

Executive Regulations for the Articles of the Bylaw Governing the Affairs of Faculty Members Pertaining to Academic Promotions at Qassim University

Update 1-2024

Date: 26/11/1445 AH

Executive Regulations for the Articles of the Bylaw Governing the Affairs of Faculty Members Pertaining to Academic Promotions at Qassim University

All executive regulations for the following articles serve as interpretations of the entire article or parts thereof. Therefore, the portion of the article not interpreted by an executive regulation remains binding as stated in the article.

Article Twenty-One

The following conditions must be met for promotion from the rank of Assistant Professor to the rank of **Associate Professor**:

1. A minimum of four years of service at the rank of Assistant Professor at a Saudi university or another recognized university, with at least one year of service at Saudi universities.
2. Fulfillment of the minimum required academic output for promotion as stipulated in Article Thirty-Two of this bylaw.
3. The submitted academic output must have been published or accepted for publication during the applicant's tenure as an Assistant Professor.

Executive Regulation for Article Twenty-One:

1. The period required for eligibility for promotion to the rank of Associate Professor is calculated from the date of the Scientific Council's decision to appoint the applicant as an Assistant Professor, except for those transferred to the university for appointment as an Assistant Professor, in which case the period is calculated from the date of their commencement at the university in this rank.
2. Non-full-time Saudi faculty members at the university may apply for promotion to the rank of Associate Professor.

Article Twenty-Two

The following conditions must be met for promotion from the rank of Associate Professor to the rank of **Professor**:

1. A minimum of four years of service at the rank of Associate Professor at a Saudi university or another recognized university, with at least one year of service at Saudi universities.
2. Fulfillment of the minimum required academic output for promotion as stipulated in Article Thirty-Three of this bylaw.
3. The submitted academic output must have been published or accepted for publication during the applicant's tenure as an Associate Professor.

Executive Regulation for Article Twenty-Two:

1. The period required for eligibility for promotion to the rank of Professor is calculated from the date of the Scientific Council's decision to promote the applicant to the rank of Associate Professor.
2. Non-full-time Saudi faculty members at the university may apply for promotion to the rank of Professor.

Article Twenty-Three

A faculty member has the right to apply to the department council for promotion up to six months before completing the required period.

Executive Regulation for Article Twenty-Three:

1. A faculty member may apply to the department council for promotion up to six months before completing the required period, and the Scientific Council must complete the procedures, provided that the promotion is not granted until the completion of the required period, which is four years.
2. The required period is calculated from the date of the Scientific Council's decision to appoint the applicant as an Assistant Professor or promote them to the rank of Associate Professor.

Article Twenty-Four

The duration of secondment, deputation, and assignment for promotion purposes is calculated as follows:

1. The full duration if the secondment, deputation, or assignment is to a scientific institution and the work is in the field of specialization.
2. Half the duration if the secondment, deputation, or assignment is to a non-scientific institution and the work is in the field of specialization.
3. The duration is not counted for promotion purposes if the work is outside the field of specialization.

Executive Regulation for Article Twenty-Four:

The Scientific Council determines whether the work of a seconded, deputed, or assigned faculty member is outside their field of specialization based on the recommendations of the department and college councils.

Article Twenty-Five

Faculty members are promoted based on the following criteria:

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

Article Twenty-Six

Promotion Procedures:

1. **The faculty member submits a promotion application to the relevant department council, including the following:**
 - a) A statement of academic and professional qualifications and career progression.
 - b) A statement of teaching activities.
 - c) A statement of service to the university and community.
 - d) At least five copies of the academic output submitted for promotion and the accompanying data.
 - e) Any additional information supporting the promotion application.

