



Faculty Governing

Policies and Regulations 2019-2020



Prince Sultan University

Faculty Governing Policies and Regulations

2019-2020

*In the
name of*
Allah
Most Gracious, Most Merciful

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Chapter One: General Provisions

Article (1): Unless otherwise provided for in these regulations, these terms, wherever mentioned in the regulations shall have the meaning set out against each.

1. **The University:** Prince Sultan University.
2. **The Board of Trustees:** Prince Sultan University Board of Trustees.
3. **The University Council:** Prince Sultan University Council.
4. **The Academic Council:** Prince Sultan University Academic Council.
5. **The University Rector:** Prince Sultan University Rector.
6. **The Dean of the College:** The Dean of one of Prince Sultan University Colleges.
7. **The College Board:** the Board of one of Prince Sultan University Colleges.
8. **Chairperson:** the Chairperson of one of Prince Sultan University Academic Departments
9. **The Department Board:** The Board of one of Prince Sultan University Academic Departments.
10. **Faculty Member:** one of Prince Sultan University Faculty members who occupies a permanent academic position at the University such as a Professor, an Associate Professor, an Assistant Professor, a Lecturer, a Research Assistant, a Teaching Assistant, and a Language Instructor.

11. **Researcher:** one of the University employees who occupies a full-time research position.
12. **The Teaching Unit:** the theoretical lectures that last for not less than “50” minutes, and practical lectures, training, exercises, drawing and studio work that last for not less than “100” minutes.
13. **Basic Salary:** the basic salary of the position which the faculty member or the researcher occupies without any allowances.
14. **The Total Salary:** the total salary of the position which the faculty member or the researcher occupies in addition to all other allowances.

Article (2): The provisions hereof shall apply to all faculty members and the like at the University.

Article (3) : All faculty members at the University shall be subject to the Saudi Labor Law promulgated by Royal Decree No. (M/51) dated 23/8/1426 H.

Chapter Two: Employment

Article (4) : All the academic departments submit their requirements of faculty members for the upcoming academic year to the human resources planning committee provided that such requirements are classified according to the academic classification approved by the University and enclosing any special conditions required to be met by the candidate other than those provided for herein. The human resources planning committee shall include the different job vacancies within the University estimated budget.

Article (5): Employment of a faculty member shall take place as per a decision from the University Council based on a requisition from the concerned department chairperson and a confirmation by the dean of the college. Employment shall be limited to the positions approved by the University Board of Trustees.

Article (6): The College Board shall have the authority to appoint faculty members to the positions of a “lecturer”, a “teaching assistant” and a “research assistant”. Employment decision shall be made according to the requisition from the Department Chairperson. Employment shall be limited to the positions approved by the University Board of Trustees.

Article (7): An appointed faculty member shall meet the following requirements:

1. Should be a holder of the academic degree required for the relevant position or an equivalent to such degree from one of the Universities or academic institutions recognized by the concerned educational authorities in the Kingdom.

2. Should be of good conduct and reputation.
3. Should be medically fit.
4. Never been sentenced for violating any legal, Sharia limit or convicted for felony or a misdemeanor prejudicial to honor or trust unless he is reinstated.

Article (8): Members of the faculty who are employed by the University shall sign contracts renewable for terms not exceeding one year.

Article (9): Without prejudice to the provisions of Article (4), a faculty member appointed at the rank of Assistant Professor shall meet the following criteria:

1. Should be a holder of a Ph.D. Degree in the specialization required by the concerned academic department unless a Ph.D. Degree is not awarded in such specialization.
2. Must have a teaching experience for not less than two years at any academic institution acceptable to the University Academic Council.

Article (10): Without prejudice to the provisions of Article (4), a faculty member appointed at the rank of Associate Professor shall meet the following criteria:

1. Should be a holder of Ph.D. Degree in the specialization required by the concerned academic department unless a Ph.D. Degree is not awarded in such specialization.
2. Must have a teaching experience for not less than four years at any academic institution acceptable to the University Academic Council.

3. Should be promoted to the position of Associate Professor by a University or an academic authority recognized by the educational authorities in the Kingdom and by the University academic council.

