**King Fahd University of Petroleum & Minerals**

**Dhahran, Saudi Arabia**

**Dossier**

of

|  |
| --- |
| **Xxxx Xxx. Xxxxxxxxxxx** |
| Current Rank: **Xxxxxxxxx Professor** |
|  |
|  |
| **Xxx Xxxxx Department** |
| College of Xxxxx |

|  |
| --- |
| **Submitted for the Promotion to the Rank of** |
|  |
| **xxxxxxx Professor** |

**Notes to Applicants**

* This is a **Sample Template** and applicants do not have to provide information for all items but only information relevant to their application case.
* Applicants must develop their DOSSIER according to this given format especially the *Educational*, *Employment* and *Research* activities sections.
* Applications will be returned if they do not adhere to this format.
* All *Notes, Instruction* and/or *Examples* given in “***blue***” in this document are for illustration only, these need to be deleted before the final submission of the application.
* (Please report required information under **TEACHING** and **COMMUNITY AND PROFESSIONAL SERVICES** since the last promotion date, **only**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONTH, 2023**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The applicant confirms that the information given in this dossier is correct, accurate, and complete.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**CONFIDENTIAL**

**Dossier**

**TABLE OF CONTENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Page** |
|  |  |  | **SUMMARY OF MAJOR ACHIEVEMENTS** | **1** |
|  |  |  |  |  |
| **1.** |  | **\*** | **SUMMARY OF EXPERIENCE RECORD (RESUME)** | **4** |
|  | **1.1** |  | Personal Profile | 4 |
|  | **1.2** |  | Education Record (recent first) | 4 |
|  | **1.3** |  | Specialization (Areas of Research Interest) | 4 |
|  | **1.4** |  | Employment Record (recent first) | 4 |
|  | **1.5** |  | Consultation and Professional Activities | 5 |
|  | **1.6** |  | Training (Training Activities, Certification and Training Experience) | 5 |
|  | **1.7** |  | Awards, Honors and Professional Affiliations | 5 |
|  |  |  |  |  |
| **2.** |  | **\*** | **TEACHING** | **6** |
|  | **2.1** |  | Courses Taught | 6 |
|  | **2.2** |  | Course Coordination | 7 |
|  | **2.3** |  | Course and/or Curricula Development | 7 |
|  | **2.4** |  | Senior Projects, Summer, and COOP/Internship Supervision | 7 |
|  | **2.5** |  | Student Advising | 8 |
|  | **2.6** |  | Short Courses | 8 |
|  | **2.7** |  | Lab Development | 9 |
|  |  |  |  |  |
| **3.** |  | **\*** | **MASTER AND DOCTORAL STUDENTS’ SUPERVISION** | **9** |
|  | **3.1** |  | Master Theses Supervision /Advising | 9 |
|  | **3.2** |  | Ph.D. Dissertation Supervision /Advising | 9 |
|  |  |  |  |  |
| **4.** |  | \* | **RESEARCH** | **10** |
|  | **4.1** |  | Research Interests /Specific Areas | 10 |
|  | **4.2** |  | Research Projects (Sponsored/Funded) | 10 |
|  | **4.3** |  | Publications | 10 |
|  |  | **4.3.1** | **Refereed Journal Papers** | 10 |
|  |  | 4.3.1A | List of Referred Journal Papers (ISI) under the *Current Rank* (recent first) | 10 |
|  |  | 4.3.1B | List of Referred Journal Papers *before the attainment* of the *Current Rank* | 10 |
|  |  | **4.3.2** | **Refereed Conference Papers** | 10 |
|  |  | 4.3.2A | List of Referred Conferences Papers under the *Current Rank* (recent first) | 10 |
|  |  | 4.3.2B | List of Referred Conferences Papers *before the attainment* of the *Current Rank* | 10 |
|  |  | **4.3.3** | **Refereed Technical Reports** | 12 |
|  |  | **4.3.4** | **Book Writing and Book Chapters** | 12 |
|  |  | **4.3.5** | **Patents (Filed and Registered)** | 12 |
|  | **4.4** |  | Citations and Contributions [i.e., excluding self-citations] | 12 |
|  |  | **4.4.1** | **List of Publications (Main Contributions)** | 12 |
|  | **4.5** |  | Contribution to Co-authored Papers | 14 |
|  |  |  |  |  |
| **5.** |  | **\*** | **COMMUNITY AND PROFESSIONAL SERVICES** | **14** |
|  | **5.1** |  | Professional Activities | 14 |
|  |  | **5.1.1** | Conference Organization | 14 |
|  |  | **5.1.2** | Conference Presentations | 14 |
|  |  | **5.1.3** | Invited Talks/Lectures | 15 |
|  |  | **5.1.4** | Review of Technical/Journal Papers, Proposals and Reports | 15 |
|  |  | **5.1.5** | Membership of Refereed Journal Editorial Boards | 15 |
|  | **5.2** |  | Outreach Activities | 15 |
|  |  | **5.2.1** | National Committees and Councils/Boards (Off Campus) | 16 |
|  |  | **5.2.2** | Social, Community and Other Activities and Involvements | 16 |
|  |  | **5.2.3** | Public Seminars, Lectures and Workshops (On And Off Campus) | 17 |
|  | **5.3** |  | Committee Work (On Campus) | 18 |
|  |  | **5.3.1** | Administrative Assignments | 18 |
|  |  | **5.3.2** | Departmental, College and University Committees | 18 |
|  |  | **5.3.3** | Other Committees/Councils/Boards | 18 |
|  |  |  |  |  |
|  | **A** |  | **APPENDIX A**: **Details of** **Teaching Evaluation** | **19** |
|  | **B** |  | **APPENDIX B**: **Supporting Documents** (if found necessary) | **20** |
|  | **C** |  | **APPENDIX C**: **Additional Information** (if found necessary) | **21** |
|  | **D** |  | **APPENDIX D**: **Additional Work** (in case of re-applying for the rank | **22** |
|  |  |  |  |  |

