



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University

<http://www.kfu.edu.sa>

Faculty Handbook

- Mission & Vision
- Faculty Benefits
- Faculty Policies
- Faculty Responsibilities & Duties
- Academic Support
- On-Campus General Services
- Frequently Asked Questions



Second Edition

Prepared by
Deanship of Faculty Affairs



King Faisal University attracts elite faculty members from different Colleges, some of them return after their educational trip abroad for their Ph.D., others join the university from various parts of the Kingdom to add their outstanding efforts to its distinctive sons, and there are those who come from friendly countries to contribute by their efforts to distinguish the mission and the performance of the university.

All of these have questions about the university and the region and ways of safe and reassuring life for them and their families.

For all those, the Deanship opens its arms and welcomes them with all love,





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The Land of the Two Holy Mosques

The Land of the Two Holy Mosques



Kingdom of Saudi Arabia, KSA

The Kingdom of Saudi Arabia, KSA (Arabic: المملكة العربية السعودية, al-Mamlaka al-ʿArabiyya as-Suʿūdiyya), is an Arab country and the largest country of the Arabian Peninsula. It is bordered by Jordan on the northwest, Iraq on the north and northeast, Kuwait, Qatar, Bahrain, and the United Arab Emirates on the east, Oman on the southeast, and Yemen on the south. The Arabian Gulf lies to the northeast and the Red Sea to its west. It has an estimated population of 27.6 million, and its size is approximately 2,150,000 square kilometers (830,000 sq mi).

The Kingdom is also called “The Land of the Two Holy Mosques” in reference to Makkah and Medinah, the two holiest places in Islam. Saudi Arabia is the world’s leading petroleum exporter. Petroleum exports fuel the Saudi economy.

The Land of the Two Holy Mosques



Geography

The Kingdom occupies about 80 percent of the Arabian peninsula. In 2000 Saudi Arabia and Yemen signed an agreement to settle their long-running border dispute.[7] A significant length of the country's southern borders with the United Arab Emirates, and Oman, are not precisely defined or marked, so the exact size of the country remains unknown. The Saudi government's estimate is 2,217,949 km² (856,356 sq mi). Other reputable estimates vary between 1,960,582 km²[8] (756,934 mi) and 2,240,000 km² (864,869 mi²). The kingdom is commonly listed as the world's 14th largest state.

Saudi Arabia's geography is varied. From the western coastal region (Tihamah), the land rises from sea level to a peninsula-long mountain range (Jabal al-Hejaz) beyond which lies the plateau of Nejd in the center. The southwestern 'Asir region has mountains as high as 3,000 m (9,840 ft) and is known for having the greenest and freshest climate in all of the country, one that attracts many Saudis to resorts such as Abha in the summer months. The east is primarily rocky or sandy lowland continuing to the shores of the Arabian Gulf. The geographically hostile Rub' al Khali ("Empty Quarter") desert along the country's imprecisely defined southern borders contains almost no life.

The Land of the Two Holy Mosques



Desert view in Saudi Arabia.

The reddish color of sand and rocky hills in the background indicate this image was taken in the middle/western part of the kingdom

Mostly uninhabited, much of the nation's landmass consists of desert and semi-arid regions, with a dwindling traditional Bedouin population. In these parts of the country, vegetation is limited to weeds, xerophytes herbs and shrubs. Less than two percent of the kingdom's total area is arable land. Population centers are mainly located along the eastern and western coasts and densely populated interior oases such as Hofuf and Buraydah. In some extended areas, primarily the Rub' al-Khali and the Arabian Desert, there is no population whatsoever, although the petroleum industry is constructing a few planned communities there. Saudi Arabia has no permanent year-round rivers or lakes; however, its coastline extends for 2,640 km (1,640 mi) and, along the Red Sea, harbors world-class coral reefs, including the Gulf of Aqaba.

Native animals include the ibex, wildcats, baboons, wolves, and hyenas in the mountainous highlands. Small birds are found in the oases. The coastal area on the Red Sea with its coral reefs has a rich marine life.

The Land of the Two Holy Mosques



Climate

Extreme heat and aridity are characteristic of most of Saudi Arabia. It is one of the few places in the world where summer temperatures above 50 °C (122 °F) have been recorded, [citation needed] 51.7 °C (124 °F) being the highest ever recorded temperature. In winter, frost or snow can occur in the interior and the higher mountains, although this only occurs once or twice in a decade. The lowest recorded temperature is -12.0 °C (10.4 °F), recorded at Turaif. The average winter temperature ranges from 8° to 20 °C (47° to 68 °F) in January in interior cities such as Riyadh and 19° to 29 °C (66° to 83 °F) in Jeddah, on the Red Sea coast. The average summer temperature range (in July) is 27° to 43 °C (81° to 109 °F) in Riyadh and 27° to 38 °C (80° to 100 °F) in Jeddah. Nighttime temperatures in the central deserts can be famously chilly even in summer, as the sand gives up daytime heat rapidly once the sun has set. Annual precipitation is usually sparse (up to 100 mm or 4 in in most regions), although sudden downpours can lead to violent flash floods in wadis. Annual rainfall in Riyadh averages 100 mm (4 inches) and falls almost exclusively between January and May; the average in Jeddah is 54 mm (2.1 in) and occurs between November and January.

The Land of the Two Holy Mosques



Government

The central institution of the Saudi Arabian government is the Saudi monarchy. The Basic Law of Government adopted in 1992 declared that Saudi Arabia is a monarchy ruled by the sons and grandsons of the first king, Abd Al Aziz Al Saud. It also claims that the Qur'an is the constitution of the country, which is governed on the basis of the Sharia (Islamic Law).

Development

Saudi Arabia is one of the few fastest growing countries in the world with a high per capita income of \$20,700 (2007), Saudi Arabia will be launching six economic cities (King Abdullah Economic City) which will be completed by the year 2020. These six new industrialized cities will diversify the economy of Saudi Arabia, and will also increase the per capita income to a high level. The King of Saudi Arabia has announced that the per capita income is forecast, to rise from \$15,000 in 2006 to \$33,500 in 2020. The cities will be spread around Saudi Arabia to promote diversification for each region and their economy, and the cities will contribute \$150 billion to the GDP.

