جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

EXECUTIVE REGULATIONS FOR ACADEMIC PROMOTIONS

Scope:

This policy applies to all full-time faculty members, who seek promotion to professor and associate professor ranks.

Purpose:

Promotion offers academic staff recognition and reward for demonstrated excellence in the three pillars of academic endeavors – teaching, research and community service. The University regards promotion as a mark of distinction and is only to award such promotions where an academic staff member has demonstrated professional and academic eminence at an international level and in accordance with the highest ethical standards. This policy supports the commitment of the University's Strategic Plan and acknowledges the critical importance of career progression for its faculty members.

Definitions:

The words and phrases, wherever mentioned in this regulation, shall have the meanings written against them:

University: Fahad bin Sultan University

President: President of Fahad Bin Sultan University

Dean: Dean of the academic college to which the faculty member applying for promotion belongs

Applicant: A faculty member employed at a higher education institution (e.g., a university in Saudi Arabia or a comparable academic institution) who formally requests promotion to a higher academic rank in accordance with institutional regulations and promotion criteria.

Committee: Scientific Committee

The Council: The Scientific Council of the University

Refereed Scientific Journal: an indexed scientific journal that publishes specialized research in a specific field after it has reviewed the research by a number of specialists in the same field.

International Refereed Scientific Journal: A peer-reviewed academic periodical indexed in recognized global databases (e.g., Scopus, Web of Science), which publishes specialized research after rigorous evaluation by field experts. To qualify as "international," it must be published and distributed beyond a single region, use a widely accessible language (e.g., English), follow standardized citation practices and maintain consistent inclusion in authoritative bibliographic indexes.

Principal researcher: The lead intellectual contributor to a scholarly work, identified as the sole author, or the first author in multi-authored works where position denotes contribution.

Principal Investigator (PI): The institutionally recognized leader of a funded research project, responsible for overall project design, execution and compliance, financial management and reporting, delivery of promised research outputs as well as supervision of all project personnel.

Article Twenty-One:

To apply for promotion from the rank of Assistant Professor to Associate Professor, the following conditions must be met:

1. The applicant must have served at least four years as an Assistant Professor at a recognized Saudi university or another recognized university. The total period of service in universities must not be less than one academic year in Saudi Arabia.
2. The minimum required scientific output for promotion must be completed according to the provisions of Article 32 of these regulations.
3. The submitted scientific output must not include any research that was published or accepted for publication before being appointed to the rank of Assistant Professor.

Executive Rule for Article Twenty-One:

1. The required duration for eligibility for promotion to Associate Professor is calculated from the actual start date of appointment (by official university council decision) as Assistant Professor, excluding previous service in non-academic roles. If the appointment as Assistant Professor is delayed after the decision, the calculation starts from the actual start date at the university.

Article Twenty-Two:

To apply for promotion from the rank of Associate Professor to Full Professor, the following conditions must be met:

1. The applicant must have served at least four years as an Associate Professor at a recognized Saudi university or another recognized university. The total period of service in universities must not be less than one academic year in Saudi Arabia.
2. The minimum required scientific output for promotion must be completed according to the provisions of Article 33 of these regulations.

3. The submitted scientific output must not include any research that was published or accepted for publication before being appointed to the rank of Associate Professor.

Executive Rule for Article Twenty-Two:

1. The required duration for eligibility for promotion to Full Professor is calculated from the actual start date of appointment (by official university council decision) as Associate Professor.

Article Twenty-Three:

A faculty member has the right to submit a promotion request to the department council within a maximum of six months before completing the required service period.

Executive Rule for Article Twenty-Three:

1. A faculty member may apply for promotion to the department council up to a maximum of six months before completing the required service period. This is calculated from the date of the department council meeting. However, the scientific council shall not proceed with the promotion procedures until the faculty member has fully completed the required service period, which is four years.
2. The calculation of the service period begins according to the provisions outlined in Executive Rules 21 and 22, and clause No. 1 in both rules.

Article Twenty-Four:

The period of deputation or secondment is calculated for promotion purposes as follows:

1. The full period is counted if the deputation/secondment is for a scientific or practical entity and is within the field of specialization.
2. Half of the period is counted if the deputation/secondment is for a non-scientific/practical entity but still within the field of specialization.
3. The period is not counted for promotion if the deputation/secondment is in a field outside the area of specialization.

