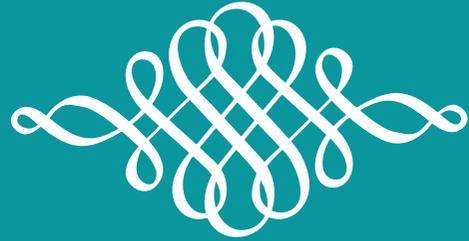


Fahad Bin Sultan University

Academic Manual 2012-13



جامعة فهد بن سلطان
Fahad Bin Sultan University



"عندما نتحدث عن التعليم في المملكة، نتحدث عن بناء الوطن والمواطن،
ونتحدث عن الإرتقاء بالوطن وتحديثه، ورفعة المواطن وتمكينه، فليس من
قضية تتصل بالإنسان، في كل زمان ومكان، في دينه ودنياه،
أشرف من قضية التعليم"

فهد بن سلطان بن عبد العزيز
أمير منطقة تبوك ورئيس مجلس الأمناء

"When we speak of education in the Kingdom, we
speak of building-up the country and its citizens, of
promoting the country and modernizing it, and of
alleviating the citizen and enabling him, for there is no
cause appertaining to man, in heaven or on earth,
which is more honorable than education"

Fahad bin Sultan bin Abdul Aziz Al Saud
Prince of Tabuk Region and Chairman of the Board of
Trustees

Letter from the President

Dear Colleagues,

This revised version of the Academic Manual of 2009 - 10 is issued at a significant time of the University history; it is the time when the University has become one of the eminent academic institutions in the Kingdom as has been recently acknowledged by the Custodian of the Two Holy Mosques King Abdullah bin Abdul Aziz Al Saud in his royal decree which affirmed the University title.

In light of this occasion, the revision has been undertaken with a strong sense of responsibility to provide the University academic personnel, namely deans/directors, chairpersons, and faculty members, lucid, rigorous, with accurate academic policies and procedures that best serve the academic community and students and enhance the University due process.

It is noteworthy that revising the contents of the academic manual is a continuous and dynamic process, notwithstanding the following constraints that the policies thereof ought to satisfy:

1. Be in harmony with the policies and provisions of the Saudi Ministry of Higher Education.
2. Apply in all cases except when there is a written agreement to the contrary between the University and the faculty

member in which case the terms of the agreement shall prevail.

3. Any amendment, alteration, suspension, or termination of a policy must be approved beforehand by a judiciously chosen sequence of University committees and councils and subsequently announced to faculty members.

The policies and provisions of the Academic Manual at hand should be practiced with a spirit of commitment towards students and the academic community in the framework of discipline, equity, and fairness in particular, and the University academic values at large.

Ahmad Nasri
Acting President
Fahad Bin Sultan University

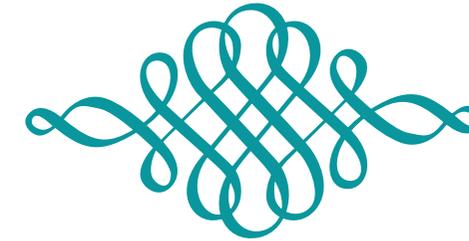


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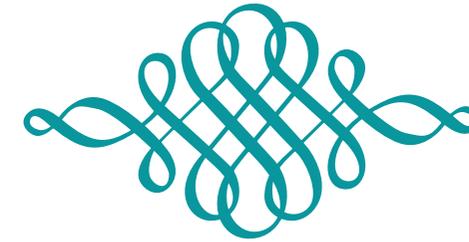
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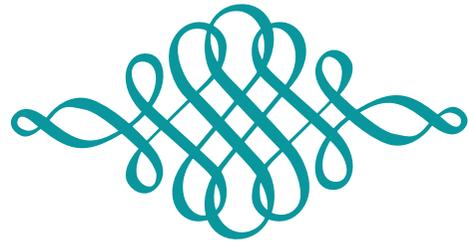
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Faculty Ranks

The Professorial Titles

Regular Professorial Titles

(Professor, Associate Professor, Assistant Professor)

A professorial title is normally granted to a full-time faculty member who holds a Ph.D. degree or its equivalent (ScD, Doctorat d'Etat, etc.) from a Saudi-recognized institution.

Visiting Faculty

The adjective "visiting" may be used with any faculty member who is on a visiting appointment with the University normally not exceeding two years.

Adjunct Professor

An adjunct professorship, in any professorial rank, is granted to an academically qualified individual, on a part or full time basis, whose responsibilities are to perform specific activities. Normally, this individual is compensated from funds derived from a contract/grant, or from the institution from which he/she has been appointed. Appointments to the rank of Adjunct Professor are governed by the terms and conditions outlined below:

- This title will be granted by the Dean after consultation with the Provost.
- Appointments are for a limited term, normally not exceeding one year, subject to renewal.
- Such appointees are not eligible for academic promotion at the visiting institution.
- Appointment or renewal of appointment of an adjunct faculty member in any rank requires the approval of the College Council, University Council and the President.

- All full-time adjunct personnel will be accorded indemnity benefits as stipulated in their contracts.

Emeritus Professor

Eligibility

The rank of Emeritus Professor may be granted to a full-time faculty member of the rank of professor or an academic administrative officer such as a Vice President or a Dean, who has completed a period of no less than ten years of cumulative service to the University and who has exemplified high standards in teaching, research and service.

This rank may also be granted to academic administrative officers who have held an academic appointment in the rank of professor and have retired in the administrative position. Appointment to emeritus status can only be made after termination of the candidate's original contractual agreement with the university and after a lapse of at least one year.

Privileges

In addition to the benefits to which a retiree is entitled in accordance with university personnel policy, emeritus status grants its holder the following special privileges:

1. Issuance of a university identity card.
2. Listing in the university catalogue and in faculty lists.
3. Use of university libraries.
4. Participation in academic processions.

5. Use of certain university facilities upon special permission from the President.

Procedures

Names of eligible candidates for emeritus status will be forwarded to the Dean who-after consultation with the College Council of the academic unit concerned -will make a recommendation to the University Council and then to the President for approval. The Board of Trustees alone will grant the status of emeritus President.

Lecturer and Senior Lecturer

The titles of lecturer and senior lecturer are usually granted to faculty members who hold at least a Master's degree from a Saudi recognized university and who have accumulated a good experience in teaching. These titles are granted to both full or part time faculty members, provided the latter do not hold academic positions at other universities. Senior Lecturers are usually granted to Lecturers who have over 10 years of teaching experience. Both Lecturers and Senior Lecturers have few or no research responsibilities will be granted by the Dean in compliance with these titles current policy on appointment of faculty members.

Instructor and Assistant Instructor

The title of an instructor is usually granted to a holder of a Master's degree from a Saudi-recognized university with no or little teaching experience. The rank of assistant instructor is normally given to individuals holding only the Bachelor's degree. These titles may apply to both full or part time faculty members provided the latter do not hold academic positions at other universities. The instructor and assistant instructor

have no research responsibilities. These titles will be granted by the Dean in compliance with the current policy on appointment of faculty members.

Research Associate and Research Assistant

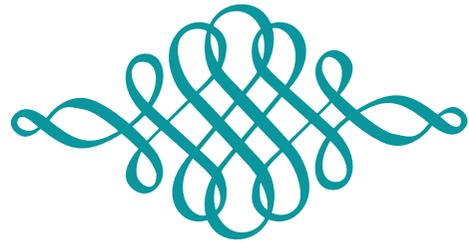
These titles are granted to academically qualified individuals who are primarily engaged in research projects. Research associates normally hold a PhD degree or its equivalent. Research assistants hold a Master's degree with a grade of good, or Bachelor's degree with a grade of very good, all from a Saudi-recognized university

Research Associate

The title of a research associate is granted to academically qualified individuals who are expected to engage in research in conjunction with a faculty member, or under the supervision of a faculty member on a non-remunerated basis. A candidate should apply and be recommended by the chairperson of the department and the Dean concerned, and approved by the President. Appointment is for a limited period not to exceed one year, subject to renewal.

Research Assistant

The position of a research assistant may lead to different career tracks including PhD studies or work outside the University. In exceptional cases, when research assistants choose to remain at the University, they may be promoted to senior research assistants based on academic achievements. Promotion depends on publications, contribution to development of methodology, and training of others as well as years of experience.



Faculty Appointments

Preamble

Faculty members have a responsibility to their academic disciplines, to the University, and to the community to strive for excellence in intellectual, aesthetic, or creative achievement. They are expected to conduct their work with honesty, integrity, and objectivity. The University is committed to providing its faculty members with an environment that supports the educational mission of the University.

Appointment, Review, and Reappointment

Appointment to a professorial rank shall normally be made after application in writing by the individual concerned, be thereafter reviewed, and recommended by qualified members of the department/unit, including the chair/director, and then be considered and recommended by the Dean, after consultation with the College Council. The President makes an appointment to the rank of assistant professor upon the recommendation of the Dean concerned. The President makes an appointment to the ranks of associate professor and professor upon the recommendation of the Dean and after consultation with the University Council, to be confirmed by the Board of Trustees.

Reappointments of all professorial level faculty members must be reviewed and recommended by qualified members of the department/unit, including the chair/Director, and then be considered and recommended by the Dean, following consultation with the College Council, to the President.

Candidates for reappointment must not be present during these discussions; all deliberations must be kept strictly confidential.

Period of Appointment or Reappointment

An Assistant Professor may be appointed for a period of up to two years. If at the end of the fifth year of cumulative service (at the University), the individual does not apply for promotion, or if by the end of the sixth year of cumulative service as an Associate Professor the individual fails to be promoted to a higher rank, then the following year will be terminal unless s/he is reappointed at the discretion of the President and upon recommendation of the Dean. An Associate Professor may be appointed for a period of up to two years. If at the end of the eighth year of cumulative service, the individual does not apply for promotion, or if by the end of ninth year of cumulative service as an Associate Professor, the individual fails to be promoted to a higher rank, then the following year will be terminal unless s/he is reappointed at the discretion of the President and upon recommendation of the Dean. In exceptional cases, the promotion cycle may be delayed due to serious health issues, or significant involvement in administrative duties at the University. Such exceptions must be recommended by the University Council and approved by the President.

Visiting Appointments

An individual may be appointed as a visiting professor of

any rank for a period normally not exceeding two years, after consultation with the respective department/unit and the College Council and upon the recommendation of the Dean and approval of the President. The President appoints a visiting associate or full professor after a recommendation from the University Council.

A change from visiting to regular professorial status shall be considered a new appointment and must be the result of a comprehensive and competitive search. If approved, the period of status as a visiting professor will be considered toward cumulative service for purposes of eligibility for promotion.

A Note Governing the Appointment of Relatives

The academic appointment of close relatives (parents, brothers and sisters, spouse, in-laws, and children) in the same organizational unit (department, administrative unit or office, institute, or program) is normally not allowed. Exceptions can only be granted by the President after consultation with the concerned Dean. The election of relatives to the same College Council and/or the University Council is normally not allowed. Officers of the University, including the President and heads of administrative units and chairs of academic departments, shall not appoint relatives in their respective areas of responsibility.

Confidentiality

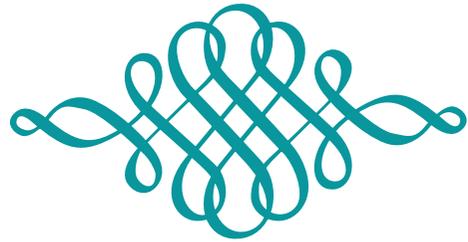
Divulging confidential matters related to appointment, reappointment, academic leave, academic review, and promotion conducted at any University level, whether in a department/unit, a College Council, the University Council, or any committee, including the Board of Trustees, is strongly prohibited and may lead to disciplinary action.

Expatriate Faculty

An expatriate faculty member is normally appointed on a contractual basis. When considering a contract for an expatriate faculty member, the following general procedures are conducted to evaluate the candidate's file:

1. Evaluating the applicant's academic and professional experience thoroughly by the concerned academic department, or college
2. Interviewing the applicant by university representative(s)
3. Recommending or rejecting the applicant
4. Sending an offer of employment or a decline letter.

The minimum criteria for contracting in professorial ranks are a doctoral degree from a Saudi-recognized university, promotion to the rank from a recognized university, and ability to meet the University teaching and/or research needs as well as service requirements.



Faculty Workloads & Responsibilities

Full-time Service to the University

The overriding obligation of all full-time faculty members is to the University. This obligation is met by scholarly and professional activities of various kinds, such as teaching, conducting laboratory sessions, conducting research, counselling and advising students, holding discussions with students and colleagues, serving on committees, and participation in community service activities.

A full-time faculty member retains full-time status even though his/her work may be divided between teaching, research and/or administration, in one or more departments or faculties.

Presence at the University

All full-time faculty members are expected to be available on campus during working hours, except for periods of approved leaves. They must report to the University at the beginning of the registration period for the fall and the spring terms as indicated in the university calendar.