**DOSSIER STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
| New Application | □ | Date: | MM-YYYY |
| Re-Applying | □ | Date of Previous Application: | MM-YYYY |

**Summary of Major Achievements**

|  |  |
| --- | --- |
| *Please provide a in bullet format a brief summary of your achievements since the promotion to the current rank (a max of one-page)* | |
| **Teaching** |  |
| * . * . * . * . * . * . * . * . * . * . | |
| **Research** |  |
| * . * . * . * . * . * . * . * . * . * . | |
| **Community Services** |  |
| * . * . * . * . * . * . * . * . | |
| **Others** |  |
| * . * . * . * . * . * . * . * . | |
| *End of Summary* | |

# **1. Summary of Experience Record** (RESUME)

## **1.1 Personal Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  | | | | |
| Date of Birth: | DD, MM, YYYY | | | | |
| Place of Birth: | City, Country | | | | |
| Department, College: |  | | | | |
| Date of Employment | MM, YYYY | | | | |
| Current Rank: | Assistant/Assoc Prof | Promotion Date of Current Rank: | | | MM, YYYY |
| ORCID #: |  | | | | |
| SCOPUS #: |  | | | | |
| Researcher ID: |  | | | | |
| Address: |  | | | | |
| Telephone (office): |  | | Mobile: |  | |
| e-mail: |  | | | | |

## **1.2 Educational Record** (recent first)

|  |  |  |
| --- | --- | --- |
| **19xx – 19xx** | **Doctor of Philosophy** (Ph.D.) in XXXX Engineering, University Name, City, Country | |
|  | Dissertation Title: |  |
| Supervisor Name: |  |
| **19xx – 19xx** | **Master of Science** (M.Sc.) in XXXX Engineering, University Name, City, Country | |
|  | Thesis Title: |  |
| Supervisor Name: |  |
| **19xx – 19xx** | **Bachelor of Science** in in XXXX Engineering, University Name, City, Country | |

## **1.3 Specialization** (Areas of Research Interest)

|  |
| --- |
| My research areas are focused mainly on building thermal and energy performance and the quality of the indoor environment. Specifically, they are related to: |
|  |
| * Thermal and Energy Performance of Buildings |
| * Energy Conservation in Building |
| * Indoor Environmental Quality (IEQ) |
| * Thermal and Moisture Performance of Building Envelope |
| * *Add rows as needed* |

## **1.4 Employment Record** (recent first)

|  |  |
| --- | --- |
| **20xx – Present** | Associate Professor, Department University, City, Country |
| **20xx – 20xx** | Assistant Professor, Department University, City, Country |
| **20xx – 20xx** | Post Doc, Department University, City, Country |
| **20xx – 20xx** | Research Assistant, Department University, City, Country |
| **20xx – 20xx** | Teaching Assistant, Department University, City, Country |
|  | *Add rows as needed* |

## **1.5 Consultation and Professional Activities**

|  |
| --- |
| My **Consultation Activities** and/or **Work** are focused mainly on and/or related to: |
|  |
| 1. Thermal and Energy Performance of Buildings |
| 1. Energy Conservation in Building |
| 1. Indoor Environmental Quality (IEQ) |
|  |
| My **Professional Activities**: (recent first) |
| 1. Worked for Saudi Aramco Consulting Services Department and was involved in formulating energy policies for the company and assessing new HVAC technologies (heat pipe-coiling coil system). |
| 1. Reviewed many research proposals, reports and papers submitted to the international journals of xxxx, xxxx, and xxxx |
| 1. *Add rows as needed* |

## **1.6 Training** (Training Activities, Certification and Training Experience)

|  |  |
| --- | --- |
| **20xx – Present** |  |
| **20xx – 20xx** |  |
| **20xx – 20xx** |  |
| **20xx – 20xx** |  |
| **20xx – 20xx** |  |
|  | *Add rows as needed* |

## **1.7 Awards, Honors** and **Professional Affiliations**

|  |  |
| --- | --- |
| **20xx – 20xx** | Received the *University* **Service** **Award**, for distinguished service of **10, 20**, and **30** years. |
| **1993– 2022** | Distinguished Teaching Award, College of xxxxx, KFUPM, for the academic year 2019-2020. |
| **20xx – 20xx** |  |
| **20xx – 20xx** |  |
| **20xx – 20xx** |  |
|  | *Add rows as needed* |

