

Al-Baha University

Faculty of Pharmacy

Doctor of Pharmacy (Pharm. D) Program

Rights and Duties for Academic Staff

Manual

This manual was developed and approved
by the Quality and Academic Accreditation Unit based on the University Manual

Version: 3 (November 2023)

Prepared by:

Dr. Saleh Abderassoul

Reviewed by

Dr. Saleh Alghamdi, Dr. Jawher Abdelhak and Dr. Adel Alghamdi



Table of content

1. Regulatory Rules for Academic staff (Saudis) in universities	2
1.1 Definitions	3
1.2 Duties	12
1.3 Salaries, rewards, and allowances.....	14
1.4 Holidays.....	17
1.6 Scientific Consulting.....	19
1.7 Attending academic conferences, forums, and seminars	20
1.8 Assignment and Secondment.....	20
1.9 Scientific Communication.....	22
1.10 Transport	23
1.11 Discipline	23
1.12 Termination of Service.....	26
2. Rules of non-Saudi's employment in universities.....	28
2.1 Definitions	28
2.2 Recruitment:	29
2.3 Salaries and bonuses	30
2.4 Required working hours	33
2.5 Allowances & Compensations	33
2.6 Leave.....	39
2.7 Assignment, secondment and transfer:	42
2.8 Duties & Responsibilities	43
2.9 Cancellation, Renewal & Termination:.....	43
Annexes	45
References.....	52

1. Regulatory Rules for Saudis Academic Staff in universities



1.1 Definitions

Article (4)

To appoint a teaching assistant, the following is required:

- He must have a university degree from a Saudi university or another recognized university.
- His general average at the University phase must be very good at least.
- He must meet the other conditions issued by the University Council.

Article (5)

To appoint a lecturer and language teacher, the following is required:

- He must have a master's degree or its equivalent from a Saudi university or another recognized university.
- His general average in the master's degree must be very good at least (if he obtained it from a university giving such degree with a grade).
- He must meet the other conditions issued by the University Council.

Article (6)

Requirements for appointing a research assistant:

- As for the one who is appointed with a master's degree (Assistant Researcher A):
 - He must obtain a master's degree from a Saudi university or another recognized university with a general average of at least very good - if he obtained a master degree from a university giving this degree with an average.
 - He must meet any other conditions deemed proper by the University.
- As for the one who is appointed with a university degree (bachelor's degree or its equivalent) who is (called Assistant Researcher B):
 - He must obtain the University degree from a Saudi university or another recognized university with a general average of at least good.
 - He must meet any other conditions deemed proper by the university.

Article (7)

The teaching assistant, lecturer and language teacher are appointed on basis of the recommendation of the Department Council in which he will work, as well as recommendation of the Faculty Council and the Permanent Committee for the Affairs of Teaching Assistants,



Lecturers, Language Teachers and Assistant Researchers. The appointment is issued by a decision of the University Council.

Article (8)

The assistant researcher is appointed by a decision of the University Director based on the recommendation of the competent Department Council and Faculty Council and the Permanent Committee for the Affairs of Teaching Assistants, Lecturers, Language Teachers, and Assistant Researchers.

Article (9)

- The teaching assistant whose university study period is four years shall be appointed to the first degree of the position of teaching assistant.
- The teaching assistant whose university study period is five years shall be appointed to the second degree of the position of teaching assistant.
- The teaching assistant whose university study period is six years shall be appointed to the third degree of the position of teaching assistant.
- The teaching assistant whose university study period is seven years shall be appointed to the fourth degree of the position of teaching assistant.

Article (10)

The language teachers and research assistants are subject to the Educational Job Regulations approved by Civil Service Council Resolution No. 590 dated 10/11/1401 AH, as amended.

Article (11)

For appointment to the position of an assistant professor, he must hold a PhD degree or its equivalent from a Saudi university or another recognized university, while the University Council may add other conditions.

Article (12)

Whenever necessary, the University Council may - upon the recommendation of the competent Department Council and Faculty Council and the Scientific Council - appoint to the position of an assistant professor without requiring a (PhD) degree in the disciplines in which the PhD is not awarded, according to the following controls:



- The candidate must have a master degree or its equivalent from a Saudi university or another recognized university.
- He must have a three-year period at least in the position of a lecturer.
- He must submit at least a scientific production of no less than three published units after obtaining the master degree, including at least one individual unit and his scientific production shall be in line with Article (29) of this bylaw.

Article (13)

Subject to the provisions of Article (12) appointment to the position of an Associate Professor requires the following:

- He must obtain a PhD degree from a Saudi university or another recognized university.
- He must have at least four years of experience as a faculty member at the university or at other recognized universities after being appointed to rank of assistant professor.
- He has been academically promoted to the rank of associate professor by a Saudi university or another recognized university.

Article (14)

Subject to the provisions of Article 12, appointment to the rank of professor requires the following:

- He must obtain a PhD degree from a Saudi university or another recognized university.
- He must have at least eight years of experience as a faculty member at the university or at other recognized universities, including at least four years in the rank of associate professor.
- He has been academically promoted to the rank of professor by a Saudi university or another recognized university.

Article (15)

The faculty members are appointed based on the recommendation of the competent Department Council and Faculty Council and the Scientific Council, where the appointment is issued by a decision of the University Council.

Article (16)

- Whoever is transferred from any career ladder to the cadre of faculty members, lecturers and teaching assistants in the universities and holds a PhD degree shall be categorized as an assistant professor in the major in which he obtained his PhD and will be awarded the first degree in the



rank of assistant professor. If his salary upon transfer is equal to or more than the salary of this degree, he shall be granted the salary of the first degree exceeding his salary. If his salary exceeds the ending salary of the rank of assistant professor, the difference is given in the form of a reward until the difference is reduced by promotion and bonus.

- If the person to be categorized is a former faculty member, he shall be appointed to the academic degree that he previously held, and he shall be treated according to the above-mentioned paragraph (1).
- If the person to be transferred has experience acquired after obtaining the appointment-required academic qualification and his due salary according to Paragraph (1) of this Article is less than the salary entitled to him in the case of calculating the experience, this experience shall be calculated for him on the basis of a bonus for each year of experience if his experience is in the field of specialization.

Whoever holds a bachelor's or master degree and will be appointed to the position of teaching assistant or lecturer shall be subject to Paragraphs (1), (2), and (3).

Article (17)

If the person to be appointed - who is not covered by Article (16) - has experience acquired after obtaining the scientific qualification required for appointment, this experience shall be calculated to him on the basis of a reward for each year of experience if his experience is in the field of specialization.

Article (18)

The appointed faculty member and the like shall be given the first degree in the grade of the job to which he is appointed. If his salary upon appointment is equal to or higher than the salary of this degree, he shall be given the salary of the first degree exceeding his salary. Also, the promoted faculty member and the like shall be given the salary of the first degree in the position of the job to which he is promoted. If his salary upon promotion is equal to or higher than the salary of this degree, he shall be given the salary of the first degree exceeding his salary.



Article (19)

The faculty members, lecturers, and teaching assistants shall be treated in terms of allowances, rewards, and benefits according to the treatment of the State employees on the basis of the following:

- Teaching assistant - Eighth Grade
- Lecturer - Ninth Grade
- Assistant Professor - Twelfth Grade
- Associate Professor - Thirteenth Grade
- Professor - Fourteenth Grade

Article (20)

When the professor's salary reaches the last grade of the salary scale of the faculty members, he will not be granted the annual periodic bonus, but rather he will continue to be given the bonus and this applies only to the rank of only professor.

Article (21)

To apply for promotion from the rank of assistant professor to the rank of associate professor, the following is required:

- A service of no less than four years at the rank of assistant professor at a Saudi university or another recognized university, provided that the service period in the Saudi universities are not less than one year.
- Meeting the minimum scientific production required for promotion in accordance with the provisions of Article (32) of this bylaw.
- His scientific production is published or accepted for publication while he was holding the position of assistant professor.

Article (22)

To apply for promotion from the rank of associate professor to the rank of professor, the following is required:

- A service of no less than four years at the rank of associate professor at a Saudi university or another recognized university, provided that the service period in Saudi universities is not less than one year.



