

Prince Sultan University
FACULTY MANUAL



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Rector's Message

Welcome to Prince Sultan University (PSU). Through the years, PSU has demonstrated its commitment to excellence in teaching. We believe that a significant part of educational success is to select the most qualified, competent and dedicated teachers who will provide the right pedagogy, to effect learning for our students.

Each year, PSU receives hundreds of teacher applicants from around the world. Our selection process is most stringent which takes into consideration the academic training and professional working experiences of applicants who wish to join the PSU corps of faculty. I am proud and delighted that you have been chosen as faculty members who will continue to perform a vital role in educating our students to reach their goals and live their lives to the fullest. Your knowledge and expertise in your respective field of discipline will serve as bedrock in maintaining quality education that we have established in the past. Your commitment and strong motivation for teaching, research, community service and leadership serve as pillars in fulfilling the mission of the University.

This Manual articulates the vital information that you need to know about PSU. It underscores the policies, procedures, rights, obligations and benefits which are all equally important in performing your academic tasks efficiently and effectively.

I hope that your commitment and professional role as educators will bring about significant changes in the acquisition of knowledge and skills application among our students. The institution will continuously provide a healthy academic environment and will remain at the forefront in providing the best educational service and academic support to achieve the goals of the institution.

I hope that all members of the PSU community, regardless of the nature of their work, will foster an atmosphere of mutual cooperation, support and trust.

I look forward to your productive and fulfilling years in the University.

Dr. Ahmed S. Yamani
Rector

Foreword

This Faculty Manual is a written document containing relevant information that relates to the PSU faculty. Its main purpose is to acquaint the general faculty about existing policies, regulations and other important information about the university. The basic sections of this Manual are based on existing documents from various administrative and academic offices within PSU.

Future editions stand to improve this document as we welcome your observations and suggestions.

Academic Assessment & Planning Center
AY 2008-2009

I. PRINCE SULTAN UNIVERSITY: AN OVERVIEW

Prince Sultan University (PSU) was established in 1999 by the Al-Riyadh Philanthropic Society for Science. The business community of Riyadh first developed the idea of founding the university especially dedicated to HRH Prince Sultan bin Abdul Aziz to celebrate his homecoming after a successful medical treatment abroad. To express his support for this significant undertaking, HRH Prince Sultan Abdul Aziz congratulated the community and gave a generous donation to the Al-Riyadh Philanthropic Society for Science, which paved the way for the establishment of PSU.

With an increasing demand and pressure for higher education and the rapid increase in Saudi population, Prince Sultan Private College (PSC) began its charter in 1999. In its first year, the College had a total of 276 male enrollees in the Preparatory Year Program (PYP). In 2001, addressing the need to offer an undergraduate program for women, the Computer and Information Sciences Department was created.

With the approval from the Ministry of Higher Education, Prince Sultan Private College officially changed its name to Prince Sultan University (PSU) in 2003-2004, academic year.

PSU is the first private, non-profit institution dedicated to life-long learning opportunities for both men and women in Saudi Arabia. Today, the University has grown in number reaching 1, 546 male and female students, under three (3) Colleges offering 10 major academic programs in the undergraduate level.

VISION STATEMENT

Prince Sultan University aspires to become one of the leading universities in the Middle East.

MISSION STATEMENT

Prince Sultan University aims to provide quality education based on recognized international standards. In its efforts toward successful and life-long learning, PSU integrates modern technology, pedagogy and human values for the advancement of knowledge, research, productivity and leadership.

PSU is committed to the effective management of the institutional resources to optimize its multiple roles as a catalyst for new learning opportunities, national and international partnerships, continuous studies, professional growth, community service and diversity in educational horizons, for the good of humanity.

VALUES STATEMENT

As an educational institution, PSU strives to uphold:

- A quality academic environment that nurtures excellence in learning, teaching and research;
- Academic and personal integrity;
- Respect for individuals in the community;
- Quality of management operations;
- High-quality service and efficiency;
- The fostering of life-long learning among students as they pursue personal and professional goals;
- Professional development and personal growth among members of the community; and
- Positive interpersonal relationships among members of the community.

II. ADMINISTRATION AND ORGANIZATION

A. Organizational Structure

PSU adheres to the system of higher education in Saudi Arabia. The Ministry of Higher Education supervises all the Rectors throughout the kingdom. It ensures that all management operations of the universities are carried out in accordance with the Charter of the Council of Higher Education and Universities and the laws of the Saudi government.

PSU is governed by the Board of Trustees, the highest policy making body of the University which is composed of 18 members coming from various academic and business fields. The Board also supervises the University Council headed by the Rector who provides the institutional direction and leadership in the overall management of PSU. The members of the University Council include the: two Vice Rectors (Vice Rector for Academic Affairs and Vice Rector for Administrative and Financial Affairs), College Deans, the Deanship for Admission and Registration and the Deanship for Student Affairs.