# **2. TEACHING**

|  |
| --- |
| Please report required information under **Teaching** since the last promotion date, **only** |
| Statement on **Teaching** philosophy, practices, methods, and tools |
|  |
| * . |
| * . |
| * . |
|  |
| *Add rows as needed* |

## **2.1 Courses Taught**

| Please first, complete required information under **Appendix A**,  Summary of results can then be reported here | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Students’ Evaluation of Courses Taught at KFUPM: **Undergraduate Courses** | | | | | | |
| **No.** | **Academic Year** | **Terms** | **Total**  **Courses** | **Total No. of Students** | **Students’ Evaluation** | |
| **Term AVR**  **(10)** | **Year AVR (10)** |
| 1. | 2022-2023 | **22-1**  **22-2**  **22-3** | **4**  **3**  **2** | **83**  **75**  **35** | **9.25**  **9.10**  **8.95** | **9.10** |
| 2. | 2021-2022 | **21-1**  **21-2**  **21-3** | **3**  **3**  **2** | **90**  **80**  **45** | **9.10**  **9.00**  **8.75** | **8.95** |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. | add rows as needed |  |  |  |  |  |
|  | **X Years** | **X Terms** | **X Courses** | **X** | **Overall = XX.X** | **X.XX** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Courses Taught at KFUPM: **Graduate Courses** | | | | |
| **Course No.** | **Course Title** | **Academic Year**  **(Semester)** | | **Students’ Evaluation**  **(out of 10)** |
| **ARE 538** | Ventilation and Indoor Air Quality | 1994-95  1995-96  1996-97  1999-00 | **(94-1)**  **(95-1)**  **(96-2)**  **(99-2)** | **9.72**  **9.99**  **8.63**  **9.06** |
| **ARE 402** | Senior Thesis | 2019-20 | **(93-1)** | **9.66** |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |
|  | **Overall:** | **6** | **Total = 6** | **AVR = X.XX** |

## **2.2 Course Coordination**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Courses Coordinated at KFUPM: **Undergraduate Courses** | | | | |
| **Course No.** | **Course Title** | **Academic Year**  **(Semester)** | | **Students’ Evaluation**  **(out of 10)** |
| **ARE 533** | Building Systems Design | 1994-95  1995-96  1996-97  1999-00 | **(94-1)**  **(95-1)**  **(96-2)**  **(99-2)** | **NA**  **NA**  **NA**  **NA** |
| **ARE 325** | Innovative Building Envelopes | 2021-22 | **(21-1)** | **NA** |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |
|  | **Overall:** | **X** | **Total = X** | **AVR = X.XX** |

## **2.3 Course and/or Curricula Development**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of **Courses** (if any) *developed* at KFUPM | | | | |
| **Course No.** | **Course Title** | **Academic Year**  **(Semester)** | | **Course Level** |
| **ARE 504** | Innovative Building Envelopes | 2021-22 | **(21-1)** | Graduate |
| **ARE 320** | Room Acoustics | 1993-94 | **(93-1)** | Undergraduate |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

|  |  |
| --- | --- |
| List of **Programs** (if any) *developed* at KFUPM | |
| **Development Activities** | **Academic Year**  **(Semester)** |
| 1. Chaired a committee for developing the **Preparatory Year English Modular program** and the assessment and promotion criteria. | 1996-97  **(96-1)** |
| 1. Introduced major modifications to the **Arch. Engineering undergraduate program**, both in the structure and content. | 2019-20  **(20-1)** |
|  |  |
| *Add rows when needed* |  |

## **2.4 Senior Projects (SP), Summer,** and **COOP/Internship Supervision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of SP/Training Supervision at KFUPM: Undergraduate Courses | | | | |
| **Course No.** | **Course Title (CT) / Project Title (PT)** | **Academic Year**  **(Semester)** | | **Role** |
| **ARE 350** | **CT**: **Coop Program**  **PT**: The Design of Energy Efficient Lighting System for a Museum. | 2021-22 | **(211-1)** | Principal Advisor |
| **ARE 400** | **CT: Senior Design Project**  **PT**: The Design of Energy Efficient Lighting System for a Museum | 1993-94 | **(93-1)** | Co-Advisor |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

## **2.5 Student Advising**

|  |
| --- |
| Statement on Advising philosophy, practices, methods, and tools |
|  |
| * . |
| * . |
| * . |
|  |
| * *Add rows when needed* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Students’ **Advising** at KFUPM  Undergraduate (**UG**) / Graduate (**G**) | | | | |
| **Academic Year**  **(Semester)** | | **Number of Students** | | **Total Number** |
| **UG** | **G** |
| 2021-22 | **(21-1)** |  |  |  |
| 1993-94 | **(93-1)** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Add rows as needed |

## **2.6 Short Courses**

| **List of Short Courses Coordination / Instruction / Participation**  Coordinator (**CO**), Instructor (**IN**), Guest Speaker (**GS**) | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Academic Year**  **(Semester)** | | **Short Course Title** | **Organizer** | **Role** |
| 1. | 1998-99 | (**98-3**) | Energy Engineering and Management in Buildings | ARE,  KFUPM | **CO & IN** |
| 2. | 2000-01 | (**00-1**) | Energy Cost Effectiveness and Thermal Comfort in Building Design | ARE,  KFUPM | **IN** |
| 3. | 2020-21 | **(21-2)** | Sustainable Buildings | Aramco | **GS** |
|  |  |  |  |  |  |
|  |  |  | *Add rows when needed* |  |  |