Executive Rule for Article Twenty-Four:

1. The Scientific Council determines - based on the recommendation of the department and college councils - whether the work of a faculty member during deputation/secondment qualifies to be counted fully or partially toward the promotion period. A decision is then issued accordingly as indicated in article 24 of these regulations.
2. Faculty members working for the Ministry of Education, universities, and government or private colleges, or engaged in administrative roles related to their area of specialization, are treated according to article 24 of these regulations.

Article Twenty-Five:

The evaluation of teaching staff for promotion is based on the following criteria:

1. Scientific output.
2. Teaching performance.
3. Service to the university and the community.

Article Twenty-Six:

Promotion Procedures:

1. A faculty member submits a promotion request to the relevant department council, which must include:
   a) A statement of academic qualifications, professional experiences, and job progression.
   b) A statement on teaching activities.
   c) A statement of university and community service activities.
   d) At least five copies of the scientific output submitted for promotion, along with the supporting data.
   e) Any additional information to support the promotion request.
   f) Any documents or evidence requested by the department or college council or the Scientific Council.
2. The department council reviews the promotion request, verifies compliance with the conditions and procedures, and recommends that the college council forward the request, along with a proposed list of at least eight qualified referees.
3. The College Council reviews the application based on the recommendation of the Department Council and nominates a number of referees from the proposed list, ensuring that the number is not less than eight specialized referees, whether nominated by the department or otherwise.
4. The Scientific Council reviews the promotion application based on the recommendations of the Department and College Councils and proceeds with the evaluation, including:
   a) Selecting five referees to evaluate the research, chosen either from the nominees of the college council or others. Three of them serve as primary referees, the fourth as the first alternate, and the fifth as the second alternate, to be referred to if needed. At least two of the three primary referees must be from outside the university.
   b) Sending the research and promotion-related documents to the referees confidentially, following the template provided by the Scientific Council.
   c) A decision is made to approve or reject the promotion of the faculty member based on the referees' reports, and reports related to the applicant's teaching activities and service

to the university and society.

d) If the council decides to reject promotion due to the weakness of the scientific output, it determines the fate of the submitted research - whether to disregard it or allow for resubmission. A new promotion request can only be submitted after including at least one new research unit for promotion to associate professor and two new research units for promotion to full professor.

Executive Rule for Article Twenty-Six:

Considering the provisions of Article 26 of these regulations, the following rules shall apply:

1. The department council reviews the promotion request if completed, within a maximum of 10 working days from the date of submission by the faculty member, according to the conditions and rules set by the Scientific Council.
2. The promotion file is forwarded to the college council after the department council's approval and the dean's endorsement, within a maximum of 10 working days.
3. The department and college must submit the applicant's scientific output list to the promotion system along with referee information. A total of eight referees must be nominated - four by the department and four by the college - with at least two referees from outside the university. The college's list must not duplicate the department's list.
4. The scientific output is evaluated by referees using electronic forms, according to the following criteria:

Criterion	Max Score
Commitment to scientific methodology, structure, and clarity of topic	10
Originality and contribution to the field of specialization (Theoretical/innovative impact)	9
Accuracy, integrity, and quality of references	9
Prestige and indexing of publication venue	8
Researcher's credibility and analytical depth (e.g., interpretation of results) (if applicable)	8
Language proficiency and adherence to formatting standards	8
Relevance to the applicant's research expertise (Fit with their specialization/career trajectory)	8

5. The data of the referees must remain confidential and can only be accessed by authorized personnel. Members of the relevant committees are committed to preserving its confidentiality and not disclosing it in any form.
6. When determining the reason for rejection of the scientific output, the following must be considered:

   a) Research that includes indications of plagiarism or academic dishonesty shall be excluded from the scientific output.

b) Research judged to be weak by two referees is considered to have failed and will not count toward the minimum required scientific output. For example: if the research earns less than the required points for promotion (35 points for promotion to Associate Professor, and 40 points for promotion to Full Professor A new promotion request can only be submitted after including at least one new research unit for promotion to associate professor and two new research units for promotion to full professor.