The Vice Rectors assist the Rector in the management and supervision of the academic, administrative and financial affairs of the institution. The faculty is directly supervised by their respective deans, department chairpersons and/or directors. These administrators establish and implement the academic and administrative policies, regulations, and strategic plans of the colleges and academic departments in the university.

B. Colleges

The university is composed of two (2) colleges for men and a college for women.

College of Computer and Information Systems
College of Business Administration
College for Women

The College Dean is the chief academic officer of the college and reports directly to the Vice Rector for Academic Affairs. The Dean plans, coordinates and manages all matters relative to the programs, services and personnel of his/her academic unit.

The College Dean is also expected to:

- a. foster a positive environment for teaching, research and service,
- b. support continuous improvement of degree programs and their accreditation,
- c. assess fiscal and physical resources for the college, and
- d. establish collaborative working relationship among units in PSU.

C. Academic Departments

College of Computer and Information Systems
Computer Science Department (CS)
Information Systems Department (IS)

College of Business Administration
Finance Department
Marketing Department
Accounting Department

College for Women
Computer and Information Systems Department
English Department
Interior Design Engineering Department
Law Department

D. Undergraduate Degree Programs

Bachelor of Science major in :
Computer Science
Information Systems
Finance
Accounting
Marketing
Interior Design Engineering
Computational Linguistics

Bachelor of Arts major in:
Applied Linguistics
Translation
Law

Academic System. The Undergraduate study follows the academic level system. Undergraduate study comprises a minimum of eight academic levels. The student gradually progresses from one academic level to another in accordance with approved promotion rules.

The duration of each academic level equals one regular semester. The duration of an academic year is two (2) regular semesters and a summer session, if necessary. Each semester is a term not less than fifteen (15) weeks of instruction excluding registration and final examination periods.

The summer session is a period of instruction not exceeding eight (8) weeks. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

The academic year, consisting of two semesters begins in September and ends in June. This is followed by an eight week Summer Session, which is optional for both students and faculty. There is an inter-semester break between the semesters.

The expected duration of program study is five years: one (1) year for the preparatory level and four (4) years in the undergraduate program. Admission to these programs is based on the successful completion of required orientation courses in the Preparatory Year Program. Among the programs included at Prince Sultan University is the cooperative education program (Co-Op), which aims to associate modern academic studies with the business sector.

The Co-Op program takes place over a period of 27 weeks of practical training (equal to 10 credit hours). The student should complete the program before his/her last semester at the University.

E. The Preparatory Year Program

PSU established the Preparatory Year Program (PYP) as part of its college degree curriculum. All newly admitted students from high school including student transferees from other colleges or universities are required to complete the PYP core subjects prior to their admission in any undergraduate degree program. The core subjects the PYP include: English I & II, Mathematics I & II, Computer I & II and Physical Education I & II.

The aim of the program is to prepare students for the undergraduate degree level before they embark themselves on any major program of their choice. All courses are taught in English.

High school graduates gain admission to the PYP through a placement test

F. University Academic Services

In addition to the academic colleges and departments, the University has several administrative units that offer support to the success of the academic process. These units provide a wide range of administrative and academic services and resources which include: student registration, support services, library resources, and the use of computer technology in communication, teaching and research.

Admission and Registration Deanship. The Admission and Registration Deanship is responsible for all activities related to the admission and registration process. The Office of the Admission and Registration Deanship offers the following services:

- Scheduling of courses and examinations;
- Early Registration, registration and grading activities;
- Preparing transcripts and analysis of degree progress of each student during graduation period;
- Preparing various customized reports, such as enrollment reports, class rosters, grade rosters, schedules of classes, exam schedules, graduation lists, etc.;
- Preparing graduation certification for all students;
- Preparing statistical reports and analysis for academic and administrative departments;
- Preparing official transcript of records for the students; and
- Providing Web services to students, faculty, advisors, and University through the University's website: www.psu.edu.sa.

Student Affairs Deanship. The Student Affairs Deanship provides the following services:

- Issuing letters of identification to students upon request;
- Issuing student identification cards (ID);
- Issuing authenticated medical and official excuses to students, when they are absent from classes or exams;
- Supervising and documenting the establishment, success, and funding of numerous student extracurricular activities;
- Communicating with parents/guardians of students on matters related to students' academic progress;
- Providing orientation programs to newly admitted students regarding university life and regulations
- Monitoring academic advising.

Library. The PSU Library is established to provide resource materials that are important to the academic life of students and faculty in the university. It assists faculty members, students and personnel to obtain all kinds of information related to teaching, academic programs, resources, etc... The library is equipped with the latest computers, with full and free access to the Internet.

The Library also contains books and periodicals written in both Arabic and English. Its collection is focused on the University academic programs, such as Computer Science, English, Interior Design, Physical Education, etc.... Daily Arabic and English newspapers are provided. Borrowing and photocopying services are also available.

All registered users are entitled to borrow books and other reference materials.

