



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY

PROMOTIONS

Faculty Members Promotions 2022



Promotions

Required Documents

Required Documents	
Applicant	<ul style="list-style-type: none">• Form No. (9): A form (application for academic promotion for a faculty member).• An soft copy in "PDF" of the scientific production of the applicant. Each work should be in a separate file.• A copy of the appointment/ promotion decision of the current position.• Form No. (13): the teaching load.• Form No. (15): a brief CV.
Department	<ul style="list-style-type: none">• Form No. (11): Performance report of a faculty member applying for promotion (confidential) (signed by Head of the Department and Dean of the College).• Minutes of the Department council recommending promotion after being approved.• Form No. (12): names of nominated reviewers (confidential).
College	<ul style="list-style-type: none">• Minutes of the College Council recommending promotion.• Form (14): a letter from Dean of the College to the Vice President of Graduate Studies and Scientific Research, Chairman of the Scientific Council, requesting promotion.

Promotions

Promotion and Implementation Regulations:

Article 21

Conditions for applying for promotion from assistant professor to associate professor:

- 1 The service as an assistant professor should be not less than 4 years in Saudi universities or an accredited one, provided that the service period is not less than 1 year.
- 2 According to the Article 32 of these regulations, the minimum level of scientific production required for promotion should be fulfilled.
- 3 The scientific production must have been published or accepted for publication while in the position of assistant professor.

Implementation rule:

- In case that the faculty member occupies the position of assistant professor and has not been appointed, the period spent in the job is calculated within the period required for the promotion to the position of associate professor.
- That the submitted scientific production has been published or accepted for publication after being appointed as an assistant professor.

Article 22

The condition to apply for promotion from the position of Associate Professor to Professor:

- 1 The service as an associate professor should be not less than 4 years in Saudi universities or an accredited one, provided that the service period is not less than 1 year.
- 2 According to the Article 33 of these regulations, the minimum level of scientific production required for promotion should be fulfilled.
- 3 The scientific production must have been published or accepted for publication while in the position of associate professor.

Implementation rule:

- In case that the faculty member occupies the position of scientific associate professor and has not been appointed, the period spent in the job is calculated within the period required for the promotion to the position of professor.
- That the submitted scientific production has been published or accepted for publication after being appointed as an associate professor.

Article 23

The faculty member has the right to apply to the Department Council for promotion before the completion of the regular period, for a maximum period of 6 months.

Article 24

The period of secondment, mission, and delegation of promotion is calculated as follows:

- 1 The whole period is calculated if secondment, mission, or delegation to an academic organization working in the field of specialization.
- 2 Half of the period is calculated if secondment, mission, and delegation is to a non-academic organization working in the field of specialization.
- 3 The period is not calculated for promotion if the work is in another field.

Implementation rule:

- The Scientific Council determines, according to the recommendation of the Department and College Councils, whether the work of the faculty member is in the field of specialization.
- The full-time faculty advisors are treated as seconded in all rules.
- Secondment, mission or delegation to public or private universities and colleges to do administrative or leadership tasks is considered work in the field of specialization provided that a minimum teaching load is performed, in accordance with article (75) of Regulations for Saudi Universities Personnel Including Faculty Members and their Equivalence.

Article 25

Faculty members are promoted according to the following criteria:

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

Article 26

Promotion procedures:

- 1 A faculty member submits the promotion request to the Department Council as the following:
 - i) A report of academic and job qualifications and career progression.
 - ii) A report of teaching activities.
 - iii) A report of activities in the field of University and community services.
 - iv) Five copies at least of the scientific production submitted for promotion and the supporting data.
 - v) Any information added to support the promotion request.
 - vi) Any other information or documents requested by the department, college, or Scientific Council.

Implementation rule:

Procedures of the applicant:

- A faculty member submits an application for promotion to the relevant Head of Department, providing the required documents described above in (Paragraph 1 of article 26).
- Form No. (9): application of (academic promotion for a faculty member).
- Form No. (13): the teaching load approved by Head of the Department.
- Form No. (15): a brief CV.
- A copy of the appointment/ promotion of the current position.
- Electronic copy in "PDF" of the scientific production submitted for promotion request.

