

Staff Members Rights and Duties Guide

من الشمال ... إلى الوطن

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Staff Members Rights and Duties Guide

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Introduction

Faculty of Medicine, Northern Border Faculty, seeks to attract the best scientific competencies from the local community and from brotherly and friendly countries to form a diversified mix of experiences that contribute together to the excellence of the faculty and the fulfillment of its mission. In the interest of the faculty to provide a safe environment for its staff members and realizing that many of these competencies, whether they are members of the teaching staff or those of their equivalent of teaching assistants. The Vice Deanship of Quality Development prepared this guide to illuminate the path for them and clarify its features for them to take confident and safe steps. Therefore, this guide is designed to provide general and basic information for a faculty member, and he must later review the rules and regulations related to his work in detail.

Vice deanship of Quality and Development

Chapter one: Duties and Benefits of Faculty Members and Their Equivalent

First: The Advantages that Serve the Faculty Members at the Faculty

First: Saudis Affairs Department:

It is entrusted with all tasks related to Saudi faculty members and those of similar status at the faculty as follows:

1. Issuing decisions to exchange allowances for faculty members and their equivalent.
2. Approving and disbursing the scholarship expeditions' dues.
3. Issuing an identification certificate and a service certificate for faculty members and their equivalent.
4. Issuing decisions to pay committee remunerations to faculty members and their equivalent.
5. Completing the promotions procedures for faculty members and those of similar status after completion of the scientific councils and adopting their decisions.
6. Follow-up of various amendments in the payroll, monthly wages, allowances and other current or emergency dues according to the regulations.
7. Follow-up of the process of preparing various job performance calendars and the consequent regulatory procedures.
8. Developing mechanisms for preserving information and records for the Deanship and all faculty employees, while working to make use of modern technologies for this purpose.
9. Participating in the work of committees or meetings related to the work of the Deanship and representing them in the framework of the tasks assigned to him.
10. Performing any other tasks assigned to the Deanship in its field of competence.
11. Follow up all recruitment and appointment procedures with Saudi educational staff members in coordination with colleges, deanships and departments concerned with this at the faculty.
12. Issuing sick leave decisions for faculty members and their equivalent.
13. Issuing decisions regarding the injury allowance, the risk allowance, and the work nature allowance for members of the faculty and their equivalent.
14. Issuing decisions to grant maternity leave to female faculty members and their equivalent.
15. Issuing maternity leave decisions for female faculty members and their equivalent.
16. Issuing decisions to grant exceptional leave to faculty members and their equivalent.
17. Preparing and issuing decisions granting sabbatical leave to faculty members.
18. Preparing and issuing decisions related to the resignation of contracted faculty members and their equivalent.
19. Preparing and issuing renewal decisions for faculty members who have reached

the statutory retirement age.

20. Issuing decisions regarding emergency leave and approving directives for members of the faculty and their equivalent.
21. Issuing decisions regarding annual bonuses for faculty members.
22. Issuing decisions regarding the disbursement of bonuses for extra teaching units to faculty members and their equivalent.
23. Issuing assignment decisions, outside hours and training courses for faculty members.
24. Organizing cultural, social and entertainment events and activities specially directed to members of the faculty.
25. Preparing and issuing decisions to terminate the registration of retired members of the Saudi faculty and their equivalent, until they reach the legal age or other cases of death or disability.
26. Complete the administrative procedures for promotions in accordance with the laws and regulations.

Second: Contractors Affairs Department:

This department is entrusted with all tasks related to its competencies in relation to non-Saudis employees of the faculty of all categories, and the Contractor Affairs Department consists of the following departments:

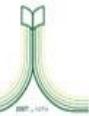
Contractor Affairs Department:

This department is entrusted with all matters related to its specializations in relation to non-Saudi employees of the faculty as follows:

1. Preparing all kinds of leave decisions for contractors and signing them from the authorized person.
2. Preparing all kinds of contracting faculty members' allowance decisions after the approval of the authorized person.
3. Preparing decisions on bonuses as directed by the authorized person.
4. Carrying out all procedures related to preparing exit, re-entry and final exit visas.
5. Preparing the necessary definitions for the new contracted faculty members to help them get their own needs, such as renting housing, providing transportation and means of communication.
6. Preparing correspondences and responding to the required inquiries about all work related to the department.

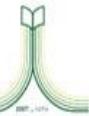
Contracting Department:

The Contracting Section undertakes all the tasks and responsibilities related to the recruitment of faculty members and those of similar rank and the termination of all procedures related to them upon their arrival in the Kingdom of Saudi Arabia. The duties and responsibilities of the contracting department can be summarized as



follows:

1. Follow up on the colleges' needs for faculty members and those of equivalent status who are not Saudis.
2. Raise applications to the Ministry of Higher Education regarding the approval of granting work visas to the faculty.
3. Coordination with the Ministry of Civil Service regarding the approval of contracting for some jobs for which coordination with the Ministry of Civil Service is requested upon the request of the Ministry of Higher Education.
4. Sending the necessary offers to faculty members and the like who have been nominated to work at the faculty.
5. Addressing the attachés to faculty members who have been nominated to work at the faculty, finalizing contracting procedures with them, and obtaining entry visas and travel tickets.
6. Coordination with the Saudi cultural attachés abroad regarding receiving faculty deans to conduct the necessary personal interviews for new faculty members.
7. Extending visas of contracted faculty members and their expired families outside the country.
8. Coordination between the colleges and the Public Relations Department regarding receiving new faculty members and their families and providing the necessary and appropriate accommodation.
9. Coordination with colleges regarding contracting with faculty members.
10. Follow up on the new contracted faculty members, end the procedures of medical examinations, and help them to get acquainted with the advantages and services of the faculty through preparing a work card and registering in the Medical Services Department, the Faculty's Public Library and the Information Technology Center.
11. Receiving new faculty members and everything related to their travel affairs, facilitating their stay and securing their transportation until they are enrolled in their colleges.
12. Granting boarding orders to contracted faculty members and their equivalents and their companions according to the regulations.
13. Preparing visiting visas for the escorts of faculty contractors.
14. Extracting residency permits for new faculty members and their families, renewing residency permits for faculty members and their families and those accompanying them, and following up on their renewal dates.
15. Adding families, companions, and births of faculty members.
16. Making exit and return visas for faculty members, their families, and their companions.
17. Preparing final visas for contractors and their companions.
18. Issuing visas for bringing in the families of contractors and obtaining visit visas for their families.
19. Issuing independent residency for adults of the legal age of 18 after the approval of the competent authority.



20. End the procedures for transferring sponsorship of some female contracting women to other than the faculty, if the faculty so desires.
21. Transferring old passports information to new passports for contractors and female contractors and their companions.
22. Extracting a replacement for the contractors or female contractors or their companions who lost his residency.
23. Obtaining entry visas for visiting professors and researchers whom the faculty wishes to attract to benefit from their scientific expertise.

Second: The Duties of Faculty Members and Their Equivalent

The duties of a faculty member are divided as follows:

The Duties towards the Student:

It is summarized in the necessity of his eagerness to perform his teaching duties, be well prepared, and implement them, and be good in dealing with the students, and to be active in guiding them and paying attention to their academic conditions, and to be in his behavior and actions a model to be emulated, such as:

1. Teaching within the prescribed assessment.
2. Additional instruction above the prescribed assessment if necessary.
3. Preparing the exams for his subjects.
4. The faculty members should adhere to the authentic faculty traditions and values and work to spread them in the students' hearts. They should establish and support direct contact with the student, and take care of their social, cultural and sports affairs.
5. Transferring to his student the latest scientific findings in his field of specialization and to recommend to the department council to amend the curriculum vocabulary and to propose developed courses that achieve the overall quality.
6. A faculty member is responsible for observing the student's examination controls and the conditions related to him, as stipulated in the undergraduate study and examination regulations and the executive rules.
7. A faculty member sets exam questions for the course he is teaching, and it is permissible, when necessary, based on the proposal of the department head, to be set by whoever chooses the department council.
8. The faculty member corrects the final examination papers and the head of the department may, when needed, associate one or more specialists with him in the correction, and the college council may assign the correction to whomever he deems appropriate.
9. The faculty member who corrects the final exam monitors the grades obtained by the student on the transcript for grades prepared for this, and signs them. Then the head of the department approves it and enters it in the academic system of the Deanship of Admission and Registration.

