



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— كلية الصحة العامة —
College of Public Health

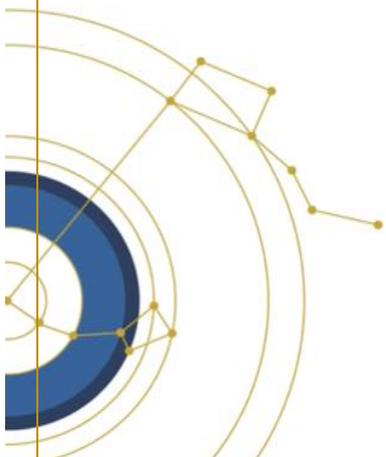
Rules and Regulations for Granting Honorary Titles

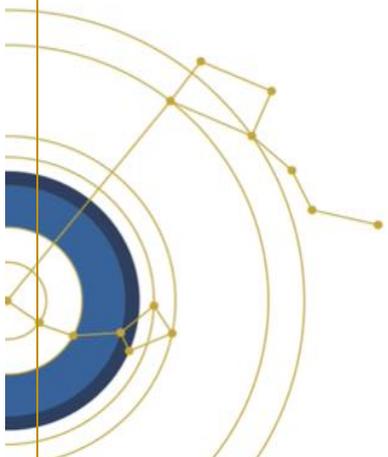
College of Public Health

2025

Prepared by:

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Definition of the Honorary Title

An honorary title is a designation granted to an individual cooperating with the College of Public Health from outside Imam Abdulrahman Bin Faisal University or to those who are not faculty members of the University, in recognition of their academic or training services and without any financial obligations.

Objectives of Granting Honorary Titles

1. To encourage distinguished healthcare professionals in the health sectors to collaborate with the College, especially with the increasing number of students training in hospitals and healthcare centers
2. To express appreciation to collaborators who contribute to achieving the university's educational and training goals
3. To promote cooperation and strengthen the community relationship between the College and healthcare professionals

Article One: Honorary Titles

- Adjunct Lecturer
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor
- Adjunct Trainer (in clinical specializations)

Article Two: Beneficiaries of Honorary Titles

- 2.1. Those who meet the eligibility criteria from staff of hospitals and other specialized organizations related to the fields of the College of Public Health
- 2.2. Obtaining an honorary title does not entail any financial remuneration

Article Three: Conditions for Obtaining Honorary Titles

- 3.1. The applicant must not hold an honorary title from another academic institution at the time of application
- 3.2. The applicant must have distinguished experience in education or research, evidenced by published scientific studies
- 3.3. If the applicant was previously affiliated with an academic institution, the honorary title shall correspond to the last academic rank held prior to application
- 3.4. If the applicant has never been affiliated with an academic institution, they must have at least ten (10) years of distinguished professional experience in their field
- 3.5. The applicant shall undergo a probationary period of one academic semester prior to formal nomination, during which they are evaluated by the Department Chair and faculty members (Form 2), as well as by students (Form 3). The average score in both evaluations must not be less than 3 out of 5

Article Four: Duties and Responsibilities of Holders of Honorary Titles

- 4.1. Participate in teaching and training undergraduate and postgraduate students, in addition to all related academic affairs
- 4.2. Participate in community service activities
- 4.3. Participate in conducting research studies
- 4.4. Adhere to the specified dates, times, and locations for teaching and training activities
- 4.5. Teaching and training activities shall take place in the hospital or organization where the honorary titleholder is employed
- 4.6. Contribute to the training of college students and interns at the relevant hospital or organization

Article Five: Application Procedures

- 5.1. The application must be accompanied by the following:
 - 5.1.1. Curriculum Vitae (Form 1)
 - 5.1.2. Recommendation from the head of the department to which the applicant is affiliated
 - 5.1.3. Approval from the applicant's employing organization
- 5.2. The completed application and its attachments shall be submitted to the respective department chair at the College of Public Health
- 5.3. The respective department council shall evaluate the application and verify that all conditions are met
- 5.4. The respective department council shall specify the nature of the applicant's participation in departmental activities
- 5.5. The respective department chair shall forward the council's recommendation, including the proposed title, to the dean of the College
- 5.6. The Dean shall present the application to the College council based on the department's recommendation

Article Six: Granting of Honorary Titles

The Dean of the College shall issue the decision to grant the honorary title based on the following:

- 6.1. Completion of all application procedures
- 6.2. Fulfillment of the stipulated conditions
- 6.3. Approval by the relevant department council
- 6.4. Approval by the College council

