
Faculty Hand book

This handbook orients and provides faculty members with information on the vision, mission and values of the College of Medicine. It also describes the organizational structure and administration of the college, the byelaws, rules and regulations, codes of ethics, duties and responsibilities, research and community services.

Prepared By |

The Vice Deanship for Quality & Development
JUN, 2016



Faculty Handbook

College of Medicine

University of Dammam

Prepared by

Vice Deanship of Quality and Development

2016

Table of Contents

	Items	Page
1	Preface	1
2	Overview of the Kingdom of Saudi Arabia and Eastern province	2
3	Vision, Mission and Values	4
4	Organizational Chart	5
5	College Committees	6
6	College Administration	7
7	Chairpersons of Academic Departments	8
8	Rules and Regulations	9
9	Faculty Code of Ethics and Charter	
10	Research Code of Ethics	
11	New Faculty Orientation	
12	Supportive Deanships and Offices	
13	Healthcare	10
14	Faculty Duties and Responsibilities	11
15	Appendix 1, Charter for Employment of Non-Saudi Staff	19
16	Appendix 2, Bylaws of Saudi Faculty Affairs	42
17	Appendix 3, Faculty Code of Ethics and Charter	72
18	Appendix 4, The University Scientific Research Code of Ethics and Charter	76
19	Appendix 5, Biomedical Ethics Charter	81

PREFACE

The purpose of this handbook is to introduce and update faculty members of the College of Medicine, University of Dammam, about the college current status and relevant information for example the college vision, mission, values, bylaws, faculty duties and responsibilities, administrative organization and supportive services.

The College of Medicine and Medical Sciences, was established by Royal Decree No. H/67 dated 28/7/1375H (1975) in the Dammam campus of King Faisal University in the Eastern Province of Saudi Arabia. In 2010, the Dammam campus became the newly established University of Dammam. It is located on King Faisal Road, midway between Al-Khobar and Dammam, approximately 10 km from each.

The college admitted its first batch of undergraduate medical students in 1975 and the first batch of Nursing and Medical Laboratory Technology (MLT) students in 1988. The MLT Department was transferred to the newly established College of Applied Medical Sciences in 1998 and the Nursing Department was transferred to the College of Nursing in 2002. In the same year, the name of the college was changed from College of Medicine and Medical Sciences to the present name College of Medicine.

The College of Medicine pioneered postgraduate medical education in the Kingdom. Its postgraduate programs were the first to be recognized by the Arab Board of Medical Specializations and the Royal College of Surgeons in Ireland.

Since its inception the College of Medicine has organized Continuing Professional Development Programs designed for all health professionals in the Eastern Province, and the Kingdom at large. The college participates in health education for the general public through campaign and local and national information media.

Overview of the Kingdom of Saudi Arabia and Eastern province

Saudi Arabia is a rapidly growing nation. The total population is nearly 30 million; 5 million residents are non-Saudi. One-third of the population is at age 14 or younger. The Kingdom has an area of 2,250,000 square kilometers (868,730 203 square miles). Saudi Arabia is located in southwestern Asia. It is the major leading country in the Gulf Arab States and Islamic countries due to the presence of the Islamic sites, the Holy Mosques in Makkah and Madinah. Therefore, Saudi Arabia is called “The Land of the Two Holy Mosques” and its king “The Custodian of the Two Holy Mosques”. The two holy cities are located in the western region. Riyadh is the Capital of the Kingdom of Saudi Arabia and located in the central region.

The western region is dominated by a mountain chain running the entire length of the country parallel to the Red Sea, rising between 1300 to more than 3000 meters. The central region extends from this fertile crest and falls towards the east as a desert plateau to the dry interior or the Nejd containing the great sand deserts of the Empty Quarter, Great Nafud and Ad Dahna. The eastern region lies on the Arabian Gulf Coast and contains salt flats. The Great Nafud Desert in the north and the Rub Al Khali (The Empty Quarter), one of the largest sand deserts in the world, in the south form large stretches of sand dunes. The two great deserts are connected by a belt of narrow sand dunes known as Ad Dahna, converting nearly a third of the surface area of Saudi Arabia into sandy desert.

Saudi Arabia is one of the world’s largest oil producing country, and has major world’s crude oil reserves. ARAMCO the world largest oil company is located in the eastern region.



Dammam is about 400 km away from Riyadh, the capital of the Kingdom. It is the capital of the Eastern Province, a very important port, and now a major commercial center. There are 3 public universities in the Eastern province; University of Dammam, King Faisal University, and King Fahd University for Petroleum and Minerals. There is one private university; Prince Mohammad bin Fahd University.

Dammam is the largest city in the eastern region; it has expanded to the city limits of two other modern towns, Al-Khobar and Dhahran. Near Dammam are located the most important centers in the world for the production and refining of petroleum. The population of Dammam is approximately 2 million. Dammam, Al Khobar and Dhahran are very well connected with a modern and efficient network of roads. Several international schools and major shopping centers are located in these 3 nearby cities.

VISION

To be a premier medical college in medical education, healthcare and ethical research.

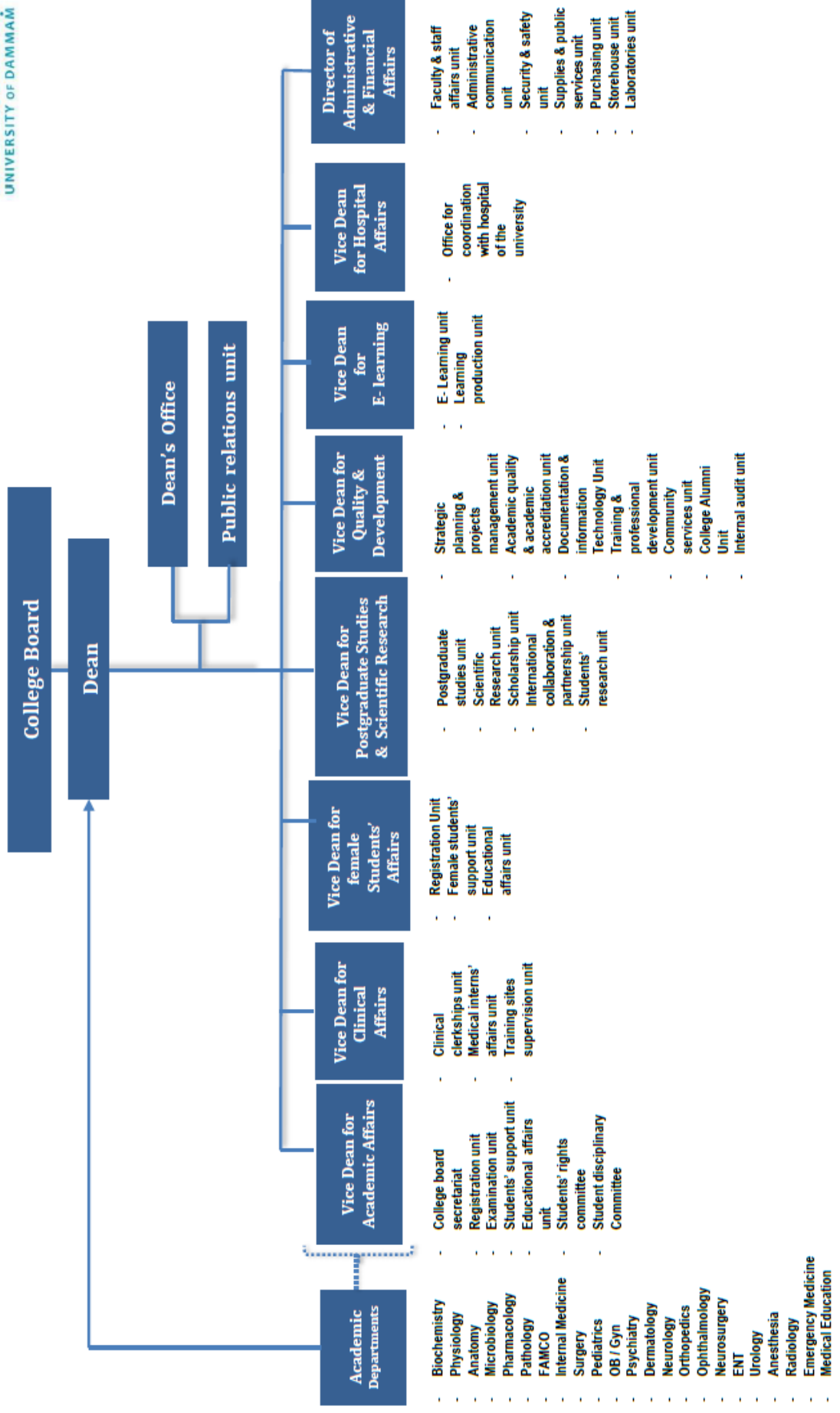
MISSION

The College of Medicine is dedicated to graduating physicians who are committed to Islamic and professional ethical practice. This will be achieved through continuous development of the curriculum. The college is also committed to provide excellent healthcare and promote community health. In addition, the college will encourage the conduction of innovative basic, applied, clinical and community based research.

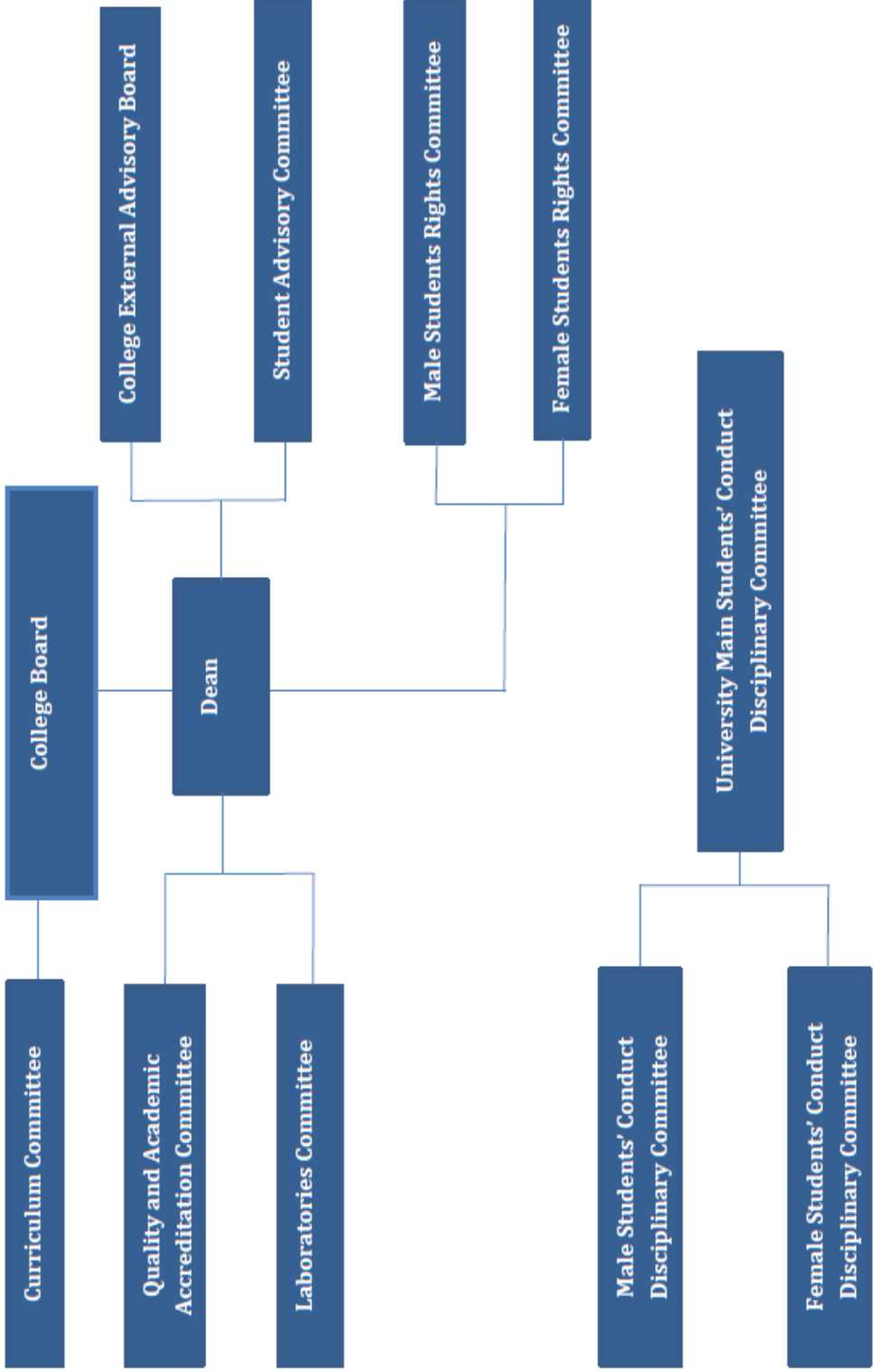
VALUES

Excellence, Innovation, Honesty, Transparency, Accountability,
Collaboration and Teamwork.

