

Academic Staff & Employee Guide



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College vision

To achieve excellence in the field of nursing and healthcare at the national level, support sustainable development, and contribute to advancing a knowledge-based society.

College mission

To provide a distinguished educational program that graduates qualified competencies in the field of nursing to meet labor market needs, and to offer applied research, consultancy, and training programs that contribute to improving the quality of healthcare services in the local community, within a motivating work environment utilizing the latest methods, and activating partnerships nationally and internationally.

College Objectives

1. To provide high-quality and advanced educational services that meet the needs of the local and global labor market in pursuit of national and international academic accreditation.
2. To graduate highly competent nursing cadres capable of handling all modern technologies in the field of nursing.
3. To maximize the college's role in meeting community needs.
4. To strengthen relationships with community institutions by offering consultations in the field of nursing, as well as delivering lectures, workshops, and scientific conferences.
5. To deepen research skills among graduates, leading to the advancement of the nursing profession and fulfilling development requirements.
6. To enhance institutional administrative, technical, and informational performance.

ACADEMIC STAFF GUIDE

Regulations Governing the Affairs of Saudi University Faculty Members

The regulation concerning the affairs of Saudi university faculty members and their equivalents was issued by the decision of the Higher Education Council No. 4/6/1417, adopted at its sixth session held on 26/08/1417 AH. This decision was approved by the Chairman of the Council of Ministers and the Higher Education Council through directive telegram No. 7/b/12457 dated 22/08/1418 AH. The regulation stipulates that the Higher Education Council shall issue rules governing the employment affairs of Saudi university staff and contractors, including faculty members. These rules cover salaries, bonuses, and allowances, and were prepared in coordination with the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Civil Service Bureau.

Upon reviewing the memorandum from the General Secretariat of the Higher Education Council and the draft regulations for Saudi university faculty affairs, the following decision was issued:

“Approval of the regulations governing the affairs of Saudi university faculty members and their equivalents, in accordance with the attached document.”

I. Classification of Faculty Members

Article 1:

Faculty members include:

1. Professors
2. Associate Professors
3. Assistant Professors

Item 2:

The following categories are subject to the same regulations:

- Lecturers
- Teaching Assistants
- Research Assistants

II. Appointment and Promotion

Article 4:

To be appointed as a *Teaching Assistant*, the candidate must:

1. Hold a bachelor's degree from a Saudi or recognized university.
2. Have a minimum undergraduate GPA of "Very Good."
3. Meet any additional conditions set by the University Council.

Article 5:

To be appointed as a *Lecturer*, the candidate must:

1. Hold a master's degree or its equivalent from a recognized university.
2. Have achieved a "Very Good" GPA in the master's program, if applicable.
3. Meet any additional conditions set by the University Council.

Article 6:

To be appointed as a *Research Assistant*:

1. For candidates with a master's degree (Research Assistant A):
 - Must have earned the degree from a Saudi or recognized university, with a GPA of at least "Very Good."
 - Must meet any additional requirements set by the University.
2. For candidates with a bachelor's degree (Research Assistant B):
 - Must have earned the degree from a recognized university with a GPA of at least "Good."
 - Must meet any additional university requirements.

Article 7:

Teaching Assistants and Lecturers are appointed based on the recommendations of the Department Council, College Council, and the Standing Committee for the Affairs of Teaching Assistants, Lecturers, and Research Assistants. The final decision is issued by the University Council.

Article 9:

Appointment to the rank of Teaching Assistant is based on the number of years required to complete university study:

1. 4 years: appointed at first degree of the rank.
2. 5 years: appointed at second degree.
3. 6 years: appointed at third degree.
4. 7 years: appointed at fourth degree.

Article 11:

To be appointed as an *Assistant Professor*, the candidate must:

- Hold a Ph.D. or equivalent from a recognized university.
- Meet any additional requirements set by the University Council.

Article 12:

In exceptional cases, and upon recommendation from the Department Council, College Council, and Scientific Council, the University Council may appoint a candidate as an *Assistant Professor* without a Ph.D., provided that the candidate:

1. Holds a master's degree or equivalent from a recognized university.
2. Has served as a Lecturer for at least three years.
3. Has produced at least three units of published scholarly work after obtaining the master's degree, including at least one solo-authored work.

Article 13:

To be appointed as an *Associate Professor*:

1. Must hold a Ph.D. from a recognized university.
2. Must have at least four years of academic experience after being appointed as an Assistant Professor.
3. Must have received scientific promotion to the rank of Associate Professor from a Saudi or recognized university.

Article 14:

To be appointed as a *Professor*:

1. Must hold a Ph.D. from a recognized university.
2. Must have at least four years of academic experience after being appointed as an Associate Professor.
3. Must have received scientific promotion to the rank of Professor from a Saudi or recognized university.
4. Reaching the final salary level on the faculty pay scale does not preclude continued receipt of the annual bonus.

Item 14:

Faculty appointments are made upon recommendations from the Department Council, College Council, and the Academic Council. Final approval is granted by the University Council.

Terms of Promotion**Article 21: Associate Professor**

To apply for promotion from Assistant Professor to Associate Professor, the candidate must:

1. Have served for a minimum of four years as an Assistant Professor at a recognized Saudi university or another recognized university, provided that at least one year of this service is at a Saudi university.
2. Fulfill the minimum scientific production requirements for promotion as outlined in Article 32 of the regulations governing the affairs of faculty members and their equivalents in Saudi universities.
3. Ensure that the scientific production was submitted or accepted for publication during their tenure as an Assistant Professor.

Article 22: Professor

To apply for promotion from Associate Professor to Professor, the candidate must:

1. Have served for a minimum of four years as an Associate Professor at a recognized Saudi university or another recognized university, with at least one year of service at a Saudi university.
2. Fulfill the minimum scientific production requirements for promotion as outlined in Article 33 of these regulations.
3. Ensure that the scientific production was published or accepted for publication during their tenure as an Associate Professor.

Article 23:

A faculty member may apply for promotion to the Department Council up to six months before completing the statutory service period.

Article 25:

Faculty members are promoted based on the following criteria:

1. Scientific production
2. Teaching performance
3. University and community service

Article 26: Promotion Procedures

1. The faculty member shall submit a promotion application to the relevant Department Council, including:
 - a. A statement of scientific and professional qualifications and career progression
 - b. A statement of teaching activities
 - c. A statement of university and community service activities
 - d. At least five copies of the scientific work submitted for promotion, along with required supporting documentation
 - e. Any additional documents supporting the application
 - f. Any other information required by the Department Council, College Council, or Scientific Council
2. The Department Council shall review the application to verify compliance with conditions and procedures, then recommend forwarding the application to the College Council along with a proposed list of at least eight qualified external referees.
3. The College Council shall evaluate the application based on the Department Council's recommendation.
4. The process for selecting external referees shall follow these steps:
 - a. Five referees are selected from the list, with three designated as primary reviewers, one as the first reserve, and one as the second reserve. At least two of the three primary reviewers must be from outside the university.
 - b. The scientific production and supporting documentation are sent confidentially to the referees for evaluation using the form prepared by the Scientific Council.
 - c. A decision on the promotion is made based on referee reports, teaching evaluations, and university/community service contributions.
 - d. If the Board decides not to approve the promotion due to insufficient scientific production, it will specify which works are excluded and which may be resubmitted. To reapply, the candidate must submit at least one new research unit for promotion to

Associate Professor and two new research units for promotion to Professor.

Article 27:

Faculty promotion is evaluated on a 100-point scale, distributed as follows:

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

The University Council shall establish criteria for evaluating service contributions based on the recommendation of the Scientific Council.

Article 28:

To qualify for promotion, a faculty member must score a minimum of 60 points overall. In addition:

- A minimum of 35 points in scientific production is required for promotion to Associate Professor.
- A minimum of 40 points in scientific production is required for promotion to Professor.
- Promotion to Associate Professor requires a majority approval from the three referees.
- Promotion to Professor requires unanimous approval from the three referees.

Article 29:

Scientific Production Requirements

Scientific production eligible for promotion includes the following (subject to approval by the Scientific Council):

1. Research published or accepted in peer-reviewed scientific journals.
2. Refereed research presented at scientific conferences/symposiums and published in full (only one unit accepted).
3. Refereed research published or accepted by specialized university research centers.
4. Refereed university books or scientific references (only one unit accepted).
5. Authenticated rare books (only one unit accepted).
6. Refereed translations of specialized scientific books (only one unit accepted).
7. Books and research published by approved scientific institutions and subjected to peer review (only one unit accepted).
8. Patented inventions or innovations registered with patent offices recognized by the Scientific Council.

9. Distinguished creative works, as defined by University Council guidelines based on the Scientific Council's recommendation (only one unit accepted).

Article 30:

Scientific work published or accepted for publication in refereed journals shall be considered part of the minimum requirements for promotion. A faculty member must have at least one research unit to apply for promotion to the rank of Associate Professor, and a minimum of two research units is required for promotion to the rank of Professor.

Article 31:

The scientific production submitted for promotion must be published or accepted for publication in more than one publishing outlet.

Article 32:

The minimum scientific production required to apply for promotion to the rank of Associate Professor is four units (published or accepted for publication), of which at least two units must be individual work. The University Council may grant an exemption for specific disciplines, provided the submitted work includes at least one unit.

