

رؤية
VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



جامعة الملك فيصل
King Faisal University



Handbook of New Faculty Members

Deanship
of Faculty Affairs

2019



In the Name of Allah, the Most Beneficent, the Most Merciful

A Message from the President of KFU



Dr. Mohammad A. Al-Ohali
University President

In the name of Allah, the most merciful, the most compassionate.

Praise be to Allah alone; peace and blessings of Allah be upon His messenger, his household and companions.

On behalf of your fellow faculty members and other employees at King Faisal University, I would like to welcome you. We are very pleased to see you joining our teamwork-managed university to participate in its scientific and research mission and to provide our students with the precious knowledge, experiences, and efforts. Welcome to our team.

I am aware of the huge responsibility on your shoulders and the many duties you are expected to do. We trust your distinguished qualifications, the role model you represent, your honesty, good manners, and your diligence to follow up what is new in your field of specialization. We believe in your continuous efforts to develop yourselves, in your dedication to convey the latest scientific findings to your students, and in your efforts to establish and strengthen students' knowledge and their sound scientific thinking. We trust that you will participate actively in the boards of your academic departments and committees, and enrich them with the initiatives related to the improvement and development of the university. In your departments and colleges, you are expected to have an important role in activating the events and activities which are targeting the students and the community.

The University also hopes that you will have a great contribution in supporting its academic tracks and research groups whose main strength stems from your knowledge and ability to conduct innovative scientific research in your field, your commitment to academic integrity and the ethics of scientific research, and from your ability to work in a specialized research team and to publish your research in specialized international journals that have a high impact factor. Your qualitative participation in conferences and seminars in your respective academic fields will be a great support of your research efforts. One final point I would like to refer to is that your job is a great mission entrusted onto you and is an honorable message you are asked to convey. We have entrusted onto you the most precious assets of our kingdom, our sons and daughters. This blessed country has provided you with an educational environment that is conducive to educational and research production; because we definitely believe that you are up to the responsibly entrusted onto you, your fruitful efforts will be expected every year; these efforts will be proudly recorded by the university and will be added to the previous excellent efforts exerted by other fellow faculty members. The university takes pride and cherishes all its loyal faculty members who generously provide the university with their knowledge, thoughts, and efforts.

We pray to Allah to grant you the best reward.

Yours Sincerely,

A Message from the Dean of Faculty Affairs

Dear Respected Faculty Members,

Peace and Allah's mercy and blessings be upon you.

We are pleased to welcome you at King Faisal University (KFU) to be a shining example of science and knowledge among your students and colleagues. We wish you a good stay; we are quite confident that you will be a true addition to the university your effective participation in the academic activities and positive initiatives that can develop the university's message of improving the outputs of education. In order to enhance the outputs of the university, and ending in your commitment to the regulations and bylaws, your adherence to rules of conduct, and your attention to your public appearance, we always seek to recruit better academic, administrative and technical competencies that form the basis of excellence and distinction in any academic institutions. There is no doubt that the university is going through qualitative changes represented by the pioneering plans and programs related to health, science and humanities; the serious endeavors to achieve the requirements of quality and academic accreditation in this university reflect the university's willingness and good management to translate the aspirations of its supreme leadership into actual reality; this can contribute to the advancement of our homeland and to the building of the human beings who are the basis and the main initiator of development. Our ambitions require that the values of commitment, professionalism, responsibility, accountability and the sense of belonging to the institution to be encouraged; this can, by Allah's will, be the motivation for more giving and dedication.

This introductory handbook presented by King Faisal University is a brief guide for the newly-recruited faculty members; we ask Allah to grant us success and accomplishment.

Yours Sincerely



Dr. Mohammed S. Alzahrani
Dean of Faculty Affairs

The Land of the Two Holy Mosques and Cradle of the Holy Message



For its various faculties, KFU attracts a large number of faculty members, including those who return to KFU after completing their PhD studies abroad, and those coming from within the Kingdom to add their efforts to the existing outstanding efforts of the current faculty members, and those who come from other countries to contribute to the excellence of the University and to the performance of its mission.

New faculty members have many questions about the region, the university, and the ways of safe and reassuring life for them and for their families. For all these faculty members, the Deanship of Faculty Affairs opens its arms wide with all love and greetings, saying to them you are most welcome.

The Land of the Two Holy Mosques and Cradle of the Holy Message

First: Location, Space and Climate

The Kingdom of Saudi Arabia lies at the furthestmost part of southwestern Asia. It is bordered by the Arabian Gulf, United Arab Emirates and Qatar in the east and the Red Sea in the west; Kuwait, Iraq and Jordan in the north; Yemen and Oman in the south. In the north, it is bordered by Kuwait, Iraq and Jordan, while in the south by Yemen and Oman.

KSA occupies four fifths of the Arabian Peninsula with an area of more than 2,250,000 square kilometers. The climate of the Kingdom differs from one region to another due to the difference of the Kingdom's topography. The kingdom is located under the influence of the tropical atmosphere, and it generally has a continental climate which is hot in summer and cold in winter. The climate is moderate in the western and southwestern highlands. In the central areas, summer is hot and dry and winter is cold and dry too. Temperature and humidity rise on the coasts and rain falls in winter and spring. Rainfalls are limited in most of areas in the Kingdom except the southwestern highlands where rainfall is seasonal and more abundant than other areas.

Second: The Natural Geography of KSA

Saudi Arabia occupies the largest part of the Arabian Peninsula. It consists of narrow plains on the Red Sea coast (Tihama plains) which are followed in the East by mountain chains that extend along the country (the mountains of Hejaz and Asir whose maximum height exceeds 2000 m). The desert and rocky hills in the center represent 90% of the total area. The largest desert is the desert in the north and the Empty Quarter in the south. In the east, extensive coastal plains extend along the coast of the Arabian Gulf.



The Land of the Two Holy Mosques and Cradle of the Holy Message

Third: The National Day of KSA

The Kingdom of Saudi Arabia celebrates its national day on the 23rd of September (which corresponds to the first day of the Libra sign in the zodiacal constellation). The national Day commemorates the unification of the Kingdom and its establishment by His Majesty King Abdul Aziz bin Abdul Rahman Al Saud, may Allah have mercy on him; King Abdul Aziz announced the establishment of the Kingdom of Saudi Arabia in (1351 H which corresponds to 1932).



Fourth: The Most Important Cities in KSA.

RIYADH:	The Capital of Saudi Arabia (350 km West of the Arabian Gulf Coast).
MECCA:	The holiest place in the world for Muslims, their destination, and the religious affection of their hearts.
MEDINA:	The second holiest place in the world for Muslims.
JEDDAH:	(the commercial capital); it is an important port and a main gate for pilgrims on the Red Sea coast.
AL-AHSA:	It has the largest oil field in the world (Al-Ghawar oil field); it is also the largest agricultural oasis in the Kingdom, and contains several cities, villages and small towns that extend along the coast of the Arabian Gulf and the Hofuf city.
DAMMAM:	The capital of the oil-rich Eastern Province and an important port.
ALKHOBAR:	A commercial city located east of the Kingdom on the coast of the Arabian Gulf.

The Land of the Two Holy Mosques and Cradle of the Holy Message

Fifth: The Regions in KSA

Riyadh, Makkah, Madinah, Eastern Province, Northern Borders, Asir, Baha, Jouf, Hail, Qassim, Najran, Tabuk and Jizan.

Sixth: The Basic Law of Governance in KSA

The Constitution of KSA is the Holy Quran and Sunnah; all the legislative systems are derived from these two sources. The system of government in KSA is the monarchy; the Council of Ministers with the king form the executive and legislative authority of the Kingdom. The Shura Council shall give its view on the Kingdom's general policies referred to it by the Prime Minister.

Seventh: The Saudi Currency

The basic unit of the Kingdom's currency is the Saudi Riyal, which is backed by gold and is convertible into foreign currencies. One Saudi Riyal is subdivided into 100 halalas. The US dollar is equivalent to 3.75 Riyals (three riyals and seventy-five halalas).



The Land of the Two Holy Mosques and Cradle of the Holy Message

Eighth: The KSA Calendar

In its official history, KSA relies on the Islamic calendar which is based upon the migration of the Prophet Mohammed (peace and blessings of Allah be upon him) from Mecca to Madinah. The Hijra Lunar year consists of 354 days and is divided into twelve lunar months.

Ninth: Formal Holidays in KSA

Weekend: Friday and Saturday - Eid Al-Fitr holiday - Eid Al-Adha holiday - National Day holiday (23rd September)

Tenth: Transportation in KSA

KSA has the largest road networks in the Middle East; they vary between land, air and sea routes. Roads differ from one region to another. There is also a railway connecting the the city of Dammam to Riyadh through Al-Ahsa and Abqaiq. Paved roads in KSA extend on a very long distance; the most important of which are:

Dammam-Riyadh Highway which is 375 km long.