## **2.7 Lab Development** (if any)

|  |  |
| --- | --- |
| **Lab Development Activities** | |
| 1. | Example-1: Contributed to the development of the Building Science lab units required for the Arch. Eng. program for effective teaching and learning and participated in acquiring the state-of-art equipment for establishing IAQ assessment unit and in inspecting the performance of newly received equipment. |
| 2. | Example-2: Involved in the development of the space layout of the Architectural Engineering Computer-Aided Design Lab and the specification of the computer hardware and software requirements. Additionally, participated in preparing plans for computer hardware requirements for the different fiscal years and the setting of the lab utilization and operation guidelines to maximize student benefit while maintaining good status of the lab. |
| 3. | Example-3: Was involved in the development of the Building Materials Lab (2019-2021) to render its space and equipment suitable for the needed experimental set-ups that is used as part of the building materials course and other related courses. |
|  |  |
|  |  |
|  | *Add rows when needed* |

# **3. Master and Doctoral Students’ Supervision**

Example: (You may wish to use your own words)

**Brief**: I have been involved in the supervision of many Master Theses conducted in the **XXXXX** Department. I have also served as a member of several theses’ committees in the same department. The experience was enriching and rewarding for both me and the students. Whether I am supervising or serving as a member of a thesis committee, I was closely involved and engaged with students during developing their research and thesis writing. Theses' titles and involvement as follows.

## **3.1** **Master Theses Supervision /Advising**

| **List of Master Theses**  Thesis Supervisor (**SS**), Thesis Co-Advisor (**CA**), Committee Member (**CM**) | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Thesis Title** | **Student's Name** | **Role** | **Years** |
| **1.** | Priority Rating of Public Building Work in Saudi Arabia | M. Hasan Majed | **CM** | **2018-2019** |
| **2.** | Linear Atria Daylight Analysis: Development of a Graphical Design Tool | S. Mazharuddin | **SS** | **2020-2022** |
|  |  |  | **CA** |  |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

## **3.2 Ph.D. Dissertation Supervision /Advising**

| **List of Doctoral Dissertations**  Dissertation Supervisor (**DS**), Committee Member (**CM**) | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Thesis Title** | **Student's Name** | **Role** | **Year** |
| **1.** | Assessment of HVAC Systems Design and Operation for IAQ in Saudi Arabia | Raza Khan | **DS** | **2015-2019** |
| **2.** | Impact Of Building Rezoning & Change of Use On Energy | Khurshid Alam | **CM** | **2020-2022** |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

# **4. RESEARCH**

## **4.1 Research Interests / Specific Areas**

|  |
| --- |
| **4.1.A Research Interests:** |
| * . |
| * . |
| * . |
| * . |
| *Add rows when needed* |
| **4.1.B Specific Areas of Specialization** |
| * . |
| * . |
| * . |
|  |
| *Add rows as needed* |

## **4.2 Research Projects** (Sponsored/Funded, recent first)

| Role: Principal Investigator (**PI**), Co-Investigator (**CI**), Project Consultant (**PC**)  Status: (Completed, **CP**), (In progress, **IP**), (Accepted, **A**), Type: (Internal**, IN)**, External, **EX)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project Title** | **Role** | **Status** | **Strat** | **End** | **Type** |
| **1.** | **Budaiwi I.** and Abdou A., **et al.**, “*Assessment of the Air Infiltration in Single-Family, Detached Saudi Houses for Energy Efficiency*”, A 2-year Funded-Project by **KACST** under the Energy Technologies Program of the National Science and Technology Plan (NSTP), | **PI** | **CP** | **MM-YY** | **MM-YY** | **IN** |
| **2.** |  | CI | **IP** | **MM-YY** | **MM-YY** | **EX** |
| **3.** |  |  |  |  |  |  |
| **4.** | *Add rows as needed* |  |  |  |  |  |

## **4.3 Publications**

## **4.3.1 Refereed Journal Papers**

|  |  |
| --- | --- |
| **4.3.1.A** List of Referred Journal Papers (Indexed in **W**o**S**) under the Current Rank (recent first)  Indicate if **Extracted (Ex-PhD), (Ex-MSc)** (Technical Report, **Ex-TR**), (Conference Paper, **Ex-CP)** | |
|  | Samiuddin S., **Budaiwi, I. M.,** "*Assessment of Thermal Comfort in High-Occupancy Spaces with Relevance to Air Distribution Schemes: A case Study of Mosques*"Building Services Engineering Research and Technology**,** Vol. **39** (5), pp. 572-589 (**2018**) |
|  | Najib T. Al-Ashwal, **Ismail M. Budaiwi**, and Ahmad Sanusi Hassan, “*An Approach to Select Ideal Window Area in Office Buildings: Modeling and Simulation*” American Transactions on Engineering & Applied Sciences, Vol. **3** (2), pp. 101-114 (**2014**). **(Ex-MSc)** |
|  |  |
|  | *Add rows as needed* |
|  |  |
| **4.3.1.B** List of Referred Journal Papersbefore the attainment of the Current Rank(recent first) | |
|  |  |
|  |  |
|  |  |
|  | *Add rows as needed* |
|  |  |