G. University Based Centers

Community Service and Continuing Education Center (CSCEC). The Center organizes symposia, seminars and training courses for members within and outside the PSU community. The aim of the Center is to establish and promote good relationship between the University and the community. Furthermore, it endeavors the University to contribute in the progress and development of society.

Prince Salman Research and Translation Center (PS-RTC). Achieving excellence in research is one of the major goals of Prince Sultan University. The center has been established to foster a research culture and to provide a healthy research environment through which PSU faculty and students may conduct quality research and participate actively in the development of society. It aims to disseminate knowledge and to publish scientific researches produced by PSU faculty.

The Center encourages all types of research, coordinates activities, seeks to establish strong links with academic organizations and to gradually build a strong resource base. In addition, the Center also encourages and support translation and technology transfer.

Academic Assessment and Planning Center (AAPC). Providing quality education has become a matter of major importance for many universities. The Office of the AAPC undertakes continuous quality assurance processes that incorporates planning and review cycle in all areas related to academic and administrative functions. More specifically, it involves diagnostic review and evaluation of teaching, learning and outcome based on thorough examination of the academic curricula. The Center also establishes standards and procedures for periodic quality evaluation to ensure that quality of performance is achieved in support for the institutional vision-mission.

Largely, the Center is tasked to lead and coordinate an effective and efficient educational planning and management of internal and external quality assurance programs and processes within the institution.

Information Technology Center (ITC). The IT Center's mission is to provide Information Technology services, support, and guidance to the University students, faculty, and staff who use technology to fulfill the institution's mission in teaching, learning and research.

The IT Center seeks to develop, implement and support services, products and tools that facilitate the use of information technologies available on campus, effectively and efficiently. It also provides a safe and secure environment, with security controls to reduce potential exposure.

Major accomplishments have been achieved through this center, including: establishment of the network, authentication, e-services, setting up the

University's network infrastructure and launching the University website. Current projects include enhancing e-services, wireless services, data center improvements, administrative system and network upgrades, security strategies, and the continuing coordination of IT efforts across a distributed computing environment.

All faculty and students at PSU are provided with Internet and e-mail services. A faculty member needs a login ID and password for these services. Fully equipped computer labs are available on campus. All terminals are linked to the University's Local Area Network (LAN) and equipped with direct line Internet access and the Windows operating system. In addition, the University offers free wireless connectivity in common areas of the campus. The IT Center has installed access points around campus, and these access points are connected to the Internet and the University network.

The Center provides support services to faculty using smart classrooms. Smart classrooms create new opportunities in teaching and learning by integrating networking, computers, and audiovisual technologies. Currently there are more than 15 smart classrooms on campus available for faculty use. Additional smart classrooms will be set-up which will eventually expand the number to include all the university classrooms. The Center also provides assistance to faculty members regarding hardware and software purchasing, installation and support.

Ongoing workshops and orientation guidelines and tips for faculty and students at PSU increase campus awareness regarding the importance of IT in education..

H. University Support Services

Communication. All faculty members are assigned a private mailbox, account number and e-mail address. Each faculty should check his/her e-mails and mailboxes on a daily basis for notices, requests, memos and announcements. In addition, the department's bulletin board and plasma screen should be regularly checked for updates, notices and announcements.

Photocopying Center. The faculty photocopying center is equipped with heavy-duty Xerox machines. It offers photocopying facilities to all the departments in the University.

Textbook Center. Faculty members can obtain their copies of the course textbooks from the Textbook Center. Instructors' manuals are obtained from the department. Upon the approval of the department chairperson, the Faculty can get free personal copies of the textbooks for the courses they teach from the bookstore. The textbook center also supplies faculty and students with their stationery and equipment needs.

Office and Class Supplies. Office Services are the responsibility of the Warehouse Office. These services include the supply or relocation of furniture and equipment for offices, classrooms and labs.

Faculty members are provided with office supplies upon their arrival. Each classroom is equipped with a whiteboard, and a screen. Other classroom equipment and supplies, such as colored markers, dusters, overhead projectors, transparencies, audiovisual sets are available upon request. A faculty member may ask for them by submitting the material-supplier request form to the Warehouse Office.

Operation and Maintenance Services. The Operation and Maintenance Office offers its services to the entire campus. This includes carpentry, masonry, painting, plumbing, electrical repairs, maintenance of A/C systems and appliances.

A faculty member may ask for assistance by submitting a maintenance request form to the Operation and Maintenance Office.

Recreation and Fitness Center. The Recreation and Fitness Center offers a variety of fitness activities to students and faculty. The Center is equipped with current and user-friendly fitness equipment. Well-trained staff are available to provide general health and fitness programs and to assist the student and faculty in the use of the facility and exercise equipment.

Medical Services. *A doctor is available for consultation and emergency medical services in a fully equipped clinic at the Women's campus only.*

Prayer Hall. Faculty, staff members and students may perform their prayer activity during break time in the Prayer Hall.

Cafeteria. the cafeteria provides daily hot meal services to faculty, staff and students.

