

**Kingdom of Saudi Arabia Ministry of Education Islamic University of  
Madinah (032) Secretariat of the University Council**

Number: 9144525517 Date: 09/07/1445 AH

To

**His Excellency the Vice- rector/ Vice-provost for Postgraduate Studies and Scientific Research.....** may Allah guide him

Peace, mercy and blessings of Allah be upon you, And after that:

With reference to the referral of His Excellency the Acting President of the University, No. 9144525517 dated 08/22/1445 AH. I inform you that the University Council in its seventh session held on 08/25/1445 AH, Took Decision No: (221/1445) including Approval of the following:

**First:** Approval on the amendment (Rules and Procedures for Hiring Retired Faculty Members at the University) according to the attached formula.

**Second:** Approval on the general policy for appointment and academic transfer at the Islamic University, according to the attached formula.

**Third:** Approval on the general policy for attracting academic and administrative competencies at the Islamic University, according to the attached formula.

**Fourth:** Cancellation of University Council Resolution No. (187/1444) approving the general policy for recruitment at the Islamic University, according to the attached formula

Hope you will kindly take the necessary action, and may Allah protect you.

My greetings and appreciation to you...

**Secretary of the University Council**

**Dr. Abdul Majeed bin Al-Amin Ahmed Mawloud**

## **General Policy for Academic Appointment and Transfer at the Islamic University**

### **Definitions**

**General Policy:** A work program that includes a vision, objectives and organizational materials to meet the job (academic) needs of the university by appointment or transfer.

**Academicians:** They are faculty members (professor, associate professor, assistant professor), and faculty members including lecturers, teaching assistants, language teachers and research assistants

### **Vision**

Meeting the needs of the Islamic University for distinguished competencies from faculty members and those in their position to advance the educational process at the university.

### **Objectives**

- 1-Raising the quality of the educational process at the university.
- 2- Fulfilling the university's needs for academic competencies at the university by appointing or transferring distinguished competencies to work as faculty members and those in their position at the university after completing their study programs at home or abroad, in line with the ambitions and aspirations of Vision 2030
- 3- Contributing to achieve the aspirations of the Kingdom of Saudi Arabia towards benefiting from distinguished national competencies.
- 4- Governing the procedures for appointment and transfer at the university on the basis of transparency and integrity in a way that achieves equality.

### **Article One: The authority responsible for implementing the appointment policy:**

#### **First: Appointing teaching assistants, lecturers, language teachers and research assistants:**

**The competent authority:** The University Council based on the recommendation of the Permanent Committee for the Affairs of Teaching Assistants, Lecturers, Language Teachers and Research Assistants and Councils of the faculty and Department in accordance with Article (7) of the Regulations Governing the Affairs of Saudi University Staff from Faculty Members and Those in Their Positions.

#### **Second: Appointing an assistant professor and higher:**

**The competent authority:** The University Council based on the recommendation of the Scientific Council and Councils of the faculty and Department in accordance with Article (15) of the Regulations Governing the Affairs of Saudi University Staff from Faculty Members and Those in Their Positions.

## **Article Two: Transfer of Academic Competencies from Outside the University to the University:**

Taking into account what is stated in Article Three of this policy, the transfer of a faculty member and those in a similar position to the university shall be by a decision of the University Council based on the recommendation of the Department and faculty Councils.

## **Article Three: Conditions for Appointment and Transfer of Academics:**

### **First: Conditions for Appointment and Transfer of the Position of Teaching Assistant:**

With adherence to what is stated in Article Four of the Regulations Governing the Affairs of Saudi University Staff from Faculty Members and Those in a Similar Position, the following conditions are required for the appointment and transfer of teaching assistants:

