



جامعة الأمير سطاتم بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Executive Rules of the Regulatory Bylaws for the Affairs of Saudi University Staff, Including Faculty Members and Their Counterparts at Prince Sattam bin Abdulaziz University

2025



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In the name of Allah, The most
Beneficent And most merciful

Article Three:

A permanent committee for teaching assistants, lecturers, language instructors, and research assistants shall be formed at each university, headed by the Vice President for Graduate Studies and Scientific Research. The formation of the committee and the appointment of its members shall be determined by a resolution of the University Council based on the recommendation of the University President. The committee shall submit its recommendations to the Council, and its responsibilities shall include:

1. Proposing the general policy for selecting teaching assistants, lecturers, language instructors, and research assistants, and their distribution across departments and colleges.
2. Providing opinions on recommendations issued by college councils regarding the appointment of teaching assistants, lecturers, language instructors, and research assistants, based on the following criteria:
 - a - The number of Saudi faculty members in the department, their proportion relative to the total faculty, their specific specializations, and their teaching loads.
 - b - The number of lecturers, teaching assistants, language instructors, and research assistants in the department.
 - c - The number of scholarship holders in the department, their specific specializations, and their expected return dates.
3. Proposing the allocation of teaching assistant, lecturer, language instructor, and research assistant positions according to the current and future needs of the departments.
4. Reviewing recommendations concerning the transfer of lecturers and teaching assistants to administrative positions within the university or their referral to the Civil Service Bureau.

Executive rule:

1. The following factors shall be taken into consideration when distributing positions:
 - a - The average teaching load in the department over the past four academic semesters.
 - b - The average number of students (males and females) in the department relative to the number of instructors (considering the specialization).
 - c - The average number of students (males and females) per class (considering the nature of the specializations).
 - d - The number of faculty members expected to retire within five years.
 - e - The number of scholarship holders expected to return within five years.
 - f - The required teaching loads as stipulated in the regulations governing the affairs of Saudi university staff, including faculty members and their counterparts.

- g - The percentage of Saudi faculty members relative to the total number of faculty members and their counterparts.
 - h - The number of currently employed teaching assistants who have not yet joined a scholarship program.
 - i - The number of seconded faculty members in the department.
 - j - The labor market demand for the specialization.
2. Regulations for Teaching Assistants and Lecturers:
- a - A teaching assistant must enroll in a graduate studies program or a language program (if required for their studies) within one year of their appointment, as determined by the University Council. Failure to comply will result in termination of service, based on the recommendation of the department council, college council, and the Permanent Committee for Teaching Assistants and Lecturers. The University Council may extend this period if necessary, for a maximum of two additional years (in accordance with University Affairs Council Decision No. 7/1/1441).
 - b - If a teaching assistant or lecturer enrolls in a graduate program, whether domestically or abroad, and fails to obtain the required academic degree, the provisions of Articles (28, 29, and 30) of the Universities' Scholarship and Training Regulations shall apply.

Article Four:

Conditions for the Appointment of a Teaching Assistant:

1. The candidate must hold a university degree from a Saudi university or a recognized foreign university.
2. The candidate must have attained a minimum cumulative grade of «Very Good» in their undergraduate studies.
3. The candidate must meet any additional conditions issued by the University Council.

Executive Rule:

In addition to the above conditions for the appointment of a teaching assistant, the following must also be met:

- a - The candidate must not exceed the age of 28 years at the time of application, according to the Gregorian calendar.
- b - The candidate must fulfill any additional requirements deemed necessary by the department, college, or university, such as standardized tests, job interviews, or other evaluation criteria used for selection.

- c - The candidate must sign a written commitment to commence postgraduate studies at an accredited university in their field of specialization within one year from the date of employment, in accordance with the scholarship regulations of Prince Sattam Bin Abdulaziz University.

Article Five:

Conditions for the Appointment of a Lecturer and Language Instructor:

1. The candidate must hold a master's degree or an equivalent qualification from a Saudi university or a recognized foreign university.
2. The candidate must have attained a minimum cumulative grade of «Very Good» in their master's degree (if awarded with a grading system).
3. The candidate must meet any additional conditions issued by the University Council.