The Land of the Two Holy Mosques



Emirates

Emirate	Capital
Al Bahah	Al Bahah city
Northern Border	Arar
Al Jawf	Al Jawf city
Medina	Medina
Al Qasim	Buraidah
Ha`il	Ha`il city
Asir	Abha
Eastern Province	Dammam
Al Riyadh	Riyadh city
Tabuk	Tabuk city
Najran	Najran city
Makkah	Mecca
Jizan	Jizan city



The Land of the Two Holy Mosques



Cities

List of cities and towns in Saudi Arabia

Largest Cities by Population (2007)	Capital (Millions)
Riyadh	4.7
Jeddah	3.6
Mecca	1.7
Medina	1.3
Dammam	1.3
Qatif	0.8
Ta'if	0.7
Buraydah	0.6
Tabuk	0.5
Khamis Mushait	0.4

The Land of the Two Holy Mosques



Culture

Saudi Arabian culture mainly revolves around the religion of Islam. Islam's two holiest sites, Mecca and Medina, are located in the country. Five times every day, Muslims are called to prayer from the minarets of mosques which are scattered around the country. The weekend begins on Thursday due to Friday being the holiest day for Muslims. All Muslim countries have a Thursday-Friday or Friday-Saturday weekend. Saudi Arabia's cultural heritage is celebrated at the annual Jenadriyah cultural festival. Music and dance One of Saudi Arabia's most compelling folk rituals is the Al-Ardha, the country's national dance. This sword dance is based on ancient Bedouin traditions: drummers beat out a rhythm and a poet chants verses while sword-carrying men dance shoulder to shoulder. Al-sihba folk music, from the Hejaz, has its origins in al-Andalus. In Mecca, Medina and Jeddah, dance and song incorporate the sound of the mizmar, an oboe-like woodwind instrument in the performance of the mizmar dance. The drum is also an important instrument according to traditional and tribal customs. Samri is a popular traditional form of music and dance in which poetry is sung.

The Land of the Two Holy Mosques



Over 25% of the annual State budget is for education including vocational training. The Kingdom has also worked on scholarship programs to send students overseas to the United States, Canada, France, United Kingdom, Australia, Malaysia and other nations. Currently thousands of students are being sent to higher-educations programs every year.

Foreign labor

Despite the government's efforts to promote Saudization, the country draws a significant portion of its labor force from foreign countries, especially from South and Southeast Asia, East Asia, East Africa and from other Middle Eastern countries. There are also some people from North America, South America, and Europe.

Demographic

Saudi Arabia's population as of July 2006 is estimated to be about 27,019,731, including an estimated 5,576,076 resident foreigners. The birth rate is 29.56 births per 1,000 people. The death rate is 2.62 deaths per 1,000 people. Some cities and oases have densities of more than 1,000 people per square kilometer (2,600/sq mi).

The Land of the Two Holy Mosques



Education

When the Kingdom of Saudi Arabia was founded in 1932, education was not accessible to everyone and limited to individualized instruction at religious schools in mosques in urban areas. These schools taught Islamic law and basic literacy skills. By the end of the century, Saudi Arabia had a nationwide educational system providing free training from preschool through university to all citizens.

The primary education system began in Saudi Arabia in the 1930s. By 1945, King Abdulaziz bin Abdelrahman Al-Saud, the country's founder, had initiated an extensive program to establish schools in the Kingdom. Six years later, in 1951, the country had 226 schools with 29,887 students. In 1954, the Ministry of Education was established, headed by then Prince Fahd bin Abdulaziz as the first Minister of Education. The first university, now known as King Saud University, was founded in Riyadh in 1957.

Today, Saudi Arabia's nationwide public educational system comprises twenty universities, more than 24,000 schools, and a large number of colleges and other educational and training institutions. The system provides students with free education, books and health services and is open to every Saudi.

The Land of the Two Holy Mosques



Dress

Traditionally, men usually wear an ankle-length shirt woven from wool or cotton (known as a thawb), with a ghutra (a large checkered square of cotton held in place by a cord coil). For rare chilly days, Saudi men wear a camel-hair cloak (bisht) over the top. Women's clothes are decorated with tribal motifs, coins, sequins, metallic thread, and appliques. Women are required to wear an abaya or modest clothing when in public.

Food

Islamic dietary laws forbid the eating of pork and the drinking of alcohol, and this law is enforced strictly throughout Saudi Arabia. Arabic unleavened bread, or khobz, is eaten with almost all meals. Other staples include lamb, grilled chicken, falafel (deep-fried chickpea balls), shawarma (spit-cooked sliced lamb), and Ful medames (a paste of fava beans, garlic and lemon). Traditional coffeehouses used to be ubiquitous, but are now being displaced by food-hall style cafes. Arabic tea is also a famous custom, which is used in both casual and formal meetings between friends, family and even strangers. The tea is black (without milk) and has herbal flavoring that comes in many variations.



About The University

About the University



History of the University

King Faisal University which is located in the Eastern Province of Saudi Arabia, with two campuses in Dammam and Al-Hassa, offers a range of programs, including medicine, administrative science, architecture and urban planning. Founded in 1975, the university is famous for its outstanding medicine, agricultural and veterinary sciences programs. It has educational and experimental farms in Al-Hassa and conducts advanced research in agriculture and animal husbandry.

Location of the University

KFU's main campus is in Al-Hassa while Dammam campus is the branch of KFU, Both cities lie in the south of the Kingdom's Eastern region and are bounded by the Al-Dahna and the Al-Daman deserts.

The Al-Hassa Oasis is the largest oasis in the Kingdom of Saudi Arabia and the municipality of Al-Hassa constitutes the largest administrative area in the Kingdom. In ancient times, Al-Hassa was at the center of the trade routes which traders followed between the east of the Arabian Peninsula and India, Persia and the Far East.