- Meeting the minimum scientific production required for promotion in accordance with the provisions of Article (32) of this bylaw.
- His scientific production was published or accepted for publication while he was holding the position of associate professor.

Article (23)

The faculty member has the right to apply to the Department Council for promotion for six months at maximum before completing the statutory period.

Article (24)

For promotion purposes, the period of secondment, assignment, and dispatch is calculated as follows:

- The entire period shall be calculated if the secondment, assignment or dispatch is to a scientific entity and his work is in the field of specialization.
- Half of the period shall be calculated if the secondment, assignment or dispatch is to a non-scientific entity and his work is in the field of specialization.
- The period shall not be calculated for promotion if the work is not in the field of specialization.

Article (25)

The faculty members are promoted according to the following criteria:

- Scientific production;
- Teaching;
- University and community service.

Article (26)

Promotion Procedures:

- The faculty member shall submit an application for promotion to the competent Department Council and such application shall include the following:
 - Statement of the academic and professional qualifications and career progression.
 - Statement of the teaching activities.
 - Statement of his activities in the field of university and community service.
 - At least five copies of the scientific production submitted for promotion and the statements clarifying it.



- Any additional information to support the promotion application.
- Any other information or documents required by the Department Council, Faculty Council, or Scientific Council.
- The Department Council will consider the application for promotion, verify that the conditions and procedures are met, and recommend presenting the application to the Faculty Council, together with a proposal for names of at least eight specialized arbitrators.
- The Faculty Council will consider the application based on the Department Council's recommendation and will nominate a number of specialized arbitrators of no less than eight, who were nominated by the Department Council or others.
- The Scientific Council will examine the application for promotion based on the recommendation of the Department Council and the Faculty Councils. After examination of the promotion application, the Scientific Council will do the following:
 - Select five arbitrators to evaluate the research, to be selected from those nominated by the Faculty Council or others, while three of them are the main arbitrators, the fourth as the first substitute examiner, and the fifth as a second substitute examiner, where they are resorted to whenever required.

At least two of the three arbitrators must be not from the university.

- The promotion-related research and data shall be confidentially sent to the arbitrators for evaluation thereof according to the form prepared by the Scientific Council.
- A decision to promote the faculty member or not to approve his promotion will be taken after considering the arbitrators' reports and reports on the promotion applicant's activity in the field of teaching and the university and community service.
- If the Scientific Council decides not to approve the promotion due to poor scientific production, it will determine the fate of the submitted research, the excluded research and the research to be re-submitted, provided that the minimum for promotion - in the case of re-application for promotion - must include a new research unit - at least - for the applicant for promotion to the rank of Associate Professor and two new research units - at least - for the applicant for promotion to the rank of Professor.



Article (27)

Efforts of the faculty member applying for promotion are evaluated on the basis of 100 (one hundred) points divided as follows:

- 60 points for scientific production;
- 25 points for teaching;
- 15 points for the university and the community service.

The University Council sets the criteria for evaluating the participation in teaching and the university and community service based on the recommendation of the Scientific Council.

Article (28)

The total points to be obtained by the faculty member to be promoted shall not be less than 60 (sixty) points, provided that the candidate for promotion shall obtain no less than (35) points in the field of scientific production for promotion to the rank of associate professor and no less than (40) points for promotion to the rank of professor. The promotion to the rank of associate professor is taken by the majority of the three arbitrators. As for the promotion to the rank of professor, it is decided by the unanimous opinion of the three arbitrators. When two arbitrators agree to the promotion and the third arbitrator does not agree, the scientific production is referred to a fourth arbitrator and his opinion will be final.

Article (29)

The following is included within the minimum scientific production required for promotion of the faculty member:

- Research published or accepted to be published in the refereed scientific fields, where the Scientific Council sets criteria for accepting the refereed journals.
- The refereed research submitted to specialized scientific conferences and forums - if it is fully published or accepted to be published, and only one unit is accepted from it.
- The refereed research is published or accepted to be published by specialized university research centers.
- The refereed university books and scientific references, where only one unit thereof is accepted.
- Verification of the refereed rare books, while only one unit thereof is accepted.



- The refereed translation of the specialized scientific books, while only one unit thereof is accepted.
- The books and research are printed by scientific bodies approved by the Scientific Council and are subject to arbitration, while only one unit thereof is accepted.
- The inventions and innovations for which patents have been issued by Patent Firms recognized by the Scientific Council.
- The outstanding creative activity - in accordance with rules approved by the University Council based on the recommendation of the Scientific Council, while only one unit thereof is accepted.

Article (30)

The units published or accepted to be published in the scientific journals within the minimum limit required for promotion of the faculty member must not be less than one research unit for the applicants for promotion to the rank of associate professor, and shall not be less than two research units for the applicants to be promoted to the rank of professor.

Article (31)

The scientific production submitted by the faculty member for promotion must be published or accepted to be published in more than one publication outlet, provided that not all publication outlets are affiliated with one university or one scientific institution.

Article (32)

The minimum scientific production required for application for promotion to the rank of associate professor is four published units or accepted to be published, at least two of which are a single work. The University Council - upon the recommendation of the Scientific Council - may make an exception from this requirement for some majors, provided that the publication is not actually less than one unit.

Article (33)

The minimum scientific production required for application for promotion to the rank of professor is six published units or accepted to be published, at least three units of which are a single work. The University Council - upon the recommendation of the Scientific Council - may make an exception from this requirement for some majors, provided that the publication is not actually less than three units.



Article (34)

The scientific work is counted by one unit if the author is a single author thereof, is counted by half a unit if it is made by two authors, and if it is joint research between more than two authors, it is counted by half a unit for the main researcher and a quarter of a unit for each other one and if it is another joint work between more than two authors, a quarter of a unit is counted for each of them.

Article (35)

The scientific production submitted for promotion must not be quoted from master's or PhD theses or previous publications of the applicant for promotion. If it is evident to the Scientific Council that there is some publication quoted from master or PhD theses, the promotion applicant shall be prohibited from submitting another application for promotion for a one-year period commencing as of the date on which the Scientific Council issues decision to do so.

Article (36)

The promotion arbitrators must be professors. If the promotion is to the rank of associate professor, one of the arbitrators may be an associate professor.

Article (37)

The faculty member is scientifically promoted after date of the issuance of the Scientific Council's decision. As for his job promotion, it will be effective as of the date of issuance of the executive decision if there is a vacant position to be he can be promoted.

1.2 Duties

Article (38)

The faculty member must have the following attributes:

- Honesty, good morals, abidance by the applicable regulations, instructions, code of conduct and morals, and avoidance of everything breaching honor of the job.
- He must follow up on the developments in the field of his specialization, and contribute through his scientific activity to the development of his specialization.
- He must convey the latest scientific findings in the field of his specialization to his students, and urge them to love science, knowledge, and sound scientific thinking.



- Participate actively in the work of the Department Council and other councils and committees in which he is a member at the level of the department, Faculty and university. Also, he should actively participate in the community service activities of the department, Faculty and university.
- He must devote himself to his work at the University, where he may work for another party other than the University only after obtaining prior approval in accordance with the rules and regulations.

Article (39)

The faculty member must maintain order inside the study halls and laboratories and provide the Department Head with a report on each incident that may breach the order.

Article (40)

- The maximum limit for the lessons given by the faculty members and the like shall be as follows:
 - Professor - 10 teaching units.
 - Associate Professor - 12 teaching units.
 - Assistant Professor - 14 teaching units.
 - ✚ Lecturer - 16 teaching units which are reduced during the period of his study.
 - ✚ Teaching Assistant - 16 teaching units which are reduced during the period of his study.
 - ✚ Language Teacher - 18 teaching units.
- The teaching unit is the weekly theoretical lecture for no less than fifty (50) minutes or the weekly practical or field lesson for no less than one hundred (100) minutes, while the teaching unit continues for one semester.

Article (41)

The faculty members and the like will work for thirty-five (35) working hours per week - which may be increased to forty (40) working hours per week by a decision of the University Council; they will spend these working hours in teaching, research, academic counseling, office hours, scientific committees, and other work assigned to them by the competent entities of the University.