Article (11): Without prejudice to the provisions of Article (4), a faculty member appointed at the rank of Professor shall meet the following criteria :

1. Should be a holder of Ph.D. Degree in the specialization required by the concerned academic department unless a Ph.D. Degree is not awarded in such specialization.
2. Must have a teaching experience for not less than six years at any academic institution acceptable to the University Academic Council.
3. Should be promoted to the position of Professor by a University or academic authority recognized by the concerned educational authorities in the Kingdom and by the University academic council.

Article (12): Without prejudice to the provisions of Article (6), a faculty member appointed at the rank of Lecturer shall meet the following criteria :

1. Should be holder of a Master Degree in the specialization required by the concerned academic department with a general grade not less than Very Good by an academic institution acceptable to the University.
2. Must have a teaching experience for not less than two years at any academic institution acceptable to the University Academic Council.

Article (13): Without prejudice to the provisions of Article (6), a faculty member appointed at the rank of Teaching Assistant shall meet the following criteria:

1. Should be holder of a Bachelor Degree in the specialization required by the concerned academic department with a general grade not less than Very Good by an academic institution acceptable to the University.
2. Should not be over 35 years of age.

However, a teaching assistant whose general grade is below very good may be employed according to the recommendations of the Department Chairperson and the College Board provided that his/her grade in the major courses should not be below Very Good.

Article (14): Without prejudice to the provisions of Article (6), whoever is appointed as a Research Assistant shall:

1. Hold a bachelor's or master's degree in the required field from the department concerned and a grade of at least "very good". The degree shall be from an accredited scientific institution.
2. Be not more than 35 years old.

If the research assistant's grade is less than "very good", he may be appointed upon the recommendations of the Department Chairperson and the College Board, provided that his grades in the subjects of specialization are not less than "very good".

Article (15): The University may employ Visiting Professors from Arab or foreign universities on a temporary basis. This shall be by an invitation from the University Rector according

to a proposal from the department chairperson and a recommendation from the College Board and the Academic Council. Employment of Visiting Professors is conditional on obtaining the academic qualifications and experience required for the positions which they will occupy.

Article (16): By a decision from the University Rector, the University may request the services of faculty members working at different Universities who hold the qualifications and experiences required for occupying the University positions, provided that the secondment decision shall specify the granted financial benefits.

Article (17): By a decision from the University Rector, the University may seek assistance from Visiting Professors to deliver teaching units to the University students without employment. Against such services the University shall grant financial remuneration as follows:

1. Professor SR 450 per actual teaching hour
2. Associate Professor SR 400 per actual teaching hour
3. Assistant Professor SR 350 per actual teaching hour
4. Lecturer/ Research Assistant SR 300 per actual teaching hour
5. Teaching Assistant/ Research Assistant SR 250 per actual teaching hour
6. Language Teacher SR 200 per actual teaching hour

Article (18): Employment of faculty members at the positions of Professors, Associates Professors and Assistant Professors at the University shall be according to the following procedures:

1. The Department Board shall assess the applications submitted for faculty member positions and then recommend the employment of those selected thereby and put up the same to the College Board.
2. The College Board shall review the Department's requisitions and evaluate the same according to the College's plans and tendencies and then approve the employment applications and put up the same to the University Academic Council.
3. The Academic Council shall assess the applications and evaluate the applicants' academic degrees, their experiences, scientific output, the academic institutions that they have worked at, or that which awarded them their academic degrees and then make recommendations for employment and put up the same to the University Council.
4. The University Council shall make a decision for employing a faculty member according to the recommendation of the Academic Council and in accordance with the plan of the human resources approved by the Board of Trustees.
5. The University Rector shall sign a contract with the employed faculty member according to the University Council's decision.

Article (19): Employment of faculty members at the positions of Lecturer, Research Assistant or Teaching Assistant at the University shall be according to the following procedures:

1. The Department Board shall assess the applications submitted for a Lecturer, Research Assistant or Teaching Assistant position and then recommend the employment of those selected thereby and put up the same to the College Board.
2. The College Board shall review the Department's requisitions, evaluate the same according to the College's plans and tendencies, and verify the applicants' academic degrees and whether the academic institutions that awarded them are acceptable to the University Academic Council or not.
3. The College Board shall take the decisions concerning appointing faculty members as lecturers, research assistants and teaching assistants.
4. The College Dean shall sign a contract with the employed faculty member according to the College Board's decision.