Executive Rule:

Applicants for the position of Lecturer or Language Instructor must meet the following conditions:

1. The candidate must have attained a minimum cumulative grade of «Very Good» in their undergraduate studies. However, the Permanent Committee for Teaching Assistants and Lecturers may grant exceptions if needed.
2. The candidate must not exceed the age of 33 years at the time of application for the position of Lecturer, according to the Gregorian calendar.
3. The candidate must fulfill any additional requirements deemed necessary by the department, college, or university, such as standardized tests, job interviews, or other evaluation criteria used for selection.
4. The candidate must sign a written commitment to commence doctoral studies at an accredited university in their field of specialization within two years from the date of employment.
5. For appointment to the College of Pharmacy, candidates who have not obtained a master's degree from a recognized higher education institution (Saudi or foreign) must hold a General Residency (PGY1) or (R1-R2) qualification under the following conditions:
 - The PGY1 residency program must have a duration of no less than one year and must be accredited by the American Society of Health-System Pharmacists (ASHP) if obtained internationally.
 - The R1-R2 residency program must have a duration of no less than two years and must be accredited by the Saudi Commission for Health Specialties if obtained domestically.

Article Eleven:

The appointment to the rank of Assistant Professor requires obtaining a Ph.D. degree or an equivalent qualification from a Saudi university or a recognized foreign university. The University Council may impose additional conditions.

Executive Rule:

In addition to the above conditions for appointment to the rank of Assistant Professor, the following must also be met:

1. Meeting the requirements for appointment as a Teaching Assistant, as stipulated in Article Four of the regulations governing Saudi university faculty members and their counterparts, with a minimum cumulative grade of «Very Good» in all academic stages (if the degree is awarded with a grading system).
2. Exception to the cumulative grade requirement in previous academic stages (except for the Ph.D.) is granted to those who have obtained their Ph.D. from universities ranked among the top 200 universities worldwide or top 200 universities in their field according to the following rankings:
 - I. Times Higher Education
 - II. Academic Ranking of World Universities (Shanghai Ranking)
 - III. QS: World University Rankings
 - IV. U.S. News Ranking
3. For Ph.D. holders in clinical specialties from the College of Dentistry, a minimum of two years of clinical training is required if the Ph.D. program does not include clinical training. The clinical training specialty must align with the candidate's postgraduate and doctoral studies. The undergraduate GPA will be considered in case of competition between applicants.
4. The candidate's academic specialization must be consistent across all degrees (undergraduate, master's, and Ph.D.) and must be obtained through full-time study.
5. For appointment as an Assistant Professor, candidates who have previously worked at another public or private university must have published at least one research paper per year of employment at that university.
6. The candidate's specialization must be relevant to the department they are applying to.
7. The candidate must provide official equivalency documentation for their academic qualifications if required.
8. The candidate must fulfill any additional requirements imposed by the department, college, or university, such as standardized tests, job interviews, or other evaluation criteria used for selection.

Conditions for Appointment in the College of Medicine for Candidates with Equivalent Qualifications to a Ph.D.:

1. The candidate must hold a Medical degree (board certification) in their specialty, within Group 1 programs as per the General Regulations for Classification and Professional Registration issued by the Saudi Commission for Health Specialties (SCFHS). Additionally, board certifications from Germany and France are accepted (only Group 1 programs apply to non-university-scholarship-holders). The certification must be equivalently recognized and classified by the SCFHS.
2. The candidate must have published at least one research paper in their field in a journal indexed in Scopus or Web of Science databases.
3. Candidates who meet the above conditions will be evaluated based on the following criteria:
 - a - Holding a Consultant classification from the Saudi Commission for Health Specialties.
 - b - Obtaining a subspecialty certification after medical board certification.
 - c - Number and quality of published research papers.
 - d - Undergraduate GPA.

Conditions for Appointment in the College of Dentistry for Candidates with Equivalent Qualifications to a Ph.D.:

1. The candidate must hold a medical degree (board) recognized and classified by the Saudi Commission for Health Specialties.
2. The candidate must have a master's degree in their specialty.
3. If the candidate does not hold a master's degree, they must have at least one research publication in a Scopus- or Web of Science-indexed journal in their specific specialty, where they are listed as the first or corresponding author. Preference is given to candidates with a master's degree.
4. The candidate must have completed at least three years of training after their internship year, in accordance with the requirements for Saudi specialty certificates.
5. The undergraduate GPA will be considered in case of competition between applicants.