About the University



the Dammam campus is also located in the Eastern Province of Saudi Arabia. Dammam is an important Saudi port on the Arabian Gulf. The largest town in the eastern region, it has expanded to the city limits of two other modern towns, Al-Khobar and Dhahran. Near Dammam are located the most important centers in the world for the production and refining of petroleum. The population of Dammam is greater than a million.

The university campus is about ten kilometers from the Arabian Gulf, seven kilometers from the city of Al-Khobar, twenty kilometers from Dammam. The University overlooks the Arabian Gulf, and the island of Bahrain - 35 kilometers from Saudi Arabia's eastern coast and linked to it by the King Fahd Causeway. The highway distance to Riyadh is about 400 kilometers and to Jeddah about 1450 kilometers from Dammam.

Both Al-Hassa and Dammam have a dry, tropical climate, with a five month summer and a relatively cold winter. It enjoys the benefit of copious reserves of underground water which have allowed the area to develop its agricultural potential. The climate during most of the academic year is quite pleasant, with temperatures ranging from briskly cool to comfortably warm. In winter light jackets are necessary. Nevertheless, Al-Hassa and Dammam has to deal with extreme heat from June to September but to counter this problem, the university has fully central air conditioned buildings.

About the University



Academic Colleges in Al-Hassa

- College of Medicine
- College of Clinical Pharmacy
- College of Computer Science and Information Technolog
- College of Engineering
- College of Aagriculture & Food Science
- College of Veterinary Sciences
- College of Management and Planning
- College of Sciences
- College of Education
- College of Art
- College of Applied Science and Community Services
- Community College

About the University



Academic Colleges in Dammam

- College of Medicine
- College of Dentistry
- College of Applied Medicine
- College of Nursing
- College of Architecture and Planning
- College of Engineering
- College of Computer Science and Information Technology
-
- College of Education
- College of Arts
- College of Sciences

About the University



Other Academic Colleges

- College of community - Al Qatif
- College of Education in Al-Jubail
- College of Education - Hafr Al-Batn
- College of Sciences and Arts - Al- Khafji
- College of Sciences and Arts - Al Nairia



Faculty Policies

Faculty Policies



General

All employees of the University are employees of the Saudi Arabian Government. Foreign faculty contracts are executed between the University and the individual in the role of a foreign “contractor”, and all such employees are subject to the general laws of the Kingdom.

Faculty Policies



Faculty Ranks

The titles that are used to describe faculty members in the University are as follows. Generally, the faculty members are required to perform duties involving teaching, research and University / community services.

Professorial Ranks

All professorial rank faculty members hold a PhD degree or equivalent. The titles used to describe faculty members of the University are: Assistant Professor, Associate Professor, and Professor. Titles used to describe faculty members who apply or are invited to join the University on a temporary basis: are (I) Adjunct Professor, who works on a part-time basis or for a part of an academic year, and (ii) Visiting Professor, who by mutual agreement wishes to associate himself with the university on a full-time basis for a specified period.

Non-Professorial Ranks

The non-professorial ranks in the University are:

- (I) Graduate Assistant / Research Assistant, who holds a B.S. degree,
- (ii) Lecturer, who holds a Master Degree.

Faculty Policies



Faculty Appointment

The University has a comprehensive review procedure to maintain and build up its excellent faculty. Usually, an expatriate faculty member is appointed on a contractual basis. Contracting procedures are designed to obtain a pool of highly qualified applicants in order to maintain the excellence and high standards of the University.

When considering a contract for an expatriate faculty member, the following general procedures are practiced to evaluate the candidate's file: (i) evaluating the applicant's academic and professional experience thoroughly by the concerned academic department, college, or RI center councils, (ii) interviewing the applicant by university representative(s), (iii) recommending or rejecting the application, and (iv) sending an offer of employment or a decline letter. The final decision to offer the candidate a contract is made by the Rector of the University on the basis of councils' recommendations and comments.

Contract Renewal

It is the intention of the University to encourage the faculty to maintain continuity of service. Therefore, the appointment and contract is, usually, renewed automatically on a one-year basis, depending on departmental evaluation and recommendations.

Faculty Policies



Otherwise, either party should notify the other in writing of the desire to terminate the contract two months before the expiration date of the contract. In the event of termination of contract, all accrued salary is paid on departure from the University.

Work Loads and Responsibilities

To maintain high quality of instruction, research and service, a faculty member is expected to spend up to 40 hours per week in executing University duties. However, he has the freedom to distribute these hours for the purpose of teaching, research development and creative work, office attendance, and committee services.

In addition, a professorial rank faculty member is expected to accept maximum instructional load during the regular semesters. The distribution of loads are (i) Ten class sessions per week per semester for a Professor, (ii) Twelve class sessions per week per semester for an Associate Professor, and (iii) Fourteen class sessions per week per semester for an Assistant Professor.

However, the work load may be reduced where a faculty member has other administrative responsibilities, special assignments, approved research, lab development, development of new course materials, and supervision of theses, senior projects, summer training and co-op students.

Faculty Policies



A non-professorial rank faculty member is expected to accept maximum teaching load of about eighteen class sessions per week during the regular semesters. However, the work load may be reduced where he has other special assignments or learning duties.

End of Employment

Both the faculty member and the University have the right to initiate the act of termination of employment. Forms of this action are: resignation, retirement, and contract termination. Procedures linked to each case are displayed in the following subsections.

Resignation

Resignation is an action by which a faculty member terminates his academic employment voluntarily. A faculty member must follow these procedures in order to resign from the University:

- The faculty member addresses a resignation letter to the head of his academic department or RI center.
- The head of the department or RI center forwards the letter to the college dean or a higher authority together with his recommendations and comments.
- The Rector officially declares the acceptance or temporary delay of the resignation.