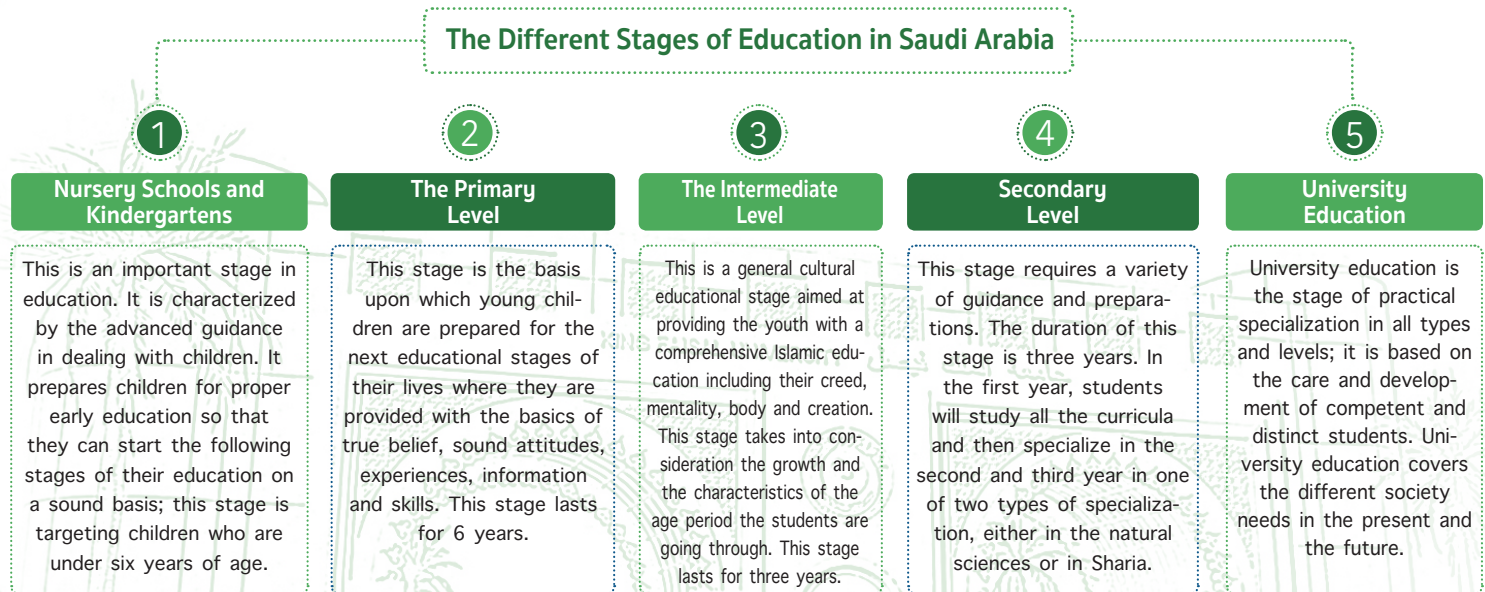
Riyadh - Hijaz Express Highway which passes through Mecca and extends on 1000 km afterward.

In addition to many airports and ports, long roads that extend to the north and south of the Kingdom are all paved and are linking the different cities of the Kingdom.

The Land of the Two Holy Mosques and Cradle of the Holy Message

Eleventh: Education in KSA

The Kingdom's education system is based on five basic educational stages. Education is provided free of charge to all citizens and residents through public schools. There are also private schools as well as many international schools that teach their entire curriculum in English.



The Land of the Two Holy Mosques and Cradle of the Holy Message

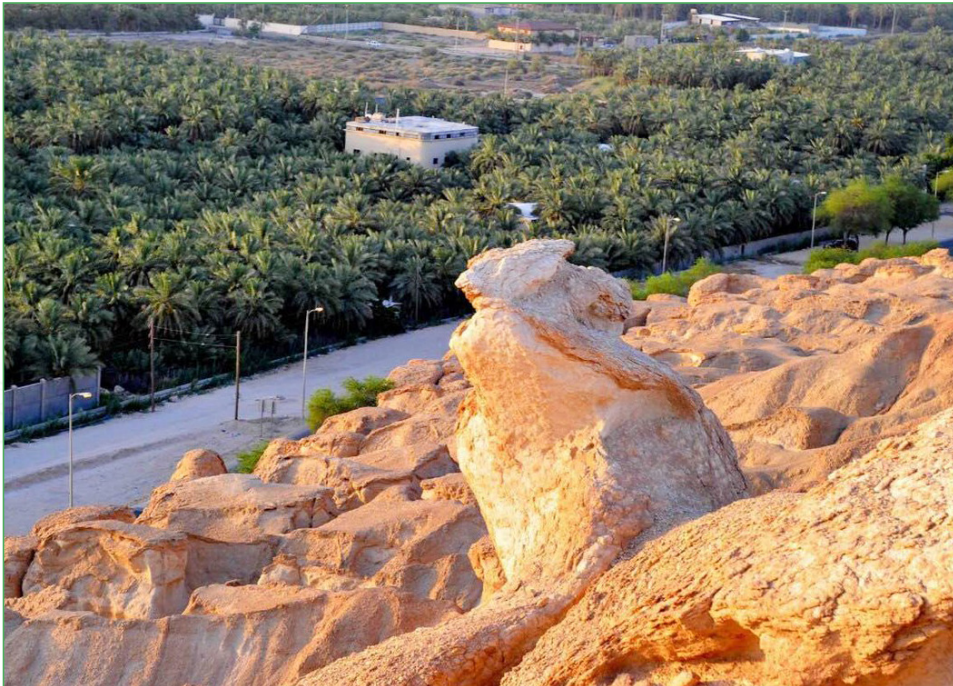
Twelfth: The Flag of the Kingdom

The flag of Saudi Arabia is rectangular in shape; its width equals two thirds of its length. The background of the flag is green in color and the Muslim creed “shahada” (There is no god but Allah, Muhammad is the Messenger of Allah) is written on it using the Duluth font type in white font colour. Beneath the shahada, there is an Arab sword whose handle is directed towards the flagpole. As a sign of respecting the Muslim’s shahada written on the flag, it is not permissible to lower the flag to touch the ground.

Thirteenth: The Emblem of the Kingdom

The emblem of the Kingdom of Saudi Arabia consists of two Arab swords with a palm tree; the two swords symbolize strength, fortifications and sacrifice, while the palm tree symbolizes vitality, growth and prosperity.

Al-Ahsa City at a Glance



The name “Al-Ahsa” has an indicative meaning where historians agree that the word “Al-Ahsa” is the plural form of the singular form “Hisi” which refers to a rocky ground covered with a sand layer that has the ability to store rainwater; this water can be obtained pure and fresh with a simple depth drill. Because of the abundance of these stored rainwaters in this site, it was named “Al-Ahsa”. In the year 314 H., a city, known today as Al-Ahsa, was established. Some historians have mentioned that the history of Al-Ahsa dates back more than 4000 years BC. The city of Hofuf was the center of Al-Ahsa; Al-Ahsa was the place of the Emirate of the the Eastern Province. The Dammam city has later become the capital of the Eastern Province. It was in the city of Al-Ahsa that the first Police College was established in the KSA.

Al-Ahsa City at a Glance

Al-Ahsa: Area, Geography and Population

Al-Ahsa is located in the south-eastern part of the Kingdom of Saudi Arabia; it occupies the southern part of the Eastern Province. It covers a large area of about 530 thousand square kilometers, representing 68% of the Eastern Region and 24% of the Kingdom. However, this area includes the uninhabited area called the Empty Quarter, and therefore the inhabited area represents 18% of the Al-Ahsa area.

Al-Ahsa Oasis, which comprises 92.3% of the population in addition to the main active economic activities, covers an area of approximately 860 square kilometers. It includes Al-Ahsa (Al-Hofuf and Al-Mobarz), 4 main cities, and 22 villages. Al-Ahsa Oasis is 40 km away from the Arabian Gulf. In Al-Ahsa Oasis, there is the historical port of Al-Aqeer which extends on the coast of the Arabian Gulf; there are also two cities: the Salwa city which is bordering Qatar and the port of Batha which is bordering the United Arab Emirates. Al-Ahsa is the closest region to the GCC (Gulf Cooperation Council) countries. In addition to the importance of Al-Ahsa's coastal areas on the Arabian Gulf between Aqeer and Salwa, it has borders with Qatar, the United Arab Emirates and Oman. The population of Al-Ahsa is over one million.

The Location of Al-Ahsa

According to the administrative distribution of the regions in the KSA, the boundaries of Al-Ahsa are as follows: the province of Abqaiq borders Al-Ahsa in the north, while the Arabian Gulf and the Gulf of Salwa borders Al-Ahsa in the east; the Empty Quarter borders it in the south, and the Dahana Desert borders it in the west.

The Climate of Al-Ahsa

Al-Ahsa's climate is hot and dry in summer and cool and rainy in winter; the weather is mostly sunny. Temperatures sometimes reach 48 degrees in summer and fall in winter to about 10 degrees. Rainfall in Al-Ahsa is seasonal and falls in autumn. The area is occasionally hit by sand storms.

Al-Ahsa City at a Glance

Agriculture in Al-Ahsa



More than 10 thousand hectares of agricultural land belonging to more than 30 thousand farmers constitute the actual agricultural land in Al-Ahsa; this agricultural area has a profound long history.

Al-Ahsa is an agricultural oasis embodied by the nature of the place and the abundance of water symbolized by its name as explained above. There are more than two million palm trees in Al-Ahsa; these trees produce the best types of dates in the world, such as salsa, raziz, shishi, algeria, khenizi, zamali and others. There is also the production of the nutritious rice and many fruits and vegetables. Al-Ahsa is a city that has a fertile land that gained its name from its geographical nature, where water is abundant and pure. There are more than 30 natural springs. The latter provided the agricultural oasis with water through a group of water streams that form the traditional irrigation system in Al-Ahsa before the establishment of the irrigation and drainage project in the city.