III. FACULTY RANK CLASSIFICATION

A. Academic Rank

Academic Rank or title is the level of appointment of a faculty member based on his/her academic degree and professional growth. The faculty is ranked as follows:

Professor. A faculty member who is appointed to a rank as Professor shall meet the following criteria:

- Holder of a Ph.D. degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. degree is not awarded.;
- Must have at least six (6) years of teaching experience in an academic institution that is acceptable to the University Council;
- Should have been promoted to the position as Professor by a University or academic authority that is recognized by competent educational authorities in the Kingdom and by the University Council of PSU or otherwise has assumed the rank as Associate Professor for at least five (5) years at an academic institution which is recognized by the University Council.

Associate Professor. A faculty member who is appointed to a rank as Associate Professor shall meet the following criteria:

- Holder of a Ph.D. degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. degree is not awarded;
- Must have at least four (4) years of teaching experience in an academic institution that is acceptable to the University Academic Council;
- Should have been promoted to the position as Associate Professor by a University or academic authority that is recognized by competent educational authorities in the Kingdom and by the University Council of PSU or otherwise has assumed the rank as Assistant Professor for at least five (5) years at an academic institution which is recognized by the University Council.

Assistant Professor. A faculty member who is appointed to a rank as Assistant Professor shall meet the following criteria:

- Holder of a Ph.D. degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. degree is not awarded;

-Must have at least two (2) years of teaching experience at any academic institution that is acceptable to the University Council.

Lecturer. A faculty member who is appointed to a rank as Lecturer shall meet the following criteria:

-Holder of a Master degree in the specialization required by the concerned academic department with a general average grade of Very Good by an academic institution that is acceptable to PSU;

-Must have at least two (2) years of teaching experience in an academic institution that is acceptable to the University Council.

Instructor

A faculty member who is appointed to a rank as Instructor shall meet the following criteria:

-Holder of a Baccalaureate degree and an additional diploma in the specialization required by the concerned academic department, with a general grade not less than "Very Good" by an academic institution acceptable to the University;

-Must have at least two (2) years of teaching experience at any academic institution that is acceptable to the University Council.

IV. FACULTY RIGHTS AND OBLIGATIONS

A. Faculty Rights

The faculty member has the right of academic freedom and the duties that flow from it. This means that the faculty member has the right to fulfill his academic duties, especially in the determination of what must be or must not be taught in an approved course, free from restraint or coercion. Accordingly, he/she has the obligation to pursue and teach truth as he/she sees it in a manner which respects the purposes and laws of the University and within limits established by the Saudi Arabian laws.

The faculty has a right to expect what is stated in the contract but he/she has the corresponding duty to perform his share of the contract responsibly and efficiently.

Faculty members in PSU shall enjoy within the scope of their work the full liberty of thoughts, expression, publication and exchange of opinions with regard to teaching, academic research and other University activities, however, should conform within the limits of the University rules and existing laws of Saudi Arabia.

In addition, all faculty members shall have the following rights:

- Accept or reject hours that exceed his/her teaching load.
- Accept or reject an assignment to carry out administrative activities or participate in committees that carry-out administrative tasks.
- Request reduction of his/her teaching load when carrying out an administrative duty.
- Participate in the deliberations related to the affairs of his/her academic departments and to submit proposals in this respect.
- Publish his/her studies and researches, in the University periodicals.
- Participate in conferences, symposia and seminars held in and outside the Kingdom.

B. General Obligations of Faculty

All faculty members are expected to perform their duties effectively and efficiently. In general, the duties of faculty members are summarized as follows:

- To teach and adhere to assigned courses and course syllabus;
- To observe punctuality and consistency in class attendance;

- To keep accurate records of student performance, absences and attendance;
- To adhere to work regulations and policies of the university;
- To participate in the selection of reference materials and resources in their respective field;
- To attend institutional and departmental meetings;
- To participate in the examination process by invigilating, grading and /or entering test scores;
- To adhere to the rules and regulations of student advising;
- To participate in conferences and lectures, inside and outside the college/university;
- To participate in different committees inside and outside the college/university;
- To maintain healthy and professional relationships with colleagues, students, personnel and other members of the PSU community; and
- To conduct research or other related professional development activities for academic and/or professional growth.

V. FACULTY BENEFITS

Monthly Base Salary. A Faculty member shall receive monthly base salary which corresponds to his academic qualification and professional working experience. Based on the overall annual performance evaluation of the faculty, he/she may receive a merit percentage increment in salary which is awarded on every renewal of contract.

Transportation Allowance. All faculty members shall receive a fixed monthly transportation allowance against local transportation expenses to facilitate their travel to and from the University.

Non-Saudi faculty members who are under the sponsorship of PSU are also entitled to the following additional benefits:

Housing Allowance. The University shall provide faculty members with free furnished housing, free essential utilities and maintenance. On the other hand, the faculty may also opt to choose an annual housing allowance equal to three months' basic salary, subject to a maximum of SR 25,000 (twenty-five thousand Saudi Riyals) for faculty members with an academic rank as Professor, Associate Professor or Assistant Professor; SR 19,000 (nineteen thousand Saudi Riyals) with an academic rank as Lecturer and SR 17,000 (seventeen thousand Saudi Riyals) with an academic rank as Instructor.