Conditions for Appointment in the College of Pharmacy for Candidates with Equivalent Qualifications to a Ph.D.:

The candidate must obtain one of the following qualifications:

1. A Doctor of Pharmacy (PharmD) degree (minimum of two years) after obtaining a Bachelor's degree in Pharmacy, with all of the following requirements:
 - a - Completion of a General Residency (PGY1) or (R1-R2).
 - b - Completion of a Specialized Residency (PGY2) or (R3), or Research Fellowship.
 - c - Publication of a research paper in a specialized Scopus- or Web of Science-indexed journal, either during or after the candidate's studies. The candidate's affiliation with Prince Sattam Bin Abdulaziz University, if they are employed there, must appear in the research paper.
2. A Bachelor's degree in Pharmacy or a Doctor of Pharmacy (PharmD) from within or outside Saudi Arabia, after obtaining a high school certificate, with all of the following requirements:
 - a - Completion of a General Residency (PGY1) or (R1-R2).
 - b - Completion of a Specialized Residency (PGY2) or (R3).
 - c - Completion of a Research Fellowship.
 - d - (or accepted for publication) of a research paper in a Scopus- or Web of Science-indexed journal, either during or after the candidate's studies. The candidate's affiliation with Prince Sattam Bin Abdulaziz University, if they are employed there, must appear in the research paper.

Regulations for items 1 and 2 must be as follows:

- The General Residency (PGY1) program must be at least one year long and accredited by the American Society of Health-System Pharmacists (ASHP) if obtained internationally.
- The General Residency (R1+R2) program must be at least two years long and accredited by the Saudi Commission for Health Specialties if obtained in Saudi Arabia.
- The Specialized Residency (PGY2 or R3) or Research Fellowship must be at least one year long, subject to approval by the relevant department.

Article 21:

To be eligible for promotion from Assistant Professor to Associate Professor, the candidate must meet the following conditions:

1. A minimum of four years of service as an Assistant Professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
2. Fulfillment of the minimum scientific production requirements for promotion, as stipulated in Article 32 of these regulations.
3. The submitted scientific production must have been published or accepted for publication during the candidate's tenure as an Assistant Professor.

Executive Rule:

- The period required to qualify for promotion to Associate Professor is calculated from the date of the university council's decision to appoint the candidate as an Assistant Professor.
- Research submitted for promotion to Associate Professor must have been accepted and published after the university council's decision to appoint the candidate as an Assistant Professor.

Article 24:

The duration of secondment, deputation, or mission is counted towards promotion eligibility as follows:

1. The full duration is counted if the secondment, deputation, or mission is to an academic institution and the work performed is within the candidate's specialization.
2. Half the duration is counted if the secondment, deputation, or mission is to a non-academic institution, provided the work performed is within the candidate's specialization.
3. The duration is not counted for promotion purposes if the work performed is outside the candidate's specialization.

Executive Rule:

- The Scientific Council, based on the recommendations of the Department and College Councils, determines whether the secondment, deputation, or mission was to an academic institution or within the candidate's specialization.

Article 29:

The minimum required scientific production for the promotion of a faculty member includes:

1. Peer-reviewed research papers published or accepted for publication in refereed scientific journals, with the Scientific Council establishing the criteria for acceptable journals.
2. Peer-reviewed research papers presented at specialized scientific conferences and symposia, provided they are published in full or accepted for publication (only one unit is accepted).
3. Peer-reviewed research papers published or accepted for publication by specialized university research centers.
4. Peer-reviewed university textbooks and scientific references (only one unit is accepted).
5. Peer-reviewed editions of rare books (only one unit is accepted).
6. Peer-reviewed translations of specialized scientific books (only one unit is accepted).
7. Books and research published by scientific institutions recognized by the Scientific Council and subject to peer review (only one unit is accepted).
8. Patents and innovations with patent licenses granted by patent offices recognized by the Scientific Council.
9. Distinguished creative activities, according to criteria approved by the University Council upon the recommendation of the Scientific Council (only one unit is accepted).

Executive Rule:

General Conditions:

1. The primary institutional affiliation of the faculty member must be Prince Sattam bin Abdulaziz University for all submitted scientific work (research, books, and other contributions).
2. Mentioning the university's name in the author's current address is not sufficient, nor is mentioning it in acknowledgments at the beginning or end of the research paper or book.
3. At least 50% of the submitted scientific production must be within the candidate's specific field of specialization as per the appointment decision, while the remaining percentage must be within interdisciplinary specializations clearly related to the candidate's specific field.
4. The candidate must be the corresponding author for at least one of the submitted works for promotion.