Al-Ahsa City at a Glance

Archaeological and Touristic Sites in Al-Ahsa



**The National
Park**

As part of a project to prevent the desert sand from creeping over the area, the National Park was first established in 1962. After the trees grew heavily, the National Park was converted into a tourist destination, extending over 4,500 hectares. The area of the National Park includes gardens, swimming pools, children's playgrounds, and a track for horses and another one for bicycles.



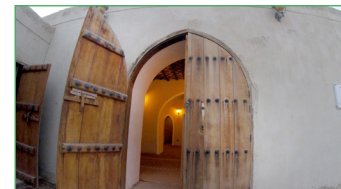
**Alaraba'
Mountain**

This site is a group of hills which are about 20 km away from Hofuf. Some land-raving enthusiasts visit these hills for trips, climbing these hills with their cars. Equestrian races are also held near the Alaraba' Mountain; there is also a camel racetrack which is currently called Al Jazeera Track.



**Al-Gara
Mountain**

The Al-Gara Mountain is one of the most important tourist attractions in Al-Ahsa. It consists of sedimentary rocks. It is characterized by being cold in summer and warm in winter. One of the most famous caves in the Al-Gara is the Naga (she-camel) cave which is the coldest and most spacious cave in the area. It is so wide and can accommodate at least 400 people. Tourists visit Al-Gara Mountain from various areas during the day to see the splendor of its geological formation and to enjoy its unique atmosphere.



**The Joatha
Mosque**

The Joutha Mosque is the second mosque in which Friday prayers were held in Islam: the first is the mosque of the Messenger of Allah (peace be upon him) which was built 1400 years ago. In addition to being an Islamic landmark, the Joatha Mosque shows the importance of the region and the role it played in the first era of Islam: when the tribe of Abd al-Qais converted to Islam, they built the Joatha Mosque which still bears witness to an era extending from the first Islamic period.

Al-Ahsa City at a Glance

Archaeological and Touristic Sites in Al-Ahsa



**Al Ahsa National
Museum**

This museum was established in the Salhiya district in 1983. It contains some of the monuments representing the history of Al-Ahsa through different historical eras, as well as images of the popular heritage of the region. The museum also has a library, a photo hall, and sections where collectors can display their possessions.



**Al-Qaysariah
Market**

Al-Qaysariah market is one of the oldest markets in the eastern part of the Arabian Peninsula. It is one of the clearest indications of Al-Ahsa's commercial status as a link between the Gulf coast and the inner cities through Al-Aqeer port. King Abdulaziz ordered that this market be built; it was built between 1918 and 1923. Al-Qaysariah market contains 300 shops.



**The Palace
of Sahud**

This palace was built on a high plateau located in the western side of the Hofuf city and outside of Al-Mobarz city. This fortress-like palace was given the name of the Sahud because of the large cannon mounted on one of its towers. It is likely that the construction of this palace was during the first period of Bani Khalid's rule in the late eleventh century H. The palace consists of several towers, a cellar of weapons, a mosque and water well.



**The Palace
of Ibrahim bin Afisan**

It is located in Al-Kut district, the commercial center of Al-Ahsa in historical periods. It is an integrated palace that includes architectural units like Al-Kubba Mosque (which was built in 947 H.); the palace also includes the soldiers' dormitories, the main cabin, the officers' accommodation, the ammunition depot and a steam bath. It is now a cultural center frequented by tourists who visit it to know the history of the place and to enjoy the architectural features.

Al-Ahsa City at a Glance

Archaeological and Touristic Sites in Al-Ahsa



**Khuzam
Palace**

This palace was built at the southwestern entrance of Hofuf in the Al-Na'athil area. The idea of building this palace at this particular site is considered as a military protection from the nomads' camps which approached this site on specific periods each year. The nomads used to come to Al-Ahsa to purchase their supplies. The palace was built between 1210 and 1207 H.



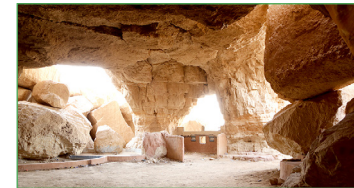
**Al-Taraf
Zoo**

Al-Taraf Zoo is located in the town of Al-Taraf which is about 15 km east of the Hofuf city; the zoo includes many animals and has visitors on both the morning and evening shifts.



**The Palm
Oasis**

With more than two million palm trees, Al-Ahsa is the largest palm oasis in the world. Visitors can rent a palm resort to enjoy the cool atmosphere and attractive views. A tourist can also visit the date market located in the central market area of Ain-Najm area.



**Al-Gharash
(Pottery Factory)**

Tourists can visit Al-Dugha (the pottery factory) which is located near the Al-Qara Mountain to enjoy seeing craftsmen making and drawing on pottery in an old-fashioned way.

Services

Libraries

- ▶ Jarir
- ▶ Almaktabah
- ▶ Obeikan

Hotels

- ▶ Intercontinental Hotel
- ▶ Al-Hofuf Hotel
- ▶ Al Ghazal Hotel
- ▶ Best Western Al-Ahsa Grand Hotel

Banks

- ▶ Riyadh Bank
- ▶ Al Rajhi Bank
- ▶ The National Commercial Bank
- ▶ Banque Saudi Fransi (BSF)/(Saudi-French Bank)
- ▶ Samba Bank
- ▶ SABB Bank
- ▶ The National Bank

Transportation

- ▶ Al-Ahsa Airport
- ▶ King Fahad International Airport
- ▶ Mass Transportation
- ▶ Car Rental Offices
- ▶ Trains

▶ There are some banks that offer special services and facilities for university employees



Mass Transportation

www.saptco.com.sa



King Fahad
International Airport

Al-Ahsa Airport

www.gaca.gov.sa



Trains

www.saudirailways.org

King Faisal University



King Faisal University

Vision

Excellence in education and scientific research, and leadership in community partnership.

Mission

Providing outstanding education and continuous learning
Supporting innovation and scientific research.
Strengthening community partnership.
Preparing human competencies within a stimulating environment that keeps up with technology.

Values

- ▮ Affiliation ▮ Quality ▮ Institutional work
- ▮ Transparency ▮ Creativity ▮ Continuous learning

Objectives

- ▮ Excellence in teaching and learning
- ▮ Continuous development of human resources
- ▮ Providing opportunities for continuous learning
- ▮ Strengthening community partnership for mutual enrichment
- ▮ Conducting scientific research related to community issues
- ▮ Providing a stimulating university environment that keeps up with technology
- ▮ Effective management

King Faisal University



King Faisal University

A Tour in the Place and Time

The rulers of KSA have paid great attention to education in all its stages, realizing that any nation seeking to prosperity, progress and success must start by taking good care of education.

In keeping with the Kingdom's wise policy of education, the idea of establishing King Faisal University began to materialize. King Faisal - may Allah have mercy on him- decided that the eastern region which is a precious part of the Saudi Kingdom needs a great establishment that meets the educational needs of its people for specialized higher education and training. The University is an academic edifice that responds to the hopes and aspirations of its people. On the basis of ethical, scientific, cultural and intellectual principles, the university can develop the national human wealth and its development both mentally and physically. It also strengthens the foundations of national development and keeps pace with the progress of civilization in all aspects of life.

The university has selected some of the unique scientific disciplines through which the university has begun its mission, including agricultural sciences, food, veterinary medicine and animal resources. The choice of Hofuf in Al-Ahsa Oasis as the headquarters for KFU is a clear indication of the State's keenness to give this university a quality status in its ability to respond to the distinctive nature of the Al-Ahsa region and its needs; the university will be the starting point for the optimal development and investment of Al-Ahsa's natural resources and distinctive geographical location. KFU opened its doors in 1395 H., the year in which King Faisal passed away. Therefore, the university carried King Faisal's name to honor his great memory and to acknowledge his great support to the consolidation of higher education in KSA.

King Faisal University



King Faisal University

The Location of King Faisal University

When the Royal Decree was issued to establish KFU in its headquarters in Hofuf, the university did not have a site or land on which to build its buildings or to implement its activities; therefore, the university started its mission in Dammam and Al-Ahsa in various rented buildings. Then, the university has become increasingly in need of a suitable location to be able to set up its own facilities, start its activities and take its real role in developing the society.

The university, in coordination with the Ministry of Education, began to seek a permanent headquarters in Dammam and Al-Ahsa. The efforts of the university were fruitful: His Highness the Minister of Defense and Aviation decided to grant the university the land of the former Armed Forces Hospital in Al-Qashla area where the hospital and its buildings will be the headquarters of KFU in Dammam; the area is located on the coastal road between the two cities (Dammam and Khobar). The land is 525 hectares (5.25 square kilometers). Academic buildings and facilities were quickly established as soon as the university had access to the granted land.

After establishing its location in Dammam, the university began looking for another location in Hofuf so that it can set up its facilities and start its educational mission as was the case in its headquarters in Dammam. After several requests made by the university to obtain the land of the old airport in Hofuf to be the headquarters of KFU, the initial approval was given at the end of 1395 H. The Council of Ministers issued resolution number 1273 on 18/11/1397 H., which approves of granting the land of the old airport in Hofuf to be used for establishing KFU buildings. The choice of the old airport was a good one because the land granted is a large land of 480 hectares. It represents the gateway to the southern city of Hofuf and overlooks the road leading to three Gulf States: Qatar, United Arab Emirates and Oman.