- 2 The Department Council considers the promotion request and verifies that the conditions and procedures are met. It recommends that the application shall be submitted to the College Council suggesting names of specialized reviewers, not less than eight.

Implementation rule:

Procedures required from the department:

The Department Council considers the promotion request and verifies that the conditions and procedures are met (mentioned in this regulation and its implementing rules, and according to the conditions and procedures issued by the Scientific Council), and recommends submitting the application to the College Council, the following application must be fulfilled:

- All documents required from the applicant mentioned above.
- Form (12): Names of suggested reviewers (confidential) and (not less than eight specialized external reviewers), according to Form No. (12) and according to the **following general regulations**:
 - *The reviewer must be in the same major of the applicant, as much as possible.
 - *The reviewer must be a professor or associate professor (for promotion to associate professor), and in the position of professor (for promotion to professor), according to Article 36.
 - *considering the geographical diversity of the reviewers.
 - *he/she should not be a supervisor (Head or Assistant) of the applicant during the master's and PHD stages.
 - *not to be among the participants in the applicant's Scientific publishing.
- Form No. (11): Performance report of a faculty member applying for promotion (confidential) (signed by Head of the Department and the Dean of the College).
- Report of the Department Council recommending promotion.

- 3 The College Council considers the application based on the recommendation of the Department Council and nominates a number of specialized reviewers (not less than eight), who were nominated by the Department Council or others.

Implementation rule:

Procedures required from the College:

The College Council considers the application based on the recommendation of the Department Council and verifies that the conditions and procedures are met. It recommends submitting the application to the Scientific Council. The application must fulfill the following:

- All documents required from the applicant mentioned above.
- All documents required from the department mentioned above.
- Form (12): Names of nominated reviewers (confidential). At least eight external reviewers are nominated by the Department Council or others in manner, which fulfills the regulations mentioned above.
- Minutes of the College Council recommending promotion.
- Form No.(14): a letter from Dean of the College to the Vice-President of Graduate Studies and Scientific Research, Chairman of the Scientific Council, with a recommendation for promotion.

- 4 The Scientific Council examines the application for promotion based on the recommendation of the Department and College Councils, and after that they shall carry out the following:

- 1 Choose five reviewers to evaluate the research. They choose the candidates from the College Council or others, three of them are primary, the fourth is considered the first alternative examiner, and the fifth is the second alternative examiner who will be referred to when needed, and at least two of the three reviewers must be external.
- 2 Submitting research and data related to promotion to the reviewers confidentially to be evaluated according to the form prepared by the Scientific Council.

Implementation rule:

The Scientific Council procedures:

- 1 Chair of the Council receives the faculty member's promotion file sent by Dean of the College in a letter, according to Form No. (14), including the following:
 - The information required from Dean of the College after the College Council approval.
 - The information required from the Head of the Department after the Department Council approval.
 - All forms required for promotion, approved by the Scientific Council.
 - Electronic copies of published or accepted academic production, accompanied with the acceptance letters.
- 2 After receiving the complete papers of the nominated faculty member to the Scientific Council, the Council's Standing Committee for Promotions studies the promotion request, according to the following:
 - Checking the promotion file to verify the conditions and criteria for promotion are met (mentioned in this regulation and implementing rules and the procedures and controls issued by the Scientific Council).
 - Checking the publications' acceptance letters and matching them to the original letters.
 - Calculating the number of research units acquired by the applicant.
 - Preparing similar reports according to the program approving the application.
 - Suggest the primary and alternative reviewers.
 - The committee submits its recommendation to the Councils as follows:
 - √ In case that the applicant meets all the conditions and criteria, the committee recommends a list of three primary and two alternative reviewers.
 - √ In case that the applicant does not meet all the conditions and criteria, the committee recommends to return the file to the college, clarifying reasons.
- 3 The Council reviews the minutes of the Promotion Standing Committee and takes its decision whether to accept the application and appoint the primary and alternative reviewers or return the file to the college to complete it.
- 4 The committee shall contact the reviewers and correspond to them in all matters related to reviewing.
- 5 After receiving the reviewers' reports and the rest of the above-mentioned information and based on the committee's recommendation, the Scientific Council's Secretariat includes all documents on the agenda of the nearest upcoming session of the Scientific Council.
- 6 The Scientific Council may refer scientific production to an alternate arbitrator if the report of one of the alternative reviewers is not reliable or if the points awarded do not meet the detailed report prepared by them.