Teaching Load

Full-time faculty members are expected to render services to the University equivalent to 40 hours per week. Normally, the maximum teaching load per week for a full-time faculty member shall be as follows:

- Full Professor: 12 Hours
- Associate Professor: 14 Hours
- Assistant Professor: 16 Hours
- Lecturer, Senior Lecturer, Instructor, and Assistant Instructor: 18 Hours

The teaching load for a faculty member appointed as a chairperson or a Dean will be reduced by a maximum of 30 and 50% respectively to compensate for administrative duties. This reduction is decided by the Provost and may sometimes be reduced further depending on assigned duties.

The maximum overload for any faculty member should normally not exceed 25% of his regular teaching load, and this requires the written approval of the Provost

Assignment of Instructional Responsibilities

The Chairperson of the department, in consultation with the respective Dean, allocates teaching load, advising, and other responsibilities to faculty members, which may vary from one semester to another depending on departmental requirements. An Agreement of Responsibilities Form is signed at the beginning of each semester with the Chairperson in this regard.

Coordination between Faculty Members in the Male & Female Sections

FBSU offers degree programs to its male and female students in two separate campuses. To provide quality education and services and project a coherent and consistent learning outcomes, it is critical to maintain uniformity in all academic offerings, related services and activities, as well as processes occurring in the male and female campuses of the University in accordance with the Ministry of Higher Education and national accreditation requirements. See the Coordination Policy in Appendix A.

Maintenance of a Healthy Working Environment

FBSU strives to become known as an institution that upholds the principles of freedom of expression, respect, tolerance, open mindedness, and responsibility. In this vain, FBSU shall institute rules and policies that protect the rights of all its constituencies in all of its premises and provide them the space for self expression without fear of retaliation as long as the behaviours conform to acceptable behavioural norms, cultural preferences, and laws of the Kingdom of Saudi Arabia. Faculty members are strongly urged to maintain a healthy working environment where every faculty member can freely contribute to the development of the University. Please refer to the Harassment Policy in Appendix A.

Smoking Policy

Smoking inside University premises is strictly prohibited.

Receipt of Gifts

FBSU is committed to build a culture of transparency, honesty and integrity by all university faculty, students, staff, and administration. No one member of the university at any time shall receive any gifts or favours of any kind, material or otherwise, from any entity associated with the University or anyone who has any business relationship with the University, including students or their family members, suppliers, contractors, and employers of graduates.

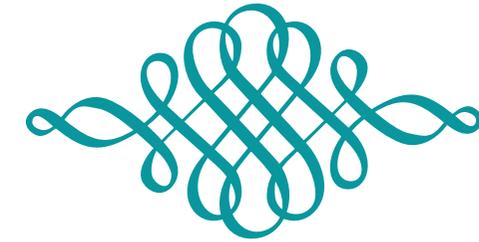
Any transaction that remotely involves any form of conflict of interest shall not be tolerated. Non-adherence to this policy will lead to taking measures according to pertinent university rules and regulations.

Housing

Faculty members are reminded to adhere to the Housing Policy listed in Appendix .

Parking on campus

To facilitate vehicle movement on campus grounds, ensure safety of University personnel and students, and protect campus assets, FBSU provides parking spaces for the students and faculty and staff members. A color-coded University Parking Authorization Sticker (UPAS) is designed and distributed to each member of every campus group wishing to use campus grounds for parking his vehicle. Anyone who wishes to benefit from this service must adhere to the Parking Policy articulated in Appendix.



Teaching and Related Activities

Faculty Responsibilities toward Students

Faculty members are responsible for encouraging students' free inquiry and expression and for maintaining conditions conducive to learning. Their evaluation of student work should be based on merit, evidence of independent work, mastery of course material, and demonstrated ability to think clearly.

Each faculty member should present a syllabus or a course plan at the beginning of the term indicating what is expected of the student in terms of assignments, methods of study, and course requirements. The syllabus should include the assessment criteria that will be used for graded work and the weighting of those assignments in determining the final grade. Regular attendance records should be maintained, and faculty members should announce their office hours at the beginning of each term.

Please refer to the Section termed «Instructor Responsibilities - Guidelines» in the Appendix. Faculty members are encouraged to consider the comments submitted by their colleagues as part of the peer review process done every semester. Please see the Peer Review Policy in Appendix.

Academic Conduct in Teaching

Faculty members are expected to promote the highest academic standards to their students. Every faculty member must remind his students of the Code of Conduct, including the conditions under which academic work is to be performed and practical suggestions (such as time

management, seating in exams, etc.) for avoiding violations. Members of the faculty are expected to report clear violations of the Code of Conduct when they occur with students, and to know how to proceed with the consequences.

Advising

Student advising is part of the academic duties of every faculty member. The Dean or the chair of the academic unit concerned is responsible for assigning student advisors so that the number of advisees per faculty member is as small as possible. Student advising should not be limited to registering students, but should encompass all aspects of academic advising, including selection of electives, counselling on any academic difficulties or problems encountered, and monitoring the academic progress of advisees.

All academic advisors are requested to consult the «Academic Advising Policy» prepared by the Provost's Office; see Appendix.

Course Coordinator

The department Chairperson appoints coordinators for multi-section courses. The duties of the coordinator include preparation of a common syllabus, exams and grading policy, which are to be followed by all instructors teaching the same course.

Office Hours

Faculty members are required to assign office hours to meet with students in their offices to offer academic support. The number of office hours should be at least five per week distributed over weekdays during the working hours. They should also be available to meet with students by appointment during this time. The office hours should be posted outside the office of the faculty member.

Learning Assistance Center

All faculty members must allocate at least 3 hours per week to serve at the Learning Assistance Center to offer academic help to all students in their areas of expertise. The Chairpersons are responsible for scheduling suitable times and ensuring proper running of this activity. For more details please check the Learning Assistance Centre Policy in Appendix A

Class Management

Course Scheduling

Scheduling of courses is made by the Registrar's Office in consultation with the department Chairmen at least one month before the end of the previous semester. Prior to the beginning of a semester, the schedule of classes should be posted on the bulletin board of each department and should be published on the University website.

Observation of Prayer Breaks

In cases in which class time coincides with Al-Asr prayer time (afternoon prayer), instructors should interrupt their activities with a break for prayer as close to the time for prayers as possible. The observance of Maghrib prayer (dusk prayer) should particularly be followed in all scheduled activities. Instructors should aim to avoid prayer times or to allow prayer breaks, as much as practicable, in scheduling make-up classes, examinations or any other activity.

Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session are indicated in the University catalogue. Lecture duration should be no less than 50 minutes and normally no more than 90 minutes. The duration of lab sessions should be no less than 100 minutes per session. Faculty members are expected to start and finish their scheduled classes on time.

Class Attendance

1. Students are expected to attend all classes, laboratories, or required fieldwork. All missed laboratory or fieldwork must be made up by students. A student is responsible for the work that is done/covered and for any announcement that is made during his/her absence.
2. Tardiness to classes is not at all tolerated. In cases of tardiness, the following rule applies: Students who are absent for more than 10 minutes of class time are considered as absent.
3. Students who miss 15% of lectures are given a letter of warning.
4. Students who absent themselves during a semester for

more than 25% of the required number of lectures of any course are not allowed to continue the course, are denied from sitting for the final examination, and are assigned a course grade of DN to be reported on their transcript. In some exceptional cases and with valid University excuse, the College Council may allow more absences up to 50%, and allow the student to sit for the final exam.

Extra Sessions

Faculty members may opt to offer extra sessions to the students to catch up on course material. The chairperson must be informed of such activities. If the extra sessions entail monetary compensation, the Dean and the Provost must approve the activity

Cancellation of Classes and Make-up Classes

Faculty members are not permitted to miss classes without the prior written approval of the chair/director of their department/unit and the Dean of their faculty. A faculty member may cancel a class due to a valid excuse; in this case he/she must inform the department/unit chair/director and the students, and must arrange for a make-up class at a suitable time free of conflict with the students' academic schedule.

Classes with Mixed Teaching

When a male faculty member is teaching a mixed-gender class, a course supervisor is assigned to manage the female section. The supervisor is awarded the equivalent of one credit hour per course for a maximum of 3 credits per semester.

Student Code of Conduct and Cheating

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work, or perform activities that violates university regulations. Cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam. Cheating also includes plagiarism which is the attempt to present someone else's work as his/her own. In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible. It is the responsibility of the faculty member to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred. When the instructor has taken the initial disciplinary action, s/he should send a letter to the office of the Dean of the Faculty or School, in which the incident occurred, informing him/her of the incident and the initial action s/he has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's advisor for follow-up.

All disciplinary actions listed below will be recorded in the student's permanent record at the Registrar's office. Only suspension and expulsion will become part of the student's official transcript of record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective Dean and the Registrar's, for a period of up to four years after the student graduates or ceases to be a student.

The following are the range of possible actions:

Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded in the student's file. Examples: Littering and smoking in prohibited areas, etc.

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. Examples: Inadvertent plagiarism failure to cite sources appropriately, and inappropriate conduct.

Dean's Warning

This will be in writing. Only two Dean's warnings are allowed during a student's course of study at the institution. It is recommended that any violation of university regulations after the second Dean's warning results in consideration of

suspension. Dean's warnings are normally accompanied by secondary disciplinary actions. Examples: Plagiarism, academic dishonesty, disruption-obstruction In-class disruption, mental or physical harm to others or to the University property, discrimination and harassment.

Suspension

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student may be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee. Examples: Cheating, theft, violence on campus, destruction of property, and violation of the Kingdom regulations.

Expulsion

This action is taken when the student commits major academic or non-academic violation on campus. This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will the University Council allow an expelled student to be readmitted to the University.

Additional Cases whereby the Student Affairs Committee may

recommend expulsion:

1. The student has received 3 consecutive warnings/probations because his/her cumulative average falls below 2 out of 5.
2. The student fails to graduate within a period equals 1.5 times the regular period. Under exceptional cases, the University Council may extend the graduation period to be twice the regular period.
3. Two suspensions.

Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

Course Management

Course Syllabus

Each faculty member should present a syllabus or a course plan at the beginning of the term indicating the course objectives, learning outcomes, and what is expected of the student in terms of assignments, methods of study, and other course requirements. The syllabus should include the assessment criteria that will be used for grading work and the weighting of those assignments in determining the final grade.

Textbooks and Course Materials

An instructor must assign a textbook for his/her course and must encourage students to acquire them at the beginning of the semester. In the case when there is no designated

textbook, the instructor must rely on his/her own lecture notes and should distribute the course material to the students in the class. Whenever a multi-section course is taught by more than one faculty member, all involved should use the textbook assigned by the course coordinator.

Course File

An instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file must include syllabus, instructor's report, copies of homework, projects and examinations as well as samples of students' work.

Examinations and Grades

Examinations

Students of a given course are evaluated through a combination of activities including: at least three written examinations, research, term papers, homework assignments and other activities. Oral and/or practical examinations may be allowed if the nature of the course permits. In any case, the class work score must not be less than 30% of the final course grade. All examinations, excluding the final, are scheduled by the instructors. It is recommended that at least one exam be conducted and the results disclosed before the last day of dropping courses so that a student can decide whether to drop the course or not. Management of final exams are outlined in the Final exam Policy (Appendix A).

Make-Up Examinations

An instructor will be expected to make arrangements for a make-up examination for every exam but the final for those students who miss the exam for a University-valid excuse.

Failure to Attend the Final Examination

If a student misses a final exam and does not present a valid excuse for his/her absence within 48 hours of the exam date, he/she will get a grade of 0% on that exam. The final grade he/she receives for that course will be calculated on the basis of his/her performance on the previous course work. If the student misses a final examination due to circumstances beyond his/her control and submits a University-valid excuse, the student may petition the instructor for a make-up examination before the end of the next semester. The instructor then submits his/her report to the respective College Council. If the petition is accepted, the Dean of the College informs the student in writing of the decision of the College Council and the date of the make-up exam. A grade of incomplete is awarded to the student if the exam is scheduled for the following semester

Grading System

The grading system is as follows:

Grade	Points	Grade	Grade Interpretation
95 - 100	5.00	A+	Outstanding
90 - 94	4.75	A	Excellent
85 - 89	4.50	B+	Superior
80 - 84	4.00	B	Very Good
75 - 79	3.50	C+	Above Average
70 - 74	3.00	C	Good
65 - 69	2.50	D+	High Pass
60 - 64	2.00	D	Pass
Below 60	1.0	F	Fail
		AU	Audit
		DN	Denied
		DS	Disciplinary Action
		NP	No grade - Pass (Not considered in GPA Calculation)
		NF	No grade - Fail (Not considered in GPA Calculation)
		IC	Incomplete
		IP	In Progress
		W	Withdrawn
		WF	Withdrawn - Fail
		WP	Withdrawn - Pass
		T	Transfer

Incomplete Grades

If part of the work for a course is not completed by the date on which the semester ends, the following procedures will apply:

1. For securing permission to complete the work for a course, a student must submit a University-valid excuse to the instructor of the course and the Department Council within two weeks from the date of the scheduled final exam for the course.
2. If the Department Council approves the excuse, an Incomplete grade (IC) will be reported followed by a numerical grade reflecting the cumulative evaluation of the student available at the end of the semester excluding the missed part.. The student grade will not be included in the calculation of the cumulative or semester GPA. If the excuse was not approved, the student gets a zero on the missing part and the cumulative evaluation of the other course components will be reported as the course grade.
3. Students permitted to complete work for a course must do so by the end of the following semester. After the incomplete work is done and evaluated by the faculty member, a grade change will be considered by the respective Department Chairperson and a new grade is reported to the Office of the Registrar.
4. If a valid excuse was presented and the work was not completed within the time limits specified above, the "IC" will be dropped, and the numerical grade available

becomes the final grade in the course.