Article (42)

When the faculty members are assigned with administrative work, such as vice-Presidents, deans, vice-deans, directors of scientific centers, and heads of the scientific departments, their teaching responsibilities will be reduced, provided that their work shall not be less than three teaching units.

Article (43)

The Department Head and the like shall provide the dean and the like an annual report on the work progress in the department and the scientific activity of its members, while the dean and the like shall submit an annual report to the University Director.

1.3 Salaries, rewards and allowances

Article (44)

The salary and bonus scale attached to this bylaw is applied to faculty members, lecturers and teaching assistants.

Article (45)

The University Vice-President shall receive a monthly reward of SAR 3000 (three thousand Saudi Riyals).

Article (46)

The Dean or the like shall receive a monthly reward of SAR 1,000 (one thousand Saudi Riyals) at a maximum of SAR 10,000 (ten thousand Saudi Riyals) per annum. The Vice-dean will receive a monthly reward of SAR 800 (eight hundred Saudi Riyals) at a maximum of SAR 8000 (eight thousand Saudi Riyals) per annum. Head of the scientific department or scientific center will receive a monthly reward of SAR 500 (five hundred Saudi Riyals) at a maximum of SAR 5,000 (five thousand Saudi Riyals) per annum.

Article (47)

The Scientific Council Secretary will receive an annual reward of SAR 10,000 (ten thousand Saudi Riyals) if he is a faculty member at the University. If he is not a faculty member, he is treated according to the Civil Service Law and its regulations.



Article (48)

Rewards of the faculty members and the like - within the University - whose assistance is sought by the University to prepare and give the non-curricular teaching units for each teaching unit - are determined as follows:

- Professor - SAR 300 (three hundred Saudi Riyals)
- Associate Professor - SAR 250 (two hundred and fifty Saudi Riyals)
- Assistant Professor - SAR 200 (two hundred Saudi Riyals)
- Lecturer & Language Teacher - SAR 150 (one hundred and fifty Saudi Riyals)
- Teaching Assistant - SAR 100 (one hundred Saudi Riyals)

Article (49)

Compensation shall be paid to those who are assigned to work during the summer holiday, including the Vice-President, deans, Vice-deans, Heads of departments and scientific centers and faculty members. This compensation is equivalent to the period of assignment, provided that it shall not exceed the net salary of two months.

Article (50)

- Each faculty member who participates in a permanent committee formed in the universities shall receive a reward of SAR 200 (two hundred Saudi Riyals) for each meeting if it is held during the official working hours and SAR 300 (three hundred Saudi Riyals) for each meeting if it is held outside the official working hours, with a maximum of six thousand Saudi Riyals per financial year.
- Specifications for the permanent committees are as follows:
 - The committee is formed in accordance with the provisions and regulations of the Higher Education and Universities Council Law.
 - It should not be of the nature of a single official's work and responsibilities.
 - It should be of a continuous nature.
 - The nature of the committee's work should be at the University level.
 - Some of its members shall be faculty members or of high ranks who cannot be treated by rewards outside the working hours.



Members of the scientific and organizational committees for conferences and scientific forums organized by the University are treated as members of the permanent committees.

Article (51)

If the teaching units for faculty members and the like inside the University exceed the prescribed quorum, a decision by the Faculty Council may be issued to pay an allowance for additional teaching units, amounting to SAR 150 (one hundred and fifty Saudi Riyals) per unit.

Article (52)

The faculty members, lecturers, and teaching assistants specialized in the field of computers and work in the field of their specialization may receive a reward determined by the University Council, provided that such reward may not exceed 25% of the first starting salary of the degree on which they are registered.

Article (53)

The pharmacists who are faculty members, lecturers and teaching assistants and work in their field of specialization may receive an assignment and overtime allowance to be equivalent to 50% of the first starting salary of the degree on which they are registered.

Article (54)

The physicians who are faculty members, lecturers and teaching assistants and work in their field of specialization may receive an assignment and overtime allowance to be equivalent to (70%) of the first starting salary of the degree on which they are registered. As for the veterinarians who are faculty members, lecturers and teaching assistants and work in their field of specialization, they may receive an assignment and overtime allowance to be equivalent to (25%) of the first starting salary of the degree on which they are registered.

Article (55)

The non-physicians who are faculty members, lecturers, and teaching assistants and work in their clinical specialization in hospitals may receive an assignment and overtime allowance to be equivalent to 20% of the first starting salary of the degree on which they are registered.



1.4 Holidays

Article (56)

The summer holiday for the faculty member, lecturer, teaching assistant, and language teacher is considered annual leave, where the University Council determines the dates for the return of the faculty members, provided that the summer holiday shall begin only after completing the examination work and announcing the results.

Article (57)

The University Director may assign a faculty member, lecturer, teaching assistant, and language teacher to teach during the annual holiday; in this case, he will be compensated for the period during which he is assigned to work for an additional salary equal to his salary for this period, provided that the period for which he is compensated shall not exceed sixty (60) days per year.

Article (58)

Based on the work interest requirements, the University President may agree to postpone all or a part of the annual leave of the faculty member and the like.

Article (59)

The other holidays are given in accordance with provisions and executive regulations of the Civil Service Law.

Article (60)

By a decision of the University Director, the faculty member and the like may be given - for reasonable reasons - a non-paid exceptional leave for no more than six months within three years. Whenever required, the University Council may exclude this condition, provided that the leave period shall not exceed one year.

1.5 Sabbatical leave

Article (61)

By a decision of the University Council based on a recommendation of the competent Faculty and Department Councils and the Scientific Council, a faculty member may obtain a sabbatical leave for an academic year only five years after his appointment or having a previous sabbatical leave, or obtain a sabbatical leave for one semester three years after the date of his appointment or having



a previous sabbatical leave, provided that such sabbatical leave should not affect progress of the educational process.

The secondment period is not counted within the required period.

The University Council sets the rules regulating the sabbatical leave based on the proposal of the Scientific Council.

Article (62)

For the faculty member to be given the sabbatical leave, the following is required:

- No more than one faculty member or 10% of the faculty members in each department may be licensed to have the sabbatical leave per year.
- The faculty member must submit a scientific program which he intends to complete during his sabbatical leave.

Article (63)

The faculty member licensed to have the sabbatical leave will receive the following:

- His full salary and the monthly transportation allowance for the entire period.
- Air tickets for him, his wife, his sons under the age of eighteen and his dependent daughters.
- The book allowance paid to the University's envoy for postgraduate studies.
- Scientific research expenses, which are estimated on a case by case basis by a decision of the Scientific Council.
- Medication expenses for the one who has his leave outside KSA and for his family, within the limits of five thousand Saudi Riyals if he is alone and ten thousand Saudi Riyals if accompanied by his family, and half of that amount for the one who is granted leave for one semester.
- An assignment allowance for the faculty-member physicians, for their assignment and overtime of no less than three hours per day, including Thursday work, provided that such allowance shall not be less than three thousand Saudi Riyals as a minimum if the leave is in government hospitals inside KSA.

Article (64)

The one who is licensed to have a sabbatical leave may not be seconded or transferred and he may not be bound by an employment contract of consultation contract.



Article (65)

The sabbatical-leave faculty member shall implement the work for which he has the sabbatical leave in accordance with the scientific program approved by the University Council. He must - within a maximum period expiring at the end of the semester at a maximum after end of the sabbatical leave - provide the Department Council with a detailed report on his achievements during the sabbatical leave and attach copies of his scientific to his report to present them to the Faculty Council and then to the Scientific Council.

1.6 Scientific Consulting

Article (66)

Services of the faculty member may be made use of at the University, such as working as a part-time advisor in a government agency, the private sector, or regional or international organizations headquartered in KSA, according to the following:-

- He works as an advisor in his field of specialization.
- He may not work as an advisor in more than one entity.
- The maximum duration of the consultation work is one year and it may be renewed.
- As for the government agencies, the application shall be submitted by the competent minister to the Minister of Higher Education. As for the private sector and regional or international organizations, the application shall be submitted by the president thereof to the Minister of Higher Education.
- The consultation and renewal are approved by a letter from the Minister of Higher Education based on the recommendation of the Department and Faculty Councils and the approval of the University Director.
- The advisor must provide the Minister of Higher Education with an annual report and a report upon the end of his consultation period on the work he completed during the period of consultation and shall provide the University President with a copy thereof.
- Work of the faculty member as a part-time advisor shall not affect his performance of his original work, especially in the following:
 - The teaching duty of the faculty member.