Article Seven: Privileges Granted to Holders of Honorary Titles

- 7.1. Issuance of a university email account
- 7.2. Authorization to use the university library and database systems
- 7.3. Free attendance at seminars, workshops, and conferences organized by the department

- 7.4. The right to include the university's name in research publications in accordance with the granted honorary title

Article Eight: Validity and Renewal of Honorary Title

- 8.1. The honorary title is granted for a period of two (2) years, subject to renew.
- 8.2. One month prior to the expiration date, the respective department may submit a renewal request to the dean, including:
- 8.2.1. Justifications for the renewal request.
 - 8.2.2. A summary of the candidate's actual participation during the previous duration
 - 8.2.3. The candidate's updated curriculum vitae.
- 8.3. The duration of the renewed title shall be determined by a decision of the dean based on the approval of the College council

Article Nine: Revocation of Honorary Titles

- 9.1. The honorary title shall be revoked based on a recommendation from the respective department council and approval by the College council in the following cases:
- 9.1.1. Failure to comply with the terms and requirements of the honorary title
 - 9.1.2. Violation of professional or academic ethics
 - 9.1.3. Refusal by the affiliated organization to continue training college students
 - 9.1.4. Issuance of a court ruling involving moral misconduct against the titleholder
 - 9.1.5. Committing academic, behavioral, or professional violations that harm the University's reputation, or exploiting the University's name for illegitimate purposes
 - 9.1.6. Using the honorary title to obtain any form of illegitimate gains (financial or other)
 - 9.1.7. Misusing the University resources or assets for purposes other than those intended
 - 9.1.8. Representing or speaking on behalf of the University at conferences, media outlets, or on social media platforms without official authorization
 - 9.1.9. Establishing associations or organizing activities outside the University under the name of Imam Abdulrahman Bin Faisal University without official approval
- 9.2. The revocation decision shall be issued by the dean

Form 1: Candidate Curriculum Vitae

Personal Information			
Name		Date of Birth	
National ID		Place of Birth	
Marital Status		Mobile Number	
Language proficiency		Email Address	

Part I: Academic Qualifications				
Degree	Major	Granting Institution	Country	Date
Bachelor's				
Master's				
Fellowship				
Doctorate				

Master's Thesis Title and Abstract:

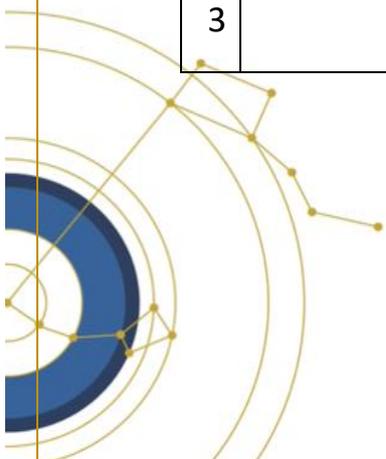
Doctoral Dissertation Title and Abstract:

Part II: Employment / Professional Record				
Job Title	Department / Specialty	Institution and Address	Employment Date	
			Start Date	End Date

Part III: Scientific Output	
Published Papers: (Title, Authors, Year, Journal, Volume, Issue, Pages)	
1	
2	
3	

Accepted Papers: (Title, Authors, Journal, Attach acceptance letter)	
1	
2	
3	

Conference Papers: (Title, Authors, Conference Name & Location, Organizing Body, Date)	
1	
2	
3	



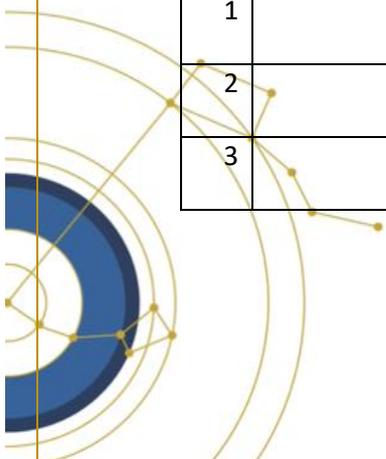
Books	
1	
2	
3	

Part IV: Ongoing Research Projects	
1	
2	
3	

Part V: Scientific Activity	
Conferences, Symposia, and Workshops (Title, Location, Date, Type of Participation)	
1	
2	
3	

Membership in Scientific Associations (Association Name, Membership Start Date)	
1	
2	
3	