Conditions for Publication Outlets:

1. For scientific and health disciplines, all research unit submitted for promotion to Associate Professor or Professor must be published or accepted for publication in journals indexed in Web of Science or Scopus.
2. For humanities, administrative, social, educational, and legal disciplines:
 - a - For candidates with all academic qualifications from within Saudi Arabia: At least 25% of the minimum required research points must be published or accepted for publication in journals indexed in Web of Science or Scopus.
 - b - For candidates with one academic qualification from outside Saudi Arabia: At least 50% of the minimum required research points must be published or accepted for publication in journals indexed in Web of Science or Scopus.
3. For Arabic language and Islamic studies disciplines, at least 50% of the minimum required research points must be published in local journals.
4. Approved publication outlets for Arabic language and Islamic studies disciplines and for the remaining required research points in humanities, administrative, social, educational, and legal disciplines must meet one of the following criteria:
 - a - Indexed in Web of Science or Scopus.
 - b - Listed in the Arabic databases accessible through the Saudi Digital Library.
 - c - Other scientific publication outlets that meet the following criteria:
 - Issued by an academic institution or specialized scientific society.
 - Specialized and not publishing in widely disparate fields outside standard scientific publishing norms (Reviewing the title of the journal along with its field of interest).
 - Regularly issued over the past three years (exceptions apply for journals approved by the Scientific Council at Prince Sattam bin Abdulaziz University).
 - Clearly stated publication rules specifying peer-review procedures with at least two reviewers.
 - The candidate must provide proof of the above, including the journal's editorial board, publication guidelines, and the journal cover page along with the published research (or the latest published issue for accepted-for-publication research).

Conditions for Research Publications in Peer-Reviewed Journals:

1. The research paper must be published in the main section of the journal (Original Articles). At least two units of this type are required for promotion to Associate Professor and three units for promotion to Professor.
2. Case Reports are counted towards the promotion requirements for medical and health-related disciplines, with a maximum of one unit for Associate Professor or Professor promotion.
3. Review Articles featuring clear scientific effort, analysis, and recommendations approved by the council are counted, up to 25% of the minimum required research points for promotion.
4. Short Articles are accepted if they follow a structured format (Abstract, Introduction, Methodology, Analysis, Results, References) with a maximum of one unit.
5. Letters to the Editor and Book Reviews are not counted towards the minimum promotion requirements.
6. Chemical Structure Reports are accepted towards the minimum promotion requirements, with a maximum of one unit.

Conditions for Research Accepted for Publication in Peer-Reviewed Scientific Journals, Conferences, Symposia, or Research Centers:

1. The acceptance letter for publication must be printed on the official letterhead of the publishing institution or sent via an official email, clearly stating all details of the research, including the order of authors, the corresponding author, and authors' affiliations.
2. The acceptance letter must be issued by an authorized entity or a verifiable institution and must include the research title, the name(s) of the author(s), and the authorized signatory's name and signature.
3. The Scientific Council does not accept preliminary or conditional acceptance letters that require modifications such as linguistic corrections or other amendments.

Conditions for Peer-Reviewed Research Published or Accepted for Publication by Specialized University Research Centers:

- Only one published or accepted for publication research paper from a specialized university research center is counted within the minimum promotion requirements.

Conditions for Books Accepted for Promotion:

1. The book must include essential components (Introduction, Chapters, Updated References, Index of Topics, Terms, Figures, and Tables if applicable).
2. The book must be within the candidate's specific field of specialization and free of scientific, linguistic, and typographical errors.
3. The book should make a scholarly contribution to the field rather than be a general knowledge book.
4. The author must adhere to academic integrity, with a plagiarism level within acceptable limits.
5. Accepted under «books» are: peer-reviewed encyclopedias, dictionaries, and similar works approved by the Scientific Council.
6. The book must be published and have an International Standard Book Number (ISBN).
7. The book must not be extracted from the candidate's master's or doctoral dissertation.
8. The average peer-review score for each reviewer must not be less than 70 out of 100, as per the Scientific Council's assessment forms.

Mechanism for calculating part or parts of a book for promotion purposes:

1. A single-author book (authored, translated, or edited) is counted as one point. A co-authored book, each receives half a point in case of two authors. For more than two authors, each receives a quarter point.
2. For edited books, a single editor receives half a point. In case of multiple editors, each receives a quarter point. Each contributing author in an edited book chapter receives a quarter point (maximum of one point per book).
3. The book (authored, translated, edited) must undergo peer review before submission for promotion consideration. The Scientific Council reserves the right to approve books published by certain academic institutions, specialized scientific publishers and scientific councils.