The main buildings of the airport were left untouched and the university benefited from them at the beginning of its mission. Some of the buildings were used for the laboratories of the Faculty of Veterinary Medicine and Animal Resources. Because there was no official site for the

King Faisal University



King Faisal University

The Location of King Faisal University

university in Hofuf, studying at the university began in two colleges: the College of Veterinary Medicine & Animal Resources and the College of Agricultural Sciences & Food in the academic year 1395/1396 H in Dammam. However, after the initial approval was issued to grant the land of the old airport to the university, these two colleges were moved to Al-Ahsa in the next year 1396/1397 H because two buildings were prepared in the university's new headquarters.

Not only did the university established its facilities on the land of the Al-Hofuf old airport, but has also set up its primary facilities (the College of Agricultural and Food Sciences, the College of Veterinary Medicine and Animal Resources, and the administration offices) on the adjacent land in the north.

The university began to expand, where its buildings were annexed to the land located to the east side of the university, namely between the Al-Muthalath and the Al-Mazro'ia areas; the land the university extended its building to was later granted to the University by the Ministry of Public Works and Housing in 1404 H.

The administration of the university felt the need for a land that can be used for agricultural research and for studies in the field of agriculture and veterinary. After a series of correspondences between the university and the Ministry of Agriculture & Water during 1396 H., KFU managed to obtain an agricultural land from the Ministry of Agriculture & Water under the Royal Decree No. 3 / A / 3283 dated 17/2 / 1397 H. The land obtained by the university is about 600 hectares (six square kilometers) and is located on the Qatar road, near the farm of Al-Diligia, in the Al-Goeiba area; this land is about 15 kilometers away from the university headquarters. This land was the first starting point for the Agricultural and Veterinary Research and the Training Station (which was established in 1397 H). The same land was also used for the Veterinary Educational Hospital established (in 1399 H) and for many other agricultural and veterinary facilities.

King Faisal University

University Logo

The university logo was adopted when KFU started its academic mission in 1395 H. The idea of the university's logo came from the emphasis on the importance of religion, the abode of the Revelation, and the prophet's message as a permanent source of guidance. This is represented by the use of the map of Saudi Arabia map in the university logo. As a strong symbolism representing Islam and Muslims, the logo contains a dignified verse from the Quran urging the demand for knowledge. The center of the logo also includes a symbolic book which can be a symbol referring to the source of science, and the distribution of knowledge and different arts. These signs and symbols were formulated in progressive and consistent proportions that are included within a circle that embodies the continuity of knowledge radiation.

The Official Opening of the University

KFU was officially inaugurated by King Khalid Bin Abdul Aziz Al Saud, may Allah have mercy on him, on Tuesday, 5 Jumada II 1397 H., at the university headquarters in Hofuf. The opening took place during his visit to the region after returning home from his therapeutic journey. This was almost a year and a half since the university commenced its academic mission.

King Faisal University

The Basic Objectives of KFU

The role played by the university in an Islamic country growing as fast as Saudi Arabia is to prepare the pioneers and leaders who will take the various positions in government agencies and private sectors, and those who will defend the religious and the Islamic behavioral. Therefore, the main role KFU plays is to prepare qualified citizens to actively and effectively contribute to the development of the Kingdom within a framework of religious values that affirm their Islamic identity. In addition, the University contributes to the provision of knowledge through higher education and through the promotion of prominent research and studies.

In accordance with the university's basic system of education, research and community service, the objectives of the University have been defined as follows:

1

Offering distinguished education in a variety of academic disciplines.

2

Conducting outstanding scientific researches related to community issues.

3

Providing opportunities for continuing education.

4

Achieving effective and influential leadership.

5

Activating the partnership between the university and society to achieve mutual enrichment.

King Faisal University was officially established by Royal Decree No. 67 on 28/7 / 1395 H., following the issuance of the the Decree No. 1964 on 20/11 / 1394H by the Council of Ministers. This decree included many things such as the name of the university, setting its headquarters, and approving of its system. Several recommendations and decisions were issued to support the establishment of the university and its objectives in serving this country and the people of the eastern region.

King Faisal University

Colleges in KFU

- College of Agriculture and Food Sciences
- College of Veterinary Medicine
- College of Medicine
- College of Clinical Pharmacy
- College of Engineering
- College of Computer Science & Information Technology
- College of Science
- College of Education
- College of Business Administration
- College of Applied Studies & Community Service
- College of Arts
- College of Dentistry
- College of Applied Medical Sciences
- College of Law
- Community College in Baqiy

King Faisal University

Supporting Deanships

- Deanship of Faculty Affairs
- Deanship of Postgraduate Studies
- Deanship of Scientific Research
- Deanship of Library Affairs
- Deanship of Development and Quality Assurance
- Deanship of Admission and Registration
- Deanship of Student Affairs
- Deanship of Preparatory Year
- Deanship of E-learning and Distance Education
- Deanship of Information Technology
- King Faisal Institute for Research and Consulting



King Faisal University

Scientific and Research Centers

- Center for Documentation and Administrative Communication
- Palms and Dates Research Center
- Water Studies Center
- University Center for Communication and Information
- Translation, Authoring and Publishing Center
- Camel Research Center
- National Center for Talent and Creativity Research
- Fisheries Research Center
- Avian Research Center
- Supporting Studies Center
- Assessment and Evaluation Center

King Faisal University



University Facilities

Deanship of Information Technology

The Deanship of Information Technology automates all procedures and services provided by all units in the university; automation of services will benefit students, faculty members, employees, and external bodies, including government agencies, private sector and the general public.

Medical Polyclinics Complex

The complex plays a vital role in the field of health care and raising people's awareness about health issues; it provides medical care for all university employees and their families as well as for students. The complex operates throughout the year: Sunday to Thursday (7:30 am to 5:00 pm).

The Post Office

The university has a branch for the central post office; it provides services to faculty members where they can subscribe to a post-box service; the university post office is located in the Deanship of Student Affairs.

The Central Library

The Library is one of the pillars of the educational process in the university; it is the main source of information for researchers and students. Knowledge represented by books, periodicals and CDs is one of the three pillars on which the educational process depends, in addition to students and professors. In keeping with the development of the university and the increase of its colleges and departments, the university was very keen to consolidate the knowledge pillar by establishing a central library from the very beginning. In order to develop the library, the university has established an independent deanship for managing and improving its central library: the university provided the library with modern systems, computers, several encyclopedias and periodicals with an annual subscription, and has also made these resources electronically accessible to faculty members.

University Facilities

Education Expenses for Kids of Faculty Members

The university can pay the education expenses for the kids of non-Arabic speaking faculty members, as well as the kids of Arab expatriate faculty members who study in non-Arabic schools and who do not speak Arabic as a language in which they can continue their studies in governmental school; the following conditions should be met for the university to pay faculty members the education expenses of their kids:

- ▶ When kids cannot be admitted to public schools.
- ▶ When kids are not less than six years and not more than eighteen years.
- ▶ When kids' education takes place within the Kingdom: expenses of education cannot be paid for kids who study outside the Kingdom.
- ▶ The maximum number of kids whose education is paid for is 4.

The total amount of money paid for education expenses shall not exceed twenty five thousand Riyals per one academic year.

Study level	paid Amount
The first child	Maximum annual education fees paid are SR 10,000
The Second Child	Maximum annual education fees paid are SR 7,500
The Third Child	Maximum annual education fees paid are SR SR 5,000
The Fourth Child.	Maximum annual education fees paid are SR 2,500

University Facilities

Participating in Conferences, Workshops and Training Courses

Expenses of participation in scientific conferences, seminars, workshops and training courses
In order to encourage and urge its faculty members to participate in scientific conferences, seminars, workshops and training courses, KFU will pay the financial expenses in accordance with the regulations approved by the University Council.

Salaries and Allowances

According to the academic rank they have and in accordance with the salary scale decreed by the kingdom, faculty members and Saudis having similar status receive a monthly salary in addition to some other allowances. Faculty members, Saudis and non-Saudis, having similar status also receive a monthly salary in addition to some other allowances as stipulated in their contracts.

Deanship of Faculty Affairs



Deanship of Faculty Affairs



To develop its employees at the academic, administrative, cultural, and social levels, KFUPM established the Deanship of Faculty Affairs on 21/6/1418 H to achieve this goal. The Deanship of Faculty Affairs provides many services to the faculty members and tries to facilitate many of the procedures related to faculty members through its six main sections:

- ▶ The Section of forming Admin staff
- ▶ Section of Academics
- ▶ Section of Payroll and Salaries
- ▶ Contracting Section
- ▶ Faculty and Staff Services Section
- ▶ Employees Section

Deanship of Faculty Affairs

The Expected Duties of Faculty Members

The faculty member is expected to have the following characteristics:

The faculty member must be honest and truthful and must abide by regulations and rules of ethics. He/She should refrain from all that is contrary to the honor of his/her job, and has to take care of his/her general appearance by living in a respectable place that suits his/her position.

The faculty member must follow up what is new in his/her field of specialization and must also contribute - through his/her scientific activities - to the development of his/her specialization.

A faculty member should convey to his/her students the latest scientific knowledge in his/her field of specialization and encourage them to like science, knowledge and sound scientific thinking.