Journal Reviewer Membership (Journal Name, Date of Appointment)	
1	
2	
3	



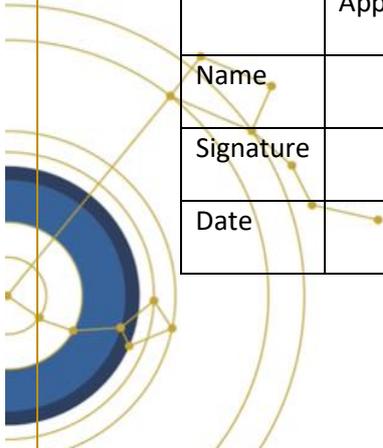
Clinical Work (Clinic Name)	
1	
2	
3	

Part VI: Administrative / Service Activities	
Administrative Services (Type, Start Date)	
1	
2	
3	

Committee Membership (Committee Name, Start Date)	
1	
2	
3	

Community Service (Service Name, Start Date)	
1	
2	
3	

	Applicant	Department Chair	College Representative in Scientific Council	Dean of the College
Name				
Signature				
Date				



Form 2: Department Chair and Faculty Evaluation of the Candidate

1 = Acceptable 2 = Good 3 = Very Good 4 = Excellent 5 = Outstanding N/A = Not Applicable

No.	Scale	5	4	3	2	1	N/A	
1	Ability to enrich discussions in department council and committee meetings related to curriculum development							
2	Ability to enrich discussions in department council and committee meetings related to teaching processes							
3	Constructive relationship with colleagues through encouragement, motivation, and participation in teaching activities							
4	Constructive relationship with students through encouragement, motivation, and participation							
5	Participation in organizing meetings, conferences, and workshops related to teaching and learning							
6	Participation in organizing committees and workshops related to quality assurance and academic accreditation							
7	Ability to motivate students to understand the interrelation between courses and their areas of study							
8	Encouraging high standards of achievement and promoting creative work among students							
9	Possession of distinctive personal qualities that positively influence teaching and students							
10	Range and skills in providing general and individual guidance as a teacher and mentor							
11	Ability to create an open and encouraging learning environment for all students and colleagues							
12	Ability to establish and develop teaching methods within and outside the department							
13	Ability to adapt and show dedication in teamwork when teaching joint courses							
14	Performance of departmental duties effectively, particularly those related to teaching and learning							
15	Dedication to teaching and willingness to take on additional teaching responsibilities							
16	Publication of books and educational materials in the area of specialization, contributing to educational advancement							
17	Publication of research papers in peer-reviewed scientific journals in the area of specialization							
18	Keeping abreast with developments in the field and reflecting them positively in teaching effectiveness							
19	Commitment to submitting complete course files within the specified deadlines							
20	Innovation in developing new teaching techniques and methods							
21	Development or contribution to the preparation of distance learning course materials							
22	Efforts to create training opportunities for students in both public and private sectors for practical application and internship programs							
Average Score (out of 5):								

Form 3: Student Evaluation of the Candidate and Teaching Effectiveness

1 = Acceptable 2 = Good 3 = Very Good 4 = Excellent 5 = Outstanding N/A = Not Applicable

No.	Scale	5	4	3	2	1	N/A	
1	Mastery and command of subject/s taught							
2	Notable progress in the field of the subject / updated scientific knowledge in the course/s taught							
3	Ability to motivate students to recognize the relationship between the course content and their fields of study							
4	Ability to prepare or evaluate the course smoothly and skillfully							
5	Ability to stimulate students' desire for knowledge / ability to inspire young minds							
6	Encouragement and motivation of students to achieve high grades in the course							
7	Ability to create an open and encouraging learning environment for all students							
8	Ability to raise students' awareness and insight by connecting the course to other knowledge fields							
9	Contribution to fostering students' independence and ability to reason							
10	Respect for students and consideration of their feelings and circumstances							
11	Enthusiasm and dedication to the teaching mission / respect for the teaching profession							
12	Ability or willingness to collaborate within the classroom							
13	Ability or willingness to collaborate outside the classroom / offering extra volunteer hours beyond official teaching time							
14	Commitment to scheduled class times according to the official timetable / commitment to making up missed lectures							
15	Commitment to office hours or agreed alternative meeting times							
16	Ability to inspire creativity among students							
17	Fairness and transparency in dealing with all students equally							
18	Enabling students to review and discuss their midterm and final exams							
19	Training students in additional research-related skills							
20	Training students in additional professional skills related to their field of specialization							
21	Ability to relate the course content to the local environment and its practical applications							
22	Providing opportunities for discussion about the course content / balancing between lecturing and discussion							
23	Adoption of students' suggestions for improvement, modification, and presentation methods without compromising the approved syllabus							
24	Commitment to distributing the course file (course description and requirements) to all students at the beginning of the semester							
25	Adherence to course requirements as specified in the syllabus							
26	Providing constructive feedback on all assignments and exams to enhance student learning							
Average Score (out of 5):								