Conditions for Patents and Innovations:

- A maximum of one patent is accepted, provided that it is granted by one of the following:
 1. The Saudi Authority for Intellectual Property
 2. United States Patent and Trademark Office
 3. Japan Patent Office
 4. European Patent Office

Conditions for Accepting Creative Activities:

1. The activity or work must be within the applicant's precise area of specialization.
2. The approval of the department and college councils that the activity is a distinguished creative contribution in the field of specialization.
3. The applicant must have received a national or international scientific award, with supporting evidence that meets the following criteria:
 - a - The award competition must be open to all specialists in the relevant field and should not require membership in a specific association or organization.
 - b - The award must be granted for a specific scientific achievement and should not include honorary or incentive awards.
 - c - The award must be judged by an independent scientific review committee.
 - d - There must be publicly available and sufficient information about the award, its criteria, and the evaluation and selection procedures.
 - e - The award must not be granted by institutions to their own members or for routine activities.
 - f - The award must not be given for work that contradicts fundamental religious principles.
 - g - The applicant must have engaged in scientific research and published work in the field related to the award.
4. The work or activity must be reviewed by at least two evaluators according to the model prepared by the Scientific Council.

Article 31:

The scientific production submitted by a faculty member for promotion must be published or accepted for publication in more than one publishing outlet, and all publishing outlets must not be affiliated with a single university or a single academic institution.

Executive Rule:

Guidelines for Diversification of Publishing Outlets:

- Publication in a single journal must not exceed one research unit. However, an exception applies to journals indexed in the first and second quartiles of Web of Science or Scopus databases (at the time of acceptance for publication), with a maximum of two research units per journal.

Article 32:

The minimum scientific production required for promotion to the rank of Associate Professor is four published or accepted-for-publication units, at least two of which must be single-authored. The University Council, based on the recommendation of the Scientific Council, may grant exceptions to this requirement for certain specializations, provided that at least one unit is actually published.

Executive Rule:

- The single-authored work required by this article may be replaced with two published or accepted-for-publication works in a publishing outlet indexed in the Web of Science or Scopus databases, where the applicant for promotion is the first author.

Article 33:

The minimum scientific production required for promotion to the rank of Professor is six published or accepted-for-publication units, at least three of which must be single-authored. The University Council, based on the recommendation of the Scientific Council, may grant exceptions to this requirement for certain specializations, provided that at least three units are actually published.

Executive Rule:

- The single-authored work required by this article may be replaced with two published or accepted-for-publication works in a publishing outlet indexed in the Web of Science or Scopus databases, where the applicant for promotion is the first author.

Article 37:

A faculty member's academic promotion is effective from the date of issuance of the Scientific Council's decision. However, their administrative promotion is effective from the date of the executive decision, provided that a vacant position is available for promotion.

Executive Rule:

- a - The executive decision shall be considered effective from the date of the Scientific Council session, provided that a vacant position is available for promotion.

- b - If there are no available positions for all faculty members who have been approved for promotion in a single session, prioritization shall be determined as follows:
 - 1. The date of formation of the first scientific review committee for the applicant's research by the Scientific Council or its representative.
 - 2. If applicants have the same date as stated in (1), the average total score of the review committee for the applicant's research papers shall be considered.
- c - The provisions of promotion articles (21–37) shall apply to non-Saudi contract faculty members at the ranks of Assistant Professor and Associate Professor.

Article 61:

A faculty member may be granted a sabbatical leave for one academic year by a decision of the University Council, based on the recommendation of the College Council, the relevant Department Council, and the Scientific Council, after completing five years of service or a previous sabbatical leave. Alternatively, a one-semester sabbatical leave may be granted after three years of service or a previous sabbatical leave, provided that it does not disrupt the educational process. The period of secondment is not counted within the required duration. The University Council shall establish regulations for sabbatical leave based on the recommendation of the Scientific Council.

Executive Rule:

- a - A sabbatical leave is granted for one destination only.
- b - A faculty member may request a one-time postponement of the start of their sabbatical leave for one semester, provided that they submit a request specifying the reasons and justifications. The reasons must be either the university's need for their services or the unavailability of the host institution. If the request is due to personal reasons, it will be considered void.
- c - A faculty member may terminate their sabbatical leave early, provided that they fulfill all the requirements of the sabbatical leave program. However, they will not be entitled to claim the remaining period. They may also be assigned a teaching load during this period.
- d - Priority will be given to those who have benefited the least from sabbatical leave opportunities and who have contributed the most to academic research and administrative duties at the college and university (as determined by the Scientific Council).

Article 62:

The following conditions must be met for a faculty member to be granted a sabbatical leave:

1. No more than one faculty member or 10% of faculty members in each department may be granted sabbatical leave in the same year.
2. The faculty member must submit a scientific program outlining the work they intend to accomplish during the sabbatical leave.

