years after commitment from the employee to the university to work two years without requesting increment in salary or financial benefits.

Terms;

- (A). Fulfil Admission Criteria.
- (B). and, applicable once the minimum program cohort is achieved.

➤ **Scholarship for Dependents Graduate Programs at Alfaisal University**

- Eligible recipients;
 - All Employees Dependents
- 50% Scholarship on all programs.

▪ **Medical Insurance:**

In-Patient & Out-Patient Coverage [20% Deductible]

Eligibility:

The faculty appointee, spouse and eligible children are eligible for access to the Alfaisal University Class A medical insurance policy.

10.2 HOLIDAYS, VACATIONS and SICK LEAVE

10.2.1 Annual Leave Pay and Travel Allowance:

Annual Leave Entitlement;

- Dean / Acting Dean : 30 Working Days
- Faculty : 60 Calendar Days [44 Working Days]

Semester Break Entitlement is as per the academic calendar published by MoE for the following category;

- Academic Staff
- Dean / Acting Dean
- Faculty

Annual Leave starts one week after the end of final exams in the spring semester and faculty members are expected to report back to work minimum of one week before classes start in the following fall semester. Annual leave is treated as leave with pay, so that normal salary and benefits continue in effect during the Annual leave period. No additional payment is granted during Annual leave. Annual leave will be coordinated with the department head and/or dean to ensure that university business is not negatively impacted. Deans and department heads are expected to report back to work two weeks before the start of the academic year. Leave in the break between the two or three semesters/terms is per announced university academic calendar and must be discussed with the concerned dean to ensure that a faculty member's leave does not negatively impact the university business. Annual leave for faculty in the All College's will be coordinated with the dean to guarantee that the business of the college is attended to throughout the year.

When a faculty member has an addendum for Acting Dean, than they are only entitled 30 working days per year.

Faculty must utilize his/her leave in the year it is due. He/She may not forgo it or receive cash in lieu during his/her period of service. They may carry forward to their next contract a maximum of 30 days if they could not utilize them due to the need for them to provide coverage with the Dean's prior approval. Such postponement shall not, however, exceed the end of the year following the year the leave is due.

University will grant the following recognized official holidays to its employees with full pay:

- 10 Calendar days on the occasion of Eid al-Fitr starting from the day following 25th of Ramadan according to Um al-Qura calendar. (This time period may vary according to the official Ministry of Education (MOE) posted calendar)
- 10 Calendar days on the occasion of Eid al-Adha starting on the 5th day of Dhu Al Hijjah according to Um al-Qura calendar. (This time period may vary according to the official MoE posted calendar)
- 1 day on the occasion of the national day of the Kingdom (1st of Mizan (corresponding to the 23rd of September))
- 1 day on the occasion of the founding day of the Kingdom (corresponding to the 22nd of February)
- Annual Leave Travel (ALT):

The spouse and up to three eligible children under 18 residing with Employee in Riyadh (Under Alfaisal University sponsorship with resident visa and not with visiting visa or another sponsorship) will be provided most direct basic Economy round trip airfare to place of origin annually. Alfaisal will pay the equivalent of the cost of round trip ticket(s) for the eligible members based on quotations obtained from Alfaisal University authorized travel agent. Payment is made at the end of March/April and no receipts are required.

No reimbursements on actuals will be acceptable. The university is making the payments in March/April so that the employee will have ample time to make suitable summer bookings within the allotted amount issued.

- If the Employee's spouse is eligible (residing with the appointee in Kingdom of Saudi Arabia) to receive a similar allowance from Alfaisal University or another employer, ALT is not provided for the spouse; and if the Employee's spouse's allowance extends to any eligible child, ALT is not provided for that eligible child. If early termination of the contract after the ALT has been paid then the ALT will be deducted from the end of service benefit.
- Alfaisal will provide one Single Exit-Re-entry Visa annually to the employee and eligible dependents. Multiply exit-re-entry visa can be arranged at employee cost.

10.3 NON-ACADEMIC LEAVE (EMERGENCY LEAVE, LEAVE WITHOUT PAY, SICK LEAVE)

10.3.1 Marriage Leave

Upon an employee's marriage, a paid leave for a period of Five (5) calendar days will be granted. The employee should not defer or postpone this type of leave. It should be taken on occurrence.