Organizational Chart: College of Medicine



College Committees



College Administration

Position	Name	Email	Phone #
Dean	Prof. Ali Ibrahim Al Sultan	cm-dean@uod.edu.sa	3331080
Vice Dean for Academic Affairs	Dr. Abdulaziz Mohammad Al Sebiany	cm-vdaa@uod.edu.sa	3331033
Vice Dean of Higher Studies	Prof. Mohamed Akram Hassan Motabagani	cm-vdhs@uod.edu.sa	3331030
Vice Dean for Clinical Affairs	Prof. Abdullah Khalaf Al Hwiesh	cm-vdca@uod.edu.sa	8594147
Vice Dean for Female Students' Affairs	Prof. Fatimah Abdulaziz Al Mulhim	cm-vdff@uod.edu.sa	3332961
Vice Dean for Hospital Affairs	Dr. Khalid Matar Al Otaibi	cm-vdha@uod.edu.sa	8567050
Vice Dean for Quality and Development	Dr. Mahdi Saeed Abumadini	cm-vdqd@uod.edu.sa	3331164
Vice Dean for E-learning	Dr. Abdullah Abdulsalam Yussuf	cm-vdel@uod.edu.sa	3331185
Director of Administrative & Financial Affairs	Mr. Abdulrahman Mohamed Al Hareqi	cm-adma@uod.edu.sa	3331156

Chairpersons of Academic Departments

Pre-Clinical Departments

Department	Chairman	E-mail	Office Telephone
Anatomy	Dr. Mohammed Motabagani	mmotabagani@uod.edu.sa	31046
Biochemistry	Dr. Amein Al Ali	aalali@uod.edu.sa	30860
Family and Community Medicine	Dr. Sameeh Al Almaie	salmaie@uod.edu.sa	894 8964 ext. 110
Microbiology	Dr. Huda Bukhari	cm-dmic@uod.edu.sa	31075
Pathology	Dr. Dalal Al Tamimi	dtamimi@uod.edu.sa	33021
Pharmacology	Dr. Mastour Al Ghamdi	msalghamdi@uod.edu.sa	31018
Physiology	Dr. Abdullah Omar Bamosa	bamosa@uod.edu.sa	32700
Medical Education	Dr. Mona Al Sheikh	msheikh@uod.edu.sa	896 6720

Clinical Departments

Department	Chairman	E-mail	Hospital Office Telephone extension
Anesthesia	Dr. Abdulmohsen Al Ghamdi	amoalghamdi@uod.edu.sa	2022
Dermatology	Dr. Saleh Hamad Al Jabre	sjabre@uod.edu.sa	1513
ENT	Dr. Nasser Al Jazan	njazan@uod.edu.sa	3200
Emergency Medicine	Dr. Mohye Alwahhas	mwahhas@uod.edu.s	2040
Internal medicine	Dr. Waleed Al Baker	wialbaker@uod.edu.sa	1303
Neurology	Dr. Fahd Al Khamis	fkhamis@uod.edu.sa	32406
Neurosurgery	Dr. Abdulrahman Al Anazi	aanazi@uod.edu.sa	1600
Obs & Gyn	Dr. Haifa Al Turki	haalturki@uod.edu.sa	1754
Ophthalmology	Dr. Khalid Al Arfaj	kalarfaj@uod.edu.sa	1706
Orthopedic Surgery	Dr. Dalal Abdulwahab Bubshait	dbubshait@uod.edu.sa	1641
Pediatrics	Dr. Mohammad Al Qahtani	mqahtani@uod.edu.sa	1614
Psychiatry	Dr. Mahdi Abumadini	mmadini@uod.edu.sa	7930
Radiology	Dr. Bander Al Dhafery	baldhafery@uod.edu.sa	31371
Surgery	Dr. Yasser Al Jehani	yjehani@uod.edu.sa	1655
Urology	Dr. Khalid Al Otaibi	duro@ud.edu.sa	1051

Rules and Regulations

The rules and regulations of the University for Faculty Affairs are shown in Appendix 1 and 2. These are generally identical in all universities in Saudi Arabia.

Faculty Code of Ethics and Charter

The University of Dammam faculty Code of Ethics and Charter is shown in Appendix 3. These are based on international standards.

Research Code of Ethics

The University of Dammam research Code of Ethics is shown in Appendix 4.

New Faculty Orientation

Orientation programs for new faculty members are offered by Deanship of faculty and personnel affairs, Deanship of academic development, the college, the academic department and King Fahd Hospital of the University.

Supportive Deanships and Offices

The University is providing a vibrant environment for academics, research, and community services. Please explore these areas in the university website. Few examples of important sites are listed below:

- Deanship of Faculty and Personnel Affairs
- Deanship of Scientific Research
- Deanship of Library Affairs
- Deanship of Academic Development
- Deanship of Quality and Academic Accreditation
- Deanship of Information and Communication Technology
- Deanship of E-learning and Distance Learning
- Deanship of Community Service and Sustainable Development

- Institute for Research and Medical Consultations
- Scientific Publication Center
- Patent and Technology Transfer office
- Office of Collaboration and Knowledge Exchange
- Monitoring office for Research and Research Ethics
- Scientific Council Services for Faculty Appointments and Promotion
- E-Services: Student Information System, E-learning and Digital Library.
- Partnership with Universities and Institutes

Please explore the college website for further information and publications.

Healthcare

University Primary Care Center

It is a clinic situated in the University's campus to serve both faculty and students. The physicians in the Primary Care Center have the authority to refer the more serious cases to King Fahd Hospital of the University.

King Fahd Hospital of the University

King Fahd Hospital of the University is the main teaching hospital run by the faculty of the University of Dammam. All students and faculty can receive medical care at this hospital.

FACULTY DUTIES AND RESPONSIBILITIES

1. **Definition:**

A faculty member is the person who is academically qualified to serve the university in teaching, scientific research and community service; and the professionals specialized in a branch of Medical Practice will provide clinical work.

Faculty members are Professors, Associate Professors and Assistant Professors. A faculty member spends 35-40 hours per week in teaching, research, supervision, administrative and clinical responsibilities and participation in different committees.

2. **Organizational Attachment:**

2.1. **Commitments:**

A faculty member is one of the members of the Departmental Board and is responsible to the chairperson of the department for all academic, administrative and clinical matters.

2.2. **Coordination:**

A faculty member coordinates with other faculty members and faculty equivalents in the department and as well with staff of the medical service team at the University Hospital and its units.

3. **Functions:**

3.1 **Academic Responsibilities:**

- 3.1.1 To fulfill teaching load as specified by the Departmental Board or Chairman of the departments (realizing that teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor); and to performs other academic functions assigned to him/her with competence and perfection including clinical and administrative assignments.
- 3.1.2 Acquisition and application of the knowledge contained in the course description, and to follow the rules and regulations as stipulated in the course he/she is teaching.

- 3.1.3 Awareness of the program objectives and the competences required for graduation from the program in Medicine and Surgery, and taking these (objectives / competencies) in consideration while teaching / evaluating students.
- 3.1.4 Abiding by the relevant rules and regulations of the department, the college and the university, while performing academic activities assigned to him/her, facilitating the process of its implementation and application, making use of available educational resources and teaching methods.
- 3.1.5 Providing students with the best knowledge and relevant training abilities during the educational activities for the courses he/she is teaching.
- 3.1.6 Keeping close and meticulous supervision on the students while they are performing training activities in laboratory or clinical courses.
- 3.1.7. Exhibiting a timetable at the office, and abiding by office hours for preclinical faculty and coordinators of courses in the clinical department.
- 3.1.8. Performing academic counseling for the group of students assigned to him/her, based on guidelines approved by the college, and offering advice to them.
- 3.1.9 Evaluating students on just, clear and known parameters that will ensure realistic evaluation of students' academic standard, and submitting the results of evaluations as required in the course.
- 3.1.10. Reporting unexpected failure of a student, such as academic weakness, or misconduct, or absence, to the course coordinator or the chairman of the department according to college approved regulations.
- 3.1.11 Abiding by invigilation tables for tests and following regulations and instructions given by the college in this regard.
- 3.1.12. Participation in teaching students for higher studies, interns and trainees in different programs on the college as specified by the Department Board or the Chairman.
- 3.1.13 continual updating of his/her knowledge about the rules and regulations that govern academic activities at all levels (the course, the department, the college and the university).
- 3.1.14 Active participation in programs promoting the skills of faculty members organized by the department, the college or the university.

- 3.1.15 Striving to achieve development and continuous updating of knowledge, professional skills in different academic aspects, including teaching/learning and evaluation, in response to academic performance standards expected by the college and university.
- 3.1.16 Practicing and encouraging the spirit of teamwork and cooperation with colleagues in the academic environment.
- 3.1.17 Proposing programs, policies and plans conducive to improvement of the department and the college performance.
- 3.1.18 Striving to achieve development and continuous updating of knowledge, professional skills in different clinical and patient care aspects.

3.2. Research Responsibilities:

- 3.2.1 Doing research and scientific studies in his/her specialized professional domain.
- 3.2.2 Practicing and encouraging a spirit of teamwork and cooperation with colleagues in the research environment.
- 3.2.3 Making great efforts to publish his/her research work in scientific journals that are refereed, and well-renowned, in accordance with regulations followed by Vice President for Higher Studies and Scientific Research.
- 3.2.4 Presenting his/her research work in distinguished scientific journals, books and scientific research media
- 3.2.5 Scientific Publications should clearly indicate his/her affiliation with the college and the university; this is also applicable when giving lectures about works done within the university.
- 3.2.6 Avoiding aspects of plagiarism in scientific research, including: making up, forging or copying from research publications, or stealing research data from others, or any other practice that deviates from accepted norms within the research community, while preparing a research proposal/s or doing the actual research work, or when publishing the results.
- 3.2.7 Obtaining ethical permit, before doing scientific research, from the authorized body.
- 3.2.8 Observing ethical guidelines approved by the college and the university that relates to scientific research, and abiding by these guidelines in all stages and aspects of research activities.

3.3. Clinical Responsibilities for practicing clinicians:

- 3.3.1 Observing the rules and bylaws of the University Hospital and abiding by them.
- 3.3.2 Performing clinical duties assigned by the chairman of the department
- 3.3.3 Ensuring the safety of the patient and the high quality of services rendered to him/her during clinical and academic teaching and clinical practice.
- 3.3.4 Observing ethics of Medical Practice outlined in the document of "Ethics for Health Professions".
- 3.3.5 Observing patients' rights, patient safety and patient's family rights.

3.4. Administrative Responsibilities:

- 3.4.1 Abiding by the work hours as stipulated by the Ministry of Higher Education System.
- 3.4.2 Observing the vision, mission, values and strategic objectives of the college and the university.
- 3.4.3 Implementing projects related to the strategic plan of the college and the university.
- 3.4.4 Abiding by all policies and procedures adopted by the department, the college and the university.
- 3.4.5 Performing departmental administrative duties assigned to him/her by the department.
- 3.4.6 Attendance and active participation in departmental board meetings.
- 3.4.7. Active participation in committees and units of the department, the college and the university.
- 3.4.8 Participation in questionnaires for promotion and quality run by the college and the university.
- 3.4.9. Taking initiative to propose programs, policies and plans to improve the work environment in the college.
- 3.4.10 Participation in applying quality assurance systems.
- 3.4.11 Providing updated C.V. annually.
- 3.4.12 Presenting the annual report on professional, academic and research achievements.

3.5. Responsibilities towards the Community.

- 3.5.1 Participation in activities of community service and presentation of consultative services that do not contradict college and university regulations.
- 3.5.2 Dissemination of Health Education to the community in his/her area of specialization utilizing appropriate media and means.
- 3.5.3 Dissemination and adoption of a culture that promotes health and prevention of diseases.
- 3.5.4 Participation in Continuing Medical Education activities directed towards health practitioners, as specified by the college and the university.

3.6 Ethical Responsibilities.

- 3.6.1 Observing all moral principles and conduct procedures as per university, and Kingdom Higher Education regulations.
- 3.6.2 Abiding by and observing the values and principles of the College and the University.
- 3.6.3 Protecting the name and prestige of the college and the university by observing the professional standards and by avoiding any say or deed that will abuse their names.
- 3.6.4 Active participation in promoting the mission of the college and the university by maintaining the highest academic, research and service standards.
- 3.6.5 Active participation to achieve the strategic goals of the college and the university.
- 3.6.6 Respect for the students, and offering consultation truthfully and faithfully.
- 3.6.7 Adopting truthful thinking while performing academic duties and responsibilities.
- 3.6.8 Respect the special made rules governing the relation between the faculty member and the student, and avoiding any utilization or annoyance to the students, or any discriminatory handling against them.
- 3.6.9. Protecting academic freedom for the students, avoiding insulting or humiliating them because of their academic performance or because of questions or inquiries they may present.

- 3.6.10 Observing fairness and justice while dealing with the students, professional colleagues and employees; and avoiding any words or deed that reflect discrimination between them based on personal or unjust principles.
Observation of freedom of speech and showing respect for others views during discussions and exchange of ideas.
- 3.6.11 Avoiding utilization of the name of the college of the university for personal gains and interests.
- 3.6.12 Disclosing any financial interests with companies or trade firms that render services or products to the college or have financial dealings with the college in any form.
- 3.6.13 Observing official working hours and avoiding work with any party outside the university without prior consent of the college and the university.
- 3.6.14 Contributing to the safety of university properties and avoiding any deed that might lead to wastage of university resources or its misuse.
- 3.6.15 Avoiding humiliating or belittling of other specialties or colleagues in the medical or health professions or other employments whether by open statements or gestures at all times and in all circumstances.
- 3.6.16. Acknowledging any assistance or help in any form, financial, advice work or writing the research may receive during his/her work.

4. Appointment Procedure:

Saudis are appointed by His Excellency the President of the University on the recommendation by the Departmental Board and Faculty Board. Non-Saudis are appointed in accordance with university regulations concerning expatriates.

5. Professional Development:

- 5.1 Attendance of at least one scientific program in a year in area of specialization.
- 5.2 Attendance of at least one program in medical education in a year.
- 5.3 Attendance of at least one program in academic leadership, personal development or scientific research in a year.

6. Job Knowledge, capabilities and Skills:

- 6.1 Knowledge of modern concepts and theories in the area of job field.
- 6.2 Knowledge of rules and regulations and procedures applied in the

university.