Article 33:

The minimum scientific production required for promotion to the rank of Professor is six units, of which at least three units must be individual work. The University Council may grant an exemption for certain disciplines, provided that the total number of accepted/published units is no less than three.

Article 34:

Scientific work is counted as one unit if authored solely by the faculty member, and half a unit if co-authored by two individuals.

- In joint research with more than two authors, the Principal Investigator is credited with half a unit, while each of the remaining co-authors receives a quarter unit.
- In other cases of joint authorship among more than two contributors, each author receives a quarter unit.

Article 35:

Scientific production submitted for promotion must not be derived from the faculty member's master's or doctoral thesis or any of their previous academic work. If the Scientific Council determines that the submitted work is not independent, the applicant shall be barred from

reapplying for one year from the date of the Council's decision.

Article 36:

Promotion referees must hold the rank of Professor. However, in promotions to Associate Professor, one of the referees may hold the rank of Associate Professor.

Article 37:

A faculty member's scientific promotion becomes effective from the date of the Scientific Council's decision. The professional promotion becomes effective from the date of the executive decision, subject to the availability of a vacant position.

III. Duties

Article 38:

A faculty member shall demonstrate the following characteristics:

1. Integrity, ethical conduct, adherence to university rules and regulations, and avoidance of any actions that violate professional ethics.
2. Ongoing engagement with developments in their field of specialization and contribution to the advancement of their discipline through scientific activity.
3. Effective communication of recent scientific developments to students and the promotion of scientific curiosity, knowledge, and critical thinking.
4. Active participation in departmental, college, and university councils and committees, as well as university and community service activities.
5. Full-time availability for university duties. External employment is not permitted without prior approval in accordance with applicable regulations.

Article 39:

The faculty member shall maintain order in classrooms and laboratories and must report any disturbances to the head of the department.

Article 40: Teaching Quorum

Faculty members and equivalent academic staff are required to work 35 hours per week, which may be increased to 40 hours per week by a decision of the University Council. These hours include teaching, research, academic advising, office hours, committee work, and other duties assigned by university authorities.

The maximum teaching load per week is as follows:

1. Professor: 10 teaching units
2. Associate Professor: 12 teaching units
3. Assistant Professor: 14 teaching units
4. Lecturer: 16 teaching units
5. Teaching Assistant: 16 teaching units
6. Language Teacher: 18 teaching units

IV. Sabbatical Leave

Article 61:

By a decision of the University Council, upon the recommendation of the College Council, the relevant department, and the Scientific Council, a faculty member may be granted a full-time sabbatical leave for one academic year. This may be approved after five years of appointment or after having taken a previous sabbatical leave. Alternatively, the leave may be granted after three years of appointment or after a previous full-time leave, provided that it does not disrupt the educational process. The leave period shall not be counted toward the required service period for subsequent sabbaticals. The University Council shall establish the rules governing sabbatical leave based on a proposal from the Scientific Council.

Article 62:

To be eligible for sabbatical leave, the following conditions must be met:

1. No more than one faculty member, or 10% of the total faculty members in a department (whichever is less), may be granted a sabbatical in a given year.
2. The faculty member must submit a scientific program detailing the work to be accomplished during the sabbatical.

Article 63:

Faculty members approved for sabbatical leave shall receive the following benefits:

1. Full salary and transportation allowance for the duration of the leave.
2. Airline tickets for the faculty member, spouse, and children under 18 years of age.
3. A book allowance for those pursuing graduate studies.
4. Research expenses, to be estimated on a case-by-case basis and approved by the Scientific Council.

5. Medical expenses for those spending their leave outside the Kingdom, up to SAR 5,000 for individuals and SAR 10,000 for those accompanied by family; for one-semester leave, half of these amounts apply.
6. Full-time allowance for faculty members who are physicians in return for full-time work and at least three hours of overtime daily, including Thursdays. A minimum of SAR 3,000 is provided if the leave is spent in government hospitals within the Kingdom.

Article 64:

Faculty members on sabbatical leave are not permitted to take any other type of leave or to engage in contractual work or consulting.

Article 65:

A faculty member granted a full-time sabbatical must fulfill the duties outlined in the approved scientific program. Within one semester after the end of the sabbatical, the faculty member must submit a detailed report of accomplishments to the Department Council, along with copies of the completed scientific work, in preparation for review by the College and Scientific Councils.

V. Attending Conferences, Seminars, and Educational Classes

Article 67:

Faculty members may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

1. The topic of the conference or seminar must be relevant to the faculty member's specialization or actual job responsibilities.
2. Attendance at conferences and seminars within the Kingdom requires the recommendation of the Department and College Councils and the approval of the University Rector.
3. Attendance at conferences and seminars outside the Kingdom requires the approval of the President of the University Council, based on recommendations from the Department and College Councils and support from the University Rector.
4. The University Council shall develop organizational and procedural guidelines for attending conferences and seminars, based on the recommendation of the Scientific Council.
5. The faculty member must submit a report to the University after attending the conference or seminar.

VI. Deputation and Secondment

Article 69:

A faculty member or equivalent may be deputed to work with government agencies by a decision of the University Council, based on the recommendation of the department and college councils concerned. Unless otherwise agreed, the University shall bear the faculty member's salary and monthly transportation allowance.

Article 70:

The services of a faculty member or equivalent may be seconded by a decision of the University Council, upon the recommendation of the department and college councils. The University Council also reserves the right to cancel the secondment before the end of its term.

Article 71:

The following conditions must be met for the secondment of a faculty member:

1. The faculty member must have completed at least three years of service at the University.
The University Council may waive this requirement in special cases.
2. No more than one faculty member, or 10% of the department's total faculty, may be seconded per year.
3. A faculty member who has previously been seconded must spend at least two years at the University before being eligible for another secondment.
4. The secondment must not disrupt the academic process or study plans.
5. Any additional conditions set by the University Council.

Article 72:

Secondment may be made to the following institutions:

1. Universities and university colleges, both domestic and international.
2. Ministries and government agencies.
3. Public or private institutions.
4. Governmental, regional, or international organizations.

Article 73:

Secondment is granted for a period of one year and may be renewed for additional periods, each not exceeding one year. The total period of secondment shall not exceed five consecutive years. The University Council may allow an extension of up to two additional years, provided that the

total duration does not exceed ten years over the faculty member's career at the University or any other university.

Article 74:

The host institution shall bear the cost of the faculty member's salary and all other financial entitlements, including allowances and rewards, from the date of commencement. The host must also treat the seconded faculty member in terms of seniority and entitlements as if they remained at the University. Pension contributions must be paid, and the secondment period shall be evaluated for promotion purposes in accordance with Article 24 of these regulations.

Article 75:

The decision approving the secondment may include the faculty member's participation in specific academic activities, such as teaching, research supervision, training, or other duties, provided that the University does not incur any financial responsibility.

VII. Scientific Communication

Article 76:

A faculty member may be dispatched on a scientific mission outside the University for a period not exceeding four months. This period is treated similarly to an employee sent for training abroad. If necessary, the dispatch period may be extended to one year. If the duration does not exceed one month, the faculty member is treated as a delegate; if it exceeds one month, the rules for training abroad apply.

Article 77:

In accordance with applicable regulations, the University Council may, upon the recommendation of the Department and College Councils, approve sending a faculty member to teach outside the Kingdom. The faculty member shall be formally treated as a delegate, and the period of delegation shall not exceed four years.

Article 78:

Upon the recommendation of the University Rector and the College Councils, the Scientific Council may allow a faculty member to travel for research purposes during the summer break to a university other than their own, under the following conditions:

1. The faculty member must submit a travel request detailing the purpose and plan of the trip.
2. Upon return, the faculty member must submit a report on the research conducted to the

relevant department council, which shall forward it to the Scientific Council.

3. The faculty member shall be provided with an airline ticket.

VIII. Transferring

Article 79:

A faculty member or equivalent may be transferred from one department to another within the same college, provided the transfer is within the scope of their academic specialization. This shall be by decision of the University Rector, upon the recommendation of the Scientific Council, the College Council, and the councils of the concerned departments.

Article 80:

A faculty member or equivalent may be transferred from one college to another within the University by decision of the University Rector, upon the recommendation of the Scientific Council, the department and college councils of both the current and receiving faculties.

Article 81:

By decision of the University Council, upon the recommendation of the relevant Department Council and College Council, a faculty member or equivalent may be approved for transfer to a position outside the University.

IX. Disciplinary Mechanisms

Article 82:

A disciplinary committee for investigating faculty members and equivalents shall be formed by a decision of the University Rector and shall consist of:

1. One of the University's Vice Presidents (Chairperson).
2. A Dean (other than the one who conducted the investigation).
3. A faculty member of the rank of Professor or higher.
4. A specialist in Sharia or legal regulations.

Article 83:

Subject to the provisions of the Staff Disciplinary System, if a faculty member or equivalent is believed to have breached their duties, a Dean shall investigate the matter upon the request of the University Rector and report the findings. The University Rector may refer the matter to the

disciplinary committee if deemed necessary.

Article 84:

The University Rector may suspend a faculty member or equivalent from duty if required for the investigation. The suspension period may be extended based on investigative needs, provided no single suspension exceeds one year.