Article Twenty-Seven:

The efforts of a faculty member applying for promotion are evaluated on a 100-point scale distributed as follows:

- 60 points for scientific output.
- 25 points for teaching.
- 15 points for university and community service.

The University Council approves the evaluation criteria for participation in teaching and service to the university and the community, based on a recommendation from the Scientific Council.

Executive Rule for Article Twenty-Seven:

Considering the provisions of Article 27 of these regulations, the following rules shall apply:

The points for faculty member participation in teaching, university service, and community service are calculated using the evaluation forms filled and approved by:

- The department chair
- The college dean
- The Scientific Research Committee

First – Teaching:

1. A maximum total of 25 points are allocated for the teaching field, are evaluated according to the designated and approved form by the Scientific Council.
2. The department head prepares a report summarizing the points earned by the applicant in the teaching field according to the approved form. The dean's approval is required for the report...
3. The points are calculated as follows:
    - The teaching load is allocated a maximum of 15 points given to the faculty member who is assigned to the upper limit of the number of teaching and administrative units stipulated by their current academic rank.
    - The teaching performance is measured by the applicant’s adherence to the curriculum and the textbook, teaching innovations, and commitment to lectures and office hours. This item is allocated 10 points evaluated according to the forms prepared by the chair and dean (taking into consideration evaluation provided by the quality assurance department).

Second – University and Community Service:

1. The department head prepares a report summarizing the points earned by the applicant in the teaching field according to the approved form. The dean's approval is required for the report. This report includes the applicants' participation in on-campus committee, events and activities. This section is allocated 10 points out of the 15 points allocated to this section...
2. Various participations that fall within the framework of university and community service, which are approved by the Scientific Council evaluates based on the applicant's CV. Only 5 points shall be allocated to these participations.
3. Other participation, including the appointment of the applicant as a department chair or college dean or any other position. Each of such appointments is allocated 3 additional points.
4. Each participation assigned to a faculty member, who has not been assigned administrative tasks, is allocated three additional points, provided that these participations have been assigned to them by the University or the Ministry of Education. At all accounts, the total of points allocated to the University and community service shall not exceed 15 points.

General Rules for Calculating Teaching and Community Service Points:

1. The total points earned by the faculty members in teaching and community service activities must not be less than 20 points out of the total 40 points for the promotion to be granted.
2. The Scientific Council approves the total points awarded to the applicant.

Article Twenty-Eight:

The total score obtained by a faculty member for promotion must not be less than sixty points (60 points), provided that the points of the scientific output for promotion to the rank of Associate Professor are not less than thirty-five (35) points, and for promotion to the rank of full Professor are not less than forty (40) points. The promotion is evaluated by three referees. Promotion to the rank of Associate Professor requires a majority opinion from the three referees, whereas promotion to the rank of full Professor requires unanimous agreement among the three referees. In the case of agreement by two referees and disagreement by the third, the scientific output refers to a fourth referee whose opinion is considered final.

Article Twenty-Nine:

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

1. Published or accepted research in referred scientific journals. The Scientific Council sets the standards for the accepted journals.
2. Refereed research presented at specialized scientific conferences or symposiums, provided that the full paper is published or accepted for publication- a maximum of one research unit

is accepted.

3. Refereed research published or accepted for publication by university research centers in the field of specialization.
4. Peer-reviewed university textbooks and scientific references - a maximum of one research unit is accepted.
5. Refereed review of rare books - a maximum of one research unit
6. Refereed translation of specialized scientific books, - a maximum of one research unit is accepted.
7. Books and research published by scientific bodies approved by the Academic Council and subject to refereeing - a maximum of one research unit is accepted.
8. Inventions and innovations for which patents have been issued by patent offices recognized by the Academic Council.
9. Distinguished creative activity according to rules approved by the University Council based on the recommendation of the Academic Council.