- f) Any other information or documents requested by the department council, college council, or Scientific Council.
2. **The department council reviews the promotion application, verifies the fulfillment of conditions and procedures, and recommends forwarding the application to the college council, proposing the names of at least eight reviewers in the field.**
 3. **The college council reviews the application based on the department council's recommendation and nominates a number of reviewers in the applicant's field, at least eight, from those nominated by the department council or others.**
 4. **The Scientific Council studies the promotion application based on the recommendations of the department and college councils and, after the study, does the following:**
 - a) Selects five reviewers to evaluate the research, choosing from the nominees by the college council or others, with three as primary reviewers, a fourth as a first alternate, and a fifth as a second alternate, to be used if needed. At least two of the three primary reviewers must be from outside the university.
 - b) Sends the research and promotion data to the reviewers confidentially for evaluation according to the form prepared by the Scientific Council.
 - c) Decides to promote the faculty member or reject the promotion after reviewing the reviewers' reports and the reports on the applicant's activities in teaching and service to the university and community.
 - d) If the Council decides not to approve the promotion due to weak academic output, it determines the fate of the submitted research, excluding some and allowing others to be resubmitted, provided that the minimum for promotion in case of reapplication includes at least one new research unit for promotion to Associate Professor and two new research units for promotion to Professor.

Executive Regulation for Article Twenty-Six:

First: Reviewer's criteria:

1. The reviewer must be a faculty member affiliated with a scientific institution. They may be used for review after retirement from the scientific institution.
2. The reviewer must be specialized in the applicant's field.
3. The reviewer must be proficient in the language in which the published research or scientific materials to be reviewed are written.
4. The reviewer must not be related to the applicant up to the fourth degree, and there must be no academic connection between them, such as teaching, supervision, or research collaboration.
5. The reviewer must not be affiliated with the university from which the applicant graduated, whether at the bachelor's, master's, or doctoral level, nor with the university where the applicant is currently employed.
6. The reviewer must adhere to the review forms approved by the Scientific Council and submit them complete.

Second: Procedures for research in case of non-promotion:

1. Research with an average evaluation score of less than 35 points for promotion to Associate Professor and less than 40 points for promotion to Professor is excluded.
2. The applicant must replace each excluded research with a new one, with at least one new research unit for promotion to Associate Professor and two new research units for promotion to Professor.
3. The exclusion of research is based on the scientific evaluation of the research, the reviewers' reports, the scores obtained, and the reasons for the evaluation.
4. The faculty member may not reapply for promotion until six months after the Council's decision to reject the promotion.

Third: The promotion file must include the following:

1. A memorandum from the college dean addressed to the Scientific Council.
2. The promotion application form approved by the Scientific Council.

3. A declaration form from the applicant affirming no plagiarism or academic misconduct, certified by the scientific committee in the department.
4. A certified service statement from the Human Resources Deanship.
5. A copy of the recommendation from the department and college councils approving the promotion.
6. A copy of the original appointment decision as an Assistant Professor or promotion decision to Associate Professor.
7. One printed copy of the published academic output and the acceptance letter for research accepted for publication.
8. Digital copies of the required attachments and academic output (promotion application form, all research, acceptance letters for unpublished research) on a CD or external storage device.

Fourth: The standing committee for academic promotions in the scientific council does the following:

1. Reviews the applicant's promotion file to verify the fulfillment of promotion conditions. If the conditions are not met, the file is returned to the college.
2. Verifies the acceptance letters for publication and matches them with the originals.
3. Calculates the number of research units obtained by the applicant.
4. Ensures the suitability of the recommended reviewers for evaluating the promotion research.
5. Recommends to the Scientific Council to complete the promotion procedures and select reviewers to evaluate the academic output if the applicant meets the required conditions for promotion.

Fifth: The scientific council reviews the minutes of the standing committee for academic promotions and the attachments of the promotion file and academic output to decide on the selection of reviewers, who are determined according to article thirty-six, to evaluate the academic output as stipulated in article twenty-nine.

Sixth: The secretariat of the council sends the required attachments and academic output to the reviewers selected by the scientific council for evaluation.

Seventh: After receiving all reviewers' reports, they are studied by the standing committee for academic promotions, which submits its recommendation to the scientific council.

Eighth: The council reviews the recommendation of the standing committee for academic promotions and the reports of each reviewer, the department and college councils, and the scores obtained by each research, then decides to approve or reject the promotion.

Ninth: The secretariat of the scientific council informs the applicant and the human resources deanship of the council's decision to approve the promotion after its approval by the university president.

Article Twenty-Seven

A faculty member applying for promotion is evaluated based on 100 points, distributed as follows:

- 60 points for academic output.
- 25 points for teaching.
- 15 points for service to the university and community.