Article 85:

A suspended faculty member shall receive half of their regular salary during the suspension. If found innocent or penalized with a punishment other than dismissal, the remaining salary shall be paid. If dismissed, previously paid amounts shall not be recovered unless otherwise decided.

Article 86:

The University Rector shall notify any faculty member or equivalent referred to the disciplinary committee of the charges and provide a copy of the investigation report by registered letter at least fifteen days before the scheduled hearing.

Article 87:

Faculty members referred to the disciplinary committee have the right to review the investigation documents on dates specified by the committee chair.

Article 88:

The disciplinary committee shall handle referred cases as follows:

1. A secretary shall be appointed by the committee chair.
2. Meetings shall be convened at the chair's invitation.
3. The investigator or their representative must be present.
4. Decisions shall be made by majority vote. Meetings are valid only if all members are present. If disagreement persists, the matter is referred to the University Council, whose decision is final.
5. The University Rector shall notify the concerned faculty member of the committee's decision via registered mail.
6. The faculty member may appeal the decision by submitting a written objection to the University Rector within thirty days of notification, unless the decision is final. If the committee maintains its opinion, the matter shall be submitted to the University Council, whose decision is final.

Article 89:

Subject to Article (32) of the Staff Disciplinary System, the following penalties may be imposed on a faculty member:

1. Warning.
2. Blame.
3. Salary deduction not exceeding the net salary of three months, with each deduction not exceeding one-third of the monthly net salary.
4. Denial of one periodic allowance.
5. Postponement of promotion for one year.
6. Suspension.

Article 90:

Disciplinary actions shall not affect any other legal proceedings arising from the same incident.

Article 91:

The University Rector may issue a verbal or written warning to a faculty member or equivalent who breaches their duties. The Rector may impose up to two warnings and one blame penalty after a written investigation, hearing the individual's statements, and allowing them to present a defense. College Deans shall report any observed violations by faculty members or equivalent personnel to the Rector, based on their own observations or reports from department heads.

Provisions for Non-Saudi Contracted Faculty Members

I. Definitions

Article 1:

The following expressions, wherever mentioned in these regulations, shall have the meanings assigned to them below:

1. Contractor: Any non-Saudi working in universities under a contract in accordance with these regulations.
2. Domicile: The country of which the contractor is a national.
3. Year: Twelve Hijri months, unless otherwise stated.
4. Month: Thirty days, unless otherwise stated.
5. Personal Contract: A contract not involving secondment by the contractor's university or any other party.

Article 2:

The provisions of these regulations shall apply to the following categories:

1. Faculty members, lecturers, language teachers, and teaching assistants.
2. Teaching staff members, researchers, research assistants, and technicians holding a university degree or higher, who are contracted for the positions of researcher, research assistant, or technician at grade six and above, and whose work is directly related to teaching. The University Council may, in exceptional cases, waive this requirement.

II. Employment

Article 4:

Employment requirements:

1. Availability of a vacant position approved in the budget, or provision of financial allocation under the salary cuts item.
2. Absence of qualified citizens to fill the position.
3. A clear job description outlining duties, responsibilities, and minimum qualifications required.

Article 5:

The contractor must meet the following conditions:

1. Be at least 20 years old and not older than 60 Gregorian years. The University Council may extend the age limit by up to 10 years for professors and associate professors, 5 years for assistant professors (upon recommendation from the Department and College Councils), and 3 years for other categories based on their employer's recommendation.
2. Be medically fit, as certified by a recent health report from a recognized medical authority.
3. Have good conduct and moral character.
4. Possess the qualifications required for the job.
5. Not be under contract with another entity within the Kingdom.
6. Be employed full-time by the university.

Article 6:

Contracts shall be for a one-year term and may be renewed.

Article 7:

The contract period shall begin on the date the contractor departs from their home country to the Kingdom via the shortest route, provided this occurs no earlier than the university's specified contract start date and not more than three days before the reporting date. If the contractor is already residing in the country where the university is located, the contract begins from the date they report for duty per university instructions.

III. Salaries and Allowances

Article 8:

1. When a faculty member is promoted from a lower to a higher academic rank from outside the university, the university may grant, upon contract renewal, the starting salary of the new rank. If the previous salary exceeds the new rank's base salary, the next higher step within the new rank that exceeds the current salary shall be granted.
2. Non-faculty contractors (lecturers, instructors, etc.) may be moved to a higher grade within the same category upon contract renewal, provided they meet the required conditions.
3. The University Council may grant a periodic increment to contractors who reach the maximum step of their grade, every two years, based on the recommendation of the appropriate authority.

Article 9:

1. The University Council may raise salaries up to 50% above the standard scale for contractors from Europe, America, or other similarly developed countries, as determined by the Council.
2. The University Council may contract faculty and similar personnel with rare specializations, recognized scientific reputations, exceptional skills, or qualifications from renowned universities, with salaries increased by up to 100%. This may also apply to doctors, subject to approval by the President of the University Council and the Head of the Civil Service Bureau.
3. The University Council may hire individuals with distinguished scientific reputations as faculty members, waiving some scientific conditions based on recommendations from the Scientific Council.

Article 10:

1. Contractors including faculty members, language teachers, lecturers, and teaching assistants who have prior university-level teaching experience after earning the required qualifications or titles shall receive annual increments per the approved salary scale.
2. Non-university teaching experience in the same field of specialization, acquired after the relevant scientific qualification, may be counted for salary purposes at the rate of one year for every two years of experience. This may also be considered for promotion purposes based on the recommendation of the relevant College Board.
3. For non-faculty staff, experience after obtaining the latest qualification shall be considered at the time of hiring.
4. Training courses in the relevant field undertaken after the qualification will be considered according to their duration. However, the duration of the course and the service cannot be combined. The experience or qualification must be issued by an entity approved by the University.

Article 11:

Experience for the categories mentioned in Article (2) shall be counted for a maximum of five years at the beginning of the contract.

Article 12:

Contractors holding higher academic qualifications relevant to their job may be granted additional increments based on years of study as follows:

- Up to 2 increments between Bachelor's and Master's degrees.
- Up to 3 increments between Master's and Doctorate degrees.
- Up to 5 increments between Bachelor's and Doctorate degrees.
- These increments are subject to the salary scale applicable to the contracted position.

Article 13:

Contractors may be granted an annual allowance not exceeding 50% of their salary, and within the limits of the salary scale for their category. Those who have completed one full year or at least ten and a half months (in contracts aligned with the academic year) may be eligible.

Article 14:

Contractors' salaries may only be withheld by an order from the competent legal authority. The University Rector may, without additional procedures, deduct any amounts owed by the contractor. Except for alimony debts, deductions must not exceed one-third of the salary. Alimony debts have first priority, followed by debts owed to the state.

IV. The Required Working Hours

Article 15:

1. The faculty members perform forty hours (40) a week in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities of the University.
2. The rest of the university employees perform forty-eight (48) working hours per week, which they spend in teaching, research and training duties, and the tasks assigned to them by the competent authorities in the university, and those of them who work in hospitals, their working hours shall not exceed (55) hours. The university may, in line with the requirements of the work interest, determine the beginning and end of the daily working hours or its division.
3. The contracting faculty member and the alike shall be treated with regard to the specified hours and the rules applicable in the remuneration for the extra teaching hours as the Saudi faculty members.

V. Allowances and Compensation

Article 16:

1. The University Council may grant a scarcity allowance for rare specialties up to a maximum of 30% of the base salary for faculty members and equivalent positions. The University Council shall determine which specialties are considered rare and set the corresponding allowance for each, without combining this allowance with the provisions of paragraphs 1 and 2 of Article 9.
2. The University Council may grant medical doctors, dentists, faculty members, lecturers, assistants, and research assistants working in hospitals a hospital work allowance for additional working hours required by the system. This allowance may not exceed 80% of the basic salary and cannot be combined with the scarcity or hospital work allowance.
3. Pharmacists and specialists in applied medical sciences, including faculty members, lecturers, teaching assistants, and research assistants working in hospitals, may be granted a hospital work allowance for additional required hours up to a maximum of 50% of the basic salary.

Article 17:

The University shall provide the contractor and their family with airline tickets for up to four individuals, including the contractor, as follows:

1. Upon initial travel from their home country to the Kingdom at the beginning of the contract, unless the contractor was already residing in the Kingdom at the time of contracting.
2. For round-trip travel from the Kingdom to the contractor's home country once per year during the contract period when the contractor is on regular leave, including for those contracted locally who have completed two years of service—unless the contractor was already a resident of the Kingdom at the time of contracting.
3. Upon final departure from the Kingdom to their home country at the end of the contract. This excludes individuals who were residents of the Kingdom at the time of contracting and served less than two years or who were transferred to another entity within the Kingdom in accordance with governing regulations.

Article 18:

The contractor's family includes:

1. The spouse (or accompanying mahram for female contractors).
2. Dependents under the contractor's responsibility:
 - Boys under 18 years of age
 - Unmarried girls
 - Parents
 - Minor brothers
 - Unmarried sisters

This is subject to approval by the competent recruitment authorities, in accordance with applicable regulations.