- Being present in his office during his office hours and in the clinics, laboratories, and computer centers if the nature of his work requires so.
- His participation in the councils and committees which need him as the University deems necessary.

1.7 Attending academic conferences, forums, and seminars

Article (67)

The faculty member may attend the conferences and seminars inside or outside KSA in accordance with the following controls:

- There should be a relationship between the topic of the conference or seminar and the faculty member's specialization or actual work responsibilities.
- His participation in the conferences and forums held inside KSA is based on the recommendation of the competent Department and Faculty Councils and approval of the University President.
- His participation in the conferences and forums held outside KSA is based on the approval of the University President based on the recommendation of the competent Department and Faculty Councils and support of the University Director.
- The University Council sets the organizational and procedural rules for attending the conferences and seminars based on the recommendation of the Scientific Council.
- The participant in the conference or forum shall submit a report thereon to the University.

Article (68)

The University may give a travel ticket and pay an assignment allowance to the faculty member participating in the conference or forum or gives only tickets or permission to attend without financial liability.

1.8 Assignment and Secondment

Article (69)

The faculty member and the like may be seconded to work for government agencies by a decision of the University Council based on the recommendation of the competent Department Council and



Faculty Councils, while the University shall pay his salary and monthly transportation allowance unless otherwise agreed upon.

Article (70)

Services of the faculty member and the like may be transferred by a decision of the University Council based on the recommendation of the competent Department Council and Faculty Council, while the University Council may also revoke the secondment decision before the date of expiry of the period.

Article (71)

For secondment of the faculty member and the like, the following is required:

- He must have worked for at least three years at the University, while the University Council may make exception to that requirement, whenever required.
- A number of the seconded faculty members shall not exceed one faculty member or 10% of faculty members in each Department per year.
- The person whose services were previously seconded must have worked for the University for not less than the period of his previous secondment.
- The secondment must not cause any disruption to the course of study during the secondment period.
- Any other conditions deemed proper by the University Council.

Article (72)

The secondment shall be to the following agencies:

- The universities and University Faculties inside the State and abroad.
- The ministries and government agencies.
- Public or private institutions.
- Governments and regional or international Commissions.

Article (73)

The secondment shall be for a period of one year and it may be renewed for the period(s) not exceeding one year per each; the secondment period may not exceed five continuous years, and the University Council may exceptionally override this period with a maximum of two years,



provided that the total secondment periods shall not exceed ten years throughout the work period of the faculty member and the like at the University or any other university.

Article (74)

The entity to which the faculty member is seconded shall pay his salary, allowances, and rewards as of the date of his commencement of work at that entity. With regard to his seniority and due bonuses, the seconded person shall be treated as if he is at the University, provided that he shall pay the retirement deductions, and the secondment period is evaluated and calculated for the purposes of promotion in accordance with Article (24) of this bylaw.

Article (75)

The decision to approve the secondment may include assigning the seconded person to contribute to some academic work, such as teaching, scientific supervision, training, etc., provided that the University shall not pay any expenses as a result thereof.

1.9 Scientific Communication

Article (76)

By a decision of the University Council based on the recommendation of the Scientific Council and recommendation of the competent Department Council and Faculty Council, the faculty member may be dispatched on a scientific mission outside the University headquarters for a period not exceeding four months, and whenever necessary, such period may be extended to a year. If the period exceeds so, such faculty member will be treated as an employee sent for training abroad.

Article (77)

Subject to the applicable instructions, by a decision of the University Council based on the recommendation of the competent department and Faculty councils, the faculty member may be dispatched to teach outside KSA. In this case, he will be treated as an employee officially dispatched to work abroad, provided that the dispatch period does not exceed four years.

Article (78)

By a decision of the University President based on the recommendation of the competent department and Faculty councils and the scientific council, the faculty member may be authorized



to travel to conduct research at a university other than his own university during the summer holiday, according to the following:

- The faculty member submits a travel application and such application shall include the data supporting it.
- After his return, the faculty member shall submit a report to the competent Department Council on the researches that he completed and such report will be presented to the Scientific Council.
- An air ticket will be issued to him.

1.10 Transport

Article (79)

The faculty member and the like may be transferred from one department to another within the same Faculty within the scope of his scientific specialization by a decision of the University President based on a recommendation of the Scientific Council, the Faculty Council, and the two competent Department Councils.

Article (80)

The faculty member and the like may be transferred from one Faculty to another one within the University by a decision of the University Director based on the recommendation of the Scientific Council, the Councils of the Department and Faculty from which he is transferred, and the Councils of the Department and Faculty to which he is transferred.

Article (81)

By a decision of the University Council based on the recommendation of the competent Department Council and Faculty Council, the transfer of a faculty member and the like to a job outside the University may be approved.

1.11 Discipline

Article (82)

A disciplinary committee for the faculty member and the like shall be formed by a decision of the University President, as follows:

- A vice-President of the University; (Committee Chairman);



- A Dean other than the one who undertook the investigation (Committee Member);
- A faculty member whose rank is not lower than that of a professor (Committee Member);
- A specialist in Sharia or regulations (Committee Member).

Article (83)

Subject to provisions of the Employee Disciplinary Law, if a faculty member and the like committed an act thought to be breaching of his duties, a dean shall undertake the investigation with him under assignment by the University Director and shall provide the University President with a report on the result of the investigation. The University Director shall refer the investigated faculty member to the disciplinary committee if it is deemed necessary.

Article (84)

The University Director may issue a decision to suspend any faculty member and the like from work if the investigation interest so requires, while the suspension period may exceed three months only by a decision of the disciplinary committee.

The suspension period(s) may be extended to other period(s) as required under the investigation conditions, provided that the suspension period shall not exceed one year each time.

Article (85)

The faculty member suspended from work shall be paid half of his net salary. If he is acquitted or punished without dismissal, the remainder of his salary shall be paid to him. If he is punished with dismissal, the amount paid to him shall not be recovered unless the authority that rendered the penalty decides otherwise.

Article (86)

The University Director shall inform the faculty member and the like - who is referred to the disciplinary committee - of the charges attributed to and provide him with a copy of the investigation report by registered letter mail at least fifteen (15) days prior to the date of the hearing scheduled for the trial.

Article (87)

The faculty member and the like who is referred to the Disciplinary Committee may review the investigations on the days specified by the President.



Article (88)

The Disciplinary Committee shall consider the case referred to it as follows:

- The committee secretary shall be an employee selected by the Committee chairman.
- The committee shall hold its meetings upon the chairman's convening notice and the investigated faculty member shall be notified in writing by a registered letter to appear before the committee to hear his statements and defense.
- The committee shall hold its sessions in the presence of the investigated person or his representative. If neither the investigated person nor his representative appeared before the committee, the case may be considered, and the investigation and consideration procedures of the case shall be confidentially made.
- The committee has the right to hear the testimony of witnesses whenever required.
- The committee decisions shall be taken by the majority, and its meetings are valid only if all of its member is attended. The committee shall submit its decisions to the University President in a record including the case file within a period not exceeding two months after the date of referring the investigated person for approval. If the University Director does not approve the committee's decision, the decision shall be remanded to the committee and if the committee insists on its opinion, the matter shall be presented to the University Council whose decision will be final.
- Upon the committee issues its decision, the University President will inform the faculty member and the like of the committee decision by registered mail.
- The faculty member and the like may appeal the decision by a letter to the University President within a maximum period of thirty (30) days commencing after being notified of the committee's decision, otherwise, the decision will become final. If the appeal is submitted before the end of the specified period, the University President will remand the case to the disciplinary committee to re-consider. If the committee insists on its opinion, the matter shall be presented to the University Council whose decision will be final.

Article (89)

Subject to the provisions of Article (32) of the Employee Disciplinary Law, the following disciplinary penalties are the ones that may be imposed on the faculty member and the like:



- Notice;
- Blame;
- Deduction from the salary, not exceeding the net salary of three months, provided that the monthly deduction shall not exceed one-third of the net monthly salary;
- Deprivation of one periodic bonus;
- Postponing the promotion for one year;
- Exclusion from the academic work and assigning him to another work for a maximum period of five years, while the exclusion period shall not be calculated within the period required for promotion;
- Dismissal.

