

Executive Rules for Academic Promotions at Najran University

From Article (21) to Article (37) of the Regulations Governing Faculty
Members and The Like at Saudi Universities

Second Edition

Introduction

The Scientific Council at Najran University is pleased to present the second edition of the bylaws for faculty promotion at the university. These rules serve as a regulatory framework aimed at fostering academic and research excellence and advancing the educational process within higher education institutions. The executive rules for faculty promotion are designed to motivate faculty members towards creativity and active contribution to the development of the scientific community by adhering to specific promotion standards based on research output, academic excellence, and community engagement.

These executive rules affirm the university's role in developing its academic staff and ensuring the continuity of research and scientific growth. Through these rules, we aim to create an academically stimulating environment for faculty members to pursue scientific research, innovation, and development, positively impacting the quality of scientific research and university education.

Methodology for Preparing the Second Edition of Academic Promotions bylaws

- **Relying on regulatory provisions** related to academic promotions as outlined in the regulations governing the affairs of Saudi university personnel, including faculty members and those of similar status.
- **Assessing the current status** of academic promotions at Najran University and addressing challenges faced by the Scientific Council and specialized committees.

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المجلس العلمي

- **Benchmarking with local universities** to benefit from best practices in this regard.
- **Soliciting feedback** from stakeholders in various colleges and departments across the university, incorporating their recommendations and observations.
- **Integration with other regulatory frameworks** within the University Vice Presidency for Graduate Studies and Scientific Research, aligning with Najran University's strategic plan, which aims to:
 - Enhance the research and scientific capabilities of faculty members as a key criterion for promotion.
 - Promote the university's research productivity, improve research quality, and refine researchers' skills.
 - Broaden research expertise to produce studies of scientific and economic value.
 - Encourage faculty and researchers to engage in scientific publishing.
 - Increase national and international collaboration in research dissemination.

Article Twenty-One

The following are the requirements for the promotion from Assistant Professor to Associate Professor. The applicant should have:

1. Served no less than four years as assistant professor at a Saudi university or any other accredited university, provided that her/his serving term is not less than one year at Saudi universities.
2. Met the minimum required scientific output for promotion in accordance with the provisions of Article Thirty-Two of this regulation.
3. Submitted scientific contributions published or accepted for publication while the candidate was at his current rank of Assistant Professor.
- 4.

تعليمنا يُحقق الرؤية

Executive Rules

- The required period for promotion shall be concurrent to the date the Scientific Council approved the appointment of the applicant as Assistant Professor.
- The scientific production submitted must have been published or accepted for publication after the date of appointment to the rank of Assistant Professor.
- A minimum of one year of service as Assistant Professor at Najran University is required and the publication of at least one research article during the candidate's affiliation to Najran University.

Article Twenty-Two

An applicant for promotion to the rank of Professor must satisfy the following requirements. The applicant should have:

1. Served no less than four years as associate professor at a Saudi university or any other recognized university, provided that her/his serving term is not less than one year at Saudi universities.
5. Met the minimum required scientific output for promotion in accordance with the provisions of Article Thirty-Three of this regulation.
6. Submitted scientific contributions published or accepted for publication while the candidate was at his current rank of Associate Professor

Executive Rules

- The required period for promotion shall be concurrent to the date the Scientific Council approved of the appointment of the applicant as Assistant Professor.
- To promote the applicant to the rank of Professor, the published or accepted research papers are considered, provided they were published or accepted for publication after the Scientific Council's decision to select the list of reviewers for the promotion to Associate Professor, and that they were published or accepted for publication within four years of appointment to the rank of Assistant Professor.
- A minimum of one year of service as Associate Professor at Najran University is required and the publication of at least one research article during the candidate's affiliation to Najran University.

Article Twenty-Three

The Faculty Member is entitled to apply for promotion six months at most before the completion of the statute period for application.

Executive Rules

The date of the department council's recommendation to submit the promotion request to the faculty council for review should be after three and a half years have passed since the decision of the scientific council regarding the appointment or promotion to the current academic rank, provided that the scientific promotion decision is not issued until after completing four years.

Article Twenty-Four

The duration of deputation, secondment, or delegation for the purpose of promotion shall be calculated as follows:

- 1.The full duration in case the deputation, secondment, or delegation is to a scientific institution and the work is within the applicant's field of specialization.
- 2.Half the duration in case the deputation, secondment, or delegation is to a non-scientific institution and the work is within the field of specialization.
- 3.The period is not counted for promotion purposes if it is in an area other than the area of the relevant specialization.