5. For the purposes of averaging, the numerical grade will not be used, until changed through the procedure set above.
6. It is the responsibility of the student to find out from his/her instructor the specific dates by which requirements must be fulfilled. The deadline for submission of new grades by the instructor is within 72 hours after a student has completed the missing course work.

Withdrawal from Courses

1. Students who withdraw from one or more courses after the initial drop/add period or those who are forced to drop a course will receive a grade of "W."
2. A student normally cannot withdraw or be withdrawn from a course after the announced deadline (not later than 12 weeks from the start of the semester or five weeks in the summer term) unless approved by the Provost.
3. Students cannot withdraw or be forced to withdraw from one course or more if their load becomes less than 12 credits without the approval of the Dean.

Submission of Final Grades

All final grades must be submitted by the instructor to the Registrar's office by the deadline specified, which is usually 48 hours after the final exam date. The grades through grade rosters must be signed by the course instructor, the department Chairperson and the Dean.

Change of Grades

Normally, grades cannot be changed after the submission of the final grades to the Registrar's office. Under certain circumstances, a written request from the course instructor can be addressed to the Registrar explaining the reasons for the change. Such a request for a grade change must be approved by the Dean. The Registrar's Office should be informed of the grade change within the first four weeks of the following semester.

Request for a Review of Final Course Grade

If a student wishes to review his final course grade, he must petition the instructor within the first four weeks after the beginning of the next semester. If the student and the instructor are unable to arrive at a satisfactory conclusion, then the student may write a petition to the Chairperson of the department offering the course no later than the end of the sixth week of the next semester. The department Chairperson will review the case through an ad-hoc departmental committee that includes the instructor and may recommend changing the grade. No grade change will be allowed beyond eight weeks of the beginning of the next semester. Additional details regarding the academic regulations can be found in the University Catalogue.

Course Evaluation by Students

The results of the student course evaluation can be used by administrators for promotion and contract renewal and by faculty members for improvement of their own teaching and practice. The evaluation includes questions on the

instructor's performance, on course and on student learning outcomes and development in order to provide information for all stakeholders.

The instructor items cover:

- Instructional skill and methodology
- Rapport and student interaction
- Feedback and evaluation
- Assignments/ use of media/ handouts

The course items cover:

- Course objectives and requirements
- Organization
- Difficulty
- Pace

The student learning outcomes and development cover:

- Knowledge and skills
- Interest and enthusiasm
- Social skills and attitudes
- Self-concept

To enhance reliability and validity of obtained results, the following administration guidelines are followed for the paper version of the evaluation questionnaire:

- Questionnaires should be administered during the last two weeks of semester (but not the last day and not during or after an exam).
- Someone other than the instructor being evaluated should administer the questionnaire, and the one being evaluated

should leave the room.

- Response format should be clear and consistent.
- Students should remain anonymous.
- Students should be given adequate time to complete the questionnaire.
- Students should not be allowed to discuss their ratings while they are being administered.
- A 70% minimum attendance of the student population in a course is necessary on the day an evaluation is administered.

The completed questionnaires will be computer scored and analyzed by the Quality Assurance Center. Reports will be issued to instructor, departmental chair and Dean covering the following:

- Class summary containing frequencies and percentages of responses to each item and means, medians, and standard deviations for all evaluation ratings.
- In addition similar statistics will be provided for each type of course (lecture, seminar, and lab), department, college and for the whole university. These, when established on a yearly basis by course type, will act as normative data sets for comparison with an instructor's own scores.

Faculty Rights and Privileges

Conference Attendance

Faculty members in the professorial ranks are entitled to participate in conferences and professional meetings provided they meet the University Research Board

requirements. A faculty member may apply for a travel grant to attend a conference provided he/she will present a paper. The rules governing attendance of conferences are as follows:

1. The application along with all supporting documents should be submitted to the Chairperson of the academic department
2. The Chairperson forwards the application to the University Research Board (URB) to seek approval to attend the conference.
3. The application should be submitted at least two months prior to the date of the conference.
4. The applicant should acknowledge FBSU for assistance with facilities and finance provided for conducting his/her research.

Additional details can be found in the Scientific Research and the Business & Conference Travel Policies (Appendix)

Permissible Activities outside the University

The University permits faculty members to engage in outside professional activities related to their academic discipline with prior approval of the President. Such activities include consultation in one's field of specialization and serving on a fixed-term basis on boards and committees in public and private non-profit institutions. The University encourages these activities so long as they contribute to the professional

development of the faculty member, improve her/his usefulness to the University, promote the role of the institution in the field of higher education, and contribute to the general welfare of the community.

Full-time faculty members are not permitted to teach courses at other institutions without the permission of the President. Outside activities will not be permitted if they distract faculty members from their full-time obligation to the University.

Non-Permissible Outside Activities

While faculty members are expected to engage in their normal civic duties and are free to follow the dictates of their own research and scholarship, they may not engage in activities which are considered incompatible with their position as members of the institution or involve a conflict of interest. Failure to adhere to this may result in the termination of the faculty member's contract.

Time Allowed for Permissible Outside Activities

A full-time faculty member may be granted a temporary permission to engage in outside activities of related academic nature by the University President for a period not exceeding five working days in each of the fall and spring terms, exclusive of official university holidays and annual vacations. Faculty members teaching full-time in the summer term are restricted to three working days of outside activities, exclusive of official university holidays.

When working on university related projects, full-time faculty

members may be allowed additional days of consultancy work to be decided by the President on a case-by-case basis. In all cases, the faculty member concerned must fully disclose such work to the appropriate Dean and receive the President's written approval for engaging in it.

These consulting days are permitted provided that:

- The teaching and other duties of the faculty member are adequately compensated during any absence.
- The maximum limit of permissible outside activities referred to in this section includes both remunerated or voluntary activities.

Remuneration and Institutional Obligation

Full-time faculty members may retain all income including fees and honoraria accruing to them from limited activities in and outside KSA such as:

- Occasional lectures and panel discussions.
- Occasional professional activities and service on boards and committees in public and private institutions.
- With Presidential permission, teaching the equivalent of three credit hours a week in an institution of higher learning in KSA.
- Outside consultation.

Procedure, Criteria, and Permission

A full-time faculty member who wishes to engage in outside professional activities with remuneration should submit to the Dean a request including a plan for making up classes

during his absence.

Holidays and Vacations

All faculty members in the University are eligible for the following vacations and holidays:

- Weekends, which are Thursdays and Fridays in Saudi Arabia
- Official Holidays, which are the National Day, Eid Al-Fitr and Eid Al-Adha holidays. The exact dates of these holidays are usually set by the governmental authorities.
- Mid semester breaks and other University announced vacations mentioned in the University calendar.
- Annual Vacation of a maximum of 60 days if a faculty member does not have any official summer assignment.
- The University Council determines the start of the annual vacation on the date which deems necessary to protect the interests and facilitate the operation of the University.

Faculty members are reminded to observe the relevant regulations concerning the issuance of exit visas and to ensure that they submit their requests before the set deadlines

Non-Academic Leave

Leave Without Pay

Normally, a full-time faculty member will not be eligible

for a leave without pay during the first year of continuous active service. After that period, s/he may submit a written application and a plan of proposed work during the leave at least six months before the beginning of the proposed leave without pay. If approved, the leave shall be for an initial period of up to one year. Under exceptional circumstances, it may be renewed for a maximum of one additional year. A leave without pay may only be granted to a faculty member if it is recommended by the appropriate Dean and approved by the President.

A faculty member will not be eligible to take another leave without pay within any seven years of continuous service until s/he has served the University for an additional period of time equal to the period of the first leave without pay.

Compensation and Benefits

A faculty member is not entitled to and does not accrue any benefits or allowances during a leave without pay. Leave without pay is treated as actual active service for purposes of computing eligibility for promotion and periodic paid research leave.

Return to the University Following Leave without Pay

A faculty member who, without prior approval, does not resume his or her duties within eight days of the expiration of the leave without pay, is considered to have ended his or her contractual bond with the University at his or her own volition and responsibility and may thus forfeit accrued benefits. This provision constitutes sufficient notice to this effect.

Emergency Leave

A faculty member who will be absent from the University during any period of normal academic operation is required to submit a Leave Request and Approval Form. Normally, the leave period does not exceed 6 days per year. If an expatriate faculty member requests the leave, the University may consider it upon its merits, but is not committed to provide him with air tickets.

Sick Leave

Faculty members are eligible for this leave according to the regulations of the Civil Service that classify the sickness's nature and the extent of leave. Leave benefits for expatriate faculty members might be one fully paid month. If necessary, the leave might be extended for two additional months at half salary. However, sick leave benefits are not applicable if the expatriate faculty member falls sick outside the Kingdom.

Hajj Leave

A faculty member is entitled to a seven-day paid leave for Hajj (pilgrimage) once during his/her service at the University, otherwise, the faculty member may apply for unpaid leaves.

Study/ Exams Leave

A full-time faculty member who is pursuing a Ph.D. is entitled for a paid study leave for the period of his/her exams up to a maximum of 7 days once every two years. If the study year under consideration is repeated, then the leave shall be unpaid. In all cases such a leave requires the approval of the President who must receive the application at least 30 days

before the leave date.

Maternity Leave

A female faculty member shall be entitled to a maternity leave before, during, or after childbirth for a total period of 10 weeks, four weeks before the delivery and six weeks after the childbirth.

Performance and Evaluation

The University encourages faculty members to maintain continuity of service. Hence, contracts are usually renewed automatically on a one-year basis, depending on departmental evaluation and recommendations. However, either party may request in writing to terminate the contract at least two months before its expiration date. In such an event, all accrued salary and benefits are paid on departure from the University.

The decision whether to reappoint full-time faculty members should be based on the general criteria of teaching and service, as well as on the state of health of the faculty members in as much as it relates to hindering the effective discharge of their duties; this matter will be decided by medical specialists appointed by the University.

Criteria for Performance Evaluation and Review

Annual performance review of all faculty members is

required at the departmental level prior to the renewal of contracts. The chairperson of the department should provide each faculty member with an annual written evaluation of their performance in the areas of teaching, research, and service as per the initial agreement of responsibilities.

Consideration for reappointment shall be based on criteria mentioned in this policy, as well as on additional criteria that may be established by each college or department/unit and approved by the University Council. The criteria need not be equally weighted, but teaching is to be assigned greater weight than the other criteria. Details of the criteria are discussed below.

Teaching

Evaluation of teaching performance is a critical aspect of performance review and promotion decision. Teaching activities are academic functions essential to the objectives of the University and the community at large. Teaching excellence includes the ability to lecture and lead in-class discussions, to create a range of learning opportunities, to draw out students and arouse their curiosity, to stimulate students to engage in creative work, to organize courses logically and systematically, to evaluate critically the materials related to the field of specialization, to assess student performance, and to encourage students to extend learning

beyond a particular course. In assessing a faculty member's teaching performance, the following will be considered:

- Demonstrating competence in teaching undergraduate and/or graduate courses as measured by growth in

students' ability to comprehend, reason, analyze, and work with others. Such competence is measured by a combination of achieving the outcomes specified for the course and reviewing the results of student course evaluations, reports from peer attendance of representative classes, and documentation of clear and constant efforts to improve teaching as demonstrated in the teaching portfolio.

- Consistently challenging any contemporary course content with regular revision and updating to international standards and the development of new curricula, courses, and programs that include professionally appropriate teaching materials that strive to remain up-to-date with advances in the field.
- Using up-to-date technology in teaching whenever possible and appropriate.
- Developing innovative pedagogical methods and material and encouragement of students to take a more active role and greater responsibility for their own education.
- Adhering to the moral and ethical issues in the subjects being taught.
- Supervising and mentoring of graduating students including membership in final research project committees and/or their evaluation.
- Availability outside class times to work with students, including regularly scheduled office hours.
- Receiving special recognition received for teaching accomplishments and teaching awards.
- Self-developing activities leading to enhanced teaching effectiveness.

The following tools will be used to evaluate teaching:

- Student evaluations: evaluations and comments that reflect teaching excellence, creativity, and enhancement of student achievements.
- Exit interviews, both of students who have completed a particular course, and of students who have graduated.
- Evaluations by department/unit heads or experienced faculty through classroom visits, syllabi, course file reviews, alignment of assessment with course objectives and achievement of class goals.
- Teaching portfolio: continuous self-assessment through documentation of course development, responsiveness to suggestions for improvement, implementation of innovative teaching methods, the number of students advised, and evidence of student learning from student performance on quizzes and external exams.