First Executive Rule for Article Twenty-Nine:

1. For any scientific output to be considered eligible for promotion, it must clearly indicate the applicant's affiliation with Fahad Bin Sultan University. An exception applies only to work published during the applicant's prior affiliation with another institution, provided that the research was submitted to the journal before joining Fahad Bin Sultan University.
2. The minimum required limit for promotion may include:
   a) **Review Articles:** a maximum of one research unit is accepted if it is published in journals indexed on the Web of Science or Scopus at the time of acceptance.
   b) **Extended Research published at previous conferences:** The promotion applicant must be the First author of both the conference paper and the extended journal paper. The first paper must have been presented at a conference. The extended journal paper must explicitly state that it builds upon the earlier conference paper. The applicant must not have used the conference paper for promotion (current or past). The extended paper must be published in a peer-reviewed journal listed on ISI platform (Web of Science, Citation Index Expanded, or Social Science Citation Index) at the time of acceptance. A maximum of one research unit is granted for such extensions.
   c) **Short Articles:** A maximum of one research unit is accepted if the article meets the following criteria: a) follows the standard structure of a research paper (including abstract, introduction, methodology, analysis, results, discussion, and references), b) published in a peer-reviewed scientific journal indexed in the Science Citation Index Expanded (SCIE) or Social Science Citation Index (SSCI) on the Web of Science platform at the time of acceptance.

d) **Chemical Structure Reports:** a maximum of one research unit is accepted if it is published in a peer-reviewed scientific journal listed on Web of Science platform, in the "Science Citation Index Expanded" or "Social Science Citation Index" databases at the time of acceptance.

e) **Case Reports:** A maximum of one research unit is accepted for case reports in medical and health-related fields, provided they are directly relevant to the specialty.

f) **Scientific articles related to medical education** in health colleges. Eligible topics include but are not limited to: Curriculum Design & Development, Instructional Formats & Teaching Methods, Learning Delivery Models & Theories, Assessment, Evaluation, & Educational Outcomes, Program & Performance Evaluation, Learning Environment & Student Well-being, Faculty Development & Professional Identity Formation, Technology in Education, Diversity, Equity, and Inclusion. A maximum of one research unit is accepted.

Articles in the form of responses, discussions, or debates (e.g., Letters to the Editor, Correspondence, or Debates) addressing published research, as well as articles that do not meet recognized scientific research standards, will not count toward the minimum promotion requirement. The Scientific Council shall assess and evaluate the submission based on its originality and scientific value, and such articles may not be considered equivalent to full research articles. For such articles the applicant must submit a written request to the department chair who in turn forward the request to the dean of scientific research and graduate studies.

Second Executive Rule for Article Twenty-Nine:

First: Standards for Accepting Peer-Reviewed Journals

Research must be published in journals indexed in at least one of the following databases:

1. Web of Science (ISI)
2. SCOPUS
3. MEDLINE indexed in PubMed
4. ARCIF (Arab Citation & Impact Factor)

Second: Conditions for Accepting Letters of Acceptance

To be valid, acceptance letters must meet all the following criteria:

1. Must be issued by the official publishing authority i.e. the official journal/publisher letterhead with verifiable contact details. Signed by Editor-in-Chief or editorial board member.
2. Explicit confirmation of full acceptance (e.g., "finally approved for publication without any revisions").
3. Should specify article details: Manuscript title, author list, article type (e.g., peer-reviewed research), Journal name and issue (ISSN/ISBN) and expected publication date.

Third: Standards for Accepting Peer-Reviewed Conference Papers

1. The paper must be accepted and presented at a peer-reviewed conference with a documented selection process.
2. The conference must be hosted by a reputable university, research institution, or recognized scientific organization (i.e. no predatory/non-academic events).
3. The applicant must attend and present the paper (in-person or virtually).
4. Submit at least two forms of proof (e.g., presentation certificate, conference program, published proceedings, or acceptance letter). Virtual presentations require additional proof (e.g., registration logs).

Fourth: Criteria for Accepting University Books, Scientific References, Authored or Translated Books Published by Academic Bodies

1. The book must fall within the academic specialization of the applicant for promotion.
2. The book must be peer-reviewed either through the Scientific Council or by a specialized authorized body approved by the Council.
3. Before applying for promotion, the book must be submitted to the Scientific Council for approval as part of the minimum scientific output requirement." The official approval decision from the Scientific Council must be attached to the promotion application.
4. A peer-reviewed book chapter is counted as half a unit if it is an independent work, and a quarter of a unit if it is co-authored. It is not counted independently (i.e., 0 units) if it is part or section of a full book primarily authored by the editor.