Article (90)

The disciplinary action shall not affect the other cases filed for the same incident.

Article (91)

The University Director may serve an oral or written notice to the faculty member and the like who violates his duties.

The University President has the right to impose the penalties of notice and blame on the faculty member after investigations with him in writing, hearing his statements, and investigating his defense, where his decision shall be grounded and final.

Based on the statements receive by them from the heads of departments, or the matters which they notice, the deans must inform the University Director of every breach of duties or any other violations made by the faculty member and the like.

1.12 Termination of Service

Article (92)

The service of the faculty member will be terminated for one of the following reasons:

- Resignation;
- Application for referral to retirement before reaching the legal age according to the retirement regulations;
- Job cancellation;



- Health inability;
- Absence without a legal reason or failure to implement the transfer decision;
- Dismissal for disciplinary grounds.
- Dismissal under a royal order or Cabinet Resolution.

Article (93)

The faculty member and the like shall be referred to retirement by a decision of the University President if he has completed sixty Hijri years.

By a decision of the University Director, service of the faculty member reaching the age of sixty years during the academic year may be extended to the end of the academic year. Based on the recommendation of the University President , the Higher Education Council may extend the service of the faulty member reaching the age of sixty years for period(s) until he reaches the age of sixty-five years.

Article (94)

If it is proven that a faculty member and the like is unable to perform his duties due to illness, the University Director shall submit a report in this regard to the University Council to consider termination of his service.

Article (95)

Based on the recommendation of the competent department and Faculty councils and the Scientific Council, the University Council may consider acceptance of the resignation of the faculty member and the like, or referring him to early retirement at his request.



2. Rules of Non-Saudi's employment in universities

2.1 Definitions

Article (I)

The terms contained in this bylaw shall have the following meanings corresponding to each other:

- **Contractor:** The non-Saudi who works at the University under a contract in accordance with this bylaw.
- **Citizen (Domicile):** The country of which the contracting party holds nationality, where the country in which he resides at the time of contracting may be considered his domicile if the period of his residence exceeds two (2) consecutive years.
- **Year:** Twelve (12) Hijri months unless there is a text indicating otherwise.
- **Month:** The month is thirty days unless otherwise stipulated.
- **Personal contract:** It means that the employee is not seconded from his University or another body.

Article (II)

The provisions of this bylaw shall apply to the following groups:

- Faculty members, lecturers, language teachers, and teaching assistants;
- Those who are like the faculty members, namely: the researchers, their assistants, and technicians who hold the University degree or above, who are contracted for the positions of a researcher, research assistant, or technician at the sixth degree and above and whose work is directly related to teaching, while the University Council may override this condition in the exceptional cases;
- Doctors and health professionals;
- Engineers;
- Workers in specialized fields;
- Those who work in the administrative and clerical fields;
- Technical assistants and craftsmen;
- Teachers in schools and institutes below the university level;



Article (III)

The contract shall be drafted according to the form attached to this bylaw - Annex No. (2) - and the University may add clauses to the contract as it deems in favor of the public interest and not conflicting with this bylaw.

2.2 Recruitment:

Article (IV)

Requirements for recruitment:

- There shall be a vacant job approved in the budget or there shall be a financial appropriation for the purpose of recruitment within the "Lump Salaries" Clause.
- Unavailability of a qualified citizen to occupy the job.
- There shall be a description of the job duties and responsibilities, including the minimum qualifications required to occupy that job.

Article (V)

The contractor is required to meet the following conditions:

- He should have reached the age of twenty years and has not exceeded sixty calendar years, where the University Council may override the maximum limit of age within ten years for the professors and associate professors, five years for the assistant professors, based on the recommendation of the Department Council and the Faculty Council, and three years for the other groups, based on the recommendation of their employer.
- He should be medically fit for service under a recent health certificate issued by a medical authority recognized by the University.
- He should be of good conduct and morals.
- He should have the qualifications required for the job.
- He should not be in a contractual relationship with another entity in KSA.
- He should be full-time employee to work at the University.

Article (VI)

The contract is concluded for a one-year term or less or more than that term, and it may renewed for its term or for the period specified by the University.



Article (VII)

The contract term shall commence as of the day on which the contractor leaves his homeland for his workplace in KSA via the shortest route, provided that the period between leaving the homeland and applying for commencing the work shall not exceed three days and shall not precede the date set by the University for the beginning of the contract, or as of the day on which the contractor applies for commencing the work - according to the University's instructions - if he resides in the country in which the job is located and the contract is signed.

2.3 Salaries and bonuses

Article (VIII)

- According to the tables contained in Annex (1) attached to this bylaw, the salaries are determined after determining the proper table for the contractual job; the instructions attached to each table are considered a complementary part thereto and the University may contract with a salary less than the one set out in the above-mentioned tables if the two parties agree upon so.
- After the University approves a faculty member's promotion from an academic degree to a higher academic degree in another University, he may be given the starting salary of the degree to which he is promoted upon renewal of his contract. If his salary before the promotion exceeds or is equal to the starting salary of the degree to which he is promoted, he may be given the higher salary directly following the salary that he received for his previous degree and is given the annual bonus of the degree to which he was promoted.
- As for the one who is promoted by the University, he will be given a higher salary directly following the salary which he received for his previous degree and then, he will be given the annual bonus according to the degree to which he is promoted upon renewing their contract.
- The contractor who is not a faculty member, lecturer and teaching assistants may be transferred, upon renewal of his contract, from one degree to a higher degree within the same category if he fulfills the required conditions.
- When the contractor reaches the ending salary of the degree to which he is appointed, the University Council may give him a bonus for that degree after every two years upon the recommendation of his superior.



Article (IX)

- The University Council may increase the salaries set in the salary scales by a percentage not exceeding 50% of the due salary to those with whom the University contracted and are from Europe, America, or any level-developed countries determined by the University Council.
- The University Council may contract with those with rare specialties, academic reputation, experience, high skills, or excellent qualifications acquired in one of the famous universities, including the faculty members, and the like, as well as doctors, by an increase not exceeding 100% of the total due salary, while the University President may - in agreement with the Chairman of the General Civil Service Bureau - apply the provisions of this paragraph to the other categories.
- The University may contract with people with distinct experience or academic reputations to work as faculty members, by overriding the scientific conditions specified in the employment rules, subject to the approval of the University Council on the basis of the recommendation of the Scientific Council.

Article (X)

- The contractor - who is a faculty member, language teacher, lecturer, or teaching assistant and has previously served in the university teaching after obtaining the academic qualification or title - shall be given annual bonuses according to the salary scales contained in Annex (1).
- For the purposes of employment, experiences of the faculty members, language teachers, lecturers, and teaching assistants in fields other than the university teaching may be considered if such experience is in the field of specialization and was acquired after obtaining the academic qualification on the basis of which the University contracted with him, where every two years of experience shall be calculated a one-year experience. Such experiences may be calculated for the purposes of scientific promotion by a decision of the Scientific Council based on the recommendation of the concerned Faculty council.
- Experience of other than faculty members, lecturers, language teachers, and teaching assistants shall be calculated after obtaining the last qualification and the course in the field of the specialization after obtaining that qualification shall be calculated according to its duration, while the contractor may not combine the duration of the course and the service period at the



same time, and the experience or qualification is required to be issued by an entity of which the University is convinced.

Article (XI)

The experience of those who are contractors specified in Article (II) of this Bylaw is calculated by a maximum of five years upon beginning of the contract. In exceptional cases, the University Council may override this condition and calculate such period of experience by a maximum of fifteen years.

Article (XII)

The contractor who holds a higher qualification related to the nature of his contractual job may be given annual bonuses according to the number of years of study of his contractual higher qualification, provided that the bonuses shall not exceed two bonuses for the study period between the bachelor and master, three bonuses for the study period between the master and the PhD and five bonuses for the study period between the bachelor and PhD according to the salary scales contained in Annex (1) for the contractual job.