1. The applicant must have a full-time bachelor's degree from a recognized Saudi or foreign university; which has approval from the Ministry of Education.
2. His overall grade in the undergraduate stage must be at least (Very Good)
3. His studies in the undergraduate stage must be consistent with the university's specializations.
4. Not more than 30 years old, with the exception of those who have obtained or are registered for a master's degree from a Saudi or foreign university recognized and accredited by the Ministry of Education, provided that their age does not exceed 35 years.
5. The appointment requires that the applicant not be a government employee, and the transfer requires that the job title (cadre) be the same between the job from and to which he is transferred.
6. The applicant, if he is on a scholarship, must pledge in writing to obtain a master's degree - at least - before requesting to end the scholarship; and in the case of ending scholarship before getting it, the provisions of Article (Thirty) of the Scholarship and Training Regulations for University Employees shall apply to him.
7. He must have memorized the Holy Quran for those who wish to join the Readings Department in the Faculty of the Holy Quran.
8. Applicants to applied Faculties are required to obtain a minimum score of (450) on the (TOEFL-PBT) test or a score of (45) on the (TOEFL - IBT) test or a score of (4) on the (IELTS) test or a score of (60) on the (STEP) test or its equivalent, with the exception of those whose language of study was English.
9. To have obtained (60) or higher on the University Aptitude Test.
10. Other conditions that may be set by the relevant scientific departments and Faculties.

### **Second: Conditions for appointment and transfer of the position of lecturer:**

With adherence to what is stated in Article Five of the Regulations Governing the Affairs of Saudi University Staff from Faculty Members and Those in Their Position, the following conditions are required for the appointment and transfer of lecturers:

1. The applicant must have obtained a full-time master's degree from a Saudi or foreign university recognized and accredited by the Ministry of Education, and has a general grade of no less than "very good" if he obtained it from a university that grants it with a grade.
2. To have obtained 65 or higher in the general aptitude tests for university students.
3. His specialization in the master's stage must be compatible with the specialization of the department to which he will be appointed.
4. His age must not exceed 35 years, with the exception of those who have obtained or are registered for a doctorate.
5. It is required for the appointment that he is not a government employee, and it is required for the transfer that the job title (cadre) be the same between the job from which he is transferred and to which he is transferred.
6. The applicant, if he is on a scholarship, must pledge in writing to obtain a doctorate degree before requesting to end the scholarship; and in the event that his scholarship is ended before obtaining a doctorate, the provisions of Article (Thirty) of the Regulations for Scholarships and Training for University Staff shall apply to him.
7. He must have memorized the Holy Quran for those who wish to join the Department of Readings in the Faculty of the Holy Quran.
8. Applicants to applied Faculties are required to obtain a minimum score of (458) on the (TOEFL-PBT) test or a score of (48) on the (TOEFL IBT) test or a score of (4.5) on the (IELTS) test or a score of (64) on the (STEP) test or its equivalent, with the exception of those whose language of study was English.
9. Other conditions that may be set by the scientific departments and the relevant Faculties.

### **Third: Conditions for appointment and transfer to the position of assistant professor and higher:**

With adherence to what is stated in Article (11) of the regulations governing the affairs of Saudi university employees from faculty members and those in their position, the following conditions are required for appointment and transfer to the position of assistant professor or higher:

1. The applicant must have a master's degree and a doctorate from a Saudi or foreign university recognized and accredited by the Ministry of Education with a general grade of no less than 'very good'.
2. Not to be more than 50 years old (for assistant professor), and not to be resigned or retired..

3. The applicant's studies in the master's and doctoral stages must be regular, and equivalent to the academic degrees required by the university in terms of study duration and dedication to it.
4. The general specialization in the bachelor's, master's and doctorate must be compatible with the department's specialization.
5. To have obtained an excellent rating in the job performance evaluation for the last two years for employees.
6. .To have memorized the Holy Quran for those wishing to join the Department of Readings in the Faculty of the Holy Quran.
7. The applicant for applied Faculties is required to obtain a minimum score of (466) in the TOEFL- PBT) test or a score of (51) in the (TOEFL- IBT) test or a score of (5) in the (IELTS) test or a score of (67) in the (STEP) test or its equivalent, with the exception of those whose language of study was English.
8. .To have research in the specialization and published in approved publishing outlets.
9. Other conditions that may be set by the academic departments and relevant Faculties.

