



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University

Prepared by:
Deanship of Faculty Affairs

First Edition

Faculty Handbook



Content

Content	2
Foreword	3
Chapter 1 About The University	4
Chapter 2 Faculty Policies	9
Chapter 3 Faculty Responsibilities and Duties	14
Chapter 4 Faculty Benefits	20
Chapter 5 Academic Support Units	24
Chapter 6 On-Campus General Services	27
Chapter 7 Local Facilities and General Information	34
Frequently Asked Questions	37
IMPORTANT TELEPHONE NUMBERS	47

Foreword

The purpose of the Faculty Handbook is to inform all faculty members of the most significant policies and practices applicable to faculty and to outline the current benefits and other privileges available to faculty members. In some cases, especially with respect to employee benefits, only a brief summary of the benefit or policy is provided. Additional information on such policy or benefit can be obtained from the Dean's Office or the Personnel Office.

While the contents of this Handbook are made an express part of the employment relationship between the College and each faculty member, in the future new policies may be added and/or existing policies and benefits may be revised or deleted as provided for herein. Accordingly, this Handbook does not vest in any faculty member a right or privilege that can never be changed.

Chapter 1 About The University



1.1 History of the University

King Faisal University which is located in the Eastern Province of Saudi Arabia, with two campuses in Dammam and Al-Hassa, offers a range of programs, including medicine, administrative science, architecture and urban planning. Founded in 1975, the university is famous for its outstanding medicine, agricultural and veterinary sciences programs. It has educational and experimental farms in Al-Hassa and conducts advanced research in agriculture and animal husbandry.

1.2. Location and Climate

1.2.1. About the Kingdom of Saudi Arabia

The Kingdom of Saudi Arabia is the largest country on the Arabian Peninsula. It is bordered by Jordan on the northwest, Iraq on the north and northeast, Kuwait, Qatar, Bahrain, and the United Arab Emirates on the east, Oman on the southeast, and Yemen on the south, with the Arabian Gulf to its northeast and the Red Sea to its west.

The Kingdom is sometimes called "The Land of The Two Holy Mosques" in reference to Mecca and Medina, Islam's two holiest places. In English, it is most commonly referred to as Saudi Arabia. Saudi Arabia is the world's leading petroleum producer and exporter, and petroleum exports fuel the Saudi economy. Oil accounts for more than 90 percent of exports and nearly 75 percent of government revenues, thus facilitating the creation of a welfare state.

1.2.2 Location of the University

KFU's main campus is in Al-Hassa while Dammam campus is the branch of KFU, Both cities lie in the south of the Kingdom's Eastern region and are bounded by the Al-Dahna and the Al-Daman deserts.

The Al-Hassa Oasis is the largest oasis in the Kingdom of Saudi Arabia and the municipality of Al-Hassa constitutes the largest administrative area in the Kingdom. In ancient times, Al-Hassa was at the center of the trade routes which traders followed between the east of the Arabian Peninsula and India, Persia and the Far East.

the Dammam campus is also located in the Eastern Province of Saudi Arabia. Dammam is an important Saudi port on the Arabian Gulf. The largest town in the eastern region, it has expanded to

the city limits of two other modern towns, Al-Khobar and Dhahran. Near Dammam are located the most important centers in the world for the production and refining of petroleum. The population of Dammam is greater than a million. The university campus is about ten kilometers from the Arabian Gulf, seven kilometers from the city of Al-Khobar, twenty kilometers from Dammam, the province's administrative capital, and 45 kilometers from King Fahd International Airport. The University overlooks the Arabian Gulf, and the island of Bahrain - 35 kilometers from Saudi Arabia's eastern coast and linked to it by the King Fahd Causeway. The highway distance to Riyadh is about 400 kilometers and to Jeddah about 1450 kilometers from Dammam.

- Both Al-Hassa and Dammam have a dry, tropical climate, with a five month summer and a relatively cold winter. It enjoys the benefit of copious reserves of underground water which have allowed the area to develop its agricultural potential. The climate during most of the academic year is quite pleasant, with temperatures ranging from briskly cool to comfortably warm. In winter light jackets are necessary. Nevertheless, Al-Hassa and Dammam has to deal with extreme heat from June to September but to counter this problem, the university has fully central air conditioned buildings.