Executive Rules

The Scientific Council, based on the recommendation of the Department and College Councils, shall consider the duration of secondment, deputation, or delegation in the faculty member's field of specialization for the purpose of promotion.

Article Twenty-Five

Faculty members are granted promotion according to the following criteria:

- 1.Scientific research production.
- 2.Teaching.
- 3.University and community service

Executive Rules

- The scientific research production shall be within the candidate's specific area of specialization.
- The candidate's activities in teaching and service to the university and community shall be evaluated according to the assessment form approved by the university council.

Promotion Procedures

Article Twenty-Six

Promotion Procedures:

1. A faculty member shall apply for promotion to the department concerned council; the application shall include the following documents.
 - a. A statement of academic qualifications, job qualifications, and career progression.
 - b. A statement of teaching activities.
 - c. A Statement of activities regarding university and community service.
 - d. At least five copies of the scientific work submitted for promotion, along with relevant data.
 - e. Any additional information to support the promotion request.
 - f. Any other information or documents requested by the department council, college council, or scientific council.

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المجلس العلمي

Executive Rules

- 1- A faculty member shall submit a promotion application including all the required documents specified by the Scientific Council Secretariat.
2. The Department Council shall consider the application for promotion, confirm that the conditions and procedure are met and recommend the submission of the application to the college council together with a list of no less than eight names of specialized reviewers.
3. The College Council shall consider the application based on the Department Council recommendation and nominate no less than eight specialized reviewers be they proposed by the Department Council or otherwise.

Executive Rules

- Each department shall form a committee of no less than three members provided that one member's specialization is similar to that of the candidate and that the **academic rank of each is not less than associate professor**. This condition is exempted at the departments that do not include the same required number of associate professors, provided that one of them is at least an associate professor. This committee reviews all required documents for promotion submitted by the faculty member.
- The committee concerned shall submit its report and remarks on the promotion application to the Department Council including the following:
 - A list of research papers submitted for the current promotion,
 - A list of the research papers the applicant submitted upon her/his previous promotion, and verification of the publication of the accepted research papers in the previous promotion application,

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- A proposed list of reviewers majoring in the candidate's specialty according to the guidelines issued by the Scientific Council,

- A form of non-academic misconduct statement.

- Evidence of appointment/ promotion of the candidate to their current rank,

- A copy of the candidate's identity card,

- A primary assessment of the candidate in the fields of teaching, university and community service according to the evidence s/he provides,

- Forms added by the Scientific Council or its affiliated committees,

- Evidence of the researcher's role and contribution to each research paper submitted for promotion as well as her/his participation percentage in this regard,

- A Department report on citation percentage in each research paper submitted for promotion, citation percentage shall not exceed 25%, and

- A written acknowledgement stating that the candidate has not submitted any previous research papers concerning previous promotion or published ones during this period.

- Members of the Department Council or College Council shall NOT attend the discussion of any topic related to her/his or to any second-degree relatives while presented at the relevant councils (this should be documented in the minutes of the meetings).
- All promotion related documents shall be presented, discussed, and voted on at the Department and College councils.

المجلس العلمي

4. The Scientific Council examines the application for promotion based on the recommendation of the Department and College Councils, and then takes the following steps:

A. Five evaluators will be selected to assess the research work from those who were nominated by the College Council or others. Three evaluators shall be the primary; the fourth shall be a primary reserve evaluator; while the fifth shall be the secondary reserve evaluator [if required]. At least two of the three evaluators shall be from outside the university.

B. The promotion data and research work shall then be sent confidentially to the evaluators for their assessment in accordance with the application forms prepared by the Scientific Council.

Executive Rules

- A standing committee for academic promotion at the Scientific Council shall be formed according to the University Rector's decision, and it undertakes to examine:

- That the submitted application for promotion meets promotion criteria and regulations.

- that letters of publication acceptance are authentic and match their originals, if any.

-that criteria and regulations of publication acceptance are met.

- that the minimum research papers units, teaching load points, and university and community service points required for promotion are met.

- If the application for promotion meets the necessary criteria and conditions, potential reviewers will be listed. Reviewers shall be from scientifically advanced countries for research papers published in English or from high-ranking universities for research papers published in Arabic; the application is to be referred to the Scientific Council.