#### **Article Four:**

Taking into account what is stated in Articles Three and Five of this policy, the transfer of academic competencies from outside the university to the university shall be without job advertisements

#### **Article Five: Procedures for Appointing Academic Competencies:**

1. The deanship of Academic Affairs at the University shall address the educational authorities to determine the academic job need according to a study prepared by the academic departments based on the following criteria:
  - A. The number of Saudi faculty members and those in their position who are working and their percentage to the department members
  - B. The precise specializations of the faculty members.
  - C. The shares of faculty members and those in their position in teaching and supervision according to the relevant regulations.
  - D. The percentage of increase in the number of students in the Faculties and its impact on increasing the number of halls and teaching shares.
  - E. The number of those who are on scholarships from each department and their precise specializations and the expected date to return.
  - F. The numbers of those who are expected to be granted a sabbatical leave during the academic year and those who are expected to retire.
2. The deanship of Academic Affairs at the University in coordination with the educational authorities and the Human Resources Department, shall announce the

jobs according to the required specializations and necessary conditions on the university website through the electronic portal designated for receiving applicants.

3. Applications are available electronically on the electronic system for a specific period of time, provided that the applicant will attach all the required documents and paper as stated in this policy.
4. After the end of the application period, the academic departments shall sort list and study the applicants' files according to the terms and standards stipulated in this policy through the committees formed for this purpose.
5. D. After identifying those who fulfill the conditions for setting in competition, nominations for appointment to the position of teaching assistant and lecturer shall be made according to the form prepared as follows:
  - A. They shall give a written test, conducted by a committee of department members formed by the Faculty Council, with no less than three members, headed by a professor or associate professor at least, and the test shall be out of (100) and shall be considered passed if the applicant obtains (75) or more.
  - B. Candidates who pass the written test will undergo an oral test and a personal interview by a committee formed by the Faculty Council headed by the Dean of the Faculty, the Head of the relevant department, and one of the Faculty's agents. The test is out of (100), and the candidate is considered to have passed if he obtains (75) or more. It aims to verify:
    - His academic ability in his field of specialization and the extent of his ability to convey information to the recipient.
    - His ability to speak fluently and in a correct language.
    - His intellectual, mental and physical health to ensure the provision of the best practices for the educational process.
    - The extent of his awareness of the mission and goals of the Islamic University and his familiarity with the strategic dimension of Vision 2030.
6. The mechanism for comparing applicants who have passed the written and oral tests will be as follows :

20% for the graduation rate, 20% for the aptitude test, 35% for the written test, 15% for the oral test 10%for the interview held by the Permanent Committee for the Affairs of Teaching Assistants and Lecturers.
7. Nominations for appointment to the position of Assistant Professor and higher are made according to the form prepared as follows:
  - A. The result of the personal interview conducted by a committee formed by the Faculty Council headed by the Dean of the Faculty and the membership of the Head of the relevant department and one of the members of the Faculty Council. The candidate is considered to have passed if he/she obtains (80) or more out of (100)
  - B. The cumulative average for the Master's and Doctorate stages.
  - C. Scientific publication in terms of the type of journal in which he/she published, its classification level, and the number of published research papers, and It is preferable for the applicant to the applied Faculties to have published in journals classified internationally according to the (ISI) or (SCOPUS) rules.

- D. The applicant for theoretical Faculties must have published in the journals classified within the information bases approved by the University's Scientific Council.
8. A member of any committee must disclose in writing to his direct supervisor any conflict of interest or kinship up to the third degree for any of the applicants and not participate in the evaluation according to the relevant regulations
  9. The recommendation of the department and Faculty councils, accompanied by the required forms and documents for the candidate, shall be sent to the Standing Committee for Teaching Assistants, Lecturers, Language Teachers and Research Assistants to complete the appointment procedures for the position of Teaching Assistant or Lecturer.
  10. The recommendation of the department and Faculty councils, accompanied by the required forms and documents for the candidate, shall be sent to the Scientific Council to complete the appointment procedures for the position of Assistant Professor or higher.

### **Article Six**

Those excluded shall be notified via the electronic link designated for application due to the lack of conditions or due to failure to pass the required tests after conducting the comparison processes.

### **Article Seven**

This policy shall be effective from the date of approval by the University Council, and shall be reviewed by the competent authorities whenever necessary.