- 6.3 Knowledge of concepts and applications and new developments in Medical Education.
- 6.4 Knowledge of concepts and applications of quality assurance.
- 6.5 High English Language Proficiency.
- 6.6 Ability to solve problems and to make decisions.
- 6.7 Ability to use university site and computer application in his / her work.
- 6.8 Ability to plan and organize work and to manage time.
- 6.9 Ability to supervise, counsel and follow-up.
- 6.10 Ability to appreciate students' problems and act wisely to find appropriate solutions thereof.
- 6.11 Leadership skill and administrative innovations.
- 6.12 Skills in presenting, lecturing, administration of dialogues and group discussions, and administration of large and small teaching groups.
- 6.13 Skills in scientific research methodologies.
- 6.14 Skills in preparing examination questions, planning its formats and analyzing its results and reports.
- 6.15 Communication skills and establishing effective work relations with others, and ability to maintain these.
- 6.16 Effective administration skills for meetings.
- 6.17 Skills in preparing reports and making report file.
- 6.18 Skills initiative, innovation.

7. Evaluation:

Annual evaluation is carried out by the chairman of the department as per format for evaluating performance, and signing it.

Acknowledgment

The College of Medicine would like to recognize the efforts of Prof. Ahmed Ammar and his colleagues in compiling this faculty handbook. The College of Medicine would also like to recognize the University of Qasim, from which permission was granted to use the English version of faculty affairs bylaws.

Appendix 1

Charter for Employment of Non-Saudi Staff

I - Definitions

The expressions used in this Charter will have the meanings set out below:

Article 1

1. The Contractee expatriates who are contracted to the university in accordance with this Charter.
2. The Domicile The country of the nationality of the contractee or the country which the contractee had resided in consecutively for more than two years at the time of entering into the contract with the university.
3. Year Twelve hegira (lunar) months, unless otherwise specified.
4. Month A period of 30 days unless otherwise specified
5. Personal Contract A contract for an employee directly employed by the university and not on assignment from the university he is employed by at the time of entering into a contract with the university.

Article 2

The rules and regulations of this Charter govern the employment of the following:

1. Faculty members, lecturers, language teachers and demonstrators.
2. Any employee who is bound to follow the rules and regulations of faculty members, including:
 - Researchers
 - Research assistants
 - Technical staff with a university degree who will be employed in the position of a researcher or research assistant or technical staff at grade 6 or above due to their direct involvement in teaching

In exceptional cases, the university can at its discretion waive these conditions.

3. Physicians and those who work in health specialties.
4. Engineers
5. Those who work in specialized areas.
6. Administrative staff and secretaries
7. Technical assistants and anybody employed in a skilled trade or handicraft.
8. Teachers in schools or institutes which are below university level.

Article 3

1. The phrasing of the contract shall be in accordance with the format appended to these statutes - Appendix
2. The university can at its discretion, include additional articles in a contract with an expatriate employee for the common benefit of the institution and is in line with this Charter.

II - Employment

Article 4

The following conditions are stipulated for employment:

1. The existence of a endorsed vacancy either within the university's budget or funds made available specifically to employ those whose salary is non-incremental.
2. Absence of a Saudi national with the required qualifications to fill the position.
3. A description of the duties and responsibilities for the position should be available. The minimum required credentials for this position should also be stated.

Article 5

It is conditional that the contractee shall be:

1. At least twenty years of age and not above the age of sixty (Gregorian years). The University Council can at its discretion make exceptions with regard to the maximum age.
 - Ten (10) years for Professors and Associate Professors and five (5) years for Assistant Professors provided that the extension has been requested and approved by the Departmental Board and the College.
 - Three (3) years for employees in other positions based on a request by the employee's department.
2. Physically fit for service: Physical fitness should be proven by a recent medical certificate issued by a medical authority recognized by the university.
3. Of good reputation and character.
4. A holder of the required qualifications for the post.
5. Not under contract to another employer in the Kingdom.
6. Available for full- time employment with the university.

Article 6

The period of the contract can be for the duration of one year or more, or less, and is renewable for the period specified by the university.

Article 7

The contract shall take effect from the day the contractee leaves his domicile to travel to the Kingdom by the shortest possible route. The period between leaving his domicile and reaching the Kingdom should not exceed three days. The contractee shall enter the Kingdom prior to the agreed start date of the contract. If the contractee is a resident of the country where the vacancy is located, and the contract has been signed, the contract shall take effect from the day the contractee reports for duty as agreed upon by the university.

III - Salaries and Increments

Article 8

1. Salaries will be determined according to the tables in Appendix I of this Charter in accordance with the appropriate table for the position. All related rules and regulations affiliated to each table should be followed. The university has the discretion to contract with a lower salary than specified in the table if both parties are in agreement.
2. When an employee is promoted from within the university, his salary increment will follow the salary scale for the promoted position. If the employee's salary, prior to promotion, is equal to or higher than the salary of the promoted position, the employee is entitled to receive the incremental salary of the promoted position. For an employee who is promoted by an outside institution, these conditions will apply with the exception that the new salary will take effect upon renewal of the contract.
3. Contract staff, excluding teaching staff, lecturers and demonstrators, may be transferred to a higher position within the same category if the employee fulfills the required conditions.

4. When the contractee reaches the end of the salary scale of his grade, the University Council can at its discretion grant the employee an exceptional increment every two years.

Article 9

1. The University can increase the salary stipulated in Appendix I by up to 50% of the entitled salary for employees who are contracted from Europe, USA or any other equivalent developed country as determined by the University Council.
2. The University can increase the salary stipulated in Appendix I by up to 100% of the entitled salary for faculty members and physicians of rare specializations, academic eminence, internationally recognized skills or expertise, or pre-eminent qualifications acquired at renowned University. The President of the university can in agreement with the National Employment Office apply this item to other categories of employment.
3. The University Council upon the approval of the Scientific Council can contract employees with exceptional experience or of renowned scientific eminence as a faculty member and waive all scientific rules and regulations stipulated in this Charter.

Article 10

1. A contractee, who is a faculty member, language teacher, lecturer or demonstrator and worked in a university after obtaining his degree or academic title, will be given annual increments according to the salary scales in Appendix I.
2. Consideration can be given to experience, other than university teaching, as long as this experience has been acquired in the same field of specialization and after obtaining the degree for which he has been employed. If the experience is not within a university, every two years of experience will be equivalent to a one-year increment.
3. For contractees who are NOT employed as a faculty member, language teacher, lecturer or demonstrator, experience gained in a program in the employee's own specialty should be counted according to the duration of that program. Periods of

simultaneous service and training cannot be calculated twice. This experience or qualification should have been obtained from a party recognized by the university.

Article 11

The maximum number of years of experience that can be counted for all contractees mentioned in Article 2 is five years. However in exceptional circumstances, the University Council can at its discretion increase the maximum to 15 years.

Article 12

A contractee who has a higher qualification than that required for the position can be given an increment equal to the number of years spent studying for that qualification. However, this is limited to two increments for the period spent studying for a Master's Degree (from a Bachelor's Degree); three increments for the period spent studying for a PhD (from a Master's Degree); and five increments for the period of spent studying for a PhD (from a Bachelor's Degree). These increments will be according to the table shown in Appendix I.

Article 13

A contractee can be granted an exceptional increment not exceeding 50% of his salary as long as it does not exceed what is stipulated in the table in Appendix I. A contractee is regarded as eligible for an annual increment after the completion of at least ten months since the last contract.

Article 14

The salary of the contractee may not be withheld except upon instructions from the official authority. The President of the university may, without recourse to further measures, authorize the deduction of any sums that may become due to the State from the contractee's salary with the university. Apart from funds for living expenses, the funds withheld monthly should not exceed one third of the salary. In the case of

competing claims, funds for living expenses will be allocated before the deduction of any sums due to the state.

IV - Required Working Hours

Article 15

1. Members of the teaching staff, lecturers, demonstrators, and language teacher will have a forty hours working week spent in teaching, research, academic counselling, administrative, and other academic activities assigned by the university.
2. All other contractees will have a forty-eight-hour working spent on teaching, research, and training duties and other duties assigned by the university. The working week of contractees who work in hospitals will be limited to fifty-five hours per week. The university can at its discretion determine the beginning and end of the working day, or spread the working hours over the day according to the requirements of the work.
3. Contractees will be paid overtime for hours worked in excess of their normal working hours in accordance with overtime payment for Saudi nationals.

V - Allowances and Remuneration

Article 16

1. The University Council can at its discretion increase the salary of an employee by a maximum of 30% of the first level of the salary scale if the employee has a rare specialty that he is working in at the university. The University Council will determine whether a specialty is in this category and the percentage of increase for each specialty. This compensation cannot be simultaneously given in addition to that provided under Article 9, Items 1 and 2.
2. The University Council can at its discretion increase the salary of an employee by a maximum of 80% for faculty members, lecturers, demonstrators, and assistant researchers, who are physicians or dentists, as compensation for the extra hours worked. This increase cannot be simultaneously given in addition to that provided for hospital work.

3. The University Council can at its discretion increase the salary of an employee by a maximum of 50% for faculty members, lecturers, demonstrators, and assistant researchers, who are pharmacists or specialized in applied medical sciences, as compensation for the extra hours worked. This increase cannot be simultaneously given in addition to that provided for hospital work.

Article 17

The university shall provide the contractee (and his family if they come for the purpose of residence) travel tickets within the limit of four full tickets including that of the contractee; the family is eligible for the tickets whether they accompany the contractee or travel separately according to the following:

1. From the domicile to the Kingdom at the start of the contract unless the contractee is already resident in the Kingdom at the time of contracting.
2. Return tickets from the Kingdom to the domicile once yearly when the contractee has annual leave. For contractees who have been contracted locally but reside abroad, return tickets will be given after the first two-year period of employment.
3. From the Kingdom to the domicile at the end of the contract. this provision does not apply to contractees residing in the Kingdom who have served less than two years or those who have been transferred to another sponsor within the Kingdom according to the rules and regulations.

Article 18

The family of the contractee includes:

1. The wife or husband, or guardian of the female contractee.
2. Those supported by the contractee, namely:
 - a. Sons under eighteen years of age
 - b. Unmarried daughters
 - c. Parents
 - d. Brothers under the age of eighteen
 - e. Unmarried sisters

For the above to accompany the contractee, prior approval is required from the Recruiting Office.

Article 19

1. If either the female contractee or her guardian is under contract with the university, and the other with another governmental department, the travel tickers shall be due from the quarter disbursing the housing allowance.
2. If the university transfers the sponsorship of a contractee to a non-governmental agency or party, those who have accompanied the contractee will not be given a return ticket to their domicile.

Article 20

Travel shall be by the shortest air route and the carrier will be Saudi Airlines wherever its services are available. The university will provide the contractee with the travel tickets and it may, in exceptional circumstances, permit the contractee to purchase the tickers himself and reimburse him afterwards. The contractee may request cash payment instead of tickets, in which case only half the value of the tickets will be given.

Article 21

1. All travel tickers referred to above will be Horizon class in the case of a full professor and economy class for all others.
2. The contractee may exchange his air tickets from the Kingdom to his domicile for air tickets to any other country, provided no additional expense is incurred by the university within the rules and regulations of Saudi Airlines.

Article 22

If the contractee splits up his annual leave according to Article 33 of this Charter, the University will provide tickets for the final annual leave only. In the case of the leave being split at the university's request, only the employee is entitled to two tickets.

Article 23

If the contractee is required to travel within the Kingdom or abroad for work related purposes, he will travel by Saudi Airlines (economy class) whenever possible. The university can at its discretion permit the contractee to travel by land transportation at

his own expense. The contractee is entitled to compensation for the equivalent travel by air.

If the university requires the contractee to travel to a location where there is no possibility of using air travel, the university will ensure that transportation is provided. The university can at its discretion allow him to travel at his own expense and reimburse the cost of public transportation to that location.

Article 24

The University will provide the contractee with accommodation or pay him an annual housing allowance according to the salary scheduled in Appendix I. The university is allowed to make this payment at the beginning of each annual contract. For those whose contract period is less than one year, this payment will be proportioned. For female contractee whose guardian is also employed by the university, only the higher housing allowance will be paid regardless of where the guardian is employed (government or private). No housing allowance is payable to female contractees married to a Saudi national.

Article 25

1. If the university has not provided furnished accommodation for the new contractee, he is entitled when on the first-time contract with the university to a furnishing allowance of 50% of the annual housing allowance. This furnishing allowance is paid once only for the duration of the contract with the university. Former government employees who have not been contracted by the government for a period of two years are entitled to this allowance upon contracting with the university.
2. In the case of contracts with a female and her guardian, only the higher furnishing allowance will be paid.
3. If the guardian of a female contractee is subsequently contracted by the university, the guardian is not entitled to the furnishing allowance.
4. If a contractee is working for another employer or he was the guardian for a female who works within the Kingdom prior to entering into the contract with the university, he is not entitled to this allowance unless he was out of the Kingdom for

a period of no less than two years and provided that this allowance has not been paid to him previously.

5. In the case of the contract duration being for less than one year, a proportionate amount of the furnishing allowance will be paid; the balance is payable only upon renewal of the contract for a period no less than the first period.

Article 26

The University will pay the contractee a monthly transportation allowance for his conveyance to and from his work location according to the table of salaries; the University may, in lieu of that allowance, provide suitable means of transport. The transportation allowance is not payable to those residing in their work location.

Article 27

1. In the case of contractee being assigned work outside his usual location but within the Kingdom, he is entitled to per diem allowance as shown below:
 - I. For salary scales of SR 7,000 or above - SR 450
 - II. For salary scales between SR 4,500 and below 7,000 - SR 300
 - III. For salary scales between SR 2,700 and below 4,500 - SR 255
 - IV. For salary scales below SR 2,700 - SR 160

The allowance could be increased by 50% for assignments outside the Kingdom. In addition, a daily transportation allowance based on the daily rate of 1/30 of the monthly transportation allowance can be paid.