10.3.2 Birth of a Child Leave

Three (3) calendar day leave is granted to male employees during the first week after childbirth; female employees are excluded from this benefit as it is covered under the maternity leave benefit.

10.3.3 Compassionate Leave

In event of the death of an employee's immediate family member, which is defined as his/her father, mother, brother, sister, grandfather, grandmother, wife, husband, children and grandchildren, the employee will be entitled to paid leave for Five (5) calendar days. Additional two (2) calendar traveling days will be granted to all expatriates. The employee should not defer or postpone this type of leave. It should be taken on occurrence.

A female employee whose husband passes away shall be entitled to a fully paid compassionate leave for a minimum period of fifteen (15) calendar days for Non-Muslim female employees and one hundred & thirty (130) days for Muslim female employees as of the date of death.

10.3.4 Family or Emergency Leave

Employees are allowed an emergency leave up to a maximum of (10) work days per year, as follows:

1. It covers all other emergency situations which cannot be postponed and require the immediate presence of the employee and any other situations where the employee finds it necessary to be present.
2. Emergency paid leave requires the employee to provide proper and valid justifications.
3. Expenses associated with emergency leaves such as (tickets, visas, etc.) are paid by the employee.
4. Emergency leave require prior approval from line manager or supervisor and as per the Delegation of Authority Matrix.
5. Emergency Leave cannot be carried over to the next year.

10.3.5 Hajj Leave

The University provides additional (5) calendar days for Muslim employees who wish to perform Hajj in addition to Eid Al-Adha Holidays. This Hajj leave entitlement is provided once to the employee during his/her employment with the University.

10.3.6 Examination Leave

An employee who is pursuing his/her studies at an educational school, institute or university and is required to sit for an examination shall be granted leave with full pay for the actual number of days of the examination.

- To be eligible for this leave, an employee should not be repeating an examination, it should be his/her first attempt and his/her enrolment in the institution / university should have prior approval as per the Delegation of Authority Matrix.
- It necessary that the employee shall apply for the examination leave at least fifteen days ahead of the exam due date.
- Employee shall have to produce the following documents to qualify for this leave.
- Certificate of enrolment at an educational institution.
- Schedule of Examination.
- Evidence of attendance for all days of the examinations.

10.3.7 Maternity Leave

A female employee shall be entitled to a maternity leave for a total of ten weeks distributed as suitable for her. The maternity leave consists of a maximum of four weeks prior to the expected date of delivery and six weeks following the date of delivery. The likely date of delivery shall be determined by the physician or pursuant to a medical report certified by a health authority.

- A female employee may not work during the six weeks immediately following delivery, and has the right to extend her leave for another month without pay.
- If a female employee gives birth to a sick or disabled infant, and his/her condition requires to be accompanied by an attendant, the female employee has the right of a one month paid leave following the end of her maternity leave, and has the right to extend such leave for another month without pay.

When a female employee returns to work after her maternity leave, she shall be entitled to a rest period or periods not exceeding in aggregate one hour a day for a period of two years from the childbirth date for nursing her infant. Such period or periods shall be calculated as part of the actual working hours and shall not entail any deduction in her salaries.

10.3.8 Sick Leave

- The University covers sick leaves per Saudi law, Sick Leave is fully paid (100%) during the first month, reduced to (75%) for the second month and for the third month, at which point paid Sick Leave ceases.
- Where sickness continues for longer than 120 calendar days in a certain calendar year then he/she will be referred to an authorized medical committee, which will decide the employability status of the employee.

10.3.9 SABBATICAL LEAVE

The objective of sabbatical leave is to provide faculty with a change of environment in order to pursue scholarly activities, as well as to interact directly with scholars in leading academic and research institutions. Scholarly activities that are considered for sabbatical leave may include pursuing and extending some on-going research, initiating research in new and diverse areas, working in industry in the area of research and development, gaining research-orienting experience or creating an engineering design or product, and writing a research-oriented book or monograph. The faculty member may also make use of the sabbatical leave for updating course materials or preparing new courses. All of these activities must be relevant to the faculty member's academic development and in accordance with needs of his department and the University. The request for sabbatical leave will be considered case by case basis.