Executive Rule:

Guidelines for Granting Sabbatical Leave:

1. The faculty member must submit a scientific program they intend to complete in their field of specialization during the sabbatical leave, which may include one or more of the following academic activities:
 - Conducting scientific, theoretical, or applied research.
 - Writing a textbook or reference book.
 - Translating a significant work.
 - Editing scholarly heritage.
 - Any other work deemed important by the Scientific Council.
2. A faculty member who has previously taken a sabbatical leave must provide a copy of the Scientific Council's approval of their previous sabbatical leave report.
3. If a faculty member who has been approved for sabbatical leave is assigned an administrative role to serve the university or the Ministry of Education, the sabbatical leave may be postponed until the assignment is completed.
4. The eligibility period for a subsequent sabbatical leave will be calculated from the date of the Scientific Council's approval of the previous sabbatical leave report.

Article 63:

A faculty member granted a sabbatical leave shall receive the following benefits:

1. Full salary and monthly transportation allowance for the entire duration.

2. Airfare tickets for the faculty member, their spouse, children under 18 years old, and dependent daughters.
3. A book allowance equivalent to that given to university-sponsored graduate students.
4. Research expenses, which will be determined on a case-by-case basis by the Scientific Council.
5. Medical expenses for faculty members spending their sabbatical leave abroad, up to 5,000 SAR for individuals and 10,000 SAR for those accompanied by family members. For those granted a one-semester sabbatical, half of these amounts apply.
6. A sabbatical allowance for faculty members in medical fields, compensating them for additional work hours, with a minimum of 3,000 SAR if the sabbatical is conducted in government hospitals within the Kingdom.

Executive Rule:

- A faculty member granted a sabbatical leave shall receive airfare tickets according to their academic rank, while accompanying family members shall receive economy-class tickets after necessary adjustments in the government financial system (Etimad platform).

Article 67:

Faculty members are permitted to attend conferences and symposia within or outside the Kingdom under the following conditions:

1. The subject of the conference or symposium must be related to the faculty member's specialization or actual job responsibilities.
2. Participation in conferences and symposia held within the Kingdom requires a recommendation from the department and college councils and approval from the university president.
3. Participation in conferences and symposia held outside the Kingdom requires approval from the university council president, based on a recommendation from the department and college councils and endorsement by the university president.
4. The university council shall establish the regulatory and procedural rules for attending conferences and symposia based on recommendations from the scientific council.
5. Participants must submit a report on their conference or symposium attendance to the university.

Executive Rules:

Regulations for Attendance and Participation of Saudi Faculty Members in Conferences and Symposia:

1. The title and themes of the conference or symposium must be relevant to the faculty member's specialization. General conferences or those with unrelated specializations are not accepted.
2. The organizing entity must be an academic or scientific institution (e.g., a university, a specialized organization, or a scientific society related to the conference field). Conferences organized by non-specialized entities or societies are not accepted.
3. Full financial privileges are granted if participation or attendance is in internal conferences or symposia organized by accredited universities, scientific societies, or governmental bodies. For external conferences or symposia, classification standards (Annex 1) apply.
4. Faculty members may attend or participate in up to two conferences per academic year (as per the university's academic calendar) under the following conditions:
 - a - One-time participation in an external conference by presenting an accepted research paper, abstract, poster, or lecture.
 - b - One-time participation or attendance at a conference or symposium within the Kingdom of Saudi Arabia.
5. Faculty members may participate in an additional external conference if their research paper from point (a) in item (4) has been published and indexed in the Conference Proceeding Citation Index.
6. The conference or symposium must have a website with relevant information.
7. Conferences or symposia lasting only one day are not accepted. Additional financial privileges are not granted for conferences lasting more than five days.
8. The research presented must be original and not previously published or presented.
9. Only the first author is allowed to attend if the research is co-authored. However, the research team may authorize one of its members to present the paper, provided the principal researcher approves.
10. The primary institutional affiliation in the submitted research must be Prince Sattam bin Abdulaziz University when requesting attendance.
11. Attendance at conferences is not permitted during the first week of the academic semester or during final examinations unless approved by the college dean.

12. Faculty members on secondment, delegation, or full-time consultancy outside the university are not permitted to attend conferences.
13. Approved nominees for conference participation may withdraw from attendance with the approval of the department and college councils.
14. The number of faculty members attending or participating in conferences at the same time should not exceed 10% of the department's total faculty. If exceeded, preference will be given based on the following criteria:
 - a - Those with an accepted research paper for publication in the conference.
 - b - Those who applied first.
 - c - Those with the highest number of published research papers indexed in the Web of Science (WOS) database in the previous year.
 - d - Those with the highest H-index in Google Scholar.
15. After returning from the conference, faculty members must submit a report to the Standing Committee for Conferences and Symposia within a month. Failure to do so may result in a ban on future participation.
16. Requests for conference or symposium attendance must be submitted to the Vice Presidency for Graduate Studies and Scientific Research at least two months before the event.