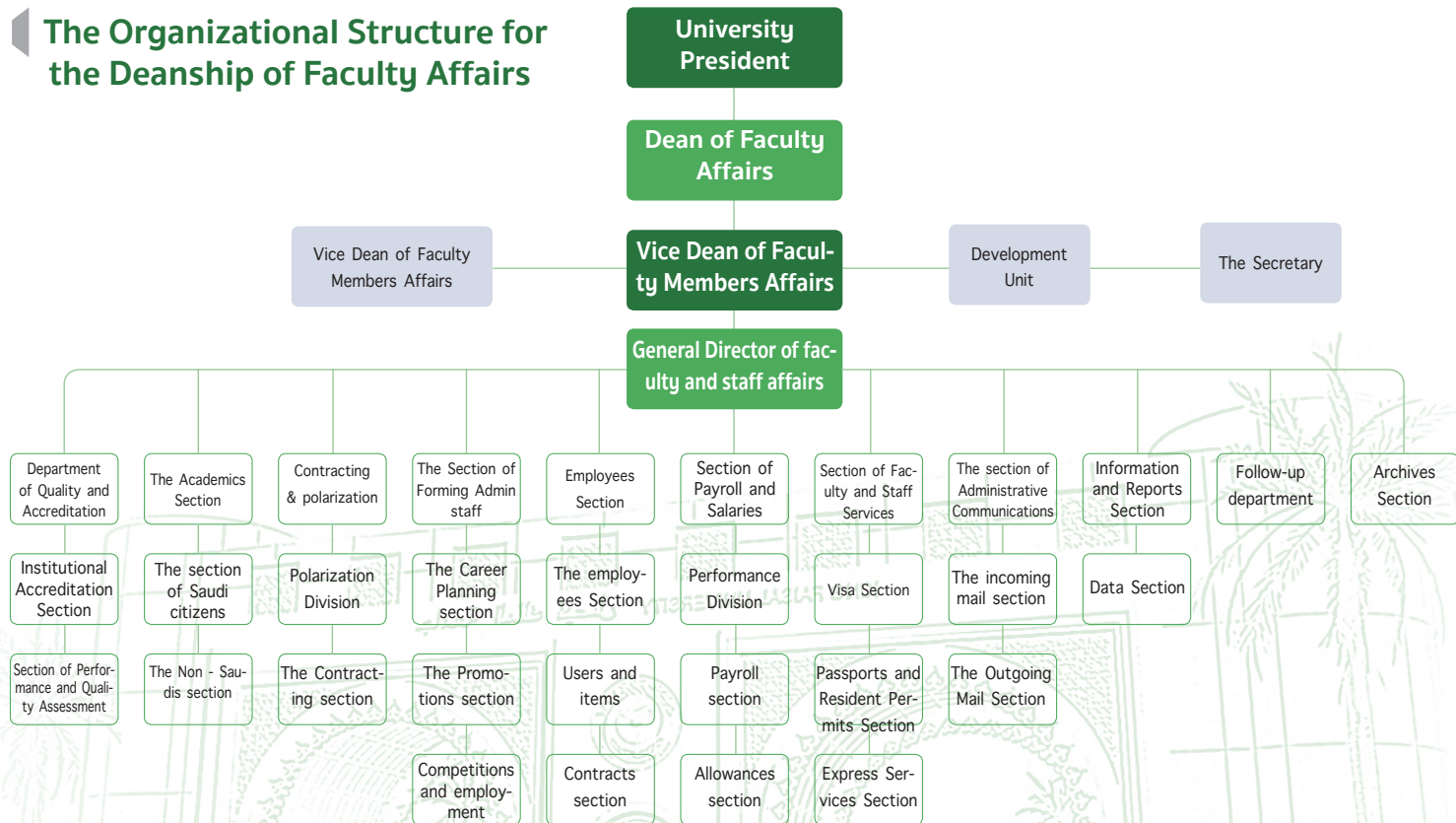
The faculty member must actively participate in the meetings of his/her department council and in other councils or committees he/she is a member of either on the level of the college or the university.

He/she is also expected to actively participate in the activities of the department, college and university, and in community services (extracurricular activities).

A faculty member must devote his/her time to work at the university. He/She should not have a job outside the university unless he/she has obtained prior approval in accordance with the university's regulations and bylaws.

Deanship of Faculty Affairs

The Organizational Structure for the Deanship of Faculty Affairs



Deanship of Faculty Affairs

Some Important Regulations

Faculty members and those who have similar status shall work forty hours per week in teaching, scientific research, student-counseling and other tasks entrusted to them by the relevant administration in the university.

The maximum limit of working hours for faculty members and those who have similar status are as follows:

Professor	Associate Professor	Assistant Professor	The Lecturer	Teaching Assistant	Language Teacher
10	12	14	16	16	18
Teaching Units	Teaching Units	Teaching Units	Teaching Units	Teaching Units	Teaching Units

Deanship of Faculty Affairs

Some Important Regulations - Saudi Faculty Members

Some Important Regulations - Saudi Faculty Members.

1. To be appointed as an assistant professor, you are required to obtain a doctorate degree or an equivalent degree from a Saudi university or other recognized university; the University Council can add other conditions.
2. The following conditions should be met for appointing a faculty member as an associate professor.
 - ▶ To obtain a doctorate degree or an equivalent degree from a Saudi university or any other recognized university.
 - ▶ To have an experience of working in an academic department, in a recognized university and to have been assigned a teaching job in that department.
 - ▶ To have worked as a faculty member in a recognized university for a minimum of 4 years as an assistant professor (after completing his/her PhD degree).
 - ▶ To have been promoted to the rank of an associate professor by a Saudi university or any other recognized university.
3. The Following Conditions Should Be Met to Be Appointed as a professor.
 - ▶ To obtain a doctorate degree or an equivalent degree from a Saudi university or any other recognized university.
 - ▶ To have worked as a faculty member in a recognized university for a minimum of 8 years: the candidate should have worked at least 4 years of these 8 years as an associate professor.
 - ▶ To have been promoted to the rank of a professor by a Saudi university or any other recognized university.
4. When the salary of a professor reaches the maximum point in the salary scale, he/she will still continue to have his annual pay rise; this applies only to the rank of a professor.
5. The following conditions should be met to apply for a promotion from the rank of an Assistant Professor to the rank of Associate Professor:
 - ▶ A minimum of four years of experience at the rank of an Assistant Professor at a Saudi university or other recognized university, provided that the period of service in Saudi universities shall not be less than one year.

Deanship of Faculty Affairs

- ▶ To meet the minimum research production required for promotion in accordance with the relevant regulations (of Article 32) of the main University Bylaws.
 - ▶ The research production submitted for promotion should have been published or accepted for publication while the candidate is working as an assistant professor.
6. Conditions that should be met to apply for promotion from the rank of an Associate Professor to the rank of a Professor:
- ▶ A minimum of four years of work with the rank of an Assistant Professor at a Saudi university or other recognized university, provided that the period of service in Saudi universities shall not be less than one year.
 - ▶ To meet the minimum scientific production required for promotion in accordance with the provisions of Article 32 of these Regulations.
 - ▶ The scientific production submitted for promotion should have been published or accepted for publication while the candidate is working as an Associate Professor.
7. The efforts of the faculty member are evaluated for promotion on the basis of one hundred (100) points divided as follows:
- ▶ 60 points for scientific production.
 - ▶ 25 points for teaching.
 - ▶ 15 points for university and community service.
- Upon the recommendation of the Scientific Council, the University Council sets criteria for evaluating participation in the service of the university and society.
8. The faculty member shall be promoted academically from the date of the decision of the Scientific Council; however, his/her promotion shall be considered from the date of the issuance of the executive decision if a vacant post is available for promotion.
9. Vacations
- The summer vacation of faculty members, lecturers, and language teachers is the actual annual leave. The University Council shall determine the start and end dates of the vacation, provided that the summer vacation begins only when final exams are taken and final exam results are announced.

Deanship of Faculty Affairs

10. Sabbatical Leave

Upon the approval of the University Council and by the endorsement of the Scientific Council and Departmental Board of the concerned college, a faculty member can have a sabbatical leave for a period of one year upon his/her completion of five years of service since his/her appointment or since his/her previous sabbatical leave. This leave should not have an adverse effect on the teaching process in the concerned department. Based on recommendations by the Scientific Council, the University Council will set out the rules and regulations for sabbatical leaves.

11. Attending Conferences, Workshops and Seminars:

- ▶ A faculty member may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:
- ▶ There should be a relationship between the subject of the conference or the symposium and the specialization of the faculty member or the responsibilities of his/her actual work.
- ▶ Participation in conferences and symposia held within the Kingdom are based on the recommendations of the Department and the College councils concerned, in addition to the approval of the university president.
- ▶ Participation in conferences and symposia held outside the Kingdom shall be carried out with the approval of the head of the University Council and upon the recommendations of both the department and college councils and in addition to the support of the university president.
- ▶ Based on the recommendation of the Scientific Council, the University Council shall establish regulations and procedures for attending conferences and symposia.
- ▶ The participants in conferences or seminars shall submit a report of their attendance to the university.
- ▶ A travel ticket and assignment allowance can be paid to a faculty member participating in a conference or symposium; however, it is also possible that only a travel ticket be paid or permission to attend may be granted without a financial support.