10.3.10 BUSINESS LEAVE

Business Leave (BL) is governed by business needs and is separate from all other leave types and will be considered as paid leave in accordance with the approved travel request(s). The business leave days will be respective to the actual days of pre-approved travel days.

- Research Conference Travel (RCT)
- Invitation Travel (IT)
- Funded Participation in Conferences and Workshops
- Non-Funded Participation in Conferences and Workshops

10.4 END of SERVICE BENEFITS

- As per The Saudi Labor Law and upon the end of the work relation, the employer shall pay the Employee an end-of-service award of a half-month wage for each of the first five years and a one-month wage for each of the following years in the event of renewal of contract. The end-of-service award shall be calculated on the basis of the last month's salary and the Employee shall be entitled to an end-of-service award for the portions of the year in proportion to the time spent on the job.
- If the work relation ends due to the Employee's resignation, he or she shall, in this case, be entitled to one third of the award after a service of not less than two consecutive years and not more than five years, to two thirds if his or her service is in excess of five successive years but less than ten years and to the full award if his service amounts to ten or more years.
- The Employee is entitled to an end of service benefits for fractions of a year in proportion to his/her service period during that year.
- Employees will be entitled to their entire end-of-service benefits on final settlement in the following circumstances: on completion of service as stipulated by the employment contract, on cessation of employment for any reason outside the employee's control, including call-up for Saudi Military Service, on termination of employment for any reason not specified in Article No. 80 of the Saudi Arabian Labor Law.
- The last month salary for the above award is composed of basic salary, cash housing allowance and cash transportation allowance.

- End-of-service benefits will be released only once the employee has completed the clearance form and signed the receipt of Final Settlement, and has promptly provided Employee, Employee's spouse and children's passports and Saudi Residence Permits for exit arrangements from Saudi Arabia.
- Encashment of the balance of any unused vacation days is included in the computation of end of service benefits.
- In the case of an employee's death, the University will pay the employee's End of Service Benefits (EOSB) to beneficiary or legal heir as per the Saudi Arabian Labor Law.

11 University Facilities & Services

Alfaisal University offers employees a range of facilities, services, and other resources aimed at providing opportunities for recreation, learning, and social interaction, and at promoting health and welfare. The following sections describe some of the resources available on campus for the convenience of Alfaisal University employees.

11.1 Parking

The University shall provide car parking areas for its employees in the designated parking areas determined by the Facilities Department. The University takes no responsibility for the safety and security of your car while at the car park. It is your responsibility to ensure your car is locked and parked properly.

11.2 Use of Assets

Alfaisal University property including, but not limited to assets, information, offices, furniture, equipment, E-mail and stationery are to be used by staff members for the sole purpose of performing their job responsibilities satisfactorily. Each employee shall be held directly responsible for the safeguard of the University's properties, tools and equipment under his/her custody. Negligence or deliberate misuse of the University's property shall be regarded as a serious offense.

11.3 Services for Handicapped

Alfaisal University has attempted to insure that disabled persons have access to all parts of the campus and the opportunity to participate in programs throughout the University.

An Access Map for Handicapped Persons is available from the Facilities Department. The map is designed to aid persons with mobility impairments, dining facilities, and access routes. Special handicapped parking permits are also provided

11.4 Occupational Health and Safety

Alfaisal University makes every effort to provide a safe and healthy work environment for all employees. Employees are expected to follow occupational health and safety policies established by the University as well as the local laws of the Kingdom of Saudi Arabia to preserve their own health, safety and that of their fellow employees.

11.5 Office Safety

All work performed in University offices and administrative areas will be conducted using safe work practices. Office and administrative areas will be maintained free of recognized hazards.

Responsibility

- Office Supervisor
 - The ultimate responsibility for office safety rests with the office supervisor. All work hazards must be anticipated and appropriate safeguards utilized.
 - Ensures all employees are properly trained and instructed in safe office practices and aware of all hazards associated with their work.