2. The University President may, on the recommendation of the Departmental Faculty Board and then the College Faculty Board, allow a faculty member to attend a conference or symposium, without the university bearing any expense.

Article 28

If the contractee is transferred to work in another town or village within the Kingdom, he will be entitled to a relocation allowance not exceeding SR 4,000. If the relocation is from the Kingdom to abroad or the reverse, or from one foreign location to another, he shall be entitled to an allowance of SR 5,000 as well as air tickets as set out in Articles 17 to 22. For a contractee who is not faculty member, the amount payable in both cases is SR 3,000, in addition to airline tickets. If the transfer is for two contractees, with one being the guardian of the other, only one allowance of the higher scale is payable. This allowance is limited to one payment per year.

Article 29

On completion of two years of service with the university, the contractee is entitled to an end-of-service gratuity at the rate of half a month's salary for each year of service. If the contractee is a faculty member, lecturer, demonstrator, or lecturer who has teaching duties he is entitled to one month's salary for each year of service on completion of five years of service up to a maximum of SR 100,000 given at the termination of service payable for the complete number of years worked. All others, after completing five years of service, are entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service up to a maximum of SR 50,000.

A period of 22 months will be considered equivalent to two years and a period of 58 months will be considered equivalent to five years for the purpose of this Article. The gratuity may be increased by up to 100% on the recommendation of the College Faculty Board or any other specialized board and endorsed by the University Council and approved by the Supreme Higher Education Council up to the maximum amounts stipulated in this article.

Article 30

The contractee and members of his family will throughout the duration of the contract benefit from the public health services available within the Kingdom. The Supreme University Council may, in exceptional circumstances, determine other avenues.

Article 31

The university may bear the actual educational costs of the contractee's children, excluding transportation, from the primary stage to the completion of the secondary stage on the following conditions:

- a. The child has not been accepted by a government school.
- b. The age of the child is no less than six years of age and no greater than eighteen years of age
- c. The child is attending school within the Kingdom. The university is not responsible to provide funds for education outside the Kingdom.
- d. The contractee cannot claim this cost for more than four children. The total cost of all children of a contractee will not exceed SR 25,000. The University Council can at its discretion determine the amount payable for each student.

VI - Vacation

Article 32

In addition to official end of the week holidays and Eid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of leave. All others are entitled to 45 days. For contractee who have worked for less than one year, the leave is proportional to the period worked. This is applicable to contractees who commence work within one month of the usual start date of the start of the university contracts. The University Council may defer the time of the annual leave or bring it forward in order to meet the needs of the academic calendar.

Leave may be less than that prescribed, subject to written agreement between the two parties. The university has the right to determine the start and end of leave periods. The periods of secondment, exceptional leave, or absence from the university, are not counted towards the entitled leave.

Article 33

In cases of necessity, and upon the request of the contractee and recommendation of his department, and subject to approval by the University President, the contractee's leave may be split into two periods at most, provided that neither period is less than one third of the leave due, and that the contractee uses upon of the two periods within the year of his leave entitlement.

Article 34

1. To meet work exigencies, the President of the university may defer the contractee's annual leave by not more than six months from the start of the contractee's succeeding year.
2. The President of the university may shift the weekly off-days (the week-end) to meet work requirements.
3. The President of the university may cancel all the contractee's annual leave or part thereof with recompense, with the contractee's agreement except in cases of extreme urgency. Compensation for the cancelled leave period shall be based upon the contractee's salary in the year in which he earned the leave. If the contractee works for the whole vacation period, he is not entitled to an airline ticket.

4. The President of the university may cancel the contractee's Eid-Al Fitr and/or Eid-Al Adha holidays according to work requirements, with the contractee's agreement except in cases of urgency; he shall be recompensed based on overtime work regulation.

Article 35

The contractee may be granted emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The contractee is not entitled to a ticket when taking emergency leave.

Article 36

The contractee may be granted exceptional unpaid leave not exceeding one semester without termination of the contract. The contractee is not entitled to any benefits during this period of exceptional leave.

Article 37

If a contractee cannot fulfill his duties due to ill health, he is entitled to one month's leave on full pay which can be extended to two additional months on half pay. The contractee is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the contractee is entitled to double the amount of leave mentioned above. Confirmation of the sickness and the period of sick leave follows the rules of the Saudi employees.

Article 38

The female contractee is entitled to forty-five days maternity leave. On the death of her husband, a female contractee is entitled to confinement leave (one month for non-Muslims).

Article 39

The contractee may, within the same year, combine more than one form of leave for which he is eligible, provided there is proper statutory entitlement.

VII - Secondment, Loan and Transfer

Article 40

The University Council may second or loan the contractee to another university for a period of no more than six months according to the rules stipulated by the University Council and provided that the host university will bear all expenses. The contractee's employment is uninterrupted but the period of secondment or loan will not be included when calculating the end of contract gratuity.

Article 41

The university may transfer the contractee from one position to another position within the university or transfer of the contractee from an outside university provided that the following conditions are met:

1. A Saudi national is not available to fill the post.
2. The contractee should have the requisite qualifications for the post to which he will be transferred to.
3. The contractee (and also the department in question when the contractee is to transfer to the university from another department) should agree to the transfer. If the transfer takes effect before the end of a current contract, the contractee will continue to be dealt with in accordance with that earlier contract. The required adjustment will be effected after the expiry of that earlier contract or at the end of the current contractual year, if that earlier contract extends over more than one year.

Article 42

If the contractee is transferred to the University from a governmental employee, the contractee will be treated as follows:

1. The contract will be uninterrupted with respect to vacations and years of service. For faculty members and those who follow the same rules as faculty members as in Article 10, the period of service will be considered as experience.
2. The compensation for the end of service payment related to the previous contract will follow the rules of compensation of that party and not the university. Upon his

transfer to the university, the contractee will be compensated according to the university rules and regulations.

VIII -Duties and Responsibilities

Article 43

The contractee is subject to the duties and responsibilities laid down in the Charter of the university and for issues not addressed by the Charter, the rules and regulation of the National Employment Charter will be followed.

Article 44

In cases of misconduct, the contractee is subject to the disciplinary code applicable to Saudi university staff and to the terms of this charter.

Article 45

The contractee is bound by present and future laws, rules and regulations implemented in the Kingdom, and the employee and his or her dependents will respect the customs and traditions of the Kingdom, particularly with regard to the non-violation of religious morals and non-interference in politics.

IX - Cancellation, Renewal and Termination

Article 46

The university may void the contract without any obligation if the contractee does not assume his duties within fifteen days from the date specified upon contracting.

Article 47

The contract is self-renewing, unless either of the contracting parties notifies the other in writing of the desire not to renew it at least two months before the expiry of the current contract.

Article 48

The contract is terminated before its expiry in the following cases:

1. The contractee acquiring Saudi citizenship
2. Acceptance of his or her resignation
3. Insistence of the contractee to resign without acceptance of the resignation by the University.
4. Absence from work without a legitimate reason acceptable by the university for a continuous period of over fifteen days or a total of 30 non-continuous days. If the university terminates the contract for any of these two reasons, then it the employee will be treated as though he has insisted on breaking the contract without the university's agreement.
5. Cancellation of the post
6. Permanent disability which results in the employee being unable to perform his duties.
7. Inefficiency of the contractee
8. A poor level of work
9. Disciplinary dismissal by a university resolution
10. Requirement for the good of the public
11. A Sharia judgment has been imposed on the employee or if the employee commits a crime that is immoral or dishonest.
12. Death of the contractee
13. If a sickness period exceeds the sick leave period specified in Article 37 the contractee will receive a homeward air ticket. The university will not make a claim on the allowances paid to the employee during his sickness period.

Article 49

1. If the contractee's services are terminated under Clauses 3, 4, 9 or 11 of Article 48, the following shall ensue:
 - a. The employee will forfeit the right to return tickets for the employee and dependents to his home country, service gratuity, and leave compensation. In exceptional circumstances, the President can at his discretion agree to provide return tickets.
 - b. The employee will return to the university the balance of the housing allowance for the remainder of the contract's duration if the remaining duration six months or more as well as the furnishing allowance if the termination was at least six months prior to the end of the first year of employment.

- c. The employee will pay two months' salary to the university if the employee's contract has been terminated under Clauses 3 or 4 of Article 48.
2. The terms of Clause B, Section 1, and Article 48 will apply to those whose services are terminated according to Section 2 of Article 48.
3. In the event of terminating the services of the contractee under Clause 1 of Article 48, the employee will forfeit the right to his and his family's homeward travel tickets.

Article 50

In exceptional circumstances, the University Council can at its discretion exempt the contractee from part or all of the sums owing contingent upon his breaking of the contract and termination of services according to Clauses of Article 48.

Article 51

1. The contractee whose service is terminated due to cancellation of the post or dismissal for the public good shall be granted gratuity equivalent to two months' salary.
2. In the event that the contractee dies or suffers a physical handicap or disability rendering him unable to carry out his duties, the employee will be treated according to the rules and regulations of this charter provided that the death or disability is a result of the employee carrying out his duties.

Article 52

In the event of death of the contractee the university will bear all the necessary expenses for transporting the employee's remains and the members of his family to their domicile.

Upon the death of a member of the contractee's dependent family, the university will bear the expense of transporting the remains and return tickets for the person accompanying the deceased.

Article 53

1. The university may contract with someone who had formerly been under contract with another governmental department in the Kingdom, upon approval by the second party, if the causes of his leaving the former employment were due to expiry of the contract, resignation or cancellation of the post, provided that his last “competence” report is graded “Very Good” or above.
2. The university cannot enter into a contract with someone who has been employed by another government agency in the following cases:
 - a. Those whose contract has been terminated due to absence from duty, except after the passage of two years at least from the date of termination.
 - b. Those whose service has been terminated due to his incompetence.
 - c. Those whose service has been terminated by dismissal for the public good, except with the approval of the department which had dismissed the employee.
 - d. Those whose service has been terminated by disciplinary action by a decree of a disciplinary board or those who have been convicted of a criminal offense or according to Section 11 of Article 48.

X - General Provisions

Article 54

This charter and all its appendices are complementary to the conditions of employment as stated in Article 3 of this charter.

Article 55

1. The rules and regulation of this charter will be applicable from the date of issue of the charter but existing contracts will come under the jurisdiction of this charter upon renewal of the contract.
2. Employee’s earned rights according to previous charters will be nullified if they are contradictory to this charter.

Article 56

If any disagreement arises between the two parties due to the implementation of the contract according to this charter which cannot be solved amicably, then specialized courts will be consulted and their ruling will be final and binding for both parties.

Article 57

The University Council and the President of the university have the right to delegate some of the powers given in this charter.

Article 58

The University Council has the right to draw implementation rules as long as they are not contradictory to this charter.

Article 59

For matters not covered by this charter, the rules and regulations of the Supreme Higher Education Council and Universities, implementation charters, rules, orders, and implementation decisions in the Kingdom will be applicable.

Article 60

The Supreme Higher Educational Council has the right to interpret this charter.

Table 1
**Faculty Members, Lecturers, Language Teachers
& Demonstrators**

Rank	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9200	600	25000
Language Instructor	4080	350	6880	500	17000
Lecturer	3400	350	6550	500	17000
Teaching Assistant	2700	300	5400	500	17000

Appointment Conditions

Assistant Professor

Appointment to this post will be to those with a PhD or its equivalent or those who obtained the title from a university recognized by the employee's university.

Associate Professor

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

Professor

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

Lecturer

Selection of a lecturer requires that the employee should have obtained a master degree or an equivalent degree and he will be appointed on the first step of the salary scale unless:

1. The lecturer is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The lecturer is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.
3. The lecturer is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale.

Language Teachers

The appointee to teach a foreign language should have one of the following qualifications:

1. A bachelor degree in the language which he is going to teach with a minimum grade of Good, a diploma in teaching a foreign language and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.
2. A bachelor degree in the language which he is going to teach with a minimum grade of Good and work experience of no less than three years.
3. A Master's degree in the language which he is going to teach and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.

Demonstrator

A demonstrator will be appointed on the first step of the salary scale unless:

1. The demonstrator is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The demonstrator is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.

3. The demonstrator is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale.
4. It is conditional that a demonstrator to be appointed should have a bachelor degree with a minimum grade of Very Good.

Table 2

Researchers, Assistant Researchers & Technicians

Class	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
First	4855	350	7305	500	20000
Second	3955	300	6955	500	20000
Third	2700	250	6450	500	20000

Appointment Conditions

Appointments will be made according to the following conditions:

First Grade: PhD in the required specialty or its equivalent with a minimum studying period of three years after obtaining a bachelor degree.

Second Grade: Master degree in the required specialty or its equivalent

Third Grade: Bachelor degree in the required specialty or its equivalent.

The employees will be appointed on the first step of the salary grade with the exception of those who graduated from a college of engineering, pharmacy or applied medical sciences who will be appointed on the second step of the scale; those who graduated from clinical pharmacy who will be appointed on the third step; and those who graduated from medicine or dentistry who will be appointed on the fourth step of the scale. Those who are appointed as a researcher, assistant researcher or technician should have obtained a bachelor degree or its equivalent with a minimum grade of Very Good. The University Council can at its discretion accept a grade of Good.