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

Executive Regulation for Article Twenty-Seven:

The evaluation of a faculty member's participation in teaching and service to the university and community is as follows:

First: Teaching, with points distributed as follows:

1. Teaching load (15 points), distributed as follows:

- a) The applicant is awarded full points upon completing the teaching load according to the academic rank, including all activities recognized by the system such as lectures, practical training, and scientific supervision of theses.
 - b) The average of the last eight semesters, including the semester in which the application was submitted, is calculated.
 - c) If the applicant's teaching load is incomplete due to insufficient teaching assignments, the applicant is awarded full teaching load points after providing proof from the department and college.
 - d) If the applicant's teaching load is incomplete despite the possibility of completion, one point is deducted for each teaching hour below the approved teaching load based on the average teaching load of the last eight semesters.
 - e) Full teaching load points are awarded for the period during which the applicant was assigned administrative duties, provided they performed the minimum teaching load according to Article Forty-Two of the bylaw, or equivalent administrative tasks assigned by an authorized decision.
2. **Teaching quality and commitment to teaching hours (10 points), awarded based on a form approved by student evaluations and the department head and certified by the college dean.**
 3. **The applicant's promotion application is not accepted if the average teaching load is less than three teaching units.**

Second: Service to the University and Community, with points distributed as follows:

1. 10 out of 15 points are allocated for university service, such as department headship, college vice-deanship or deanship, participation in non-classroom programs and training within the university, membership in department and college committees, and any other contributions assigned by the university or the Ministry of Education. The applicant is awarded two points for each service with a decision from the university president and one point for other services.

2. 5 out of 15 points are allocated for community service, including any contributions to the community with supporting evidence. The applicant is awarded one point for each community service.
3. The faculty member applying for promotion must obtain at least 30 points out of the total 40 points for teaching and service to the university and community.

Article Twenty-Eight

The total points required for promotion must not be less than 60, with at least 35 points in academic output for promotion to Associate Professor and 40 points for promotion to Professor. Promotion to Associate Professor requires a majority vote of the three reviewers, while promotion to Professor requires a unanimous vote of the three reviewers. If two reviewers approve the promotion and the third does not, the academic output is referred to a fourth reviewer, whose decision is final.

Article Twenty-Nine

The minimum required academic output for faculty member promotion includes the following:

1. Research published or accepted for publication in peer-reviewed scientific journals, with the Scientific Council setting the criteria for accepting peer-reviewed journals.
2. Peer-reviewed research presented at specialized scientific conferences and seminars if fully published or accepted for publication, with only one unit accepted.
3. Peer-reviewed research published or accepted for publication by specialized university research centers.
4. Peer-reviewed university textbooks and scientific references, with only one unit accepted.
5. Peer-reviewed rare book editions, with only one unit accepted.
6. Peer-reviewed translations of specialized scientific books, with only one unit accepted.

7. Books and research printed by scientific bodies approved by the Scientific Council, subject to peer review, with only one unit accepted.
8. Inventions and innovations with patents issued by patent offices recognized by the Scientific Council.
9. Distinguished creative activities according to rules adopted by the University Council based on the recommendation of the Scientific Council, with only one unit accepted.

Executive Regulation for Article Twenty-Nine:

First: Journals accepted for publishing research must fall under one of the following classifications:

1. Peer-reviewed journals issued by Saudi universities, provided that at least six regular issues have been published or three years have passed since their regular publication.
2. Peer-reviewed scientific journals classified in one of the following indexing databases and services:
 - a) Web of Science (WoS), including:
 - Science Citation Index
 - Social Sciences Citation Index
 - Arts & Humanities Citation Index
 - Conference Proceedings Citation Index
 - Book Citation Index
 - Emerging Sources Citation Index
 - b) SCOPUS
 - c) EBSCO
 - d) PubMed
3. Peer-reviewed scientific journals not included in (1) or (2) may be accepted if approved by the Scientific Council based on the following criteria:
 - a) The journal must be issued by an educational or research institution, scientific society, or non-commercial global or regional organization.
 - b) The journal's editor-in-chief must hold at least the rank of

Associate Professor.