1.3. Academic Colleges

1. College of Agriculture
2. College of Medicine, Dammam
3. College of Architecture and Planning
4. College of Veterinary Sciences
5. College of Education
6. College of Management and Planning

7. College of Applied Medicine
8. College of Applied Science and Community Services
9. College of Medicine, Al-Hassa
10. College of Sciences
11. College of Computer Science and Information Technology
12. College of Clinical Pharmacy
13. College of Dentistry
14. College of Nursing
15. College of Engineering, Al-Hassa
16. College of Engineering, Dammam

1.4. Deanships

1. Deanship of Scientific Research
2. Deanship of Student Affairs
3. Deanship of Registration
4. Deanship of Higher Studies
5. Deanship of Library
6. Deanship of Faculty Affairs

1.5. Centers

1. IT Center
2. Center of Research on Date Palms

3. Center of Water Studies
4. Center of Translation and Publications
5. Center of Prince Mohammed for Medical Research
6. Center of Training and Research
7. English Language Center
8. Center of Camel Research
9. Center of Veterinary Hospital
10. Center of Research in Islamic Architecture
11. Center of Continuing Education

1.6. Academic Calendar

The Academic year consisting of two semesters usually starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is midterm break between the semesters. Students are required to take the Summer Training program and part of the Co-op training during the summer break (Summer Session).

Chapter 2 Faculty Policies



General

All employees of the University are employees of the Saudi Arabian Government. Foreign faculty contracts are executed between the University and the individual in the role of a foreign “contractor”, and all such employees are subject to the general laws of the Kingdom.

2.1 Faculty Ranks

The titles that are used to describe faculty members in the University are as follows. Generally, the faculty members are required to perform duties involving teaching, research and University / community services.

2.1.1 Professorial Ranks

All professorial rank faculty members hold a PhD degree or equivalent. The titles used to describe faculty members of the University are: Assistant Professor, Associate Professor, and Professor. Titles used to describe faculty members who apply or are invited to join the University on a temporary basis: are (i) Adjunct Professor, who works on a part-time basis or for a part of an academic year, and (ii) Visiting Professor, who by mutual agreement wishes to associate himself with the university on a full-time basis for a specified period.

2.1.2 Non-Professorial Ranks

The non-professorial ranks in the University are:

- (i) Graduate Assistant / Research Assistant, who holds a B.S. degree,
- (ii) Lecturer, who holds a Master's Degree.

2.2 Faculty Appointment

The University has a comprehensive review procedure to maintain and build up its excellent faculty. Usually, an expatriate faculty member is appointed on a contractual basis. Contracting procedures are designed to obtain a pool of highly qualified applicants in order to maintain the

excellence and high standards of the University.

When considering a contract for an expatriate faculty member, the following general procedures are practiced to evaluate the candidate's file: (i) evaluating the applicant's academic and professional experience thoroughly by the concerned academic department, college, or RI center councils, (ii) interviewing the applicant by university representative(s), (iii) recommending or rejecting the application, and (iv) sending an offer of employment or a decline letter. The final decision to offer the candidate a contract is made by the Rector of the University on the basis of councils' recommendations and comments.

2.3 Contract Renewal

It is the intention of the University to encourage the faculty to maintain continuity of service. Therefore, the appointment and contract is, usually, renewed automatically on a one-year basis, depending on departmental evaluation and recommendations. Otherwise, either party should notify the other in writing of the desire to terminate the contract two months before the expiration date of the contract. In the event of termination of contract, all accrued salary is paid on departure from the University.

2.4 Work Loads and Responsibilities

To maintain high quality of instruction, research and service, a faculty member is expected to spend up to 40 hours per week in executing University duties. However, he has the freedom to distribute these hours for the purpose of teaching, research development and creative work,

office attendance, and committee services.

In addition, a professorial rank faculty member is expected to accept maximum instructional load during the regular semesters. The distribution of loads are (i) Ten class sessions per week per semester for a Professor, (ii) Twelve class sessions per week per semester for an Associate Professor, and (iii) Fourteen class sessions per week per semester for an Assistant Professor.

However, the work load may be reduced where a faculty member has other administrative responsibilities, special assignments, approved research, lab development, development of new course materials, and supervision of theses, senior projects, summer training and co-op students.

A non-professorial rank faculty member is expected to accept maximum teaching load of about eighteen class sessions per week during the regular semesters. However, the work load may be reduced where he has other special assignments or learning duties.

2.5 End of Employment

Both the faculty member and the University have the right to initiate the act of termination of employment. Forms of this action are: resignation, retirement, and contract termination. Procedures linked to each case are displayed in the following subsections.

2.5.1 Resignation

Resignation is an action by which a faculty member terminates his academic employment voluntarily. A faculty member must follow these procedures in order to resign from the University:

- The faculty member addresses a resignation letter to the head of his academic department or RI center.