Table 3

Salaries of Physicians

Qualification	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
MBBS	4000	200	7000	400	A salary of 3 months (total should not exceed 25000 SAR)
MBBS + a diploma of no less than one year	4300	220	7600	400	
MBBS + master	4600	250	8350	400	
MBBS + PhD	5500	300	10000	500	

Instructions for Table of Salaries for Physicians

When estimating salaries according to the above table, the following should be observed:

- A Bachelor Degree in medicine is considered only when it has been obtained after six years of study with one preparatory year. A Bachelor Degree in dentistry is considered only when it has been obtained after five years of study with one preparatory year.
- The years of experience which will be counted for estimation of the salary will include only those years spent in governmental or university hospitals or recognized public hospitals. The year of internship year or years of experience gained in a private clinic or unrecognized private hospital will not be counted.
- The physician will be entitled to a full salary provided that he is dedicated full time to government work in addition to three hours per day of additional work.
- A contracted physician should have no less than two years practical work experience with the exception of cases where such a condition cannot be implemented.
- Physicians who are Professors, Assistant Professors and teachers who have experience as university faculty members will receive two months' additional salary at the end of each year.
- The regulations guiding a physician's salary scale is also applicable to a coroner.

Appendix 2

Bylaws of Saudi Faculty Affairs

Article 1

Faculty members include:

- 1- Professors.
- 2- Associate Professors.
- 3- Assistant Professors.

Article 2

The following staff may be classified as faculties: lecturers, teaching assistants, language instructors, and assistant researchers.

Appointment and Promotion

Article 3

A permanent committee should be formed in each university to be concerned with the affairs of lecturers, teaching assistants, language instructors, and assistant researchers. It is headed by the university vice-rector of graduate studies and scientific research. The committee is formed and its members are nominated as per a decision of the university council based on a recommendation by the university rector. The committee submits its recommendations to the council, and it has the following obligations:

1. Suggesting the general policy for choosing the lecturers, teaching assistants, language instructors, and assistant researchers, and as well distributing them to departments and colleges.
2. Giving opinions regarding recommendations of colleges' councils related to appointing lecturers, teaching assistants, language instructors, and assistant researchers according to the following parameters:

- a) The number of the total Saudi faculties and their percentage to the total number of faculties in each department, their major and teaching loads.
 - b) The number of lecturers, teaching assistants, language instructors, and assistant researchers in each department.
 - c) The number of missionees in each department, their majors and expected dates of their return.
3. Suggesting distributing positions of lecturers, teaching assistants, language instructors, and assistant researchers according to the recent and future needs of each department.
 4. Studying the recommendations related to transferring lecturers and teaching assistants to administrative positions in the university or assigning them to the Public Civil Services Bureau.

Article 4

The nominee teaching assistant should have the following qualifications:

1. He/she should have BA or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she has at least a GPA of "very good"
3. He/she should meet all the prerequisites determined by the university council.

Article 5

The nominee lecturer and the language teacher should have the following qualifications:

1. He/she should have MA or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should at least get a GPA of "very good" if he/she has received the degree from a university which lists the GPA in words).
3. He/she should meet all the prerequisites determined by the university council.

Article 6

The nominee assistant researcher should have the following qualifications:

1. MA holder (named assistant researcher A)
 - a) He /she should have MA or an equivalent degree from a Saudi university or an acknowledged university with a GPA of “very good” if he should get this degree from a university which lists the GPA in words.
 - b) He/she should meet any other conditions put by the university.
2. BA holder (named assistant researcher B)
 - a) He/she should have BA or an equivalent degree from a Saudi university or an acknowledged university with a GPA of “good”.
 - b) He/she should meet any other conditions put by the university.

Article 7

The teaching assistant, lecturers, and language teacher are appointed according to a recommendation by the department council, college council and the permanent committee of teaching assistants, lecturers, language teachers, and assistant researchers, and the approval of the university council.

Article 8

The assistant researcher is appointed by the university rector based on a recommendation by the department council, college council and the permanent committee of the teaching assistants, lectures, language teachers, and assistant researchers.

Article 9

1. The teaching assistant who got BA in four years is appointed at the salary of the first year.
2. The teaching assistant who got the BA in five years is appointed at the salary of the second year.
3. The teaching assistant who got BA in six years is appointed at the salary of the salary of the third year.
4. The teaching assistant who got BA in seven years is appointed at the salary of the fourth year of the “teaching assistant “position.

Article 10

The regulations of educational positions approved by the Public Civil Service Council decision No. 590 on 10/11/1401 H and its amendments are applicable to language teachers and assistant researchers.

Article 11

The assistant professor should have PhD or an equivalent certificate from a Saudi or an acknowledged university, and meet any other conditions put by the university council.

Article 12

If necessary and upon a recommendation by the department council and the college council, and the scientific council, the university council can appoint a nominee assistant professor without his/her being having the PhD degree in the majors that do not have a PhD program, according to the following conditions:

1. He/she should have an MA or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have at least worked for three years as a lecturer in the university.
3. He/she should have published three research papers (equal three units according to the instructions of promotion) after getting MA. At least one of them should be single-authored. The publication should be consistent with Article 29 of these regulations.

Article 13

Keeping in mind Article 12 of these regulating rules, the associate professor should have the following qualifications:

1. He/she should have PhD or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have worked at least for four years as an assistant professor.
3. He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

Article 14

Keeping in mind Article 12 of these regulating rules, the professor should have the following qualifications:

1. He/she should have PhD or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have worked at least for eight years, at least four of which as an associate professor.
3. He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

Article 15

Faculties are appointed by the university council based on a recommendation of the department council, the college council and the scientific council.

Article 16

1. The staff member holding PhD who is transferred to be a faculty member, lecturer or teaching assistant is appointed in the position of assistant professor in his/her PhD major and receives the salary of the first year of the position. If his/her current salary is similar to the salary of the academic rank to which he/she is transferred, he/she gets the salary of the next year in the academic rank of assistant professor. If the salary he/she already receives is higher than the salary of the highest year in the rank of assistant professor, he/she keeps the difference as an allowance until the salary increases by promotion or allowance to be similar to his/her recent salary.
2. If a previous faculty member is to be reappointed, he/she is classified according to the academic position he/she has occupied. He/she is then dealt with according to the previous item.
3. If the transferred staff to the position of a faculty member has experience after getting the required degree, and his/her due salary according to item 1 of this

Article is less than what he/she deserves (when the experience is considered), years of experience are considered if they are in the major.

Items 1, 2 and 3 are applicable to BA and MA holders who will be appointed as teaching assistants or lecturers.

Article 17

If the candidate who is not included in Article 16 has experience after getting the required degree, years of experience are considered as if they are in the major.

Article 18

The staff appointed as a faculty member and similar staff receives the salary of the first year of the position. If his/her salary is similar to or equals the salary of the academic rank to which he/she is transferred, he/she gets the salary of the next year in the academic rank or position. The promoted faculty member or similar staff receives the salary of the first year of the position. If his/her salary is similar to or equals the salary of the academic rank when he/she is promoted, he/she gets the salary of the next year in the academic rank.

Article 19

Regarding financial allowances and payments, faculty members, lecturers and teaching assistants are treated as other public employees as follows:

- Teaching assistant: Class 8
- Lecturer: Class 9
- Assistant professor: Class 12
- Associate professor: Class 13
- Professor: Class 14

The Professor receives 650 Saudi riyals as a monthly transport allowance.

Article 20

If the professor obtains the salary of the highest year in the rank, he/she keeps obtaining his/her annual increment. This exception is only valid for the rank of professor.

Article 21

The assistant professor who is candidate to the rank of associate professor should have the following qualifications:

1. He/she should at least have worked for four years as an assistant professor in a Saudi university, or an acknowledged university provided that he has at least worked for a year in a Saudi university.
2. He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.
3. These papers should be published or accepted for publication during his/her working as an assistant professor.

Article 22

The associate professor who is a candidate to the rank of professor should have the following qualifications:

1. He/she should at least have worked for four years as an associate professor in a Saudi university, or an acknowledged university provided that he/she has at least worked for a year in a Saudi university.
2. He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.
3. These papers should be published or accepted for publication during his/her working as an associate professor.

Article 23

The faculty member can submit the promotion application to the department council six months before the due time.

Article 24

For the promotion purposes, the faculty delegation, scholarship or secondment is dealt with as follows:

1. The whole period if the faculty delegation, scholarship or secondment is to an academic institution and work is related to the major.
2. Half of the period if the faculty delegation, scholarship or secondment is not to an academic institution and the work is related to the major.
3. Nothing is considered if the work is irrelevant to the major.

Article 25

The faculty member is promoted according to the following three parameters:

1. Academic research works.
2. Teaching.
3. University and community service.

Article 26

The following are the promotion procedures:

1. The faculty member applies for the related department council, and the application form should include:
 - a) A list of academic and professional qualifications, experience and jobs.
 - b) Teaching activities including teaching load.
 - c) A record of university and community service.
 - d) At least five copies of research works presented for promotion, including all required data.
 - e) Any additional data which may be helpful for promotion.
 - f) Any other related documents which may be required by the department council and the college council.

2. The department council studies the promotion application and verifies that all conditions and procedures are met. It suggests submitting the application to the college council including a nomination of at least eight referees in the major.
3. Based on the recommendation by the department council, the college council discusses the application and nominates a number of referees in the major not less than eight, whether from those already nominated by the department council or others.
4. Based on the recommendation by the department council and the college council, the scientific council discusses the promotion application, and does the following:
 - a) Selecting five referees to evaluate the research papers, whether from those nominated by the college or others. Three of them are basic; the fourth is the first standby and the fifth the second, and their help is requested if needed. At least two of the three basic referees should not be from the university.
 - b) Sending the research papers and data to the referees to be evaluated confidentially by the referees according to the evaluation form prepared by the scientific council.
 - c) Deciding to promote (not to promote) the applicant based on the referees reports and the reports about his/her activities in the fields of teaching, and university and community service.
 - d) If the council decides not to promote the faculty member because of the quality of research work, it should classify the papers as acceptable and unacceptable for future application purposes. However, the new promotion application should at least include one new research paper (one unit) to the candidate of the rank of associate professor and two new research papers to that of a professor.

Article 27

The faculty member who applied for promotion is evaluated out of 100 grades divided as follows:

- 60 grades for research works.
- 25 grades for teaching.
- 15 grades for university and community service.

The university council may determine some parameters for evaluating the applicant with regard to teaching, and university and community service based on a recommendation by the scientific council.

Article 28

The faculty member should at least obtain 60 grades, minimum 35 of which for research works for the promotion to the rank of associate professor and 40 for professor. The promotion to the rank of associate professor should be based on the opinion of two of the three referees while that of the professor should be by the consensus of the three referees. In case two of the three referees recommend the promotion and the third does not, the papers should be sent to a fourth and his/her evaluation is final.

Article 29

The minimum number of research works required for the faculty member promotion includes:

1. The published research works or those accepted for publication in refereed academic specialized journals. The scientific council determines criteria of accrediting journals of publication.
2. Research papers presented in conferences or specialized symposia if published or accepted for publication. Only one of these is accepted.
3. The published research papers or those accepted for publication in specialized university research centers.
4. Refereed university textbooks and references. Only one of these is accepted.
5. Edited classical books provided that they are refereed. Only one of which is accepted.
6. Refereed specialized books translation. Only one of these is accepted.
7. Refereed books and research papers published by scientific commissions. Only one of these is accepted.
8. Registered patents by commissions acknowledged by the scientific council. Only one of these is accepted.
9. Creative distinguished activity based on rules determined by the university council and recommendation of the scientific council. Only one of these is accepted.

Article 30

The number of research works published or accepted for publication in academic journals should at least be one research paper (one unit) for the applicants to the rank of associate professor and two for professor.

Article 31

The research work should be published in more than one publishing channel and by more than a university, an academic institution or a journal.

Article 32

The minimum number of research works required for the promotion to the rank of associate professor is four, either published or accepted for publication. At least, two of which should be single authored. The university council can exclude some majors from this condition provided that there should at least be one unit already published.

Article 33

The minimum number of research works required for the promotion to the rank of professor is six, either published or accepted for publication. At least, three of which should be single-authored.

The university council can exclude some majors from applying this condition provided that there should at least be three units already published.

Article 34

Each research work is dealt with as one unit if the author is single and half a unit for each if double-authored. If the authors are three, the first author gets half a unit while each of the other two gets a unit quarter.

Article 35

The research work presented for promotion should not be extracted from MA or PhD thesis, dissertation, or previous works of the author. If it is found that some of them are extracted, the applicant cannot apply for promotion for another year from the date of scientific council decision.

Article 36

The referees should be professors. However, it is possible to assign one of them as an associate professor if the promotion is from the rank of an assistant professor to an associate professor.

Article 37

The faculty member is promoted academically from the date of issuing the promotion decision by the scientific council. However, the professional promotion depends on the availability of a vacant position which is associated with issuing an executive decision.

Faculty Obligations

Article 38

The faculty member should meet the following prerequisites:

1. He/she should have good reputation, be honest and committed to following public rules and regulations. He/she should also avoid all job misconduct or illegal behavior.
2. He/she should follow the up-to-date innovations in his/her major and share in its development.
3. He/she should pass on the most recent innovations in his/her major to his/her students, including inspiring knowledge love and correct methods of scientific thinking.
4. He/she should actively share in the department council works and other council's at all professional levels - department, college and university. In addition, he/she should energetically participate in non-curricular and community activities in the department, college and university.
5. He/she should be fulltime devoted to his/her work in the university. He/she is not allowed to have any other part-time job outside the university unless he/she gets a prior permission according to the regulations and rules.

Article 39

The faculty member is responsible for keeping order in the teaching classrooms and laboratories. He/she should submit a report about any misconduct conflicting with public order.

Article 40

- A) The upper limit of the teaching load of the faculty member and similar staff is as follows:
- 1- The professor: 10 educational units (credit hours).
 - 2- The associate professor: 12 educational units.
 - 3- The assistant professor: 14 educational units.
 - 4- The lecturer: 16 educational units, it may be less than that during his study.
 - 5- The teaching assistant: 18 educational units.
 - 6- The language teacher: 18 educational units.
- B) The educational unit: A 50-minute weekly theoretical or clinical lecture, or a 100-minute applied lesson which is commonly known as the credit hour. It continues for one semester.

