

His Excellency / Chairman of the Academic Council,

May he be in God's protection.

Peace and blessings be upon you...

The College Council has reviewed the promotion request of Dr., from the Department of, to the rank of in the field of This was discussed during its meeting held on To fulfill the promotion requirements, the Council has recommended proceeding with the application through the Academic Council.

I am sending you the application along with all the required documents and records. Kindly proceed with the necessary formal procedures.

Dean of

college

Name:

Signature:

Attachments (please check the box):

- | | |
|---|--|
| <input type="checkbox"/> Letter from the Dean of the College. | <input type="checkbox"/> Promotion Qualification Confirmation Table |
| <input type="checkbox"/> Promotion Request Form | <input type="checkbox"/> A copy of PhD and Master thesis. |
| <input type="checkbox"/> List of research | <input type="checkbox"/> Curriculum Vitae (CV)". |
| <input type="checkbox"/> List of Peer-Reviewed Books | <input type="checkbox"/> A copy of the academic certificates |
| <input type="checkbox"/> Patents and Innovations Clearance | <input type="checkbox"/> A copy of the appointment decision on the current rank. |
| <input type="checkbox"/> Copy of the Department and College Council Minutes | |
| <input type="checkbox"/> Nomination Form for Department and College Council Reviewers. (Confidential) | |
| <input type="checkbox"/> Five copies of each research or book, if any + research list + CV + acceptance letters with each research accepted for publication | |
| <input type="checkbox"/> Points Calculation Table | |

Academic Promotion Request

time			Promotion to rank	
<input type="checkbox"/> Third	<input type="checkbox"/> Second	<input type="checkbox"/> First	<input type="checkbox"/> professor	<input type="checkbox"/> Associate Professor

Firstly: Personal Information: (Attach the applicant's CV, promotion points calculation form FSCP-01, and qualification confirmation table for promotion.)

Family Name		Grandfather's name		Father's Name		First Name									
Nationality		Sex		Date of birth		Civil Registration Number									
		<input type="checkbox"/> Female	<input type="checkbox"/> Male	14 H / /											
E-mail				Mobile											
Decision Date		The Academic Promotion Council's Decision Number for Academic Promotion		Current rank											
/ / 14 H				<input type="checkbox"/> Associate Professor						<input type="checkbox"/> Assistant Professor					
College				Department				Employee NO							

■ Second: Academic Qualifications:

Country Name		University Name		Graduation Date		Qualification Name	
				/ / 14 H		Bachelor's degree	
				/ / 14 H		Master's degree	
				/ / 14 H		PhD or equivalent	
Master's Thesis Title							
Ph.D. Dissertation Title							
Major				General Specialization			
In English		In Arabic		In English		In Arabic	

■ Thirdly: Job History and Administrative Contributions:

1. Teaching Positions:

Duration Spent in the Position		Entity	Job Title
From	To		
/ /	/ /		
/ /	/ /		
/ /	/ /		
/ /	/ /		

2. Administrative Positions or Roles:

Duration Spent in the Position		Entity	Job / Position Title
From	To		
/ /	/ /		
/ /	/ /		
/ /	/ /		
/ /	/ /		

* (The employment date is arranged in descending order starting with the job you are currently holding)

3. Grants or awards (if any):

Date of Grant	The Entity that Granted it	Scholarship or Award Title

Fourth: Deputation, Loan, or Assignment

If yes, what is the classification?				Was Deputation, Loan, or Assignment Obtained			
Assignment <input type="checkbox"/>	Loan <input type="checkbox"/>	<input type="checkbox"/> Deputation		No <input type="checkbox"/>	Yes <input type="checkbox"/>		
Is the Deputation, loan, or assignment in the field of specialization?		المدة		Entity Type		Entity Name	
		From	To				
No <input type="checkbox"/>	Yes <input type="checkbox"/>	/ / 14 H	/ / 14 H	Non-Scientific <input type="checkbox"/>	Scientific <input type="checkbox"/>		

Fifthly: Teaching Load: (Attach a faculty member's schedule from the student records system for the last six academic terms.)