- In case the application for promotion **does not meet the promotion criteria and conditions**, it will be referred to the College with an explanation of rejection reasons.

- Following the review and examination of the reviewers' reports and remarks, a decision as to approve or reject the faculty member's promotion shall be sent to the Scientific Council.

- Any other tasks or topics assigned to the Permanent Committee within its tasks.

- The Scientific Council Permanent Committee shall contact external reviewers according to the following procedures:

- After approving the Scientific Council minutes concerning forming a review committee, reviewers will be directly contacted (within 10 working days) to obtain their initial approval for review, clarifying the review procedures and stating their financial rewards.

- A reminder will be sent to the reviewer after a week to find out her/his review approval. If there is no response within two weeks, the reserve reviewer will be contacted.

- After reviewers' approval, candidate's research papers and form of research evaluation are sent to the reviewers by e-mail, making sure that they have received the e-mail and attachments.

- A first reminder is sent to the reviewer two weeks after receiving the research papers submitted for promotion. Then, a second reminder is to be sent to her/him three weeks after receiving the research papers, and a final reminder will be sent five weeks after reception to complete his review and prepare a final review report.

- If one of the reviewers is unable to complete review within a maximum period of six weeks, a letter of apology will be sent to her/him, and the research papers will be sent to the reserve reviewer.

- If obtaining three reports from the primary or alternate reviewers is not possible for any reason, a new review committee shall be formed, and they shall be contacted in the same manner as before. For promotion to the rank of Associate Professor, the council shall wait for a maximum period of three months from the date the scholarly work is sent to the reviewers. If only two reports are received within this period and they concur with their recommendation regarding the promotion, the council shall make its decision based on these two reports without waiting for the third reviewer's report.
- If certain cases require the reformation of the review committee, the standing committee shall hold an additional session to submit an alternative list of reviewers for these cases.
- Upon receipt of a review report, the reviewer shall be notified of its receipt and informed about the procedures for disbursing their financial entitlements.
- The confidentiality of the reviewers' information must be maintained, and access to such information shall be restricted to authorized personnel only. Members of the various committees and the Scientific Council are obligated to maintain confidentiality and not disclose such information in any form.

- If an applicant for promotion communicates, be it directly or indirectly, with any of the reviewers, attempts to obtain their information, or seeks to influence the review and promotion procedures in any way, such actions shall be considered violations. As a result, the promotion request shall be cancelled, and the faculty member shall be prohibited from applying for promotion for a full year, starting from the date of the Scientific Council's decision.
- The standing committee shall review the reviewers' comments and submit its recommendations to the Scientific Council for a final decision.
- The Scientific Council would refer the scholarly work to an alternate reviewer had it been established that a review report lacks credibility or if the assigned scores do not align with the detailed report provided by the reviewer.

A. A decision on promoting a faculty member or rejecting their promotion shall be made after reviewing the reviewers' reports and reports on the applicant's activities in teaching, university service, and community engagement.

B. If the council decided to reject the promotion due to weak scholarly output, it shall determine the fate of the submitted research, specifying which works are to be excluded and which may be resubmitted. If the applicant seeks promotion again, the minimum research requirement shall include at least one new research unit for promotion to Associate Professor and at least two new research units for promotion to Full Professor.

Executive Rules

- If the recommendation is to reject the promotion due to weak scholarly output, the standing committee shall include in its final report a list of the research works that are excluded based on the reviewers' reports, following the evaluation process detailed below:

1. Evaluation of Research for Associate Professor Rank:

- The average score given by the three reviewers shall be calculated for each research paper separately.
- If the average score is below **35 points**, the research shall be excluded.
- Fractions shall be rounded up in favor of the applicant if the fraction is **0.5 or higher**, unless the Scientific Council finds other reasons for exclusion.

2. Evaluation of Research for Full Professor Rank:

- The average score given by the three reviewers and the tie-breaking reviewer shall be calculated for each research paper separately.
- If the average score is below **40 points**, the research shall be excluded.
- Fractions shall be rounded up in favour of the applicant if the fraction is **0.5 or higher**, unless the Scientific Council finds other reasons for exclusion.

3. A final decision regarding the research shall be issued by the Scientific Council.

c. The applicant for promotion shall be notified of the Scientific Council's decision and the reasoning behind it confidentially via their official university email. They shall also be provided with the assessment of their scholarly work in accordance with the procedures approved by the Scientific Council.