Chapter Three: Duties of Faculty Member

Article (20): Faculty members shall dedicate their time to perform their duties which include the following:

1. Deliver the hours for lectures and practical exercises specified by the Department.
2. Carry out the tasks of supervision and academic advising.
3. Supervise the preparation of all labs, practical and field experiments items and preserve the lab assets and ensure proper use of the same.
4. Participate in the scientific activity of the University through conducting and supervising research and creating an outstanding academic atmosphere.
5. Participate in boards, and permanent and temporary committees as assigned.
6. Carry out all the tasks entrusted thereto by the Rector of other universities and external institutions after the University Rector's approval.
7. Abide by all the University regulations in relation to lectures delivery, the administration of exams, including their timings and the submission of results, as well as abiding by the study plans and approved curricula for the subjects assigned to them.
8. Propose additions to the University library within the scope of their specialization.
9. Follow the latest developments in their specialization

and take part in developing thereof and transfer such new developments to their students and instill in them the love for education and knowledge.

10. Publish an academic research paper at a refereed journal within two years of his work at the University.

Article (21): The faculty member's workload of the actual teaching units per week is as follows:

- Maximum of 16 teaching units if the faculty member is an Assistant Professor or above.
- Maximum of 20 teaching units if the faculty member is a Lecturer, Language Instructor or below.
- Maximum of 10 teaching units if the faculty member is a research assistant.

Article (22): The teaching unit consists of the following:

- Theoretical lectures at the University classes that last for not less than fifty minutes which shall be considered as a complete teaching unit.
- Practical lectures at the University classes, laboratories or external facilities prepared for this purpose which include practical training hours or work at laboratories and studios which shall be considered as a half teaching unit.
- The Cooperative Education Program (CO-OP) which shall be considered 3 maximum credit hours provided that the number of students is not less than nine students.

Article (23): The faculty member shall abide by the office hours assigned thereto by the Department and interact with

the students and staff at the University. The faculty member shall put up his/her own schedule including office hours in a conspicuous place.

Article (24): The faculty member shall give priority to the specialized periodicals published by the University for publishing his/ her research.

Article (25): The faculty member may not, without the approval of the University Rector, engage in a business or a business management or combine his/her job with any other job which is not consistent with the reputation of the academic activity at the University.

Article (26): The faculty member may not work or collaborate with any other external party directly or indirectly during his/ her work with the University except with the permission and approval of the Rector.

Article (27): At the end of each academic year, the faculty member shall provide a report about his/her academic activities, research papers, field activities and community services in which he/she was engaged or participated, and such reports shall be submitted to the concerned Department Chairperson who in turn shall appraise the same to the College Dean.

Chapter Four: Rights of Faculty Member

Article (28): The faculty member at the University shall enjoy within the scope of his/her activity at the University full liberty of thoughts, expression, publication and exchange of opinions in connection with teaching, academic research and other academic activities within the limits of the applicable law with strict compliance with the University rules and instructions.

Article (29): The faculty member enjoys the following rights in particular:

1. Reduction of the teaching workload upon assignment of administrative duties may be considered by the University Rector.
2. Participate in deliberations related to the development of departments and submit proposals in this respect.
3. Receive any possible assistance and support in conducting field, assessment and statistical studies according to his/her field of specialization in coordination with the University research and publication center.
4. Publish refereed studies and research papers in the University periodicals.
5. Participate in conferences, symposia and seminars held in and outside the Kingdom with a maximum of two conferences per year as per the University regulations.

Chapter Five: Salaries, Allowances, and Bonuses

Article (30): Salary structure attached hereto shall apply to the Saudi and non-Saudi faculty members who work on full time basis.