- The head of the department or RI center forwards the letter to the college dean or a higher authority together with his recommendations and comments.
- The Rector officially declares the acceptance or temporary delay of the resignation.

2.5.2 Contract Termination

Upon recommendations of the department, college, and/or higher administration, a contracted faculty member is granted an automatic contract renewal one year. If either party requests otherwise, a contract termination may be effective at an agreed-upon date. Reasons for contract termination are acceptance of resignation, cancellation of the academic position, job disqualification, and unjustified absences, involvement in a crime or severe rule violation, disciplinary dismissal, permanent sickness, or death.

Chapter 3 Faculty Responsibilities and Duties

3.1 Teaching and Related Activities

3.1.1 Teaching Activities

The University considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He should make every effort to encourage students to learn and perform better, and in this respect, he shall adopt teaching methods. He should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he should act as an intellectual guide, counselor, advisor and mentor.

3.1.2 Assignment of Instructional Responsibilities

Normally, the department chairman assigns teaching load, academic advising, and other teaching related tasks to the faculty members, all of which vary from semester to semester depending on the departmental requirements and the policy of the department.

3.1.3 Teaching Load

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of teaching staff available. Primarily, teaching load includes teaching preparatory year, undergraduate and graduate courses. For faculty members holding professorial ranks, the maximum teaching load in a semester is 14 contact sessions per week. Additional load, over and above the normal teaching load, would result from supervision of co-op reports, senior projects and summer work reports and coordination of multi-section courses if appointed as a course coordinator. The department may reduce the course load of a faculty member who is assigned a special duty by the department, by the College or by the University. Up to 40 hours per week, faculty members are expected to be available for professional duties.

3.1.4 Curriculum Development

Each faculty member should have a continuing commitment to the development of subjects in his field. He should review and update the course contents, as and when necessary, to reflect new developments and advances.

A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He should work in collaboration with other faculty members in his field to seek continuous updating and improvement of curricula.

3.1.5 Office Hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

3.2. Class Management

3.2.1. Course Scheduling

All on-campus credit courses are scheduled by the Registrar's Office under the Deanship of Admissions & Registration. The request for a change in the scheduled class time can be made only if there is conflict and/or a strong justification. The request must be filed with the Registrar's office through the chairman of the department, citing the reasons.

3.2.2. Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session is indicated by the Registrar's office. An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

3.2.3. Classroom Supplies

Each classroom is fitted with a blackboard, an overhead projector, a screen, writing chalks and dusters. Colored chalks, transparencies and other classroom supplies are available from the academic departments.

3.2.4. Class Roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions & Registration. The official class list is also posted on-line on the web site of the Deanship, access to which can be made by the instructor.

3.2.5. Record of Class Attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the University enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 20% of the lecture and laboratory sessions scheduled for the course or, if his attendance, allowing for both excused and unexcused absences, is less than 66.7% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student's unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.

3.2.6 Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with students' academic engagements. The department should be informed of the scheduling of all make-up classes.

3.3.6 Textbooks and Course Materials

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore he may freely adopt other references to supplement teaching material, which may include his own prepared lecture notes.

Where there is no designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distribute the course materials to the students in his class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the University's procedure, which requires approval of the department, the college and the University.

3.4. Course File

The University maintains a policy on course files, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.

Chapter 4 Faculty Benefits

General

The main incentives offered to expatriate faculty members are spelled out clearly in the “Employment Contract for Non-Saudi Faculty”. In addition, eligibility to receive other incentives is governed by the regulations and procedures presented by the university.

4.1 Earned Benefits and Compensations

Earned benefits and compensations are the direct payback that a faculty member gains against executing and completing different official assignments of the University.

4.1.1 Base Salaries and Merit Increments

Monthly base salaries of expatriate faculty members are defined on the basis of the established University pay scales in accordance with their academic qualifications and professional experience. The merit increments for expatriate faculty members are considered at their contract renewals. The percentage of increment applicable to the evaluation grade of their overall performance, as defined by the Faculty Affairs Committee, is calculated on their salaries drawn prior to the renewal of their contracts.

4.1.2 Transportation Allowance

A faculty member is entitled to receive a fixed monthly transportation allowance against local transportation expenses. This benefit is considered on the basis of his academic rank.

4.1.3 Summer Compensation

A faculty member is entitled to receive this type of compensation if requested to execute a summer assignment. Summer duties include summer session teaching and other related assignment. A faculty member who participates in a summer assignment, for which he is compensated, loses his right to be eligible for summer vacation. In general, the summer compensation does not exceed the amount of the individual's two-month salary.