Article Twenty-Seven

Evaluation of Faculty Promotion Applications

The candidate's application for promotion shall be evaluated on a 100 point scale as follows:

- **60 points** for scholarly output.
- **25 points** for teaching performance.
- **15 points** for university and community service.

المجلس العلمي

The University Council shall establish the criteria for evaluating contributions to university and community service based on recommendations from the Scientific Council.

Executive Rules

- The scholarly output submitted for promotion shall be assessed using an evaluation form sent to the reviewers, based on the following criteria:

First: Reviewers have the right to exclude any research that does not fall within the applicant's exact specialization, assigning it a score of zero.

Second: In case the research article is consistent with the applicant's area of specialization, the following evaluation criteria shall apply.

- 1. Consistency of research with area of specialization (10) points**
 - 2. Originality, novelty, and significance of the research (10 points).**
 - 3. Scientific methodology (10 points).**
 - 4. Clarity, coherence, and language proficiency (10 points).**
 - 5. Scientific documentation, originality, relevance, and diversity of references (10 points).**
 - 6. Quality of the publication venue (10 points).**
- The applicant's teaching and university/community service activities shall also be evaluated upon submission of their promotion request based on the criteria outlined in the evaluation form approved by the University Council.
 - The applicant must obtain a **minimum of 25 points** in the combined evaluation of **teaching performance and university/community service** (out of the total 40 points) to proceed with the promotion process.

Article Twenty-Eight

The total points required for the promotion of a faculty member shall not be less than sixty (60) points. The candidate must obtain a minimum of thirty-five (35) points in the field of scientific production for promotion to the rank of Associate Professor and a minimum of forty (40) points for promotion to the rank of Professor. Promotion to the rank of Associate Professor shall be granted upon the approval of the majority of the three appointed referees. Promotion to the rank of Professor shall require the unanimous approval of all three referees. If only two of the three referees recommend promotion, the opinion of a fourth referee shall be sought and is considered conclusive.

Executive Rules

- In the event that all three referees unanimously recommend the promotion of an applicant to the rank of **Associate Professor**, the scientific production evaluation score shall be determined as the average of the two highest scores assigned by the referees.
- If all three referees unanimously recommend the promotion of an applicant to the rank of **Professor**, the scientific production evaluation score shall be calculated as the average of the scores assigned by all three referees.
- Where two out of the three referees recommend the promotion of an applicant to the rank of **Associate Professor**, the scientific production evaluation score shall be calculated as the average of the scores assigned by the two referees in favor of the promotion, with the score of the referee who opposed the promotion being excluded from the calculation.

- In cases where three out of four referees recommend the promotion of an applicant to the rank of Professor, the scientific production evaluation score shall be calculated as the average of the scores assigned by the three referees who supported the promotion, excluding the score of the arbitrator who opposed it.

Article Twenty-Nine

The minimum scientific production required for the promotion of a faculty member shall include the following:

1. Published or Accepted Research: Research that has been published or formally accepted for publication in refereed scientific journals, subject to the criteria established by the Scientific Council for the acceptance of such journals.
2. Conference Research: Refereed research submitted to specialized scientific conferences and seminars, provided that the research paper is either published in its entirety or has been accepted for publication. A maximum of one unit shall be accepted.
3. University Research Centers: Refereed research that has been published or accepted for publication by specialized university research centers.
4. A maximum of one is accepted from refereed textbooks and references.
5. A maximum of one is accepted from refereed authentication of rare books
6. A maximum of one is accepted from refereed translations of specialized scientific books.
7. Books and Research by Approved Scientific Bodies: Books and research published by scientific bodies approved by the Scientific Council, provided they undergo refereeing. A maximum of one unit shall be accepted.

8. Patents: Inventions and innovations for which patents have been granted by patent offices recognized by the Scientific Council.

9. Distinguished Creative Activity: Creative academic or scientific activities that meet the criteria approved by the University Council, based on the recommendation of the Scientific Council, with a limit of one unit accepted.

Executive Rules

First: Criteria for Accepting Peer-Reviewed Scientific Journals

A. If the Publication is in a Language Other than Arabic

The journal must be included in one of the following databases and indexing services at the time of publishing the research:

- **Web of Science**, limited to the following indexes:
 - Social Sciences Citation Index (SSCI)
 - Science Citation Index Expanded (SCIE)
 - Arts and Humanities Citation Index
- **Scopus**
- **PubMed**

It is required that the journal has **not been excluded** from these indexes during the application for promotion, nor should it be **on hold or suspended**. Additionally, the research must be **indexed** within the relevant database(s).

