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| <br>جامعة الإمام عبد الرحمن بن فيصل<br>IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY<br><b>POLICY AND PROCEDURES</b> |  | <b>Institutional Policy</b> |
| <b>Classification:</b> Financial Support   | <b>Title:</b> Remuneration of residency program personnel                            |                             |
| <b>Approval Authority:</b><br>Programs Administration Committee (PAC)  | <b>Implementation Authority:</b><br>Vice Dean for Scientific Research and Innovation |                             |
| <b>Effective Date:</b> April, 2025   | <b>Supersedes:</b> New   |                             |
| <b>Latest Revision:</b> New  | <b>Code:</b>   |                             |
| <b>Review Date:</b> April, 2027  | <b>No. of Pages:</b> 5   |                             |

### 1. Purpose

1.1 This policy outlines the institutional framework for the equitable allocation of financial and non-financial resources for compensating personnel involved in residency programs at Imam Abdulrahman Bin Faisal University (IAU) and King Fahd Hospital of the University (KFUH).

1.2 It aims to ensure consistency, fairness, transparency, and sustainability in remuneration practices that support excellence in postgraduate medical education.

### 2. Scope

2.1 This policy applies to all medical residency and clinical fellowship programs at IAU.

2.2 It includes compensation principles and practices for:

- Program Directors
- Program Coordinators and administrative support staff
- Full-time and part-time clinical faculty and supervisors
- Guest lecturers and visiting educators involved in teaching

2.3 The policy excludes resident stipends and trainee-specific financial support, which are addressed under separate funding and scholarship policies.

### 3. Policy Statement

3.1 IAU affirms its responsibility to compensate residency program personnel in a manner that reflects their responsibilities, contributions, and time commitments.

3.2 Remuneration decisions will be guided by the following principles:

- Equity and Fairness: Comparable roles will receive comparable support.
- Transparency: The process for determining compensation shall be clear, documented, and communicated to all affected personnel.
- Sustainability: Compensation must be aligned with institutional budget priorities and strategic plans for growth.
- Recognition: Faculty and administrative contributions will be recognized through



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financial compensation or institutional acknowledgments, including protected time and academic titles.

- 3.3 Program Directors must receive documented institutional support, including administrative assistance and protected time.
- 3.4 Remuneration may be financial or non-financial (awards, academic promotion, workload credits).

#### 4. Definitions

- 4.1 Residency Program Personnel: Non-trainee individuals directly involved in teaching, administering, or supporting the residency training program.
- 4.2 Program Director: A designated faculty member responsible for the overall conduct and leadership of a residency program.
- 4.3 Program Coordinator: Staff providing day-to-day administrative support for the residency program, also known as Program Secretary
- 4.4 Clinical Supervisor: Physician or faculty member involved in direct teaching and clinical supervision of residents.
- 4.5 Remuneration: Compensation for services, whether financial (stipends) or institutional (protected time, academic promotion, awards).

#### 5. Responsibilities

- 5.1 University Leadership
- Allocate funding for residency personnel through the annual institutional budget.
  - Approve financial and non-financial forms of compensation as needed.
- 5.2 Vice Dean for Scientific Research and Innovation and Programs Administration Committee
- Develop and enforce written guidelines for Program Director support and faculty recognition.
  - Evaluate equity and consistency in compensation practices across programs.

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### 5.3 Program Directors

- Submit annual resource and compensation needs.
- Ensure faculty workloads are fairly distributed and appropriately recognized.

### 5.4 Department Chairs

- Integrate teaching into faculty job plans.
- Advocate workload reductions or stipends for faculty with significant teaching roles.

### 5.5 Administrative Support Staff

- Maintain accurate records of faculty teaching contributions.
- Coordinate compensation processing and documentation.

### 5.6 Finance and Human Resources

- Issue payments and maintain compliance with approved remuneration levels.
- Support accurate contracting and payroll.

## 6. Procedures

### 6.1 Annual Review and Planning

- Each Program Director submits an annual report on teaching loads and staffing needs.
- The Programs Administration Committee reviews and recommends allocations.

### 6.2 Support for Program Directors

- Appointment letters specify protected time, administrative support, and stipend arrangements.

### 6.3 Faculty and Clinical Supervisor Compensation

- Core faculty: Teaching duties considered in workload plans, with potential workload reduction.
- Adjunct/part-time: May receive teaching honoraria, clinical teaching awards, or adjunct titles.
- Volunteer contributors: Recognized with non-monetary incentives such as letters of appreciation, access to faculty development, or honorary appointments.

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#### 6.4 Guest Lecturer Recognition

- Honoraria or formal appreciation (certificate, letter).
- Payments or acknowledgments processed in accordance with institutional guest lecturer or examiner policy.

#### 6.5 Documentation and Monitoring

- Program Coordinators log teaching hours, lectures, and supervisor activity.
- Programs submit a yearly summary to the PAC to ensure equitable support.

#### 6.6 Faculty Recognition Beyond Compensation

- Faculty are eligible for teaching awards and nominations.
- Support for professional development
- PG teaching and clinical supervision duties are considered in the process of academic promotion.

### 7. Enforcement

- 7.1 This policy is enforced under the authority of the Deanship of Graduate Studies, the Dean of the College of Medicine and the Vice Dean for Scientific Research and Innovation.
- 7.2 All programs are subject to internal audits to ensure policy compliance.
- 7.3 Remuneration discrepancies or inequities are addressed through formal review.
- 7.4 Program Directors and Chairs must ensure this policy is applied consistently.
- 7.5 Any misuse or non-compliance may result in administrative investigation or sanctions in accordance with IAU's institutional policies.

#### Sources

- Imam Abdulrahman Bin Faisal University. Regulations and Procedures for Medical Fellowships, 2017.
- Royal College of Physicians and Surgeons of Canada. General Standards of Accreditation for International Institutions with Residency Programs, 2021.

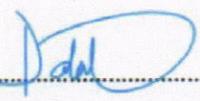


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| <p><u>Reviewed by:</u></p> <p></p> <p>.....</p> <p><b>Dr. Ghada Al Yousif</b><br/>Vice Dean for Quality and Development</p>              | <p>Date Signed:</p> <p><b>6 July 2025</b></p>  |
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