4.1.4 Short Course Compensation

The University encourages its faculty members to participate in offering a variety of short courses. The University compensates the faculty member for short course coordination, marketing, and teaching. The compensation amount is calculated on the basis of the faculty member's academic rank (i.e. professorial or non-professorial) and number of hours spent in coordination and/or teaching.

4.1.5 Retirement and End of Service Benefits

An expatriate faculty member receives end of service benefit (termination benefit) equivalent to a half month of basic salary for each full year of service upon completion of two full years of

service with the University. However, upon completion of five years of service consecutively, the faculty member is entitled to a termination or end of service benefit equivalent to one month of his basic salary for each year of service based on his basic salary at the time he leaves the University. The accumulated amount of termination benefit, not exceeding SR 100,000, is payable at final termination of the contract.

4.2 Indirect Benefits

4.2.1 Repatriation Benefits

At the start of contract, the University provides one-way air tickets to the expatriate faculty member and his eligible dependents (wife and two children) from their official point of origin to Dammam by the most direct routing through Saudi Arabian Airlines (SAUDIA). The maximum number of tickets must not exceed four, if needed, and each child's age should not exceed 18 years.

In addition, the University provides similar round-trip air tickets to the expatriate faculty member and his eligible dependents from Dammam to his contract point of origin and back every year at the due time of his annual vacation.

One-way tickets are also supplied to the expatriate faculty member and his family for final repatriation upon final completion of his contract or termination of employment.

4.2.2 Health Care

The University Medical Center provides free basic health and dental care to all faculty members

and their families. Laboratory, x-ray, vaccination, pharmacy, emergency and treatment room services are also available. Prescribed medications are provided at half cost.

In case of serious medical situation or accident, the University Medical Center usually issues referral letters to faculty members or any of their authorized dependents to be examined and treated in a neighborhood specialized Government hospital. Optional medical insurance plans are available at cost.

4.3 Holidays and Vacations

All faculty members in the University are eligible for the following vacations and holidays:

- Weekends, which are Thursdays and Fridays in Saudi Arabia.
- Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays. Government media, upon the instruction of the Council of Ministers, announce the official beginning and end of these two holidays.
- Annual vacation of a maximum of 60 days if a faculty member does not have any official summer assignment. The Dean of Faculty & Personnel Affairs, upon the Rector's approval, announces the official start and end of the annual vacation.

Chapter 5 Academic Support Units

5.1 Library Opening Hours

During the academic term, the main library operates from Saturday to Wednesday from 08:00 AM to 02:00 PM., and 05:00 PM to 09:00 PM and Thursday, 08:00 AM to 02:00 PM.

5.2 Borrowing Library Materials

All KFU faculty members can borrow library materials using the KFU ID card. A faculty member may borrow up to 25 library books for a period of one semester. Bound and unbound periodicals can also be borrowed by faculty members, but for a very short period. Renewal of the borrowed materials can be done by submitting a renewal request to avoid the fine for over-due materials.



5.3 Electronic Resources

The library provides access to a significant number of electronic resources, electronic journals and electronic encyclopedias.

5.4 Information Technology Center

The Information Technology Center (ITC) is the primary computing facility at KFU. It provides computing support for education, research, and management at the University.

5.4.1 ITC Mission

ITC is committed to providing high-quality information services that foster a productive academic and research environment for students, faculty, staff, and management at KFU.

5.4.2 Internet and E-mail

All faculty and students at KFU are provided with internet and e-mail services. A faculty member needs a login ID and password for these services, which can be obtained from the ITC. The use of these services is expected to be in compliance with the applicable rules and regulations. Faculty members can also post their course or personal web pages. Such services can be obtained by contacting the ITC. The network is also enhanced to provide wireless LAN connectivity to selected buildings across the campus. Dial-in facilities are also available.

5.4.3 User Support

The ITC staff provides a wide range of support services to faculty members. A help-desk to answer queries is operated during daytime office hours. It also provides assistance to faculty members regarding hardware and software installation and support. In addition, ITC offers frequent short courses, tutorials, awareness seminars and workshops on PC applications as well as general user-orientation of university computing facilities.

Chapter 6 On-Campus General Services

6.1 Campus Facilities

The University buildings are equipped with all academic needs and a variety of special purpose facilities including computer terminals and closed circuit television outlets. All University buildings are centrally air-conditioned.

The facilities available include the academic buildings that comprise laboratories, lecture halls, classrooms, seminar rooms, teaching and research laboratories and offices. Other buildings include the Research Institute, the Library, the Information Technology Center, the Administration Building, and the Faculty & Student Center, which includes the Faculty Dining Hall, the Post Office, Stationery shop, the Medical Center and a Mosque. The sporting facilities include the Stadium, the Gymnasium, and playing fields for inter-collegiate and intramural sports. In addition there is the Transportation Center, and the Garage for maintenance of University vehicles.