- Employees
 - Follows the University's OH&S policies and instructions of the responsible Office Supervisor and the OH&S Officer.
 - Brings to the attention of the Office Supervisor and/or OH&S Officer potential hazardous situations.

- OH&S Officer
 - Assists Office Supervisors in correcting hazardous situations and designating safe working practices.
 - Periodically inspects all office facilities to ensure compliance with existing University policy.

11.6 Accident Prevention and Reporting

Purpose and Application

This policy is written to ensure that all employees, students, contractors, and visitors follow safe work practices, report unsafe work conditions, promptly report accidents and incidents, and work to prevent reoccurrence.

This policy applies to all University employees, students, and visitors when engaged in a University activity taking place on or off campus.

Definitions and Scope

“Accidents” include all sudden or non-sudden events that cause injury to a person. Even “minor” injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

“Incidents” include near-miss events that have the potential of causing personal injury. Any event that causes damage to University property is also considered an incident.

Roles and Responsibilities

- Employees are responsible for following safe practices,
- Reporting to their supervisor, any conditions that they consider unsafe.
- Promptly reporting (within 24 hours) all accidents and incidents to their supervisor or other appropriate University official.
- Safety & Security Center must be promptly notified of serious accidents or injuries that require medical attention.
- Supervisors are responsible for securing the accident scene, analysing the accident and reporting the circumstances, including hazardous condition that exists.
- The OH&S Center assists in providing information and training on safe work practices,
- Conducts inspections of work areas, investigates certain accidents and incidents to determine the root cause of the accident or incident, and recommends preventive/corrective actions.
- The Human resources Department process all accidents that have potential to result in a worker compensation or insurance claim.
- The Safety & Security Center are first responders to serious accidents and conduct initial investigation.
- Employees injured at work can seek medical treatment at the designated GOSI hospitals and medical centres. The health centre available at the University also provides medical services to employees and students.

11.7 What to do when Hearing a Fire Alarm

On hearing the fire alarm, leave the building immediately by the nearest available exit, closing doors as you leave. Lifts must not be used. The fire alarm signal (bell, siren or electronic sounder) is described on the Fire Action Notices, displayed throughout each University building.

11.7a Emergency Exit Routes

- Each area of the building/work site has at least two means of escape and are to be used in a fire emergency. The location of exits and the path of egress (escape) will be shown on maps (and posted throughout the building as necessary).
- Fire exit doors will not be blocked or locked during business hours in order to prevent their emergency use (when employees and students are within the building).
- Exit routes from the work site will be clear and free of obstructions. All exits are marked with signs designating exits from the premises.
- Each exit discharge must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.
- Employees must be able to open an exit door from the inside without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors.
- Exit route doors must be free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.
- All exits are to open outwards to prevent blockage in case of an emergency.

11.7b Fire Evacuation Procedures

- If you discover a fire, an explosion, or smoke in a building, activate the fire alarm system immediately at the nearest fire alarm pull station to evacuate the building (see “Evacuation Procedures” below).
- After sounding the fire alarm, call extension 7857 from a safe location. Provide the building name, address, floor, room number, and any known special hazards at the location. Do not assume that someone else has called.
- If the fire is in an unoccupied room, try to close the door to retard the spread of smoke and heat; do not take any unnecessary risks in doing this.
- Only if the fire is small and you have received University training in fire extinguisher operation should you attempt to extinguish the fire; do not take any unnecessary risks in doing this.
- When University Police and/or fire fighters arrive, direct them to the fire.

11.8 First Aid Kits

It is the policy of OH&S Centre to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or physical harm to employees or the public. Because hazards may exist, OH&S Centre will assess hazards in the workplace and potential hazards at worksites and train adequate numbers of employees in First Aid and provide first aid equipment to ensure that employees receive prompt assistance in case of injury.

11.9 Laboratory Safety

Roles and Responsibilities

Administrative Responsibilities

Each individual College member is responsible for implementing all University health and safety policies in his/her laboratory. The College Dean / Department Director will assure compliance with existing health and safety policies and will designate a Safety Advisor to be a liaison with OH&S Centre.