Review Procedures:

The Standing Committee for Promotion undertakes review procedures according to the following:

- Contacting the nominated reviewers to obtain their initial approval.
- Sending all the applicant's scientific production to three reviewers (by e-mail) in a confidential manner if the promotion is to the position of associate professor, and to four reviewers if the promotion is to the position of professor, to be evaluated according to Form No.(10) prepared by the Scientific Council. Ensuring that they receive the e-mail and its attachments.
- After four weeks have passed from sending the scientific production, and in case that the Board Secretariat does not receive one or more reports from the reviewers, a reminder shall be sent to the reviewers indicating that the result of the review must be received within two weeks.

- After six weeks have passed from sending the scientific production, and in case that no answer to the previous reminder from one or more of the three primary reviewers, the scientific production file shall be sent to the alternative reviewer and proceed in the same previous manner.
- In case that less than three reports are received from the primary and the alternative reviewer, either because of apology, lack of conversation, or lack of specialization, the Council chooses other reviewers based on the suggestion of the Standing Committee for Promotions.
- In case that more than three reports are received, the reports of the primary reviewers shall be considered first, then the first alternative, after that the second alternative.

a. Taking the decision to promote a faculty member or not, after considering the reports of the reviewers and the reports of the applicant's activity in the field of teaching and serving the University and society.

Implementation rule:

- 1 After reviewing all the documents, the Council takes decision whether or not to promote the applicant or to assign a potential or alternative reviewer.
- 2 The Scientific Council can cancel a review decision, if the quality of the review is not convincing.
- 3 In case a decision has been made to approve the promotion application, a notification shall be sent to the Deanship of Faculty Members Affairs or the applicant's reference in order to implement the council's decision.
- 4 In case a decision has been made to reject the promotion application, a notification shall be sent to the Dean of the College or the applicant's reference to inform the applicant about the Council's decision.

b. If the Council decides not to approve the promotion because of a weakness in the scientific production, it determines which submitted research shall be excluded and which shall be submitted again, provided that the minimum number of research required for the promotion is met. The new submitted application requires a new research unit for the application for the position to Associate Professor, and at least two new research units for the application to the position of Professor.

Article 27

The efforts of the faculty member applying for promotion are evaluated on the basis of (100) points divided as follows:

- 60 points for scientific production.
- 25 points for teaching.
- 15 points for serving the University and the community.

The University Council sets standards to evaluate the faculty's participation in teaching, and in University and community service, based on the recommendation of the Scientific Council.

Implementation rule:

The participation of a faculty member of teaching, and in University and community services shall be assessed according to the following:

First: the participation of a faculty member is evaluated through the information received from the following:

- The faculty member's performance report (Form 11 approved by the Scientific Council) assigned by Head of the Department and Dean of the College.
- Information provided by the faculty member applying for promotion in Forms (9), (13) and (15).

Second: the information mentioned in (First) above is transformed into points that define the effort of the faculty member in the field of teaching, University and community services as follows:

- 1 Teaching load: this item is assigned (15) points maximum, and is given to the faculty member who is assigned to upper limit for the teaching unit as specified in Article (40) of the regulations.
- 2 Teaching performance: is evaluated according to what was mentioned in paragraph (first) of Form (11). And 10 points are allocated to him/her.
- 3 University and community service: it is evaluated according to what is mentioned in Paragraph (second) of Form (11). It is allocated 10 points out of 15 points.
- 4 Various participations that fall within the category of University and community service. The Scientific Council evaluates them according to the terms of Form 9, and allocated 5 points out of 15 points.
- 5 A faculty member applying for promotion must not be less than (25) out of the total points (40) in teaching and community service activities.

Article 28

The total number the faculty member needs to obtain in order to be promoted must not be less than (60) points, provided that the points must not be less than (35) in the field of scientific production in case of promotion to the position of Associate Professor, and (40) points to be promoted to the position of Professor. The promotion to the position of Associate Professor is carried out with the majority of the three reviewers' opinion. However, the promotion to the position of Professor needs the consensus of the three reviewers. In case two of the three agree to the promotion and the third does not, the scientific production shall refer to a fourth reviewer and his/her opinion is final.