## **4.3.2 Refereed Conference Papers**

|  |  |
| --- | --- |
| **4.3.2.A** List of Referred Conferences Papersunder the Current Rank (recent first) | |
|  | Omer El Tahir, **Ismail Budaiwi** and Adel Abdou, "*The Investigation of Scheduled Evaporative Cooling for a Sustainable House Model in Riyadh*"**,** 2nd Inter. Conference for Sustainable Design of the Built Environment: Research in Practice**,** London, UK, September (**2020**) |
|  |  |
|  |  |
|  | *Add rows as needed* |

|  |  |
| --- | --- |
| **4.3.2.B** List of Referred Conferences Papers before the attainment of the Current Rank | |
|  | **Budaiwi I.**, and Abdou***,*** A***.,*** “*Investigation of Thermal Performance of Heat Pipe/Cooling Coil System in Hot Humid Climates: A Case Study*”, IASTED, Inter. Conference on Applied Modelling and Simulation, Banff, Canada, pp.183-188**,** July 27- August 1 (**1997**). |
|  |  |
|  |  |
|  |  |
|  | *Add rows as needed* |

## **4.3.3 Refereed Technical Reports**

|  |  |
| --- | --- |
|  | **Budaiwi, I.,** Abdou, A., and Al-Homoud, M., “*Thermal Conductivity Measurements of Common Insulating Materials under Different Operating Conditions*”, A 1-year Funded Research Project, the Saudi Basic Industries Corporation (*SABIC*), Final Technical Report, October **20xx**. |
|  |  |
|  | *Add rows as needed* |

## **4.3.4 Book Writing** and **Book Chapters**

|  |  |
| --- | --- |
|  | **4.3.4.A Book Writing** |
|  | Murakami, S. et. al., Room Air Convection and Ventilation Effectiveness, pp. 397-406, American Society of Heating and Refrigeration and Air-Conditioning Engineers, Atlanta, Georgia (**1993)**, ISBN 1-883413-06-0 |
|  |  |
|  | *Add rows as needed* |
|  | **4.3.4.B Contribution to Book Chapters** |
|  |  |
|  | *Add rows as needed* |

## **4.3.5 Patents** (Filed and/or Registered)

|  |  |
| --- | --- |
| Patent Title: | System, device, and method for controlling smart windows |
| Inventor(s): | Mohammed Abdul Fasi, Ismail M. Budaiwi |
| Patent number: | **US** [**10053911**](http://patft1.uspto.gov/netacgi/nph-Parser?Sect1=PTO2&Sect2=HITOFF&p=1&u=%2Fnetahtml%2FPTO%2Fsearch-bool.html&r=1&f=G&l=50&co1=AND&d=PTXT&s1=10053911.PN.&OS=PN/10053911&RS=PN/10053911) |
| Date of Patent: | August 21, 2018 |
|  |  |
| Patent Title: |  |
| Inventor(s): |  |
| Patent number: |  |
| Date of Patent: | *Add rows as needed* |
|  |  |

## **4.4 Citations and Contributions** ([exclude self-citations])

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.4.1 List of Publications (Main Contributions)** | | | | | | | | |
|  | |  | **W**o**S** = **W**eb **o**f **S**cience Citations, **S** = **S**copus Citations  (i.e., excluding Self-Citations) | | | | |  |
| **No** | **Paper Details,** Authors(s) and Paper Title | | | **Q-Rank** | **IF-JCR** | **Citations** | | **My Contribution** |
| **WoS** | **S** | **%** |
| **J.1** | Fasi, M. A., **Budaiwi, I. M**., “*Energy performance of Windows in Office Buildings Considering Daylight Integration and Visual Comfort in Hot Climates*” Energy and Buildings, Vol. **108** (5), pp. 307-316 (**2015**)  **WoS Link**: https://doi.org/10.1016/j.enbuild.2015.09.024 | | | **Q1** | **2.95** | **56** | **39** | **45 %** |
| **J.2** |  | | |  |  |  |  |  |
| **J.3** | *Add rows as needed* | | |  |  |  |  |  |
|  | *Notes:*   * *Use the* ***IF*** *and* ***Quartile Rankings*** *from* ***Web of Sciences*** *and* ***Clarivate.*** * *The* ***Quartile Rankings*** *should be considered based on the* ***publication date*** *of the journal paper.* * *Report only the impact factor (****IF****) published in Journal Citation Report (****JCR****)* * *For multidisciplinary journal use* ***Q*** *for area of specialization.* * *Doi, or the* ***W****o****S*** *link to the paper should be indicated.* | | | | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table of Journals Listed in **WoS** and **ABS** or Approved by **SC (ASC)**  **(Since last promotion ONLY)** | | | | | | | | |
| Journal Type: Subscribed, **SB**, or Open Access, **OA, Both, BO** | | | | | | | | |
| **No.** | **Journal’s Name** | **WoS**  **(Y/N)** | **ABS**  **(Q ≥ 3)** | **ASC**  **(Y/N)** | **JCR-IF** | **JCR**  **Quartile** | **Journal Type** | **No. of Units** |
| **J.1** | Building Research and Technology | **Y** | **N** | **N** | **2.991** | **Q2** | **SB** | **0.25** |
| **J.2** | Energy and Buildings | **Y** | **Y** | **N** | **3.081** | **Q1** | **SB** | **0.50** |
| **J.3** | Construction and Building Materials | **Y** | **N** | **Y** | **1.792** | **Q3** | **SB** | **1.00** |
| **J.4** | Energy Conversion and Management | **Y** | **Y** | **Y** | **0.501** | **Q4** | **SB** | **0.50** |
| **J.5** | Building Simulation | **N** | **Y** | **Y** | **-** | **-** | **SB** | **0.25** |
| **J.6** |  |  |  |  |  |  | **OA** |  |
| **J.7** |  |  |  |  |  |  | **BO** |  |
| **J.8** |  |  |  |  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |  |  |  |  |
|  | **NOTES**:  The applicant should adhere to the following key points while preparing his/her Dossier (CV).   * *Do not count non-****W****o****S*** *and* ***ABS*** *< 3 journals for No. of Units.* * *ABS journals ranked 3 or 4 for* ***KBS*** *applicants only.* * *Approved by Scientific Council (****ASC****) journals for* ***IAS*** *applicants only.* * *Use the* ***IF*** *and* ***Quartile Rankings*** *from* ***Web of Sciences*** *and* ***Clarivate.*** * *Report only the impact factor (****IF****) published in Journal Citation Report (****JCR****)* * *The* ***Quartile Rankings*** *should be considered based on the* ***publication date*** *of the journal paper.* * *For multidisciplinary journal use* ***Q*** *for area of specialization* * *In addition, Doi, or the* ***W****o****S*** *link to the paper should be indicated.* | | | | | | | |