Article (XIII)

The contractor may be given an annual bonus not exceeding 5% of the salary and not exceeding the amount specified in the salary scales for each category. For this purpose, the contractor who has worked for ten and a half months out of his previous contract and who has the term of his contract related to the academic year is considered to have completed a year.

Article (XIV)

The contractor's salary may be retained only under an order issued by the legally competent authority. The University Director may - without taking any procedures - deduct any State-due-amounts from any amounts entitled to the contractor with the University, except for the alimony, while the monthly retained amount may not exceed one-third of the salary. In the case of many deductions, priority is given to the alimony and then to the State's dues.



2.4 Required working hours

Article (XV)

- The faculty members, lecturers, teaching assistants, and language teachers shall work for forty hours per week in the teaching, research, academic counseling, and administrative and other academic duties assigned to them by the competent entities of the University.
- The other University employees shall work for 48 (forty-eight) hours per week in the teaching, research, and training duties and the other duties assigned to them by the competent entities of the University. The University employees who work at the hospitals shall not work for more than 55 hours.

In line with the work interest requirement, the university may determine or divide the time of the beginning and end of the daily working hours.

- With regard to teaching quorum hours and the rules applied to the remuneration for additional teaching hours, the contracting faculty member and the like are treated as Saudi faculty members.

2.5 Allowances & Compensations

Article (XVI)

- The University Council may grant a rareness allowance for rare specializations by a maximum limit of 30% of the starting salary for the faculty member and the like who work in his field of specialization. The University Council shall determine these specializations and the rareness allowance for each specialization, while the faculty member may not obtain the rareness allowance together with the increase stipulated in Paragraphs (1 & 2) of Article Nine.
- The University Council may give the physicians doctors and dentists (working within the faculty members, lecturers, teaching assistants, and research assistants) working in hospitals an allowance for their legally required additional hours in the hospitals by a maximum of 80% of the basic salary, while each of them may not obtain the rareness allowance and the allowance for hospital work at the same time.
- The pharmacists and specialists in the applied medical sciences (working among the faculty members, lecturers, teaching assistants, and research assistants) working in hospitals may be



given an allowance for their legally required additional hours in the hospitals by a maximum of 50% of the basic salary, while each of them may not obtain the rareness allowance and the allowance for hospital work at the same time.

Article (XVII)

For the purpose of residence when the contractor and his family are recruited, the University shall provide the contractor and his family with travel tickets for up to four people only, including the contractor's ticket. The travel tickets shall be entitled whether his family traveled with him or individually, as follows:

- Once when coming from his homeland to KSA at the beginning of the contract, unless he was resident in KSA at the time of contracting.
- Travel ticket from KSA to his homeland back and forth once a year, during the contract period, when he is authorized to have an ordinary leave, as well as the one who internally contracted and two years have passed after his contract, unless he was resident in KSA at the time of contracting.
- A travel ticket from KSA to his homeland at the end of the contract upon his final departure, excluding the contractor who was resident in KSA at the time of contracting and whose service period was less than two years, or the one whose sponsorship was transferred to another party within KSA in accordance with the instructions regulating so.

Article (XVIII)

Contractor's family means:

- The wife, husband, or unmarriageable person accompanying the female contractor.
- Those who are legally dependent on him:
 - The boys under the age of eighteen;
 - Unmarried girls;
 - Parents;
 - Minor brothers;
 - Unmarried sisters;

It is on the condition that the competent authorities approve the recruitment in accordance with the applicable regulations.



Article (XIX)

- If any of the woman and her unmarriageable person are under contract with the University and the other one is under contract with another government agency, the travel tickets will be issued by the party which pays the housing allowance.
- The accompanying person's right to return tickets to his/ her homeland shall forfeit when the University relinquishes his/ her sponsorship to a non-governmental entity.

Article (XX)

The travel shall be by the shortest air route on Saudi Arabian Airlines if its services are available. The University shall provide the contractor with his due travel tickets. In the exceptional cases, the University may authorize him to purchase them and the University pays its value to him. If he does not want to obtain the due tickets, he may receive half of the ticket value from the University.

Article (XXI)

- The above-mentioned travel tickets shall be on the business class if the contractor is at the degree of professor and on the reduced economy class for anyone else.
- The contractor may exchange his due travel tickets (from KSA to his homeland) for travel tickets to any other country without the University incurring any additional costs and within the limits of regulations of the Saudi Arabian Airlines.

Article (XXII)

If the contractor divides his regular leave in accordance with Article (33) of this bylaw, the University will provide him with travel tickets for only the last period thereof. If such leave is divided by the University for the Work Interest, he will be given two travel tickets for himself.

Article (XXIII)

The contractor's air travel inside or outside KSA to perform his job shall be in the economy class on Saudi Arabian Airlines, whenever possible. The University may authorize the contractor to travel by land at his own expense if this does not affect his arrival at the workplace at the specified time, and in this case, the contractor shall be entitled to compensation equivalent to the value of the air travel ticket on the reduced economy class, whenever possible. If his performance of his job requires him to travel to a destination that is not linked to his original workplace by air transport means, the University shall secure his travel by land; the University may authorize the contractor



to travel at his own expense and in this case, he shall be entitled to a compensation equivalent to the value of the ticket for traveling by land by the public means of transport.

Article (XXIV)

The University shall provide the contractor with housing or pay him an annual housing allowance according to Salary Scales, Annex (1). This allowance may be paid in advance at the beginning of the contract term and then at the beginning of each year of renewal, while such allowance will be disbursed to the one whose contract period is less than one year in proportion to the term of his contract to the year. In the case of contracting with a woman and her unmarriageable person, one housing allowance is paid to the holder of the higher allowance, while this condition applies if one of them is under a contract with a governmental or non-governmental agency other than the University, and the female contractor who is married to a Saudi citizen residing in KSA shall not be given a housing allowance.

Article (XXV)

- Unless the University provides furnished housing to the new contracting faculty member and the like in his first contract with the University, a furnishing allowance of 50% of the housing allowance per year shall be paid to him and such furnishing allowance is paid once for the term of the contract with the University. For this purpose only, whoever has been absent from work in a government agency in KSA for at least two years and has re-contracted with the University is considered a new contractor and will receive such allowance unless it was previously disbursed to him.
- In the case of contracting with a woman and her unmarriageable person, they may not combine two furnishing allowances, but only one furnishing allowance shall be given to the holder of the higher furnishing allowance.
- When contracting with the University, the unmarriageable contractor or the female contractor with an unmarriageable person shall not be entitled to a furnishing allowance if the other person works at the University or in another entity inside KSA.
- If the contractor has worked in any other agency or was an unmarriageable person with a female contractor - or vice versa - inside KSA before contracting with the University, he shall not be



entitled to a furnishing allowance unless he has left KSA for a period of no less than two years and such allowance has not been previously paid to him by his previous workplace.

- If the contract term is less than a year, the furnishing allowance shall be paid in proportion of the contract term to the year, and the remainder furnishing allowance shall be paid when the contract is renewed for another term and the term of the new contractor together with the term of the previous contract is not less than a year.

Article (XXVI)

The University shall pay the contractor a monthly transportation allowance for his movements at his workplace according to salary scales for each category. Instead of paying the transportation allowance, the University may provide the contractor with the proper means of transportation, while the contractor whose residence is at or adjacent to the workplace shall not be entitled to this allowance.

Article (XXVII)

- If the contractor is assigned to perform an official duty outside his workplace inside KSA, a daily secondment allowance shall be paid to him as follows:
 - An amount of SAR 450 to the contractor whose monthly salary is SAR 7000 or more.
 - An amount of SAR 300 to the contractor whose monthly salary is SAR 4500 and less than SAR 7000.
 - An amount of SAR 255 to the contractor whose monthly salary is SAR 2700 and less than SAR 4500.
 - An amount of SAR 160 to the contractor whose monthly salary is less than SAR 2700.

The secondment allowance may be increased by 50% if the secondment is outside KSA, while an additional transfer allowance equal to one third of the monthly transportation allowance prescribed for him.

- The University Director may, upon the recommendation of the department council and the Faculty council, approve the faculty member's attendance of a conference or scientific forum without the University incurring any expenses.