The Departmental

Responsible for assisting each College member in implementing University safety and health policies. Campus Centre Safety Committee may assist by conducting inspections, reviewing laboratory operations that involve particularly hazardous chemicals that require prior approval, and reporting all accidents and potential safety problems to OH&S Committee.

Each College Member

Responsible for implementing all health and safety policies in the laboratory. The College member is responsible for developing written safety procedures applicable to their research, mandating lab practices and engineering controls that reduce the potential for exposure to hazards, informing lab staff and students of potential hazards, assuring employee and student training, supervising the lab, instructing lab staff on the location and use of all safety equipment in the facility, reporting accidents, and maintaining the related forms in the laboratory.

Employees and Students

Must follow all safety and health procedures specified by the College supervisor in the laboratory. Employees and students must also attend required health and safety training sessions, report accidents and unsafe conditions, and notify the College supervisor of any pre-existing health conditions that could lead to serious health situations in the laboratory.

OH&S Committee

Responsible for providing technical guidance on matters of Laboratory safety. OH&S Committee is also responsible for inspecting labs, investigating accidents, making recommendations for remediation of problems, coordinating clean-up operations in the event of a chemical spill, developing and conducting training programs, working with state and local officials on matters of code and enforcement, and overseeing the adoption of all University health and safety policies.

11.10 General Administrative Services

11.10a Residency / Work Permits

- The Government Relations Department shall maintain a record of all issued visas on a timely basis; monitor the remaining number of allowed visas, and expiry dates. This record shall contain the following:
 - Visa Number.
 - Visa Validity.
 - Position.
 - Country of Origin
 - Gender

- Residency, work permits, and other subjects related to labor law must be performed and completed to guarantee the legal presence for employees and legal status for the University.
- The University shall pay for the renewal of employee's residency permits (Iqamas) and work permits.
- The Government Relations Department shall commence the processing of necessary legal requirements (such as new Labor Card, Iqama, etc) as soon as the new employee joins the University.
- The HR Department shall always maintain a copy of all employees' residency or other documents such as a passport copy and a copy of the work permit in their personnel files.
- Prior to renewal of a work permit, efforts must be made to ascertain that there are Saudi national applicants who possesses the required qualifications and is willing to undertake the same scope of work in question.
- The University shall bear the fees of sponsorship transfer up to the cost limit of a first time transfer for non-Saudi employees being accepted to work for the University.
- The University may not employ a person to work in a profession other than the profession specified in his residency permit.

11.11 Passports and Residency Permits Administration

- The Government Relations Department shall keep track of all residence permits (Iqamas) for all the non-Saudi employees of the University.
- The Government Relations Department is responsible to follow up and ensure adherence to all above policies related to passports and residency permits.
- The employee is responsible for any penalties due to late Iqama submittal for renewal if being notified by the Government Relations Department.
- Employee is responsible for paying all expenses related to the loss of residency permits (Iqama).
- The University shall pay the fees of adding new dependents in the employee's residency permits (Iqamas).

11.12 Employee Records

- Human Resources Department shall maintain an individual file for each employee.
- The employee file should contain the following documents and records:
 - Photocopies of all relevant academic certificates.
 - Photocopies of all Identification Documents (Saudi National Identity Card, Personal Identification, Passport, Iqama / Resident, work permit, etc.).
 - Original medical reports carried out as per University requirements. These would include results of the pre-employment medical examination report, sick leave notifications, as well as health checks to verify ability to perform work.
 - Original signed Performance Appraisal Forms for each year the employee has been in service.
 - Record of all planned and completed training activities, and photocopies of all training certificates.
 - Record of any Rewards or Penalties the employee has received.
 - Record of all leaves taken and remaining leave entitlements.
 - Record of any sponsorship the University has provided to the employee to third parties.
 - Contact details, including home address and telephone number, and emergency contact. A copy of the stamped final departure certificate.
- Employee records are confidential and must be maintained under the custody of the Human Resources Department.
- Employee records should not be disclosed to individuals outside of the University without the employee's prior written authorization, except where information is required to be disclosed by law or legal process. However, where an employee joins another University, and his/her new employer conducts a verification of employment; the Human Resources Employee Relations Officer is authorized to provide information upon such a request.