12. Delegation and Secondment.

- ▶ Faculty members and those having similar status may be delegated or seconded to work with government agencies by a decision from the University Council based on the recommendation of the Councils of the Department and the College concerned. The university shall

Deanship of Faculty Affairs

pay the salary of the delegated faculty member and his/her monthly transportation allowance unless otherwise agreed. The services of a faculty member and those who have similar status can be seconded through a University Council decision which should be based on the recommendation of the Councils of the Department and the College concerned. The University Council may also cancel the secondment decision before the end of the period agreed on.

13. Scientific Communication.

- ▶ By a University Council decision and upon a recommendation from the Scientific Council and from the Department and College concerned, it is possible to delegate a faculty member to a scientific mission outside the headquarters of the university for a period that does not exceed four months. In case of necessity, the period of the scientific mission may be extended to one year; if the delegation period does not exceed one month, the faculty member shall be treated as if he/she has been assigned a mission outside the university. However, if the period is longer than one month, he/she will be treated as an employee who was sent for training abroad.

14. The Transfer of a Faculty Member.

- ▶ It is possible that a faculty member and those having similar status to be transferred from one department to another within the same college by a decision from the president of the university that is based on the recommendation of the Scientific Council, the College Council and the boards of the two concerned departments.
- ▶ It is possible that a faculty member and those having similar status to be transferred from one faculty to another at the university by a decision of the university president; the decision should be based on the recommendation of the Scientific Council and the boards of the department and the college the faculty member is transferred from as well as the Councils of the department and the college he/she is to be transferred to.
- ▶ By a decision from the University Council and upon the recommendation of the Councils of the Department and College concerned, the faculty member and those having similar status can be transferred to a post position outside the university.

15. Terminating the Service of Faculty Members

- ▶ The service of the faculty members shall be terminated for one of the following reasons:

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- ▶ Resignation
- ▶ Cancellation of the relevant job position
- ▶ Health Disability
- ▶ Dismissal for disciplinary reasons
- ▶ Dismissal by a Royal Order or by a decision of the Council of Ministers.
- ▶ When the faculty member applies for retirement before reaching the statutory age according to the retirement system.
- ▶ Absence without a legitimate excuse or failure to implement the transfer decision.

Some Important Regulations - Non-Saudi Faculty Members.

1. The contractor should meet the following conditions:
 - ▶ The contractor has to be between the age of 20 and 60, and the University Council may extend the maximum age limit to 10 years for the Professors and Associate Professors and 5 years for Assistant professors; extension of the maximum age limit is based on the recommendation of the Department or College concerned.
 - ▶ The contractor should be medically fit for the job according to a recent medical certificate issued from a medical institution approved by the university.
 - ▶ The contractor must be of good conduct and reputation.
 - ▶ The contractor must hold the academic qualifications required for the job.
 - ▶ The contractor must not enter into another contract with another body in KSA.
 - ▶ The contractor should be ready for a full-time job at the University.
2. The period of the contract starts from the date of the contractor's departure from her/his country heading to her/his place of work in Saudi Arabia using the shortest way, provided that the span of time between departure and arrival does not exceed three days and does not precede the start of the contract date specified by the university.
 - ▶ If the contractor is a resident of the country in which the job is located and the contract is signed, the contract period shall commence from the day on which the contractor commences his/her job in accordance with the instructions of the university

Deanship of Faculty Affairs

3. When the university approves the staff member's promotion which he/she received from another university, the the staff member may be given the salary assigned for the upgraded rank when renewing the contract. If the salary before promotion exceeds or equals the beginning of the salary of the upgrade, he/she may be given the salary of the rank next to that of the previous rank in addition to the annual increment of the rank to which he/she has been promoted. However, faculty members who are promoted by the university obtain the salary immediately next to the salary received in the previous rank in addition to the annual increment of the rank to which he/she has been promoted upon renewing the contract.
4. The University Council may increase the specified salaries stated in the payroll scale up to 50% for contractors coming from Europe, the United States of America, or any advanced country indicated by the University Council.
 - ▶ With a maximum increase of 100% of the specified salary, the University Council can approve the contracts signed with faculty members and physicians who have rare specialties, academic reputation, experience, or excellent qualifications acquired by well-known universities. Upon agreement with the Chairman of the Civil Services Office, the head of the University Council may apply the provisions of this article to others.
 - ▶ With the approval of the University Council and upon the recommendation of the Scientific Council, it is permissible to contract with faculty members who are experienced or have distinguished scientific reputation regardless of the specified academic requirements for recruitment.
5. Contractors be they faculty members, language instructors, lecturers or teaching assistants who have previously served in university teaching after completing their academic qualifications or academic titles shall be given annual bonuses in accordance with the payroll scale in appendix (1) according to the main University Bylaws.
 - ▶ Faculty members, language teachers, lecturers and teaching assistants may benefit from their years of experience other than university teaching if the acquired experience is in the field of their specializations and if their experience is obtained after completing the academic qualifications upon which they were recruited.
 - ▶ In such cases, two years of non-university teaching experience count as one year of academic experience. By a decision from the Scientific

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Council and upon the recommendation of the College Council concerned, non-university teaching experience may also be considered for the purposes of academic promotion.

▶ Years of experience shall be counted for employees other than staff members, lecturers, language instructors and teaching assistants since the date of acquiring the last academic degree. Subsequent sessions in the specialization shall be counted on the basis of the duration of each session, provided that the duration of the session and that of the term of service are not to be combined. The body issuing the experience certificate and academic degree should be accepted by the university.

6. The university shall provide the employee and his/her family and dependents (brought to the Kingdom as residents) with a maximum of four airplane tickets, including the employee's ticket. Airplane tickets are to be provided whether family members travel with the employee or individually according to the following guidelines:

Unless the employee is a resident in the kingdom at the time of employment, he/she will receive one-way airplane tickets from his or her country to the Kingdom at the beginning of employment.

Two-way tickets are given to the contractor from the Kingdom to her/his country of origin once a year for the annual leave of absence, also for internally contracted employees who spent two years in service unless otherwise he/she was a resident in the Kingdom when signing the contract.

The employee shall receive a one-way repatriation ticket at the end of his/her contract. This is not applicable to employees recruited from within the Kingdom who have been employed by the university for less than two years, and employees whose sponsorship was transferred to a different institution inside the Kingdom according to the relevant regulations.

7. In case of a female employee or her Mahram being employed by the university at the same time of the other being employed by another governmental institution, airplane tickets shall be provided by the institution providing the accommodation allowance.

▶ The accompanying party shall not receive repatriation tickets if the university transfers his/her sponsorship to a nongovernmental institution.

8. The above mentioned travel tickets shall be on the first class for faculty members with the rank of a professor and economy class for

Deanship of Faculty Affairs

other staff members.

- ▶ The employee has the right of exchanging the due tickets from the Kingdom to her/his home with tickets for another country in accordance with the Saudi Airline regulations without the university bearing the additional expenses. This is subject to the rules and regulations of Saudi Arabian Airlines.
9. The university shall provide the employee with accommodation or annual accommodation allowance according to Addendum 1 of the Salary Chart clarified in the main University Bylaws. The accommodation allowance may be received in advance at the beginning of employment and thereafter at the beginning of each contractual year. Employees whose first contractual year does not cover a full academic year shall receive a prorated housing allowance. In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest housing allowance is eligible for such allowance. The same rule applies to employees whose spouse is employed by another governmental or non-governmental institution. Female employees married to Saudi citizens residing in the KSA are not eligible for a housing allowance.
10. In the event of the university not providing furnished accommodation, newly appointed faculty members receive 50% of their housing allowance as a one-time furnishing allowance. Faculty members previously employed by a Saudi governmental institution are only eligible for a furnishing allowance if their previous employment was terminated at least two years prior to their appointment at the university.
- ▶ In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest furnishing allowance is eligible for such allowance.
 - ▶ The female contractor with a mahram or the mahram himself is not paid a furnishing allowance if the other party works at the University or in any other body inside KSA.
 - ▶ If the contractor has worked in any other authority in KSA before signing the contract with the university, or was a mahram for a female employee, then he is not entitled to receive a furnishing allowance unless at least two years have passed since he left KSA and was not given this allowance from his previous work.
 - ▶ In the event of the employee's contract not covering a full year, the employee receives a prorated furnishing allowance. The remaining amount of the allowance is received at contract renewal, provided that the new contract and the initial contract cover at least one full year.

Deanship of Faculty Affairs

11. If the member of staff has been continuously employed at the University under the current contract for a period of two years without a break, he/she is entitled to an end of service allowance that is equal to half the monthly salary for each year of service. If the member of staff, lecturer, teaching assistant, technician, or the like, completes five years in service, the allowance entitled shall be equal to a monthly salary for each year of service with the maximum limit of a hundred thousand Riyals (SR 100,000) or the due amount according to the previous rules and regulations; the higher of the two sums shall be given. This allowance shall be paid at the end of service and it shall be counted on the basis of the contractor's last salary at that time. This allowance is given only for full years of service and the unbroken term of service. Other employees shall be paid an end of service allowance that is equal to half a monthly salary for each year with a maximum limit of fifty thousand Riyals (SR 50,000) or the due amount according to the previous rules and regulations; the higher of the two sums shall be considered. Twenty two (22) months of service shall be counted as two years; likewise, fifty eight (58) months in service are considered as five years. Upon the recommendation of the Collage Council or the concerned authority, the approval of the University Council and the Higher Education Council, the end of service allowance might be increased within a maximum limit of 100%, provided that the allowance does not in any case exceed the maximum limit stated in this article.
12. The contractor and her/his family shall benefit from the general medical services provided in Kingdom, and where necessary, the University Council has the right to decide otherwise.
13. In addition to the official end of the week holidays and Aid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of the leave. All other categories of employees are entitled to 45 days. However, for the Contract Employees who have worked for less than one year, the leave is proportional to the period worked. The new Contract Employee whose contract starts within one month of the usual university start date deserves complete vacation. The University Council can, however, modify the period of annual vacation according to the academic calendar requirements.
 - ▶ Vacation may be shorter than the prescribed period and will then be subject to a written agreement between the two sides. The university has the right to determine the start and end of vacation periods. Yet for the secondment period, exceptional leave and absence are not counted in the entitled vacation.