- c) All editorial board members must hold at least the rank of Associate Professor or equivalent.
 - d) The journal must display publication rules indicating that it requires scientific peer review.
 - e) The journal must have an international serial number (ISSN).
 - f) The journal's field of publication must cover the general specialization of the published research.
 - g) The journal must have electronic publishing.
4. The Scientific Council periodically reviews the lists of journals and indexing databases and updates the criteria for accepting scientific journals as needed. The Council may exclude any journal if it violates the criteria in (1), (2), or (3).

Second: The academic output of the applicant for promotion is not accepted unless the university's name is included as the primary reference address in the following format:

Department of..., College of..., Qassim University

The research must include only the official email address provided by the university. The address of another university or scientific institution may be mentioned in case of research collaboration, secondment, or similar circumstances, after mentioning Qassim University.

Third: If the applicant for promotion transfers from a Saudi university or another recognized university to work at Qassim University, the minimum academic output published or accepted for publication bearing the name of Qassim University, as stated in (Second) of the executive regulation for Article Twenty-Nine, must not be less than the following:

- One unit for promotion to Associate Professor and two units for promotion to Professor if the applicant has spent less than two years at Qassim University.

- Two units for promotion to Associate Professor and three units for promotion to Professor if the applicant has spent two years but not more than three years at Qassim University.
- Three units for promotion to Associate Professor and four units for promotion to Professor if the applicant has spent three years but not more than four years at Qassim University.
- All academic output must bear the name of Qassim University if the applicant has spent more than four years there. The Scientific Council may make exceptions to the above for justified reasons.

Fourth: If a faculty member transfers from a Saudi university that applies the bylaws governing the affairs of Saudi faculty members regarding academic promotions to Qassim University and has applied for promotion at their previous university, upon obtaining academic promotion at the previous university, Qassim University equates their promotion to the same academic rank in the same specialization. The Scientific Council issues a decision to this effect and raises it for implementation according to the applicable procedures. [This paragraph was added based on the approval of the University Council in its eighth session for the academic year 1445 AH, as per decision No. (13-08-45).]

Fifth: The criteria for accepting printed journals apply to electronic journals that do not have a printed version.

Sixth: The following conditions apply to research submitted for promotion:

1. Original research articles must constitute at least two research units for applicants for promotion to Associate Professor and three units for applicants for promotion to Professor.
2. Review articles must not exceed one research unit.
3. The following categories of academic output are collectively accepted up to one unit:
 - a) Case Reports
 - b) Study Reports
 - c) Case Studies
 - d) Brief Communications

- e) Short Communications
- f) Special Communications
- g) Short Articles
- h) Therapeutic Notes
- i) Research Notes
- j) Technical Notes
- k) Technical Reports
- l) Points of Technique
- m) Chemical Structure Reports

Seventh: The following works are not counted towards the minimum required for promotion:

1. Letters to the Editor
2. Book Reviews
3. Clinical Letters
4. Editorials
5. Correspondence
6. Debates

Eighth: Only one unit is accepted from research published or accepted for publication presented at specialized scientific conferences and seminars, provided the following conditions are met:

1. The conference or seminar must be organized by a university, research center, scientific society, or specialized regional or international organization.
2. The research accepted at the conference or seminar must have undergone peer review and been published or accepted for publication in full in the conference's scientific record.

Ninth: The following conditions apply to acceptance letters for publication in peer-reviewed scientific journals, conference or seminar scientific records, or research centers:

1. The acceptance letter must be printed on the official letterhead of the publishing entity or sent via the entity

2. The acceptance letter must not be preliminary or conditional.

Tenth: Authored, edited, or translated academic books are accepted for promotion based on the following criteria:

1. Books or book chapters must undergo scholarly peer review, either by the Scientific Council or an entity recognized by the Council, and the university's name must be cited in an approved format alongside the author's name.
2. A book is counted as a full unit if the applicant is the sole author, editor, or translator; as half a unit if co-authored with one other contributor; and as a quarter unit if there are more than two contributors.
3. A single peer-reviewed book chapter is counted as a quarter unit, regardless of sole or shared authorship. If multiple chapters are authored, they are counted as half a unit, whether authored individually or collaboratively.
4. The total credited units for authorship, editing, or translation—whether for books, chapters, or both—shall not exceed one full unit.