Article (31): The University Rector, after approval by the Department Board and the College Board, may raise the basic salary in the salary structure up to 100% according to the following standards of excellence, noting that any raise that exceeds this must be approved by the Board of Trustees:

Graduation Country	America / Canada			The university must be listed within the Universities recognized by the Saudi Ministry of Higher Education and awards the PhD degree based on Course Work study
	Ph.D PhD	MS MS	BS BS	
The University level from which he graduated	Top10 Top10	Top20 Top20	Top100 Top100	Provided that the classification is made by two neutral bodies and combining the three options shall not be considered
The University level from which he gained experience after graduation	Top10 Top10	Top20 Top20	Top100 Top100	The experience gained in the last degree (PhD) must not be less than two academic years, "combining the three options shall not be considered
Scientific output	Us TopUs Top Journals	Us Reg. Journals Us Reg. Journals	Local Local	The Journals must be at least (1) Top or (3) Reg. or (5) Loc. combining the three options shall not be considered "
Previous Administrative Positions	Dean	Chairperson	Center Director	Provided that his/ her experience must not be less than two years in the position, "combining the three options shall not be considered "
Rarity Allowance	ACCT/CL/ID/CS/LAW/FIN ACCT / CL / ID / ARCH/ CS / LAW / FIN		IS/MKT IS / MKT /MUGS /ECON	Provided that all stages of study are done at an American university recognized by the Ministry of Higher Education and holds a recognition of the concerned program from a specialized body such as : AACSB or ABET

Article (32): The University Rector may contract with language instructors with an increase in their salaries by 25% of the approved basic salary.

Article (33): For the purpose of employment at the University positions, the faculty members' experiences shall be considered in accordance with the following measures:

1. Years of experience shall be calculated as they are if they are within the field of work contracted thereon, by an academic authority acceptable to the academic council and after obtaining the academic qualification on which their contract shall be concluded.
2. Years of experience shall be calculated as one year for every two years if in a field other than the contracted and in an academic authority acceptable to the academic council after obtaining the academic qualification on which the contract is concluded.

Article (34): Previous experience for employment in the field of University teaching may be calculated for academic promotion purposes by a decision from the University Council.

Article (35): Teaching workload of faculty members who assume continuous administrative activities or work in permanent committees shall be reduced provided that it shall not be less than three teaching units for the faculty member.

Article (36): additional teaching workload allowance for the faculty members shall be disbursed if his/her teaching units within the University exceed the set workload according to the following:

1. Professor SR 150 for each additional teaching unit
2. Associate Professor SR 150 for each additional teaching unit
3. Assistant Professor SR 150 for each additional teaching unit
4. Lecturer / Research Assistant SR 125 for each additional teaching unit
5. Teaching Assistant/ Research Assistant SR 125 for each additional teaching unit

Article (37): The University may agree to the faculty member to work during the summer semester provided that the maximum limit of the teaching workload does not exceed 9 credit hours (equivalent to 18 hours in the summer semester). The remuneration for this shall be as follows:

A- A faculty member whose teaching workload is less than 6 credit hours

(Equivalent to 12 hours in the summer semester) shall be remunerated as follows: -

1. The amount of (250) SR per hour if his/her academic rank is assistant professor or above.
2. The amount of (200) SR per hour if his/her academic rank is a lecturer or below.

B- A faculty member shall be remunerated an equivalent of 100% of his/her basic salary (excluding allowances) and for a period of two months if the teaching workload is 6 credit hours or more (2 courses).

C- In case the teaching load exceeds 6 hours (3 courses), the faculty member shall be remunerated as follows:-

1. A faculty member shall be remunerated an equivalent of 100% of his/her basic salary (excluding allowances) and for a period of two months if the teaching workload is 6 credit hours or more.
2. A faculty member shall be remunerated according to the hour remuneration stated in paragraph (a) for the third course.

Article (38): The faculty member who assumes an administrative position shall receive a monthly remuneration according to the following:

- SR 6,000 for those assigned to take up the position of "College Dean" or "Vice Dean".
- SR 2,000 for those assigned to take up the position of "Department Chairperson / Center Director".
- SR 1,000 for those assigned to take up the position of "Program Director".

1. The faculty member in charge is required to do the following:

2. The faculty member assigned to undertake the Dean's or the Vice Dean's position has to teach at least one course during the academic semester.

The faculty member assigned to undertake a chairperson's position has to teach at least two courses during the academic semester.