6.2 Administrative Services

The Department of Administrative Affairs offers a wide range of administrative services to the faculty personnel, which are divided into several units, and their functions are:

- The General Services unit deals with the fax facility and telephone billing system. Faculty can send personal faxes through this unit on the same rate as the telephone bills.
- Smart Card Section issues smart cards to the new faculties/staff on their arrival after receiving

a notification from the Deanship of Faculty & Personnel Affairs.

- The Mail Center deals with all incoming and outgoing mail, cables, etc. Each faculty member is assigned a mailbox to use during the period of his service at the University. The faculty can also direct their mail to their academic departments.
- The Transportation unit deals with the transport needs of the University community. Additionally, shuttle bus service is available in the weekend from the Campus to Al-Khobar and Dammam shopping areas. Faculty and their families benefit from this service.

6.3 Medical Services

The University operates a Medical Center on campus as an outpatient clinic with Internist, Pediatricians, Dentists, General Practitioners, Female Gynecologist, Pharmacists, and Nurses, an X-ray Ultrasonography scanning facility and an emergency unit. A well-equipped laboratory is available, which performs most hematological, bacteriological, serological, hormonal assays and biochemistry tests. The Medical Center also operates ENT, Eye and Dental Clinics equipped with the basic facilities. The Medical Center also issues medical reports for sick leave. Vaccinations for children are also available. The services of the Medical Center are available without charge to all University faculty, staff, their families and students. Prescribed medicines are available at the KFU Pharmacy.

6.4 Food Services

Meals of both Arabic and Western menus are available at low prices to the members of the University community in the restaurants of the Food Services Department. In addition, coffee

shops are located in several academic/administration buildings.

6.5 Telecommunication Services

The University services cover the cost of local telephone calls. However, the faculty must pay for all long distance calls. Internet facilities provided by the University can be accessed in offices.

6.6 Educational Technologies

The services offered by the Educational Technologies Department are given below:

- **Smart Classrooms.** High-tech smart classrooms already set and ready to use in different KFU buildings. Each smart classroom contains a personal computer (PC), computer screen, a reading-desk, large screen, a ceiling mounted overhead projector that can be connected to PC LAN, or laptop. The instructor can show his material from the PC, laptop, floppy disk, flash memory, DVD, or CD.
- **Video Conferencing.** Services are available between academic buildings. The department can provide more services if needed, provided that it is given enough time for preparation. Video conferences outside KFU are going to be available soon.
- **Audiovisual Services.** These include auditorium reservation; maintenance of classroom projectors and screens, video projectors, TVs and VCRs; overhead projectors; audio recordings; professional public address systems on the important official occasions, graduation ceremonies in the Stadium

& Maidan, auditoriums, or student social activities such as: stage dramas, lectures, conferences and exhibitions, etc.

6.7 KFU Press

The KFU press provides production services to the campus community. These includes quality printing in black & white and multi-color in the form of academic books, undergraduate & graduate bulletins, department handbooks and brochures, annual reports and research papers, university stationery, calendars and registration schedules, announcements and forms, periodicals, miscellaneous academic publications pertaining to conferences & exhibitions, short courses, graduation ceremonies and student activitiesm issuance of business cards, various sizes of banners and posters, printing on gifts and presentation items such as tee-shirts, plaques, name plates & signboards for all the University Departments. In addition to the above, KFU Press services are extended to all Community Colleges under KFU for their activities.

6.8 Security and Safety

Security and safety on the whole campus is the responsibility of the Security & Safety Department. The functions of this department include the following activities:

- Maintaining safety and security of the University community and its properties by providing protection 24 hours a day.
- Issuing stickers for faculty and students' cars in order to control road security in the campus and

allow the cars to be parked in proper parking areas at the academic buildings and in residential areas. The stickers must be returned to the Security and Safety Department if the car is sold.

- Enforcing the traffic regulations on the campus. The maximum speed allowed on campus roads is 50 km/hr. Only certain parking areas are allocated to the faculty members and they are labeled. A fine must be paid for any violation of the traffic regulations, such as speeding, seat belt not being fastened, parking violations, non-observance of signals, etc.
- Inspecting the safety of fire extinguishing devices located in the academic buildings.