Article 41

The faculty member and similar staff should work 35 hours weekly spent in teaching, research, office hours, academic committees, academic counseling, and other required administrative and research works. Based on a decision by the university council, they can be raised to 40 hours.

Article 42

Teaching loads of faculties in charge of administrative works such as the university vice-rectors, deans and vice-deans, directors of centers, and heads of academic departments are reduced to a minimum provided that their teaching loads should not be less than three educational units.

Article 43

The head of the academic department submits an annual report to the college/institute dean about the department and the academic activities of its faculty members. The dean of the college/institute should also submit an annual report to the university rector.

Salaries, Allowances and Payments

Article 44

The enclosed salary table in these regulating rules is applicable for faculty members, lecturers and teaching assistants.

Article 45

The university vice-rector receives a monthly allowance of 3000 Saudi riyals.

Article 46

The college dean and similar staff receive a monthly allowance of 1000 Saudi riyals; the total annual allowance should not exceed 10000 Saudi riyals. The college vice-dean receives a monthly allowance of 800 Saudi riyals; the total annual allowance should not exceed 8000 Saudi riyals. The head of the academic department receives a monthly allowance of 500 Saudi riyals; the total annual allowance should not exceed 5000 Saudi riyals.

Article 47

The head of the scientific council receives an annual allowance of 10000 Saudi riyals provided that he/she is a faculty member. If he/she is not, he/she is dealt with according to the related rules of civil service law and its regulations.

Article 48

The payment of the faculty member and similar staff who work in the university and give extra hours are dealt with as follows:

- 1- The professor: 300 Saudi riyals.
- 2- The associate professor: 250 Saudi riyals.
- 3- The assistant professor: 200 Saudi riyals.
- 4- The lecturer and language teacher: 150 Saudi riyals.
- 5- The teaching assistant: 100 Saudi riyals.

Article 49

The deans, vice-deans, directors of centers, and heads of academic departments, and faculty members who are required to work during the summer holiday receive a payment of a two-month basic salary maximum.

Article 50

1. Members of the permanent committees in the universities receive 200 Saudi riyals for each session held during working hours and 300 after work; the total annual allowance should not exceed 6000 Saudi riyals in the fiscal year.
2. The committee should be as follows:
 - a) It should be formed according to the Higher Education Council regulations and procedures.
 - b) It should be formed from more than one member.
 - c) It should be continuous.
 - d) It should be on the university level.
 - e) Some of its members should be high-class staff such as the faculty members who cannot be rewarded by giving them allowances for working after the regular working hours.

The members of the scientific and regulation committees of the conferences organized by the university are dealt with as the permanent committees.

Article 51

If the teaching load of the faculty member is more than the prescribed load, the college council may decide giving him/her a payment of 150 Saudi riyals per unit.

Article 52

The university council may give faculty members, lecturers and teaching assistants who work and are specialized in computer a payment of 25 % of the salary of the first year of their basic salary maximum.

Article 53

Faculty members, lecturers and teaching assistants who work and are specialized in pharmacy may get 50 % of the salary of the first year of their basic salary maximum as a payment for extra hours and full-time working.

Article 54

Faculty members, lecturers and teaching assistants who are specialized in medicine and work in their field may get 70 % of initial basic salary for the first year as a payment for allowance and extra hours of working. With regard to veterinary physicians may get 25 % of the initial basic salary for the first year as a payment for allowance and extra hours of working

Article 55

Faculty members, lecturers and teaching assistants who are not physicians, and work and are specialized in clinical works may get 20 % of the salary of the first year of their basic salary maximum as a payment for extra hours and full-time working.

Vacations

Article 56

The annual holiday for the faculty members, lecturers, teaching assistants, and language teachers is the summer vacation. The vacation does not start unless the final examinations end and the results are announced. The university council determines the appointments of the end of the holiday.

Article 57

Upon a decision by the university rector, the faculty member, lecturer, and language teacher, the teaching assistant can teach during the summer vacation. He/she should receive a payment of extra two- month basic salary for the work which should not exceed sixty days in the academic year.

Article 58

If necessary, the university rector can delay the starting date of the faculty member and similar staff annual vacation or part of it.

Article 59

For the other holidays, the related rules of civil service law and its regulations are applicable to the faculty members and similar staff.

Article 60

The university rector can give the faculty member and similar staffs an unpaid exceptional six-month leave during the period of three years. The university council can extend it to a year maximum.

Sabbatical Leave

Article 61

According to a decision by the university council which is based on the recommendation of the academic department council, the college council and the scientific council, the faculty member and similar staff can get a sabbatical leave for an academic year after working for five years or having a previous sabbatical leave, or for

a semester after working for three years or having a previous sabbatical leave provided that this does not affect the educational process in the department. Based on the scientific council suggestion. The university council determines regulating rules for the procedures of the sabbatical leave.

Article 62

The following conditions should be met to grant a faculty member the sabbatical leave:

1. Only a faculty member or 10 % of the faculty members of a department can get a sabbatical leave concurrently in the academic year.
2. The faculty member should present a scientific program that he/she is going to perform during the leave.

Article 63

The faculty member who enjoys a sabbatical leave receives the following payments:

1. His/her full salary and transport allowance for the whole period.
2. Air tickets for him, his wife, sons under 18, and unmarried daughters.
3. Book allowance similar to the payment granted for graduate students.
4. Expenses of scientific research which are different from a project to another. The scientific council estimates the cost for each project.
5. Medical expenses for those who spend their vacations abroad. He/she receives 5000 Saudi riyals if alone and 10000 Saudi riyals if accompanied by his/her family. Half of the amount is granted if the faculty member takes a sabbatical leave for a semester.
6. Faculty members who are physicians take not less than 3000 Saudi riyals as fulltime work allowance for working in public hospitals in Saudi Arabia provided that they work three extra hours daily including Thursday.

Article 64

The faculty member who gets a sabbatical leave cannot be delegated to another department, contract to work or work as consultant.

Article 65

The faculty member should perform the scheduled scientific program for which he/she has taken the sabbatical leave. By the end of the first semester of the leave, he/she should have submitted a detailed report about his/her activities. A copy of the scientific tasks he/she has achieved should be enclosed with the report in order to be presented at one of the sessions of the college council and then the scientific council.

Scientific Consultations

Article 66

The faculty member can work as a part-time consultant in the government or private sector, regional or international organization which is located in Saudi Arabia, according to the following conditions:

1. He/she should work in his/her major.
2. He/she is not allowed to work for more than one entity.
3. The period of work is for one renewable year.
4. The consultation application is applied through the related minister (if from a government sector) or the director of the company (if from the private sector, regional or international organization) to the Minister of Higher Education.
5. The consultation and its renewal decision should be based on a recommendation by the department council, the college council and the support of the university rector, and the approval of the Minister of Higher Education.
6. The consultant should submit an annual report to the university rector and the Minister of Higher Education about his/her consultation activities and a report at the end of his/her works.
7. The consultation work should not affect his/her original work, especially:
 - a) The teaching load of the faculty member.
 - b) Being at office during office hours, clinics and laboratories, and computer centers if required.
 - c) Sharing in councils and committees required by the university.

Attending Conferences, Symposia and Workshops

Article 67

The faculty member can attend conferences, symposia and workshops in Saudi Arabia or abroad, according to the following conditions:

1. There should be a relationship between the topic of the conference, symposium or workshop and the major of the faculty member or his/her work obligations.
2. Participation in conferences, symposia and workshops in Saudi Arabia should be based on the recommendation of the department council, the college council and the approval of the university rector.
3. Participation in conferences, symposia and workshops abroad should be based on the recommendation of the department council, the college council, the support of the university rector, and the approval of the head of the university council.
4. The university council determines executive rules for the regulations and procedures of attending conferences, symposia and workshops based on a recommendation of the scientific council.
5. The faculty member who participate in a conference or symposium should submit a report about it to the university

Article 68

The university may issue an air ticket and delegation payment for the faculty member who attends the conference or symposium. It is also possible to issue the ticket only or give permission to attend without giving any payment.

Delegation

Article 69

According to a recommendation by the department council, the college council and the approval of the university council, the university may delegate the faculty member and similar faculty to work for a government sector. The university should pay his/her salary and the monthly transport allowance unless stated otherwise.

Article 70

According to a recommendation of the department council, the college council and the approval of the university council, the university may allow the faculty member and similar staff to be contracted by and work for another organization for a certain period. The university council can terminate the secondment before the end of the period.

Article 71

The following conditions should be met for a faculty member and similar staff to be contracted by another establishment:

1. He/she should at least have worked for three years in the university, and the university council can exclude some applicants from this condition.
2. Only a faculty member or 10 % of the faculty members of a department can be contracted concurrently in the academic year.
3. Those that have been contracted should spend a similar period before applying again.
4. The absence of faculty member should not affect the teaching process.
5. Any other conditions determined by the university council.

Article 72

The faculty member may be contracted by one of the following:

1. Universities and university colleges in Saudi Arabia or abroad.
2. Ministries and government sectors.
3. Public and private establishments.
4. Regional and international organizations and governments.

Article 73

The contract should be for one renewable year or less. The total period of continuous delegation should not exceed five years. The university council can extend the period for two years. The total period of contracts by faculty member and similar staff should not exceed ten years during his/her work in the university or any other university.

Article 74

The establishment where the contracted faculty member works should pay his/her salary, allowances and payments from the date of starting work. With regard to work experience and due allowances, the delegated faculty member is dealt with as he/she is in the university.

Retirement fees should be deducted, and the period of promotion is treated as per Article 24 of these regulating rules.

Article 75

The decision for a faculty member to be contracted may include performance of some academic tasks such as teaching, scientific supervising and training. However, the university does not bear any expenses due to this.

Scientific Communication

Article 76

According to a recommendation by the department council, the college council and the scientific council, and the approval of the university council, it is possible to send the faculty member in a scientific mission outside the university for four months. If necessary, it can be extended for a year. The missionees are dealt with as a delegated employee if the period does not exceed a month. However, he/she is dealt with as missionees in a scholarship abroad if the period is more than a month.

Article 77

Keeping in mind the related regulations and laws and according to a recommendation by the department council and the college council, the university rector may be delegated to teach abroad. In this case, he/she is dealt with as delegated provided that the delegation period does not exceed four years.

Article 78

According to a recommendation by the department council, the college council and the scientific council, the university rector may allow the faculty member to conduct research work abroad during the summer vacation according to the following conditions:

1. The faculty member should apply for travel, and the application should include all required data.
2. He/she should submit a report to the department about his/her mission after coming back. The report should then be submitted to the scientific council.
3. An air ticket is issued for the missionee.

Transfer

Article 79

It is possible to transfer a faculty member from an academic department to another in the same college provided that he/she works in his/her major according to a recommendation by the department, the college and the scientific council, and the approval of the university rector.

Article 80

It is possible to transfer a faculty member from a college to another according to a recommendation by the department, the college and the scientific council, and the approval of the university rector.

Article 81

It is possible to transfer a faculty member to another job outside the university according to a recommendation by the department and the college council, and the approval of the university council.

Disciplining

Article 82

The disciplinary committee of the faculty members and similar staff is formed by the university rector as follows:

1. One of the university vice-rectors- Head
2. One of the deans who does not participate in the inquiry- Member
3. A faculty member who is at least a professor- Member.
4. A specialist in law or Islamic Sharia- Member.

Article 83

Keeping in mind the rules of disciplining public employees, if a faculty member or a similar staff misconducts or breaks the law, a dean investigates with him/her according to a decision by the university rector. He/she submits a report to the rector about the case. The dean may send the case to the disciplinary committee if there is a need.

Article 84

The university rector may decide to stop a faculty member or similar staff from performing his/her duties if the inquiry necessitates this. However, the suspension period should not exceed three months unless it is decided by the disciplinary committee.

It is possible to increase the suspension for a period or periods as per the inquiry provided that the suspension is for a year maximum each time.

Article 85

The employee under investigation gets half of his/her salary. If found innocent or punished by a penalty other than dismissal from work, he/she takes back the rest of the deducted salaries. If he/she is dismissed from work, he/she does not get back the rest of the salaries unless the committee has another decision.

Article 86

The university rector informs the faculty member or similar staff under investigation by the charges and a copy of the inquiry report in a formal letter at least fifteen days before the appointment of the trial.

Article 87

The faculty member or similar staff under investigation can have a look at the inquiry on the days determined by the university rector.

Article 88

The disciplining committee should follow the following procedures:

1. The secretary of the committee should be a staff selected by the head of the committee.
2. The committee holds its meetings upon a request by its head. The person under investigation is informed in a formal letter about the appointment to listen to him/her.
3. The committee holds the sessions with the presence of the person under investigation or his/her deputy. If he/she or the deputy does not attend the sessions, the committee does its obligations confidentially. The committee can listen to witnesses if there is a need.
4. The committee decision should be by the consensus of the majority of its members. The sessions are invalid unless attended by all committee members. During two months from inquiry, the committee submits the minute of the sessions to the university rector and the case file should be enclosed with it. The university rector should endorse the committee recommendation. If he/she does, the file is sent back to the committee. If it insists on its decision, the case is sent to the university council which takes the final decision.
5. The university rector informs the faculty member with the decision of the committee instantly as it is received in a formal letter.
6. The faculty member can object to the decision of the committee within thirty days from receiving it in a formal letter to the rector of the university. Otherwise, the decision is final. In case the rector receives the objection before the due time, the rector sends the case to the disciplining committee to study it again. If it insists on its decision, the case is sent to the university council which takes the final decision.