|  |  |
| --- | --- |
| **No.** | **Summary of Main Contribution** to the **Area of Specialization** (Descriptive) |
| **J.1** |  |
| **J.2** |  |
| **J.3** |  |
| **J.4** |  |
| **J.5** |  |
| **J.6** |  |
| **J.2** |  |

## **4.5 Contribution to Co-authored Papers**

|  |  |  |  |
| --- | --- | --- | --- |
| Role: Lead Author (**LA**), Co-Author (**CO-A**), Corresponding Author (**CA**) | | | |
| **Co-authored Papers** | **Role** | **Contribution (%)** | **Summary of Contribution** (Descriptive) |
| **J.4** | **LA** | **45 %** |  |
| **J.7** | **LA + CA** | **55 %** |  |
| **J.10** | **CO-A + CA** | **35 %** |  |
| **J.14** | **CO-A** |  |  |
|  |  |  | *Add rows as needed* |

# **5.** **COMMUNITY AND PROFESSIONAL SERVICES**

# (Please report required information since the last promotion date, **only**)

## **5.1** **Professional Activities**

## **5.1.1 Conference Organization**

| **No.** | **Conference Name** | **Location** | **Role** | **Date**  **MM/YY** |
| --- | --- | --- | --- | --- |
|  | International Conference on Numerical Analysis and Optimization | KFUPM, SA | Organizing Comm. Members | **12/2011** |
|  | Analysis of PDEs: unique continuation, stabilization, control, and dispersive properties | Paris, France | Scientific Board Member | **11/2018** |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

## **5.1.2 Conference Presentations**

| **No.** | **Conference Title** | **Location** | **Date**  **MM/YY** |
| --- | --- | --- | --- |
|  | International Conference on Numerical Analysis and Optimization | KFUPM, SA | **12/2011** |
|  | Analysis of PDEs: unique continuation, stabilization, control, and dispersive properties | Paris, France | **11/2018** |
|  |  |  |  |
|  |  |  |  |
|  | *Add rows as needed* |  |  |

## **5.1.3 Invited Talks/Lectures**

| Invited Talk (**IT**), Lecture (**L**) | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Title** | **Location** | **Type of Talk** | **Date**  **MM/YY** |
|  | International Conference on Numerical Analysis and Optimization | KFUPM, SA | **IT** | **12/2011** |
|  | Analysis of PDEs: unique continuation, stabilization, control, and dispersive properties | Paris, France | **L** | **11/2018** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

## **5.1.4 Review of Technical/Journal Papers, Proposals and Reports** (if any)

| Journal Paper (**JP**), Technical Proposal (**TP**), Technical Report (**TR**) | | | |
| --- | --- | --- | --- |
| **No.** | **Journal Title, or Organization/Institution** | **Review Type** | **Date**  **MM/YY** |
|  | Journal of MIS | **JP** | **12/22** |
|  | International Conference on Information Systems | **TP** | **01/22** |
|  |  | **TR** |  |
|  |  |  |  |
|  | *Add rows as needed* |  |  |

## **5.1.5 Membership of Refereed Journal Editorial Boards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Editor-in-Chief/Editor (**ED**), Senior Editor **(SE**), Associate Editor (**AE**),  Editorial Board (**EB**), Advisory Board (**AB**) | | | | |
|  | **Journal Title** | **Membership** | | |
| **Type** | **Duration**  **(From -To)** | |
|  | Journal of Marketing | **EB** | **11/2020** | **11/2023** |
|  |  | **SE** |  |  |
|  |  | **AB** |  |  |
|  |  | **ED** |  |  |
|  | *Add rows as needed* |  |  |  |