Educational Grant for Dependents The University shall provide faculty members with tuition fees, if needed, for his/her authorized dependent children of school age (defined as six years through eighteen years) from primary through high school who are enrolled in recognized schools operating within the Kingdom.

Tuition fees of SR 8,000 (eight thousand Saudi Riyals) per child per year will be paid, up to a maximum of four (4) children; the University's total contribution toward tuition fees will not exceed SR 25,000 (twenty-five thousand Saudi Riyals) per year. Any expenses other than tuition fees, such as transportation charges or the cost of schoolbooks, are not the responsibility of the University. The tuition fees are paid directly to the schools concerned upon receipt of their invoices.

Travel Tickets. The University shall provide the faculty member and his/her eligible dependents a maximum number of four (4) air tickets from the official point of origin by the most direct route to Riyadh, Saudi Arabia. During the period of employment, the University shall also provide similar round-trip passages, from Riyadh to the point of origin and return to Riyadh every year, when the annual vacation is due. A similar one-way passage shall be provided for final repatriation upon completion of the final contract and termination of employment.

A faculty member may convert the travel ticket up to 75% of the prevailing cost evaluated according to the university policy in case he/she does not avail of said annual travel.

Health Insurance. The University shall provide health insurance benefits to the faculty and three of his/her dependents who are residing with him/her in Saudi Arabia. Such insurance shall cover the cost of medical examination and treatment, including the cases of surgery, internal disease, chest disease, urology, ENT, eye disease, neurology, dermatology, pediatrics, gynecology, obstetrics, lab analysis and X-ray examinations of all types. The insurance shall not include periodic and preventive medical check-ups that are not related to a certain disease diagnosis, nor include spectacles, hearing devices, or plastic surgeries, unless caused by an accident or disease due to the performance of University work. It shall also not include telegrams, telephone calls, telexes, or simple hotel services resulting from hospitalization.

Retirement and End-of-Contract Indemnity. The retirement benefits are limited to Saudi faculty members only and are governed by the rules and regulations of the General Organization for Social Insurance.

Both Saudi and non-Saudi faculty members (only if sponsored by PSU) will receive end-of-contract indemnity which is equal to a half-month's salary for each full year of service. If a faculty member completes five (5) years of service or more, he/she will be eligible for one (1) full month's salary for every subsequent academic year that is completed. Said indemnity shall be paid at the end of the final contract and the computation shall be based on last received salary rate.

Official Administrative Appointment Benefits. A faculty member who assumes an official administrative job as chairperson or dean shall receive a monthly remuneration based on the University policy pay scale.

Holidays and Leaves. Faculty member shall be entitled to the following leaves and holidays:

Weekends which take place on Thursdays and Fridays.

Official Holidays particularly during Eid Al-Fitr, Eid Al-Adha and the "National Day."

Annual leave. A paid annual leave to a maximum of 60 days, upon completion of the academic year. All compensations, benefits and prerequisites, including vacation time, will be prorated for any period of service, depending on the joining date.

The official start and end of the above holidays are announced upon the Rector's approval.

Sick Leave. The faculty is entitled to a paid sick leave for the first 30 days and three-quarter pay for the following 60 days in one academic year if he/she is unable to discharge his/her duties due to an illness. A certification from a duly licensed medical practitioner should be submitted to the appropriate office in PSU

for evaluation and approval. A faculty member shall not be entitled to a sick leave in case sickness occurs outside the Kingdom.

Emergency Leave. Ten (10) days' paid emergency leave in one academic year.

Exceptional Leave. In exceptional cases and upon the Rector's approval, a faculty member may be granted an exceptional leave with full salary for 3 months and half basic salary for the following three months. Such leave may be extended without pay for a period not exceeding six (6) months.

Sabbatical Leave. By a resolution from the University Rector and according to a recommendation by the University Council, a faculty member who holds the rank as Professor, Associate Professor or Assistant Professor may obtain a full-time sabbatical leave, according to the rules and regulations of the University.

Maternity Leave. A maternity leave of 6 weeks, commencing 4 weeks before the expected date of delivery for female faculty members. She will be entitled to full-pay leave if she has already completed 3 years of service and half-pay leave if she has not completed 3 years of service.

VI. FACULTY WORKLOAD

A. Faculty Work Loads

To maintain a high level of instruction, research and service, a faculty member is expected to spend up to thirty-five 35 hours per week executing University duties. However, he/she has the freedom to distribute these hours among teaching, research development and creative work, office attendance, and committee services.

The department chair assigns the teaching load, academic advising, and other teaching-related tasks to the faculty members. The teaching load may vary from semester to semester, depending upon the requirements of the department and the number of teaching staff available. The teaching load includes teaching preparatory year and undergraduate courses. Moreover, a faculty member is expected to be available for a daily obligatory office hour for consultation with his/her students. He/she is required to post his/her scheduled office hours for the students and the department.