10. Participating with his department members in preparing study plans and developing programs for the department.
11. Supervising the practical or field side in the requirements of the subjects he studies.
12. Supervising postgraduate student research and dissertation.

The Duties to Adhere to the Faculty Rules in Teaching Courses:

1. Giving lectures at the times specified within the academic schedule.
2. Presenting virtual lectures through the platform used at the faculty.
3. Ensuring the quality of communication and the use of a computer equipped with a camera (it is applied to male faculty members and students only).
4. Using presentations to explain the scientific material, and making sure that it appears to students and their ability to view it clearly.
5. Recording the virtual lectures and various activities for reference for the student.

The Duties related to exams:

1. Evaluating students' work with criteria that reflect their performance.
2. Commitment to evaluate students' work on time, and review and discuss test results with them.
3. Ensuring that all questions are consistent with the expected learning outcomes of the course, so that all of these outcomes are measured correctly and in balance.
4. Participating in exams' invigilation

Commitment to Communicate with the Students:

1. Presence in office hours and diversifying them between attendance and virtual.
2. Responding to students' inquiries through the faculty's approved communication channels as soon as possible, provided that a maximum period of two working days does not exceed.
3. Providing academic support and guidance.

Commitment to Contributing to the Quality of the Courses:

1. Reviewing the course description periodically in coordination with the course coordinator and the head of the department.
2. Verifying that the course content matches the course description and textbook.
3. Ensuring that the scientific material is up to date and up to date with the latest findings in the scientific field of the course.
4. Verifying the alignment of course content, activities, and assignments with the expected learning outcomes.

5. Handing over the course file on a quarterly basis at the specified date.
6. Submitting proposals that benefit in the course development process in coordination with the course coordinator and the head of the department.

The Duties towards the Faculty:

1. Staying away from academic or professional behavior that harms the faculty's reputation, or losing its funds, and to give appropriate support for the work and activities of the faculty, and the committees that intend to form it, and that the faculty's name is not used to serve its own interests, and that it does not work outside the faculty except with her knowledge and after obtaining her consent.
2. Participating in the sessions of the councils of departments, committees and various associations in the college and the faculty.
3. Commitment to office hours.
4. Submitting to the concerned authorities at the faculty with proposals that help in developing the scientific and administrative work at the faculty and determining the mechanisms for their implementation and methods of activating them.
5. Actively participating in the activities held by the department, college and faculty in community service and recommend what is needed by the faculty vice-president for academic development and community service.
6. Contributing to proposing seminars and conferences within cultural programs and to be counted for him within the points allocated for community service upon promotion.
7. Following up on new developments in his field of specialization, contribute to the development of his specialization, raise it to the competent authorities, and present to the department council what is required of it.
8. The faculty member spends working hours in teaching, research, academic advising, office hours, scientific committees, community service, and other work assigned to him by the relevant authorities at the faculty.
9. The faculty member is responsible for teaching the courses assigned to him by the department head, and he is committed to attend and teach on the dates specified for these courses, and he is committed not to change the dates and locations of lectures or join groups except after coordination with the head of the department and the students.
10. The faculty member adheres to the faculty academic calendar, especially with

regard to final exam dates, and not to change the exam date for any course except after accepted students' request by the academic affair committee.

11. Continuous communication with the head of the department, as he is responsible for managing the scientific, financial and administrative affairs within the department, and he who submits an annual report to the dean of the faculty on the progress of work in the department and on the scientific activity of its members according to his previously mentioned powers.
12. The faculty members should devote time to conducting lessons, lectures and practical exercises and contribute to the advancement of science, literature and arts by conducting innovative research and studies, supervising what the student prepares from them, supervising laboratories and libraries and providing them with references.

The Duties towards Developing Professional Capabilities:

1. Due to the importance of a faculty member and the high academic reputation that appears through his serious attempt to develop himself professionally, one of his first duties in this regard is to remain in touch with all new developments in his field of specialization, through direct access to specialized literature and periodicals, participation in scientific societies, and attending seminars and relevant scientific conferences. The technical and cognitive development witnessed in this era of information flow in the means of communication and knowledge technology, and a diversification of methods of education, obliges the faculty member to have continuous responsibility in this field.
2. Conducting research, studies, and workshops and participating in collective research in his field of specialization.
3. Carrying out creative writing and targeted analyzes that contribute to providing knowledge and community service.
4. It is not permissible for members of the teaching staff to give lessons in other than their own faculty, or to supervise the lessons that are given in it except with permission from the faculty president based on the approval of the college or institute council after consulting the relevant department council. In this regard, it is required that teaching or supervision be at the faculty level.
5. Faculty members may not give private lessons for or without charge.

6. It is not permissible for faculty members to get involved in trade, to participate in running a commercial, financial or industrial business, or to combine their job with any work that is not consistent with the dignity of this job.

Duties of a Faculty Member towards Society:

1. Scientific participation in developing the faculty community through specialized courses to train graduates and raise their efficiency in line with the labor market, as well as convoys that serve the community in various disciplines.
2. The faculty member is a trustee of the nation's being, its unity, and the cooperation of its children. He strives for fruitful love and sincere respect to prevail among all citizens and among them, and the first of them is to achieve the security of the homeland, stability and empowerment of the homeland and prosperity, and in the interest of its reputation and position among the high-class human societies.
3. A faculty member is appreciated by society, respected and trusted, and he is therefore keen to be at the level of this trust, that appreciation and respect, and is keen to not affect him except by what confirms the community's trust in him and his respect for him.
4. A faculty member is an influential member of his community on whom hopes for cognitive advancement, scientific advancement, intellectual creativity, and civilized contribution are attached to the spread of these benign attributes among students.
5. A faculty member is a true picture of the intellectual belonging to his religion and country, which is necessary to expand the scope of his culture and diversify its sources, mature and based on knowledge, and extensive experience, he helps his student with the broad horizon and the vision of divergent views as cultural components that integrate and cooperate in building human civilization.
6. Consolidating the bonds of trust between the college and the community.
7. Preserving the environment and not harming it at all times, especially while dealing with harmful chemical and biological materials.

8. Taking the opinion of the surrounding community in the programs offered by the college as the beneficiary.
9. Working to find appropriate scientific and practical solutions to the problems facing the surrounding community.
10. Exerting his efforts in providing services to individuals, institutions and society whenever required in a normal and legitimate way.
11. He seeks, during his work, to contribute to the development and advancement of society, and directs students for that through interest in participating in community service, development and progress programs.
12. Links what it offers to the society's culture and aspirations.
13. Interact with societal changes and social mobility and participate in public opinion issues that benefit education and benefit society.
14. Linking faculty research to the needs of society according to results drawn from questionnaires and serious and objective studies.
15. To contribute to proposing seminars and conferences within cultural programs and to be counted for him within the points allocated for community service upon promotion.

Duties of A Faculty Member in the Field of Scientific Research, Authorship and Translation:

1. Commitment to the role that scientific research plays in raising the level of education in the college and faculty and linking the faculty to society.
2. Commitment to objectivity and complete impartiality when judging scientific research for publication.
3. When quoting, the source must be specific and clear and show the amount of the quotation without ambiguity or ambiguity.
4. Paying attention to scientific research that can be applied in practical fields.
5. Commitment not to mention references that were not used by the researcher.
6. Avoid writing or editing any report or giving an academic scientific certificate away from his specialization or contrary to the reality reached through his

scientific research.