## **5.2 Outreach Activities**

## **5.2.1 National Committees and Councils/Boards** (Off-Campus)

|  |  |
| --- | --- |
|  | Member of the XXXXXX committee formed by the Ministry of Higher Education, 2019-Present |
|  |  |
|  |  |
|  |  |
|  | *Add rows as needed* |

## **5.2.2 Social, Community** and **Other Activities / Involvements**

|  |  |
| --- | --- |
|  | Participated in xxxxx, 2019-Present |
|  | Was involved in organizing the social events in the college, 2020-2021 |
|  | Supervised the Are Students’ Club activities |
|  |  |
|  | *Add rows as needed* |

## **5.2.3 Public Seminars, Lectures and Workshops** (On and Off-Campus)

| Public Seminar (**PS**), Public Lecture (P**L**) and Workshop (**WS**) | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Title** | **Location** | **Type of**  **Presentation** | **Date**  **MM/YY** |
|  |  | KFUPM | **PS** | **12/2011** |
|  |  | Aramco | **WS** | **11/2018** |
|  |  |  | **PL** |  |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

## **5.3 Committee Work** (On Campus)

## **5.3.1 Administrative Assignments**

|  |  |  |
| --- | --- | --- |
| **Position** | **Year** | **Type** |
| **Chairman** of Architectural Engineering Department | 1995-2005 | Full Time |
| **Supervisor**, University Technical Affairs | 2005-2007 | Full Time |
| **Dean**, College of General Studies | 2007-Present | Full Time |
| **Director**, Summer Program | 2010 | Appointed |
| **Dean**, Educational Services **(Acting)** | 2018-Present | Additional  Assignment |
|  |  |  |
| *Add rows as needed* |  |  |

## **5.3.2 Departmental, College** and **University Committees**

During the last five years, I have effectively participated in many committees at the department, college, and university levels. The following list summarizes some of the committee work that I have undertaken throughout the years **20xx-20xx**.

| Type: **S** = Standing , **A**= Ad-Hoc, Role: **C** = Chairperson, **M** = Member | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Committee Name** | **Academic Year-Term** | **Type** | **Role** |
| \* | **University Committees** |  |  |  |
|  | Academic Committee | **21-1** | **S** | **M** |
|  | Faculty Affairs Committee |  | **S** | **C** |
|  |  |  | **A** | **M** |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |
|  | **College Committees** |  |  |  |
|  | Social Events Committee | **19-2** | **A** | **C** |
|  |  |  | **S** | **M** |
|  | *Add rows as needed* |  |  |  |
|  | **Department Committees** |  |  |  |
|  | ARE Program Promotion Committee | **18-1** | **A** | **C** |
|  | Faculty Recruitment Committee | **18-2** | **S** | **M** |
|  | IBL Committee | **19-3** | **A** | **C** |
|  | *Add rows as needed* |  |  |  |

|  |  |
| --- | --- |
|  | Briefly describe your role/achievements in **major** committees **only** |
|  | **Com-11**:   * Established IBL Questions to be used in teaching PYP-Math courses in the coming terms. * Conducted several workshops to discuss with the faculty members these questions and some ideas related to IBL. |
|  |  |
|  |  |
|  | *Add rows as needed* |

## **5.3.3 Other Committees, Councils,** and **Boards** (if any)

| **No.** | **Board/Council Name** | **Year** | **Level** | **Role** |
| --- | --- | --- | --- | --- |
|  | University Board | 2020-Present | University | Member |
|  | College of General Studies Council | 2007-Now | University | Chairman |
|  | KFUPM Schools Board | 2010-2014 | Elected | Deputy Chairman |
|  |  |  |  |  |
|  | *Add rows as needed* |  |  |  |

# **APPENDIX A: Details Of Teaching Evaluation**

# (Since the last Promotion date, **only**)

(Please report information, here in term-wise, then report summary under **item 2.1**)

| **No.** | **Course(s) Taught** | **Term** | **Dpt.** | **Section(s)**  if any) | **No. of Students** | **Students’ Evaluation**  **(10)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | ARE 230: Building Materials | **21-1** | ARE | 02 | 20 | **9.11** |
| 2. |  | **21-1** |  |  |  |  |
| 3. |  | **21-1** |  |  |  |  |
| 4. |  | **21-1** |  |  |  |  |
|  | *Add rows as needed* |  |  |  |  |  |
|  |  | **21-1** |  |  | **Term’s AVR** | **9.25** |
| 1. |  | **21-2** |  |  |  |  |
| 2. |  | **21-2** |  |  |  |  |
| 3. |  | **21-2** |  |  |  |  |
| 4. |  | **21-2** |  |  |  |  |
|  | *Add rows as needed* |  |  |  |  |  |
|  |  | **21-2** |  |  | **Term’s AVR** | **9.25** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **21-3** |  |  | **Term’s AVR** | **9.25** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **22-1** |  |  | **Term’s AVR** | **9.25** |
|  |  |  |  |  |  |  |
|  |  | **X Terms** |  | **Total:** | **XXX** |  |
|  | | | | | | |
|  |  | **X Terms** |  |  | **AVR / Course** | **9.05** |
|  |  |  |  |  | **AVR / Term** | **9.22** |

# **APPENDIX B: Supporting Documents** (if any)

# You may wish to add any **supporting document**(s) related to **Teaching**, **Research** and/or University **and Community Services**, only when necessary and these documents would add significant value in supporting your application.