Regulations for Non-Saudi Faculty Members Attending Conferences and Symposia:

1. The conference or symposium topics must be related to the faculty member's specialization. General conferences or those with unrelated specializations are not accepted.
2. The organizing entity must be an academic or scientific institution (e.g., a university, a specialized organization, or a scientific society). Non-specialized conferences or those organized by non-specialized entities are not accepted.
3. If the organizer is an academic institution, it must be ranked in one of the following global classifications: Times Higher Education, Shanghai, QS, or U.S. News.
4. Faculty members may participate in one conference per academic year. An additional conference may be attended if the research paper has been published and indexed in the Conference Proceeding Citation Index.
5. The conference or symposium must have a website containing necessary details.
6. Conferences or symposia lasting only one day are not accepted.
7. The research presented must be original and not previously published or presented.

8. Only the first author may attend if the research is co-authored, unless the principal researcher authorizes another team member.
9. The primary institutional affiliation in the submitted research must be Prince Sattam bin Abdulaziz University.
10. Attendance at conferences is not permitted during the first week of the academic semester or during final examinations unless approved by the college dean.
11. Faculty members on secondment, delegation, or full-time consultancy outside the university are not permitted to attend conferences.
12. Approved nominees may withdraw from attendance with the approval of the department and college councils.
13. The number of attendees at the same time should not exceed 10% of the department's faculty. If exceeded, preference will be given based on the following criteria:
 - a - Those with an accepted research paper for publication in the conference.
 - b - Those who applied first.
 - c - Those with the highest number of published research papers indexed in the Web of Science (WOS) database in the previous year.
 - d - Those with the highest H-index in Google Scholar.
14. Upon returning from a conference, a faculty member must submit a report to the Standing Committee for Conferences and Seminars, using the prescribed form, as well as proof of their attendance at the conference, within a maximum period of one month following their return. If a conference report is not submitted to the committee within the specified period, the committee may refuse to approve the faculty member's participation in any new applications until they submit a report on the previous conference.
15. Requests to attend a conference or seminar must be submitted to the University Vice-President for Postgraduate Studies and Scientific Research no less than two months prior to the start date of the conference or seminar.

Article 76:

The university council may, upon recommendation from the scientific council and the department and college councils, assign a faculty member to a scientific mission outside the university for up to four months. This period may be extended to one year if necessary. The faculty member is treated as a delegate if the mission is under one month, and as a sponsored employee sent abroad for training if it exceeds one month.

Executive Rules:

A scientific mission is defined as sending a faculty member outside the university for training, teaching, or conducting scientific research.

General Conditions for Assigning a Faculty Member to a Scientific Mission Outside the University:

1. The faculty member must have completed one academic year after appointment before applying for scientific training or a workshop.
2. The training or workshop must not be part of a conference or symposium (training sessions and workshops within conferences are treated as symposia and scientific conferences).
3. The training must be directly related to the faculty member's specialization.
4. The training level must match the faculty member's academic level (regarding course providers and organizers).
5. The organizing entity must not be commercial in nature.
6. The organizing entity must be an accredited educational, research, or professional institution.
7. The number of faculty members applying for training within a department must not exceed 10% of its total faculty in a given year.
8. The faculty member must have submitted reports for any previous scientific participations.

Article 78:

The university president may, based on the recommendation of the relevant department and college councils and the scientific council, permit a faculty member to travel to conduct research at a university other than their own during the summer break under the following conditions:

1. The faculty member must submit a travel request, including supporting documents.
2. Upon returning, the faculty member must submit a report to the department council detailing the research conducted, which will then be forwarded to the scientific council.
3. The faculty member will be provided with an airline ticket.

Executive Rule:

Regulations for Allowing Faculty Members to Travel to Conduct Research at Another University During the Summer Break:

1. The faculty member must have at least one published or accepted for publishing research paper in their current academic rank or after their last academic leave or research sabbatical.
2. The applicant must obtain approval from the host academic or scientific institution where they will conduct their research.
3. Selection among applicants will be based on the following criteria:
 - No more than 20% of the department's faculty members may be approved for travel.
 - Any other conditions established by the scientific council.

Article 93:

A faculty member, or those in equivalent positions, shall be retired by decision of the university president upon reaching the age of sixty Hijri years.

The university president may extend the service of faculty members who reach the age of sixty during the academic year until its conclusion. The Higher Education Council, based on a recommendation from the university president, may extend the service of faculty members beyond sixty for one or more periods, up to the age of sixty-five.

