

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

SCIENTIFIC COUNCIL

Guidelines for promotion of Assistant Professor in Residence (Visiting Assistant Professor) to Assistant Professor rank.

I. Eligibility Requirements

Distinguished non-Saudi Assistant Professors in Residence (Visiting Assistant Professors) are eligible to apply for promotion to the rank of Assistant Professor provided they meet the criteria established below.

II. Recommended Requirements for Promotion to the Rank of Assistant Professor

A. Teaching

- ai) The applicant must have two years teaching experience at KFUPM after obtaining the Assistant Professorship in Residence rank (Visiting Assistant Professorship rank).
- aii) His rating in teaching must be at least **very good**.
- aiii) The ratings will be obtained from student input, chairman input and faculty evaluations.

B. Research

- bi) The total minimum units required for promotion are 2, after obtaining the Assistant Professorship in Residence rank (Visiting Assistant Professorship rank).
- bii) The total minimum journal units required for promotion are 2.
- biii) The applicant must be the sole author in 1 journal publication of repute. For this publication, he is awarded 1 single unit. This publication must be subsequent to the Ph.D. and may not be from the Ph.D. dissertation.
- bi) The applicant may obtain 1 other unit in multi-authored publications in reputable journals. This unit must be subsequent to his Ph.D. publications.

C. Services

- ci) The applicant must have a **very good** rating in this area.

III. Implementation

1. A promotion committee will be formed to evaluate the applicant.

2. This committee should be composed of at least 5 members, two of whom should be in the applicant's field of research.
3. The Dean of Faculty Affairs should forward a memorandum indicating that the applicant has satisfied the 2 years post Assistant Professor in Residence (Visiting Assistant Professorship) teaching requirement.
4. The departmental council should approve the applicant's request.
5. Once the application is approved by the Departmental Council, the application is forwarded to the office of the corresponding Dean who should in turn forward the application to the office of the Vice President for Research & Innovation for the assessment of the case.
6. The departmental council should submit his evaluation of the applicant in all 3 areas.
7. The quality of the publications shall be judged by promotion committee.
8. In its report, the promotion committee will evaluate and rank the applicant in all 3 areas, complete a points Table as on page 22 of the "**Faculty Promotion – Regulations and Guidelines**", and make a recommendation on the request for promotion to the rank of Assistant Professor.