Second Semester of the Academic Year----14H/----14H:			First Semester of the Academic Year ----14H/----14H:		
Units NO	The Course Name	Course No and Code	Units NO	The Course Name	Course No and Code
Total				Total	

Second Semester of the Academic Year----14H/----14H:			First Semester of the Academic Year ----14H/----14H:		
The Course Name	Course No and Code	The Course Name	Course No and Code	The Course Name	Course No and Code
Total				Total	

Second Semester of the Academic Year----14H/----14H:			First Semester of the Academic Year ----14H/----14H:		
The Course Name	Course No and Code	The Course Name	Course No and Code	The Course Name	Course No and Code
	Total		Total		

The number of scientific papers or examinations in which you participated as an examiner:

☐ Master's () ☐ Doctorate () ☐ Fellowship () ☐ None

Sixthly: Scientific Output Submitted for Academic Promotion:

Summary of Scientific Output

(A) Academic:

Number of units published () Number of units accepted for publication ()

Number of individual units() Total number of research items () Research = () research units

(B) Reviewed Books, including:

Peer-reviewed university books and references: ☐ None ☐ Yes. Number of works () = () research units

Peer-reviewed verified books: ☐ None ☐ Yes. Number of works () = () research units

Peer-reviewed translated books ☐ None ☐ Yes. Number of works () = () research units

(c) Creative Activity: ☐ None ☐ Yes. Number of works () = () research units

(One unit from each of the following is accepted: peer-reviewed university books and references, peer-reviewed verified books, peer-reviewed translated books, and creative activities.)

(D) Patents and Innovations: ☐ None ☐ Yes. Number of works () = () research units

" If there are collaborative works involving more than two individuals and the applicant is the main researcher in them, please write the title of the research you wish to count as the main researcher to be counted as half a unit..... :

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Applicant's Name: Signature: Application Date: / / 14 AH

- The applicant must attach an electronic copy of each research paper (with the acceptance letter for publications of accepted research).
- The applicant must fill out the scientific production list form.
- The applicant may attach a list of all their research papers along with their curriculum vitae.

Attachments

a) Research:

Research Title..... :

☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

Research Title..... :

☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

Research Title..... :

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☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

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Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

Research Title..... :

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☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

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Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

Continue with the research papers submitted for academic promotion.

Research Title.....

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☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

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Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

Research Title.....

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Research Language: ☐ Arabic ☐ English ☐ Other

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Research Title.....

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☐ Published ☐ Accepted for publication on: / / 14 AH (corresponding to / / 20 AD)

Conference / Journal / Research Link:

Publisher :

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Research Language: ☐ Arabic ☐ English ☐ Other

Preparation: ☐ Individual ☐ Co-authored with two ☐ Main co-author with others ☐ Co-authored with others

b) Peer-Reviewed Books:

☐ None ☐ Yes, and their number is()

- Book Title:

☐ University Book or Peer-Reviewed Reference ☐ Peer-Reviewed Verified Book ☐ Peer-Reviewed Translated

Book

Author(s) in order.....

Publisher: Publication Date.....

- Book Title:

☐ University Book or Peer-Reviewed Reference ☐ Peer-Reviewed Verified Book ☐ Peer-Reviewed Translated

Book

Author(s) in order.....

Publisher: Publication Date.....

- Book Title:

☐ University Book or Peer-Reviewed Reference ☐ Peer-Reviewed Verified Book ☐ Peer-Reviewed Translated

Book

Author(s) in order.....

Publisher: Publication Date.....

Patents and Innovations: (Attach the patent certificate ☐ None ☐ Yes, and their number is ()

Invention or Innovation Title

Granting Authority

Date of Invention or Innovation:.....

Invention or Innovation Title:

Granting Authority:

Date of Invention or Innovation:

)*The applicant is required to provide documentation to substantiate the assessment of books/patents*(...

d) Creative Activity: ☐ None ☐ Yes

Achievement Entity	Completion Date	Activity Title	M

Seventh: Scientific Production Not Counted for Promotion :Here, it is sufficient to mention the scientific production that you do not wish to count towards the minimum promotion requirements without attaching copies. This includes the following:

1. **Research and publications published before obtaining a doctorate degree:** (if any)

2. Research extracted

from the master's and doctoral theses: (if any) (*)

(*) In the absence of research extracted from the master's and doctoral theses within the scientific production submitted for promotion, the sign (✓) is marked in the following box:

() does not exist () exists and is:

3. Other Unreviewed Works: (Provide their details only)

4. Scientific Production Published While Holding the Position of Assistant Professor: (This section is for applicants seeking promotion to the rank of Associate Professor)

5. Scientific production published during the position of associate professor: (This item concerns applicants for promotion to the rank of professor)

Eighth: Participation in conferences, seminars and other activities:

1. Participation in Scientific Conferences and Seminars:

)This section pertains to participation in scientific conferences and seminars other than those mentioned in "Section Two." The applicant should specify the name of the conference or seminar, the date and location of the event, and their contribution to it.(

2. Other activities:

a. Scientific Societies:

b. Committees

c. Councils:

D. College, University and Community Service:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Peer Reviewer Data Form College Council

(with attached resumes for each reviewer)

Name:

Academic Rank: ☐ Professor ☐ Associate Professor

General Specialty:

Specific Specialty:

Address:

Phone Numbers:

Email:

Name:

Academic Rank: ☐ Professor ☐ Associate Professor

General Specialty:

Specific Specialty:

Address:

Phone Numbers:

Email:

Name:

Academic Rank: ☐ Professor ☐ Associate Professor

General Specialty:

Specific Specialty:

Address:

Phone Numbers:

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Academic Rank: ☐ Professor ☐ Associate Professor

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Phone Numbers:

Email:

Name:

Academic Rank: ☐ Professor ☐ Associate Professor

General Specialty:

Specific Specialty:

Address:

Phone Numbers:

Email:

Name:

Academic Rank: ☐ Professor ☐ Associate Professor

General Specialty:

Specific Specialty:

Address:

Phone Numbers:

Email:

Specific to the Permanent Scientific Promotions Committee and the Academic Council":

- Date of the College Council Decision: / / 14 AH.
- Date of Submission of the Promotion Request to the Permanent Scientific Promotions Committee: / / 14 AH.
- Date of Completion of the Promotion Request: / / 14 AH.
- Date of Recommendation by the Arbitration Committee by the Promotions Committee: / / 14 AH.
- Date of the Academic Council's Decision to Form the Arbitration Committee: / / 14 AH.

Academic Council Decision:

☐ Promotion ☐ Substitute Reviewer ☐ Preferential Reviewer ☐ non-Promotion ☐ Other

Decision Number () Session Number () Date: / / 14 AH .

Academic Council Decision (in the case of the Substitute or Preferential Reviewer):

☐ Promotion ☐ Conditional Promotion ☐ Non-Promotion

Decision Number () Session Number () Date: / / 14 AH.

Instructions	No	Yes	Statement	م
First: Research Work				
Article (35) of the Regulations for the Affairs of Saudi University Personnel, including faculty members and those in their position, states: "The scientific production submitted for promotion should not be derived from master's or doctoral theses or from previous works by the applicant. If the Scientific Council establishes that there is evidence of such derivation, the promotion applicant will be prohibited from submitting another promotion request for a period of one year from the date of the Scientific Council's decision".			Is there scientific production included in the promotion derived from master's or doctoral theses or other research?	1
Not less than 6 units ranked as Professor, 4 units ranked as Associate Professor.			Are the submitted works compliant with research units?	2
It is required to publish the works after the most recent promotion obtained by the applicant.			Are the submitted works compliant with the time period since the last scientific promotion?	3
Make sure that there are acceptance letters, and attach them with the promotion documents.			Have the published or accepted works been in scientific journals or publications that follow the peer-review principle?	4
			Are the letters of acceptance of publication for works accepted for publication attached and the information related to the name of the researcher and the title of the research complete, with an official paper from the journal?	5
			Are the acceptance letters for the publications official and issued by the publishing entity?	6
			Are letters of acceptance of publication unconditional?	7
			Was the decision of the Scientific Council to include the book published by external publishers (if any) within the minimum requirement for scientific promotion attached?	8
Secondly: Reviewers				
<input type="checkbox"/> University Address <input type="checkbox"/> Email <input type="checkbox"/> Phone			Are the reviewers' contact details available?	10
			Have you confirmed that the reviewers are not from within the university?	11
			Has a scanned copy of the academic degrees (Master's + Ph.D.) been attached?	12

The Permanent Committee for Scientific		Is the application form for scientific promotion complete and accurately reviewed?	13
		Is the decision of the Academic Council for appointment attached?	14
		Is the decision of the Academic Council for the previous academic promotion attached?	15
		Is there a copy of the department's council minutes attached?	16

		Is there a copy of the college's council minutes attached?	17
		Were five files attached, each containing a complete set of the scientific research submitted for promotion?	18
		Is there a list of research and the names of participants in collaborative research attached?	19
		Is the Curriculum Vita attached?	20

Procedures Form Required for Academic Promotion

Signature of the head of the scientific
department

Signature of the faculty member applying for
promotion

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Form to assist a faculty member in verifying the required documents for promotion