



SC /F1

Justifications for Submitting the Promotion Folder to the Scientific Council

To: Faculty member

The Scientific Council at King Faisal University carries out many tasks specified by the system of education in the Kingdom of Saudi Arabia that are related to the supervision of the scientific affairs of academic staff members as well as to research, studies and publishing affairs. Other functions of the council are to decide on academic promotions of faculty members of the University, encourage scientific research, authorship, translation and publication. Therefore, the Scientific Council is obliged to stress the importance of completing the following justifications for a promotion application on the basis of which the promotion file shall be received.

We wish you all the best.

- 1. Approval of Department Council
- 2. Approval of relevant committee (in the department or college) of examining files of applicants for promotion according to our circular No. 38/4/5/203 dated 11.5.1436H
- 3. Approval of College Council
- 4. Approval of His Excellency the university president of the college council minutes
- 5. College dean's signing of the Evaluation Form of the faculty member (confidential) designed for promotion and specifying the 'general specialization' and the 'specific one'.
- 6. A list of proposed evaluators signed by College Dean showing each evaluator's full name, academic degree, general and specific specializations and ensuring the accuracy of their given telephone numbers and emails (confidential)
- 7. Promotion folder must contain a hard copy and an electronic copy of all the following elements:

- Applicant's curriculum vitae signed by the applicant, department chairman, college dean and college representative in the scientific council on all CV pages.
- MA abstract and Ph.D. abstract
- Original copies of research submitted for promotion

Important Remarks

- 1. Research papers submitted for promotion must be in PDF form taken from the journal or conference where the research is published. Copies of research kept in PDF form shall not be accepted.
- 2. 3 CDs consisting of the contents of the promotion folder, already specified, must be attached.
- 3. The hard copy (original) must match the electronic copy printed on CD according to what is stated in our letter No. 38/4/5/732 dated 2/12/1436H
- 4. Evidence must be attached showing that six regular issues were published by the periodical, or that three years have elapsed since it was first published (the electronic site link of the place of publication showing evidence of this must be attached)
- 5. Concerning published research or research accepted for publication in a scientific journal, the conditions of Paragraph four (mentioned above) must apply. A further requirement is an attachment verifying that the periodical in which the research is published:
 - Applies rigorous academic refereeing (refereed periodical)
 - Has a specialized editorial board (for verification, attach the electronic site link of the publishing source).
- 6. There must be three independent separate files as follows:
 - First: an independent separate file containing published research and research accepted for publication for promotion
 - Second: curriculum vitae and MA and PhD abstracts

- Third: An independent separate file containing the editorial boards of the academic periodicals in which the research is published, and evidence that the periodicals are refereed and regularly issued
- 7. In case of research accepted for publication:
 - Attach evidence of unconditional acceptance of the research printed on the official papers of the organizing body and signed by the chief editor / chair of the academic committee of the conference or symposium
 - Letter copies or authenticated copies or emailed or faxed letters for final approval are not acceptable
- 8. As for published research and research accepted for publication in academic conferences and symposia, the following must be done:
 - Attachment of evidence indicating that what is published in the conference or symposium has been subjected to rigorous refereeing by experts.
 - Attachment of evidence indicating that the conference has a general academic committee. (The electronic site link of publishing source must be attached as evidence of this)