7. Not fabricating incorrect data or results during the collection or analysis of data for scientific research.
8. Commitment to arranging the names on the published research papers from the scientific theses so that the first name is the name of the researcher and not the oldest supervisors.
9. Commitment not to mention references that were not used by the researcher.
10. Avoid writing or editing any report or giving an academic scientific certificate away from his specialization or contrary to the reality reached through his scientific research.
11. Not fabricating incorrect data or results during the collection or analysis of data for scientific research.
12. Commitment to arranging the names on the published research papers from the scientific theses so that the first name is the name of the researcher and not the oldest supervisors.
13. Take into account the updating of literature in line with the developments of the times in the specialization.
14. Taking into account the affiliation of books to their owners and not borrowing the names of some of the distinguished in the specialty in order to achieve material gain or scientific merit.
15. The need to respect the ideas and opinions of previous scholars, and not to harm them, attack them, or ridicule their books just because they were presented, but subject them to scientific discussion with evidence and proof, taking into account the difference of perceptions, minds, and the nature of science from time to time.
16. Take into account depositing copies of books in public libraries to facilitate young researchers and students, as well as placing summaries of those books on the Internet.
17. Directing his research for the benefit of knowledge, society and humanity as a fundamental moral obligation to rule his job.
18. The General Secretariat in carrying out his research and literature, only his idea and his work are attributed to himself, and the amount of benefit from others must be well known.
19. Be objective and accurate in presenting scientific views.

20. In joint research, the roles of the participants must be clarified precisely, and avoiding putting names to courtesy or aid.
21. In collecting field data, accuracy, honesty and integrity are taken into account
22. In data analysis, the researcher himself analyzes, interprets, evaluates, compares and concludes.
23. Maintaining the confidentiality of data, especially if it relates to personal matters or financial or behavioral issues.
24. Take into account the updating of data in the literature prescribed for students, at least so that they are surrounded by modern situations, and this is a great moral responsibility.
25. The translator has the right to introduce some modifications in the original text and commend the areas of deletion and amendment, and the obligation not to prejudice the author's reputation and scientific standing in relation to works published in a foreign language.

Third: Promotion

Conditions for Promotion

1/ Associate Professor:

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 in the rank of assistant professor at a Saudi faculty or another recognized faculty, provided that the period of service in Saudi universities is not less than one year.
- ✓ Satisfying the minimum academic production required for promotion in accordance with the provisions of Article 32 of the regulations governing the affairs of faculty members and their equivalent in Saudi universities.
- ✓ The scientific production submitted by him was published or accepted for publication during his tenure as assistant professor.

2/ Professor:

In order to apply for promotion from the rank of Associate Professor to the rank of Professor:

- ✓ A service of no less than four years at the rank of associate professor at a Saudi faculty or another recognized faculty, provided that the period of

service in Saudi universities is not less than one year.

- ✓ Satisfying the minimum scientific production required for promotion
- ✓ The scientific production submitted by him was published or accepted for publication during his tenure as Associate Professor.

Evaluation:

The efforts of a faculty member applying for promotion are evaluated on the basis of 100 hundred points divided as follows:

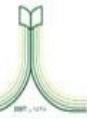
- ✓ 60 points for scientific production.
- ✓ 25 teaching points.
- ✓ 15 points for serving the faculty and society.

A faculty member is scientifically promoted from the decision of the Scientific Council to promote him. As for his job promotion, it is considered from the executive decision.

Fourth: Grievances and Complaints Service

Fifth: Discipline

- 1.Taking into consideration the provisions of the employee discipline system, if a faculty member and those of similar rank issued what he believes is breaching his duties, One of the deans undertakes the investigation with him upon the assignment of the faculty president and submits a report to him on the outcome of the investigation. The faculty director refers the investigator with him to the disciplinary committee if he believes that there is a reason for this.
- 2.The university president may issue a decision to suspend any of the faculty members and those of similar rank from work if the interest of the investigation with him so requires, and the suspension period may not exceed three months without a decision by the disciplinary committee.
- 3.It is permissible to extend the period or periods of detention for a period or other periods as required by the interest of the investigation, provided that the period of suspension does not exceed one year each time.
- 4.Half of his net salary shall be paid to the person suspended from work. If he is



acquitted or if he has consequences other than dismissal, the rest of his salary will be paid to him. But if he is punished by dismissal, what was disbursed to him will not be recovered unless the authority that issued the penalty decides otherwise.

5. The university president informs the faculty member and the like who are referred to the disciplinary committee of the charges against him and a copy of the investigation report by registered letter at least fifteen days before the date of the session set for the trial.
6. A member of the teaching staff and those who are similarly referred to the Disciplinary Committee may review the investigations carried out on the days appointed by the university president .
7. If the violation deserves to be disciplined by the faculty member and those who judge him, a disciplinary committee shall be formed by a decision of the faculty director, as follows:
 - ✓ One of the faculty's vice presidents / president.
 - ✓ One of the deans, other than the one who conducted the investigation / member.
 - ✓ A faculty member whose rank is not less than a professor / member.
 - ✓ A specialist true to Sharia or regulations / member.
8. The Disciplinary Committee considers the case referred to it according to the following:
 - ✓ The secretariat of the committee is undertaken by an employee chosen by the committee chairman.
 - ✓ The committee holds its meetings upon the invitation of the chairman and the investigator with him is notified in writing by a recorded letter to appear before the committee to hear his statements and defense.
 - ✓ The committee holds its sessions in the presence of the investigator or his representative. If he or his representative does not attend, the case may be considered, and the investigation procedures and consideration of the case are done in confidence. The committee has the right to hear the statements of witnesses when necessary.
 - ✓ Committee decisions are taken by majority, and its meetings are not valid unless all of its members attend. The committee submits its decisions to the faculty director within a report attached to the case file within a period not exceeding two months from the date the investigator was referred to it for approval. In the event that the faculty president does not approve the committee's decision, it is returned to the committee again, and if the committee remains in its opinion, the matter is referred to the Faculty Council and his decision in that is final.

- ✓ The faculty president informs the faculty member and the like, the committee's decision upon its issuance by registered letter.
9. A faculty member and those of similar status may appeal the decision by a letter to be submitted to the faculty director within 30 days of being notified of the committee's decision, otherwise the decision will be final. In the event that the appeal arrives before the expiry of the specified period, the faculty president returns the case to the Disciplinary Committee for consideration for another time, and if the committee maintains its opinion, it is submitted to the Faculty Council and the decision of the Faculty Council is final.
10. Subject to the provisions of Article 32 of the Staff Disciplinary System, the disciplinary penalties that may be imposed on a faculty member and those similar to him are as follows:
- ✓ Warning.
 - ✓ Blame.
 - ✓ Deduction from the salary not exceeding the net salary of three months, provided that the monthly deduction does not exceed one third of the net monthly salary.
 - ✓ Deprivation of one periodic bonus.
 - ✓ Postponing the promotion for a year.
 - ✓ Dismissal.
11. The University president may direct to the faculty member and those in his position who violate his duties to warn, orally or in writing, to impose the two punishments of warning and blame together on the member of the teaching staff and those in his position, after interrogating him in writing and hearing his statements, and his decision in that is final.
12. The deans of the colleges must notify the university president of all the violations of the required duties or any other violations of the faculty member and the like.

Note: The disciplinary lawsuit has no effect on other lawsuits arising from the same incident.

Chapter Two Saudi Faculty Members

Lectures (Study unit)

The members of the teaching staff and their equivalent perform thirty-five working hours per week, which may be increased to forty hours by a decision of the Faculty Council - in teaching, scientific research, counseling and other work that they are assigned to by the competent authorities at the faculty. The maximum lectures for faculty members and those of similar rank are as follows:

Classification	Professor	Associate Professor	Assistant Professor	Lecturer	Demonstrator
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Number of study units (week)	10 study units	12 study units	14 study units	16 study units	16 study units
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Reduces the academic burden on faculty members assigned to administrative work, such as faculty vice presidents, deans, faculty agents, department heads, and scientific centers directors, provided that the burden is not less than three teaching units.