Article 19:

1. If a female contractor and her mahram are both under contract—one with the university and the other with another government agency—the party responsible for paying the housing allowance shall also provide the travel tickets.
2. A companion forfeits the right to a return ticket to their home country if the university waives their sponsorship to a non-governmental entity.

Article 20:

Travel shall be by the shortest air route and on Saudi Arabian Airlines if available. The University shall provide the contractor with the entitled travel tickets. In exceptional cases, the University may authorize the contractor to purchase tickets and reimburse the cost.

Article 21:

1. Travel tickets shall be issued in business class if the contractor is a professor, and in discounted economy class for all ranks below professor.
2. A contractor may exchange their entitled ticket from the Kingdom to their home country for a ticket to another country, provided there are no additional costs incurred by the University and it complies with Saudi Arabian Airlines regulations.

Article 22:

If the contractor splits their regular leave in accordance with Article 33 of these regulations, the University shall only provide travel tickets for the last leave period. If the leave is divided due to university needs, the University shall provide two tickets.

Article 23:

Travel required for job performance within or outside the Kingdom shall be by air in economy class on Saudi Arabian Airlines whenever possible. The University may authorize land travel, provided it does not affect timely arrival at work. In such cases, the contractor will be compensated based on the cost of economy-class airfare via Saudi Arabian Airlines. If the contractor travels at their own expense by road, they shall be compensated an amount equivalent to the cost of public land transport.

Article 24:

The University shall provide housing to the contractor or pay him an annual housing allowance as stated in the salary scales. This allowance may be paid in advance at the beginning of the contract period at the beginning of each year of renewal. A housing allowance shall not be paid to a contractor married to a Saudi resident in the Kingdom. In case of contracting with a woman and her mahram, one housing allowance shall be paid to the holder of the higher allowance. This provision shall apply if one of them is a contractor with a non- university governmental or non-governmental body.

Article 25:

1. Unless the University provides a furnished accommodation, the new contractor from the faculty members and the alike in his first contract with the university shall be paid a furnishing allowance of 50% of the housing allowance per year. This furniture allowance shall be issued once during his period of contract with the university. The furniture allowance is issued as well for anyone who has been out of work in a government agency in the Kingdom for at least two years and contracted with the University again unless he has been disbursed.
2. In the case of contracting with a woman and her Mahram they do not combine the furniture allowance for both of them, but only one furnishing allowance is issued for the owner of the higher allowance.
3. The Mahram contractor or the female contractor with a Mahram shall not be entitled to the furnishing allowance if the other is working at the University or another party within the Kingdom.
4. If the contractor has worked in any other party or has been a Mahram for those who have worked or vice versa in the Kingdom before his contract with the University, he is not entitled to a furnishing allowance unless he has left the Kingdom for a period of not less than two years.
5. If the contract is less than one year, the furnishing allowance shall be disbursed by the percentage

of the contract period for the year. The remainder of the furniture allowance shall be paid upon renewal of the contract for a period not less than one year with the previous contract.

Article 26:

The University shall pay the contractor a monthly relocation allowance for his transportation at his residence as indicated in the salary scales for each category. The University may, instead of paying the relocation allowance, provide the contractor with the appropriate means of transport. This allowance shall not be entitled to those who reside in or adjacent to the work site.

Article 27:

1. If the contractor is sent for work outside where his/her main work is in Saudi Arabia, he gets a daily allowance for that as follows:

- a. 600 riyals for those whose monthly salary is 7000 riyals and more.
- b. 400 riyals for those whose monthly salary is between 4500 and 7000 riyals.
- c. 300 riyals for those whose monthly salary is between 2700 and 4500 riyals.
- d. 200 riyals for those whose monthly salary is less than 2700 riyals.

The allowance may be increased by 50% if the assignment is outside the Kingdom and an additional transfer allowance equivalent to 1/30 of the monthly transfer allowance shall be paid.

2. Upon the recommendation of the Department Council and the College Council, the University rector may approve the attendance of the faculty member in a scientific conference or symposium without incurring any expenses.

Article 28:

If the work of the faculty member is transferred from one city to another within the Kingdom in accordance with the work interest, he shall be paid a transfer allowance of four thousand riyals and if the transfer from within the Kingdom is outside or vice versa or from one area to another area outside the Kingdom, he shall be paid an allowance of five thousand riyals in addition to travel tickets according to Article 17 to 22 and is paid to non-faculty member allowance of three thousand riyals in both cases in addition to the tickets, and if one of contractors transferred is a mahram to another they deserve only one transfer allowance to the owner of the higher allowance does not spend this allowance for more than once per fiscal year.

Article 29:

If the contractor has completed two years in the service of the university, he shall be entitled to an end-of-service bonus of half a month's salary for each year. Up to a maximum of one hundred thousand riyals or what he actually earned according to the previous regulation, whichever is higher, it shall be paid at the end of service and shall be calculated on the basis of the last salary received by the contractor at the disbursement. All other contractors shall be paid an end-of-service indemnity of half a month's salary for each year with a maximum of fifty thousand riyals or what he actually earned according to the previous regulation, whichever is higher. A person who has served two years shall be deemed to have served two (2) months of service and to a person who has served five (5) months. The end of service gratuity may be increased to a maximum of 100% upon the recommendation of the College Council or the competent authority and endorsed by the University Council and the approval of the Higher Education Council provided that the remuneration does not exceed the maximum limits mentioned in this Item in all cases.

Article 30:

Throughout the contract period, the contractor and his family members shall benefit from the general medical services available in the Kingdom.

Article 31:

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

1. They cannot be admitted to public schools.
 2. The age of any of them shall not be less than six years and not exceed eighteen years.
 3. Their education shall be within the Kingdom so that education expenses shall not be paid to those whose education is outside the Kingdom.
 4. The number of those who will be paid for shall not exceed four and the total expenses shall not exceed twenty-five thousand riyals per academic year.
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VI. Leaves

In addition to the weekend and holidays, the contractor shall be entitled to an annual leave with full salary paid at the beginning of the period of 60 days to the faculty member and the like and 45 days for others. Within one month from the date of commencement of contracts at the University, the University Council may amend the annual leave period in accordance with the requirements of the academic calendar. The duration of the leave may be shorter than prescribed by a written agreement between the parties. The University shall have the right to determine the beginning and end of the leave.

Article 33:

In case of necessity and upon the request of the contractor and the recommendation of his employer and the approval of the University, the annual leave of the contractor may be divided into a maximum of two periods, provided that the duration of each of them shall not be less than one third of the leave provided that the contractor shall enjoy one of the two periods during the same year for which the leave is due.

Article 34:

1. The University rector may, in accordance with the requirements of work or at the request of the contractor, postpone the contractor's regular leave or part of it, provided that the period of postponement shall not exceed six months from the contractor's new year.
2. The University rector may modify the contractor's weekly leave according to the work requirements.
3. The University rector may cancel all or part of the normal leave with compensation from the contractor provided that such cancellation shall be with the consent of the contractor except in the case of extreme necessity. Compensation for the period of cancellation shall be equivalent to his salary in the year in which he is entitled to leave.
4. The University rector may cancel the holiday of Eid al-Fitr and Eid al-Adha or part of it in accordance with the work requirements provided that such cancellation shall be with the consent of the contractor except in case of necessity.

Article 35:

The University may grant the contractor a compulsory leave totaling not more than ten days per year with full salary, deducted from his annual leave and not entitled to travel tickets.

Article 36:

The contracting faculty members and the like may be granted exceptional leave without salary for a period exceeding a semester for conditions estimated by the university. The service shall be considered continuous and the contractor shall not be entitled for any of the advantages stipulated in the contract.

Article 37:

A contractor who suffers from a disease that prevents him from temporarily performing his/her work shall be entitled to one-month sick leave with full salary and may be extended for two months at half of the salary. The contractor shall not be entitled to sick leave if the injury or illness occurs while the contractor is abroad on vacation and the sick leave shall fall upon the end of the financial year in which it is entitled.

If the sickness arises from or because of work, the contractor shall have the right to double the due sick leave.

Article 38:

The female contractor shall be entitled to a full salary of 45 days' maternity leave, the Muslim female contractor also has a right for a leave in the case of her husband death for the period specified by the Islamic religion and the non-Muslim female is issued a one month leave in the event of the death of the husband.

Article 39:

The contractor has the right to combine between more than one leave in the same year.

VII. Duties and Responsibilities

The contractor shall be subject to the duties and responsibilities stipulated in the University's regulations and what is not stipulated in these bylaws.

Article 44:

The contractor committing any functional errors during the service of the disciplinary shall be subject to provisions and regulations applied on Saudis at the University and the specifications of these regulations.

Article 45:

The contractor shall abide by the laws, regulations and instructions applied in the Kingdom. The contractor and his dependents shall respect the customs and traditions prevailing in the Kingdom and shall not prejudice religion or interfere in politics.

Article 46:

The University may terminate the contract without any liability arising therefrom if the contractor does not start his work within fifteen days of the date specified by the university at the time of contracting.