Research

Faculty members of professorial rank are normally expected to conduct research in their area of expertise. Collaborative research should take precedent whenever possible. Faculty research is assessed on the basis of the quality of published papers in internationally referred academic journals and conferences. It may also include Supervision and mentoring of graduate students including membership in thesis and final project committees; and in their evaluation.

Service

Faculty members are expected to contribute effectively to the welfare and improved functioning of their department/units, colleges, the University, their profession, and the wider

community. The weighting accorded to service may vary among disciplines and colleges. There are many types of service: university service, service to the profession, and community service.

The University recognizes two types of service to the profession for the purpose of promotion: formal professional practice and general professional practice. Formal professional practice is activity that is directly aligned with a faculty member's research and/or teaching. General professional practice is service related to a faculty member's expertise, but may not have a direct connection to research and/or teaching. In some faculties/schools, formal professional practice is an integral component of the educational mission of the University. Faculty members in these areas are expected to engage in professional practice. Formal professional practice that can be documented and improves a faculty member's research or teaching will count toward promotion.

In assessing service, the following activities will be considered relevant:

- Participation in committee work at department/unit, college, and university levels
- Participating in the functions of the Continuing Education Centre
- Serving as chair/Director either of a department/unit, of committees at various levels, of university taskforces, etc

- Serving as a mentor to a faculty member who has recently joined the University.
- Active Participation at conferences, seminars, and symposia; delivering lectures at other universities, or attending professional meetings such as keynote or invited speeches.
- Having an organizing role in national or international conferences, workshops, or other academic meetings.
- Providing services to national, regional, and international agencies, task forces, boards, and commissions.
- Participating in local, regional, national, and civic activities that promote a positive relationship between the University and the community.
- Serving as an officer of a national, regional, or international professional association.

Reappointment

An evaluation of a faculty member for reappointment shall be restricted to the voting departmental members of ranks equal or higher than those of the faculty member whose contract is being considered. In the case of a sole full professor, the Provost shall carry out the evaluation process.

Additional details can be found in the Faculty Performance Assessment Policy (Appendix).

Voting Procedures

Voting in the department/unit or in the College Council shall take place by show of hands in a meeting chaired,

respectively, by the department/unit chair/director or by the dean; the result of such voting on both levels should be included in the recommendation. If the chair/director is a candidate, the most senior member of the department/unit will carry out his/her functions in this respect.

Voting by the University Council shall take place by show of hands of members with academic appointments only (Deans, Provost, and if necessary President to break a tie) during a University Council meeting. No voting faculty member, Dean, or Vice-President, including senior academic administrators, may vote more than once on a specific case of promotion. Normally, voting occurs at the highest level of procedural deliberation. Members of the College Council will not vote in their respective department/unit. Major points of discussion and numerical results of the vote shall be recorded in the minutes of the meeting.

Promotion

Promotion offers academic staff recognition and reward for demonstrated excellence in the three elements of academic endeavours: teaching, research and community service. This policy supports the commitment of the University's Strategic Plan and acknowledges the critical importance of career progression for its faculty members.

Eligibility

Full time assistant and associate professors shall be considered for promotion normally after spending five years

in the rank but no later than 10 years. Outstanding merit may lead to earlier promotion.

After his/her initial appointment, a faculty member should spend a minimum of one year at the University before becoming eligible to apply for promotion. This is in order for all concerned to evaluate the individual's contribution to teaching, research, and service.

Faculty leaves of all ranks, with or without pay, shall count as part of the cumulative years of service for purposes of eligibility for promotion according to the following:

- All leave duration shall count if the leave is spent at an academic institution and the work performed is in the same area of faculty expertise.
- Half of the leave duration shall count if the leave is spent at a non-academic institution and the work performed is in the same area of faculty expertise.
- No part of the leave duration shall count if the work is not in the area of faculty expertise.

The cumulative service periods governing consideration for promotion may be extended on a case-by-case basis by the University Council for those claiming a dispensation on the ground of disability, or due to special administrative appointment.

No candidate is allowed to apply for promotion more than twice within each six year promotion cycle.

Criteria

Academic Promotion of a faculty member is based on three

activities: teaching, research and service. Details on these criteria can be found in the section entitled «Criteria for Performance Evaluation and Review».

Evaluation Standards

For promotion from Assistant to Associate Professor:

- The evaluation standards are 60 points for research productivity, 25 points for teaching performance, and 15 points for University and community services. To be eligible for promotion, the applicant should accumulate at least 60 points from all evaluation categories.
- At least thirty points out of the sixty must be gained from research activities. Four research units that are published in refereed journals, proceedings, reviewed books, patents and/or any other creative intellectual work. Two out of these units should be a sole academic production of the applicant. Articles extracted from the applicant's own PhD Dissertation, MS Thesis, or previous research may be counted for promotion purpose

For promotion from Associate to full Professor:

- Candidates must accumulate at least 70 points from all evaluation categories: teaching, research, and University and community services. Forty points out of the seventy must be gained from research productivity. Six research units that are published in refereed journals, proceedings, reviewed books, patents and/or any other creative intellectual work. Three out of these units should be a sole academic production of the applicant.

Voting Eligibility

Voting on promotion for a full-time faculty member to a given rank will only be done by faculty members of equal or higher ranks than those to which the faculty member is under consideration. Visiting faculty members are not eligible to vote. Respective chairs/directors, if not candidates, will express in writing their views independently. Voting procedures are the same as those used for appointment and re-appointment activities.

Promotion Procedures

All full-time faculty members should be informed by the Dean/Director concerned about deadlines for submission of applications for promotion, as announced by the Provost. Nomination of referees goes as follows.

- **The applicant is not a Dean/Director:** In this case, the applicant is required to submit, prior to the deadline and through the proper channel, to the Vice President of Academic Affairs, a letter of application for promotion, an updated CV, personal statements of teaching and service, a teaching portfolio, a list of at least three referees from outside the University who have already agreed to review the candidate, and at least three representative samples of his major publication.

The Dean/Director of the respective College/Unit should also send to the Vice President of Academic Affairs a confidential list of at least three referees who have already agreed to review the candidate. Next to the list of at least six referees

already received, the Vice President of Academic Affairs shall contribute to at least three more referees. In addition to the list of at least nine referees already received, the President shall provide the Vice President of Academic Affairs with at least one more referee, thus yielding at least ten referees at the disposal of the Vice President of Academic Affairs.

- **The applicant is a Dean/Director:** In this case, the applicant should send to the Vice President of Academic Affairs a confidential list of at least three referees who have already agreed to review his file. If the College/Unit has faculty members of equal or higher rank than the Dean/Director, then the Vice President of Academic Affairs will select one who, in consultation with eligible members of the College/Unit, shall also send to the Vice President of Academic Affairs a list of at least three referees who have already agreed to review the application; the latter step would be discarded if the Dean/Director has a higher rank than all the members of his College/Unit. Next, the Vice President of Academic Affairs shall also contribute at least three more referees.

In addition to the list of at least six or nine referees already received, the President shall provide the Vice President of Academic Affairs with at least one more referee, thus yielding at least seven or ten referees at the disposal of the Vice President of Academic Affairs.

In either of the cases above, all the referees thus obtained must be external scholars of an equal or higher rank than that of the applicant, and none should be a current research collaborator or a dissertation advisor. At the discretion of the

College Council, an explanation about the contribution of the candidate could be sought from collaborators.

For promotion to the rank of associate professor, the evaluation of at least three referees is solicited. If the applicant is not a Dean/Director, then the Vice President of Academic Affairs shall choose at least one referee from the applicant's list, at least one referee from the respective Dean/Director's list, at least one referee from his list, and at least one referee from the President's list. If the applicant is a Dean/Director, then the Vice President of Academic Affairs shall choose at least one referee from the applicant's list, at least one referee from the list of the faculty member of equal or higher rank than the Dean/Director of the applicant's College/Unit, if s/he exists, at least one referee from his list, and at least one referee from the President's list.

For promotion to the rank of professor, the evaluation of at least four referees is solicited. If the applicant is not a Dean/Director, then the Vice President of Academic Affairs shall choose at least one referee from the applicant's list, at least one referee from the Dean/Director's, at least one referee from his list, and at least one referee from the President's list. If the applicant is a Dean/Director, then the Vice President of Academic Affairs shall choose at least one referee from the applicant's list, at least one referee from the selected faculty member of equal or higher rank than the Dean/Director of the applicant's College/Unit, if s/he exists, at least two referees from his list, and at least one referee from the President's list.

To assist the referees in their evaluation, supplemental information on the academic circumstances at the University, including information on faculty appointment, teaching loads, and promotion criteria/system at the University, will be provided to the referees.

In cases where the requisite minimum number of letters is not received in time, the Vice President of Academic Affairs should inform the applicant and obtain from her/him written acknowledgment of this fact.

The complete confidential file (CV of the candidate, a personal statement of teaching, service, teaching portfolios, referees' responses, and any other relevant supporting evidence regarding the quality of teaching or service that may be provided by the respective Department's Chair, if s/he exists,) along with the promotion form will be placed in the office of the Vice President of Academic Affairs and the President's office. A Promotion Committee chaired by the Vice President of Academic Affairs shall consist of the Vice President of Academic Affairs and the deans if the applicant is not a Dean/Director. Otherwise, the committee shall consist of the Vice President of Academic Affairs and the deans other than the applicant. As a substitute to the applicant, the President may choose a member of the same College/Unit of equal or higher rank than the applicant, if s/he exists, or a member of another College/Unit otherwise.

The Promotion Committee shall study thoroughly the applicant's file and concludes in a detailed report on the committee's deliberations with a vote and recommendation

to the President who in turn forwards it to the Board of Trustees (BOT) for final decision. Successful applicants will be informed in writing by the President right after the BOT's decision.

The Dean will discuss with unsuccessful candidates the reasons for which the application was unsuccessful. Other information, such as the result of vote taken and the contents of evaluation letters, are strictly confidential.

End of Employment

End of Employment

The contract of employment can be terminated by both the faculty member and the University under one of the following approaches: resignation, retirement, and contract termination. Relevant procedures are explained below.

Resignation

The procedure for resigning from the university is as follows:

1. The faculty member submits a resignation letter to the chairperson/director of his/her academic department/unit usually at least two months before the intended date of leave or the expiry date of his contract.
2. The chairperson/director, in consultation with the department council, writes his/her comments and recommendation in a letter to the dean of the respective college.

3. The dean of the College in consultation with the college council makes his recommendation and forwards it to the University Council through the Provost Office.

4. The University Council makes a final recommendation and the President officially informs the faculty member about the decision. Unaccepted decisions may carry monetary penalties.

5. In case the resignation is accepted, the faculty member proceeds to the Human Resources department for closing his/her file.

Retirement

The retirement age for a Saudi faculty member is 60 Hijri years. If the retirement age occurs during the current academic year, the president may extend service till the year ends. However, upon the recommendation of the University President, the Council of Higher Education may decide to extend the service of a 60 year old faculty member until the age of 65.

Contract Termination

A Faculty member whose performance is deemed to be satisfactory is normally granted an automatic contract renewal as stipulated in his/her contract. However the contract of a faculty member may be terminated for any of

the following reasons: unsatisfactory performance, approved resignation; request for retirement before the age of 60; cancellation of the academic position, job disqualification, unjustified absences, involvement in a crime or severe

violation of local regulations, disciplinary dismissal, permanent sickness, and/or death.

Disciplinary and Grievance Action

Disciplinary Action

If allegations of wrongdoing or dereliction of duty are levied against a faculty or staff member, the concerned Dean, upon the President's request, shall investigate the matter and submit a report to the President. The President may refer the case to a Disciplinary Committee if he deems necessary. In such a case, the President forms a Disciplinary Committee to investigate the allegations filed against a faculty member. The Committee shall consist of: a University Vice President as Chairperson, a Dean that did not investigate the case, a faculty member with the rank of Professor, and an expert in the Shareaa and/or Saudi laws as members. The committee investigates the case and makes recommendations to the President for final decision according to the following procedures:

1. The Committee Chairperson appoints a secretary.
2. The Committee meets upon the President's request and the accused is requested via an official letter to appear before the committee and present his/her deposition.
3. The committee convenes with all members present to deliberate the case. The Committee may subpoena witnesses to take their depositions on the case.
4. The Committee renders its decision and submits a report to the President within two months of receiving the case. The President may refer the case to the Committee for further

deliberation in case he does not agree with the decision. If the Committee insists on its decision, the President refers the case to the University Council for a decision.

5. The President, via an official letter, informs the faculty member of the final decision.
6. The faculty member has the right to appeal the Disciplinary Committee's decision by a formal written request to the President within 30 days of the Committee's decision. The President then refers the appeal to the Committee. If the Committee insists on its decision, then the University Council will study the case and makes a final decision.

The range of disciplinary actions include:

- Official warning (written or verbal);
- An official blame (written or verbal);
- Reduction in salary;
- Denial of merit increase for one year;
- Delay of promotion for one-year;
- Assign non-academic responsibilities for a period of no more than five years;
- Dismissal from the University.

Grievance

A faculty member has the right to appeal to the President of the University at any time that the faculty member believes the treatment accorded to him/her has been in violation of the provisions of the member's letter of appointment or of the University regulations. The President, after considering

the matter, may appoint an ad-hoc committee to investigate the matter and submit its recommendations to the President. Cases of grievance shall be limited to the investigation of allegations of procedural irregularities and infringement of academic freedom.