Terms of Appointment

Position	Conditions
1/ Demonstrator	<ul style="list-style-type: none"> ✓ He must have a faculty degree from a Saudi faculty or another recognized faculty. ✓ His general grade at the faculty level be very good, at least. ✓ Other conditions issued by the Faculty Council
2/ Lecturer	<ul style="list-style-type: none"> ✓ He must have a master's degree or its equivalent from a Saudi faculty or another recognized faculty. ✓ The year's grade in the master's degree is at least very good (if he obtained it from a faculty that awards it with appreciation). ✓ Other conditions issued by the Faculty Council.
3/ Assistant Professor	<ul style="list-style-type: none"> ✓ Obtaining a doctorate degree or its equivalent from a Saudi faculty or another recognized faculty. ✓ What other conditions issued by the Faculty Council.
4/ Associate Professor	<ul style="list-style-type: none"> ✓ Obtaining a doctorate degree from a Saudi faculty or another recognized faculty ✓ Experience in academic work at a recognized faculty, including his assignment to teach during it, and membership of the faculty at the faculty or other recognized universities for no less than four years after appointment as assistant professor. ✓ To be promoted to the rank of associate professor from a Saudi faculty or another recognized faculty.
5/ Professor	<ul style="list-style-type: none"> ✓ Obtaining a doctorate degree from a Saudi faculty or another recognized faculty. ✓ Experience in the membership of the faculty of the faculty or another recognized faculty, of no less than eight years, of which at least four years as an associate professor. ✓ To be scientifically promoted to the rank of professor from a Saudi faculty or another recognized faculty. ✓ The arrival of the professor's salary to the last grade of

Position	Conditions
	the faculty member's salary scale does not result in him not being granted the annual periodic increment, but rather continues to be granted.

Salary and Periodic Bonus

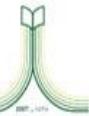
- ✓ A faculty member is entitled to his salary as of the date on which he begins work.
- ✓ A faculty member is granted a periodic bonus according to the salary scale attached to the regulations governing the affairs of Saudi faculty members in universities and set forth in Clause Five by transferring him from the degree he / she occupies to the degree directly next to it in the same rank. This transfer takes place at the beginning of each Hijri year.
- ✓ The appointed faculty member is granted the salary of the first degree in the salary of the position to which he was appointed, and if his salary upon appointment is equal to or more than the salary of this degree, he is granted the salary of the first degree that exceeds his salary upon appointment.
- ✓ The promoted faculty member is granted the salary of the first degree in the rank of the position to which he was promoted, and if the salary upon promotion is equal to or more than the salary of this degree, then he is granted the salary of the first degree that exceeds his salary, and it is permissible by a decision of the competent authority to grant him the salary of the next degree.

Salary Scale:

The salary scale consists of Saudi faculty members and their equivalents in Saudi universities as follows:

Salary scale of faculty members, lecturers, and teaching assistants in universities approved by Order No. 4097 dated 1423/06/26 AH, as of 1432/06/25 AH

Degrees	Demonstrator	Lecturer	Assistant professor	Associate professors	Professor
1	6650	8765	12765	16080	18420
2	7065	9275	13335	16745	19155
3	7480	9785	13905	17410	19890
4	7895	12095	144475	18075	20625
5	8310	10805	15045	18740	21360
6	8725	11315	15615	19405	22095
7	9140	11825	16183	20270	22830
8	9555	12335	16755	20733	23563
9	9970	12845	17325	21400	24300
10	10385	13355	17895	22063	25035
11	10800	13865	18465	22730	25770



12	11215	14375	19035	23373	26505
13	11630	14885	19603	24060	27240
14	12045	15395	20173	24725	27975
15	12640	15905	20745	25390	28710
Annual Allowance	415	510	570	665	735

Bonuses and Allowances

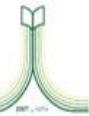
1. Faculty Education Allowance: A faculty education allowance of %25 of the basic salary for the first class of the ladder is paid to faculty members for those whose share reaches the upper limit.
2. Scarcity Allowance: A monthly scarcity allowance is paid at a rate ranging between %40- %20 as a maximum, calculated from the basic salary for the first class of the scale.
3. Emerging Universities Allowance: The allowance for emerging universities is disbursed to encourage work in emerging universities, and the allowance ranges from %20 to %40 as a maximum, and is calculated from the basic salary for the first class of scale.
4. Allowance for Attending Sessions: Allowance for attending sessions shall be paid according to the following:
 - ✓ An amount of 400 riyals per session for a faculty council member, with a maximum of 10,000 riyals per fiscal year.
 - ✓ An amount of 300 riyals per session for a member of the department council, with a maximum of 9,000 riyals per fiscal year.

End of Service Benefits:

- ✓ The end of service gratuity shall be paid to those whose services have exceeded 20 years in higher education in positions (professor, associate professor, assistant professor, lecturer) for each year of his service years equal to the salary of the grade he occupies upon the end of his service.
- ✓ Those whose service is less than 20 years in higher education in positions (professor, associate professor, assistant professor, lecturer) shall be treated in the end of service gratuity according to the latest amendment of the financial benefits of state employees, as he is entitled to the equivalent of the net six salaries of the last grade he reached upon retirement.

Excellence Reward:

- ✓ A premium bonus allowance of %10 of the basic salary for the first class of



the ladder shall be paid to the recipient of a local award.

- ✓ A premium bonus allowance of %20 of the basic salary for the first class of the ladder shall be paid to the recipient of a regional award.
- ✓ A premium bonus allowance of %30 of the basic salary for the first class of the ladder shall be paid to the holder of an international award.
- ✓ A premium bonus allowance of %40 for the patent holder shall be paid for a period of two years as the maximum for one scientific achievement (classified paper - patent - prize). This is based on the Ministry of Education circular contained in transaction No. 6150 dated 1438/2/12 AH.

Rewarding Leadership Positions and Participation in standing Committees:

- ✓ A monthly reward of 3,000 riyals will be paid to the faculty vice president.
- ✓ A monthly reward of 2,500 riyals will be paid to the Dean.
- ✓ A monthly reward of 2000 riyals will be paid to the vice-dean.
- ✓ A monthly bonus of 1500 riyals will be paid to the head of the department.
- ✓ An annual reward is paid to the secretary of the scientific council in the amount of 10,000 riyals. If he is a faculty member at the faculty, but if he is not a faculty member, he is treated according to what is specified by the civil service system and its regulations.
- ✓ For those assigned to work during the summer vacation from agents, deans, their agents, heads of departments and practical centers, and faculty members, compensation equivalent to the assignment period does not exceed the net salary of two months.
- ✓ For everyone who participates in one of the standing committees that are formed in the universities, a reward of 200 riyals for each session if it is during the official working hours and 300 riyals for each session if it is outside it, with a maximum of 6000 riyals per fiscal year.

Allowances and Bonuses for Faculty Members and Their Rulers:

The remuneration of faculty members and the like - from within the faculty - who the faculty uses to prepare and deliver non-curricular teaching units for each

teaching unit are determined as follows:

- ✓ Professor 300 riyals.
- ✓ Associate professor 250 riyals.
- ✓ Assistant professor 200 riyals.
- ✓ Lecturer and language teacher 150 riyals.
- ✓ Teaching assistant 100 riyals.
- ✓ However, if the teaching units of the faculty members from within the faculty exceed the required quorum, it is permissible, by a decision of the College Board, to disburse the allowance for teaching units in excess of 150 riyals per teaching unit

Allowances for Health Professionals:

- ✓ It is permissible to pay pharmacists who are faculty members, lecturers and demonstrators working in the field of their specialization a sabbatical allowance and overtime hours equal to %50 of the first semester of the degree they are affirmed.
- ✓ It is permissible for doctors who are members of the teaching staff, lecturers, and demonstrators working in their field of specialization to be paid a sabbatical allowance and overtime hours equal to %70 of the first semester of the degree they are affixed to.
- ✓ With regard to veterinarians who are faculty members, lecturers, and demonstrators working in their field of specialization, they may be paid a sabbatical allowance and additional working hours equivalent to %25 of the first assessment of the degree they are affixed to.
- ✓ Non-physicians who are members of the teaching staff, lecturers and teaching assistants who practice their clinical specialization in hospitals may be paid a sabbatical allowance and additional work hours equivalent to %20 of the first fixed-degree award.