Article 47:

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

Article 48:

The contract expires before the end of the contract in the following cases:

1. If the contractor obtained the Saudi nationality.
2. Acceptance of resignation.
3. Insist on resignation despite the university not accepting it.
4. Absence of work without a legitimate excuse accepted by the University for more than fifteen consecutive days or thirty days apart when the University deems the termination of the contract for this reason and the contractor in this case is in the judgment of insisting on the dissolution of the contract.
5. Termination of the position.
6. Permanent inability to work.
7. Inefficiency.
8. Low level of job performance.
9. Disciplinary dismissal by a decision of the University.
10. Public Interest Requirements.
11. Sentencing the contractor to a legitimate limit or in a crime against honor and honesty.
12. Death.
13. If the duration of sickness exceeds the period of sick leave provided for in Article 37, in which case the contractor shall be entitled to return tickets and the allowances paid to him shall not be recovered.

Article 49:

1. If the service of the contractor is terminated in accordance with paragraphs (3, 4, 9, and 11) of Article (48), the following shall apply:
 - a. He forfeits his right to return tickets for himself and his family, end-of-service gratuity and leave or compensation for it. In exceptional cases, the university director may approve the disbursement of return tickets.
 - b. Part of the housing allowance for the remaining period of the contract shall be recovered if it is six months or more, as well as the furnishing allowance if the termination of service was at least six months before the end of the first year.
 - c. The contractor pays the university a two-month salary if his services are terminated in accordance with paragraphs (3 and 4) of Article (48)
2. What is stated in (b) of paragraph (1) of this article shall be applied to those whose service ends according to paragraph (2) of Article (48).
3. In the event of termination of the service of the contractor in accordance with Article (1) of Article (48), his right to return tickets for him and his family shall be forfeited.

Professional Ethics

I. The Policy of Ethics of Scientific Research

Reference: Deanship of Scientific Research

The University of Qassim, represented by the Deanship of Scientific Research, is concerned with protecting the rights of all university employees and protecting the privacy of scientific research topics. The university is concerned with supporting scientific mobility within international scientific frameworks and foundations that raise the level of the university as a center of elaborate research with a distinguished level. This document was drafted to achieve these objectives and in response to the funding requirements for research from different funding bodies. The following is a description of the procedures and controls for scientific research at the university.

Article 1: Types and Areas of Research:

Theoretically, all research topics have a congenital dimension, but there are some research trends in which the moral aspect has a special place: research that is concerned with the human and health aspects; research conducted using experimental animals; and research that has social and political sensitivity.

Article 2: Researchers:

Moral responsibility is primarily the responsibility of the researcher; the ethical aspects must be given special importance in all steps of research, from the idea to final steps, and results. In addition, the researcher must be familiar with, and have full knowledge of the rules and policies of the university in this aspect, and must apply these rules, and regulations. These rules and regulations apply to anyone who conducts research under the auspices of the university, whether research is conducted inside or outside the university.

1. The researcher is responsible for obtaining the prior approval of all the subject of the research, and the researcher should clarify to the participants in the research as follows:

The aim of the research, the source of funding, their right to withdraw from the research, or the refusal to participate in the research should be respected.

2. If the participants in the research are unaware of the nature of the research, or the value of their participation in it, for example, children, a written consent must be obtained from a parent or guardian.

3. If the participants' knowledge of the nature of the research will affect the results, they should at least mention the research of those participants.
4. It is recommended that the researcher consults with experts in the research subject, or the opinion of one of his colleagues when there is a need, especially in research related to some disciplines such as: dynamic, or psychological stress; infringement on the privacy of others.
5. The researcher should clarify the nature of the research to the participants, and obtain their consent to participate in it, including the method of writing the names of the participants and how they will be arranged with the definition of their workplace.
6. Research participants should be made aware of the importance of not publishing any data on the results, the privacy of the research, as well as not disclosing or using the information and results of the research until it is completed and published.

Article 3: General Principles and Ethics of Research:

1. Credibility and honesty: Focus on the importance of honesty in all research steps including: gathering information, recording results, the method used, writing and publishing the research.
2. Objectivity of the research: The researcher should avoid bias to any point of view, or adopt a prior result in the steps of research such as, analysis of results, data, writing the research plan, review of views, and previous research.
3. Accuracy: Commitment to accuracy, and seriousness in all aspects of research, and keep records of the steps and results of the search.
4. Cooperation, sharing ideas, data and devices, as well as providing advice and assistance to those who need colleagues, and accept criticism, and suggestions.
5. Respect: Appreciate and respect the opinions and suggestions of the participants in the research, as well as the protection of minors, or unaware that may be covered or dealt with by the research.
6. Respect for intellectual property rights: such as patents, copyrights and other types of intellectual property.
7. Privacy: Protect the privacy of individuals and information in all aspects of research.
8. Justice, treating others with respect for and observance of their rights, giving each person his destiny, and his appropriate status.

Article 4: Regulations and Rules governing scientific research:

1. The researcher must follow the regulations and regulations set by the National Committee for Medical and Bioethics through the website: <http://bioethics.kacst.edu/>.
2. The researcher must follow the regulations and regulations stipulated by the university, college or department, if any.
3. In the first place, the researcher must show moral responsibility in all aspects of scientific research
4. The researcher must follow the regulations and regulations stipulated by other supporting agencies, government agencies, or those authorized to regulate this practice.
5. The researcher must follow safety methods and maintain the safety of the people participating in the study, researchers, assistants, and other workers. As well as maintaining the safety of the facility and the environment.
6. The researcher must review and abide by all the regulations and controls stipulated and regulating misconduct in scientific research

Article 9: Policy of misconduct in scientific research

Paragraph (1) Application: The policy of misconduct in scientific research is applied to all stages of scientific research, starting from the idea, research proposal, literary review, research work mechanisms, references, final report, researchers, assistants, supporters, and others.

Paragraph (2) Definition: Misconduct in scientific research is defined as follows:

- a. Making or fabricating results and reports
- b. Distortion and falsification of results, research methods, etc., or selectivity in showing some results and hiding others.
- c. Plagiarism or plagiarism, and this includes all stages of scientific research, starting with ideas and ending with reports.
- d. Errors and damages resulting from non-compliance with the rules and regulations governing scientific research
- e. Misconduct in scientific research does not include spontaneous errors or different methods of interpretation by researchers.

Paragraph (3) Evidence:

In order to prove misconduct in scientific research, the researcher must:

- a. That there is an unacceptable error or far from the practice of scientific research
- b. That this mistake was committed intentionally by the researcher or as a result of recklessness and non-compliance with the controls.
- c. That this be proven by evidence

Paragraph (4) Responsibility:

The responsibility for reporting misconduct in scientific research rests with everyone, so that anyone who believes that misconduct in scientific research has occurred or is happening must inform the Dean of the College or the Dean of the Deanship of Scientific Research

Paragraph (5) Investigation:

The supporting body, represented by the Deanship of Scientific Research, undertakes the process of verifying misconduct in scientific research, in the appropriate manner, after the initial evaluation. The Deanship of Scientific Research also undertakes the process of communication with relevant external bodies, both governmental and private. All papers are referred to the Scientific Research Ethics Committee to issue the appropriate decisions

Paragraph (6) Possible penalties:

After the investigation is completed, all evidence is collected, and the relevant parties are heard, the possible penalties due to misconduct in scientific research vary according to the error committed, and there are multiple stages of penalties resulting from that.

- a. Not supporting the project in case of submission.
- b. Monitoring and following up the researcher's work in particular
- c. Removing the researcher from a specific research project.
- d. Absence or reduction of support for the researcher's future research projects.
- e. A letter of attention to the researcher, which may be included in the researcher's file.
- f. Deduction from the monthly salary or deprivation of the allowance.
- g. Suspension of job promotion.
- h. Termination from service. Other penalties may be applied from third parties related to the case, according to the applicable and followed system.

II. The Ethics of Teaching and Learning

1. The Axis of Learning and Teaching

The set of higher values and the obligatory ethical rules of behavior that the university seeks to establish in the field of learning and teaching is determined by the need for both faculty members and students to adhere to the following items:

Programs and Courses:

1. Work to achieve the goals of higher education in the Kingdom of Saudi Arabia, and ways to achieve them according to the capabilities of the course that is being taught and access to sufficient information for the success of the vision and mission of the university.
2. Paying attention to the national framework for qualifications, acceptable levels and standards in the field of specialization, including the requirements for professions that students are prepared to practice.
3. Planning programs in a firm and integrated form of expertise, with plans to present programs and evaluate them in the light of their inclusion of knowledge, skills, teaching strategies, continuous development processes, and workers to take any necessary action to ensure that the necessary modifications are made in the content and references established to ensure their continuity of compatibility and quality.
4. A description of any course or program that includes teaching methods and assessment methods that are compatible with different types of learning.
5. Designing and implementing the components of the course and its objectives, scientific content, activities and educational media that help in teaching and benefit in evaluating the student's performance. and calendar methods.
6. Benefiting from educational programs or courses offered by international organizations, including e-learning or other distance education programs or courses, except after they have been approved or shown to be quality-guaranteed and approved by a relevant educational quality assurance agency, authorized by government in the country of origin.
7. Submitting a report on the course that was taught, and the student has the right to explicitly express his opinion about what he said after being exposed to the content.
8. Maintain records of student completion rates in all courses. It is used as a performance indicator
9. Introduce appropriate modifications to the courses' teaching plans after studying the course

reports and taking into consideration what is stated therein.