Article (XXVIII)

If the work of a faculty member is transferred from a city to another city inside KSA according to the work interest, a transfer allowance of SAR 4000 (four thousand Saudi Riyals) shall be paid to him; if the transfer is from KSA to another country or vice versa, or from a place of work to another one outside KSA, an allowance of SAR 5000 (five thousand Saudi Riyals) shall be paid to him together with the travel tickets in accordance with Articles (17) to (22), while an allowance of SAR 3000 (three thousand Saudi Riyals) is paid to the non-faculty member together with the travel tickets in both cases. In the case of transferring two contractors and one of them is the unmarried person of the other one, both of them will be entitled to one transfer allowance to be paid to the holder of the higher allowance, while such allowance is not paid more than once in one financial year.

Article (XXIX)

If the contractor completes two years of university service, he will be entitled to an end-of-service gratuity at a rate of a half-month salary for each year of service. If the faculty member, lecturer, teaching assistant, technician, and the like, who are related to teaching, complete five years of university service, he will be entitled to a service gratuity at the rate of one-month salary for each year of service at a maximum limit of SAR 100,000 (one hundred thousand Saudi Riyals) or the amount actually entitled to him, whichever is higher, according to the previous bylaw; such gratuity is disbursed upon the end of the service and is calculated on basis of the last salary received by the contractor upon disbursement. This gratuity is paid only for the complete years and the total period of continuous service. The other contractors are given an end of service gratuity at the rate of half-month salary for each year at a maximum limit of SAR 50,000 (fifty thousand Saudi Riyals) or the amount actually entitled to him, whichever is higher, according to the previous bylaw.

The contractor whose service period is 22 months is considered to have completed 2 years of service, and the contractor whose service period is 58 months is considered to have completed 5 years of service.

The end of service gratuity may be increased by a maximum of (100%) based on the recommendation of the Faculty Council, or the competent entity, subject to the University's



Support and the Higher Education Council's approval, provided that the gratuity in all cases shall not exceed the maximum limits contained in this article.

Article (XXX)

Throughout the contract term, the contractor and his family members will benefit from the general medical services available in KSA, while the University Council may decide otherwise in the extreme necessary cases.

Article (XXXI)

The university may pay the actual expenses for the education of children of the contracting faculty member and the like, except for the fees for transfer to and from school, starting as of the primary grade until completing the secondary phase, under the following conditions:

- They could not be accepted in the government schools.
 - None of them is less than six years old and not more than eighteen years old.
 - Their education is in KSA, while the education expenses for those whose education is abroad are not paid by the University.
 - The number of children whose education expenses are paid shall not exceed four and the total expenses shall not exceed SAR 25000 (twenty-five thousand Saudi Riyals) per academic year.
- The University Council shall determine the amount allocated to each student as it deems proper.

2.6 Leave

Article (XXXII)

In addition to the weekend and the two feasts, the contractor is entitled to a fully-paid annual leave and its value shall be paid at the beginning thereof and its amount is (60) days for the faculty member and the like and (45) days for the others. The leave for a part of a year is calculated according to its proportion. The contractor whose contract began within one month after the date of commencement of contracts at the University shall be entitled to a full leave, while the University Council may modify the annual leave period according to the requirements of the academic calendar.



The leave period may be less than the prescribed period by a written agreement between the two parties, while the University has the right to determine the dates of the beginning and end of the leave. There shall be no leave for the secondment period, exceptional leave, or absence period.

Article (XXXIII)

Whenever necessary, based on the contractor's request and upon the recommendation of his employer and approval of the University Present, the contractor's annual leave may be divided into two periods at most, provided that the period of either of them shall not be less than one-third of the leave and the contractor shall have one of the two periods during the same year for which the leave is entitled.

Article (XXXIV)

- According to the work requirements or upon the contractor's request, the University President may postpone the contractor's regular leave or a part thereof, provided that the period of postponement shall not exceed six months after the contractor's new contractual year.
- The University President may modify the date of the contractor's weekly leave in accordance with the work requirements.
- The University President may revoke all or a part of the regular leave. In this case, the contractor shall be compensated, provided that such revocation is under the consent of the contractor, except in the extremely necessary case. The compensation for the revoked period of leave shall be in proportion to his salary in the year in which he is entitled to the leave. The contractor's right to his own travel ticket is abated in the case of full revocation of his leave.
- The University President may cancel the holiday of Eid Al-Fitr (Feast of Breaking the Fast) and Eid Al-Adha (Feast of the Sacrifice) or a part thereof in accordance with the work requirements, provided that such cancellation is under the consent of the contractor, except in the necessary cases. In this case, the contractor shall be compensated and the compensation for the canceled period of the leave shall be in proportion to his salary in the year in which he is entitled to the leave. The contractor's right to his own travel ticket is abated in the case of full cancellation of his leave.



Article (XXXV)

The University may give the contractor an emergency leave which may not exceed a total of fully-paid ten days in one year, while it shall be deducted out of his annual leave and no travel tickets shall be entitled to such emergency leave.

Article (XXXVI)

The contracting faculty member and the like may be given a non-paid exceptional leave for a period not exceeding one semester for conditions considered and accepted by the University. In this case, the service is considered to be continuous and the contractor may not be given any of the features stipulated in the contract for this period.

Article (XXXVII)

The contractor who suffers from a disease temporarily preventing him from performing his work shall be entitled to a fully paid sick leave for one month and such sick leave may be extended for another two months with half the salary. The sick leave shall not be entitled if the injury or the disease occurs while the contractor is on leave abroad and the right to the sick leave shall abate upon the end of the year to which it is entitled.

If the disease results from or because of the work, the contractor shall have the right to double the due sick leave, while proving the occurrence of the disease and determining the sick leave period are subject to the rules prescribed for Saudi employees.

Article (XXXVIII)

The female contractor is entitled to a fully-paid maternity leave for forty-five days, while the Muslim female contractor has a right to a waiting period in the case of the death of her husband and the non-Muslim female contractor has a right to one month's leave in the case of death of her husband.

Article (XXXIX)

The contractor may - during one year - combine more than one of his entitled leaves whenever the reasons for their entitlement are available.



2.7 Assignment, secondment, and transfer:

Article (XL)

The University Council has the right to approve the contractor's assignment or secondment from the University for a period not exceeding six months according to the rules set by the University Council, provided that the entity to which he will be seconded shall pay his financial dues, while his service is considered to be continuous, but he shall not be entitled to an end of service gratuity for that period.

Article (XLI)

The University may transfer the contractor to another job inside the University or agree to transfer him outside the University, subject to the following conditions:

- There are no Saudi competencies to occupy the position to which he is transferred.
- The contractor fulfills the qualifications required for the job to which he is transferred.
- The contractor agrees to the transfer, as well as the entity from which he is transferred in the case of transfer to the University from another entity. If the transfer is before the date of expiry of the contract term, the contractor shall continue to be treated according to his applicable contract and his status shall be adjusted after the expiry of the contract or the nearest contractual year, if the contract term is more than one year.

Article (XLII)

If the contractor is transferred to the University from another government agency, he shall be treated as follows:

- The contract shall be considered to be continuous with regard to leaves and the service period. The period of service is calculated and considered as a period of experience for the faculty members and the like according to Article (10) of this bylaw.
- With regard to his previous end-of-service gratuity, he shall be treated according to his contract with his previous employer. As for his services at the University, he shall be treated according to the provisions of this bylaw.



2.8 Duties & Responsibilities

Article (XLIII)

As for the matters not stipulated in this bylaw, the contractor shall be subject to the duties and responsibilities stipulated in the University's bylaws. As for the matters for which no provision is contained in this bylaw, the provisions contained in the Civil Service Law and its executive regulations shall apply.

Article (XLIV)

As for the functional faults committed by the contractor during the service, the contractor shall be subject to provisions of the University Discipline of Saudis and the provisions of this bylaw.

Article (XLV)

The contractor shall abide by Saudi applicable laws, regulations, and instructions, where he and his dependents shall respect the Saudi customs and traditions and shall neither prejudice the religion nor interfere in politics.

2.9 Cancellation, Renewal & Termination:

Article (XLVI)

The university may terminate the contract without incurring any liability if the contractor does not commence his work within fifteen days after the date set by the university upon contracting.