Leave

It is stated in the relevant system and regulations that a faculty member grants different types of leave, which are as follows:

Annual Regular Leave:

The regulations governing the granting of licenses as follows:

- ✓ The summer vacation for a faculty member is the annual vacation.
- ✓ The summer vacation begins after the end of the test work and the announcement of the results.
- ✓ The Faculty Council determines the dates for the return of faculty members.
- ✓ The Faculty President may assign a faculty member and those similar to him to teach during the annual leave and be compensated with an additional salary equivalent to the salary of the teaching period and not exceeding sixty days.
- ✓ The faculty director may, based on the requirements of the work interest, postpone the enjoyment of a faculty member and those of similar status with his annual leave or part of it.

Compulsory Leave:

The faculty administration may grant a faculty member compulsory leave in the event that there are urgent reasons for absence, and it is not an acquired right for him, but is restricted with the approval of the direct supervisor. The faculty administration may grant a faculty member and the like, a leave of absence for a total of not more than five days per year, with a full salary.

Procedures for Granting Compulsory Leave is conducted through ERP:

Sick Leave:

The provisions for sick leave for Saudi faculty members are summarized as follows:

1. A faculty member is entitled to a sick leave that does not exceed two years during a period of 4 years of service, according to the following order:
 - ✓ The first six months include full salary
 - ✓ The second six months include half the salary
 - ✓ The third six months include a quarter of the salary
 - ✓ The fourth six months did not include a salary
2. If a faculty member suffers from one of the serious diseases specified by the specialized consultant physician, then he is entitled to sick leave within 4 years according to the following order:
 - ✓ First year include full salary
 - ✓ The next three months include half the salary

- ✓ The six months following the above are without salary
3. The calculation of the four years starts from the date of the employee's absence from work.
 4. If a faculty member is found to have a serious illness according to a medical report from a competent authority after obtaining the sick leave, the salary calculation shall be amended from the date of its commencement.
 5. A faculty member who suffers an injury or illness that prevents him from performing his work on a temporary basis due to the performance of the work and without a deliberate mistake from the faculty member is entitled to a sick leave of a period not exceeding one and a half years and with a full salary according to a medical report, according to the list of sick leave reports.
 6. A faculty member who suffers from kidney failure, in addition to the leave referred to in paragraph 1 of this article, is entitled to a leave with full pay for the days on which he has dialysis, according to a report from the medical authority that treats him.
 7. If a faculty member is unable to carry out his work after the expiry of his sick leave specified in the two previous paragraphs (1 and 2), his services shall be terminated due to his health inability to work
 8. The sick leave salary shall be paid in advance, provided that the period is not less than one month. If the patient dies during his leave, he will not be refunded from him.
 9. If the General Medical Authority decides the necessity to treat the injured faculty member due to work outside the Kingdom, then it determines the necessary period for his treatment and disburses his travel expenses. As for the treatment expenses, they are spent for a period not exceeding one and a half years, and this period may not be extended except according to a medical report from the General Medical Authority, and for a similar period only.
 10. If the General Medical Authority deems it necessary to have a companion for the patient, or if the companion is legally forbidden for the patient, then he shall pay the accompanying travel and accommodation expenses in the amount of the assignment allowance prescribed for sixth-rank employees if they are assigned to the country in which treatment is decided.
 11. The provisions of the ninth paragraph shall apply to the sick faculty member whom the General Medical Authority decides the necessity of treatment in a country other than the one in which he resides in the country and the necessity of an escort.
 12. The medical authorities concerned with granting sick leaves are as follows:
 - ✓ Hospitals and health centers affiliated with the Ministry of Health.
 - ✓ Governmental specialized hospitals.
 - ✓ University health center
 - ✓ Hospitals, private clinics, and clinics complex authorized by the Ministry

of Health.

13. The competence of doctors in granting sick leave is as follows:

- ✓ Three days from the date of discontinuation as a maximum for the doctor of the hospital, health center or health unit, and it may be extended within another three days.
- ✓ Seven days from the date of discontinuation for a specialist doctor in a hospital, certified by the director of the hospital, and an extension may be made within another seven days.
- ✓ There is more than seven days up to thirty days for two doctors, one of whom is the treating specialist certified by the signature of the hospital director. But if it exceeds thirty days, the consideration of its approval shall be within the competence of the General Medical Authority.

14. Procedures for granting sick leave:

- ✓ The faculty member who feels ill informs the direct supervisor in person or by phone.
- ✓ The procedure is completed through ERP

Accompanying Leave:

If a faculty member is compelled to accompany one of his relatives to treat him, he is allowed to enjoy his balance from the regular leave. If the period required for the accompaniment exceeds what he deserves from the regular leaves, the accompanying leave is calculated according to the following conditions:

- ✓ That the patient is one of the children of the faculty member or his wife, or one of his parents or siblings who is unique to their support.
- ✓ For the medical committee to decide for someone who is treated abroad or the hospital director and one of his doctors for those who are treated inside the necessity of having a companion for the patient and the prescribed period of treatment or the employee is legally forbidden for the patient who is treated abroad or in a country other than the one in which he resides inside.

Maternity Leave:

- ✓ A faculty member is entitled to a maternity leave with full pay of 60 days.
- ✓ If a faculty member desires to devote himself to the care of her newborn, she may obtain a period or periods of maternity leave for a period of 3 years as a maximum throughout her service with a quarter of her salary after the end of the maternity leave, provided that no less than 1500 riyals is paid to her per month.

Death Waiting Period:

A member of the Saudi faculty and a Muslim contractor deserves a legal waiting period

leave with a full salary in the event of the death of her husband.

Exceptional Leave:

By a decision of the dean, it is permissible to grant a faculty member for reasonable reasons an exceptional leave of no more than one year within 5 years without salary, whether separate or continuous.

Procedures for Granting Exceptional Leave: Through ERP

The Two Eids Holiday:

- ✓ The Eid al-Fitr holiday begins on the 25th of Ramadan and ends at the end of the 5th of Shawwal.
- ✓ The Eid al-Adha holiday begins on the 5th of Dhu al-Hijjah and ends at the end of the 15th of the same month.
- ✓ If the beginning of the holiday of one of the two holidays is on Sunday, then the holiday begins at the beginning of the weekend preceding that, and if the end of the holiday of one of the two holidays is on Tuesday, then the holiday ends at the end of the following weekend.

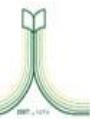
The National Day Holiday of the Kingdom of Saudi Arabia:

- ✓ The Kingdom's National Day, which falls on the first of Libra at the beginning of the Hijri solar year, corresponding to September 23 of the Gregorian calendar, is an official holiday.
- ✓ If this day falls on Saturday, then it is replaced by the next Sunday, and if it falls on Friday, then it is replaced by the Thursday before it.
- ✓ If the National Day falls on a Wednesday, and the holiday of one of the two holidays begins on Friday, then the Eid holiday begins from the beginning of the National Day.

Sabbatical Leave for Saudi Faculty Members:

The Faculty Council may, based on the recommendation of the Department and College Council, in a manner that does not affect the progress of the educational process, grant a faculty member a sabbatical leave according to the following:

- ✓ Sabbatical leave is granted to a faculty member with the rank of assistant professor or above.
- ✓ A faculty member wishing to leave a sabbatical provides a scientific program for achievement during the leave.
- ✓ A faculty member is granted a sabbatical leave for one year if he has been appointed for 5 years or has had a previous leave.
- ✓ A faculty member is granted a sabbatical leave for a full academic semester if he has been appointed for 3 years or has had a previous leave.