In any situation in which the President deems it appropriate to appoint an ad-hoc committee to review a grievance appeal, the following shall govern the appointment and procedures of the ad-hoc committee.

The ad-hoc committee shall be composed of:

1. One voting member of the College or Department/Unit concerned, of rank equal to or higher than that of the appellant, to be named by the President;
2. One voting member of rank equal to or higher than that of the appellant, to be named by the University Council;
3. One member of the University Council from a College or Department/Unit other than that of the appellant to be named by the President and who shall serve as chair of the ad-hoc committee.

The President shall furnish the ad-hoc committee, upon its request, with relevant documents and information about the case. The ad-hoc committee shall make every attempt to interview the faculty member and other parties concerned.

The ad-hoc committee shall submit its recommendations to the President normally within one month from the date of its appointment. The recommendations should give the

numerical results of votes taken by the ad-hoc committee. In any event, the decision of the President shall be final and binding and shall be transmitted to the appellant and to the ad-hoc committee, normally within a period of two weeks following receipt of the recommendations of the ad hoc committee.

The ad-hoc committee's findings, recommendations, and any documents or information made available to it shall be subject to the strictest confidentiality.

University Council

University Council

The University Council shall consist of:

1. The University President (Chairperson);
2. One or more vice presidents;
3. Academic deans and deans of the supporting units;
4. Three Faculty members at most to be appointed by the Chairperson of the Board of Trustees (BOT) for two-year terms renewable upon the recommendations of the President and approval of the BOT.

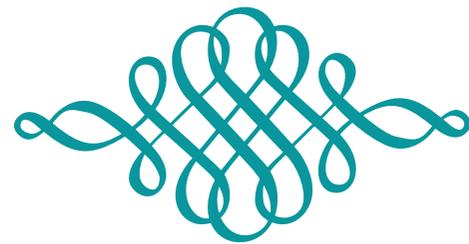
Functions

The University Council shall handle all University matters including academic, financial, administrative, educational, and scientific research matters and execute the general University policies. In particular, the University Council shall:

1. Recommend the establishment of colleges, departments, research centers, supporting units;
2. Recommend academic majors;
3. Grant degrees to graduating students;
4. Approve programs and curricula recommended by College Councils after approval of the MOHE;
5. Approve policies of the Colleges;
6. Discuss the yearly report of the Colleges;
7. Approve extracurricular activities in the Colleges;
8. Decide on promotion cases;

9. Deliberate issues referred to it by the Chairperson of the BOT or the President or suggested by any member of the Council.

The University Council has the authority to form standing or ad hoc committees as needed.



University Standing Committees

University Admission Committee

The Admission Committee shall consist of:

1. One representative from each college elected/nominated by the Faculty for a term of three years;
2. The Provost, ex-officio member;
3. The chairpersons of the Colleges Admission Committee, ex-officio;
4. The director of admissions, ex-officio;
5. The chairperson of the committee shall be appointed by the president from within the committee;
6. One student representative, a non-voting member.

Functions:

- To recommend to the University Council the general principles, policies and procedures of the admission of students to the University at the undergraduate level and to establish criteria regarding admission of hardship cases. Any proposed new policy or regulation or any proposed changes in existing policies and regulations relating to university admissions shall be referred by the proper authorities to the committee for its consideration and recommendations. Final recommendations of the committee shall be submitted to the University Council for approval.
- To look into general problems of university admissions and to initiate, coordinate, and evaluate issues related to university and college admissions.
- To interpret and coordinate the admission regulations

of the University in cases referred to it by the proper authorities.

University Disciplinary Committee

The Disciplinary Committee shall consist of:

1. One representative from each college elected by the Faculty for a term of three years;
2. The academic Deans of the colleges or their representatives, ex-officio members;
3. The Dean of students, ex-officio member;
4. One student representative, a non-voting member;
5. The chairperson of this committee rotates among the academic Deans once every year.

Functions

- To enquire into and act upon student violation of university rules and regulations brought to its attention by the president, the Provost, a Dean or upon the initiation of the committee.
- To act on appeal requests brought to its attention by a student, a committee, or a faculty member.

University Library Committee

The Library Committee shall consist of:

1. One representative from each college, elected/nominated by the Faculty for a term of three years.
2. The Provost, ex-officio member.

3. The university librarian as secretary, ex-officio member.
4. Chairpersons of Colleges Library Committees, ex-officio members.
5. The chairperson of the committee shall be appointed by the president.
6. One student representative.

Functions

- To initiate, coordinate and evaluate university plans for the development of all university libraries
- To evaluate any new policy or regulation related to library holdings, acquisitions and the use of facilities or any proposed changes thereof.
- To make recommendations regarding such matters to the University Council for final approval.

University Research Board

The Research Board shall consist of:

1. One representative from each college elected by the Faculty for a term of three years.
2. The Provost, ex-officio member.
3. The chairperson shall be appointed by the President.

Functions

- To consider and recommend to the University Council policies to be followed in seeking grant support and guidelines for the allocation of funds for research and faculty development.
- To consider policies to be followed in seeking grant support

and the allocation of funds for research.

- To act in an advisory capacity to the Provost in the implementation of policies pertaining to request of grants for research and faculty development.
- To prepare, edit, and publish the annual research report of the University.

University Student Affairs Committee

The Student Affairs Committee shall consist of:

- One representative from each college elected by the Faculty for a term of three years.
- The Provost, ex-officio member.
- The Dean of students, ex-officio member.
- The chairperson shall be appointed by the president.
- One student representative.

Functions

- To recommend to the University Council board policies regarding student life and activities on campus.
- To deal with any aspect of student life referred to it by the University Council or the president.

University Academic Committee

The Academic Committee shall consist of:

1. One member from each college elected by the Faculty for a term of three years.
2. The Provost, ex-officio member.
3. The chairperson of the committee shall be appointed by

the President from within the committee.

4. One student representative; nonvoting member.

Functions

- To examine and make recommendations to the University Council concerning the initiation of new undergraduate programs upon the recommendation and approval of the college (s) concerned.
- To establish procedures and criteria for evaluating undergraduate (including interfaculty) programs at the University with the assistance of curriculum committees of various faculties.
- To establish and evaluate criteria for faculty loads across the University.
- To deal with any aspect of academic development referred to it by the University Council.
- To follow up with the chairperson of the University Council the implementations of University Council decisions.
- Other academic affairs.

College Council

The College Council

The College Council shall consist of

1. The Dean of the college as chairperson;
2. The Vice Dean of the college (if applicable), and
3. Chairpersons of the college departments.

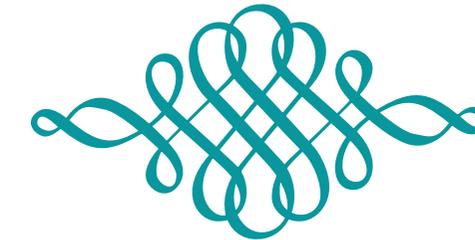
The University Council, upon the recommendation of the College Council and approval of the President, may add to the College Council three members of the faculty from the same or different college and specify the duration of their membership on the council.

Functions

- Deliberate all matters submitted to it by the University Council or the Dean.
- Make recommendations on appointment, promotion, reappointment or non-reappointment, leaves of absence of three months or more, of faculty members.
- Study plans or its modifications in consultation with the departments.
- Advise on curricula, textbooks, and references in the departments
- Encourage and coordinate scientific research in the departments and work toward its publication.
- Recommend college policies and procedures
- Recommend training plans.
- Recommend plan for non-academic activities in the college

- Take actions on students' matters related to the College and refer other matters to the University Council.
- Make recommendations on appointment of chairpersons of departments and directors.

Deliberations and minutes of the council are confidential.



College Standing Committees

Members of all standing committees, unless otherwise specified to the contrary in this manual, shall be elected from the voting faculty for a term of two years by the voting faculty. If a member is unable to complete his/her term, a substitute shall be elected to complete the remainder of the term. If this remainder is one year or less, the elected substitute shall be eligible for re-election to two more consecutive terms. Unexpired terms shall be filled by special elections for that purpose. If a member has been re-elected to serve for a full second consecutive term, he/she shall not be eligible for re-election except after the lapse of one year following the termination of his/her membership. All committee actions shall be recommendations to the Dean. The President can decide exceptions to all provisions in this article.

The Admissions Committee

The Admissions Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. The director of admissions or his/her representative.
3. The faculty representative on the University Admissions Committee.
4. Four faculty members elected by the college for a term of two years.
5. One student representative (non-voting).

Functions

- To recommend admission requirements for approval by the faculty, as well as any changes in these requirements.

- To select and recommend from among qualified applicants those who should be admitted as undergraduate students to the college.
- To evaluate admission policies and recommend any changes therein to the college.
-

The Student Affairs Committee

The Student Affairs Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. The Dean of student affairs.
3. Four elected faculty members.
4. The faculty representative on the University Student Affairs Committee.
5. A student representative (voting except on disciplinary matters).

Functions

- To deal with any aspect of student life referred to it by the Dean.
- To work with faculty and students to enrich the college's cultural activities.
- To consider and recommend action to the Dean on all disciplinary matters involving students in the college.

The Library Committee

The Library Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. The university librarian
3. The faculty representative to the University Library Committee.
4. Three elected faculty members.

Functions

- To advise the university librarian on matters of library policy affecting the work of the faculty.
- To advise both the Dean and the university librarian on the effects of program or curriculum changes, both short-term and long-term, on library acquisition, with special regard to budgetary implications, and shall in particular ensure adequate library support for new or revised programs.
- To advise and assist the university librarian in building up a balanced collection.
- To assist the university librarian in his efforts to carry out the library policies of the University and the college.
- To perform other related tasks at the request of the Dean.

The Research Committee

The Research Committee shall consist of:

1. The Dean or his/her representative as chairperson
2. The faculty representative on the University Research Board.
3. Four elected faculty members.

Functions

- To stimulate, encourage and promote research in the college.
- To review all applications for university funded research grants for further recommendation to the Dean and other appropriate university bodies.
- To promote communication between researchers within the college and within the University.
- To keep the faculty informed of all available sources of research support whether from the university or from granting agencies.

The Student Financial Aid and Merit Scholarships Committee

The Student Financial Aid and Merit Scholarships Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. Three elected faculty members.
3. The faculty representative on the University Financial Aid Committee.
4. A student representative (non-voting).

Functions

To deal with all matters pertaining to merit scholarships and student financial aid.

The Academic Committee

The Academic Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. The associate and/or assistant Dean.
3. Chairpersons of departments.
4. Elected faculty members, one from each department.
5. Faculty representative on the University Academic Committee.
6. One student representative.
7. The Registrar or his/her representative (non-voting).

Functions

- To co-ordinate among the departments the graduate and

undergraduate academic programs, their contents and standards.

- To re-evaluate, from time to time, the curriculum as a whole, and recommend major changes to the college.
- To recommend new programs to the college and approve new courses and discontinue or modify existing courses, as recommended by the departments concerned.
- To recommend to the faculty any modifications to the requirements of academic rules and regulations.
- To review and act upon student petitions of academic nature.
- To monitor programs annually using appropriate statistical indicators.
- To respond to external review and accreditation.
- To respond to internal University reviews.
- To carry student evaluation of the quality of programs.
- To recommend staff development and training.
- To cater for deployment of learning and teaching resources by the College.

The Administrative Committee

The Administrative Committee shall consist of:

1. The Dean or his/her representative as chairperson.
2. Department chairs.
3. The Registrar or his/her representative (non-voting).

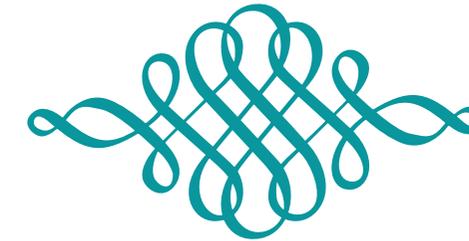
Functions

- It shall rule on all cases of undergraduate students whose

academic status is irregular. It shall also rule on requests and petitions from undergraduate students concerning academic matters.

