

# **KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**

## **SCIENTIFIC COUNCIL**

### **Guidelines for Promotion of Lecturers to the Rank of Lecturer A**

**Revised on May 2021**

These regulations and guidelines are for existing KFUPM Lecturers who have obtained their Ph.D. from a reputed university without meeting the residency requirements applying for promotion to the professorial rank of Lecturer A. The “Lecturer A” rank is to be the final rank for the candidates, and the incumbent shall not be considered for further promotion to professorial rank namely the rank of assistant professor.

All related cases are to be submitted separately for each applicant to the Scientific Council with complete dossier in accordance with existing faculty promotion guidelines.

#### **I. Eligibility Requirements**

Existing KFUPM Lecturers with a minimum of two years teaching experience after appointment as Lecturers, who have obtained their Ph.D. from a reputed university without meeting the residency requirements specified in the Universities’ Rules and Regulations, are eligible to apply for promotion to the rank of “Lecturer A”.

#### **II. Rationale for the Criteria**

The rationale for these guidelines is to provide outstanding PhD Lecturers, an intellectual environment equivalent in breadth and depth, which they lack due to not meeting the standard residency requirement of a PhD degree program.

#### **III. Minimum Qualifications for Promotion**

1. The reputation of the Ph.D. granting university should be approved by the Department and the College.
2. The total minimum publication required for promotion is 3 units in which a minimum of 2 units should be from ISI journal publications. Units are to be calculated as per latest KFUPM’s Faculty Promotion Regulation & Guidelines considering the following two conditions:
  - a) In determining the minimum number of units, it should be ascertained that Research and Scientific Contributions were published or accepted-for-publication while the candidate was at the rank of Lecturer.
  - b) It should be determined that materials submitted for consideration are not exactly extracted from the candidate's MS thesis or previous publications. Publications resulting from the PhD dissertation can be considered for the units calculation.

#### IV. Criteria for Promotion

An internal promotion committee is to evaluate a given application based on performance and achievements in the following three core areas: (1) Teaching and learning, (2) Research and scientific contributions, and (3) University, department and public service.

- (1) **Teaching and learning:** The evaluation process is to involve the average students' teaching evaluation for the candidate over the last 2 years, the corresponding department chairman's evaluation, and average faculty annual evaluation in teaching.
- (2) **Research and scientific contributions:** This includes the assessment of the published scholarly works according to the approved categories given in **"Faculty Promotion – Regulations & Guidelines"**.
- (3) **Service:** The evaluation process is to depend mainly on the department chairman's evaluation rating for the candidate in university, department & public service during the last 2 years in the current tenured rank and the corresponding average faculty annual evaluation.

#### V. Processing and Implementation

Prior to Vice President for Research and Innovation processing, the following steps are required.

1. The candidate and his department should provide all documentations necessary for the internal promotion committee's deliberations and recommendations in order to initiate and complete the review process.
2. The candidate should prepare a well-structured resume with a background of his career and qualifications. Also, it should include basic personal data, a record of academic accomplishments, research and scientific achievements, major university, department & public service as well as other significant contributions. The resume should be prepared according to the latest KFUPM's Faculty Promotion- Regulation & Guidelines.
3. The Dean of Faculty Affairs should issue a memorandum indicating that the applicant has satisfied the required service duration to be eligible to seek promotion to this rank.
4. The Departmental Council and the College Council should recommend the applicant's request.
5. The application should be forwarded to the office of the Vice President for Academic Affairs (as per normal promotion procedures), who shall then forward the same to the office of the Vice President for Research and Innovation, for further assessment of the case.

**VI. Evaluation Procedure**

Upon reaching the office of Vice President for Research and Innovation, the following execution procedure is adopted to evaluate the application:

1. The department chairman should submit his evaluation of the applicant’s performance in all 3 areas: teaching, research and services.
2. An internal promotion committee shall be formed to evaluate the applicant. The basic procedure to be followed shall be analogous to that in the “Faculty Promotion – Regulations & Guidelines”. The promotion committee shall be composed of at least 3 members, one of whom should be in the applicant’s field of research.
3. The promotion committee will assess the candidate’s application on a 100-point scale, composed of - Forty (40) points for Teaching, Forty (40) points for Research and Scientific Contributions, and Twenty (20) points for university, department & public service.
4. The promotion committee shall submit its evaluation report to the Scientific Council. The report should include evaluation details, applicant’s ratings in all 3 areas – teaching, research & services. The following table, similar to its counterpart of “**Faculty Promotion – Regulations & Guidelines**”, should also be included in the evaluation report.

Table I: Committee evaluation scores of the application

<i>Member</i>	<b>Teaching and Learning (Out of 40 pts.)</b>	<b>Research &amp; Scientific Contributions (Out of 40 pts.)</b>	<b>Department, University and Public Service (Out of 20 pts.)</b>
A			
B			
C			
D			
<b>Average Points</b>			

5. For promotion to the rank of Lecturer A, scores of not less than 60% in each criterion must be attained.

**VII. Promotability**

1. The Scientific Council is to take a decision to promote or not to promote the candidate through studying the report of the internal ad-hoc promotion committee carefully.
2. The Scientific Council recommendation is to be endorsed by HE the President.

**Revised & Approved by HE the President on (27.05.2021)**