Article 89

Keeping in mind Article 32 of disciplining public employees, the following penalties may be decided on the faculty member and similar staff:

1. Warning.
2. Blame.

3. Deduction from the salary provided that the amount is less than the net of a three-month salary, and the monthly deduction should not be more than a third of the salary.
4. Depriving him/her from getting one increment.
5. Delaying the promotion for a year.
6. Separation from work for five years maximum and asking him/her to take another work. This period is not considered for promotion purposes.
7. Dismissing him/her from work.

Article 90

The disciplinary case has no effect on the juridical case that may arise from the case.

Article 91

The university rector may attract the faculty member and similar staff attention that he/she does not fulfill his/her duties orally or in a formal letter. The university rector may blame or warn the faculty member after inquiry including listening to him/her and writing his/her point of view the rector's decision is final.

The deans should inform the university rector by what the heads of the department's report or what they themselves notice regarding being uncommitted to doing his/her obligations or any other misconduct.

Service Termination

Article 92

The service of the faculty member is terminated in one of the following cases:

1. Resignation.
2. Requesting for referral to early retirement before the due time according to the regulations.
3. Position cancelling.
4. Health inability.
5. Illegal absence or not carrying out the transfer decision.
6. Dismissing from work for disciplinary causes.
7. Dismissing from work by a High Order or the decision of the Cabinet.

Article 93

According to a decision by the university rector, the faculty member or similar staff can be referred to retirement if he/she completes 60 Hijri years.

The university rector can extend the service of those who complete sixty years during the academic year until its end. The Higher Education Council can extend the service a year one or several times until he/she is 65 years old.

Article 94

If the faculty member or a similar staff is unable to perform his/her duties due to disease, the university rector submits a report to the university council about the case to terminate his/her services.

Article 95

Based on the department council, the college council and the academic councils, the university council can accept the resignation of a faculty member or similar staff or refer him/her to retirement upon his/her request.

Rules of Recruiting Part-time faculty

Article 96

The university can recruit part-time professors provided that they were faculty members or distinguished scholars with long experience in their majors. However, they cannot assume administrative response- abilities.

Article 97

Based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council, the university rector can appoint part-time professors for two renewable years maximum.

Article 98

The part-time professor receives the salary of the first year of his/her previous academic rank. If he/she is not a previous faculty member, the university council determines his/her payment which should not be more than the salary of the first year of assistant professor based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council.

Article 99

Keeping in mind Article 96 of these regulating rules, the part-time professor should be committed to performing the obligations of the faculty member in these regulating rules. Regarding the extra teaching hours, he/she is dealt with according to Article 52 of these regulations.

Article 100

When the part-time professor misconducts, he/she is dealt with according to the disciplining rules of faculty members in these regulating rules.

Regulating Rules of Encouraging the Distinguished Saudi Staff

Article 101

External Saudi staffs to teach in the Universities The teaching staff who are not working in the university and give extra hours get the following payments for each study unit:

1. Ministers, deputy of the ministers and excellent class staff: 1000 Saudi riyals.
2. Faculty members from other universities:
 - a) Professors: 400 Saudi riyals.
 - b) Associate professors: 350 Saudi riyals.
 - c) Assistant professors: 300 Saudi riyals.
3. Administrative staff:
 - a) Class 14 and 15: 400 Saudi riyals.
 - b) Class 13: 350 Saudi riyals.
 - c) Class 12: 300 Saudi riyals.
 - d) Class 9, 10 and 11: 250 Saudi riyals.

4. Educational staff:
 - a) Class 6: 250 Saudi riyals.
 - b) Class 5: 200 Saudi riyals.
 - c) Class 4: 150 Saudi riyals.
5. Military staff:
 - a) First major general: 1000 Saudi riyals.
 - b) Major general and general: 400 Saudi riyals.
 - c) Brigadier and colonel: 350 Saudi riyals.
 - d) Major and captain: 300 Saudi riyals.
 - e) First-lieutenant and lieutenant: 250 Saudi riyals.
6. Pensioners: It depends on their academic degrees, positions or military rank before retiring.
7. Non-public employees:

Keeping in mind the previous regulating rules of encouraging the distinguished staff not working in the university to teach, the university council determines their payments which should not be more than the salary of the first year of the rank of assistant professor based on a recommendation by the department council, the college council and the scientific c council, and the approval of the university council.

Article 102

If a faculty member or another similar staff receives the payment determined in Article 101 and comes from a place outside the university or its branches location, he/she gets a round air ticket, delegation allowance, or the university pays for the expenses of his/her accommodation, transport and living during the period of residence.

General Rules

Article 103

Each university council determines executive rules and procedures for these regulations which should not contradict with them.

Article 104

The related rules in Saudi Arabia are applicable to all issues not dealt with in these regulating rules.

Article 105

The Higher Education Council has the right to explain the articles and items of these regulating rules.

Appendix 3

Faculty Code of Ethics and Charter

The charter and code of ethics

In my capacity as an employee of the University of Dammam, because I do believe in my responsibility to the University that I belong to, based on the foundations of our principles and moral ethics, at the top of which are honesty, integrity, lofty moral values and respect of the law and order, and out of my keen desire to apply the work ethics which call on me to monitor myself in the interest of the work and the transfer of its objectives, results and outputs to the community where I live, and having carefully read and clearly understood without any confusion or misperception the contents of the above introduction and after having reviewed the rules and regulations which organize the rights and duties, I undertake and pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in all activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall strictly comply with all regulations, instructions and laws applicable in the university.
2. I shall carry out and execute with due diligence all duties and activities entrusted to me, with the maximum degree of accuracy, efficiency, transparency and professionalism.
3. I shall refrain from any act or work that may constitute directly or indirectly a violation of the principles of integrity, honor, transparency and professionalism.
4. I shall deal and cooperate with my colleagues in the spirit of a single professional team.
5. I shall hold fast and commit to the principles of equality, integrity, respect and absence of discrimination.
6. I shall refrain from any act or behavior that may be in conflict with the nature of the university's operations.
7. I shall comply with the highest dictates of politeness, civility, impeccable behavior and morals.
8. I shall work hard to promote the good name and image of the university.

9. I shall be subject to accountability and responsible for all my acts and sayings which are in conflict with the nature of my academic profession.
10. I shall boost, consolidate and propagate the culture of faith, confidence, citizenship and respect for human rights in the community.
11. I shall do my best to update my scientific, medical. Teaching knowledge and gain new skills
12. I shall avoid and refrain from any conflict interest with either companies, individuals, or institutes.

Rights and duties of the faculty member

First: Rights

A faculty member plays a vital role in the formation and preparation of the nation's framework. A faculty member contributes through scientific research to the promotion of the economic growth and social development of the Kingdom. To be able to assume his/ her duties in the best manner possible and to be able to keep pace with the scientific development in his or her field of specialty, it is imperative that the Kingdom should warrant for him or her means and amenities of honorable living.

For more information on the rights and privileges of the faculty, please see the Civil Service Council Law and the regulation rules on the affairs of Saudi Universities' faculty members and similar categories, promulgated by decision No. 4 / 6 / 1417, of the Higher Education Council, adopted in the Council's session held on 26 Sha'ban 1417 and sanctioned by High Order dated 22 Sha'ban 1418.

Second: Duties

The duties of a university faculty "teaching faculty member" stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which include, but not limited to, integrity, rectitude, honesty, capability, efficiency, neutrality, equality and freedom of research, subject to compliance with the Islamic values and principles which constitute the bedrock foundation of the Saudi community system. Such duties can be summarized as follows:

1. I shall refrain and desist from establishing personal relationships with the students, while keeping my behavior at bay from anything or act that may raise suspicions or doubts, such as accepting gifts or personal courtesies and compliments with the students or their families at the expense of the educational process.
2. I shall refrain from giving private tutoring and lessons and keep at a distance from any act that is likely to diminish or compromise or tarnish the integrity of the university faculty.
3. I shall exert every effort within my capacity to direct the students, seek to resolve the difficulties and problems that they may encounter, extend care to all without any discrimination or bias, avoid overloading the students with any roles or works which are not part of their key duties, and allow space for discussion and objection within the boundaries of the educational process.
4. I shall refrain from disclosure of the student's secrets which I may be privy to unless such disclosure is based on a court order or avoidance of gross damage to others.
5. A university faculty is prohibited from committing in a negative or a positive way any acts that may constitute participation in cruel or inhumane treatment of the student, or otherwise collude in or instigate such acts. A university faculty is similarly prohibited from taking advantage of his or her knowledge or skills to offer assistance in a way that may be detrimental to the student's psychological, emotional or academic stance.
6. A university faculty must stay within the boundaries of his or her skills and solicit the help, in case of need, from the faculty who are more knowledgeable and efficient than him or her, particularly in the field of scientific research. He or she must avoid negligence, variations in and falsification of the research findings and abuse a fabrication of the research conclusions.
7. A university faculty is required to track and follow up on the developments as they unfold in his field of specialty, seek to develop his or her skills on an ongoing basis, should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.
8. A university faculty must be aware of and familiar with the emerging and new developments in the subject matter of his or her specialty as well as knowledge of the community's educational culture, the educational issues at hand and teaching methods and styles. A faculty must apply the quality standards to the subject he or

she is tasked with teaching in a manner that enables the graduate to achieve the required standards of proficiency.

9. A university faculty must exercise patience be mild- mannered with his /her students and colleagues, takes under his care the students whom he or she senses have the academic and moral aptitude and efficiency to feed the university teaching faculty with fresh and highly qualified and capable elements.
10. A university faculty will be committed to applying the university policies related to the scientific content and the targeted educational products. He or she must heed and be mindful to the relative weight of both the contents of the teaching process and the examinations alike.
11. While assessing the students, a university faculty must take into consideration the academic standards of higher education and scientific research facilities as well as clarity and transparency in assessing the grades without discrimination for any reason that is not related to the students' academic abilities.
12. In non-urgent cases, a university faculty may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or in any stage while the research is progressing. However, such apology will not be accepted in urgent cases.
13. In the absence of another specialist, a specialist university faculty may not refuse any scientific consultation if he or she is asked to.
14. A university faculty will be required to report to the competent authorities any suspicious cases that involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The faculty may invite another colleague to participate in debating the case and drafting the report before presenting the case and the report to the competent entity in the university.
15. In the event a university faculty ceases mentoring one of his or her students for any reason whatsoever, he or she must provide his or her substitute faculty with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.
16. A university faculty is expected to support, encourage and back up all efforts intended to boost scientific research in universities and academic research centers and must work hard to attain the highest universal standards and levels by discharging his or her duties in support of sustainable faith in college education and academic research institution.

17. A university faculty will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.

Appendix 4

The University Scientific Research Code of Ethics and Charter

Right has only one clear pathway that its follower will never get lost or deviate from while falsehood has multiple trails and does not satisfy the requirements of clarity and for this reason its follower gets lost in a labyrinth and continues to be bewildered, confused and unhappy in his misery. Scientific research is the decisive evidence and the incontestable argument of this. God says in Verse 40 of Surat al-Noor:

“Or [the state of a disbeliever] is like the darkness in a vast deep sea, overwhelmed with a great wave topped by a great wave, topped by dark clouds, darkness, one above another, if a man stretches out his hand, he can hardly see it! And he for whom Allah has not appointed light, for him there is no light”

If we carefully contemplate and the verses of the Holy Quran, we shall discover that God urges us in many verses to pursue scientific research, learning and engaging our brains, including many verses which wonder

“Don’t you reconsider, don’t they know, don’t they see, don’t you understand”.

God says in verse 67 of Surat al-Nahl:

“And from the fruits of date-palms and grapes, you derive strong drink and a goodly provision. Verily, therein is indeed a sign for people who have wisdom”.

And again in verse 69 of the same Surat:

“«Then, eat of all fruits, and follow the ways of your Lord made easy (for you).» There comes forth from their bellies, a drink of varying color wherein is healing for men. Verily, in this is indeed a sign for people who think”

God also says in verse 13 of Surat al- Hujurat:

“O mankind! We have created you from a male and a female, and made you into nations and tribes, that you may know one another. Verily, the most honorable of you with Allah is that (believer) who has Piety [i.e. one of the Muttaqun (pious - see V.2:2)]. Verily, Allah is All-Knowing, All-Aware”

And again in verse 164 of Surat al-Baqarah:

“Verily! In the creation of the heavens and the earth, and in the alternation of night and day, and the ships which sail through the sea with that which is of use to mankind, and the water (rain) which Allah sends down from the sky and makes the earth alive

therewith after its death, and the moving (living) creatures of all kinds that He has scattered therein, and in the veering of winds and clouds which are held between the sky and the earth, are indeed Ayat (proofs, evidences, signs, etc.) for people of understanding”.

God Almighty says in verses 20 and 21 of Surat al-Dhariat:

“And on the earth are signs for those who have Faith with certainty”

“And also in your own selves. Will you not then see?”

So, God created man with an inborn desire and love to pursue research, creativity and discovery of the laws of nature so that man may harness such laws for the benefit of humanity, population of the universe and the ultimate continuity of mankind and exchange of relations and benefits that sustain man’s own survival, progression and evolution.

With the snowballing spread of research centers in the Kingdom of Saudi Arabia and institution of social specializations in its universities, the need has grown even more pressing for establishment of ethical controls for scientific research in the University of Dammam. Such controls are intended to help researchers to understand their task and mission, and at the same time respect the freedom and independence of scientific research within the constraints of Islamic controls and society values of the Kingdom.

In order to fulfil the moral obligations and components of the content of scientific research methodology, it is imperative to stimulate the efforts of all stakeholders of scientific research in the university, including the administration, researchers, faculty members and authors, as well as promote and advocate embracing the Islamic thought and methodology for the ultimate purpose of preserving the identity of the nation, maintenance and protection of youth against intellectual and civilization servitude, and adoption of civilization progressive factors based on an authentic scientific vision that renounces intellectual dependence and bondage and builds up in young students, scholars and researchers the noble values and teachings of Islam.