10. Providing the Program Director with regular reports on the teaching of each course.

responsibilities and students.

11. Clarify students' responsibilities and rules of conduct, and ensure that this is fully known to them. when they start their studies

12. Determining the developmental characteristics of the student clearly with the development of appropriate mechanisms to achieve and correct them and make reports to develop them.

13. Encouraging students and respecting their right to express their personal views, and not intentionally imposing any decision or opinion. Providing a scientific climate based on trust, mutual respect, and treatment with complete justice, while avoiding insulting or undermining their abilities. A faculty member may take the necessary measures for anyone who is insulted or underestimated.

14. Social interaction between students and a faculty member, and spreading an atmosphere of good relations between them, while being patient with mistakes.

15. Establishing a disciplinary system against students who transcend the limits of politeness in their dealings with their teacher as a way to preserve the teacher's dignity and educate the generation on virtuous morals.

16. Informing students of homework requirements and student evaluation processes. This information can be obtained in detail from the course description forms. Helping students develop their information, skills, and positive attitudes towards religion, science, and society by providing them with mental and scientific skills that develop scientific and critical thinking, and the love and practice of continuous self-learning. And the student should show the return from his exposure to these variables.

17. Instilling balanced Islamic concepts and values in the minds of students, as well as providing them with knowledge and information, and developing their abilities to apply them.

18. The right of the faculty member to have the student listen to his teacher during the lecture.

19. Informing the student of the course's objectives, vocabulary, content, and evaluation methods used in its completion, via the Internet, through the university's website, e-mail, or the personal account of each student.

20. Paying attention to office hours to guide students and guide them on how to deal and solve their academic, personal and social problems, in an open manner, and the student should regularly

review the faculty members.

21. Maintaining order within classrooms and lectures to allow students the opportunity to achieve the highest level of achievement their abilities allow
 22. Providing a list of reference books for the department's materials and facilitating the student's access to them, while directing them to the multiple sources of knowledge, information receptacles, and study references in terms of their place and time of publication.
 23. Inform students in advance and fully of course requirements through course specifications that must include the knowledge and skills targeted for development.
 24. Absolutely avoid giving private lessons under any name, with or without pay, and anyone who commits this offense – whether a faculty member or students – is against it.
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2. Teaching Process:

1. Work on self-growth and develop academic, technical and professional performance through continuous follow-up of scientific developments and developments in the field of specialization and evaluation of scientific material, and then develop it according to these innovations
2. Good preparation of the scientific material to reach the target scientific level, taking into account the avoidance of leaving the lecture with issues unrelated to the material, while adhering to the time material of the lecture from its beginning to its end.
3. Mastering the teaching process and making it more interesting and enjoyable, by using appropriate teaching strategies to develop the student's scientific, critical and creative thinking skills.
4. Giving the student equal opportunities in dialogue and discussion, and expressing his ideas in a sequential, logical manner and related to the subject, while adhering to the calm, sober dialogue that is far from passion.
5. Emotional self-awareness in terms of self-knowledge and acceptance, managing emotions and anger, avoiding verbal insults or quarrels, and maintaining appropriate emotional control so that anger does not allow it to take possession of it and does not give quick judgments to different situations, and to be a role model.
6. Commitment by faculty to the teaching and assessment strategies explicitly stated in the course and program specifications.
7. Work on developing appropriate strategies to improve teaching performance. Application of

modern technology in education

8. Using appropriate evaluation mechanisms for programs and courses, such as questionnaires, student opinions, data on graduate employment outputs, employers' opinions and graduate performance
9. Take all necessary precautions to protect exam questions from leakage and loss.
10. Participate in exam work, set and correct periodic and midterm exams, distribute periodic exam results and review answers with the student, if necessary, and monitor results and submit them for approval.
11. Avoid participating in setting or correcting material exam questions if there is a relative of a faculty member up to the fourth degree.
12. Commitment to order and discipline in exam sessions and work to prevent cheating
13. Correcting the answer sheets through a key for correction and organizing the monitoring process in order to achieve complete accuracy and impartiality
14. Relying on academic grievance criteria and processes and announcing them to students and applying them fairly.
15. Seeking objectivity when constructing achievement tests so that they are in line with what has been taught, and have the ability to distinguish between the different levels of the student.
16. Encouraging innovation, renewal and modernization
17. Investigate accuracy and fairness in correcting the student's examination papers
18. Use effective procedures to verify that work submitted by students is actually the work of the students themselves
19. Criticize students in a constructive manner in their discussions.
20. Distribute activities and assignments on a regular basis throughout the 22nd semester.
21. Asking questions and encouraging the student to think and search for answers. Announcing the results of periodic exams and written work in a timely manner. 24
22. Providing typical answers to periodic exam questions.
23. Making student assessment processes appropriate to intended learning outcomes. Student evaluation processes have been applied effectively and fairly.
24. Making the mechanisms used in evaluating students' performance appropriate to the required learning styles.

III. Ethics of Relationships with Colleagues

Relationships with colleagues play an essential role in achieving the University's objectives, provided that the faculty member is committed to a set of desired behaviors when establishing this relationship which are specified in the following items:

1. Demonstrate high Islamic ethical behaviors in dealing with colleagues and employees of the university, including employees and workers.
2. Maintaining social relations with colleagues based on mutual cooperation, whether on a personal or scientific level.
3. Respecting the right of colleagues to expression and academic freedom guaranteed by the higher education system regarding the rights and duties of faculty members.
4. Demonstrate fairness and objectivity when issuing any specialized judgment, advisory evaluation, or public discussion of the work of faculty members.
5. Respecting the confidentiality of personal information of faculty members who submit their scientific productions for promotion.
6. Attending research and discussion seminars and exchanging ideas between him and his colleagues and those with previous experience in the field of scientific research.
7. Refrain from accepting gifts or donations from suspicious parties or persons of ill repute, or about whom ethical arguments are raised or affecting honor and integrity.
8. Building bridges of communication and scientific and research cooperation with colleagues.
9. Spreading a spirit of cooperation and brotherhood among faculty members, students and employees.
10. Settling any dispute that may arise between a faculty member and one of his colleagues because of the profession by amicable means within the department and the college, to resolve the dispute before resorting to any higher authorities within the university
11. Avoid competing with any colleague in an undistinguished manner in any work related to the teaching profession.
12. Avoid belittling the capabilities of colleagues, and if there is a reason to criticize a colleague professionally, then it should be in the professional way that is customary in criticism.

IV. Charter of Rights Professional Ethics

The Charter of Rights and Professional Ethics aims to provide all Qassim University faculties, staff and students with clear standards of behavior. Everyone acknowledges their knowledge and awareness of the Charter and its procedures as well as the consequences of violating any of these standards. Violations may be of an academic or non-academic nature. All those attending activities outside the University as representatives to attend academic or non-academic activities are subject to the same disciplinary actions in the event of a breach of the Charter. Based on the vision, mission and values of Qassim University and the pursuit of the best image, the University expects Qassim University students to follow the highest standards of behavior, and adhere to them in their dealings with their professors, colleagues, faculty and staff of the university and the university community in general and vice versa. The University also expects its students and staff to act maturely and responsibly in their relationship with each other.

Each faculty member, administrative body, student (M/F) is expected to sign a copy of the charter, which will be placed in their individual files. Violators of this charter will be held accountable for their actions. A copy of the charter can be found on the university website.

Charter - General Undertaking

As an employee / faculty member / student at the Qassim University, I promise to understand clearly and accept explicitly the Charter of Rights and Professional Ethics at the Qassim University and to abide by the highest standards of honesty, honesty and integrity in academic and non-academic or administrative activities, and will not in any way insult or expressly or implicitly violate this Charter or any policy at the University. In this context, I agree to:

- Support and comply with all Qassim University policies, and assist my colleagues to comply with them.
- Carry out tasks and activities with the utmost good faith, objectivity, transparency, efficiency, due diligence, and professionalism.
- Adhere to the highest standards of literature and good behavior. Refrain from any act or act that may directly or indirectly violate the ethics of the profession.
- Dealing with my colleagues in a spirit of professional friendship.
- Be accountable and responsible for all my actions and mistakes, and contribute to a culture of trust in society.
- Doing my best to support and strengthen the University in supporting excellence and progress as a leading academic institution.
- Adherence to the principles of equality, non-discrimination, honesty, integrity and respect in all actions.
- Follow the highest ethical standards and principles above even in cases of disputes or complaints.

Evaluation Of Faculty Members

The evaluation of faculty members is aligned with the college's vision and mission for excellence in education, scientific research, and community partnership. The college is committed to promoting and recognizing the role of faculty members based on the standards set by the annual awards judging committee. Evaluation criteria include excellence in course evaluation, scientific research, and community service. At the end of the academic year, the college will hold a celebration to honor distinguished units, members, and employees.

The College's Criteria for Evaluating Faculty Performance:

The evaluation is based on the following criteria:

- The ability to teach effectively, personal and professional skills, and adherence to all regulations and systems in place at the university and college.
- Scientific research.
- Community service and administrative tasks assigned to the faculty member.

At the end of the academic year, faculty members' performance is assessed by distributing a self-evaluation form to all faculty members according to the college's specific model. Students evaluate faculty members through the electronic portal.