Faculty Policies



Contract Termination

Upon recommendations of the department, college, and/or higher administration, a contracted faculty member is granted an automatic contract renewal one year. If either party requests otherwise, a contract termination may be effective at an agreed-upon date. Reasons for contract termination are acceptance of resignation, cancellation of the academic position, job disqualification, and unjustified absences, involvement in a crime or severe rule violation, disciplinary dismissal, permanent sickness, or death.



Faculty Responsibilities & Duties

Faculty Responsibilities & Duties



Teaching and Related Activities

Teaching Activities

The University considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He should make every effort to encourage students to learn and perform better, and in this respect, he shall adopt teaching methods. He should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he should act as an intellectual guide, counselor, advisor and mentor.

Assignment of Instructional Responsibilities

Normally, the department chairman assigns teaching load, academic advising, and other teaching related tasks to the faculty members, all of which vary from semester to semester depending on the departmental requirements and the policy of the department.

Faculty Responsibilities & Duties



Teaching and Related Activities

Teaching Load

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of available staff. Primarily, teaching load includes teaching preparatory year, undergraduate and graduate courses. For faculty members holding professorial ranks, the maximum teaching load in a semester is 14 contact sessions p/w. Additional load, over and above the normal teaching load, would result from supervision of co-op reports, senior projects and summer work reports and coordination of multi-section courses if appointed as a course coordinator. The department may reduce the course load of a member who is assigned a special duty by the department, the College or by the University. Up to 40 hours p/w, faculty members are expected to be available for professional duties.

Curriculum Development

Each faculty member should have a continuing commitment to the development of subjects in his field. He should review and update the course contents, as and when necessary, to reflect new developments and advances.

Faculty Responsibilities & Duties



Class Management

Course Scheduling

All on-campus credit courses are scheduled by the Registrar's Office under the Deanship of Admissions & Registration. The request for a change in the scheduled class time can be made only if there is conflict and/or a strong justification. The request must be filed with the Registrar's office through the chairman of the department, citing the reasons.

Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session is indicated by the Registrar's office. An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

Classroom Supplies

Each classroom is fitted with a white board, an overhead projector, a screen, writing chalks and dusters. Colored chalks, transparencies and other classroom supplies are available from the academic departments.

Faculty Responsibilities & Duties



Teaching and Related Activities

A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He should work in collaboration with other faculty members in his field to seek continuous updating and improvement of curricula.

Office Hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

Faculty Responsibilities & Duties



Class Management

Class Roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions & Registration. The official class list is also posted on-line on the website of the Deanship, access to which can be made by the instructor.

Record of Class Attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the University enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 20% of the lecture and laboratory sessions scheduled for the course or, if his attendance, allowing for both excused and unexcused absences, is less than 66.7% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student's unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.

Faculty Responsibilities & Duties



Class Management

Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with student`s academic engagements. The department should be informed of the scheduling of all make-up classes.

Textbooks and Course Materials

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore he may freely adopt other references to supplement teaching material, which may include his own prepared lecture notes.

Faculty Responsibilities & Duties



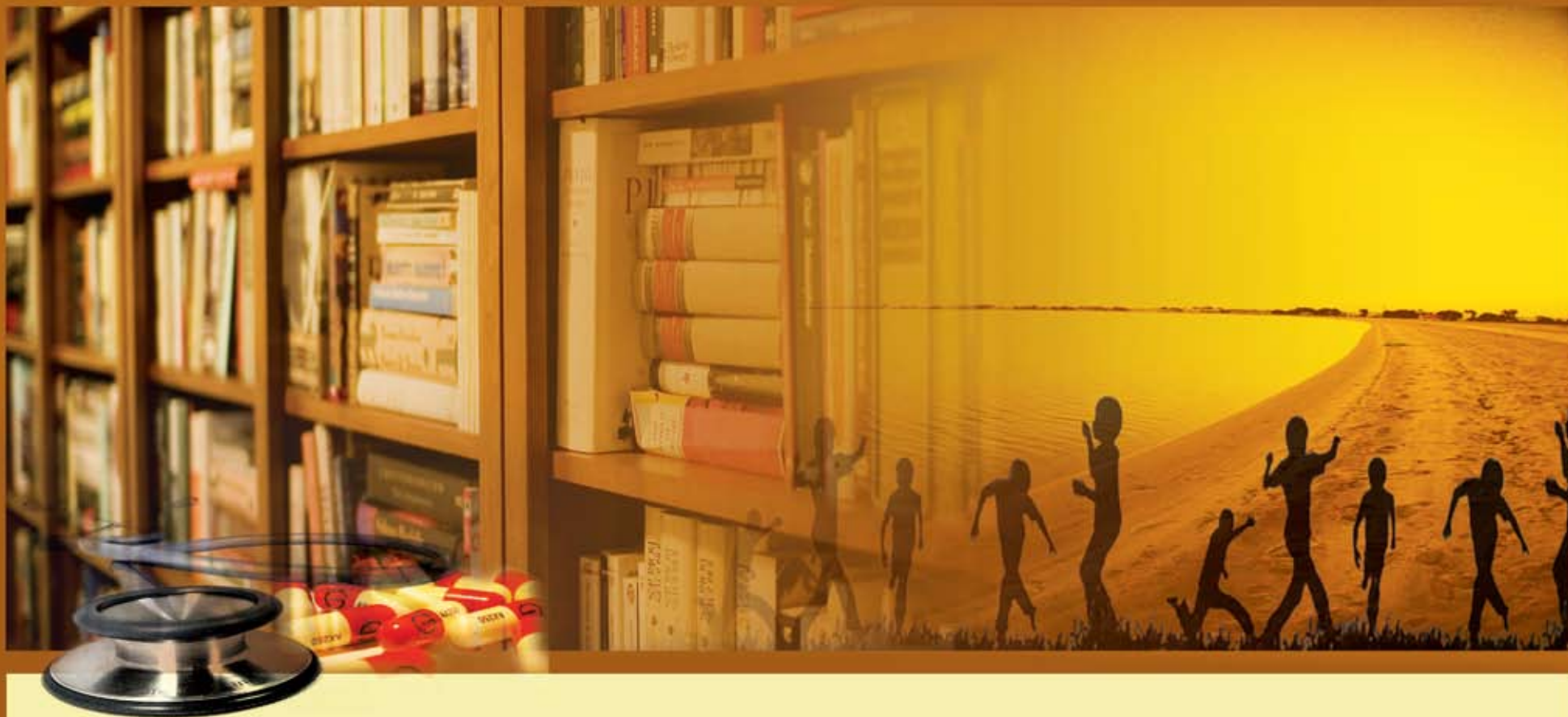
Class Management

Where there is no designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distribute the course materials to the students in his class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the University's procedure, which requires approval of the department, the college and the University.