Eleventh: A maximum of one unit from patents, innovations, or distinguished creative activities may be counted toward the minimum scholarly output required for promotion, subject to the following conditions:

(A) Conditions for Accepting Innovations or Distinguished Creative Activities for Promotion Consideration:

1. The work must be within the applicant's field of specialization.
2. The creative activity must have received prestigious local, regional, or international scientific awards, or must undergo peer review by the Scientific Council.
3. The department and college councils must approve it as a distinguished creative activity and confirm its relevance to the field of specialization.

(B) Patents and innovations granted by one of the following offices:

- Saudi Authority for Intellectual Property (SAIP)
- Gulf Cooperation Council Patent Office (GCCPO)
- United States Patent and Trademark Office (USPTO)
- Japan Patent Office (JPO)
- European Patent Office (EPO)

(C) The contribution of individual or joint work is calculated in accordance with Article (34).

(D) The Scientific Council shall update the list of recognized patent-granting entities as necessary.

Article Thirty

The minimum required scholarly output published or accepted for publication in peer-reviewed scientific journals must include at least one research unit for applicants seeking promotion to the rank of Associate Professor and at least two research units for those applying for promotion to the rank of Professor.

Article Thirty-One

The scholarly output submitted by a faculty member for promotion must be published or accepted for publication in more than one publishing outlet, and no single university or academic institution should serve as the exclusive publishing venue.

Executive Regulation for Article Thirty-One:

1. The number of published or accepted research units within the minimum requirement for promotion must not exceed two units in a single publishing outlet.
2. In the fields of Islamic studies, humanities, or education, at least one research paper must be published or accepted for publication in a peer-reviewed Saudi journal or the peer-reviewed proceedings of a scientific conference hosted by a Saudi university.

Article Thirty-Two

The minimum required scholarly output for promotion to the rank of Associate Professor is four published or accepted research units, at least two of which must be sole-authored. The University Council, based on the recommendation of the Scientific Council, may grant exceptions for certain disciplines, provided that at least one unit has been formally published.

Article Thirty-Three

The minimum required scholarly output for promotion to the rank of Professor is six published or accepted research units, at least three of which must be sole-authored. The University Council, based on the recommendation of the Scientific Council, may grant exceptions for certain disciplines, provided that at least three units have been formally published.

Executive Regulation for Articles 32 and 33:

Joint research may be counted as a substitute for one or more sole-authored studies, provided that the research is published in journals indexed in ISI or classified within the first or second quartile (Q1, Q2) in SCOPUS. The calculation of research units shall follow the provisions outlined in Article 34.

Article Thirty-Four

A scholarly work is counted as one full unit if solely authored, and as half a unit if co-authored by two researchers. For joint research involving more than two authors, the principal investigator is credited with half a unit, while each co-author receives a quarter unit. For other collaborative works involving more than two contributors, each participant is awarded a quarter unit.

Article Thirty-Five

A faculty member's submitted scholarly output for promotion must not be extracted from their master's or doctoral theses or any of their previous works. If the Scientific Council determines that the submitted work has been derived from such sources, the applicant shall be barred from

submitting another promotion request for one year from the date of the council's decision.

Executive Regulation for Article 35:

First: Plagiarism (Self-Plagiarism)

1. If a researcher reproduces verbatim more than 2.5% of their previous or current works without proper attribution, it is considered plagiarism, whether derived from a master's thesis, doctoral dissertation, previous books, or research.
2. The portion of the scholarly output that is correctly attributed to prior works must not exceed 25% of a single research work. Otherwise, it shall be deemed plagiarism.
3. The percentage of correctly attributed content from any single prior work must not exceed 5%.
4. The following are excluded from plagiarism calculations: up to 10 consecutive identical words, references, terminology, and materials & methods sections.
5. To verify allegations of plagiarism, the Scientific Council shall refer the concerned research, along with peer reviewers' reports and the plagiarism report from the college's scientific committee, to a three-member specialized committee chaired by a council member. This committee will assess the claim and submit a final report confirming or refuting the plagiarism allegation, which will then be reviewed by the Standing Committee for Scientific Promotions before a final recommendation is made to the Scientific Council.
6. **Disciplinary Action for Confirmed Cases of Plagiarism:**
 - First Violation: The applicant is barred from applying for promotion for one year.
 - Second Violation: The applicant is barred from applying for promotion for three years.
 - Third Violation: The applicant is permanently disqualified from promotion.