- ✓ No more than one faculty member or 10% of the faculty in the department is awarded during one year.
- ✓ A faculty member who holds a sabbatical leave is granted the following:
- ✓ The books are allocated to the scholarship students.
- ✓ Travel tickets for him, his wife, his sons under the age of eighteen and his daughters who are dependent on them.
- ✓ Full salary and transportation allowance for the duration of the vacation.
- ✓ Medical expenses for him and his family abroad amounting to five thousand riyals if he is alone and ten thousand per year if he is accompanied by his family, and half of that for those who were granted a semester.
- ✓ Scientific research expenses (at the discretion of the Scientific Council).

Transportation

A faculty member may be transferred from his current job to another job according to the following:

- ✓ A faculty member and those with equivalent status are transferred from one department to another within the college based on the faculty director's decision and the recommendations of the College Board and the respective departments 'councils.
- ✓ A faculty member and those with equivalent status are transferred from one college to another within the faculty based on the decision of the faculty director, the recommendations of the faculty council and the department council from which they were transferred, and the recommendations of the faculty council and the department council transferred to them.
- ✓ A faculty member and his equivalent are transferred to a position outside the faculty based on the decision of the Faculty Council and the recommendations of the College Board and the Department Council from which he is transferred

Mandate

Based on the decision of the Faculty Council, and the recommendations of the College Board and the department concerned, a faculty member may be assigned to work in a government agency, and the faculty shall bear his salary and transportation allowance, unless otherwise agreed upon.

Loan

The services of a faculty member and the like may be loaned by a decision of the Faculty Council based on the recommendations of the College Board and the department concerned according to the following:

- ✓ The loan decision does not affect the progress of the educational process.
- ✓ At least three years have passed since the faculty member joined the faculty, and the Faculty Council may, when necessary, make an exception from this condition.
- ✓ The number of seconded members of each department in one year does not exceed one faculty member, or 10% of the number of faculty members in the department.
- ✓ A faculty member may not be seconded again except after a period of time equivalent to his previous loan period has passed.
- ✓ The loan is for a period of one year, renewable, provided that it does not exceed five years.
- ✓ The loan period of a faculty member during his service at the faculty may not exceed ten years.
- ✓ The borrowing body shall bear the salary, allowances and remuneration of a faculty member from the date he commences work for it.
- ✓ A seconded faculty member is treated with his seniority and the bonuses he is entitled to as if he was working in his faculty and pays pension contributions for the loan period.

Attendance at Conferences, Symposia and Seminars

A faculty member may attend conferences and seminars inside or outside the Kingdom according to the following controls:

- ✓ Participation in conferences and seminars held outside the Kingdom shall be with the approval of the President of the Faculty Council, based on the recommendations of the Department and College Councils, and the support of the Faculty President.
- ✓ The Faculty Council sets the organizational and procedural rules for attending conferences and seminars based on the recommendation of the Scientific Council.
- ✓ The participant presents in the conference or symposium about that to the faculty.
- ✓ A travel ticket and assignment allowance may be given to a faculty member participating in the conference or symposium, and it is permissible to issue tickets only or permission to attend without financial commitment.

Scientific Contact

Based on the decision of the Faculty Council and the recommendations of the College Board and the department concerned to dispatch a faculty member on a scientific communication mission outside the faculty's headquarters, Provided that its period does not exceed four months, and it may be extended to one year in case of necessity, the faculty member is treated as delegated for a period not exceeding one month, but if the delegation is more than that, the same is treated as a faculty member sent to teach outside the Kingdom.

Scientific Consulting

It is permissible to take advantage of the services of a faculty member at the faculty as a part-time advisor in the government agency, the private sector, or regional or international organizations in which the Kingdom is based, according to the following:

- ✓ To work as a consultant in his area of specialization.
- ✓ He does not work as a consultant in more than one agency.
- ✓ The maximum duration of the consultation is one year, which can be renewed.
- ✓ The request is submitted by the competent minister for government agencies or by the head of the agency or institution for the private sector and regional or international organizations to the Minister of Education.
- ✓ Consultation and renewal are approved by a letter from the Minister of Higher Education based on the recommendations of the department and college councils and the support of the faculty director.
- ✓ The consultant must submit to the Minister of Higher Education an annual report, as well as upon the expiry of his consultation period, on the work that he has accomplished during the consultation period and provide the faculty director with a copy.
- ✓ That the work of a faculty member as a part-time consultant does not affect his performance in his original work, especially the teaching burden of the faculty member.
- ✓ Attend to his office during his office hours and in clinics, laboratories and computer centers if the nature of his work so requires.
- ✓ Contributing to councils and committees that the faculty sees its need for.

Termination of Service

The regulations specified the reasons for terminating the service of a Saudi faculty member as follows:

- ✓ Resignation.
- ✓ Request for retirement referral before reaching the statutory age according to the retirement system.
- ✓ Cancel the job.
- ✓ Reaching the statutory retirement age, unless his service is extended by a decision of the competent authority.
- ✓ Health disability.
- ✓ Absence without a legitimate excuse or failure to implement the transfer decision.
- ✓ Dismissal for disciplinary reasons.
- ✓ Dismissal by royal order or by decision of the Council of Ministers.

Referral to Retirement

- ✓ A faculty member and the like, are referred to retirement by a decision of the faculty

director if he has completed sixty Hijri years of age.

- ✓ It is permissible, by a decision of the Faculty President, to extend the service of those who have reached sixty years of age during the academic year to its end, and the Higher Education Council may, upon the recommendation of the Faculty Director, extend the service of those who reach sixty years of age for a period or periods until they reach the age of sixty-five.
- ✓ If it is proven that a member of the teaching staff and his judgment are unable to carry out their duties due to illness, the faculty director submits a report on that to the faculty council to consider terminating his service.
- ✓ The Faculty Council, based on the recommendation of the Department Council, the College of Specialists, and the Academic Council, may consider accepting the resignation of a faculty member and those of similar rank or referring him to early retirement upon his request.

Chapter three Non-Saudi Faculty Members

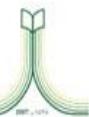
Lectures (Study units)

The faculty members perform forty working hours per week in teaching, scientific research, counseling, and other work that they are assigned to from the competent authorities at the faculty. The maximum lectures of faculty members and those of similar rank are as follows:

Classification	Professor	Associate Professor	Assistant Professor	Lecturer	Demonstrator
Number of study units (week)	10 study units	12 study units	14 study units	16 study units	16 study units

Contracting

- ✓ Has completed twenty years of age and did not exceed sixty years of the Gregorian calendar, and the Faculty Council may exceed the upper limit of age within ten years for an associate professor and five years for an assistant professor, based on the recommendation of a foreign authority.
- ✓ He is medically fit for service according to a recent health certificate issued by a medical authority recognized by the faculty.
- ✓ Good conduct and morals.
- ✓ Holds the qualifications required for the job.
- ✓ Not bound by a contract with another party in the Kingdom.
- ✓ Free time to work at the faculty.
- ✓ The contract period starts from the day on which the contractor leaves his home country for his place of work in the Kingdom in the shortest way, provided that the period between leaving the domicile and applying to start work should not exceed three days, and not earlier than the date set by the faculty for the beginning of the contract, or from the day on which the contractor applies to start work in accordance with the faculty's



instructions if he is residing in the country in which the job is located and signed the contract.