Course Portfolio

The University maintains a policy on course portfolio, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.



Faculty Benefits

Faculty Benefits



General

The main incentives offered to expatriate faculty members are spelled out clearly in the “Employment Contract for Non-Saudi Faculty”. In addition, eligibility to receive other incentives is governed by the regulations and procedures presented by the university.

Faculty Benefits



Earned Benefits and Compensations

Earned benefits and compensations are the direct pay back that a faculty member gains against executing and completing different official assignments of the University.

Base Salaries and Merit Increments

Monthly base salaries of expatriate faculty members are defined on the basis of the established University pay scales in accordance with their academic qualifications and professional experience. The merit increments for expatriate faculty members are considered at their contract renewals. The percentage of increment applicable to the evaluation grade of their overall performance, as defined by the Faculty Affairs Committee, is calculated on their salaries drawn prior to the renewal of their contracts.

Summer Compensation

A faculty member is entitled to receive this type of compensation if requested to execute a summer assignment. Summer duties include summer session teaching and other related assignment. A faculty member who participates in a summer assignment, for which he is compensated, loses his right to be eligible for summer vacation. In general, the summer compensation does not exceed the amount of the individual's two-month salary.

Faculty Benefits



Short Course Compensation

The University encourages its faculty members to participate in offering a variety of short courses. The University compensates the faculty member for short course coordination, marketing, and teaching. The compensation amount is calculated on the basis of the faculty member's academic rank (i.e. professorial or non-professorial) and number of hours spent in coordination and/or teaching.

Retirement and End of Service Benefits

An expatriate faculty member receives end of service benefit (termination benefit) equivalent to a half month of basic salary for each full year of service upon completion of two full years of service with the University. However, upon completion of five years of service consecutively, the faculty member is entitled to a termination or end of service benefit equivalent to one month of his basic salary for each year of service based on his basic salary at the time he leaves the University. The accumulated amount of termination benefit, not exceeding SR 100,000, is payable at final termination of the contract.

Transportation Allowance

A faculty member is entitled to receive a fixed monthly transportation allowance against local transportation expenses. This benefit is considered on the basis of his academic rank.

Faculty Benefits



Indirect Benefits

Repatriation Benefits

At the start of contract, the University provides one-way air tickets to the expatriate faculty member and his eligible dependents (wife and two children) from their official point of origin to Dammam by the most direct routing through Saudi Arabian Airlines (SAUDIA). The maximum number of tickets must not exceed four, if needed, and each child's age should not exceed 18 years.

In addition, the University provides similar round-trip air tickets to the expatriate faculty member and his eligible dependents from Dammam to his contract point of origin and back every year at the due time of his annual vacation.

One-way tickets are also supplied to the expatriate faculty member and his family for final repatriation upon final completion of his contract or termination of employment.

Health Care

The Medical Center provides free basic health and dental care to all faculty members and their families. Laboratory, x-ray, vaccination, pharmacy, emergency and treatment room services are available.

Faculty Benefits



Indirect Benefits

In case of serious medical situation or accident, the University Medical Center usually issues referral letters to faculty members or any of their authorized dependents to be examined and treated in a neighborhood specialized Government hospital. Optional medical insurance plans are available at cost.

Holidays and Vacations

All faculty members in the University are eligible for the following vacations and holidays:

- Weekends, which are Thursdays and Fridays in Saudi Arabia.
- Official holidays, which are EidAl-Fitr and EidAl-Adha holidays. Government media, upon the instruction of the Council of Ministers, announce the official beginning and end of these two holidays.
- Annual vacation of a maximum of 60 days if a faculty member does not have any official summer assignment. The Dean of Faculty & Personnel Affairs, upon the Rector's approval, announces the official start and end of the annual vacation.

Faculty Benefits



School Tuition fees for dependent children

The University will cover the educational expenses of to the non Arabic spoken faculty members son's, as well as

Sons of Arabic faculty members studying in International schools and not fluent in Arabic as a language which allow them to continue their studies in government schools, according to the following conditions:

1. They are not accepted in government schools.
2. Their age must not be under six, and not exceeding eight years old.
3. Their schools must be inside the Kingdom of Saudi Arabia.
4. The University will cover the educational expenses of a maximum of four son's with a maximum of (SR 25000)for each year.

Sons	Tuition
First son	Yearly tuition fees with maximum of (SR 10,000)
Second son	Yearly tuition fees with maximum of (SR 7,500)
Third Son	Yearly tuition fees with maximum of (SR 5,000)
Fourth son	Yearly tuition fees with maximum of (SR 2,500)

Faculty Benefits



The expenses of participation in scientific conferences

According to regulations at King Faisal University, it was decided to allow non-Saudi faculty members to participate in the scientific conferences once a year, according to the following conditions:

1. Approval of the board of the department and the College
2. To be a member of the teaching staff for at least one year, with a contract renewal for the next year, and gaining an excellence rating in job performance evaluation report during the previous years.
3. To propose an accepted paper on behalf of University. And the conference must be international arbitrator.



Academic Support Units

Academic Support Units



Library Opening Hours

During the academic term, the main library operates from Saturday to Wednesday from 08:00 AM to 02:00 PM., and 05:00 PM to 09:00 PM and Thursday, 08:00 AM to 02:00 PM.