Fifth: Criteria for Accepting Patents

1. The patent must be within the applicant's field of specialization, based on the recommendation of the department and college councils.
2. Fahad Bin Sultan University must be among the assignees of the patent.
3. A certificate of patent registration must be attached.
4. If a published research paper results from the patent and is accepted for publication in a peer-reviewed journal listed on the Web of Science (ISI) platform (at the time of acceptance), in the "Science Citation Index Expanded" or "Social Science Citation Index" databases, then the patent units are counted separately. Only one research resulting from the patent can be accepted for promotion.
5. The patent must not be granted based on work completed before being appointed to the rank of Assistant Professor.
6. The patent must be granted by one of the recognized entities:
    a) United States Patent and Trademark Office (USPTO)
    b) Japan Patent Office

c) European Patent Office

d) Saudi Authority for Intellectual Property (SAIP)

e) Any other patent offices or authorities approved later by the Scientific Council.

7. Patent units are counted according to Article 34 of these regulations, and no more than one unit may be accepted from each patent.

Sixth – Criteria for Accepting Distinguished Creative Activity:

1. The applicant must submit an activity that demonstrates distinction, and it must be recommended for acceptance by the department and college councils.
2. The activity must fall within the applicant's academic specialization. If it holds scientific value, this must be documented in the minutes of the department and college councils.
3. The applicant must have received a recognized scientific award - local, regional, or international - granted by an entity recognized by the National Center for Academic Accreditation and Evaluation, or the activity must be peer-reviewed by a specialized scientific committee approved by the Scientific Council, and a decision of acceptance must be issued.
4. Creative activity units are counted according to Article 34 of these regulations, and no more than one unit is accepted from such activities.

Article Thirty (30):

The publications submitted or accepted for publication in peer-reviewed scientific journals must not be less than the minimum required for promotion. One research unit is required for faculty members applying for promotion to the rank of Associate Professor, and two research units for those applying for promotion to the rank of Professor.

Executive Rule for Article Thirty (30):

1. Original Research Articles (published or accepted for publication) in peer-reviewed scientific journals must constitute no less than 50% of the scientific output submitted for promotion.
2. For scientific and health-related fields, the published or accepted research must appear in classified peer-reviewed journals listed in ISI's Web of Science databases. At least one research unit is required for faculty members applying for promotion to the rank of Associate Professor, and two research units for those applying for promotion to the rank of Professor.

Article Thirty-One (31):

The scientific output submitted by the faculty member for promotion must be published or accepted for publication through more than one publishing outlet. All publishing outlets must not be affiliated with a single university or a single scientific institution.

Executive Rule for Article Thirty-One (31):

1. All peer-reviewed scientific journals issued by branches of the same educational institution are treated as a single publishing outlet (i.e., one scientific journal).
2. The number of published or accepted papers in a single publishing outlet must not exceed one research unit when applying with the minimum scientific output required for promotion. Exceptions are as follows:
    a) Scientific journals indexed in the Web of Science (ISI) platform (at the year of publication) in the "Science Citation Index Expanded" or "Social Science Citation Index" databases - publishing in the same outlet is permitted up to 50% of the minimum requirement.
    b) Journals indexed in the Scopus database have a Cites Score or are indexed in Arcif with a documented impact factor more than or equal to one - applicable only to humanities and social sciences, with the same 50% outlet publishing cap of the minimum requirement.

Article Thirty-Two (32):

The minimum required scientific output for promotion to the rank of Associate Professor is four published or accepted research units, with at least two of them being single author works. The university council, based on a recommendation from the scientific council, may grant an exception to this rule for some specializations, provided that more than one research unit is published.

Article Thirty-Three (33):

The minimum required scientific output to apply for promotion to the rank of Professor is six units that are published or accepted for publication, with at least three of them being single author works. The University Council, based on a recommendation from the Scientific Council, may grant an exception for some specializations provided that more than three research units are published.