Faculty members holding professorial ranks as assistant professors, associate professors, or professors are expected to cover a maximum teaching load of fourteen (14) contact hours per week. If the faculty member holds a lecturer or instructor position, then he/she is expected to cover a maximum teaching load of eighteen (18) hours per week. The teaching hours include each of the weekly lectures, or laboratory sessions or field study, with duration of not less than fifty (50) minutes.

Additional load, over and above the normal teaching load, might result from supervising co-op reports and senior projects; coordinating multi-section courses, if appointed as a course coordinator; and holding office hours for consultation with students, special assignments, approved research, lab development, and development of new course materials. However, the workload may be reduced where a faculty member has one of the above administrative responsibilities.

In general, all faculty members may be required to render 35 hours of academic work and service per week which includes teaching, research, consultation hours, professional development, committee services, administrative work, etc...

VII. ADMINISTRATIVE POLICIES AND REGULATIONS

A. The Faculty and Personnel Affairs Office

The Faculty and Personnel Affairs Office provide all academic departments and faculty members with the following basic services:

Recruitment. The Faculty and Personnel Affairs Office makes all necessary arrangements related to faculty recruitment, particularly on announcement of vacancies, open positions, forwarding applications to departments for evaluation, arranging interviews, processing job offers, answering inquiries regarding applications, processing entry visas and tickets, and relaying information about the status of arrival of newly appointed faculty to all concerned departments.

Issuance of visas, residence and work permits. The Faculty and Personnel Office also makes all necessary arrangements with respect to issuance and renewal of visas, residence and work permits for the faculty and their dependents. It also arranges transfers of sponsorship for faculty who are locally hired, as well as their dependents.

Payroll. The Faculty and Personnel Office handles all employees' financial matters, including preparation of salaries, compensations, deductions, and monthly statements.

In addition, the Office coordinates a number of services and benefits designed to assist newly hired, as well as continuing faculty members regarding orientation processes, allowances, dependents' educational grants, annual repatriation tickets, employment certificates, etc....

B. Work Contract

A faculty member should obtain a work contract duly signed by both parties (the faculty and the PSU official representative), which details the terms and conditions the job before assuming his/her teaching post in the university.

Contract Duration The duration of faculty contracts shall be for a period of one year effective the date reflected in the signed contract.

Probationary Period. In some cases, it may be stated in the contract that the faculty shall be subjected to a probationary period. Probation is an extension of the selection process, in which the faculty is assessed for a period of time to determine whether he/she will continue his/her employment at PSU. The length of the probationary period shall not exceed three months.

Contract Renewal. It is the intention of the University to encourage the faculty member to maintain continuity of service. In this regard, appointments and contracts are renewed automatically on an annual basis, depending on the faculty member's overall performance evaluation and departmental recommendation.

Contract Termination. Either party shall notify the other in writing of the desire to terminate the contract at least two (2) months before the expiration date of the contract. The University reserves the right to terminate the contract without prior notice and the faculty member will not be entitled to any end-of-employment benefits in any of the following cases:

1. Gross inefficiency and irresponsibility in the performance of services for which he/she was engaged;
2. Flagrant and scandalous violation of moral laws;
3. Absence without a justified reason for ten (10) consecutive days or twenty (20) non-consecutive days during one year.

C. End-of-Employment

Both the faculty member and the University have the right to end the employment through resignation, retirement and contract termination.

Resignation. A faculty member can voluntarily terminate his/her employment with the University. The faculty should however, notify the University in writing of his/her desire to terminate the contract two (2) months before the expiration date of the contract. The resignation procedure is as follows:

- a. The faculty member addresses a letter of resignation to the head of the department.
- b. The head of the department endorses the letter to the college dean or to a higher authority, together with his/her recommendation.
- c. The Rector officially accepts the resignation or temporarily delays the resignation.

Retirement. A Saudi faculty member is exempted from his/her position in the University when he/she reaches the age of 60. However, the University Rector has the authority to extend the retirement if retiree's services are still significantly needed.

On the other hand, a Saudi faculty member is entitled to apply for early retirement, upon his/her request, if he/she completes 20 years of service in the University.

Clearance Procedures. Prior to the date of retirement or resignation, a faculty member should contact the Faculty and Personnel Office to complete the necessary exit clearance procedures. Prior to his/her last working day, all accounts and obligations to the University must be settled accordingly. University property, keys, identification, etc., must be returned to the appropriate offices. University Clearance Forms must be completed on or prior to the last day of employment. Failure to complete the necessary forms may result in a delay of the faculty member's final paycheck.

D. Faculty Conduct

Professional Ethics All faculty members are expected to observe a high standard of professional conduct. All faculty are encouraged to treat students, colleagues, administration officials and other members of the community with respect, honesty and with utmost consideration.