B. If the Publication is in Arabic

The following criteria shall apply to the journal at the time of publishing the research:

1. The **peer-reviewed scientific journal** must be issued by academic bodies, including:
 - **Government universities** or those classified by the **Ministry of Education**
 - **Reliable scientific institutions**, such as **scientific associations affiliated with government universities**, professional bodies, official organizations, or research centers affiliated with government agencies or government universities, or those classified by the **Ministry of Education**
2. The **editor-in-chief** must hold an **academic rank of at least Associate Professor** or an equivalent rank.
3. The journal must be **issued periodically and regularly**.
4. The journal must be **internationally registered** and must have an **International Standard Serial Number (ISSN)**.
5. The journal must display **publication rules** that clearly outline the process for accepting research.
6. The journal must maintain a **website** that includes a list of contents and abstracts of the research published within it.
7. The journal must have published at least **six issues** or have been **in regular publication for at least two years** at the time the research submitted for promotion is published.

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المجلس العلمي

8. The journal must be **indexed** in **one or more** of the following bibliographic databases:

- **ARCIF**
- **Clarivate Arabic Index**
- **King Fahd National Library**
- **King Faisal Center for Research and Islamic Studies**
- **Dar Al-Manzomah**

9. **Journals published in Arabic** shall be **acceptable for promotion purposes** if they are indexed in **one** of the following:

- **Web of Science**
- **Scopus**
- **PubMed**

10. The **university to which the journal belongs** at the time of publication must be ranked among the **top 1,000 universities** in at least **one** of the following classifications:

- **Times Higher Education (THE)**
- **QS World University Rankings**
- **Shanghai Academic Ranking of World Universities (ARWU)**

11. The research must be published in a **journal issued by the university's main headquarters** and **not by institutes or colleges in the university's branches**.

12. **Research published in scientific journals affiliated with Najran University** shall be accepted, provided that **no more than one research unit** is counted.

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المجلس العلمي

Second: Criteria for Accepting Published or Accepted Research for Publication in Peer-Reviewed Journals:

1. The research must be available on the journal's website.
2. Case reports (Case Reports, Case Series) in health-related specialties will count for no more than one and a half units of the minimum required for promotion to the ranks of Associate Professor or Professor.
3. Meta-analysis or systematic review articles (Meta-Analysis or Systematic Review, Review Articles) that include analysis, scientific recommendations, and significant scholarly effort will count for no more than one research unit of the minimum required for promotion to the ranks of Associate Professor or Professor.
4. Research in the field of education (Education) related to the applicant's specialty but not conducted by education specialists will count for no more than half a research unit.
5. Short articles (Short Articles) and chemical structure reports (Structure Reports) are accepted if they follow the standard research structure, such as containing an abstract, introduction, methodology, analysis, results, and references.
(Abstract, Introduction, Methodology, Analysis, Results, References)
6. Scientific production outlined in paragraphs (2 to 5) of this executive regulation will be accepted for no more than 50% of the minimum required for promotion.

تعليمنا يُحقق الرؤية

7. The applicant for promotion in all disciplines (theoretical and humanities) must meet the publication or acceptance for publication requirement, with at least one research unit for promotion to the rank of Associate Professor, and at least two research units for promotion to the rank of Professor, in scientific journals indexed in the following databases:

- Web of Science - Science Citation Index Expanded (SCIE) or
- Web of Science - Social Sciences Citation Index (SSCI) or
- Scopus.

Exceptions to this include the fields of Sharia and Arabic language, where publication must be in peer-reviewed scientific journals in Saudi Arabia affiliated with universities or scientific associations linked to public universities.

8. The applicant for promotion should not hold the position of editor-in-chief, editorial board member, advisory board member, or scientific board member for any journal in which their scientific work was published at the time of the acceptance or publication of the research submitted for promotion.

Third: Criteria for Publication Acceptance Letters:

1. The publication acceptance letter must be explicit, unconditional, and printed on the official stationery of the publishing entity or sent via the journal's official email, or issued by the journal's electronic submission system.