6.9 Sports Facilities

Sports and Recreation facilities are available in a large area ideally situated on the main campus. The mid campus area has a swimming pool, indoor student shower and changing facilities, soccer field, tennis court, athletic track, basketball, volleyball courts, squash courts and a weight training room. Modern indoor physical education facilities include areas for basketball, volleyball, gymnastics, handball, squash, table tennis, weight training and many other sports activities. Shower and changing rooms are adjacent to the gymnasium

6.10 Web Services

The following web services are provided to students, faculty, administrators and various university departments through the Deanship of Admissions and Registration website

1. Online Web general services:
 - Schedule of Classes
 - Schedule of Final Examinations
 - Academic Calendar
 - Early Registration/Registration procedure
 - Registration Schedule and events
 - Important announcements
 - Important Dates
 - Information about Registrar Office

2. Online Web services for Students:
 - Early registration and Registration
 - Registration Confirmation
 - Registration Status
 - Student Transcript
 - Student Transfer Credits Transcript
 - Student Schedule
 - Graduation Declaration
 - Dropping of course without permanent record
 - Dropping of course with 'W' grade

3. Online Web services for Faculty:
 - Teaching Schedule

- Class Rosters
- Grade Confirmation Submissions
- List of students with W/DN grades

6.11 Other On-Campus Services

The following services are also available within the campus facilities:

- The University Mail Center takes care of all types of mail (normal and express mail) services. The Mail Center is located in a central area of the academic buildings.
- The KFU branch of Riyadh Bank is located closely to the University Medical center to serve the University community. Automated teller machines (ATMs) are installed at various locations on campus.

Chapter 7 Local Facilities and General Information

7.1 About the Local Facilities

Mode of Transportation: There is a Domestic Airport in Al-Hassa. International Airports are located in Dammam which is 150 kms from Al-Hassa and also in Riyadh which is 350 kms from Al-Hassa. Railways run between the cities of Riyadh, Al-Hassa and Dammam and there are quite many trains connecting Dammam and Riyadh daily. The Saud. Public Transportation Company (SAPTCO) connects different cities of Saudi Arabia. For Local transportation taxis are available.

7.2 Industry in Al-Hassa and Dammam

Petroleum is the main industry in the region, absorbing twenty percent of the work force. Factories turn out cement, plastic, as well as the long Arab coat, or "mislah." There are various small industries as well. Because of its massive industrial and agricultural development, commerce has thrived here. Employment in markets, hotels and government and private banks absorbs sixty percent of the population.

7.3 Historical sites in Al-Hassa and Dammam

Al-Hassa

The Juwatha mosque is considered to be the second mosque built under Islam, the first being the mosque of the Prophet (peace be upon him). Al-Aqeer Seaport is situated on the Arabian Gulf in eastern Al-Hassa. It has lost its focal role as a fishing and transport site, and is now an outing place for people of the region.

1. Al-Kabeer Mosque was built by Imam Faisal bin Turki Al-Saud, the great-grandfather of King Abdulaziz, the founder of the Kingdom of Saudi Arabia. It was built on the pattern of the Cordova mosque in Southern Spain.
2. Qasr (Castle) Ibrahim was built during Ottoman rule. It is located prominently in Al-Hofuf city.
3. Al-Oyan (springs), like those in Umm Sabaa and Najran (in other parts of the Kingdom), provides curative mineral water at a steady rate.
4. Qarah Mountain in the village of the same name offers visitors cool temperatures in the summer months.
5. Sahoud Palace was built during Ottoman rule in the city of Al-Mobarraz.

Dammam

The most important features of the city are King Fahd International Airport, King Fahd Park, The Coastal Sports Center, Half Moon Beach and Alkhleej Makarim Village. The city has lots of gardens, picnic spots and kilometers of beaches. The area of Dammam and Al-Khobar has become a vacation center. Among the other attractions are Sunset Beach and Al-Azizia beach, 15 kilometers from the city center. The King Fahad Coastal Town consists of gardens, amusement halls, zoological gardens, and a well-maintained corniche.

7.4 Stores/Market

The stores carry a wide variety of American / European foods and household items. Here you will find some items typical of the region, e.g., handicraft and gold. Also there are items imported from India, Pakistan, the Far East and Europe.

7.5 Telephone dialing code

Hofuf, Saudi Arabia Dammam, Saudi Arabia
The country code is: 966 The country code is: 966
The city code is: 3 The city code is: 3

Frequently Asked Questions (FAQ)

1. Will I be paid in US \$?

Although salaries are normally negotiated in US\$, unlike many currencies, the currency of Saudi Arabia is fixed to the dollar and never depreciates in value when compared to the US\$ which is (1 US\$ = 3.75 SR)

2. Can I send Money Home?

Money can be sent home by electronic transfer, either through a bank or a transfer agency. It normally takes two working days to have the money transferred into your home account. Transfer costs depends on the facility used. Banks are generally more costly than transfer agencies.