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14. The contractor may be granted an emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The Contract Employee is not entitled to flight tickets when taking an emergency leave.

15. Duties and Responsibilities

The contractor must abide by the duties and responsibilities designated by the university regulations. In matters not stipulated in handbook, the contractor must follow the rules stipulated by the Civil Service System and its executive rules.

16. In cases of professional errors committed while employed at the university, the Contractor is subject to the same disciplinary regulations as Saudi employees.

17. The contractor must abide by the rules and regulations of KSA. The contractor and his/her family must respect KSA's traditions and not compromise religion or interfere with politics.

18. Cancellation, Renewal and Completion.

The university reserves the right to terminate the contract if the Contractor does not commence his/her duties within fifteen days from the date specified by the university at the beginning of the contract period.

19. The contract shall be renewed automatically unless one party notifies the other party in writing of the wish to terminate the contract no less than two months prior to contract expiry.

20. The contract may be terminated prior to its expiry in the following cases:

1. The Contractor obtains Saudi citizenship.
2. Acceptance of resignation.

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3. Insistence on the resignation in spite of the university rejection.
4. Absence from work for fifteen consecutive days or thirty days with breaks without legitimate excuse. The university shall then terminate the contract, and in which case, the employee is considered to be insisting on terminating the contract.
- 5- Cancellation of the position (For non-Saudi Faculty members)
- 6- Permanent disability/incapacity for work
- 7- Incompetence
- 8- Low performance ratings.
- 9- Disciplinary termination from of the University.
- 10- Requirements of public interest.
- 11- If the Contractor is convicted of a felony or sentenced to a Sharia-prescribed penalty.
- 12- Death
- 13- If the period of the Contractor's illness exceeds the allowed period for sick leave stipulated by Article (37) of main University Bylaws, the Contractor is eligible for repatriation tickets and he/she will not be asked to return his/her previously paid allowances

- ▶ The bylaws and regulations mentioned in this handbook are not complete and are not original. Therefore, in case of any dispute, may Allah forbid, you should refer to the original bylaws and regulations reserved by the Legal Department of the University
- ▶ You can obtain detailed bylaws and regulations for faculty members by visiting the website of the Deanship of Faculty affairs <http://www.kfu.edu.sa>
- ▶ Through the legal administration at the university, you can get the original and detailed bylaws and regulations in a form of a printed booklet which is the recognized basic reference.
- ▶ In this part of the handbook, you will find an explanation to the steps and procedures to follow from your arrival to the airport to completing the contracting procedures; this handbook also explains how to get the allowances and services due as soon as possible.

Deanship of Faculty Affairs

At the airport

Dear Faculty Member,

Upon your arrival to King Fahad International Airport, the university representative will be waiting for you to drive you from the airport to your temporary hotel or flat where you will stay in a hotel or a furnished flat in the Hofuf city. The university will pay for up to five days of the expenses of your stay at the hotel or the furnished flat and will deduct this payment from your accommodation allowance once your documents are received by the general relation section at the university.

After arriving at your hotel or furnished flat and taking some rest, you need to head next morning to the university where there is a set of procedures that you have to do in order to facilitate and accelerate the process of contracting and the disbursement of allowances due.

Contracting Procedures

On you first day at the university, you should go to the administrative affairs of the relevant college to obtain the forms of contracting that you need to fill. Then, you need to go to the contracting department Office No (3004) located in the Deanship of Faculty Affairs in the second floor of the University Administration Building so that you can do the following:

- ▶ Submit the original certificates so that photocopies can be made.
- ▶ Submit the college forms you have filled.
- ▶ Receive the forms for the medical tests needed to obtain your resident permit
- ▶ Receive the necessary documents for general needs such as renting a house and other matters.

Signing the Contract

After one week of delivering the certificates and the college forms at the deanship of faculty affairs, you need to contact the contracting department on the extension number (1175) to make sure the contract is ready for signing.

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Issuing a New Resident Permit

After receiving the forms for the medical examination from the contracting department, you should go to the medical committee at King Fahad Hospital for the necessary tests; the results of these tests may take a week or two.

When you get your medical test report, you need to head to the Academic staff Services department located in the second floor of the University Administration Building, where you have to submit the following:

- ▶ Result of medical tests
- ▶ Three personal photographs of each family member
- ▶ Payment of your resident permit fees (SR 500) for the contractor and for any of the sons or daughters over the age of eighteen years.
- ▶ You need to check with the Staff Services section or call them on 0135899707 and 0135895389 to ensure the issuance of the resident permit and collect it.

Furnishing Allowance / Housing Allowance.

After one week of handing over the certificates and the college forms to the contracting section, you need to contact the funding section at the Financial Administration in the main administration building for the payment of the furniture allowance and housing allowance due.

Post-contracting procedures:

Dear faculty member,

After signing the contract, you need to start the post-contracting procedures that enable you to get the university's permits and services:

University Card

You can apply for a university card only after receiving your resident permit. To get your university card, you should fill the relevant application form and provide the following documents:

- ▶ A copy of your resident permit
- ▶ A Photograph

Deanship of Faculty Affairs

► Authentication of the form from the Deanship of Faculty Affairs and Deanship of Admission and Registration.

Getting Your Car Entry Permit

You should go to the Security and Safety Building at the university to fill out the university entry permit form. You have to submit the following:

- A copy of your resident permit
- Your car ownership document

Internet, LAN, and Email.

To get a username and password to login to the Internet, LAN, or to get an email account, you must fill out an account form on the local network which is accessible from the university's website where you can select the Deanship of Information Technology, and click on Electronic Forms.

The Banner System

To get a user name and password so that you can access the banner system, you must consult the Deanship of Admissions and Registration to fill in the relevant form.

In order to provide all the information relevant to the needs of the new faculty members, the Deanship of Faculty Affairs issued this handbook to clarify most of the governmental procedures and processes that may be required by the faculty member during the first period of his/her work at the university. This handbook will explain the steps to be taken to implement any specific procedure and specifies the sections and departments that must be visited to complete a specific procedure.

Before starting any institutional process, please fill in a passport application form which can be obtained either from the Staff Services Department located on the ground floor of the university administration building or through the webpage of the Deanship of Faculty Affairs.

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Issuing a New Resident Permit:

To get your new resident permit, you need:

- ▶ Medical test for the contractor and his/her companion; this is done through the Medical Committee of King Fahad Hospital.
- ▶ Payment of the contractor's resident permit fees (SR 500); payment is made through any branch of Riyadh Bank or Al Rajhi Bank.
- ▶ Three photos for each member of the family.

Renewal of Resident Permit:

To renew your resident permit, you need:

- ▶ Payment of the contractor's resident permit fees (SR 500); payment is made through any branch of Riyadh Bank or Al Rajhi Bank.
- ▶ Three photos for each member of the family.

Issuing Final Exit Visa

To issue your final exit visa, you need to:

- ▶ Hand over your resident permit and that of your companions to Staff Services Section
- ▶ One photograph
- ▶ A copy of the Clearance Form
- ▶ Filling form No. 1

Re-Entry Visa

To get the re-entry visa, the contractor employee has to

Pay the visa fee (200) riyals for the contractor and his/her companions. In the case of the existence of separate passports, each passport has a separate fee.

- ▶ Take the oral Vaccination against poliomyelitis for children who are under 5 years.
- ▶ A copy of the approval of the relevant person in charge (form No.1,2,3) of the leave decision

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▶ A copy of clearance from; use the contractor's form No. 2 for the end-of-year leave and submit a copy of the sponsorship for emergency leave.
Adding a New-Born Child to the passport.

To add a newborn child to the passport, the contractor employee has to submit:

- ▶ A Copy of the birth certificate
- ▶ A copy of the vaccinations card
- ▶ A copy of the resident permit of the contractor employee
- ▶ One photograph for the newborn
- ▶ The passport to add the child to

Adding a Newborn Child of Contractors Coming from Abroad.

The contractor will need:

- ▶ A Medical test report
- ▶ Three photographs for the child
- ▶ Copy of the contractor employee's resident permit along with the original

Updating passport information

The contractor employee has to hand over both the old and the new passports to the Staff and Faculty Services Section

Getting a Driver or Maid

To get a driver or a maid, you need to fill in a recruitment application for non-Saudi individuals; this form will authorize the Staff Services section to complete the recruitment process. You can get the form from the Staff and Faculty Services Section or through the university website.

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Dear new faculty members

Because we are already aware of the difficulties that you may face in the early days of your stay, and of the unfamiliar processes to be followed or of the places you need go to to complete a particular procedure, we have decided to clarify in this handbook the steps and documents required to perform the required procedures. The university, however, is not responsible for completing or following these procedures on your behalf.