2. The Scientific Council has the right to reject the publication acceptance letter if more than two years have passed since its issuance or if the research has not been published within the time specified in the acceptance letter.

3. Research published electronically on the websites of international journals listed in the approved databases of the Scientific Council will be treated the same as research published in print.

Fourth: Criteria for Accepting Peer-Reviewed Research Submitted to Specialized Conferences, Symposia, and University Research Centers:

4. The organizing entity of the conference must be an academic government institution, a scientific society, or a professional association, or the conference must be classified among specialized international conferences listed in one of the global indexing services: (ACM Digital Library, IEEE Scopus, Conference Proceedings Citation Index).

5. Research published or accepted for publication will be counted for no more than one research unit within the minimum required for promotion, based on the recommendation of both the department and college councils.

6. The research must be fully published or accepted for publication in the conference proceedings or on the conference's website, and it must be peer-reviewed by specialized reviewers, with the chair of the review committee holding at least the rank of Associate Professor or its equivalent.

الرقم:

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Fifth: Criteria for Accepting University Books, Scientific References, Edited and Translated Books Published by Scientific Bodies:

7. The book must be a scientific reference in the field of the applicant's specialty.
8. The language of publication must be the language of instruction in the applicant's specialty.
9. The acceptance decision and evidence of its scientific review must be attached, either from the university's scientific council or through specialized bodies approved by the scientific council.
10. The book must indicate the applicant's affiliation with Najran University, except for works published during previous affiliations with other scientific or research institutions.
11. The contribution for specialized scientific books or their translations is calculated as half a unit for the principal researcher and a quarter unit for the other researchers, with no more than one research unit accepted.

Sixth: Criteria for Accepting Patents and Innovations:

1. The patent or innovation must be in the field of the applicant's specialty.
2. The patent registration certificate must be issued after the appointment or promotion to the current academic rank.
3. The patent or innovation certificate must be attached.
4. Patents and innovations are treated the same as published research when calculating promotion units.

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5. The patent must be registered with one of the following offices:

- United States Patent and Trademark Office
- Japan Patent Office
- European Patent Office
- Saudi Authority for Intellectual Property

6. The Scientific Council may review certificates issued by other offices and add them to the list.

7. Patents and innovations will be accepted for no more than one unit towards the minimum required for promotion.

Seventh: Criteria for Accepting Creative Activity:

12. The creative activity must be in the field of the applicant's specialty.

13. A decision will be issued by the Scientific Council regarding the mechanism for submitting and accepting creative activities, and this will be updated as needed.

14. The Scientific Council will review the creative activity based on the recommendations of the department and college councils, and may send it to reviewers who are specialists from any accredited educational institution or scientific body, whether locally or internationally.

15. The applicant must obtain a decision from the Scientific Council accepting the creative activity for promotion purposes before submitting their promotion request, so that it can be counted as part of the scientific production, with no more than one unit towards the minimum required for promotion.

16. The acceptable creative activity for promotion is limited to the following:

- Work or activity that has received a local, regional, or international award that meets the criteria for receiving the Excellence Award allowance.
- Scientific and medical discoveries that meet the criteria for receiving the Excellence Award allowance.
- Rare surgical procedures and medical interventions that meet the criteria for receiving the Excellence Award allowance.
- Discovery of medical drugs that meet the criteria for receiving the Excellence Award allowance.

● **Eighth: The following shall not be counted within the minimum requirements for the promotion:**

- 1- Letter to the editor
- 2- Editorial Comments
- 3- Correspondence
- 4- Debate
- 5- Book Reviews
- 6- Research translation or translation of a chapter or section of a book.
- 7- Guest Editorial Message

● **Ninth: Affiliation with the University:**

- 1- The affiliation of the applicant for promotion to Najran University shall be indicated in all scientific production units, except for what was published during his previous association with other scientific or research institutions according to the following formula:

A. When publishing in Arabic:

“Najran University, Kingdom of Saudi Arabia”

B. When publishing in English:

“Najran University, Kingdom of Saudi Arabia”

2. The reference to affiliation with the university must be explicit and linked to the name of the applicant for promotion.
3. It may be indicated that the applicant for promotion is linked to an additional third party with Najran University for those who are in scientific communication, recruitment, assignment, consultation or otherwise.

Article Thirty

What is published or accepted for publication in refereed scientific journals within the minimum required for the promotion of a faculty member must not be less than a research unit for applicants for promotion to the rank of associate professor, and two research units within the minimum for applicants for promotion to the rank of professor.