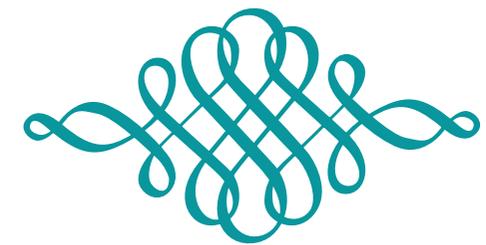
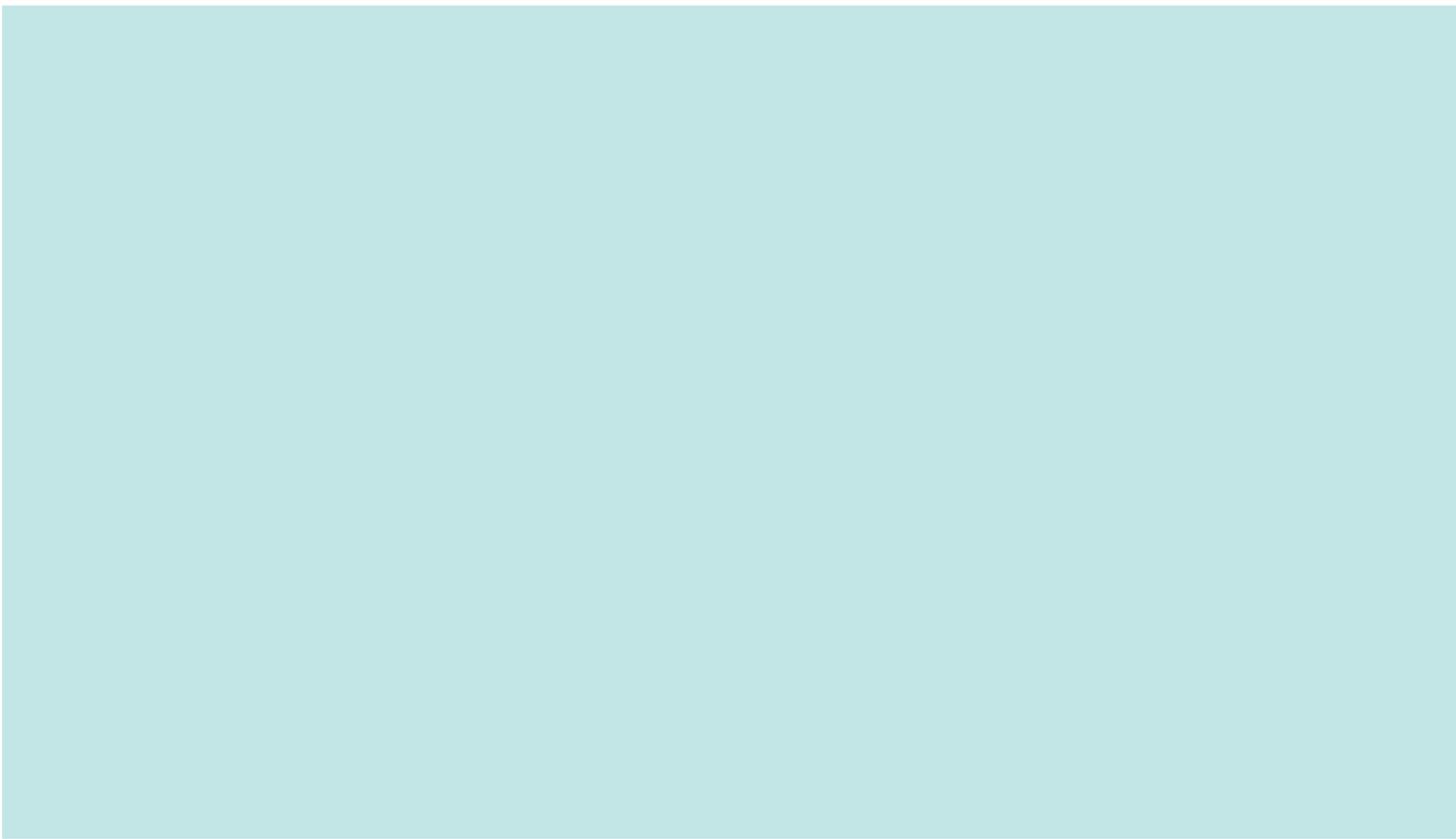
- It shall have the power in extraordinary circumstances to make exceptions to academic regulations in individual cases. A summary of all such exceptional decisions shall be communicated to the faculty at least once in each academic year.
- It shall advise the Dean on instruction and examinations and administrative matters brought to it by the Dean or by a member of the committee.
- It shall advise the Dean on physical facilities of the college.

The College Council may also be responsible for departmental activities for departments of size of eight or less faculty members.



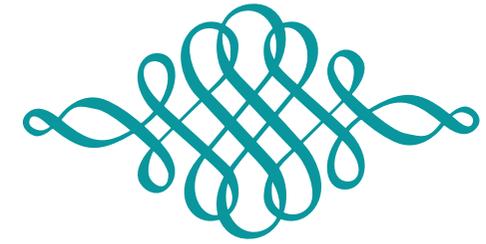
Department Council

Each department in the college shall have a Department Council consisting of all faculty members in the department. The council has the authority over academic, administrative, and financial matters pertaining to the department. The Department Council shall deliberate all Department matters and make recommendations to the College Council on: appointment, promotion, reappointment or non-reappointment; leaves of absence of three months or more of faculty members; study plans; curricula; textbooks, and references. The Department Council shall also study and coordinate scientific research, decide on faculty responsibilities, manage and coordinate department functions. Deliberations and minutes of the council are confidential.



Department Standing and Ad-Hoc Committees

The Department Council may establish standing committees as it may deem necessary (e.g. advisory, Teaching-Learning curriculum, graduate, library, etc.) The council may also form ad-hoc committees, from time to time, by selecting faculty members from the department, to carry out a special task, assignment or study. Faculty members should serve on these committees whenever they are asked to do so. An ad-hoc committee is automatically dissolved at the completion of its assigned task.



Appendices

Appendix

- Advising Policy
- Business & Conference Travel Policy
- Scientific Research Policy
- Coordination Policy
- Faculty Performance Assessment Policy
- Final Exam Policy
- Harassment Policy
- Learning Assistance center Policy
- Instructor Responsibilities - Guidelines
- Housing Policy
- Parking policy

ADVISING POLICY

Impetus

Academic advising is a very important and essential part of the educational process. It is the means to strengthen, guide, coach, inspire, and mentor students during their college tenure to help build their character and competencies, develop their capacities, and understand their responsibilities to realize a meaningful learning experience and make informed choices about career plans. The fundamental principles of effective advising are integrity and trust which grow out of concern for the student, patience, interdependent attitude and abundance mentality, knowledge of the University, program offered, and policies, and knowledge of the related scientific and technological trends. The quality of advising is determined by the commitment of both the advisor and the student to its success.

Advisor's Role

Advising is the responsibility of the Faculty Advisor assigned to the student by the department Chairperson.

The Advisor shall:

- Assist students in understanding the curriculum and their academic responsibilities.
- Inspire students to uphold the highest of ethical and professional standards.
- Help mitigate students concerns and Resolve relevant issues as they occur.

- Inform students about university rules and regulations.
- Monitor student's progress throughout his/her academic career, from day one to graduation.
- Provide advice on course selection and related curricular matters.
- Ensure that course prerequisites had been taken and that student repeats failed courses when next offered.
- Keep notes on student's progress to help in future advising
- Recognize trouble signs such as excessive absence and refer the student to the proper university resources to help circumvent them.
- Help students better understand their role in a complex, rapidly advancing world.
- Discuss future plans and career choices.
- Be there whenever a student needs support.

Advisors of Foundation Year Students

Faculty Advisors to the FYP students must meet with their advisees on a regular basis to discuss their progress, listen to their concerns, help them in adjusting to the rigors of college work, and mentor them to realize their full potential. Advisors must encourage and refer students to utilize the educational clinic resources.

Academic Advising Process

The Faculty Advisor must be present during the Advising Week to help students in course selection and related curricular matters. The course schedule must be approved by the Faculty advisor for registration. The student must not make any changes to the schedule without Advisor's approval.

The advising process entails the following steps:

1. Each Department posts the advisee's list of all advisors prior to the registration period.
2. The student picks up a registration form from the Office of Admissions and Registration and fills his personal information.
3. The student goes to his/her appointed Faculty advisor on the assigned day and time.
4. The Faculty Advisor studies the student's file prior to the advising session.
5. The Faculty Advisor meets with the student on a one-to-one basis to discuss the student's performance and address his/her concerns.
6. The faculty advisor fills the advising form in consultation with the students and implement the following:
 - probation students are not registered for more than 12 credits.
 - student does take more than 17 credits except in extreme situations.
 - student with low GPA is not allowed to take extra load
 - student with low GPA is strongly advised to take light loads to increase their GPA.
 - pre-requisites have been taken.
 - failed course are repeated when next offered.
 - Incomplete work is completed on time.
 - discusses any occurring problems with the student and ways to remedy them.
 - The Faculty Advisor makes a copy of the signed advising form and keeps in the student's record.

Advising is a key attribute of a quality-centered education, done right, enriches the student learning experience.

BUSINESS & CONFERENCE TRAVEL POLICY

This travel and transportation policy highlights the rules and procedures that govern travel and transportation activities undertaken by FBSU members.

Transportation

- FBSU employees are eligible to receive a monthly transportation allowance to travel between their residence and the University and/or to fulfill their job requirements. Details of the allowance are usually stated in their contracts.
- FBSU employees using the transportation facilities provided by the University (Bus, van, or other means) forfeit this allowance even if it was mentioned in their contract.
- FBSU members who opt to use commercial transportation facilities such as Taxis or other means may do so at their own risk. The General Service Officer at FBSU may be contacted for assistance.

Personal Travel

- FBSU employees may travel within the Kingdom during weekends and holidays without a prior permission from the University.
- FBSU employees must seek the permission of their Department Heads to travel within the Kingdom during working days. Procedures and forms required are listed in the Procedures section.

- FBSU employees wishing to travel abroad at any time during the year must seek the permission of their Department Heads. The Travel Request Form and the Leave Request Form must be submitted at least two weeks prior to the date of travel. Non-Saudis must submit these forms at least one month prior to the date of travel to allow enough time to process the required Exit Visas.

Business Travel: General

- All FBSU employees must seek the permission of their Department Heads to travel within the Kingdom or abroad during working days. Procedures and forms required are listed in the Procedures section.
- Faculty members traveling during working days must provide a makeup plan for the missed lectures along with the Leave Request Form. No travel shall be allowed during the Final Exam period.
- International business travel requires the approval of the Dean of the Faculty concerned and the University President.
- The required forms, the Travel Request Form and the Leave Request Form, must be submitted at least two weeks prior to the date of travel for domestic travel and at least one month prior to the date of travel for international trips. Unjustified late submissions may result in the travel request being denied.
- If travel is by air, the University will pay for the cost of travel in economy class. Members of the Board of Trustees, the President, Vice Presidents, and Deans are entitled to travel in business class. Tickets are usually purchased through the University's Public Relations Officer (PRO). Personal

purchase is possible but reimbursement is limited to the University's set fare.

- If travel is by land, private or public vehicles used in connection with official university business travel must have third party insurance. FBSU shall not be hold liable for any accident or injuries sustained.
- FBSU members traveling on authorized business trips are entitled to receive reimbursement for accommodation and meals expenses in accordance with the maximum daily allowance rates (per diem) established by the University. The Expense Report Form must be submitted within two weeks of the completion of travel along with Receipts to support all claims for reimbursement.
- Personnel traveling on University business may request an advance payment to cover anticipated expenses. The Travel Request form contains a slot for advance payment. The Advance payment will be cleared upon submitting an Expense Report which provides details on how the advance was spent and/or by returning the unspent amount to the University. Unsettled amounts will be deducted directly from the next salary.
- In all cases the maximum amount reimbursed is \$3000 for a faculty member and \$4500 for a Dean.

Business Travel: Conference

- The University provides full time faculty members of professorial rank with (partial) funding on a competitive basis to attend one local or international conference per year provided that the faculty member is presenting an accepted paper about a new research. In exceptional

cases, travel grants may be given to attend a conference of specific nature (e.g. training), without the submission of a paper. Application from faculty members with non-professorial ranks may be funded but are given a less priority and their approval is contingent on availability of funds.

- Faculty members are urged not to travel during teaching days. No travel shall be approved during the final exam period. In all cases travel shall not exceed five working days.
- Applications for Conference Attendance must attain the approval of the College Research Committee.
- The University Research Board makes the final decision on applications for Conference Attendance given the University research objectives, strategic priorities, quality of the presented papers, quality of the conference and budgetary constraints.
- Authors must present the papers as faculty members of FBSU, and they should also acknowledge the sources of funding for their research in their publications.
- Complete applications for Conference Attendance must be received by the URB at least two months before the date of the conference.
- FBSU members who receive travel grants must submit a short report about the conference along with the conference agenda, proceedings and other related documents within two weeks from their return to the Chairman of the URB with a copy to the Dean.
- The maximum amount reimbursed for a conference shall be \$3000 for a faculty member and \$4500 for a Dean.

Procedures

1. FBSU employees wishing to travel abroad or during working days must submit the Travel Request Form and the Leave Request Form to their Department Heads for Approval. The Deans and University President must approve International travel. The Forms must be submitted at least two weeks prior to the date of travel for domestic travel and at least one month prior to the date of travel for international trips.
2. FBSU faculty members wishing to attend a conference must submit the Application for Conference Attendance along with the required documents to their Dept. Head who in turn will forward it to the College Research Committee two weeks before it is received by the URB for final approval.
3. Approved forms must be submitted to the HR Department, which forwards the forms to the Public Relations Office (PRO).
4. Airline ticketing for approved travel is done through the PRO. The PRO will purchase and pay for the tickets, which can usually be collected by travelers at least two working days prior to travel. Tickets may be purchased directly by the traveler after checking with the PRO for the fare that is eligible for reimbursement.
5. Approved Travel Advances must be requested at least two weeks in advance of the travel date through the Finance Department using the Travel Request form.
6. An Expense Report Form should be submitted to the Finance Department within two weeks of the completion

of travel. The following documents shall accompany the Expense Report:

- Supporting receipts of all items of 100 SAR or more.
 - The airline ticket and the used section of all boarding slips. For persons who purchased their own tickets, the ticket invoice must also be submitted.
 - The University shall pay per-diem for one day plus the duration of the conference.
 - Receipts for all expenses claimed up to the value of the maximum daily allowance. Expenses incurred over the travel advance will be reimbursed. Extra credit will be deducted from the employer's salary if unreturned.
7. FBSU employees who receive travel grants to attend conferences must submit to their Department Head a short report about the conference along with the conference agenda, proceedings and other related documents.