The department head then completes an evaluation form for each faculty member individually to assess their performance objectively and confidentially, according to the specific model of Qassim University. This evaluation is presented to the college dean.

Afterward, the department head informs the faculty members of their evaluation results and discusses any low evaluations with the faculty member in person. The faculty member has the right to object, resubmit their justification, or develop performance improvement plans that address the identified weaknesses and observations.

In the case of repeated issues and failure to follow the agreed-upon improvement plans, the procedures outlined in the regulations governing faculty members and their equivalents (for Saudis) and the employment regulations for non-Saudis in universities will be followed.

Faculty members are continuously and comprehensively evaluated in all aspects—whether personal or academic—according to the university's regulations each academic year.

The college has adopted a policy to reward outstanding academic performance in education, research, community service, and administration. These rewards include commendations, honors, and certificates of appreciation and distinction, which are presented during the annual meeting of the college staff with the esteemed Dean of the college.

Faculty Complaints and Grievances

In line with university traditions and norms, it is preferable to address issues and manage work through discussion and the suggestion of suitable solutions to the problems facing faculty members during the meetings of the scientific department councils and the college/supporting deanship councils. This is done in an atmosphere of family-like unity, which is a characteristic of university staff and academic work. If a satisfactory solution is not reached through these councils, the faculty member is free to file a complaint or raise a grievance against any administrative or academic decisions using the mechanism prescribed by the University.

A standing committee has been formed according to the University Rector's decision number 73006, dated 28/11/1440 AH, to investigate grievances within the University. The committee is responsible for investigating complaints from all employees, including faculty members. Its tasks include the following:

Tasks and Responsibilities of the Committee:

1. Addressing the problems faced by employees, including faculty members.
2. Making appropriate recommendations to resolve the causes of complaints and grievances.
3. Following up on complaints and grievances received from different sources.
4. Validating the causes and grounds of complaints and grievances with fairness and objectivity.
5. Maintaining the confidentiality of information to ensure the integrity of the investigation process and the privacy of the complainant and committee members.
6. Documenting complaints and grievances.
7. Referring complaints of a criminal or penal nature to the relevant authority.
8. Continuously improving the procedures for handling complaints and grievances.

Conditions for Administrative Grievances:

In order for an administrative grievance to have legal effect, the following conditions must be met:

- The grievance must relate to a specific decision, and the complaint must be submitted after the issuance of that decision. Complaints cannot be submitted regarding initial decisions prior to the main decision.
- The complaint must be submitted by the employee directly affected by the decision or by a legally authorized representative (such as a lawyer).
- It is not permissible to refer to or use complaints submitted by other individuals, even if the cases are related.
- The complaint must be submitted to the party who issued the decision or to a higher authority that oversees the issuing party. This is because only the party that issued the decision or the higher authority can cancel or reverse the decision under complaint.
- The complaint must be submitted within the prescribed time frame for appeal (sixty days from the date the individual became aware of the decision). If this time frame is exceeded, the administration will no longer be able to amend the decision, and the complaint will be rendered invalid.
- In general, the legal validity of the complaint is not affected by the absence of a signature or a stamp.

EMPLOYEE GUIDE

Introduction

The Ministry of Civil Service has conducted a comprehensive review of the civil service system and its implementing regulations. The review was carried out with the participation of a number of institutes, specialists, and interested individuals from both the public and private sectors, as well as a project consultant who provided comparative references from several countries. The goal was to assess the current situation and identify the needs and requirements of government agencies and their employees.

This system aligns with modern administrative changes and supports the realization of the Kingdom's Vision 2030. It simplifies procedures, allows government agencies to independently manage their human resources affairs, and fosters the creation of an effective organizational and planning environment to enhance the efficiency of human resources in the public sector.

The Ministry is pleased to present the executive regulations for human resources in the civil service, along with the regulatory frameworks that contain the detailed provisions of the regulations. The effective date of the executive regulations for human resources in the civil service, in its new version, is Thursday, 11 Ramadan 1440 AH, corresponding to May 16, 2019.

Key Areas of the Regulations:

1. Job grades upon appointment
2. Salaries and bonuses
3. Recruitment procedures
4. Vacations
5. Delegation and secondment
6. Promotions
7. Job rights and duties

I. Date of Graduation for Registration

The graduation date must include the day, month, and year to be considered for approval of the academic degree. Failure to complete the graduation date with the required details will result in incomplete entry requirements for differentiation.

II. Salary and Increment Policies

- An employee is entitled to receive a salary starting from the date they begin work.
- The employee will be granted an increment according to the salary scale attached to this system by transferring from their current grade to the next grade directly at the same rank. The transfer will take place starting from the first month of Muharram each year.

A. Appointment Salary: The appointed employee will be granted the salary of the first degree in the rank of the position to which they are appointed. If their salary upon appointment is equal to or higher than the salary of this grade, they will receive the salary of the first degree that exceeds their appointment salary. It is permissible to appoint individuals in the first degree for those with specific qualifications determined by the Council of Ministers.

B. Promotion Salary: The promoted employee will be granted the salary of the first degree in the rank of the position to which they are promoted. If their salary upon promotion is equal to or higher than the salary of this grade, they will receive the salary of the first degree that exceeds their salary. However, the increase in the employee's salary upon promotion should not be less than the increment specified for the rank they held before the promotion.

C. Reinstatement Salary: If an employee who left the service is reinstated to a position of the same rank they held at the end of their service, they will be placed in the same rank. If the employee is reinstated to a job with a higher or lower rank, they will be granted the salary of the first degree of the new rank, which will exceed the salary of the grade they previously held.

III. Allowances, Bonuses, and Compensations

- An employee who is delegated for an official mission will receive an allowance for every day spent outside their workplace, whether inside or outside the Kingdom, according to the categories determined by the allowances list.
- By a decision of the competent minister, the employee may be assigned to perform the duties of a specific job or carry out an official task, which may also be assigned while the employee is performing their original job duties.

- It is permissible, by a decision of the competent minister, to grant an outstanding employee a cash reward. The regulations will specify the amount of the reward, the basis for granting it, and the conditions and controls for its distribution.
- Government institutions may reward a distinguished employee by granting them a certificate of distinction, honoring them, or nominating them to compete for approved excellence awards. The bylaw determines the criteria and controls for these rewards.
- An employee who is assigned to work outside official working hours and during official holidays shall receive compensation for the extra hours worked. The regulations specify the rules for granting this bonus.
- The Ministry of Civil Service seeks to provide systems, policies, and procedures that are based on reliability, transparency, and fairness. These aim to ensure equal opportunities for selection, appointment, and development, contributing to job satisfaction for civil employees in the Kingdom of Saudi Arabia.

IV. Jobs in Government Agencies

The Ministry of Civil Service has granted government agencies the authority to fill vacant positions within their approved budgets in accordance with legal controls. A key feature of this process is the application for job preferences through the "Jadara" employment system. The conditions for filling positions are determined based on the qualifications specified in the Civil Service Job Classification Guide, the conditions for occupying jobs, and the classification rules in accordance with the laws and regulations of the civil service. Additionally, job openings must be announced on the websites of government agencies and in local media.

V. Types of Leave Available to Employees

Employees are entitled to several types of leave, which are classified as follows:

- Regular vacation
- Academic examination vacation
- Study vacation
- Emergency vacation
- Sick leave
- Patient accompaniment leave
- Extraordinary leave
- Death leave
- Maternity leave
- Paternity leave
- National participation authorization
- Compensation leave

VI. Job Duties

- Commitment to official working hours is essential, as working hours serve as the framework for performing job duties and providing services. Completing work during these hours leads to higher productivity and objectivity. All employees, including supervisors and officials, are required to commit to this duty, as they are role models for others.
- Supervisors are responsible for ensuring that all subordinates are present during official working hours and for monitoring any delays or early departures through daily attendance and departure records. They must also ensure the accuracy of these records and take corrective action when necessary.
- Employees must uphold honor and dignity, displaying decent morals and good behavior both inside and outside the office, as this is expected of public employees who serve in the name of the state.
- Employees are required to interact positively with colleagues, supervisors, and subordinates. This includes fostering cooperation, creating a motivating work environment, and offering assistance to clients by ensuring their transactions are processed efficiently.
- **Loyalty to the state and the homeland**, given that the job is one of the means of advancement. Therefore, loyalty to the state and government with sincerity, dedication, and accurate implementation of instructions and decisions is a major and helpful factor in achieving the progress and advancement of the nation.
- **Not to exploit power and to preserve its secrets**, because the job is a public service and an assignment, not an honor. It aims to serve the citizen and advance the country. Exploiting it for private purposes or disclosing secrets of jobs of particular importance or sensitivity leads to a breach of these principles.
- **Not to practice commercial business or free professions**. The employee must preserve his job time and not be distracted by conflicting interests, and provide the opportunity for other citizens to obtain job opportunities in the private sector. Nevertheless, the system allows some job groups to practice their professions outside official working hours, and it also allows employees and those appointed under the wages clause to drive taxis and work in companies and shops after the end of official working hours.