3. The faculty member assigned to undertake a center, educational program or coordinator's work has to

teach at least three courses during the academic semester.

Article (39): As decided by the University, the faculty member shall be entitled to an annual increment based on the assessment of his performance.

Article (40): The University shall provide the faculty member and his/her family with air tickets up to a maximum of 4 air tickets (husband or wife, number of two children under the age of eighteen) upon hiring outside the Kingdom and such tickets are entitled as follows:

1. Air tickets for arrival to the Kingdom upon hire from the place of residence outside the Kingdom to the work place.
2. Round-trip tickets per annum for the annual leave to the country of origin.
3. One way ticket to the country of origin upon the termination of university service noting that no duplication of air tickets or ticket allowance will be made for those whose spouse is working at any of the university sectors.

Article (41): All air tickets shall be on Economic Class and the faculty member may be reimbursed for the tickets he/ she purchases themselves.

Article (42): Save for the disbursement of air tickets purchased by the faculty member in accordance with the provisions of Article 40, no air ticket encashment is given for more than 50% of the ticket market price at the time of encashment request.

Article (43): In case the University does not provide accommodation to faculty members, an annual housing allowance shall be paid as follows:

1. SR 50,000 for professors.
2. SR 45,000 for associate professors.
3. SR 40,000 for assistant professors.
4. SR30, 000 for lecturers and research assistants
5. SR 25,000 for teaching assistants, research assistants and language teacher.

In addition to the housing allowance, a furnishing allowance equal to one basic salary will be paid once (at the time of joining PSU) for non-Saudi faculty members who join PSU from outside KSA, and were not provided with housing in-kind by the University.

Article (44): The annual housing allowance shall be paid in two installments according to the date of joining the University, noting that no duplication of housing allowance will be made for those whose spouse is working at any of the university sectors.

Article (45): Faculty members shall receive a monthly transport allowance to facilitate their travel to/from the University in accordance with the amounts set forth in the salary structure if the University does not provide them with suitable means of transport.

Article (46): The faculty members shall receive a daily secondment allowance when delegated to travel on official trips by the University according to the following:

1. Faculty member who occupies the position of a professor, the daily secondment allowance shall be

800 Riyals in case of secondment within the Kingdom and 1600 Riyals in case of secondment outside the Kingdom, if the member have not received accommodations from the university.

2. Faculty member who occupies the position of associate professor or assistant professor, the daily secondment allowance shall be 600 Riyals in case of secondment within the Kingdom and 1200 Riyals in case of secondment outside the Kingdom.
3. Faculty member who occupies the position of lecturer, research assistant or teaching assistant, the daily secondment allowance shall be 500 Riyals in case of secondment within the Kingdom and 1000 Riyals in case of secondment outside the Kingdom.

As for air tickets, all faculty members shall receive Economic Class tickets.

Article (47): Without prejudice to the provisions of Article (46) above, if the faculty member is assigned an administrative position, daily assignment allowance shall be as follows:

1. The position of the Dean: SAR 800 per day in case of secondment within the kingdom and SAR 1600 if outside the kingdom with first class air tickets.
2. The position of College Dean/Department Chairperson/ Center Director/ Program Director: SAR 600 per day in case of secondment within the Kingdom and SAR 1200 if outside the kingdom with Economy class air tickets.

Article (48): The University shall provide medical care to faculty members and members of their families by issuing them insurance policies from an approved insurance company in accordance with the health insurance system.

Article (49): The medical care shall not include periodic and preventive medical check-up which is not related to a certain disease diagnosis nor shall it include spectacles, hearing devices, plastic surgery, Prosthodontics unless caused by an accident or a disease due to the performance of the University work. Medical care shall also not include the telegrams, telephone calls, telexes, non-essential hotel services resulting from hospitalization.

Article (50): Health insurance is mandatory for non-Saudi faculty members and their families, while Saudi faculty members shall choose between receiving health insurance policies or a cash allowance.