- ✓ As for those who are promoted by the university Scientific council , he is given the salary that is directly higher than the salary he was receiving in his previous degree, and then he is granted the annual increment of the degree to which he is promoted upon renewing his contract.
- ✓ The Faculty Council may increase the salaries specified according to the salary scales by a percentage not exceeding 50% of the salary due to those contracted from Europe, America, or any advanced countries in their level determined by the Faculty Council.
- ✓ The Faculty Council may enter into contracts with those with rare specialties or those with scientific reputation, experience, or high skill or excellent qualifications acquired in one of the famous universities from faculty members and their equivalents, as well as doctors, for an increase not exceeding 100% of the salary due. The dean, in agreement with the head of the General Civil Service Bureau, may apply the provisions of this paragraph to other groups.
- ✓ It is permissible to contract with those with experience or distinguished academic reputation to work as faculty members bypassing the scientific conditions specified in the recruitment rules with the approval of the Faculty Council based on the recommendation of the Scientific Council.
- ✓ The contracting faculty members and lecturers who previously had a teaching service in faculty teaching after obtaining the qualification or academic title are given annual bonuses according to the salary scale shown as follows:
- ✓ Experiences are counted for faculty members, and lecturers, in other than faculty teaching if they are in the field of specialization and after obtaining the scientific qualification that has been contracted on a one-year basis for every two years for the purposes of scientific promotion by a decision of the Scientific Council based on the recommendation of the faculty council.
- ✓ Experience is calculated upon contracting for non-faculty members, lecturers, language teachers, and repeaters after obtaining the last qualification, and the course in the specialization that takes place after this qualification is counted for its duration. It does not combine the duration of the course and the length of service at the same time, and the experience or qualification is required to be issued by a body that is

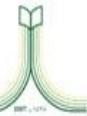
convinced by the faculty.

Salaries

The rights of contracted faculty members, salaries and bonuses, have been defined under the regulations for employing non-Saudis in Saudi universities as follows:

- ✓ The salaries of the contracting parties are determined according to the attached schedule of the list of employment for non-Saudis in Saudi universities according to the type and nature of the job to be contracted. The instructions attached to each schedule are an integral part of it. The faculty may also contract with a salary less than the one indicated in the aforementioned tables if the parties agree on that.
- ✓ If the faculty is approved for the promotion of a contracted faculty member from outside the faculty from an academic degree to a higher degree, the contractor may, upon renewing his contract, be given the beginning of the salary of the degree to which he is promoted. If his salary before promotion increases or is equal to the beginning of the salary of the grade to which he is promoted, he may be given the salary that is higher than his salary that he was receiving in his previous grade, and he shall be granted the annual increment of the grade to which he is promoted. As for those who are promoted by the faculty, he shall be given the salary that is higher than the salary he was receiving in his previous degree, and he shall be granted the annual increment of the degree to which he is promoted upon renewing his contract.
- ✓ The Faculty Council may, upon the arrival of the contracting party, the degree assigned to it, grant him a bonus and that degree after every two years, upon the recommendation of the president.
- ✓ Salary scale according to academic ranks as follows:

Professor	
The First Monthly Fee	(9,100) riyals + Years of Experience
Annual Experience Bonus	(500) riyals x Years of Experience "For full year only"
The End of the Monthly Fee	(13,600) riyals
Transfer Allowance	(600) riyals
Housing Allowance	(25,000) riyals this allowance will not be paid to the contracting party if his wife or mahram works for one of the government agencies in the same region
Furnishing Allowance	(50% of the housing allowance) provided that he has not previously worked in the kingdom and this allowance was paid to him
Associate Professor	
The First Monthly Fee	(7,250) riyals + Years of Experience
Annual Experience Bonus	(450) riyals x Years of Experience "For full year only"

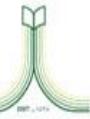


The End of the Monthly Fee	(11,300) riyals
Transfer Allowance	(600) riyals
Housing Allowance	(25,000) riyals this allowance will not be paid to the contracting party if his wife or mahram works for one of the government agencies in the same region
Furnishing Allowance	(50% of the housing allowance) provided that he has not previously worked in the kingdom and this allowance was paid to him
Assistant Professor	
The First Monthly Fee	(5,600) riyals + Years of Experience "A maximum of five years"
Annual Experience Bonus	(400) riyals x Years of Experience "For full year only"
The End of the Monthly Fee	(9,200) riyals
Transfer Allowance	(600) riyals
Housing Allowance	(25,000) riyals this allowance will not be paid to the contracting party if his wife or mahram works for one of the government agencies in the same region
Furnishing Allowance	(50% of the housing allowance) provided that he has not previously worked in the kingdom and this allowance was paid to him
Lecturer	
The First Monthly Fee	(3,400) riyals + Years of Experience "A maximum of five years"
Annual Experience Bonus	(350) riyals x Years of Experience "For full year only"
The End of the Monthly Fee	(6,550) riyals
Transfer Allowance	(500) riyals
Housing Allowance	(18,000) riyals this allowance will not be paid to the contracting party if his wife or mahram works for one of the government agencies in the same region
Furnishing Allowance	(50% of the housing allowance) provided that he has not previously worked in the kingdom and this allowance was paid to him

Travel Tickets

The faculty provides for the contracted faculty members and their families when they are brought for the purpose of residency travel tickets within the limit of four people only, including the contractor's ticket himself, and tickets are entitled whether they travel with the contractor or they travel individually as follows:

- ✓ Once upon coming from a citizen to the Kingdom at the beginning of the contract, unless he was a resident of the Kingdom at the time of the contract
- ✓ From the Kingdom to a home country, back and forth once a year during the contract period when he was authorized to have a regular leave, as well as for those who contracted internally and two years have passed since he contracted, unless he was a resident in the kingdom at the time of the contract
- ✓ From the Kingdom to a citizen at the end of the contract upon his final departure, with the exception of those who were residing in the Kingdom at



the time of the contract and the period of service was less than two years, or those whose sponsorship was transferred by another party inside the Kingdom in accordance with the instructions regulating this.

- ✓ If any of the woman and her mahram are contracting with the faculty and the other is contracting with another government agency, tickets are paid from the body that pays the housing allowance, and the right of the companion or accompaniment to return tickets to his country is waived when the faculty relinquishes his sponsorship to a non-governmental body.
- ✓ The above-mentioned travel tickets shall be of first class if the contracting party is of the rank of professor and the economy class reduced for anyone else. The contractor has the right to exchange travel tickets owed to him from the Kingdom to his home country with tickets to any other country without the faculty incurring any additional costs and within the limits of the Saudi Arabian Airlines regulations.

Housing Insurance

- ✓ The faculty provides housing for contracted faculty members, or pays him an annual housing allowance. This allowance may be paid in advance at the beginning of the contract period and then at the beginning of each year of renewal. In the case of contracting with a woman and her mahram, one housing allowance is paid to the one who has the highest allowance of them, and this provision applies if one of them is contracting with a non-governmental or non-governmental faculty, and a housing allowance is not paid to the female contracting woman married to a Saudi residing in the Kingdom.
- ✓ Unless the faculty provides furnished housing, a furnishing allowance of 50% of the housing allowance per year is given to the new contracting member of the faculty and the like, a furnishing allowance of 50% of the housing allowance per year, and the furnishing allowance is paid once throughout the period of the contract with the faculty. A newcomer is considered for this purpose only if he has been out of work for a government agency in the Kingdom for at least two years and has contracted with the faculty again unless he has previously been paid.
- ✓ In the event of a contract with a woman and her mahram, he does not combine the two furnishing allowances for them. Rather, one furnishing allowance is sufficient for the holder of the highest allowance.
- ✓ The mahram or the female contractor with a mahram upon contracting with the faculty is not entitled to a furnishing allowance if the other works at the faculty or at another party within the Kingdom.
- ✓ If the contracting party worked in any other agency or was forbidden to those who worked or vice versa inside the Kingdom before his contract with the faculty, then he is not entitled to a furnishing allowance unless he has left the Kingdom for a period of not less than two years and such allowance has not been paid to him from his previous side.

- ✓ If the contract is less than a year, the furnishing allowance shall be disbursed according to the period of the contract for the year, and the remainder of the furnishing allowance shall be spent upon renewing the contract for another period of no less than the previous contract period of one year.

Children's Education

The University may bear the actual expenditures for the education of the children of the contracting faculty member and the like, except for the transfer fees to and from the school from the primary stage until the completion of the secondary stage, with the following conditions:

- ✓ It is difficult to accept them in public schools.
- ✓ None of them is less than six years old and not more than eighteen years old.
- ✓ Their education is within the Kingdom, so that education expenses are not spent for those whose education is outside the Kingdom.
- ✓ The number of those who are paid does not exceed four, and the total expenses do not exceed twenty-four thousand riyals in one academic year.