VII. Behavioral Description for Competencies

- Takes responsibility for their actions and decisions and does not place blame on others.
- Understands their role and how it aligns with the overall objectives of their organization.
- Transparently communicates the challenges they face.
- Shares information openly in accordance with job requirements.
- Seeks input from others outside their department and prepares others to support the work through building supportive relationships.
- Responds to support and assistance requests from other organizational units.
- Uses clear and effective written communication.
- Uses clear and effective verbal communication.
- Listens attentively to others.
- Can handle multiple tasks and prioritize them based on their relative importance.
- Is reliable and performs tasks on time and with high quality.
- Takes initiative and works without supervision when performing duties.
- Seeks continuous learning and self-development.
- Helps others in developing themselves.
- Is prepared to face work challenges.
- Aims for a higher level of achievement and innovation in task execution.
- Adheres to work schedules and is present when needed.
- Focuses on "customer service" when performing duties.
- Is flexible and able to carry out important tasks under high-risk and uncertain conditions.
- Supports and motivates the team to achieve goals, even in difficult circumstances.
- Thinks logically and creatively without being influenced by personal biases.
- Delegates authority and follows up on outcomes.
- Provides and supports development opportunities for subordinates.



ميثاق الأداء للموظف على الوظيفة غير الإشرافية لعام 2024م



اسم الموظف:				
الوكالة / الإدارة العامة:				
المسمى الوظيفي:				
الإدارة / القسم:				
الرقم الوظيفي:				
المدير (المقيم):				
أولاً : الأهداف				
م	الهدف	مقياس القياس	الوزن النسبي	النتائج المنتهدة
1				
2				
3				
4				
		المجموع	0%	
ثانياً : الجدارات				
م	الجدارة	الوزن النسبي	الوصف السلوكي للجدارات	احسن مستوى الجدارة المطلوبة
1	حسن المسؤولية		يتحمل مسؤولية أعماله وقراراته، ولا يلقى اللوم على الآخرين. يفهم دوره، و كيفية ارتباطه بالأهداف العامة لجهة عمله. يفصح عن ما يواجهه من تحديات بشفافية.	
2	التعاون		يشارك المعلومات بفتح وفق متطلبات العمل. يسعى الى الاستفادة من آراء الآخرين من خارج ادارته، و تهيئة الآخرين لدعم الأعمال التي يقوم بها من خلال بناء علاقات داعمة معهم. يستجيب لطلبات الدعم و المساعدة من الوحدات التنظيمية في جهة عمله.	
3	التواصل		يستخدم التواصل المكتوب الواضح والفعال. يستخدم التواصل الشفهي الواضح والفعال. ينصت للآخرين بعناية.	
4	تحقيق النتائج		يستطيع القيام بمهام متعددة و تحديد أولوياتها حسب أهميتها النسبية. يمكن الاعتماد عليه، وينفذ مهامه في وقتها بمستوى عال من الجودة. مبادر ويعمل بدون توجيه من رئيسه عند تنفيذه لمهامه.	
5	تطوير الموظفين		يسعى إلى التعلم وتطوير نفسه باستمرار. يساعد الآخرين على تطوير أنفسهم.	
6	الارتباط الوظيفي		لديه الاستعداد لمواجهة تحديات العمل. يقطع إلى مستوى أعلى من الإنجاز والابتكار عند تنفيذ العمل. يلتزم بمواعيد العمل و يكون متواجداً عند الحاجة اليه. يركز على "خدمة العملاء" عند تنفيذ أعماله.	
		المجموع	0%	
التاريخ: / /				
توقيع المدير (المقيم):				
توقيع الموظف:				
توقيع مدير عام إدارة الموارد البشرية:				

* نوصي المقيم بحفظ نسخة بصيغة (PDF) لجميع الموظفين .

VISION 2030
SAUDI ARABIA
KINGDOM OF SAUDI ARABIA

جامعة القصير
Qassim University

نموذج تقييم الاداء الوظيفي لعام 2024م

اسم الموظف: _____
المسمى الوظيفي: _____
الرقم الوظيفي: _____
الادارة / القسم: _____
المدير (المقيم): _____

أولاً: الأهداف

الهدف	مقياس القياس	الوزن النسبي	النتائج المستهدفة	النتائج الفعلية	الفرق بين النتائج (من 5-1)	التقدير
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3	0	0%	0	0	0	#DIV/0!
4	0	0%	0	0	0	#DIV/0!
يجب ان يكون مجموع الوزن النسبي 100%						
اجمالي التقدير الموزون						0%

ثانياً: الجدارات

الجدارات	الوزن النسبي	الوصف السلوكي	اختار الرقم (1-5)	التقييم النهائي
1	0%	• يتحمل مسؤولية أعماله وقراراته، ولا يلقى اليوم على الآخرين. • يفهم دوره، وكيفية ارتباطه بالأهداف العامة لجهة عمله. • يفصح عن ما يواجهه من تحديات بشكل شفافي.		
2	0%	• يشارك المعلومات بالفتح وفق متطلبات العمل. • يسعى إلى الاستفادة من آراء الآخرين من خارج أدارته بتهيئة الآخرين لدعم الأعمال التي يقوم بها من خلال بناء علاقات داعمة معهم. • يستجيب لطلبات الدعم والمساعدة من الوحدات التنظيمية في جهة عمله.		
3	0%	• يستخدم التواصل المكتوب الواضح والفعال. • يستخدم التواصل الشفهي الواضح والفعال. • ينصت للآخرين بعمانية.		
4	0%	• يستطيع القيام بمهام متعددة وتحديد أولوياتها بفاعلية. • يمكن الاعتماد عليه، وينفذ مهامه في وقتها بمستوى عال من الجودة. • موارد قادر على تقديم بدائل وحلول عند تنفيذ مهامه.		
5	0%	• يسعى إلى تحسين احتياجات التطوير الخاصة به باستمرار. • يقدم آراء مساعدة للآخرين ومشاركة النصائح والاقتراحات.		
6	0%	• لديه الاستعداد للتغلب على أي تحدي. • يتطلع إلى مستوى أعلى من الإنجاز والابتكار عند تنفيذ العمل. • يلتزم بمواعيد العمل ويكون متواجداً عند الحاجة إليه. • يركز على "خدمة العملاء" عند تنفيذ أعماله.		
يجب ان يكون مجموع الوزن 100%				
اجمالي التقدير الموزون				
#VALUE!				

التقدير العام لأداء الموظف

توصي المقيم بحفظ نسخة بصيغة (PDF) لجميع الموظفين.

التاريخ: / /

توقيع المدير (المقيم): _____
توقيع الموظف: _____
توقيع مدير عام إدارة الموارد البشرية: _____

* هذا النموذج مؤقت لحين الانتهاء من اتمة نظام الاداء الوظيفي على نظام الموارد البشرية.



جامعة القصير

ميثاق الأداء للموظف على الوظيفة غير الإشرافية لعام 2024م

رؤية 2030
الهيئة العامة للتعليم
KINGDOM OF SAUDI ARABIA

اسم الموظف:				
المسمى الوظيفي:				
الرقم الوظيفي:				
الوكالة / الإدارة العامة:				
الإدارة / القسم:				
المدير (المقيم):				
أولاً : الأهداف				
م	الهدف	مقياس القياس	الوزن النسبي	النتائج المستهدفة
1				
2				
3				
4				
		المجموع	0%	
ثانياً : الجدارات				
م	الجدارة	الوزن النسبي	الوصف السلوكي للجدارات	أحتر مستوى الجدارة المطلوبة
1	حس المسؤولية		يتحمل مسؤولية أعماله و قراراته، ولا يلقى اللوم على الآخرين. يفهم دوره، و كيفية ارتباطه بالأهداف العامة لجهة عمله. يفصح عن ما يواجهه من تحديات بشكل شفافي.	
2	التعاون		يشارك المعلومات بانفتاح وفق متطلبات العمل. يسعى الى الاستفادة من آراء الآخرين من خارج ادارته ، و تهينة الآخرين لدعم الأعمال التي يقوم بها من خلال بناء علاقات داعمة معهم . يستجيب لطلبات الدعم و المساعدة من الوحدات التنظيمية في جهة عمله.	
3	التواصل		يستخدم التواصل المكتوب الواضح والفعال. يستخدم التواصل الشفهي الواضح والفعال. يحرص على التواصل بشفافية.	
4	تحقيق النتائج		يستطيع القيام بمهام متعددة و تحديد أولوياتها حسب أهميتها النسبية. يمكن الاعتماد عليه . وينفذ مهامه في وقتها بمستوى عال من الجودة . مبادر ويعمل بدون توجيه من رئيسه عند تنفيذه لمهامه.	
5	تطوير الموظفين		يسعى إلى التعلم وتطوير نفسه باستمرار . يساعد الآخرين على تطوير انفسهم	
6	الارتباط الوظيفي		لديه الاستعداد لمواجهة تحديات العمل . يتطلع إلى مستوى أعلى من الإنجاز والابتكار عند تنفيذ العمل. يلتزم بمواعيد العمل و يكون متواجداً عند الحاجة إليه . يركز على "خدمة العملاء" عند تنفيذ أعماله .	
		المجموع	0%	
التاريخ : / /				
توقيع المدير (المقيم):				
توقيع الموظف:				
توقيع مدير عام إدارة الموارد البشرية:				

* توصي المقيم بحفظ نسخة بصيغة (PDF) لجميع الموظفين .

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