Article (51): The University shall bear the cost of education of the non-Saudi faculty members' children with the exception to the registration and transport fees to school and back for the elementary to secondary levels according to the following measures:

1. If the children are not accepted in government schools.
2. The age of the child should not be less than 4 years and not more than 18 years.
3. Their education shall be inside the Kingdom of Saudi Arabia only.
4. The tuition fees of SR 15,000 (Only Fifteen Thousand Saudi Riyals) per child per year shall be paid. The total payable amount to the faculty member against his children's education shall not exceed 30,000 (Only Thirty Thousand Saudi Riyals) per annum.

Chapter Six: Promotion

Article (52): To promote the faculty member from associate professor to professor or from the assistant professor to associate professor, the following should be met:

1. The faculty member should have an approved service not less than 5 years in his/her present position.
2. He/She should be successful in his/her teaching and work relations at the University.
3. He/She should not have been subjected to a disciplinary action denying or delaying the promotion.
4. He/She should have published scientific research while holding his/her current position from which he/she will get promoted. This research must be in refereed journals and must constitute 4 units for the assistant professor and 6 units for the associate professor, noting that the Academic Council must approve the use of these publications for promotion.

Article (53): To promote a faculty member from lecturer to assistant professor or from teaching assistant to lecturer, the following should be met:

1. He/She shall have obtained the academic qualification necessary for occupying the new position from an academic institution acceptable to the academic council.
2. He/She must have worked for the University after obtaining the academic qualification necessary for the new position for a period not less than one academic year.

Chapter Seven: Holidays and Leaves

Article (54): In addition to the weekly rest days and Eids' holidays, the faculty member shall be entitled an annual summer vacation with full pay as determined by the University Board of Trustees in respect of the beginning and end of such leave and the return date of faculty members and researchers.

Article (55): The University Rector may assign the faculty member or the researcher to work during the annual summer vacation or to postpone his/her annual summer vacation.

Article (56): In exceptional cases at the Rector's discretion, the faculty member or researcher may be granted an sabbatical leave with full basic salary for one year, and such leave may be extended without pay for additional two years only.

Article (57): Unpaid leave shall not be considered as part of the faculty member's service for the purpose of promotion or increment.

Article (58): When necessary, the faculty member shall be granted an emergency leave not exceeding five days in one time and shall not exceed in aggregate 10 days in one academic year.

Article (59): The faculty member is entitled to take leave with full pay in the following cases:

1. Five days in the case of marriage.
2. Three days in the case of the birth of a baby.
3. Five days in the case of death of a spouse or one of his ascendants or descendants.

The University has the right to request case supporting documents.

Article (60): The faculty member who proves his illness by virtue of a medical report issued by a certified medical reference is entitled to sick leave during a year, according to the following:

1. Full pay for the first thirty days.
2. Three-quarters of full salary for the next sixty days.
3. Without pay for the next thirty days.

Article (61): The faculty member shall not be entitled to a sick leave in case of sickness during travel outside the Kingdom for a reason other than an official delegation.

Article (62): Sick leave provided for in Article (59) shall be doubled in case of sickness caused by work.

Article (63): A Muslim female faculty member shall be entitled upon death of her spouse to a period of 130 days commencing from the day following the date of the spouse's death. She will be entitled for full pay against such period if she has already spent three years in service before her entitlement for "Iddah" (period of waiting) Leave and half of its net pay if she did not complete three years of service.

Article (64): A female faculty member who is pregnant shall be entitled to a paid maternity leave of (45days) starting the date of birth.

Article (65): To maintain work interest and ensure the stability of the educational process during the semester, the period prior to the date of birth and subsequent period to the end of maternity leave is considered exceptional unpaid leave if any of them is less than 90 consecutive days, as the faculty member is not allowed to work during that period.

Chapter Eight: Faculty Discipline

Article (66): The academic department chairperson to whom the faculty member reports shall conduct an investigation with the faculty member regarding the complaints raised there against and put up a report to the dean of the faculty who in turn shall present the same to the University Rector.

Article (67): The University Rector may after perusal of the report findings:

1. Close the investigation and keep the complaints in the file.
2. Refer the faculty member to a disciplinary committee.
3. Serve him/her with a warning or reprimand.

Article (68): In all cases, no penalty provided for herein shall be imposed without conducting a written investigation in which the faculty member statement and defense are heard.