3. What is the cost of living?

Compared to most countries the cost of living is not much higher in Saudi Arabia. When earning a reasonable salary, you should be able to save the largest portion of your salary. Keep in mind that the employer pays for everything. All you normally have to provide for is your food and clothing.

4. Are there any costs Involved?

In most cases there are no costs involved as the University pays for your air tickets once annually for your vacation for up to 4 family members including yourself.

5. How long can I work there?

Work contracts generally cover a one-year period, but exceptions do exist. Contracts are to be renewed when they expire.

6. Is there an age restriction?

In Saudi Arabia the age restriction for university staff is 60 Years. After 60 years of age one has to retire.

7. Can I resign from my Job?

You can resign only after one year of complete contract; the university has to be informed two months in advance if you have the intention of resigning from your job with a prior notice period of two months. At resignation your visa is terminated. You thus have to leave the country.

8. Can I bring my family with me?

When you join the university you can bring your family along with you, the visa issued for you can be used along with your contract copy to get the visa stamped for your family.

9. Are there Schools for Children?

There are many schools in Al-Hassa and in Dammam; below we provide a list of such schools available in Al-Hassa with all the information pertaining to the classes and the fees.

1. Name of School: NADA International School
2. Medium of Instruction: English
3. Level of Teaching: From Pre-School to Form Six, They will be instructing Form 7 in next year.
4. Curriculum: American Curriculum
5. Fees (From 1 to 6): Saudi Riyal 6000 per term per child (A year has two terms), SR 7000/= per term per child for Form 7
(There is some discount for additional child admitted in the same school)
6. Transportation: SR 2000 for one year
7. Books: SR 500 per year
8. Please call on 00966 353 23338 for any more information

-
1. Name of School: Al Ryada International School
 2. Medium of Instruction: English
 3. Level of Teaching: KG1, KG2, Class 1st to Class 12th
 4. Curriculum: British Curriculum
 5. Fees: Saudi Riyal 3950 per term per child (A year has two terms), to SR 4800, increasing gradually, Registration (one time) SR 500
 6. Transportation: SR 200 per month
 7. Books: SR 300 per year
 8. Please call on 00966 50 390 7959 (mobile) for any more information

1. Name of School: Shua'a Gulf International School
2. Medium of Instruction: English
3. Level of Teaching: From KG1, KG2, Class 1st to Class 10th
4. Fees: Saudi Riyal 380 per month per child and shall be increasing for each class, Registration (one-time) SR 150
5. Transportation: SR 120 to 150 per month
6. Books: SR 180 per year
7. Please call on 00966 35 87 9990 for any more information

Islamic and Arabic courses are compulsorily taught in each school in Arabic. A course in French language is also offered in these schools.

ARAMCO (Oil Company) and is a very good school.

1. Name of School: BAGEAY International School
2. Medium of Instruction: English
3. Level of Teaching: KG1, KG2 Standard 1 to Nine
4. Curriculum: American Curriculum
5. Fees: Saudi Riyal 7200 per year per child + Registration 700 (once)
6. Transportation: SR 400 for one month
7. Please call on 00966 3566 0410 or 00966 3566 3039 for any more information

10. Will the University provide Transportation?

The university will provide you a fixed amount monthly depending upon your current rank in the University.

11. Do I need a work Permit?

Your visa acts as your work permit. No work permit is required; instead you will be issued a residence permit (Iqaama) which is itself a work permit.

12. Are there shops, level of Development?

Saudi Arabia is a rich and developed country, Cities are large with large shopping centers. Most items available in your own country are also available wherever you live in the country. There are good hotels for weekend purposes and there are some family parks. But other places of interest like Jeddah, Dammam (140 KMS, and has more shopping areas), Riyadh (350 Km) are good cities. There is quite a large number of shopping Malls.

13. Can I drive and Buy a Car?

Any employee can buy and drive a car in Saudi Arabia; Females are not allowed to drive at all.

14. What is the Weather Like?

Al-Hassa has a dry, tropical climate, with a five month summer and a relatively cold winter.

It enjoys the benefit of copious reserves of underground water which has allowed the area to develop its agricultural potential. The climate during most of the academic year is quite pleasant, with temperatures ranging from briskly cool to comfortably warm. In winter light jackets are necessary. Nevertheless, Al-Hassa has to deal with extreme heat during June to September but to counter this problem; the university has fully centrally air-conditioned buildings.