Borrowing Library Materials

All KFU faculty members can borrow library materials using the KFU ID card. A faculty member may borrow up to 25 library books for a period of one semester. Bound and unbound periodicals can also be borrowed by faculty members, but for a very short period. Renewal of the borrowed materials can be done by submitting a renewal request to avoid the fine for over-due materials.

Electronic Resources

The library provides access to a significant number of electronic resources, electronic journals and electronic encyclopedias.

Academic Support Units



Information Technology Center

The Information Technology Center (ITC) is the primary computing facility at KFU. It provides computing support for education, research, and management at the University.

ITC Mission

ITC is committed to providing high-quality information services that foster a productive academic and research environment for students, faculty, staff, and management at KFU.

Internet and E-mail

All faculty and students at KFU are provided with internet and e-mail services. A faculty member needs a login ID and password for these services, which can be obtained from the ITC. The use of these services is expected to be in compliance with the applicable rules and regulations. Faculty members can also post their course or personal web pages. Such services can be obtained by contacting the ITC. The network is also enhanced to provide wireless LAN connectivity to selected buildings across the campus. Dial-in facilities are also available.

Academic Support Units



User Support

The ITC staff provides a wide range of support services to faculty members. A help-desk to answer queries is operated during daytime office hours. It also provides assistance to faculty members regarding hardware and software installation and support. In addition, ITC offers frequent short courses, tutorials, awareness seminars and workshops on PC applications as well as general user-orientation of university computing facilities.



On-Campus General Services

On-Campus General Services



Campus Facilities

The University buildings are equipped with all academic needs and a variety of special purpose facilities including computer terminals and closed circuit television outlets. All University buildings are centrally air-conditioned.

The facilities available include the academic buildings that comprise laboratories, lecture halls, classrooms, seminar rooms, teaching and research laboratories and offices. Other buildings include the Research Institute, the Library, the Information Technology Center, the Administration Building, and the Faculty & Student Center, which includes the Faculty Dining Hall, the Post Office, Stationery shop, the Medical Center and a Mosque. The sporting facilities include a Stadium, a Gymnasium, and playing fields for inter-collegiate and intramural sports. In addition there is the Transportation Center, and the Garage for maintenance of University vehicles.

Food Services

Meals of both Arabic and Western menus are available at low prices to the members of the University community in the restaurants of the Food Services Department. In addition, coffee shops are located in several academic/administration buildings.

On-Campus General Services



Administrative Services

The Department of Administrative Affairs offers a wide range of administrative services to the faculty personnel, which are divided into several units, and their functions are:

- The General Services unit deals with the fax facility and telephone billing system. Faculty can send personal faxes through this unit on the same rate as the telephone bills.
- Smart Card Section issues smart cards to the new faculties/staff on their arrival after receiving a notification from the Deanship of Faculty & Personnel Affairs.
- The Mail Center deals with all incoming and outgoing mail, cables, etc. Each faculty member is assigned a mailbox to use during the period of his service. The faculty can also direct their mail to their academic departments.
- The Transportation unit deals with the transport needs of the University community. Additionally, shuttle bus service is available in the weekend from the Campus to Al-Khobar and Dammam shopping areas. Faculty and their families benefit from this service.

On-Campus General Services



Medical Services

The University operates a Medical Center on campus as an outpatient clinic with Internist, Pediatricians, Dentists, General Practitioners, Female Gynecologist, Pharmacists, and Nurses, an X-ray Ultrasonography scanning facility and an emergency unit. A well-equipped laboratory is available, which performs most hematological, bacteriological, serological, hormonal assays and biochemistry tests. The Medical Center also operates ENT, Eye and Dental Clinics equipped with the basic facilities. The Medical Center also issues medical reports for sick leave. Vaccinations for children are also available. The services of the Medical Center are available without charge to all University faculty, staff, their families and students. Prescribed medicines are available at the KFU Pharmacy.

Telecommunication Services

The University services cover the cost of local telephone calls. However, the faculty must pay for all long distance calls. Internet facilities provided by the University can be accessed in offices.

On-Campus General Services



Educational Technologies

The services offered by the Educational Technologies Department are given below:

- **Smart Classrooms.** High-tech smart classrooms already set and ready to use in different KFU buildings. Each smart classroom contains a personal computer (PC), computer screen, a reading-desk, large screen, a ceiling mounted overhead projector that can be connected to PC LAN, or laptop. The instructor can show his material from the PC, laptop, floppy disk, flashmemory, DVD, or CD.
- **Video Conferencing.** Services are available between academic buildings. The department can provide more services if needed, provided that it is given enough time for preparation. Video conferences outside KFU are going to be available soon.
- **Audiovisual Services.** These include auditorium reservation; maintenance of classroom projectors and screens, video projectors, TVs and VCRs; overhead projectors; audio recordings; professional public address systems on the important official occasions, graduation ceremonies in the Stadium & Maidan, auditoriums, or student social activities such as: stage dramas, lectures, conferences and exhibitions, etc.

On-Campus General Services



KFU Press

The KFU press provides production services to the campus community. These includes quality printing in black & white and multi-color in the form of academic books, undergraduate & graduate bulletins, department handbooks and brochures, annual reports and research papers, university stationery, calendars and registration schedules, announcements and forms, periodicals, miscellaneous academic publications pertaining to conferences & exhibitions, short courses, graduation ceremonies and student activities issuance of business cards, various sizes of banners and posters, printing on gifts and presentation items such as tee-shirts, plaques, name plates & signboards for all the University Departments. In addition to the above, KFU Press services are extended to all Community Colleges under KFU for their activities.

Security and Safety

Security and safety on the whole campus is the responsibility of the Security & Safety Department. The functions of this department include the following activities:

- Maintaining safety and security of the University community and its properties by
- providing protection 24 hours a day.

On-Campus General Services



- Issuing stickers for faculty and students' cars in order to control road security in the campus and allow the cars to be parked in proper parking areas at the academic buildings and in residential areas. The stickers must be returned to the Security and Safety Department if the car is sold.
- Enforcing the traffic regulations on the campus. The maximum speed allowed on campus roads is 50 km/hr. Only certain parking areas are allocated to the faculty members and they are labeled. A fine must be paid for any violation of the traffic regulations, such as speeding, seat belt not being fastened, parking violations, non-observance of signals, etc.
- Inspecting the safety of fire extinguishing devices located in the academic buildings.