Article (69): The faculty member referred to investigation or his attorney shall have access right to the investigation file in the presence of one of the supreme committee members. He/She also has the right to defend him/herself or through an attorney before the committee.

Article (70): The faculty member may raise a grievance to the University Rector in writing within one month from the date of notifying him/her of the committee's decision.

Chapter Nine: End of Service and End-of-Contract Indemnity

Article (71): The faculty member service may end for one of the following reasons:

1. If the faculty member and the University agree to terminate the contract provided that it is in writing.
2. The end of the fixed-term contract.
3. Resignation or dismissal.
4. Reaching the pension age.
5. Force majeure.

Article (72): The University may terminate the contract with the faculty member without notice or remuneration or compensation in the following cases:

1. If the faculty member assaults his/her superior or colleagues at work.
2. If the faculty member fails to fulfill his/her core academic obligations arising from the employment contract.
3. If the faculty member commits a disgraceful and immoral conduct or engaged in an act prejudicial to honor or trust.
4. If it is proved that the faculty member has resorted to fraud to get employed at the University.
5. If the faculty member is absent without a legitimate reason for more than five days during one year or more than three consecutive days.
6. If it is proved that the faculty member has used his/her position illegally for personal gain.
7. If it is proved that the faculty member has disclosed the secrets of the university outside the university.

Article (73): The faculty member shall be entitled to an end of service benefit against his/her service in the University up to a maximum amount of (150,000 S.R.) according to the following:

1. Half month's total package salary for each of the first five years in service.
2. One month's total package salary for each year of service following the fifth year of service.

Article (74): In the case of the faculty member's resignation, the entitlement to the end of service indemnity shall be according to the following:

1. A faculty member who resigns before the completion of two-year service is not entitled to indemnity.
2. A faculty member who resigns before the completion of five years is entitled to one-third of indemnity set out herein.
3. A faculty member who resigns before the completion of ten years is entitled to two-thirds of indemnity set out herein.
4. A faculty member who resigns after the completion of ten years is entitled to full indemnity set out herein.

Article (75): In case of the faculty member's death, the University shall bear all the costs necessary for the transport of the corpse and the faculty member's family to his/her country of origin. Upon the death of one of the faculty member's family members from first degree or his/her dependent at the place of residence, the University shall bear the cost of transport of the corpse to the faculty member's country of origin and the escort shall be provided with a return ticket.

Chapter Ten: Final Provisions

Article (76): The provisions and terms of the Saudi Labor Law shall apply on all matters not specifically mentioned herein.

Article (77): The concerned Ministry of Labor committees shall have jurisdiction to settle all the disputes arising from the enforcement of provisions herein if it is not possible to settle them amicably.

Article (78): The rules of implementation for these governing policies and regulations shall be issued by a decision from the University Rector.

Article (79): The Board of Trustees shall have the right to interpret these governing policies and regulations.

Article (80): These governing policies and regulations shall be effective from the date of their approval by a decision from the Board of Trustees.

Salary Structure of The Faculty Members

Academic Degree	Basic Salary	Transport Allowance	Living Allowance	Specialization Allowance 15% (For Saudis Only)	Social Allowance 15% (For Saudis Only)
Professor	17000	600	2550	0	2550
Associate Professor	15000	600	2550	0	2250
Assistant Professor	13000	600	1950	0	1950
Lecturer/ Research Assistant	9000	600	1350	1350	1350
Language Teacher	8000	600	1200	0	0
Instructor/ Research Assistant	7000	600	1050	1050	1050

Additional allowances & Criteria:

1. Specialization allowance shall be granted to Saudi faculty members working as lecturers or teaching assistants at the university's college and departments that award an academic degree. To be entitled to specialization allowance, the department's head, center's director or program's director must teach not less than two courses every semester.
2. 30% of the abovementioned basic salary shall be granted as a professional allowance to native English language teachers.
3. At employment time, the faculty member shall be granted 2% of the abovementioned basic salary as experience allowance for each year of his/her previous years of experience outside the university and in a maximum of ten years for the last academic degree.
4. 80% of the abovementioned basic salaries shall be granted to faculty members working in the supporting specializations taught in Arabic.