The following are professional ethics that all faculty should observe:

- Faculty members should avoid situations with the potential for conflict of interest or conflict of commitment.
- Faculty members should refrain from seeking or accepting any personal or financial advantage, such as gifts, loans, etc., that might reasonably be interpreted as an attempt to influence the employee in the conduct of his/her duties.
- Faculty members should refrain from engaging in activities outside the University that conflict with his/her required hours of work, job performance or obligations and responsibilities to the University.
- Faculty members should exercise care in the use of property, and funds entrusted to them. They should refrain from using University time, facilities, or property other than officially approved activities.
- Faculty members should treat fellow employees, students, and the general public with courtesy, respect and dignity. Faculty members should also avoid discrimination against any individual for reasons of race, color, religion, age, national origin, or disability particularly in the use of the facilities and services in PSU.
- PSU stationery and mail services are to be used only for official University business.

- Unauthorized solicitations of any kind on PSU time and property are not permitted. Requests to conduct solicitations, other than PSU-sponsored activities, must be submitted in writing to the University Rector.
- Faculty members are encouraged to improve their performance, to find more efficient ways of accomplishing their work, and to use opportunities to increase their skills and expand their work-related knowledge for their own improvement which benefit the former as well as PSU in general.
- Chairpersons, Directors, and Supervisors are expected to provide effective leadership for those they supervise; to set an example by their own proper conduct, attitude and work habits; and to have concern for the rights, privileges and general welfare of their employees.

Public Ethics. Faculty members should also observe some legal and social restrictions:

- Public discussions of political or religious issues. Preaching and group worshipping other than Islam are prohibited.
- The use and/or importation of drugs or alcohol are criminal offenses, with very serious penalties in the courts.
- Smoking is prohibited in all buildings on campus.
- Female faculty members are expected to dress conservatively (i.e., abayas and scarves) in public places.
- Women are not allowed to drive cars or operate any motor vehicles in the Kingdom.

E. Attendance and Punctuality

Faculty members are expected to be punctual in class and should maintain a good attendance record. In case of absence or tardiness due to illness or emergency, it is the responsibility of the faculty member to notify the department head as soon as possible. The use of any form of leave must be requested in accordance with University procedures and should be approved accordingly by concerned authority.

In case of prolonged period of absence, the concerned faculty member should notify the department head to enable the latter to arrange for a substitute to cover for the period of absence.

F. Dress Code and Personal Grooming.

All faculty members are expected to wear proper clothing appropriate to their position. Exotic clothing or grooming is considered unacceptable by the University administration.

Female faculty members are expected to dress conservatively (long sleeves and long skirts).

Male faculty members are expected to wear a business attire (long sleeves preferably with tie and coat and long pants) or may use the tradition Saudi clothing. .

Male Physical Education teachers are expected to wear decent sport clothing (shirt with collar and jogging pants or long shorts) during class hours.

G. Faculty Discipline

Faculty members are expected to conduct themselves in a manner that is consistent with the rules and policies of PSU and the department. In situations where a faculty member warrants disciplinary measure, due to a minor or major offense, the department chair, after due process of investigation has been taken, shall report the case to the Dean of the College, who in turn shall present the same to the University Rector. The University Rector will determine the gravity of the case and shall impose appropriate sanction which may take as follows:

- a. Official written warnings,
- b. Disciplinary suspension,
- c. Demotion, and/or
- d. Termination from employment.

Administrative offenses are classified into grave, less grave or light, depending on their gravity and effects on the integrity of the institution. The following are considered grave offenses (Please refer to Appendix 1):

- a. Dishonesty
- b. Gross neglect of duty
- c. Grave misconduct
- d. Conviction of a moral turpitude
- e. Falsification of official documents
- f. Physical or mental incapacity due to immoral or vicious habits
- g. Disgraceful and immoral conduct
- h. Inefficiency and incompetence in the performance of official duties

Disciplinary actions shall be documented in the official personnel file. A faculty member may appeal his/her case through appropriate grievance procedures.

H. Faculty Grievance

Every faculty member, individually or as part of a group, has the right to seek redress against injustice and/or discrimination. A grievance is any cause or complaint arising between an employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment or interpretation and application of rules and procedures.

PSU recognizes that problems and differences of opinion may develop between faculty members and their department heads. Faculty members are encouraged to work out their differences through appropriate communication channels. When these matters cannot be resolved accordingly, a faculty member may go through formal grievance procedures. The complaint should be addressed to the Grievance Committee chaired by the Vice Rector for Academic Affairs.