- The faculty member will be officially notified of the confirmed plagiarism in a confidential letter.
- The applicant may appeal the Scientific Council's decision in writing to the Council Chair within one month of notification. If no appeal is made within this period, the decision becomes final. If an appeal is submitted, the Scientific Council will review the case, and if the council upholds its decision, the matter will be escalated to the University Council, whose ruling shall be final.
- The penalty period shall be calculated from the date of the Scientific Council's final decision confirming the plagiarism.

Second: Academic Misconduct (Plagiarism from Others)

1. Academic misconduct (plagiarism from others) is established in any of the following cases:

- If a researcher copies verbatim from another's work without proper citation.
- If a researcher replicates the full content of another's work even with proper attribution.
- If a researcher reproduces more than 20% of another's work—either verbatim or with minor alterations to obscure the source—even if cited. If this percentage is below 20% and correctly attributed, it is considered a legitimate quotation rather than plagiarism, provided that no more than 5% is derived from any single source.
- If a researcher falsely claims authorship of another's documented scientific work, such as a registered invention or patent.
- If a researcher falsely claims sole authorship of a collaborative work.

2. The following are excluded from plagiarism calculations: up to 10 consecutive identical words, references, terminology, and materials & methods sections.

3. To verify allegations of academic misconduct, the Scientific Council shall refer the concerned research and reports to a

three-member specialized committee, chaired by a council member, to review the claim and submit a final report to the Standing Committee for Scientific Promotions before a recommendation is made to the Scientific Council.

4. Disciplinary Action for Confirmed Cases of Academic Misconduct:

- First Violation: The applicant is barred from applying for promotion for two years.
- Second Violation: The applicant is permanently disqualified from promotion.
- The faculty member will be officially notified of the confirmed misconduct in a confidential letter.

5. The applicant may appeal the Scientific Council's decision in writing to the Council Chair within one month of notification. If no appeal is made within this period, the decision becomes final. If an appeal is submitted, the Scientific Council will review the case, and if the council upholds its decision, the matter will be escalated to the University Council, whose ruling shall be final.

6. The penalty period shall be calculated from the date of the Scientific Council's final decision confirming the misconduct.

Third: Procedure in cases where plagiarism or academic misconduct is not confirmed

1. If plagiarism or academic misconduct is not substantiated, the applicant's promotion shall be approved from the date the peer review results were presented to the Scientific Council. If the promotion is to the rank of Professor, the scholarly output shall be sent to an additional reviewer unless a fourth reviewer has already evaluated it.
2. Any reviewer who has incorrectly ruled a case as plagiarism or misconduct—where such claims were later disproven—shall no longer be nominated for future Scientific Council reviews.

Article Thirty-Six

Promotion reviewers must hold the rank of Professor. However, in cases of promotion to the rank of Associate Professor, one of the reviewers may hold the rank of Associate Professor.

Article Thirty-Seven

The academic promotion of a faculty member takes effect from the date of the Scientific Council's decision. However, the administrative promotion is contingent upon the availability of a vacant position and becomes effective from the date of the executive decision.

Executive Regulation of Article 37:

The academic promotion of a faculty member is counted from the date of the Scientific Council's decision. The period served academically is included within the required duration for promotion to the rank of Associate Professor or Professor.

Provisions and Procedures Related to Promotion

1. In accordance with Article 8 of the Regulations for the Employment of Non-Saudis in Universities, the provisions governing promotion (Articles 31 to 37) shall apply to non-Saudi faculty members employed under personal contracts at the ranks of Assistant Professor and Associate Professor.
2. The provisions related to promotion (Articles 21 to 37) shall apply to part-time Saudi professors at the ranks of Assistant Professor and Associate Professor, provided that a prior decision has been issued appointing the applicant to the academic rank or that the Scientific Council has approved their appointment as a part-time professor.
3. If a faculty member—whether Saudi or non-Saudi—is retired due to reaching the statutory retirement age or if their contract is terminated after they have applied for promotion and their scholarly work has been submitted to the Scientific Council, the promotion procedures shall be completed in accordance with the applicable regulations.
4. These provisions shall take effect six months after their approval by the University Council.