The charter

In my capacity as one of the researchers operating in the University of Dammam and a beneficiary of the research resources made available to me, because I do believe in my responsibility to the University that I belong to for the duration of my professional and research career, and based on the foundations of our principles and moral ethics, at the top of which are honesty, integrity, lofty moral values and respect of the law and

order, and out of my keen desire to apply the scientific research ethics and controls which call on me to monitor myself in the interest of the work and the transfer of its objectives, results and outputs to the community where I live and to the world at large, and having carefully read and clearly understood without any confusion or misperception the contents of the introduction, I hereby pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in all research activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall obey and respect all related and applicable university regulations, instructions and laws.
2. I shall commit to the ethical principles of the contents of the scientific research including:

The ideological principle based on belief in God and His unity and the premise that sciences are divided in two kinds: metaphysical sciences which only God knows and revealed knowledge which may be explored and researched: as stated in verse 61 of Surat Imran (the Family of Imran):

“Then whoever disputes with you concerning him (Jesus)] after knowledge that has come to you”

And again in verse 43 of Surat Maryam:

«O my father! Verily! There has come to me of knowledge that which came not unto you. So follow me. I will guide you to a Straight Path”.

And again in verse 59 of Surat Alanam

“And with Him are the keys of the Ghaib (all that is hidden), none knows them but He. And He knows whatever there is in (or on) the earth and in the sea; not a leaf falls, but he knows it. There is not a grain in the darkness of the earth nor anything fresh or dry, but is written in a Clear Record

Based on this premise I shall seek to ensure that the contents of the scientific research methodology is in conformity with Islam established facts and foregone conclusions.

The authentic cultural and social Arab heritage foundation: this is the component which sets our Islamic and Arab society apart from the others. It is based on solid foundations of religious ethics, that Arabic language of Quran, norms, knowledge, traditions, customs, Arab authentic behavioral patterns, forms of dealings,

relationships and regulations and all internal and external relationships of the Saudi community.

1. Commitment to Islamic controls relative to utilization of beneficial human experiences in scientific research curricula so as to avoid conflicts between the benefits of beneficial human experiences with the Islamic creed and the Islamic way of life.

Compliance with the moral controls of scientific research, including the following: Accommodate the Islamic concept of existence (the universe, life and man). The research must be within the bounds of intellect capacity and its time and place limits.

Verification and reassertion of the research rules and views of Muslim scholars in implementation of verse 111, of Surat al-Baqarah «Produce your proof if you are truthful.»

And verse 6, of Surat al- Hujurat

“O you who believe! If a rebellious evil person comes to you with a news, verify it, lest you harm people in ignorance, and afterwards you become regretful to what you have done”

1. When I undertake my research, I shall seek the help of the conclusions and findings reached by Muslim scholars about Islamic dogma and doctrines, objective scientific facts, absolute or relative, and the products of fields of knowledge which have embraced and applied the Islamic knowledge methodology.
2. Upon selection of the research topic, I shall exert everything within my power to appreciate the link between the subject matter of the research and the actual reality which is practiced in the educational environment of the university whose fundamentals are derived from the Islamic creed and the authentic norms, customs and traditions of the community.
3. I undertake to commit to the noble qualities of a true Muslim researcher, including, but not limited to, rectitude, good intentions, loyalty, truthfulness, honesty, and decorum and decency of what I say and write.
4. I pledge to execute the research duties and activities entrusted to me with the highest degree of accuracy, meticulousness, due diligence, efficiency, transparency and professionalism.

5. I further promise to refrain from any act that constitutes directly or indirectly violation of or infringement on the principles of integrity, transparency and professionalism and shall hold fast to the highest degree of the dictates of decency and good behavior and ethics.
6. I shall deal with my colleagues with the spirit of one professional team.
7. I shall seek to promote and uphold the good name and image of the university.
8. I further agree to be held accountable and assume responsibility for all my acts and utterances which are at variance with the nature of the profession of scientific research in the university.
9. I strictly observe the roles guide the use of life subject in research.
10. I strictly bind by the human rights and animal rights roles

Appendix 5

Biomedical Ethics Charter

Biomedical science is known by the name of theoretical medicine, a term that combines knowledge and research which may be more or less within the field of human medicine, veterinary medicine, botanics, zoology, dentistry, medical embryology science, cancer biology, neurobiology science, anatomy science, physiology science, pathology sciences, biomedical engineering, microbiology science, in addition to basic sciences such as biology, biochemistry, chemistry, biophysical medical sciences, biosciences, histology, genetics sciences, microbiology sciences, parasitology, various branches of parasitic sciences, immunology sciences, therapeutic drugs, epidemiology sciences and hematology.

Biomedicine is usually not as much concerned with the practice of medicine as it is with the theoretical knowledge and research. Its findings make it possible to produce new drugs or else understanding the partial or total mechanism of the disease, and as such it consequently lays the foundation stone for all medical, diagnostic and therapeutic applications. For this reason, biomedicine is also called the proven or established medicine whose theories and treatments are based on solid evidence and arguments presented to the medical community. Its universal influence and appeal has shaped the most convincing and effective standards for assessment of treatments and therapies. Such proven standards can be applied to treatments which did not exist previously.

The past two decades have witnessed and are still witnessing at the present time some mind - boggling and astonishing development in the field of biotechnologies and their promising applications, which raised hope anew in the ability to cure several chronic and intractable diseases, such as cancers, heart diseases and hereditary diseases by means of a set of molecular and cellular treatments which are referred to as the future medicine. The researchers have managed over the past years, thanks to genetic engineering, to test the safety and reliability of several proteins, genetic and cellular treatments for a vast collection of diseases, some of which are still very hard to respond to conventional cures. The biomedicine represents a rich and fertile field with

potential impact on the life sciences, biotechnologies, genetic engineering and medication sciences. It extends to the young brains a precious opportunity to benefit from the biological and technological revolution and to translate them into medical and pharmaceutical applications all designed to enhance healthcare conditions, not only for man but also for fauna and flora.

Consequently, good morals and ethical values east and west do agree on honoring man for his own humanity which is revered by God, preserve his right to life and freedom, protect his property, health and adequacy in all phases of life. Some of the most important ethical principles which determine the status of man include, for instance, the following:

1. Man is honored and revered irrespective of his color, sex or creed, and must be preserved in good health, blessed with total and full recovery, amplified by due respect for his personality, privacy and secrets and that he alone who calls the shots and decision where all matters related to his health affairs are concerned
2. Life is every man's inherent rights, in his life and his physique, self, soul and social life. It is prohibited in Islam to assault or be abused in any form or shape.
3. Justice, goodness and equality represent the noblest of Islam values that our religion urges all who belong to Islamic communities, be they Muslims or not, to uphold and cherish. Therefore, all community members must take advantage of and benefit from all resources and services in the same manner and degree without any discrimination on account of race, sex or religion.
4. The Islamic rule of thumb is "Neither cause damage nor suffer damage", meaning at the medical level for instance, a physician or any of otherwise medical research must not expose man to any procedure whose outcome may expose the individual or the community to damage or risks.
5. Therefore, and as Al-Izz ibn Abd al- Salam, the sultan of scholars, said in his book "The Provisions of Rules in the Interests of Humans" (Medicine is akin to Shariah in the sense that it has been established to bring about and realize the interests of safety and wellness and to eliminate and ward off the consequences of damage and diseases". Both Shariah and medicine have been introduced for the service of humanity, to serve the interests of people and ward off the damages and hazards. For this reason, ethical controls and principles have been introduced to govern the behavior of physicians. Al- Aghar ibn Yasar al- Muzani quoted the Prophet

Muhammad as saying: "He who practices medicine without knowledge and causes the death or lesser damage is an accountable warrantor". This goes to confirm that the accountability system is a sort of quality control system known today, and its application started in the era of the successors of the Prophet. This argument is supported by the fact that Omer ibn Al- Khattab appointed the first official in Islam responsible for the quality control of the Islamic market services and products. Her name was "Al- Shifa" and her duties included monitoring the doctors while performing their duties and the extent of their discipline and adherence to Islamic moral and code of ethics.

6. As a result of the fast - paced development during the last two decades of the 20th Century, which development is still experiencing massive and accelerated growth in the various fields of medical sciences and health professions, leading to weakening the relationship between the doctor and his/her patient as a result of the relentless quest by some of the workers in the various medical and health profession for material and material gains, such as fame, causing them to forget and wipe out from their heart and soul the fact that they are dealing first and before everything else with a human being rather than just a number of the human population.
7. The explosive developments and new leaps in the various medical sciences have been facilitated by the advancement in technological sciences, such as organ implants and transplants, the diversity of research performed on man, including genetic engineering, treatment of infertility with fresh innovative methods and devices, the resuscitation methods which preserve and restore man's life, albeit in a vegetative state, for many years. All these developments and many other issues gave rise to and are still raising a host of inquiries over the moral legality/ illegality of many of the medical practices and discoveries which came to the surface about harvesting organs from the dead, and even from those who are still alive in some cases at least without the benefit of the patient's consent, or when is a person considered dead from a medical perspective, or else is it permissible to conduct research on a person without his or her consultation or being informed of the risks involved? Or the degree of legality of artificial insemination? Or is it legal to rent surrogate wombs? Or is it permissible to kill a patient with a terminal and incurable disease in what is called "mercy killing or euthanasia"? Or is it permissible to shut off resuscitation devices?

8. All these and other questions and inquiries produced practices which, if engaged in without legal and ethical controls, may lead to compromising man's dignity and life. Therefore, the university has no other choice but to ensure verification that our medical practices do not and will not in any way violate neither our Islamic Shariah rules and fundamentals nor our authentic customs and traditions, coupled with establishment of controls in the form of a charter that preserves for the profession of medicine and biomedical sciences their due respect and for humanity its dignity and preservation of life.

The charter

In my capacity as one of the workers operating in the field of medicine and biomedical sciences in the University of Dammam and a beneficiary of the research resources made available to me in the field of medicine and biomedical sciences, and because I do believe in my responsibility to the University that I belong to for the duration of my professional and research career, and based on the foundations of our principles and moral ethics, at the top of which are honesty, integrity, lofty moral values and respect of the law and order, and out of my keen desire to apply the scientific research ethics and controls which call on me to monitor myself in the interest of the work and the transfer of its objectives, results and outputs to the community where I live and to the world at large, and having carefully read and clearly understood without any confusion or misperception the contents of the above introduction, I hereby pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in the different biomedical sciences, medical, laboratory and therapeutics activities and actions I am entrusted with, including, but not limited to, the following:

1. I shall commit to the Islamic controls and values as well as the local culture and the environment safety dictates in the practice of my profession.
2. I shall commit to Islamic morals and ethics, including good and pure intentions, demonstrate and effectively practice the principles and values of honesty, integrity, rectitude, modesty, patience, tolerance, compassion and respect, and refrain from bias and discrimination.
3. I shall commit, when engaging in the practice of my profession, to all related articles set forth in the Rules for Implementation of the "Law of Ethical Research on Living Creatures", of the National Committee on Bioethics, promulgated by Royal Decree No. M/59, dated 14 Ramadan 1431(23 August 2010).

4. I shall obey and respect all related and applicable university regulations, instructions and laws.
5. I shall discharge and perform the duties and responsibilities of my job with honesty, truthfulness and honor, preserve the confidentiality of the information of the trade, respect its tradition, have God as my witness in the practice of my profession, and under all conditions and circumstances preserve life, exerting maximum effort to save life from perdition, disease, pain, worry and anxiety.
6. I shall preserve and respect people's dignity, cover up their sin and vice, keep their secrets and shall serve at all times as a tool of God's mercy, offering comfort and solace to the near and far, the good and the bad, the friend and the foe, persist in the pursuit of knowledge and harness that knowledge for the benefit of humanity rather than to hurt them. I shall revere he who taught me and be a true brother to each colleague in my profession.
7. I shall not terminate the life of a patient even at his or her own request or that of his or her guardian and even in case of extreme deformation, intractable and incurable disease, or severe and excruciating pain which cannot be mitigated or allayed by normal means. I shall at all times seek to assist them, assuage their fears, urge them to be patient and remind them of God's rewards for patience.
8. I shall preserve and protect the honor of my profession, commit to its practice standards, seek to advance and promote it, and effectively participate in its development in terms of science and knowledge through research, studies, writing of articles and continuing education.
9. I shall avoid and keep away from any act that may compromise my honesty and integrity and from any act that may be offensive to my profession and research. I shall further preserve and maintain the confidence of the patient and avoid resorting to methods which involve fraud and deception or otherwise institute an unnatural relationship with my patient or any of his or her family members. I shall further refrain from illegitimate material gains and shall avoid seeking celebrity and fame status at the expense of my profession's ethics and principles.
10. I undertake, in the event I contract any of the communicable diseases, to report the fact to the concerned entity and to stop engaging in any activity that will likely risk communicating the disease to the patients, colleagues or the community.

11. I further undertake to serve as a role model in preserving my health and my behavior and to take all necessary precautions to protect myself and work partners “professional or research” from all potential risks while engaging in my profession.
12. I shall refrain from any act that may constitute directly or indirectly any violation of the professional integrity and transparency and shall comply with and adhere to the highest standards of decency, good manners and ethical standards.
13. I shall preserve and protect the property of the organization and optimize and rationalize their utilization.
14. I undertake to deal and cooperate with my colleagues in the spirit of a single team.
15. I shall seek to promote and uphold the good name and reputation of the University.
16. I undertake to submit to accountability and be held responsible for all my acts and utterances which are in conflict with the nature of my profession.

————— Designed By —————

BRAND MANAGEMENT
D E P A R T M E N T