Implementation rule:

- If all the three reviewers agreed on the recommendation to promote the applicant to the position of Associate Professor or Professor, then the scientific production points are estimated by calculating the average points awarded by each reviewer.
- If two of the three reviewers recommend the promotion of the applicant to the position of Associate Professor, then the scientific production points deserved are estimated by calculating the average points awarded by the two reviewers recommended the promotion, and the points awarded by the reviewer who rejected the promotion are excluded.
- If three out of four reviewers recommend the promotion of the applicant to the position of Professor, the scientific production points deserved are estimated by calculating the average points awarded by the reviewers who recommended the promotion, and the points awarded by the reviewers who rejected the promotion are excluded.
- If one of the reviewers referred to a violation such as extraction or breaching out of academic ethics, or anything that affects the applicant's eligibility for promotion, the Scientific Council shall do the following:
 - Extraction: canceling works extracted from the list of scientific production submitted for promotion, and after that considering the eligibility of the applicant for promotion.
 - Breaching out of academic ethics: the recommendation not to promote the applicant after the verification of the reviewer's note, and dealing with the violation according to what the Scientific Council recommends.

Article 29

The following fall under the minimum scientific production required for the promotion of a faculty member, as the following:

- 1 Published or accepted research in scientific peer-reviewed journals, and the Scientific Council sets standards for accepting peer-reviewed journals.
- 2 Reviewed research submitted to specialized scientific conferences and seminars if they are fully published or accepted for publication, only one of which is accepted.
- 3 Reviewed published research or accepted for publication by specialized University research centers.
- 4 Reviewed academic textbooks and scientific references, only one work is accepted.
- 5 Editing reviewed rare books, only one work is accepted.
- 6 Reviewed translation of specialized scientific books, and only work is accepted.
- 7 Books and research printed by scientific bodies and approved by the Scientific Council. They are subject to review, only one work is accepted.
- 8 Inventions and innovations for which patents have been issued by patent offices that are recognized by the Scientific Council.
- 9 A distinguished creative activity according to rules approved by the University Council upon the recommendation of the Scientific Council, only one work is accepted.

Implementation rule:

First: General Criteria:

- 1 In order to accept any scientific production, it requires that the researcher belongs to the University in all scientific production published by the applicant after joining the University.
- 2 The University is indicated by its full name: Saudi Electronic University, and no other forms or abbreviations are taken into account.
- 3 The number of works published by the Saudi Electronic University should not be less than one work if the promotion is to the position of Associate Professor, and two if the promotion is to the position of Professor.

Second: Criteria for accepting peer-reviewed scientific journals.

- 1 The peer-reviewed scientific journals should be issued by a recognized specialized educational or scientific institution that has a well-known headquarters and an independent official website that contains all its identifying information. The Scientific Council may exclude some journals from this requirement based on the recommendation of the Department and College Councils of specialists and supported by convincing reasons.
- 2 The journal should not be within the lists of unacceptable journals that may issue by the Scientific Council at the time of paper accepting.
- 3 The academic degree of the majority of the editorial board should not be less than Associate Professor or on similar rank.
- 4 The peer-reviewed scientific journal should be specialized in a field of knowledge, and that the research published is related to that field.

- 5 The journal must be published periodically and regularly at the time of publishing the research.
- 6 The journal should be internationally registered and have an international deposit number printed on its hard or soft copy.
- 7 The journal must have six regular issues, or that at least two years had passed since its regular publishing when the research is submitted for promotion (scientific journals issued by Saudi Universities are exempt from this requirement). The journal should declare the publishing rules outlining the review and acceptance procedures.
- 8 The applicant for promotion should not be the editor-in-chief or a member of the editorial board or advisory board, or has any organizational relationship.
- 9 The scientific journals listed in the following databases are deemed to fulfill the criteria for accepting scientific journals.
 - Clarivate Analytics databases include:
 - Arts & Humanities Sciences Citation Index
 - Science Citation Index Expanded
 - Social Science Citation Index
 - Scopus database.
 - MedLine Database
10. It is preferable for Arabic magazines to be listed in one of the Arab bibliographic databases, specifically the (Dar Al-Manthomah) database, which are:
 - EduSearch
 - AraBase
 - Islamic Info
 - HumanIndex
 - Ecolink