Executive Rule for Articles Thirty-Two and Thirty-Three:

1. At least Sixty Percent (60%) of the minimum scientific production units required for promotion must be in the applicant's area of specialization provided that the remaining scientific production units are in the applicant's field of specialization or related fields. The Department Council is responsible for determining whether the scientific production lies within the area, field and related field of the applicant.
2. The scientific production points in Article 28 shall be calculated as follows: 9 points per each unit for promotion to the rank of an associate professor and 7 points per each unit for promotion to the rank of a full professor.
3. Exceptions may be granted for single author works in scientific and medical fields to be substituted with equivalent units under the following conditions:
    a) At least one research unit for applicants for promotion to the rank of Associate Professor, and at least two research units for applicants for promotion to the rank of Full Professor

must be published in scientific journals indexed on the Web of Science (ISI) platform, the Science Citation Index Expanded or Social Science Citation Index databases.

b) The units must be among those specified in paragraph (2) of the executive rules of Article Thirty.

Article Thirty-Four (34):

Single-author scientific research is counted as one unit. It is counted as half a unit if co-authored by two individuals. If it is a joint research work involving more than two people, it is counted as half a unit for the primary researcher and a quarter of a unit for each of the others, if there is another joint work involving more than two individuals, each participant is credited with a quarter of a unit.

Article Thirty-Five (35):

Scientific output submitted for promotion must not be derived from master's theses, doctoral dissertations, or previous work by the applicant. If the Scientific Council determines that it is, the applicant will be denied reapplying for promotion for one year from the date of the council's decision.

Executive Rule for Article Thirty-Five (35):

The Scientific Council establishes criteria and regulations to determine whether or not submitted work is derived from master's theses, doctoral dissertations, or previous work.

Article Thirty-Six (36):

Referees involved in the promotion process must hold the rank of full Professor. However, if the promotion is to the rank of Associate Professor, it is permissible for one of the referees to be an Associate Professor.

Article Thirty-Seven (37):

A faculty member is promoted academically as of the date the decision is issued by the Scientific Council. However; for functional promotions, the date is based on the issuance of the executive decision, provided a vacant position is available.

Article Thirty-Eight (38):

A faculty member must be characterized by the following qualities:

1. Integrity and good morals, adherence to regulations and instructions, ethical and professional conduct, and refraining from any behavior that violates professional ethics.

Executive Rule for Article Thirty-Eight (38):

The applicant for promotion is considered in violation of what is stated in Paragraph (1) of Article Thirty-Eight if any of the following actions occur during the promotion process:

1. The applicant commits plagiarism or any ethical misconduct that affects the research integrity. The scientific council shall establish the standards and regulations for what constitutes or does not constitute plagiarism.
2. Submission of any incorrect documents or data during the promotion process that could affect the promotion decision. The evaluation will be reconsidered if the documents or data are found to be incorrect and influential to the Scientific Council.
3. The applicant communicates with any of the referees during the review period, whether directly or indirectly, in a way that may influence the review process.

If the Scientific Council determines that the applicant has committed any of the violations, the Council must take the following actions:

1. Exclude the research works that involved plagiarism/misconduct.
2. Notify the university president to consider referring the violating applicant to disciplinary action based on Article 83 of the regulations governing the affairs of Saudi university employees.

Additional Regulations Related to Promotion of Faculty Members:

1. The affiliation of the faculty member with FBSU must be clearly stated in all units of the scientific output submitted for promotion that have been published after joining the university.
2. The applicant must not have fewer than two units with FBSU affiliation in the case of applying for promotion to the rank of Associate Professor, and not fewer than three units in the case of applying for promotion to the rank of full Professor.
3. The reference to Fahad Bin Sultan University must appear first and be explicit and directly associated with the applicant's name for promotion. Referring to the university in another part of the research or book title is not considered valid.
4. The use of generative artificial intelligence (AI) in the scientific output submitted for promotion must comply with the Policy on the Use of Generative Artificial Intelligence in Scientific Research (SR-700).
5. Modifying the academic rank for a faculty member who is/was promoted in a country other than Saudi Arabia, is based on the decision issued by the Scientific Council.

Related Documents:

- Faculty Promotion Application Form (AA-400-F01)
- Faculty Promotion Evaluation Form (AA-400-F02)
- Faculty Promotion Activities Evaluation Form (AA-400-F03)
- Academic Promotion Procedures (AA-400-P01)
- Policy on the Use of Generative Artificial Intelligence in Scientific Research (SR-700)