Article Thirty-One

The scientific production submitted by the faculty member for promotion must be published or accepted for publication in more than one publishing outlet, and all publishing outlets must not be affiliated with one university or one scientific institution.

Executive Rules

- The scientific production published or accepted for publication in one country shall not exceed 50% of the minimum required for promotion.

- The scientific production published or accepted for publication in one scientific or research institution or local, regional or global organization shall not exceed 25% of the minimum required for promotion.
- The scientific production published or accepted for publication in one country shall not exceed 25% of the minimum required for promotion.
- The publication classified in the following databases is exempted from the aforementioned paragraphs provided that the publication in a single publication outlet does not exceed two research units:

Web of science - Science Citation Index Expanded (SCIE)

Web of science - Social Sciences Citation Index (SSCI)

Article Thirty-two

The minimum scientific production required to apply for promotion to the rank of associate professor is four units published or accepted for publication, at least two of which are single authored. The University Council may, upon the recommendation of the Scientific Council, exempt from this requirement for some specializations, provided that the publication is not less than one unit.

Article Thirty-three

The minimum scientific production required to apply for promotion to the rank of professor is six units published or accepted for publication at least three of which are single authored. The University Council may, upon the recommendation of the Scientific Council, exempt from this requirement for some specializations, provided that the publication actually is not less than three units.

Executive Rules of Articles (32) and (33)

- It is permissible to substitute the individual work stipulated in Articles (32 and 33) by works equivalent to it in terms of the number of units if they are published or accepted for publication in:

Web of science - Science Citation Index Expanded (SCIE)

Web of science - Social Sciences Citation Index (SSCI)

Provided that the applicant for promotion is the principal author or the only corresponding author in two research units for promotion to the rank of associate professor, and three research units for promotion to the rank of professor.

- The applicant for promotion may submit published or accepted research for publication, in conjunction with postgraduate students supervised by the applicant for promotion within the university be it from their theses or any other work provided that it does not exceed 50% of the minimum requirement for promotion, and the publication is indexed in

Web of science - Science Citation Index Expanded (SCIE)

Web of science - Social Sciences Citation Index (SSCI)

- The accepted for publication from scientific output must not exceed one research unit for promotion to the rank of professor or associate professor.
- The maximum scientific output submitted for promotion must not exceed five units for promotion to the rank of associate professor, and seven units for promotion to the rank of professor.
- The scientific output calculated by a quarter of a unit must not exceed 50% of the minimum scientific output required to apply for promotion.

Article Thirty-four

The academic achievement shall be counted as “one unit” if it is single authored, “half unit” if it has two authors. If the research is authored by more than two individuals, “half unit” shall be assigned for the main author and “quarter unit” for each of the others. If another collective work is considered for promotion, a “quarter unit” shall be assigned for each researcher.

Executive Rules

The calculation of units for joint works in all scientific production shall be as follows:

If the scientific work is shared between more than two, the first researcher and the single correspondent shall be assigned half a unit for each of them, and the rest of the participants by a quarter of a unit for each of them, but if there are multiple correspondents in the research work, a quarter of a point shall be assigned for each of them.

Article Thirty-Five

The scientific product must not be derived from master's or doctoral thesis, or from any previous works authored by the applicant. If the Scientific Council finds out that any part is derived from such sources, the applicant shall be denied consideration for promotion for one year effective from the date of the Scientific Council's decision.

Executive Rules

• If the Scientific Council determines that there is a breach of scientific integrity that affects the candidate's eligibility for promotion, the Council decides not to approve the promotion and imposes an appropriate penalty after verifying the violation, regardless of the arbitrators' recommendations or the average score awarded to the scientific product.

• Self-Plagiarism:

A scientific work is considered plagiarized if the researcher takes more than 20% of the text from a previous or current work of their own, whether it is from a master's thesis, a doctoral dissertation, a book, a research paper, or a book's verification or edition.

Procedure: Anyone found guilty of plagiarism will be penalized as follows:

1- If the applicant for promotion exceeds the allowed percentage of plagiarism for the first time, they will be denied promotion and the opportunity to apply for promotion for one year if the plagiarism is found in only one work. The penalty will be doubled if the plagiarism is found in more than one work, with an additional year of prohibition for each plagiarized work.