Opening a Bank Account

To open a bank account you must have completed the procedures for issuing the resident permit. Then, you can choose the bank you wish to open an account with. You will need the following:

- A copy of your passport verified by the university
- A Copy of your resident permit
- A Salary transfer letter
- A Salary Certificate, if need be.

Issuing a Driving License:

Fill out the application form for the driving license which can be obtained from the university website.

- A Copy of the contractor employee's foreign license
- 4 photographs size (6x4)
- A copy of the contractor employer's resident permit
- A Copy of the passport
- A Letter of Identification from the university
- Payment of the prescribed fees for issuing the licence

Frequently Asked Questions

Frequently asked questions are a set of questions that new faculty members may have when they come to work at the university. These

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questions are the result of studies, interviews and questionnaires conducted by the Deanship of Faculty Affairs with new faculty members in previous years. Because we are very keen on clarifying all the practical aspects of living in KSA, we analyzed and categorized the data available to us and included it in this handbook to answer many of the questions that new faculty members wonder about when they start their job at KFU.

1. What are the procedures I am required to follow before arrival?

- A. The university shall be notified of the flight number, arrival date, and number of family members through the system of recruiting faculty members: new faculty should fill in the template sent to them by telephone message; they then send it to the university on this fax number 00966135896683
- B. According to the time and date notified, a representative of the University will meet you at King Fahad International Airport in the Dammam city.
- C. The university will arrange to host you and your family at a hotel in the Hofuf city for a maximum of five days.
- D. On the first working day of your arrival, you shall head to the contracting department to complete the necessary documents required for your contract.
- E. After arrival, you are required to do some medical tests through some of the government hospitals in the Hofuf city.
- F. After that, the staff at the Passport Office (at the university administrative building) takes the necessary procedures to obtain the resident permit for you and your family. This requires that you have an appropriate number of photographs for you and each member of your family. The resident permit fee is SR 500.
- G. After obtaining your resident permit, you can open a bank account, register at the university health center, and get a driving license, install your landline, and other services.

2. Where can I stay when I arrive?

The university provides you with accommodation in a hotel for five days at an appropriate price which will be deducted from the housing allowance as soon as the documents are received from the public relations section at the university. During this period, you can search for a suitable accommodation.

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3. What do I have to do on my first day at the university?

You can visit the contracting section in the Deanship of Faculty Affairs in the second floor (in the main administration building) to complete the contracting procedures.

4. Can I transfer money to my family who live outside KSA?

Yes, you can do this in several ways, including electronic transfers that take less than one day.

5. What is the cost of living in KSA?

The cost of living in KSA is low compared to other countries. For example, the cost of renting a good apartment in Al-Ahsa ranges from 10,000 to 20,000 Riyals per year. The cost of a liter of gasoline is 1.37. Gasoline prices changes in accordance with the universal prices of patrol.

6. How many years can I work at university?

The contract you sign with the university is an annual contract. The renewal of the contract depends on the performance of the faculty member; there is no limit for times the contracts can be renewed.

7. Can I resign from my job?

You can resign after completing the contract period which is one year. You must inform the university in writing two months before the end of the contract, stating that you do not want to renew the contract.

8. Can I bring my family?

Yes, you can bring your family.

9. Does the University provide daily transportation?

No, the university does not provide daily transportation, but it pays you a monthly transportation fee.

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10. Can I drive and buy a car?

Yes, you can easily do this after you have obtained your driving license.

11. How is the weather like in KSA?

The weather in the Kingdom is dry and warm in summer, with little rain in winter.

12. Are there private and public schools?

Yes, there are public schools that teach your children for free, and private schools that take annual fees. There are also international schools that teach the curriculum in English. For more information, please refer to the section on the important phone numbers in this handbook for a list of schools and their telephone numbers.

13. Does the university pay you in US dollars?

No, payment is made in Saudi Riyals. One US dollar is approximately 3.75 Riyals.

14. What are the benefits and allowances offered by the university?

The University pays the following:

- ▶ Monthly salary
- ▶ Monthly transportation allowance
- ▶ Annual housing allowance
- ▶ Furniture allowance (paid once)
- ▶ A maximum of four annual tickets
- ▶ Free medical treatment at the University Medical Complex
- ▶ Education expenses for the children of faculty members

15. Does the university offer a loan to buy a car?

No, the university does not provide any type of loan.

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16. Does the university provide medical services to its staff?

Yes, the university has a medical clinic complex that freely provides quality health service to university staff, in accordance with the available facilities.

17. What vacations/holidays do I have?

- 1- An annual leave of 60 days that is taken in summer.
2. Weekends (Friday and Saturday).
- 3 - Formal holidays (Eid al-Fitr and Eid al-Adha).
4. National Day holiday (23rd September).

18. What are the available means of transportation in the Kingdom?

1. Cars - 2 mass transportation - 3 trains - 4 aircrafts

19. When will the University pay my first salary and other allowances?

We need 30 to 60 working days to start pay your salaries. So, you need enough money to spend on yourself before you start receiving your salary.

20. Does the university pay the study expenses for the children of faculty members?

Yes, the university will pay the expenses of the study in international schools - which teach their curricula in English. For more information, please see the section on university facilities in this handbook for more details

21. Can I use credit or debit cards?

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

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22. Is there any accommodation for faculty members within the university campus?

Yes, there is a university residence. To inquire, you can contact the Housing Department at the university.

23. Can I participate in scientific conferences?

Yes. According to the regulations of the university, non-Saudi faculty members are allowed to participate in scientific conferences; the University will cover the costs of participation. For more information, please see the section related to university facilities in this handbook.

24. What papers should I bring with me?

- ▶ Travel documents
- ▶ Original certificates including the actual degree documents;
- ▶ You must also bring the original certificates of experience, indicating the start and end dates of the work/experience.
- ▶ All papers must be certified by the Saudi embassy in your country.

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25. I have some questions but I do not know who to go to?

Deanship of Faculty Affairs, King Faisal University

PO Box 400, Al Ahsa 31982, Kingdom of Saudi Arabia

Direct telephone: 00966135895315 - 00966135899055

Fax: 00966135896683

E-mail: contracting@kfu.edu.sa

Important phone numbers in Al-Ahsa

Education Expenses for Kids of Faculty Members

930	Telex Faults
933	Electricity Breakdowns
904	Phone Crashes
996	Roads Security
900	International Communications
931	Telex Inquiries
905	Phone Inquiries
902	Mobile Services
908	Billing Services
1100	Mobile Services (Mobily)
994	Border Guards And Rescue

993	Traffic Accidents
800	Free Phone Services
998	Civil Defense
961	Talking Clock
999	The Police
992	Passport Emergency
112	Mobile Police Emergency
995	Anti-Drug Police
997	Red Crescent
989	Public Security
966	Weather Forecast

King Fahd Hospital	5750000
Prince Saud Bin Jalawi Hospital	5300011
Childbirth And Child Hospital	5942500
Al Ain Eye Hospital	5330500
Al - Jabr Kidney Hospital	5754107
Al Jafer City Hospital	5391536
Aramco Hospital	5772421
Al Ahsa Hospital	5844000
King Abdulaziz Hospital	5910000
Al - Jabr Eye Hospital	5929878
Al Afalq Rehabilitation Hospital	5826353
Al Mousa Al Mobarz Hospital	5307000
Anwar Al Ahsa Hospital	5930333
Al - Obaid Hospital	5303333
Mental Health Hospital	5751111

Transportation

Mass Transit	5873687
Railway Station	5820571
Train Station (Booking)	5829999
Al Ahsa Airport	5710001

Airlines	5850666
Airlines (Booking)	920022222
Al-Rasheed To Transport Parcels	5853332
Sans Transport Packages - Faisaliah	5861296

Important phone numbers in Al-Ahsa

Education Expenses for Kids of Faculty Members

5858888	Magrabi Eye Center
5 313333	Al - Mughlouth Dispensary - Al - Mobarz
5312000	Treatment Centers - Dhahran St.
5877733	Al Naeem Clinic - Al - Asailah
5820455	Skico Clinic
5851092	Jamil Khattab Clinics Complex
5752027	Khalid Center for Physiotherapy
5750022	Al - Salmaniyat Clinic - Riyadh Street
5806358	Al - Idrisi clinic - Al - Khalidiya 5806358
5330072	Al - Ataysh Clinic - Al - Ayoun
5822102	El Bar El Seweq Association Clinics
5827840	Al - Hofuf National Clinic
5879014	Hawra Clinic
5821500	Al - Shawi Clinic - Al - Mobarz 5821500
5751111	Al - Mohaish Dispensary - Al - Khalidiya
5865900	Al - Mashafi Clinic - Al - Thurayat Street

5862000	Al Khayam Facial Beauty Center
5800848	El Melhem Dispensary - El Khaliej St. 5800848
5750500	Manbar Al Huda Clinic
5827961	Aziz clinic 5827961
5755599	Dhahem Al - Raqeeqah Clinic
5930344	Faisal clinic in Mahasin
5864061	Hussein Al - Ali Clinic
5804677	Hager Clinic - University St.
5966980	Al - Reda Clinic - Al - Omran
5875755	Anwar Al - Madina Clinic - Al - Na'athul 5875755
5853242	Taher Albhrani clinics - Almaslakh
3510770	The Dental Medical Center
5312535	Dr. Akkary Dental Clinic
5840222	Al - Qalaid Al-Dur - Basrah 5840222
5920277	Al-Usra Dental Clinic - MAHASIN



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