Committee. Members of the Grievance Committee include the following:

Vice Rector for Administration and Financial Affairs
College Dean where the faculty member is based
Department Head
Faculty and Personnel Director
Senior faculty member appointed by the University Rector
Academic Assessment and Planning Center Director

Jurisdiction. The Grievance Committee will act as an arbitration board only in school-related problem between:

- a. Teacher and administration
- b. Teacher and teacher

Procedure. For cases involving complaints, grievance or any case where the Committee may be asked to arbitrate:

1. The complainant addresses a formal letter to the Chairperson. The chairperson provides a copy of the letter to the other part for a written reply within 3 days from the receipt of the letter.
2. Within one week after the receipt of the letter from the aggrieved party, the Committee meets and decides on the case. If necessary, both parties involved may be asked to be present, separately or jointly, during the proceedings of the case.
3. A written decision is handed down to both parties concerned within three weeks from the receipt of the letter of complaint.
4. Members of the Grievance Committee are bound by secrecy in any case involving arbitration that may be referred to it.

5. In deciding the arbitration cases, the Committee applies the principle of two thirds majority rule and voting is done by secret ballot.

No member of the faculty shall be suspended or removed from service except for cause laid after an investigation.

If the complaint pertains to general level of wages, wage patterns, benefits, broad areas of financial management and staffing, or performance evaluations other than procedural and as it relates to denial of merit increase, it is not a grievance issue. A policy or regulation itself cannot be the subject of a grievance unless it can be shown to be contrary to law.

On the other hand, if a faculty member believes that unjust treatment or dispute is hurting him/her or his/her profession, he/she may file a grievance letter to the Dean of the College. The Dean shall conduct an investigation in order to determine the nature and source of the problem. The dean shall submit his written report together with his recommendation about the resolution of the case to the University Rector for final arbitration and/or legal action. .

Appendix 1

Classification of Offenses

A. Grave Administrative Offenses

	Offense	Frequency	Penalty
1.	Dishonesty	First Offense	Dismissal
2.	Gross Neglect of Duty	First Offense	Dismissal
3.	Grave Misconduct	First Offense	Dismissal
4.	Falsification of Document	First Offense	Dismissal
5.	Physical incapacity due to immoral or vicious habit	First Offense	Dismissal
6.	Receiving for personal use of fee, gift, valuable thing in the course of official duties from any person in the hope of better treatment than that accorded to other persons.	First Offense	Dismissal
7.	Disgraceful and immoral conduct	First Offense Second Offense	Suspension Dismissal
8.	Frequent unauthorized absences or tardiness in reporting for duty,	First Offense Second Offense	Suspension Dismissal
9.	Refusal to perform official duty	First Offense Second Offense	Suspension Dismissal
10.	Gross Insubordination	First Offense Second Offense	Suspension Dismissal

B. Less Grave Offenses

1.	Simple Neglect of Duty	First Offense Second Offense	Reprimand Suspension
2.	Simple Misconduct	First Offense Second Offense	Reprimand Suspension
3.	Gross Discourtesy in course of official duties	First Offense Second Offense	Reprimand Dismissal
4.	Insubordination	First Offense Second Offense	Reprimand Suspension

Appendix 2

University Officials

University Rector	Dr. Ahmed S. Yamani
Vice Rector for Administrative & Financial Affairs	Dr. Saad S. Al-Rwaita
Vice Rector for Academic Affairs & Research	Dr. Abdelhafeez Feda
Dean, College of Business Administration	Dr. Yahya Al-Serhan
Dean, College of Computer & Information Systems	Dr. Eltayeb Abuelyaman
Dean, College for Women	Dr. Fadia Al-Saleh
Vice Dean, College for Women – Academic Affairs	Dr. Amal Al-Shaman
Dean, Admissions and Registration	Dr. Abdulaziz S. Al-Sehibani
Dean, Student Affairs	Dr. Saad Al-Mosa
Director, Faculty and Personnel Affairs	Mr. Abdulaziz Hamad Al-Obaid
Director, International Relations	Dr. Kenneth Klinkner

Academic Chairpersons and Directors

Chairperson, Accounting and Finance Department	Dr. Mohd. Hanif Akhtar
Chairperson, Management and Marketing Department	Dr. George Thomas
Chairperson, Information Systems Department	Dr. Tarik Sulaimani
Chairperson, Computer Science Department	Dr. Mohammed Al-Effandi
Director, English Language Program	Mr. Ian Rennie
Director, Mathematics, Physical Sciences & Psychology	Dr. Aiman A.S. Mukheimer
Director, Computer & Information Science	Mr. Hassan Taher Daoud
Director, Physical Education	Mr. Jose P. Catapang

Women's College :

Chairperson, Dept. of Computer & Information Sciences	Ms. Rohi Jane
Chairperson, Department of English	Dr. Connie Mitchell
Chairperson, Department of Interior Design Engineering	Mrs. Latifa Al-Sudairy
Chairperson, Law Department	Dr. Emna Chickhaoui
Director, Department of General Sciences	Dr. Nuha Murad

University Based Centers

Director, Prince Salman Research & Translation Center	Dr. Kamaleldin Abodayeh
Director, Academic Assessment and Planning Center	Dr. Jose P. Catapang
Director, Community Services & Continuing Education Training	Engr. Ibrahim Ghemias
Director, Information Technology and Computing Services	Mr. Md. Vaseem Jaweed
Director, University Library	Dr. Fouad Farsuni