2. If the applicant for promotion is found to have exceeded the allowed percentage of plagiarism for the second time, they will be permanently denied promotion and the opportunity to apply for promotion in the future. The Scientific Council may also take any other penalties and actions it deems appropriate.

3. If plagiarism is proved for the second time for a non-Saudi applicant for promotion, their contract will be terminated.

4. The period of prohibition begins from the date of the Scientific Council's decision.

5. The applicant for promotion will be notified of the proved plagiarism and will be given a chance to respond to it confidentially before the Scientific Council's decision is issued, within a period not exceeding one month from the official notification.

● **Plagiarism**

A scientific work is considered plagiarism in the following conditions:

1. If the researcher takes the work, exact from the work of another, or with changes made for concealment, without referring to it, whether it is from a master's thesis, doctoral dissertation, book, research, or book verification or edition.
2. If he claims for himself a work from the work of another, from the intellectual works and projects such as a registered invention, a registered patent, and the like.

Procedure: Anyone proved to have plagiarized shall be punished according to the following :

- 1- If it is proved that the applicant for promotion has plagiarized; He/ she is prohibited from applying for it for three years if the plagiarism is in only one work, and the penalty is doubled if the plagiarism is in more than one work.
- 2- If the plagiarism is proved to be repeated; the applicant will be permanently deprived of applying for promotion. The Scientific Council may take whatever penalties and other procedures it deems appropriate against him.
- 3- if it is proved that non-Saudi applicant is plagiarizing, their contract will be terminated.

4 -The period of prohibition begins from the date of the Scientific Council's decision.

5- The applicant for promotion will be notified of the proved plagiarism and will be given a chance to respond to it confidentially before the Scientific Council's decision is issued, within a period not exceeding one month from the official notification.

Quotation: It is when a researcher takes a text from the work of others and refers to it, in a way that does not violate scientific integrity, at a rate not exceeding 25% of the scientific work. If the percentage exceeds 25%, the research will not be accepted for promotion.

To verify the presence of plagiarism: When one of the arbitrators indicates that there is violation to scientific integrity, he/ she is requested to explain the violation, state its percentage, and the extent of its impact on the scientific integrity. When this is verified by the Standing Committee, the other arbitrators will be contacted to express their views regarding the claim of plagiarism, and the arbitration reports will be returned in light of any new observations they have to be studied by the Standing Committee. The Standing Committee submits its recommendation to the Scientific Council.

Article Thirty-Six

Referees of the promotion committee should be Professors and if the promotion is to the rank of Associate Professor, one of the referees shall be an Associate Professor.

Executive Rules

Considering what was stated in the above article, the referee shall meet the following conditions :

1. The referee shall a faculty member in an educational institution and may be appointed after retirement.

2. The referee must be in the same scientific specialty as the applicant for promotion.
3. The referee must not be one of those who previously supervised the applicant for promotion or examined him/her during their academic stages.
4. The referee must not have participated in any of the scientific production submitted for promotion.
5. The referee must be competent in the language in which the scientific production of the applicant for promotion was published.
6. The referee must not be a relative to the person applying for promotion.
7. The geographic diversity of referees and their affiliation to different educational institutions must be considered.

Article Thirty-Seven

A faculty member shall be promoted academically from the date of the Scientific Council's decision to this effect. However, his/her professional promotion shall be considered from the date of the executive decision provided that there is a vacant position for which he/she can be promoted.

Executive Rules

- The provisions of Articles relating to promotion (21 to 37) of these regulations apply to non-Saudi faculty members, and requests for promotion equivalency shall not be considered.
- If a Saudi faculty member loaned to Najran University or transferred from other Saudi universities applies for a job promotion; Based on his academic promotion at his university, the Scientific Council writes to the party that promoted him to ensure that he received the promotion (its Scientific Council, or the concerned authority).



المجلس العلمي

- Part-time Saudi faculty members at the university may apply for promotion to the ranks of associate professor and professor.
- It is prohibited for a member of any of the councils or committees to attend the discussion of a promotion request that falls under the principle of conflict of interests, such as kinship to the second degree or lineage. He/she is not permitted to study it or vote on the recommendation or decision issued in this regard.

General Rules

- The University Council has the right to interpret any of the executive rules of these regulations.
- These rules apply to all requests for promotion received by the Scientific Council starting from 1/3/2025.
- The Scientific Council reviews this regulation and recommends amending it or part of it whenever there is a need.