Mandate Allowance

If the contractor is assigned to an official mission outside his workplace inside the Kingdom, a daily assignment allowance will be paid to him as follows:

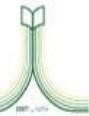
- ✓ For those whose monthly salary is 7000 riyals or more, 450 riyals will be paid.
- ✓ For those whose monthly salary is 4500-7000 riyals, 300 riyals are paid.
- ✓ For those whose monthly salary is 7000 riyals or more, 255 riyals will be paid.
- ✓ For those whose monthly salary is 7000 riyals or more, 160 riyals will be paid.

Medical Services

The contractor and his family members benefit from the general medical services available in the Kingdom for the duration of the contract. The Faculty Council, in cases of extreme necessity, may decide otherwise.

Attending Conferences

The faculty president may, based on the recommendations of the department and college councils and after the approval of the conference committee, approve a faculty member to attend a scientific conference or symposium inside or outside the Kingdom.

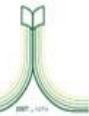


Delegation, Lending and Transfer

- ✓ The Faculty Council has the right to approve the assignment or secondment of the contractor from the faculty for a period not exceeding six months according to rules laid down by the Faculty Council, provided that the entity to which he will be delegated bears his dues and his service is considered continuous, and he is not entitled to end of service reward.
- ✓ The faculty may transfer the contractor to another job within the faculty or agree to transfer him from outside it, under the following conditions:
 - ✓ There are no Saudi competencies available to fill the position transferred to.
 - ✓ The transfer contractor is also the party from which he was transferred in the event of transfer to the faculty from another party, and if the transfer was before the end of the contract period, the contracting's term continues according to his applicable contract and his status is modified after the end of the contract or the nearest contract year if the contract period is more than one year.
 - ✓ If the contractor is transferred to the faculty from another government agency, he shall be treated according to the following:
 - ✓ The contract is considered continuous vacations and period of service.
 - ✓ As for his previous end-of-service reward, he is treated according to his contract with his previous party, and his services at the faculty are treated according to the provisions of the employment regulation for non-Saudis in Saudi universities.
 - ✓ The duration of service is calculated as experience for faculty members and those of similar status according to the relevant regulations and regulations.

End of Service Benefits

- ✓ If the contracting member of the faculty, and the like who have a relationship with teaching completed two years in faculty service, he is entitled to an end-of-service reward at the rate of half a month's a service reward at the rate of one month's salary for each year of service, with a maximum of one hundred thousand riyals.
- ✓ The remuneration is paid at the end of the service, and it is calculated on the basis of the last salary received by the contractor upon disbursement.
- ✓ This bonus is payable for the full years and the total continuous service life.

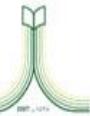


- ✓ An end-of-service gratuity shall be paid to other contracting parties at the rate of half a month's salary for each year, with a maximum of fiftythousand.
- ✓ A person who has served two years shall count as one whose service period is 22 months, as is the case in the judgment of a person who has served five years whose service period is 58 months.
- ✓ The end of service reward may be increased to a maximum of 100% based on the recommendation of the faculty council or the competent authority and the support of the Faculty Council and the approval of the Higher Education Council, provided that the remuneration in all cases does not exceed the maximum limits.

Leaves

It is stated in the relevant law and regulations that a faculty member grants different types of leave, which are as follows:

Leave	Conditions
Annual Regular Leave:	in addition to the weekend and holiday vacation, with a full salary paid at its commencement, the amount of 60 days and 45 days for others, and is entitled to leave for part of the year in proportion to that. Ruling on a person entitled to a full leave of absence from the one who starts his contract within one month from the date of commencement of contracts at the faculty. The Faculty Council has the right to amend the annual leave period according to the requirements of the academic calendar, and the leave period may be less than what is decided by a written agreement between the two parties, and the faculty has the right to determine the start and end of the leave, and the leave is not entitled for the period of secondment, exceptional leave and absence.
Compulsory Leave	<ul style="list-style-type: none"> ✓ The faculty administration may grant a faculty member compulsory leave in the event that there are urgent reasons for absence, and it is not an acquired right, but is restricted with the approval of the direct supervisor. ✓ The faculty administration may grant the contracting member of the faculty and the like, a compulsory leave, not exceeding a total often days in one year, with full salary and deducted from his annual leave, and he is not entitled to travel tickets for it.



Leave	Conditions
Sick Leave	<p>With regard to a contracted faculty member who suffers from a disease that prevents him from performing his work temporarily:</p> <p>He is entitled to a one-month sick leave with a full salary, and it may be extended for another two months with half the salary.</p> <ul style="list-style-type: none"> ✓ Sick leave is not entitled if the injury or illness occurred while the contractor was outside the Kingdom on leave, and the sick leave is forfeited at the end of the year in which it was due. ✓ If the disease arises from work or as a result of it, the contractor has the right to double the sick leave due, and in proving illness and in determining the period of sick leave, the rules prescribed for Saudi employees are followed.
Maternity Leave:	<p>The regulations for employment of non-Saudis in universities stipulated that the female contractor deserves a maternity leave with full pay for a period of 45 days.</p>
Death Waiting Period	<p>A female contracting Muslim faculty member deserves a legal waiting period leave with a full salary in the event of the death of her husband. The non-Muslim female contractor is granted leave for a period of one month in the event of the death of her husband.</p>
Exceptional Leave	<p>By a decision of the dean, it is permissible to grant a faculty member for reasonable reasons an exceptional leave of no more than one year within 5 years without salary, whether separate or continuous.</p>
The Two Eids Leave	<ul style="list-style-type: none"> ✓ Eid Al Fitr holiday begins on the 25th of Ramadan and ends at the end of the 5th of Shawwal. ✓ The Eid Al-Adha holiday begins on the 5th of Dhu Al-Hijjah and ends at the end of the 15th of the same month. ✓ If the beginning of the holiday of one of the two holidays is on Sunday, then the holiday begins with the beginning of the previous weekend, and if the end of one of the two holidays is on Tuesday, then the holiday ends at the end of the next weekend.
Holiday of the National Day of the Kingdom of Saudi Arabia	<ul style="list-style-type: none"> ✓ The Kingdom's National Day, which falls on the first of Libra at the beginning of the Hijri solar year, corresponding to September 23 of the Gregorian calendar, is an official holiday. ✓ If this day falls on Saturday, then it is replaced by the next Sunday, and if it falls on Friday, then it is replaced by the Thursday before it. ✓ If the National Day falls on a Wednesday, and the holiday of one of

Leave	Conditions
	the two holidays begins on Friday, then the Eid holiday begins from the beginning of the National Day.
	✓

Termination of Service

Article Forty-Eight of the Regulations for Employment of Non-Saudis in Universities stipulates that the contracting contract is terminated before the expiry of its term in the following cases:

- ✓ The contractor obtains Saudi nationality.
- ✓ Acceptance of resignation.
- ✓ Insisting on resigning despite the faculty not accepting it.
- ✓ Cessation from work without a legitimate excuse accepted by the faculty for a period of more than fifteen consecutive days or thirty separate days when the faculty decides to terminate the contract for this reason and the contractor in this case is considered insisting on termination
- ✓ Cancel the job.
- ✓ Permanent disability to work.
- ✓ Incompetence.
- ✓ Low level of job performance.
- ✓ Disciplinary dismissal by decision of the faculty.
- ✓ Requirements of the public interest.
- ✓ Sentencing the contracting party to a legal limit or a crime that violates honor and trust.
- ✓ If the period of sickness exceeds the period of sick leave stipulated in the regulations.
- ✓ Death.

References:

- ✓ The bylaws regulating the affairs of faculty employees and their equivalent.
- ✓ The bylaws of non-Saudis employment.

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