15. On my First Arrival is there a facility of Airport pickup?

The university will pick you up from the Airport on your first arrival and also provide you accommodation for the first five days at a hotel, all you have do is inform us of your date of arrival and flight details.

16. Where can I stay when I come to the University?

The university provides you with a hotel for five nights on your arrival and in these five days one can explore suitable accommodation. The local faculty is quite helpful in finding out an accommodation in these five days.

17. Can I get housing near the University and how much does it cost?

Finding a home near the university is quite easy since there are a large number of housing compounds and apartments near to the university and as well in the down town, mostly the rent for the apartment varies from 12, 000 SR to 18, 000 SR depending upon the type of apartment.

18. Does the University provide tuition fees to the school for dependent children?

The University does not provide any faculty members with tuition fees for the dependent children. Alternatively they can admit their children in the Public school run by the Ministry of Education.

19. Does the University provide to buy a car?

The university does not provide you with loan, rather there are many local sellers /dealers who sell cars on an installments basis. One need not a buy car immediately. For some time, the local taxi which charges SR 10 from most places for transport to university can be quite helpful. Buying a car should be fairly easy here and a good second hand car can cost about SR 25,000. Petrol is about SR 3 for a gallon. A new car can be purchased.

20. Does the University pay us something in advance?

The university pays once for Furniture allowance which is 50% of the housing allowance granted, provided that the employee did not work in the Kingdom in the two years preceding the signing of the contract. This is usually paid with in a few days of arrival (4-5days). Along with the first salary the University pays the housing allowance for the full one year.

21. Does the University provide shipment charges of baggage from home country

To Al-Hassa/Dammam at the time of joining the University?

The University does not provide any shipment charges; it has to be borne by the contractee him/

her self.

22. Does the University provide for Health Care?

The University Medical Center provides free basic health and dental care to all faculty members and their families. Laboratory, x-ray, vaccination, pharmacy, emergency and treatment room services are also available. In case of a serious medical situation or accident, the University Medical Center usually issues referral letters to faculty members or any of their authorized dependents to be examined and treated in a neighborhood specialized Government hospital.

23. Does the university provide for dental service?

The university provides for free dental service provided at the KFU Medical Center and hospital.

24. When is the vacation time and for how long?

All faculty members in the University are eligible for the following vacations
And holidays:

- Weekends, which are Thursdays and Fridays in Saudi Arabia.
- Official holidays, which are Eid Al-Fitr and Eid Al-Adha holidays.
- Annual vacation of a maximum of 60 days if a faculty member does not have any official summer assignment.

25. Is there an airport and railway station

There is a Domestic Airport in Al-Hassa. The international Airport is in Dammam which is 150 KMS

from Al-Hassa.

There are several trains connecting Dammam and Riyadh cities daily.

26. Can I leave for my home country during the Eid holidays?

One can leave the home country for the Eid holidays, once the dean and the Vice Director approves your application.

27. What are the courses that I am supposed to teach?

The faculty are assigned the courses depending upon their major and the number of years of teaching experience in pertaining to the related subjects.

28. Can I visit neighboring countries during the weekend?

Yes, you can visit the neighboring countries during the weekend. Prior to that you need to obtain an Exit/ Reentry visa to the kingdom and an approval from the Dean and higher authorities.

29. Is there support for professional activities?

Regarding conference attendance, the University encourages its faculty members to participate in “high-quality” conferences and professional meetings sponsored by leading professional societies held both within the Kingdom and abroad.

30. What are Retirement and End of Service Benefits, I am entitled for?

An expatriate faculty member receives end of service benefit (termination benefit) equivalent

to a half month of basic salary for each full year of service upon completion of two full years of service with the University. However, upon completion of five years of service consecutively, the faculty member is entitled to a termination or end of service benefit equivalent to one month of his basic salary for each year of service based on his basic salary at the time he leaves the University. The accumulated amount of termination benefit, not exceeding SR 100,000, is payable at final termination of the contract.

30. Can I use my credit card or ATM card?

Yes, you can use your credit card or ATM card anywhere in the Kingdom.

31. When the university start paying my salary and other allowances?

We need from 30 to 60 working days in order to pay your salary. Therefore, you need to have good amount of money to spend on yourself until you start receiving your salary.

IMPORTANT TELEPHONE NUMBERS

Police	999
Ambulance / Red Crescent	997
Fire Station	998
Road Accidents	993
International Information	900
Directory Assistance	905
Telephone Maintenance	904



**King Faisal Uiversity
Deanship of Faculty Affairs
P.O. Box 400
Alhassa, 31982
Kingdom of Saudi Arabia
Phone: 0096635807156
Fax: 0096635807831**