# **APPENDIX C: Additional Information** (if found necessary)

# To allow flexibility to applicant(s), you may wish to provide and in your own way present **additional information** and/or **write-up** that is not covered by the contents and design of this template under **Teaching**, **Research** and/or **University** **and Community Services**. But, only when such information presentation would add significant value to your application. Please be brief but concise.

**Additional Information** (max, a total of two page)

* **Teaching**
* **Research** (e.g., you may wish to highlight **Non-ISI** Journals, Unsponsored/Independent Research Projects)

|  |  |
| --- | --- |
| List of Referred Journal Papers (**Non-ISI**) under the Current Rank (recent first) | |
|  | Najib T. Al-Ashwal, **Ismail M. Budaiwi**, and Ahmad Sanusi Hassan, “*An Approach to Select Ideal Window Area in Office Buildings: Modeling and Simulation*” American Transactions on Engineering & Applied Sciences, Vol. **3** (2), pp. 101-114 (**2014**). |
|  |  |
|  |  |
|  | *Add rows as needed* |
|  |  |

| List of ***Unsponsored/Independent*** Research Projects under the Current Rank (recent first)  Role: Principal Investigator (**PI**), Co-Investigator (**CI**), Project Consultant (**PC**)  Status: (Completed, **CP**), (In progress, **IP**), (Accepted, **A**) | | | | | |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Project Title** | **Role** | **Status** | **Strat** | **End** |
| **1.** | **Budaiwi I.** and Abdou A., **et al.**, “*Assessment of the Air Infiltration in Single-Family, Detached Saudi Houses for Energy Efficiency*”, A 2-year Funded-Project by **KACST** under the Energy Technologies Program of the National Science and Technology Plan (**NSTP**) | **PI** | **CP** | **MM-YY** | **MM-YY** |
| **2.** |  | CI | **IP** | **MM-YY** | **MM-YY** |
| **3.** |  |  |  |  |  |
| **4.** | *Add rows as needed* |  |  |  |  |

* **Community Services**
* **Others**

|  |
| --- |
| *End of Additional Information (****Max two pages****)* |

# **APPENDIX D:** **Additional Work (**Re-Applying for the Rank)

|  |  |  |  |
| --- | --- | --- | --- |
|  | □ Re-Applying | *Date of Previous Application:* | *DD-MM-YY* |
|  | | | |
| In case of declining promotion to rank of **xxxxx Professor** on Date: **Month**, **Year**) This **Appendix D** must **identify** and **include** **ONLY** any additional work and/or elements under the **RESEARCH** item and its subcomponents since the date of declining the previous application. | | | |

## **D.1 Research Projects**

## **D.1.A Sponsored/Funded Research Projects** (recent first)

|  |  |
| --- | --- |
|  | Status: (**Completed**), (**In progress**), (**Accepted**),  Role: Principal Investigator (**PI**), Co-Investigator (**CI**), Project Consultant (**PC**)  Type: **External**, **Internal** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | *Add rows as needed* |

## **D.1.B Unsponsored/Independent Research Projects**

|  |  |
| --- | --- |
|  | Status: (**Completed**), (**In progress**), (**Accepted**),  Role: Principal Investigator (**PI**), Co-Investigator (**CI**), Project Consultant (**PC**)  Type: **External**, **Internal** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** | *Add rows as needed* |

## **D.1.C Research Proposals** (Only Accepted, if any)

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  | *Add rows as needed* |

## **D.2 Publications** under the Current Rank (recent first)

## **D.2.1 Refereed Journal Papers**

|  |  |
| --- | --- |
| **A** List of Referred Journal Papers (**ISI**) | |
| **1.** |  |
| **2.** |  |
| **3.** | *Add rows as needed* |
|  |  |

## **D.2.2 Refereed Conference Papers**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** | *Add rows as needed* |

## **D.2.3 Refereed Technical Reports**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** | *Add rows as needed* |

## **D.2.4 Book Writing and Book Chapters**

|  |  |
| --- | --- |
|  | **A Book Writing** |
| **1.** |  |
| **2.** |  |
|  | *Add rows as needed* |
|  | **B Contribution to Book Chapters** |
| **1.** |  |
| **2.** | *Add rows as needed* |

## **D.2.5 Patents** (Filed and/or Registered)

|  |  |
| --- | --- |
| Patent Title: | System, device, and method for controlling smart windows |
| Inventor(s): | Mohammed Abdul Fasi, Ismail M. Budaiwi |
| Patent number: | **US** [**10053911**](http://patft1.uspto.gov/netacgi/nph-Parser?Sect1=PTO2&Sect2=HITOFF&p=1&u=%2Fnetahtml%2FPTO%2Fsearch-bool.html&r=1&f=G&l=50&co1=AND&d=PTXT&s1=10053911.PN.&OS=PN/10053911&RS=PN/10053911) |
| Date of Patent: | August 21, 2018 |
|  |  |
| Patent Title: |  |
| Inventor(s): |  |
| Patent number: |  |
| Date of Patent: | *Add rows as needed* |
|  |  |