Or one of the following foreign bibliographic databases:

- EBSCO
- ProQuest
- Emerald

Third: Criteria for accepting published or accepted research for publication in scientific peer-reviewed journals

- 1 Original Articles should not be less than one research within the minimum requirement for promotion to the position of Associate Professor and two researches for the position of Professor.
- 2 Case reports for medical and health related specialties, not exceeding one research, shall be counted as part of the minimum requirement for promotion.
- 3 Scientific Articles related to e-learning in the applicant's specialty for promotion shall be counted as part of the minimum requirement for the promotion of faculty members, if they are published in the scientific journals mentioned in (Second), only one research is accepted.
- 4 Articles Review that are distinguished by a clear scientific effort that include analysis and recommendation accepted by the Council are counted within the minimum requirement for promotion, only one research is accepted.
- 5 Short Articles are accepted if they follow the research structure, such as containing Abstract, Introduction, Methodology, Analysis, Results and References, only one research is accepted.
- 6 Letters to Editors, Book Reviews, Clinical letters, and so on are not counted among the minimum requirement for promotion.

Fourth: Criteria for accepting reviewed research submitted to conferences, specialized scientific seminars, and specialized university research centers.

- 1 No more than one research is accepted within the minimum requirement for promotion.
- 2 The organizer of the conference shall be a recognized educational or scientific institution.
- 3 All research must be published in the conference record, provided that the Scientific Council is provided with an original copy of this record.
- 4 The record of the conference or the research center includes what indicates review of published research by specialized reviewers and not by general scientific committee of the conference, or attach an official letter issued by the responsible authority declaring the review of published or accepted research for publication.
- 5 Non-academic specialized scientific and research centers are subject to the same criteria as academic research centers.

Fifth: Criteria for accepting letters of publication acceptance.

- 1 The statement of publication acceptance must be printed on the official papers for the journal, or sent from the official mail of the journal, and the Scientific Council may verify its credibility by appropriate means.
- 2 The acceptance letter must be signed by the journal's editor-in-chief or Head of the Scientific Committee of Conference and Seminars or Head of the Research Center, and the Scientific Council may accept the signature of those authorized to sign.
- 3 Initial or Conditional acceptance letters are not accepted with conditions such as making language corrections and so on.

Sixth: Criteria for accepting textbooks, scientific references, and edited and translated books.

- 1 The book shall be within the specialty of the applicant for promotion.
- 2 It has to be submitted to the Scientific Council in order to be counted within the minimum scientific production required for promotion before submitting the promotion request, and the acceptance decision of the Scientific Council must be attached.
- 3 The book shall be reviewed through the Scientific Council or through specialized bodies approved by the Scientific Council.
- 4 The chapter in the Book of Chapter is calculated a quarter of a unit, whether it is individual or joint.
- 5 A maximum of half unit is calculated for chapters in the same book, whether it is individual or joint.
- 6 For the book editor, half a unit is calculated if conducted individually and a quarter if joint. If the editor is the author of one or more chapters in the book, the total of what is calculated for him does not exceed half a unit for editing and writing.

Seventh: Criteria for accepting patents for inventions and innovations.

- 1 The field of patent for innovation or invention is within the specialty of the applicant for promotion.
- 2 Attach the patent certificate.
- 3 It should not be awarded as a result of work performed prior to his/her appointment to the position of Assistant Professor.
- 4 The patent must be registered in one of the following centers:
 - Saudi Authority for Intellectual Properties.
 - United States Patent and Trademark Office.
 - Japan Patent Office.
 - European Patent Office.
- 5 The patent accepted for invention shall not exceed one unit.

Article 30

What is published or accepted for publication in peer-reviewed scientific journals must not be less than the minimum required for promotion, one research unit for applicants for promotion to the position of Associate Professor, and two research units within the minimum requirement for promotion to the position of Professor

Implementation rule:

First: For scientific disciplines: publication in journals classified in:

- Clarivate Analytics
- Scopus

Shall not be less than (one unit) for associate professors and (two units) for professors.