SCIENTIFIC RESEARCH POLICY

Prelude

The Fahad Bin Sultan University (FBSU) appreciates the importance of scientific and applied research in furthering knowledge, promoting innovation, shoring up creative capital, developing scientific solutions to pressing complex problems, and contributing to the social and economic development of the Kingdom of Saudi Arabia, in particular.

The University is keen to promoting the conditions that

facilitate scientific and applied research through offering some financial and technological support to its faculty members at this early stage of university development. Through applied and scientific research, the University espouses to enhance its academic role by advancing the development of its faculty, contributing to knowledge, and supporting the development of the community in the fields of its faculty expertise.

The University encourages its faculty to pursue interdisciplinary, collaborative, applied research in areas that have direct implications and relevance to the community.

The University will also ensure that its students are actively involved in scientific research through final year projects and other academic activities to develop their research capabilities.

Policy

- The University research Board shall have oversight on the implementation and modification of this policy and all related research matters.
- The University encourages its faculty to conduct applied, collaborative, and interdisciplinary research that is relevant to the community.
- The University not approve of any research activity that is in conflict with Saudi laws and Saudi social values and principles.
- FBSU faculty members are encouraged to collaborate with faculty members from other institutions provided that part of the research is conducted at FBSU.

- Faculty members may submit proposals for funding from any legitimate agency provided that prior approval from the URB is attained and proper procedures are followed.
- Research output shall be considered a factor in the promotion of a faculty member.
- The University shall provide support to a faculty member to attend an internationally recognized conference and present a scholarly article resulted from research conducted at FBSU subject to the URB approval.
- If a faculty member leaves the University before completing a funded research, the funds that were used will be deducted from his indemnity payment.

University Funded Research

- The University shall allocate funds in its annual budget to support a limited number of research proposals submitted by full-time faculty members working at the University
- Proposals are funded on a merit, competitive basis. Proposals by research groups of interdisciplinary collaborative nature are given higher priority. Research topics that are relevant to and of potential benefit to FBSU and to the community shall be favored.
- The University Research Committee (URC), assisted by College Research Committees (CRC) and Departmental Research Committees (DRC), amend policies and procedures, study requests, make recommendations, and render advice on all related research matters
- The University Research Committees shall receive the faculty proposals, manage the review process, and make final recommendations.

- Proposals shall be reviewed by qualified individuals selected from a field related to the proposals theme.
- Proposals that are submitted by faculty whose prior funded research resulted in a technical article or a patent shall have higher priority.
- Research shall be accomplished within one year of receiving the funds.
- A faculty member cannot receive funds for more than proposal during a funding cycle.
- University Funded Research Procedures
- Early in the spring semester of each academic year, the URB solicits proposals from faculty members for possible funding for the following academic year.
- The proposal must be prepared according to the Research Proposal Template (RPT) Format and must be approved by the DRC and the CRC before it is forwarded to the URC for final action.
- The URC sends out the proposals for review by experts in the area of the proposed research and provide each reviewer with the review guidelines, review timeline, and the Proposal Review Template (PRT) that need to be filled.
- The URC receives the PRTs and rank the proposal according to the score and submits recommendations to the chairperson of the URB on the proposals to be funded and the amount of funds each proposal shall receive.
- The URB meets to discuss the recommendations and submit final recommendation to the Provost of the proposals to receive the funds.
- The Provost sends a letter to the Principal Investigator (PI)

of each proposal funded with a timeline to complete the research and expected deliverables.

- The list of funded proposals and a brief synopsis on each are posted on the FBSU website.

COORDINATION POLICY

Impetus

FBSU offers degree programs to its Male and Female students in two separate campuses. To provide quality education and services, and project a coherent and consistent FBSU Brand, it is critical to maintain uniformity in all academic programs offerings, related services and activities, and processes occurring in the Male and Female Campuses of the University and in accordance with the Ministry of Higher Education and national accreditation requirements.

Policy

- The University shall be managed by the University President who oversees that policies, rules, and regulations are properly executed and uniformly applied and that due process is practiced in all University academic, financial, administrative, and disciplinary matters in both Campuses.
- The VP for the Female Section shall coordinate with the University President and Vice Presidents on academic, administrative, financial, human resources, admission and registration issues, and strategic matters. Final decisions shall be communicated by the head of the corresponding College/Department/Unit. Minor operational issues can be

implemented within the agreed upon guidelines with due notification

- Each College/Department/Unit shall have a Dean/Chairperson/Director and a Coordinator in the other campus.
- The Dean/Chairperson/Director of the corresponding Academic College/Department/Unit shall be the main authority for the quality and conduct of all academic activities in both the Male and Female Sections of the University.
- The Academic Dean/Chairperson/Director and his/her Coordinator shall be responsible for ensuring uniformity of all academic matters in the Male and Female Sections of the University.
- The Academic Coordinator shall report directly to the Dean/Chairperson/Director on all related academic matters.
- The Dean/Chairperson/Director shall appoint a course coordinator who shall be responsible for ensuring uniformity of all course related contents and activities (course outline, content, assessment tools, etc.) when multiple sections are offered in the same or in both sections of the University.
- All laboratory issues shall be mitigated and coordinated directly through the Labs director who has the responsibility of overseeing the operation of the labs in both Male and Female Sections. The Labs Coordinator shall be responsible for the upkeep and smooth operation of the Labs in the Coordinator's Section.
- All issues shall be directed to the appropriate University Committees for discussion and subsequent decision.

FACULTY PERFORMANCE ASSESSMENT POLICY

Impetus

Faculty members represent the intellectual capital of the university and are considered the backbone of the university hierarchy. They shoulder the responsibility of providing quality education to the most important university constituency, the students. Because they leverage the quality of the students' learning outcomes, it is important that faculty performance be assessed on a regular basis. Assessment provides the vehicle to document best teaching practices, identify areas of concerns, and provide necessary feedback to improve performance. Faculty assessment is based on many factors which includes but not limited to: teaching effectiveness evidenced by students' appraisal, peer review, final year project advising, use of effective learning tools, commitment to the students by active involvement in various capacities such as student advising, participation in the educational clinic, and involvement in students' activities; and service to the institution as manifested by active participation in committees.

Process

The process of performance assessment is as follows:

- Early each semester the Department Chairperson and the Faculty member prepare and sign the Faculty Agreement of Responsibilities form.
- During a semester, a peer review visit is made to one class taught by each Faculty member and the Peer

Review Report is prepared and discussed with the Faculty member. A copy of the report is kept in the Faculty member's file.

- All courses taught by a Faculty member are appraised by students toward the end of the semester using the Course/Teaching Effectiveness Appraisal Forms. The results of students' appraisals are sent to the faculty member and copies of which are kept in the Faculty member's file.
- At the end of the semester the Faculty member provides the Chairperson with the Faculty Academic and Professional Activities Report which is kept in the Faculty member's file.
- By the end of the semester each Faculty member completes the Course File for all courses he taught.
- By the end of the academic year, the Chairperson prepares the Faculty Assessment Form and meets with the Faculty member to discuss its contents with his overall assessment. The form is then signed by the Faculty and the Chairperson.
- The Faculty Assessment Form is then forwarded to the Dean for his comments and signature and copies are then sent back to the Faculty member and to the Chairperson.

Related Documents and Forms

- Faculty Responsibilities – Guidelines.
- Peer Review Reports (See Peer Review Policy).
- Course/Teaching Effectiveness Appraisal Forms (See Course Policy).
- Course Files (See Course Policy).
- Faculty Agreement of Responsibilities Form.
- Faculty Academic and Professional Activities Form.

- Faculty Annual Performance Assessment Form.

Faculty Responsibilities - Guidelines

Faculty responsibilities include but not limited to:

- Coordinate with and report to the Department Chairperson
- Enforce rules, regulations, and policies effectively.
- Post schedule allowing for ample office hours.
- Adhere to office hours.
- Engage in students' advising and mentoring.
- Identify trouble and troubled students and report appropriately.
- Take daily attendance and monitor habitual absences.
- Pursue quality-centered education/learning.
- Harness Creativity, community, competitiveness.
- Inspire students for lifelong learning.
- Apply effective teaching methods.
- Collaborative learning, case histories, projects, research assignments, current trends, focus on creativity, learning by doing, etc.
- Prepare and handout to students a detailed, informative, and effective syllabus.
- Apply teaching tools with proven effectiveness.
- Apply creative and inductive learning.
- Assign project in every course, organize competitions, and give out awards.
- Require extra reading and research paper.
- Attend and effectively participate in faculty meetings.
- Actively serve on committees.
- Prepare updated CV.

- Use Moodle and other teaching technologies in all courses.
- Identify and use learning software – Mathcad, etc.
- Put relevant materials on bulletin boards.
- Inject new ideas and topics into classrooms.
- Propose new initiatives for courses, labs, minors, focus areas, workshops, seminars, training, etc.
- Prepare course mid term report
- Prepare course final report.
- Prepare course file.

FINAL EXAM POLICY

This comprehensive Final Exams Policy has been developed to control and assure quality and maintain integrity in the conduct of the final examination experience at Fahad Bin Sultan University.

This policy highlights the exam rules and regulations, grading policy, exam management process, student rights, instructors, students, and administrators responsibilities, and the process of reporting occurring misconduct and irregularities.

It is the responsibility of the Deans to ensure that this policy is properly enforced.

Final exam grade submittal regulations

This policy establishes the final exam rules and regulations and highlights the responsibilities of the instructor and expected conduct of students during the exam. Adherence to this policy is essential to the quality and integrity of the

educational process. In case a rule herein contradicts with or deviates from the established MOHE rules, then the MOHE rules are applied.

Exam Rules and Regulations

- Exam problems should cover the full semester course materials.
- The exam questions should be original and have not be given in a previous exam.
- Exams of multiple sections of the same course offered in both campuses should be the same and should be administered at the same time. The course coordinator is responsible for enforcing this rule.
- The exam should be used as a tool to assess the course learning outcomes.
- The exam must be administered in a timely manner: Must begin and end at exactly the allocated time period.
- Specific test rules should be clearly stated on the exam cover page (open or closed book, etc.)
- The points allocated for each problem should be written on the exam sheets.
- A student who is late for less than 30 minutes is allowed to take the exam and he/she is required to submit his/her test by the end of the exam period with no extension.
- No student is allowed to leave the exam room in less than 30 minutes from the start of the exam.
- A student who does not take the exam during its scheduled time is not given a make-up exam per MOHE rules. In extreme situations a student may submit a petition to the Dean of the College for his/her approval no later than

one week after the regularly scheduled exam time.

- The following honor code pledge should be included to be signed by the student before starting the exam:

Pledge:

I pledge that I will neither give nor receive unauthorized aid on this test.

- Name:

- Signature:

Grading and Grade Submittal Policy

Tests are collected by the proctors and delivered to the Acting Dean's office for distribution to instructors for grading

Grading and Grade Submittal Policy

- Tests are collected by the proctors and delivered to the Acting Dean's office for distribution to instructors for grading
- Exams must be graded in a fair and transparent manner using a detailed exam key showing the grade allocated for each question.
- It is recommended that, after consultation with the Department Chairperson, the course instructor may apply the following formula to tally the final grade:

$$\text{Final Grade} = 100 * (X/100)^{(\text{LOG}(Y/100)/\text{LOG}(Z/100))}$$

X = Actual course grade earned by student

Y = Intended Average

Z = Earned Class Average

- The final course grade should be submitted to the Registrar's office using the Grade Report Form for the course, signed and dated by the instructor, the chairperson and the Dean of the College within 48 hours of the final exam.
- The instructor should request a colleague to verify the accuracy of the composite final exam grade.
- The instructor should provide statistical analysis of the course grades.
- The Registrar enters the grades into the system and sends back an official copy to the instructor for final verification. The instructor signs the Final Grade Form and returns it to the Registrar.

Students' Rights

- Graded tests must be made available for students review till the end of the second week of the following term.
- If a student has a strong concern about his/her final grade, he/she may submit a request for Final Grade Review. Approval Form to the Department Chairperson within one week of the grade posting date. A petition fee of 100 SAR per request per course shall be levied against the petitioner. The fee will be refunded to the student in case the petition is approved.
- In case of a grade change, the instructor must submit a Change of Grade Form to the Department Head for approval and submittal to the Dean and finally to the Registrar for final processing.
- A student has the right to request and obtain a breakdown of her/his course grades prior to the final exam. Instructors

are required to submit a copy of their itemized course grades to the department Chairperson by the last day of classes.