Sports Facilities

Sports and Recreation facilities are available in a large area ideally situated on the main campus. The mid campus area has a swimming pool, indoor student shower and changing facilities, soccer field, tennis court, athletic track, basketball, volley ball courts, squash court and weight training room. Modern indoor physical education facilities include areas for basketball, volleyball, gymnastics, handball, squash, table tennis, weight

On-Campus General Services



training and many other sports activities. Shower and changing rooms are adjacent to the gymnasium

Web Services

The following web services are provided to students, faculty, administrators and various university departments through the Deanship of Admissions and Registration website

- Online Web general services:

- Schedule of Classes
- Academic Calendar
- Registration Schedule and events
- Important Dates
- Schedule of Final Examinations
- Early Registration/Registration procedure
- Important announcements
- Information about Registrar Office

- Online Web services for Students:

- Early registration and Registration
- Registration Status
- Student Transfer Credits Transcript
- Graduation Declaration
- Dropping of course without permanent record
- Registration Confirmation
- Student Transcript
- Student Schedule
- Dropping of course with 'W' grade

On-Campus General Services



- Online Web services for Faculty:

- Teaching Schedule
- Grade Confirmation Submissions
- Class Rosters
- List of students with W/DN grades

Other On-Campus Services

The following services are also available within the campus facilities:

- The University Mail Center takes care of all types of mail (normal and express mail) services. The Mail Center is located in a central area of the academic buildings.
- The KFUPM branch of Riyadh Bank is located closely to the University Medical center to serve the University community. Automated teller machines (ATMs) are installed at various locations on campus.



Local Facilities and General Information

Local Facilities and General Information



About the Local Facilities

Mode of Transportation: There is a Domestic Airport in Al-Hassa. International Airports are located in Dammam which is 150 kms from Al-Hassa and also in Riyadh which is 350 kms from Al-Hassa. Railways run between the cities of Riyadh, Al-Hassa and Dammam and there are quite many trains connecting Dammam and Riyadh daily. The Saud. Public Transportation Company (SAPTCO) connects different cities of Saudi Arabia. For Local transportation taxis are available.

Industry in Al-Hassa and Dammam

Petroleum is the main industry in the region, absorbing twenty percent of the work force. Factories turn out cement, plastic, as well as the long Arab coat, or «mislah.» There are various small industries as well. Because of its massive industrial and agricultural development, commerce has thrived here. Employment in markets, hotels and government and private banks absorbs sixty percent of the population.

Local Facilities and General Information



Historical sites in Al-Hassa

The Juwatha mosque is considered to be the second mosque built under Islam, the first being the mosque of the Prophet (peace be upon him). Al-Aqeer Seaport is situated on the Arabian Gulf in eastern Al-Hassa. It has lost its focal role as a fishing and transportsite, and is now an outing place for people of the region.

-**Al-Kabeer Mosque** was built by Imam Faisal bin Turki Al-Saud, the great-grandfather of King Abdulaziz, the founder of the Kingdom of Saudi Arabia. It was built on the pattern of the Cordova mosque in Southern Spain.

-**Qasr (Castle) Ibrahim** was built during Ottoman rule. It is located prominently in Al-Hofuf city.

-**Al-Oyon (springs)**, like those in Umm Sabaa and Najran (in other parts of the Kingdom), provides curative mineral water at a steady rate.

-**Qarah Mountain** in the village of the same name offers visitors cool temperatures in the summer months.

-**Sahoud Palace** was built during Ottoman rule in the city of Al-Mobarraz.

Local Facilities and General Information



Historical sites in Dammam

The most important features of the city are King Fahd International Airport, King Fahd Park, The Coastal Sports Center, Half Moon Beach and Alkhleej Makarim Village. The city has lots of gardens, picnic spots and kilometers of beaches. The area of Dammam and Al-Khobar has become a vacation center. Among the other attractions are Sunset Beach and Al-Azizia beach, 15 kilometers from the city center. The King Fahad Coastal Town consists of gardens, amusement halls, zoological gardens, and a well-maintained corniche.

Stores/Market

The stores carry a wide variety of American / European foods and household items. Here you will find some items typical of the region, e.g.,handicraft and gold.Also there are items imported from India, Pakistan, the Far East and Europe.

Telephone dialing code

Hofuf, Saudi Arabia Dammam, Saudi Arabia

The country code is: 966

The city code is: 3



Frequently Asked Questions (FAQ)

Frequently Asked Questions (FAQ)



Will I be paid in US \$?

Although salaries are normally negotiated in US\$, unlike many currencies, the currency of Saudi Arabia is fixed to the dollar and never depreciates in value when compared to the US\$ which is (1 US\$ = 3.75 SR)

Can I send Money Home?

Money can be sent home by electronic transfer, either through a bank or a transfer agency. It normally takes two working days to have the money transferred into your home account. Transfer costs depends on the facility used. Banks are generally more costly than transfer agencies.

What is the cost of living?

Compared to most countries the cost of living is not much higher in Saudi Arabia. When earning a reasonable salary, you should be able to save the largest portion of your salary. Keep in mind that the employer pays for everything. All you normally have to provide for is your food and clothing.

Frequently Asked Questions (FAQ)



Can I bring my family with me?

When you join the university you can bring your family along with you, the visa issued for you can be used along with your contract copy to get the visa stamped for your family.

Will the University provide Transportation?

The university will provide you a fixed amount monthly depending upon your current rank in the University.

Do I need a work Permit?

Your visa acts as your work permit. No work permit is required; instead you will be issued a residence permit (Iqaama) which is itself a work permit.

Are there shops, level of Development?