Second: For Arabic and Islamic disciplines: publication in journals classified in:

- Clarivate Analytics
- Scopus

Shall not be less than (one unit) for associate professors and (two units) for professors.

Or:

- Publication in national or Gulf journals shall not be less than (one unit) for associate professors and (two units) for professors.
- Publication shall not be less than one unit in the language of the PhD thesis for those who completed their PhD thesis in a foreign language.

Article 31

The academic production submitted by the faculty member for promotion must be published or accepted for publication in more than one place of publication, and not all publishing places are affiliated with one University or one scientific institution.

Implementation rule:

Criteria for Diversity of Publishing Houses:

1. Publication in one country, except in the Kingdom of Saudi Arabia, should not exceed one research unit within the minimum scientific production submitted for promotion, except scientific journals listed in the following databases:
 - Clarivate Analytics database and it includes:
 - Arts & Humanities Sciences Citation Index
 - Science Citation Index Expanded
 - Social Science Citation Index
 - Scopus database
 - Med Line database
2. Publications in the same journal shall not exceed 25% of the minimum units. It is allowed to publish 50% of the minimum units in scientific journals that have an impact factor (in Clarivate Analytics databases).
3. All journals issued in the same academic institution and published in Arabic are considered one journal.

Article 32

The minimum scientific production required from the applicant to be promoted to the position of Associate Professor is four units published or accepted for publication. At least two of them shall be individual, and the University Council based on the recommendation of the Scientific Council, may make an exception to this requirement for some specialization, provided that the publication is not less than one unit.

Article 33

The minimum scientific production required for the promotion to the position of Professor is six units published or accepted to be published, at least three of which are individual. Upon the recommendation of the Scientific Council, the University Council may make an exception to this requirement for some specializations, provided that the publication is not less than three units.

Implementation rule:

The individual work in Article 32 and 33 may be replaced with the following:

- Two works published or accepted for publication in a publishing house classified within the Clarivate Analytics databases, in which the applicant for promotion is the first researcher.
- Research published or accepted for publication in scientific journals, equivalent in the number of units, joint with graduate students at the University, whether they were extracted from their scientific theses or not.

Article 34

A scientific work is counted as one unit if the author is individual, and half unit if two have participated, and if it is a joint research between more than two, then it is calculated as half a unit for the main researcher and as a quarter of a unit for each of the remaining authors, and if it is another joint work between more than two, then it is counted for each one of them as a quarter of a unit.

Implementation rule:

Other joint works refer to works mentioned in paragraph (4-9) of Article (29) from these regulations. It is calculated for its authors as follows:

- Two authors: half a unit for each one.
- Three or more: a quarter of a unit for each of them (including the main author).

Article 35

The scientific production submitted for promotion must not be derived from master's or PHD theses or previous works of the applicant. If the Scientific Council proves that there is something derived from that, the applicant will be prohibited from submitting another request for promotion for one year from the date of the decision of the Scientific Council.

Article 36

Reviewers for promotions are required to be Professors, and if the promotion to the position of Associate Professor, one of the reviewers can be an Associate Professor.

Article 37

A faculty member is promoted scientifically from the date of the Scientific Council's decision. As for his/her job promotion, it is considered from the date of the executive decision, upon the availability of the position.

Implementation rule:

- The faculty members are promoted according to the seniority of the Scientific Council meetings, where the promotions of the oldest meeting are implemented.
- If the Scientific Council issued a decision to scientifically promote a group of faculty members in one meeting, and the sufficient number of jobs is not available, the comparison between them will be made on the basis of the total points they obtained in scientific production, teaching, and University and community service.
- If the Scientific Council issued a decision to scientifically promote a group of faculty members in one meeting and they were equal according to the total points, the comparison between them will be made on the basis of the date of the formation of the Scientific Production Inspection Committee.
- At the end of each meeting, the Scientific Council lists the names of the faculty members who have been promoted, ordered according to the total points they obtained in the promotion, followed by their order according to the date of formation of the scientific production examination committee.