Executive Rule (Based on University Council Decision in Session 3 for the Year 1446H, Referencing University Affairs Council Decision No. (4/19/45)):

Regulations for Extending the Service of Saudi Faculty Members in Universities:

1. Service extensions are limited to faculty members holding the rank of Professor or Associate Professor. Assistant Professors may be considered for extension only if:
 - The percentage of Saudi faculty members in the department does not exceed 50%, based on the last two academic semesters.
2. The need for the faculty member's Specialization according to the following criteria:
 - a - Consideration of the number of faculty members in the general and specific specialization, along with the number of adjunct faculty in the same field.
 - b - The faculty-to-student ratio must not fall below the minimum threshold specified in the Higher Education Institutions' Expenditure Efficiency Guide, as follows:

- Medicine and Health Sciences: 10 students per 1 faculty member.
 - Science and Engineering: 17 students per 1 faculty member.
 - Other Disciplines: 22 students per 1 faculty member.
 - The ratio is calculated using the formula: (Total number of full-time students / Total number of faculty members excluding those dedicated to research or administration)
- c - Faculty members must fulfill the teaching workload requirements as stipulated in Articles 40–42 of the regulations governing Saudi university faculty and their counterparts for the last two semesters.
- d - Alignment with the university's human resources plan.
3. The faculty member must have published or got acceptance for publishing at least two peer-reviewed research papers in their specialized field in internationally recognized journals (WOS) in the past ten years, or have received a local, regional, or international award, or hold a patent.
 4. The scientific council must endorse the extension, based on recommendations from both the department and college councils, with justifications provided.
 5. The faculty member must have a strong record in teaching, demonstrated by high student evaluations at the end of the semester.
 6. The faculty member's performance evaluation for the past two years must be at least «Very Good.»
 7. The faculty member must not be on secondment, exceptional leave, or academic leave in the last year.
 8. Medical fitness and providing proof thereof.
 9. The faculty member must uphold their academic and national duties and responsibilities, ensuring their research, public engagements, and supervision of graduate students and maintaining the university's reputation.

Appendix 1

Classification of Conferences and Symposia

The classification of conferences and symposia that faculty members are approved to participate in or attend falls into three categories as follows:

Category	Classification	Financial Benefits for Participation
A	Distinguished Conference	Full*
B	Well-Recognized Conference	Partial**
C	Acceptable Conference	Not Applicable***

* Full Benefits: Includes airfare, delegation allowance, and conference fees.

** Partial Benefits: Includes delegation allowance and conference fees only.

***Not Applicable: Approval is granted for participation or attendance, but the university does not cover any financial costs.

This classification is determined based on the following criteria:

Criterion 1: If the Organizing Entity is a University or an Academic Institution:

The conference must be held in the same country as the organizing entity (whether the main university or one of its branches).

The academic institution is classified based on one of the following ranking systems: Times Higher Education, Shanghai, QS, U.S. News. The conference classification is as follows:

Category	University Ranking
A	University ranked among the top 200 globally
B	University ranked 201-300 globally
C	University ranked outside the top 300 globally

If the organizing entity is an Arab university, classification is based on the Ministry of Education's list of recommended universities (link provided) as well as the Times Higher Education, Shanghai, QS, U.S. News rankings:

Category	University Ranking
A	Recommended and ranked within the top 500 globally
B	Recommended and ranked above 500 globally
C	Not recommended and unranked

* The first criterion applies to the organizing university, not the hosting university.

* Applicants must provide proof of the university's ranking with their application.

Criterion 2: If the Organizing Entity is a Professional Association, the classification of the conference is based on the prestige of the organizing association or the number of its publications, as follows:

Year of Establishment	Classification
More than 20 years old	A
5–20 years old	B
Less than 5 years old	C

Alternatively, classification is based on the number of conference editions (with a maximum of one edition per year):

Number of Editions	Classification
More than 10 editions	A
3–10 editions	B
Less than 3 editions	C

** Applicants must provide proof of the organizing association's history or number of editions with their application.*

Appendix 2

Procedures for the Participation and Attendance of Saudi Faculty Members in Conferences and Seminars

1. The faculty member submits a request to the department chair, accompanied by a detailed brochure of the conference, including the conference title, date, organizing entity, the research paper, and the acceptance letter (if attending for participation). Additionally, the request must include the conference classification, the prestige of the organizing entity, or the number of its editions.
2. Approval of the request by both the department and college councils.
3. If the applicant is a Saudi faculty member, the request for participation or attendance must be submitted through the Ministry of Education's conferences and seminars system and approved in the system by the department chair and the college dean.



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