Saudi Arabia is a developed country in many aspects, Cities are large with large shopping centers. Most items available in your own country are also available wherever you live in the country. There are good hotels for weekend purposes and there are some family parks. But other places of interest like Jeddah, Dammam, Riyadh has more shopping areas.

Frequently Asked Questions (FAQ)



Are there any costs Involved?

In most cases there are no costs involved as the University pays for your air tickets once annually for your vacation for up to 4 family members including yourself.

How long can I work there?

Work contracts generally cover a one-year period, but exceptions do exist. Contracts are to be renewed when they expire.

Is there an age restriction?

In Saudi Arabia the age restriction for university staff is 60 Years. After 60 years of age one has to retire.

Can I resign from my Job?

Yes But only after one year of complete contract; the university has to be informed two months in advance if you have the intention to resign from your job. At resignation your visa is terminated. You thus have to leave the country.

Frequently Asked Questions (FAQ)



Where can I stay when I come to the University?

The university provides you with a hotel for five nights on your arrival and in these five days one can explore suitable accommodation. The local faculty is quite helpful in finding out an accommodation in these five days.

Can I get housing near the University and how much does it cost?

Finding a home near the university is quite easy since there are a large number of housing compounds and apartments near to the university and as well in the down town, mostly the rent for the apartment varies from 12,000SR to 18,000 SR depending upon the type of apartment.

Does the University provide tuition fees to the school for dependent children?

Yes, the University provide any faculty members with tuition fees for the dependent children. For more information Please see Faculty Benefits section.

Frequently Asked Questions (FAQ)



Can I drive and Buy a Car?

Yes You can buy and drive a car in Saudi Arabia; Females are not allowed to drive at all.

What is the Weather Like?

Al-Hassa has a dry, tropical climate, with a five month summer and are relatively cold winter. It enjoys the benefit of copious reserves of underground water which has allowed the area to develop its agricultural potential. The climate during most of the academic year is quite pleasant, with temperatures ranging from briskly cool to comfortably warm. In winter light jackets are necessary. Nevertheless, Al-Hassa has to deal with extreme heat during June to September but to counter this problem; the university has fully centrally air-conditioned buildings.

On my First Arrival is there a facility of Airport pickup?

The university will pick you up from the Airport on your first arrival and also provide you accommodation for the first five days at a hotel, all you have to do is inform us of your date of arrival and flight details.

Frequently Asked Questions (FAQ)



Does the University provide shipment charges of baggage from home country To Al-Hassa/Dammam at the time of joining the University?

The University does not provide any shipment charges; it has to be brought by the contractee him/ her self.

Does the University provide Health Care?

The University Medical Center provides free basic health and dental care to all faculty members and their families. Laboratory, x-ray, vaccination, pharmacy, emergency and treatment room services are also available. In case of a serious medical situation or accident, the University Medical Center usually issues referral letters to faculty members or any of their authorized dependents to be examined and treated in a neighborhood specialized Government hospital or the University Hospital in Al-Khobar.

Can I use my credit card or ATM card?

Yes, you can use your credit card or ATM card anywhere in the Kingdom.

Frequently Asked Questions (FAQ)



Does the University provide to buy a car?

The university does not provide you with loans, rather there are many local sellers /dealers who sell cars on an installments basis. One need not to buy a car immediately. For some time, the local taxi which charges SR 10 from most places for transport to university can be quite helpful. Buying a car should be fairly easy here and a good second hand car can cost about SR 25,000. Petrol is about SR 1 for a gallon. A new car can be purchased.

Does the University pay us something in advance?

The university pays once for Furniture allowance which is 50% of the housing allowance granted, provided that the employee did not work in the Kingdom in the two years preceding the signing of the contract. This is usually paid with in a few days of arrival (4-5days). Along with the first salary the University pays the housing allowance for the full one year.

Does the university provide for dental service?

The university provides for free dental service provided at the KFUPM Medical Center and hospital.

Frequently Asked Questions (FAQ)



What are the courses that I am supposed to teach?

The faculty are assigned the courses depending upon their major and the number of years of teaching experience in pertaining to the related subjects.

Can I visit neighboring countries during the weekend?

Yes, you can visit the neighboring countries during the weekend. Prior to that you need to obtain an Exit/ Reentry visa to the kingdom and an approval from the Dean and higher authorities.

Is there support for professional activities?

Regarding conference attendance, the University encourages its faculty members to participate in “high-quality” conferences and professional meetings sponsored by leading professional societies held both within the Kingdom and abroad.

When the university start paying my salary and other allowances?

We need from 30 to 60 working days in order to pay your salary. Therefore, you need to have good amount of money to spend on yourself until you start receiving your salary.

Frequently Asked Questions (FAQ)



When is the vacation time and for how long?

All faculty members in the University are eligible for the following vacations and holidays:

- Weekends, which are Thursdays and Fridays in Saudi Arabia.
- Official holidays, which are EidAl-Fitr and EidAl-Adha holidays.
- Annual vacation of a maximum of 60 days if a faculty member does not have any official summer assignment.

Is there an airport and railway station

There is a Domestic Airport in Al-Hassa. The international Airport is in Dammam which is 150 KMS from Al-Hassa.

There are several trains connecting Dammam and Riyadh cities daily.

Can I leave for my home country during the Eid holidays?

One can leave the home country for the Eid holidays, once the dean and the Vice Director approves your application.

Frequently Asked Questions (FAQ)



What are Retirement and End of Service Benefits, I am entitled for?

An expatriate faculty member receives end of service benefit (termination benefit) equivalent to a half month of basic salary for each full year of service upon completion of two full years of service with the University. However, upon completion of five years of service consecutively, the faculty member is entitled to a termination or end of service benefit equivalent to one month of his basic salary for each year of service based on his basic salary at the time he leaves the University. The accumulated amount of termination benefit, not exceeding SR100,000, is payable at final termination of the contract.

Can I Participate in the scientific conferences?

Yes, According to regulations at King Faisal University, it was decided to allow non-Saudi faculty members to participate in the scientific conferences once a year.

For more information please see the Faculty Benefits section.

Contact Us



For more information please contact

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