Denied Students

- The instructor should submit to the Registrar's Office the list of students who were absent for more than 25% of lecture periods and should be denied from entering the exam two weeks prior to the final exam period.
- The Registrar's Office formally informs the students of the decision denying them from entering the exam room and removes their names from the courses' lists submitted to the instructors prior to the final exam.

In case a student insisted to attend the exam in spite of his DN status, he/she must sign up the DN Status Sign-Up Form (FE-2)

Exam Management

Final Exams are administered according to the following rules:

- The course instructor must submit to the Dean's Office copies of the exam at least 48 hours before the exam time.
- The instructor informs the Deans' Office on any special needs for the exam (answer booklets, etc.).
- Each exam session will have a head proctor designated by the Dean's Office. The head proctor will be assisted by the assigned proctors.
- The Head Proctor picks up the exams, exam report form and the students' lists for the associated exam session

from the Dean's Office 15 minutes before the start of the exam.

- The proctors distribute the exams before students enter the exam room.
- The head proctor verifies the identity of the students taking the exam against the students' lists.
- Exam begins and ends at the specified times.
- The Head Proctor returns the exams to the Dean's Office to be immediately distributed to the instructors for grading.

Students Conduct

A problem that is detrimental to students' learning and growth is plagiarism. To curb plagiarism, students are required to:

- present an ID for verification.
- sign the pledge on the exam cover sheet before starting the exam.
- conduct themselves in the highest ethical standards
- adhere to the test rules indicated on the exam cover sheet.
- refrain from any form of communication with each other during the test without the permission of the Head Proctor.
- have no cell phones or any other communications devices
- stop writing when the head proctor announces end of exam.

Any attempt for cheating or misbehavior during the exam will result in the student's dismissal from the exam and will be referred to the University Disciplinary Committee for possible further disciplinary actions. The Department Chairperson shall resolve any infringement on implementing these rules that may occur during the exam.

The head proctor is responsible for implementing these rules.

Proctors role

The role and responsibilities of the proctors include:

- Understand and implement the Final Exam policy.
- The proctors must show up to the exam room on time.
- Read the students' conduct policy as it is posted on the Whiteboard in the exam room before the exam starts.
- In case a student insist in not following a proctor's request for any reason during the exam, the head proctor summons the Chairperson or the Dean to the exam room to resolve the issue.
- At no time the proctors engage the students in any argument that leads to upsetting tranquility in the exam room.
- The proctors must try to create a relaxed atmosphere inside the exam room.
- The head proctor must submit all cases of attempting plagiarism regardless of the form or how trivial the plagiarism attempt occurs.

HARASSMENT POLICY

Prelude

The quality of an institution cannot be measured using compartmentalized constructs, but rather by a framework of wholesomeness that take into account the academic and human dimensions of the learning experience. Accordingly, the net value of an institution to the society is

the interdependent sum of contributions and the collective adherence to its values and principles by all associated with it. A very important measure of success of a higher learning institution, therefore, is its ability to ameliorate human imperfections and uplift the spirit in all individuals associated with it.

Quality of character emanates from principles that contribute to the human experience and condition maturity of the conscience to do right. Deeply rooted principles of benevolence, integrity, honesty, respect, empathy, and tolerance determine one's ability to engage in meaningful open-minded discussions in the "market place of ideas" about important matters of life. A sign of strength of one's arguments in this intellectual space is his/her ability to take the discussion to the deepest of human dimensions, the soul and articulate his/her convictions and ideas forward to advance human connectivity and commitment to a better world, all the while adhering to the principles of respect and tolerance that shield him/her from rendering judgments on those who disagrees with his/her ideas and express their principles differently. FBSU shall strive to become known as an institution that uphold the principles of freedom of expression, respect, tolerance, open mindedness, and responsibility. In this vain, FBSU shall institute rules and policies that protect the rights of all its constituencies in all of its premises and to provide them the space for self expression without fear of retaliation as long as the behaviors conform to acceptable behavioral norms, cultural preferences, and laws of the Kingdom of Saudi Arabia.

Policy

- Students, faculty and staff at FBSU shall exercise their rights without fear of retaliation, humiliation, or sanctions.
- FBSU shall provide the conditions that preserve the integrity and respect of all.
- FBSU exhorts all to contribute to the uplifting of the spirit of others and advance the values and principles of tolerance and benevolence.
- FBSU protects the academic and personal freedoms of all as long as those freedoms are expressed within the perimeters of social responsibility and in the spirit of adherence to Saudi laws and cultural norms.
- Any infringement on the dignity of any one shall not be condoned and will not be tolerated.
- Attempt to marginalize any one or diminish anyone's dignity verbally or by spreading false rumors or innuendos on someone's behavior shall be considered as a form of harassment and bullying and counter to FBSU's principles and values.
- Anyone who is harassed or bullied for any reason must follow due process to bring his/her grievances to the attention of the University administrators by submitting a grievance case against the person(s) harassing or bullying him/her. In doing so, the person must exercise utmost objectivity in presenting the facts of the case and not use the process as a means for personal attacks.
- The Disciplinary committee shall take all harassment or bullying grievance cases very seriously, investigate them carefully, render appropriate judgment, and take

appropriate actions that may lead to contract termination of the guilty party.

LEARNING ASSISTANCE CENTER POLICY

Prelude

Student learning is the net sum of the learning acquired by various teaching techniques such as lecturing, homework, projects, self study, research, tests, competitions, lab experiments, reflection, and case studies, delivery modes such as PowerPoint presentations, internet, whiteboard, and so on. No one learning technique or delivery mode is sufficient by itself and no one is superior to the other when it comes to student learning. Student learning preferences and most effective teaching practices vary from one student to another.

The role of the institution, through the instructor, is to encourage the application of various teaching/learning modes in the hope that in combination lead to effective accumulation of knowledge and competencies. Classical teaching/learning techniques such as the ones mentioned above are done by the instructor. In support of the instructors' effort to promote student learning, the FBSU is announcing the establishment of the Student Learning Center.

Learning Assistance Center (LAC)

The Learning Support Center is like a health clinic. In as much as a patient pays a visit to a doctor in a health clinic

at a specific appointment time to seek health care for a complaint, a student would visit a professor participating in the Learning Support Center during specific office hours to seek educational care and help on a specific subject matter.

How does the Learning Assistance Center work?

Professors will be assigned the duty of being present in the Conference Room, room A-112 during an agreed upon office hours. Professors would provide help over a spectrum of fundamental subjects, namely English, Mathematics, and Information Technology.

Who and When?

The list of Learning Support Center participants and volunteers shall be posted at the beginning of every semester.

Instructor Responsibilities - Guidelines

The instructor has the sole responsibility for the management and conduct of the course to satisfy the intended learning outcomes. This responsibility entails the following:

- Prepare a clear and informative syllabus to include:
- Course Description.
- Course Pre-requisites.
- Class meetings and exam schedule.
- Textbook and references.
- Course topics.
- Educational aims.
- Intended learning outcomes.

- Transferable skills.
- Modes of delivery.
- Resources.
- Assessment process.
- Students' expected time commitment.
- Post faculty schedule with specific and ample office hours.
- Plan for continuous assessment.
- Meet deadlines.
- Adhere to office hours.
- Give at least one exam before mid term.
- Provide a midterm assessment report.
- Take daily attendance and report habitual offenders to Dean's office.
- Give help sessions as needed.
- Be fair and transparent.
- Use Moodle and other teaching technologies as a teaching tool in all courses.
- Assign relevant homework, projects, etc. in tune with the learning outcomes.
- Return graded tests, homework with comments in a timely manner.
- Keep all course materials in a course folder.
- Conduct course assessment at the end of semester.
- Extend common courtesies to students.
- Encourage students in class discussion.
- Always maintain enthusiasm.
- Inspire students commitment, hardwork, determination, and lifelong learning.
- Enforce rules, regulations, and policies effectively
- Advisor and mentor.

- Identify trouble and troubled students and report appropriately.
- Creativity, community, competitiveness.
- Apply effective teaching methods Collaborative learning, case histories, projects, research assignments, current trends, focus on creativity, learning by doing, use effective teaching tools, creative and inductive learning, etc.
- Maintain effective communications with students.

Housing Policy

Eligibility Criteria

- Housing accommodation or housing allowance is provided to expatriates only unless it is otherwise noted in the employment contract.
- A University faculty or staff member is eligible to receive housing accommodation if he/she does not have a spouse who receives housing benefits from another source.
- Married individuals who are eligible to live in the AlHamra Compound and have their families living with them are entitled to three bed room units. Bachelors or individuals whose families are not living with them shall be assigned to one bed room units.

Specific Policy

- A University faculty or staff member will be assigned a unit in the Al Hamra Compound if units are available.
- In case a unit in Al Hamra Compound is not available, or the faculty member provides a compelling reason that prevents him from living in the compound, then upon the approval

of the University Housing Committee, an apartment will be rented on his/her behalf and furnished as per University Housing Committee's recommendations.

- If after approval of the University Housing Committee (UHC) a faculty member opts to rent his (her) apartment, he (she) can do so provided the rent does not exceed the limit defined by the UHC. In such a case, the University will furnish the rented apartment according to the specifications set by the UHC. Therefore, all additional items that the tenant wishes to have must be purchased by him (her) and he (she) should pay the cost of operation of such items and the cost of transferring them to and out of the apartment.
- Al Hamra Compound units will be assigned to faculty members according to the following priority (a: highest priority, e: lowest priority):
 - Single female faculty and staff members
 - Non-Arab faculty and staff members
 - Married faculty members
 - Single male faculty members
 - Unit Directors/Heads of sections
- The faculty member shall be responsible for
 - Maintaining the up-keeping of the unit and its holdings
 - Not removing or replacing any item without prior approval of the UHC
 - Payment of electric, telephone, and Internet access bills (if so required)
 - Respecting the rules and regulations that govern life on the Compound as established by the UHC.

PARKING POLICY

Impetus

To facilitate vehicle movement on campus grounds, ensure safety of University personnel and students, and protect campus assets, FBSU provides parking spaces for the students and faculty and staff members. A color coded University Parking Authorization Sticker (UPAS) is designed and distributed free of charge to each member of every campus group wishing to use campus grounds for parking his vehicle. Anyone who wishes to benefit from this service must adhere to the parking policy articulated below.

Policy

- No car is allowed on campus unless it is legally registered.
- A student, faculty or staff member must register by filling the Vehicle Registration Form (VRF) and obtaining the colored-coded UPAS. Faculty and staff members register in the Human Resources Department and Students register in the Office of Admissions and Registration.
- The UPAS must be visibly placed on the right bottom corner of the windshield.
- Anyone with a valid UPAS must park his car only in the designated parking area. Parking in the wrong parking area will result in a 20 SR penalty for each violation.
- No parking is allowed outside campus perimeters. Local Police will be contacted to issue tickets to violating vehicles.
- No weapon or any illegal material of any type is permitted inside a vehicle parked on campus grounds. Violations will be referred to the appropriate law enforcement agencies

for prosecution.

- • The University shall not be responsible for items lost or damages incurred to a vehicle parked on campus grounds.
- Saudi traffic laws must be strictly followed when driving on campus grounds.

PEER REVIEW POLICY

Impetus

One of the tools used by many institutions to assess teaching effectiveness and provide useful and objective feedback to instructors about their teaching style is peer review. Peer review is not about evaluating the instructor, but an instrument that offers insight about the learning experience by an independent and objective observer as it unfolds in context. Peer review is not about judging the instructors knowledge or teaching skills, but a way to gauge the effectiveness of his/her information delivery, class management, teaching style, use of tone of voice, ability to communicate with students, applying collaborative learning methods, use of time, use of students' feedback, and so on. Peer review is not about what is wrong with the instructor, but a way to collect best teaching practices used by various faculty members and share those practices with other faculty to leverage their effort in support of the paradigm of quality-centered education.

Objectives

The objectives of peer review are to:

- Support the paradigm of quality-centered education
- Signify to students the spirit of cooperation to buttress their educational potential
- Collect data on effective teaching practices and create a depository to be shared with all
- Provide feedback to the instructor to affirm effective practices and rectify less effective ones.
- Harness the spirit of teamwork for a better community

Implementation plan

FBSU will start implementing the concept of peer review immediately. The way it works is that a team of two peers will visit one of the classes taught by each instructor during the semester. The instructor will be informed of the visit at least one day prior to the visit. The peer reviewers will come to class at the specified time, sit in the back of the room, observe the teaching session as it unfolds, take notes on what is happening in the class room, and then write a brief assessment letter to be shared and discussed with the instructor thereafter. Issues for the reviewers to comment on include: Information delivery techniques, class time management, teaching style, use of tone of voice, ability to communicate with students, collaborative teamwork practice, response to students' questions, encouragement of students to ask questions and provide feedback, effective use of delivery tools (PowerPoint, whiteboard, etc.), use of case studies, working examples, and so on.

Peer Review Schedule

A schedule for peer review visits will be posted at the beginning of each semester.

