

Extract from the Faculty Promotion Guidelines
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II - CRITERIA FOR PROMOTION

Faculty members applying for promotion will be evaluated on the basis of the following:

- 1- Teaching
- 2- Research and Scientific Contributions
- 3- University, Departmental and Public Service

While University, Departmental and Public Service should be recognized and encouraged, high quality teaching and research are of primary importance and are indispensable qualifications for promotion to higher professorial ranks.

1- TEACHING

Since teaching is a primary function of all KFUPM faculty, a candidate for promotion is required to demonstrate his ability to teach effectively in addition to his other responsibilities. The following factors and criteria are to be considered in the evaluation of teaching performance:

- a- Demonstrated competence in the subject matter in classroom and public presentations (e.g. colloquia, seminars, symposia, short courses, conferences, etc.).
- b- Effectiveness in the development and use of innovative methods in teaching such as computer aided instructions.
- c- Guidance and leadership in student activities.
- d- Initiation and participation in curriculum development (e.g. new courses, new programs, etc.).
- e- Effectiveness in the development and use of Instructional Laboratories.
- f- Level of participation and effectiveness in the continuing education programs.
- g- Textbook authoring.
- h- Effectiveness in supervising senior projects, Summer Training and Coop Programs (if applicable).
- i- Teaching Load.

Information regarding these aspects of the candidate's teaching performance can be sought from his chairman, peers, students (preferably senior) alumni and course files. It is noted that student's evaluation should not be accepted without qualification. It may serve, however, as an indicator of competence. It is not to be used as an absolute and final measure of the teaching performance. It is expected that each faculty member maintains course files that include the syllabi, outlines of materials covered, homework, lab assignments, exams, and other pertinent information. Such files should be made available to the committee on request. In the case of multiple-section courses where a number of instructors are involved, the input from the coordinator may also be sought through the Chairman of the Department.

In judging the effectiveness of the candidate's teaching, the committee (see Appendix B) shall consider the candidate's command of his subject; his continuous growth in his field; his ability to organize and present his materials with clarity and force; his capacity to awaken in students an awareness of the relationship of his subject to other fields of knowledge; his grasp of general objectives; the spirit and enthusiasm which vitalize his learning and teaching; his ability to excite intellectual curiosity in freshmen and to stimulate advanced students to original work; his personal attributes as they affect his teaching, his students, and his colleagues; and the extent and skill of his participation in the general guidance and counseling of students.

2- *RESEARCH AND SCIENTIFIC CONTRIBUTIONS*

It is a truism that the quality of teaching at the University and the viability of its graduate programs are directly related to the quality of research and scholarship of its faculty. Consequently, the university shall promote those members of faculty who are actively engaged in research and creative scholarship of demonstrable quality.

There are basically five different types of research, which are recognized and supported by the University. One is Independent Research, based on the faculty's interests and capabilities in the academic colleges and departments of the University. It is necessary for keeping the faculty abreast of the *state of the art* in their professional specialization.

The second is University Sponsored Research, based on specific areas of interest to the University, and funded with subsidies in the form of research grants and released time of academic personnel. This type of research may be either basic or applied, and it is directed at some specific objectives.

The third type is Contract Research, based on specific needs and interests of external clients who finance the research in return for access to the results. The client usually identifies the problem, while the task of the researchers is to find viable and economical solution to that problem and to deliver the results on schedule and within the time frame set by the contract. The results of such research are usually delivered to the client as reports, software or prototypes. Contract research may entail confidentiality and restriction on publication. In conformity with its goals the University encourages and values research that may lead to solutions of problems that are of local concern, and believes that such research should also be considered of paramount importance. Moreover, it recognizes that successful solution of many practical problems requires the effort of multi-disciplinary research teams.

The fourth type constitutes published textbooks and scientific reference books, translations of specialized scientific books, reviews of rare books and published research by scientific societies approved by the Scientific Council.

The fifth type consists of inventions and novelties that have patents from recognized agencies approved by the Scientific Council and distinguished creative activities recommended by the Scientific Council and approved by the University Board.

It is acknowledged that measuring scholarship and the resultant effectiveness of the candidate is a task fraught with difficulties. One must keep in mind, that the aim is the evaluation of *depth of scholarship*, which is directly correlated to the degree of creativity, and significance of the research work undertaken. It is also related to the scholarly stature and effectiveness of the researcher in question. Evidence of creative research should be sought in the candidate's published research in refereed journals, conference proceedings, monographs, technical reports or in original professional work such as architectural and engineering designs, and computer software.

In published scholarly work, a key ingredient is significance rather than volume. A judgement can be made by examining the quality of the journals in which the publications appeared, the use which other researchers make of an individual's publications, or by requesting testimony from other distinguished workers in the field. Since the task of choosing reviewers is rather critical, extra care is needed in the selection of peers who should be asked to evaluate a candidate's research accomplishments. Contributions in the area of coordination of knowledge such as survey articles, and books are evidence of effective scholarship.

Other evidence in this area includes supervision of master and doctoral theses. Moreover, articles, textbooks, reports, and similar publications normally considered as contributions to the professional literature or the advancement of the professional practice or of professional education, should be judged as evidence of effective scholarship especially, when they present new ideas or incorporate scholarly research. Evidence of scholarly stature may include services on editorial boards of scholarly journals, invitations to give keynote addresses in conferences or symposia, membership in technical committees of international/national conferences, symposia, acting as referee for scholarly journals, conferences, symposia, books, and technical reports, prizes and awards received and high level consulting work. Confidential and secret reports, software or prototypes may be evaluated by an ad-hoc committee of cleared university personnel of higher rank than the candidate. This committee shall report its findings to the promotion committee.

3- *DEPARTMENTAL, UNIVERSITY AND PUBLIC SERVICE.*

The faculty plays an important role in administration within the University and in the formulation of its policies. Recognition shall therefore be given to scholars who prove themselves to be able administrators and developers of their respective departments and who participate effectively and imaginatively in Departmental, College, and University committees. Service rendered by members of the faculty to the local community and the Kingdom, both in their special capacities as scholars and in areas beyond these special capacities when the work done is at a sufficiently high level and quality, shall likewise be recognized in the promotion process. These may include organizing short courses, national/international conferences, seminars, workshops, technical projects, authoring articles for the general public, translations, etc. Contributions might also include identifying industry needs and elaborating coherent training programs in some areas of expertise, as well as establishing a link for technical cooperation between KFUPM and other institutions in specific areas of expertise. Similarly, contributions to the students' welfare shall also be recognized and considered.