Article (XLVII)

The contract is automatically renewed unless one of the two parties notifies the other party - in writing - of his willingness to terminate the contract at least two months before the expiry date of its term.

Article (XLVIII)

The contract will be terminated before the date of its expiry in the following cases:

- If the contractor obtains Saudi citizenship;
- The contractor's resignation is accepted;
- The contractor insists on resignation despite the University does not accept it;
- The contractor interrupts from work without a legal reason accepted by the University.



For a period exceeding fifteen consecutive days or thirty separate days when the university considers the termination of the contract for this reason. In this case, the contractor is considered to have insisted on termination of the contract;

- Job cancellation;
- Permanent inability to work;
- Inefficiency;
- Low level of job performance;
- Disciplinary dismissal by a decision of the University;
- Termination for the public interest requirements;
- Rendering a judgment of legal punishment against the contractor or for the crime of breach of honor and trust;
- Death;
- If the sickness period exceeds the sick leave period stipulated in Article (37). In this case, the return tickets shall be issued to the contractor and the allowances paid to him shall not be recovered from him.

Article (XLIX)

- If the contractor's service is terminated pursuant to paragraphs (3, 4, 9, and 11) of Article (48), the following shall be entailed:
 - The contractor's right to the return tickets for him and his family, end of service gratuity, and leave or leave compensation shall abate, where the University Director may - in exceptional cases - agree to disburse the return tickets.
 - A portion of the housing allowance for the remainder term of the contract shall be recovered from him if it is six months or more, as well as the furnishing allowance if the termination of service is at least six months before the date of the end of the first year.
 - The contractor shall pay the University a two-month salary if his services are terminated in accordance with paragraphs (3 and 4) of Article (48).
- The provision of Clause (B) of Paragraph (1) of this Article shall apply to those whose service is terminated in accordance with paragraph (2) of Article (48).



- If the contractor's service is terminated in accordance with Paragraph (1) of Article (48), his right and his family's right to the return tickets shall abate.

Article (L)

In exceptional cases, the University Council may exempt the contractor from some or all of the expenses resulting from his termination of the contract or the termination of his service in accordance with the provisions contained in Article (48).

Article (LI)

- The contractor whose service is terminated due to job cancellation or the public interest requirements shall be given compensation equivalent to a two-month salary.
- In the case of death or injury by a disability or an impairment permanently preventing him from performing work or by a partial disability or a permanent disability not preventing him from performing his work, the contractor shall be treated in accordance with the provisions stipulated in the Civil Service Law and its executive regulations, provided that the disability or death results from work.

Article (LII)

If the contractor dies, the University shall pay all the expenses required for transporting his body and his family members to his homeland. In the case of the death of a member of the contract's family, the University shall pay the expenses of transporting his body and give a round-trip ticket to the accompanying person.

Article (LIII)

- Subject to the provisions contained in Article 5, the University may contract with the one who has previously contracted with another entity in KSA according to the following conditions:
 - The reason for termination of his service is the expiration of his contract term, resignation, or job cancellation.
 - His adequacy report for the last year of work is not less than (very good).
 - His previous employer approves such contract, except for the one whose contract expired due to the expiry of the contract term or his resignation more than two years before contracting with the University.



- The University may not contract with a person who has previously contracted with another entity in KSA and whose service has been terminated for one of the following reasons:
 - Absence from work. However, the University may contract with only two years at least after the date of termination of his service;
 - Inadequacy;
 - The requirements of the public interest. However, the court may contract with him only after approval of the authority that decided to dismiss him;
 - Disciplinary dismissal by a court decision, or for his criminal conviction, or in accordance with Paragraph (11) of Article (48).



Annex (1)

Salaries for faculty members, lecturers, language teachers, and teaching assistants:

Profession	Starting monthly salary	Annual experience bonus	Ending monthly salary	Transportation allowance	Annual housing allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9200	600	25000
Language Teacher	4080	350	6880	500	17000
Lecturer	3400	350	6550	500	18000
Teaching Assistant	2700	300	5400	500	14000

Appointment Terms:

Assistant Professor:

This position shall be occupied by the holder of a PhD degree or its equivalent or whoever obtained the title from a university recognized by the university.

Associate Professor:

This position shall be occupied by whoever obtained the title from a university recognized by the University.

Professor:

This position shall be occupied by whoever obtained the title from a university recognized by Al-Baha University.

Lecturers:

When selecting the lecturer, he must be a holder of at least a master's degree or any other scientific degree considered by the university to be equivalent to a master's degree, and he shall be appointed at the starting salary of the grade, except for the following:

- The lecturer in the majors of engineering, pharmacy, and applied medical sciences shall be appointed at the second pay scale of the grade.
- The lecturer in clinical pharmacy shall be appointed at the third pay scale of the grade.
- The lecturer in the major of human medicine and dentistry shall be appointed at the fourth pay scale of the grade.



Annex (2)

Employment Contract for Non-Saudis

On (....day.....) .../.../.... AH corresponding to .../.../... AD, this contract has been concluded between the following parties:

A- University of, represented by its director:

(It shall be hereinafter referred to as the **First Party**)

B- Mr. (..... National)

(He/ She shall be hereinafter referred to as the **Second Party**)

This contract with the second party is to occupy the position of (.....) according to the following:

- 1- The first party shall pay the second party a monthly salary of (SAR) to be paid at the end of each month together with the prescribed monthly allowances and annual bonuses.
- 2- The first party shall provide the second party with housing or pay him an annual housing allowance of (SAR) together with a furnishing allowance of (SAR) to be paid once at the beginning of the contract.
- 3- The term of this contract is days commencing as of .../.../... AH and ending at the end of .../.../... AH corresponding to .../.../... AD and this contract shall be automatically renewed unless one of the parties notifies the other - in writing - of his unwillingness to renew it at least two months before the contract expiry date.
- 4- The University's regulation for the employment of non-Saudis and the amendments thereto are considered an integral part of this contract.
- 5- This contract has been drawn up in five copies, the first party keeps four of them and the fifth copy is given to the second party together with the University's regulation for the employment of non-Saudis to accordingly act.
- 6- The regulation and the contract may be translated into foreign languages, and if a conflict occurs in translation between the Arabic text and the translated text, the Arabic text shall apply.

Contract type:

Domicile:



Place of contracting: (the city in which the contracting party resides in his domicile)

.....:

Contractor's address:

First Party	Second Party
Name:	Name:
Signature:	Signature:



References:

- ❖ The system of the Council of Higher Education and Universities and its regulations
<https://bu.edu.sa/documents/20127/0/Ref.+2.1.1.1-AR+%282%29.pdf/517a9e6d-12be-f230-0c8d-48fa59124b8b?t=1599739235218>
- ❖ Procedural Handbook Deanship of Faculty Affairs
<https://bu.edu.sa/documents/20127/0/Ref.+2.6.2.8+%282%29.pdf/ea76720a-7a1b-f4cd-44f5-53e6303f954c?t=1599748847274>
- ❖ Regulations for Universities Financial Affairs
<https://bu.edu.sa/documents/20127/0/Ref.+2.3.4.3+%281%29.pdf/c7aefa30-f786-03df-0690-b3b383b7dcc9?t=1599756902281>
- ❖ Job Performance Evaluation for Faculty Member
<https://bu.edu.sa/documents/20127/0/Ref.+2.5.5.2+%282%29.pdf/86df1c5d-e4b5-4a7d-cc09-6efa581844d2?t=1599749116274>
- ❖ Handbook for the Mechanism of Complaints of the Teaching Staff (or Faculty Members) in Al-Baha University
<https://bu.edu.sa/documents/20127/0/Ref.+2.6.7.4+%282%29.pdf/c9e85e6e-d859-d300-948c-db9b9fcc06c4?t=1599748978298>
- ❖ Promotions list
<https://bu.edu.sa/documents/20127/0/Ref.+2.3.1.9+%282%29.pdf/0584383a-29bd-a371-a4f9-9ff9778481fd?t=1599749154908>
- ❖ Regulations for employing non-Saudis
- ❖ <https://bu.edu.sa/documents/20127/0/Ref.+2.3.1.2+%282%29.pdf/ec87cdf5-1dc3-2b8d-4a0a-d012d14c8c10?t=1599748913873>

