

Requirements for Promotion to Rank of Associate Professor/Professor

Dear faculty member

This statement contains two parts, please complete all the required grounds by ticking (✓) in front of each completed phrase, **noting that missing of these grounds or adding other than them** will result in the return of the application to who/whence it has come from.

PART ONE	
(This part is completed and sent via Mirsal Mail system by the Deanship of the College and followed up by the applicant for promotion)	
The grounds required for promotion to the rank of associate professor or professor for Saudi faculty members	The grounds required for promotion to the rank of associate professor or professor for contracted faculty members
<input type="checkbox"/> Promotion application letter from the Faculty Dean	<input type="checkbox"/> Promotion application letter from the Faculty Dean
<input type="checkbox"/> University Rector's approval of the Faculty Meeting Minutes with a full copy of his notes on the minutes.	<input type="checkbox"/> University Rector's approval of the Faculty Meeting Minutes with a full copy of his notes on the minutes.
<input type="checkbox"/> A copy of the Faculty Meeting Minutes with the signatures page.	<input type="checkbox"/> A copy of the Faculty Meeting Minutes with the signatures page.
<input type="checkbox"/> A copy of the Department Meeting Minutes with the signatures page.	<input type="checkbox"/> A copy of the Department Meeting Minutes with the signatures page.
<input type="checkbox"/> Filling out the Curriculum Vitae Form of the University Scientific Council for the Applicants' Promotion	<input type="checkbox"/> Filling out the Curriculum Vitae Form of the University Scientific Council for the Applicants' Promotion
<input type="checkbox"/> A copy of the designation letter to the rank of assistant professor in case of applying for promotion to the rank of associate professor, or a copy of the designation letter to the rank of associate professor in case of applying for promotion to the rank of professor.	<input type="checkbox"/> A copy of the employment contract with the university. <input type="checkbox"/> A copy of the designation letter to the rank of associate professor in case of applying for promotion to the rank of professor.
<input type="checkbox"/> Filling out the Research Report form of the Scientific Council	<input type="checkbox"/> Filling out the Research Report form of the Scientific Council
<input type="checkbox"/> Filling out the Reviewers' Names Form of the Scientific Council.	<input type="checkbox"/> Filling out the Reviewers' Names Form of the Scientific Council.
<input type="checkbox"/> Filling out the Adequacy Report Form of the Scientific Council (confidential and sent by the Dean of the Faculty to the Secretariat of the Scientific Council via Mersal Mailing System).	<input type="checkbox"/> Filling out the Adequacy Report Form of the Scientific Council (confidential and sent by the Dean of the Faculty to the Secretariat of the Scientific Council via Mersal Mailing System).



PART TWO

(This part is completed and sent to the scientific council's email by the applicant for promotion)

The grounds required for promotion to the rank of associate professor or professor for Saudi faculty members	The grounds required for promotion to the rank of associate professor or professor for contracted faculty members
<p>Sending the scientific product submitted for promotion to the secretariat of the Scientific Council to the e-mail: (MSCT@BU.EDU.SA), noting that it is not to be included in the application sent by the faculty on the Mersal Mail system, taking into account the following observations:</p> <ol style="list-style-type: none"> 1. The scholarly output submitted for promotion must be in Pdf Format as published by the Journal or Conference in which the research is published; any research paper taken as images and saved in the PDF format will not be ratified. 2. If the research paper is accepted for publication, the following must be attached in order, taking into account that each research paper is in a single pdf file: <ol style="list-style-type: none"> a) A statement of accepting the publication of the research paper after reviewing is express and unconditional and printed on the official sheets of the journal or the organizer of the conference, signed by the editor-in-chief of the journal/chairman of the scientific committee of the conference or symposium. Copies of certified letters or copies or letters sent by e-mail or fax for the purpose of final acceptance are NOT accepted. b. Research paper accepted for publication and to be counted for promotion. 	<p>Sending the scientific product submitted for promotion to the secretariat of the Scientific Council to the e-mail: (MSCT@BU.EDU.SA), noting that it is not to be included in the application sent by the faculty on the Mersal Mail system, taking into account the following observations:</p> <ol style="list-style-type: none"> 1. The scholarly output submitted for promotion must be in Pdf Format as published by the Journal or Conference in which the research is published; any research paper taken as images and saved in the PDF format will not be ratified. 2. If the research paper is accepted for publication, the following must be attached in order, taking into account that each research paper is in a single pdf file: <ol style="list-style-type: none"> a) A statement of accepting the publication of the research paper after reviewing is express and unconditional and printed on the official sheets of the journal or the organizer of the conference, signed by the editor-in-chief of the journal/chairman of the scientific committee of the conference or symposium. Copies of certified letters or copies or letters sent by e-mail or fax for the purpose of final acceptance are NOT accepted. b. Research paper accepted for publication and to be counted for promotion.



PART TWO

(This part is completed and sent to the scientific council's email by the applicant for promotion)

The grounds required for promotion to the rank of associate professor or professor for Saudi faculty members

The grounds required for promotion to the rank of associate professor or professor for contracted faculty members

3. If the research paper is published, the following must be attached **in order, taking into account that each research paper is in a single pdf file:**

First: research papers written in Arabic or English, and published in Arabic scientific journals:

- The Journal Cover Page
- The names of the editor-in-chief and the specialized editorial board
- Publication rules showing how to accept and review research papers in the journal (a refereed journal).
- List of research papers published in the same issue.
- Published research paper to be counted for the promotion **without attaching the rest of the published research papers in the same issue by other researchers.**

Second: research papers written in English, and published in English journals:

It is enough to send the published research paper to be counted for the promotion from the journal's website.

3. If the research paper is published, the following must be attached **in order, taking into account that each research paper is in a single pdf file:**

First: research papers written in Arabic or English, and published in Arabic scientific journals:

- The Journal Cover Page
- The names of the editor-in-chief and the specialized editorial board
- Publication rules showing how to accept and review research papers in the journal (a refereed journal).
- List of research papers published in the same issue.
- Published research paper to be counted for the promotion **without attaching the rest of the published research papers in the same issue by other researchers.**

Second: research papers written in English, and published in English journals:

It is enough to send the published research paper to be counted for the promotion from the journal's website.

4. Regarding research paper published or accepted for publication in scientific conferences and seminars, a copy of the conference booklet (Conference Proceedings) must be attached, including the research to be counted for the promotion.

- Filling out the Form of links to research journals submitted for promotion and sending it in Microsoft Office Word format to the e-mail of the Scientific Council Secretariat. **Note that the link leads directly to the paper published on the journal's website (the publisher).**

4. Regarding research paper published or accepted for publication in scientific conferences and seminars, a copy of the conference booklet (Conference Proceedings) must be attached, including the research to be counted for the promotion.

- Filling out the Form of links to research journals submitted for promotion and sending it in Microsoft Office Word format to the e-mail of the Scientific Council Secretariat. **Note that the link leads directly to the paper published on the journal's website (the publisher).**

